

**Shavington-cum-Gresty Council**  
**Annual Meeting of the Parish Council**  
**Shavington-cum-Gresty Parish Council**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the Annual Meeting of the Parish Council** **held on 1 May 2024**

In attendance: Cllrs Buchanan, Cruickshank B Gibbs, K Gibbs, Hancock, R Jones, S Jones, McHugh, McIntyre, Randle, Wain

One minute silence was taken before the start of the meeting in memory of Previous Councillor S Cheshire

<b>ScG/24/01/1</b>	<b>To elect the Chair and Vice-Chair of the Parish Council<sup>1</sup></b>
	<b>RESOLVED:</b> Cllr B Gibbs and Cllr Cruickshank were elected Chair and Vice-Chair of the Parish Council respectively.
<b>ScG/24/01/2</b>	<b>To receive and consider apologies for absence</b>
	Apologies were received from Cllr Ferguson
<b>ScG/24/01/3</b>	<b>To note declarations of Members' interest</b>
	Cllr Randle declared a pecuniary interest in items 19 and 20, as stated in their Member Register of Interests.  Cllr Cruickshank declared a pecuniary interest in item 29, as plot holder in Gresty Lane.  Cllr Hancock declared an interest in item 27, as member of Shavington Village Festival Committee.
<b>ScG/24/01/4</b>	<b>To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings held on 28 March 2024</b>

<sup>1</sup> Meeting started at 19:32hrs

	<p><b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.</p>
<p><b>ScG/24/01/5</b></p>	<p><b>To consider the DRAFT Committee membership for 2024/2025</b></p> <ul style="list-style-type: none"> <li>✓ <b>Community &amp; Engagement Committee (7):</b> Cllrs K Gibbs, B Gibbs, McHugh, Cruickshank</li> <li>✓ <b>Finance &amp; Strategy Committee (5):</b> Cllrs K Gibbs, B Gibbs, S Jones, Ferguson, McHugh, Randle</li> <li>✓ <b>Environment &amp; Recreation Committee (8):</b> Cllrs K Gibbs, S Jones, Ferguson, McHugh, Randle, Cruickshank</li> <li>✓ <b>Planning Committee (8):</b> Cllrs McIntyre, K Gibbs, Ferguson, McHugh, Wain</li> <li>✓ <b>Staffing Committee (5):</b> Cllrs Buchanan, B Gibbs, McHugh</li> <li>✓ <b>Village Hall Committee (5):</b> Cllrs McIntyre, K Gibbs, S Jones, Hancock, Cruickshank</li> <li>✓ <b>Complaints Committee (5):</b> Cllrs Buchanan, McHugh, Wain, Randle, B Gibbs</li> </ul>
	<p><b>RESOLVED:</b> that the Committee Membership 2024/25 is approved as follows:</p> <ul style="list-style-type: none"> <li>✓ <b>Community &amp; Engagement Committee (7):</b> Cllrs K Gibbs, B Gibbs, McHugh, Cruickshank, McIntyre, R Jones, S Jones</li> <li>✓ <b>Finance &amp; Strategy Committee (6):</b> Cllrs K Gibbs, B Gibbs, S Jones, Ferguson, McHugh, Randle</li> <li>✓ <b>Environment &amp; Recreation Committee (6):</b> Cllrs K Gibbs, S Jones, Ferguson, McHugh, Randle, Cruickshank</li> <li>✓ <b>Planning Committee (5):</b> Cllrs McIntyre, K Gibbs, Ferguson, McHugh, Wain</li> <li>✓ <b>Staffing Committee (5):</b> Cllrs Buchanan, B Gibbs, McHugh, R Jones, Cruickshank</li> <li>✓ <b>Village Hall Committee (5):</b> Cllrs McIntyre, K Gibbs, S Jones, Hancock, Cruickshank</li> <li>✓ <b>Complaints Committee (5):</b> Cllrs Buchanan, McHugh, Wain, Randle, B Gibbs</li> </ul>
<p><b>ScG/24/01/6</b></p>	<p><b>To consider and approve the Terms of Reference of Committees for 2024/25</b></p>
	<p><b>RESOLVED:</b> that the Terms of References of Committees for 2024/25 are approved with the following amendments being made:</p> <ul style="list-style-type: none"> <li>- Members of authority Community &amp; Engagement Committee: 7</li> <li>- Members of authority Finance and Strategy Committee: 6</li> </ul>

	<ul style="list-style-type: none"> <li>- Members of authority Environment and Recreation Committee: 6</li> <li>- Members of authority Planning Committee: 5</li> <li>- Members of authority Staffing Committee: 5</li> <li>- Members of authority Village Hall Committee: 5</li> <li>- Members of authority Complaints Committee: 5</li> </ul>
<b>ScG/24/01/7</b>	<b>To consider and approve the Council meetings calendar 2024/25</b>
	<b>RESOLVED:</b> that the Council meetings calendar 2024/25 is approved
<b>ScG/24/01/8</b>	<b>To consider and approve representations on outside bodies:</b> <ul style="list-style-type: none"> <li>a. <b>Village Festival Committee</b></li> <li>b. <b>Wybunbury United Charities</b></li> <li>c. <b>Theo Steele Bequest</b></li> <li>d. <b>Shavington Park Resident Liaison Group</b></li> </ul>
	<b>RESOLVED:</b> that the representations on outside bodies are approved as follows: <ul style="list-style-type: none"> <li>a. Village Festival Committee – Cllr Hancock</li> <li>b. Wybunbury United Charities – Cllrs Buchanan, S Jones</li> <li>c. Theo Steele Bequest – Cllrs Hancock, K Gibbs</li> <li>d. Shavington Park Resident Liaison Group – Cllr S Jones</li> </ul>
<b>ScG/24/01/9</b>	<b>To review the Parish Council's affiliation to Cheshire Association of Local Council (ChALC)</b>
	<b>RESOLVED:</b> that the Parish Council's affiliation to Cheshire Association of Local Council for 2024/25 is approved.
<b>ScG/24/01/10</b>	<b>To confirm the Council's adoption of:</b> <ul style="list-style-type: none"> <li>a. <b>Shavington-cum-Gresty Standing Orders</b></li> <li>b. <b>Shavington-cum-Gresty Finance Regulations</b></li> </ul>
	<b>RESOLVED:</b> that the following policies are approved and adopted: <ul style="list-style-type: none"> <li>a. Shavington-cum-Gresty Parish Council Standing Orders</li> <li>b. Shavington-cum-Gresty Parish Council Finance Regulations</li> </ul>
<b>ScG/24/01/11</b>	<b>To review and consider the following external support services and subscriptions:</b> <ul style="list-style-type: none"> <li>a. <b>Beardmore Accountants for payroll service</b></li> <li>b. <b>JDHBS as GDPR consultant</b></li> </ul>

	<b>c. Parish Online</b>
	<p><b>RESOLVED:</b> that the following external support services and subscriptions are approved:</p> <ul style="list-style-type: none"> <li>a. Beardmore Accountants for payroll service</li> <li>b. JDHBS as GDPR consultant</li> <li>c. Parish Online</li> </ul>
<b>ScG/24/01/12</b>	<b>Internal auditor – to approve JDH Business Services as internal auditor for 2024/25</b>
	<b>RESOLVED:</b> that JDH Business Services is appointed as internal auditor for 2024/25
<b>ScG/24/01/13</b>	<p><b>To review and consider the Council’s bank signatories:</b></p> <ul style="list-style-type: none"> <li>a. <b>Cllr K Gibbs</b></li> <li>b. <b>Cllr B Gibbs</b></li> <li>c. <b>Cllr Hancock</b></li> <li>d. <b>Cllr McIntyre</b></li> <li>e. <b>Cllr Ferguson</b></li> <li>f. <b>S Garnero (Parish Clerk)</b></li> <li>g. <b>S Randle (Community Manager)</b></li> </ul>
	<b>RESOLVED:</b> that the Council’s bank signatories are approved
<b>ScG/24/01/14</b>	<b>To consider to approve the Annual Governance Statement 2023/24 by resolution</b>
	<p><b>RESOLVED:</b> that</p> <ol style="list-style-type: none"> <li>1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.: <b>Yes</b></li> <li>2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness: <b>Yes</b></li> <li>3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances: <b>Yes</b></li> <li>4) We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations: <b>Yes</b></li> </ol>

	<p>5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required: <b>Yes</b></p> <p>6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems: <b>Yes</b></p> <p>7) We took appropriate action on all matters raised in reports from internal and external audit: <b>Yes</b></p> <p>8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.: <b>Yes</b></p> <p>9) (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our responsibilities for the fund(s)/assets, including reporting and, if required, independent examination or audit: <b>N/A</b></p>
<b>ScG/24/01/15</b>	<b>To review and consider the Internal Auditor report</b>
	<p>Councillors <b>NOTED</b> the internal auditor report.</p> <p><b>RESOLVED:</b> that the Clerk is requested to implement the Internal Auditor's recommendations when compiling the Year-End 2024/25.</p>
<b>ScG/24/01/16</b>	<b>To approve dates for the period of Public Rights:</b>
	<p>- Commencing on <b>Monday 3 June 2024</b> and ending on <b>Friday 12 July 2024</b></p>
	<p><b>RESOLVED:</b> that the period of Public Right is approved as follows:</p> <p>- Commencing on <b>Monday 3 June 2024</b> and ending on <b>Friday 12 July 2024</b></p>
<b>ScG/24/01/17</b>	<b>To consider to approve Section 2 – Accounting Statemen 2023-24 for submission to PKF Littlejohn LLP, external auditor</b>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that Section 2 – Accounting Statement 2023-24 is approved.</p>
<b>ScG/24/01/18</b>	<b>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 28 March 2024 or any items arisen since then:</b>
	<b>Committee:</b> Community and Engagement Committee

	<p><u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee  <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee  <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance &amp; Strategy Committee  <u>Chair:</u> Cllr R Jones</p> <p><u>Committee:</u> Staffing Committee  <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee  <u>Chair:</u> Cllr McIntyre</p>
	<p>It was <b>NOTED</b> that Cllr R Jones, and not Cllr Wain, is Chair of the Finance and Strategy Committee.</p> <p>Councillors <b>NOTED</b> the report.</p>
<b>ScG/24/01/19</b>	<b>To note the YTD Parish Council finance position</b>
	Councillors <b>NOTED</b> the YTD finance position of the Council
<b>ScG/24/01/20</b>	<b>To note and approve all payments since 1 April 2024</b>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that payments listed since 1 April 2024 are approved</p>
<b>ScG/24/01/21</b>	<b>To receive a report from the February and March Village Beat Manager</b>
	Councillors <b>NOTED</b> the report.
<b>ScG/24/01/22</b>	<p><b>To consider making a response to the following planning applications:</b></p> <p>a. <b>Application:</b> 24/1393N  <b>Proposal:</b> Retrospective application for proposed repositioning of screen fence  <b>Location:</b> 21, LITTLE MEADOW PLACE, SHAVINGTON, CW2 5UB  <b>National Grid Ref:</b> 370975.9541 353052.3227</p>
	<b>RESOLVED:</b> No Comment

ScG/24/01/23	<p><b>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</b></p>
	<p>No urgent planning application was received since the agenda was published.</p>
ScG/24/01/24	<p><b>To consider moving £28,244.20 from Shavington-cum-Gresty PC-Village Hall bank account to Shavington-cum-Gresty Parish Council bank account</b></p>
	<p><b>RESOLVED:</b> that £28,244.20 are transferred from Shavington-cum-Gresty PC Village Hall bank account to Shavington-cum-Gresty Parish Council bank account</p>
ScG/24/01/25	<p><b>To receive and consider updates on the following grant applications</b></p> <ul style="list-style-type: none"> <li>- <b>SPF E60 Cultural Activity Grant: Parish Council has been awarded £3,900 towards the D-Day Programme.</b></li> <li>- <b>Flourish Fund: Parish Council has been awarded £5,000 towards the Wellbeing Wednesdays in Shavington-cum-Gresty Programme.</b></li> <li>- <b>Improved, Greener Community Fund: Parish Council has been awarded £750 towards new blinds in the Village Hall (with a matching fund of £250 from the Parish Council).</b></li> </ul> <p><b>To consider delegating the Community Manager and Clerk to deliver the D-Day Programme and the blinds refurbishment at the Village Hall</b></p>
	<p>Councillors <b>NOTED</b> the reports.</p> <p><b>RESOLVED:</b> that the Community Manager and Clerk are delegated to deliver the D-Day programme and blind refurbishment at the Village Hall</p> <p><b>RESOLVED:</b> that a matching fund of £250 is allocated toward the Improved, Greener Community Fund toward new blinds for the Village Hall</p>
ScG/24/01/26	<p><b>To receive and consider proposals for suppliers to deliver cardiovascular activities as part of the Wellbeing Wednesday programme</b></p> <p><b>To consider delegating the Community Manager to deliver the Wellbeing Wednesday programme</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Wellbeing Wednesday programme is approved and that the Community Manager is delegated to deliver the programme</p> <p><b>RESOLVED:</b> that AJT Dance is appointed as a contractor to deliver the cardiovascular activities for the Wellbeing Wednesday programme</p>

<b>ScG/24/01/27</b>	<p><b>To receive and consider quotes from solicitors to draft the hiring agreement for the village hall shed.</b></p> <p><b>To receive and consider the response from the Shavington Village Festival Committee regarding their availability to match fund the legal costs for drafting the agreement.</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p>It was <b>NOTED</b> that the Clerk reported that the Shavington Village Festival Committee has agreed to contribute with £250 toward the cost of a solicitor.</p> <p><b>RESOLVED:</b> that quote 1 is accepted, and that the Parish Council agreed to accept the £250 match-fund offer from Shavington Village Festival Committee toward the solicitor costs.</p> <p><b>RESOLVED:</b> that the Clerk, in consultation with the Chair of the Village Hall Committee, is delegated to sign the hiring agreement on behalf of the Parish Council</p>
<b>ScG/24/01/28</b>	<b>To receive an update on the Shavington-cum-Gresty Parish Council Strategy 2024-29</b>
	<p>The Chair briefed Councillors on the item.</p> <p>Councillors <b>NOTED</b> the report.</p>
<b>ScG/24/01/29</b>	<b>To receive and consider an update with regard to the pest-control treatment at the Gresty Lane Allotments, and to consider alternative options</b>
	<p>Councillors <b>NOTED</b> the report. Members <b>NOTED</b> that not all tenants' allotments gave their consent to progress with a pest-control treatment on the site</p> <p><b>RESOLVED:</b> that the E&amp;R resolution to progress with the pest-control only if all were in favour is restated</p>
<b>ScG/24/01/30</b>	<b>To receive an update on the Fire Safety Audit undertaken by Cheshire Fire and Rescue Service at the Village Hall</b>
	<p>The Clerk briefed Councillors on the outcome of the Fire Safety Audit.</p> <p>Councillors <b>NOTED</b> the brief.</p>
<b>ScG/24/01/31</b>	<b>To note the date of the next Council Meeting – 5 June 2024 7:30PM</b>
	Councillors <b>NOTED</b> the date of the next meeting



Meeting Closed 2127 hrs  
Chair: Cllr B Gibbs  
Clerk: S Garnero

DRAFT