

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 3 APRIL 2019 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

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|-----------------|-----------------------|-----------------------|
| PRESENT: | Councillor B Gibbs | Chairman |
| | Councillor V Adams | Councillor M Andrews |
| | Councillor L Buchanan | Councillor S Cheshire |
| | Councillor E Clayton | Councillor N Cooper |
| | Councillor M Ferguson | Councillor K Gibbs |
| | Councillor R Hancock | Councillor R Moore |

IN ATTENDANCE: Borough Councillor S Edgar
Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group
Eight members of the public

300 DECLARATIONS OF INTERESTS

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

Councillor N Cooper declared a disclosable pecuniary interest in Minute No. 321 on the basis that she had submitted a quote for one of the contracts.

Councillors Benjamin Gibbs and Kevin Gibbs each declared a personal interest in Minute Nos. 313.6 and 321 on the basis that they would be using the services of one of the contractors, in the near future.

No other declarations were made.

301 MINUTES – 6 MARCH 2019

RESOLVED: That the Minutes of the meeting held on 6 March 2019 be approved as a correct record.

302 BOROUGH COUNCILLOR STEVE EDGAR

Councillor Edgar's report included the following matters.

- With reference to an enquiry raised at the last meeting (vibration survey), Councillor Edgar reported that Crewe Road was inspected for safety defects three times a year, with the last inspection having been carried out on 24 January 2019 when only one actionable carriageway defect was identified. The next inspection would be May 2019.
- Attendance at pre-planning application for houses on the North side of Weston Lane.
- Installation of the pedestrian crossing on Newcastle Road had been delayed owing to a shortage of signalling systems supply.
- Consultation was now being undertaken in respect of the pedestrian crossing on Rope Lane. To date, comments received had been positive.

Members were able to ask questions, and these were responded to by Councillor Edgar.

Councillor Edgar thanked Members for their support over the previous four years. He would not be re-standing for election in this ward but was standing in the Haslington Ward.

In response, Councillor Edgar was thanked for his support to the Parish Council during his term of office.

303 PUBLIC QUESTION TIME

In accordance with the Parish Council's Standing Orders, members of the public were able to submit a question, either in writing prior to the meeting, or orally at the meeting, or to make a statement.

Issues raised included the following:

- An allotment plot-holder (in attendance at the meeting) had been involved in an incident when she was at the allotments working on her plot. The incident was of such severity that she had reported the matter to the Police.

She had some proposals which she wished the Parish Council to consider. As this was a matter which fell within the remit of the Environment Committee, it was suggested that the resident attend the Committee meeting scheduled for the evening of Tuesday, 29 April 2019 in the Village Hall.
- Housing development on Crewe Road – openings from the development for cars exiting the site.
- Speeding traffic on Rope Lane.
- Speeding traffic from the NISA shop up to the traffic lights. The Clerk was asked to write to the Police requesting that speed monitoring equipment, such as Tru-Cam be deployed in the parish.
- Query about updating the Parish Council's website.

304 POLICE MATTERS

304.1 Beat Manager's Report

The Beat Manager's March report had been submitted to Members. There were no questions or comments.

304.2 Service Level Agreement (SLA)

The current SLA between Cheshire Police and the Parish Council terminated on 31 March 2019.

Det. Sergeant Christian Morris no longer covered Shavington; he had been replaced by Sergeant Martin Caldwell. A copy of the current SLA had been forwarded to him, with a request that this be reviewed and extended from 1 April 2019.

305 SCHOOL CAR PARK – LIGHTING

It was reported that the school was continuing to try to fix the problem of the lighting on the school car park and had now contacted the Chief Executive of its Multi-Academy Trust which had also been helping to fix the problem.

The school expected to have a fully-lit car park soon but was unable to give a precise date. In the meantime, the school was using additional lighting from the new building to try to help the situation. It had recently changed the timers on the lighting within the school as it had been causing issues for the more local residents.

306 NEIGHBOURHOOD PLAN – REGULATION 14 CONSULTATION

306.1 The following arrangements had now been made for the Regulation 14 Consultation:

- The re-branded consultation feedback form and notification forms were being amended with the revised consultation dates of 23 April – 5 June 2019. Copies were available at the meeting.

- The 'drop-in' sessions had now been agreed as –
 - Saturday, 11 May at Shavington Village Festival – noon to 5.00 pm
 - Sunday, 12 May at the Village Hall, noon to 5.00 pm
 - Monday, 13 May at the Village Hall, 8.30 am to noon
- A generic consultation list was submitted, but as many village organisations/ companies which ought to have been included were absent from the list, Councillor Hancock and Mr Atteridge agreed to provide additional details of consultees.

306.2 Mr Atteridge reported as follows –

- He was planning to display all the policies in the Neighbourhood Plan, as A3 posters in the Village Hall for the 'drop-in' sessions. These would be needed for week commencing 8 April 2019 to enable design and printing prior to the start of the consultation.
- The text for the banner would be sent to the Clerk who would arrange for design and printing.
- 400 copies of the consultation feedback form were required, but only 200 of the Publication Notice.
- Mr Atteridge would display the Publication Notices in the notice-boards.
- There would also be a social media campaign to advertise the consultation.

307 PLANNING MATTERS

307.1 Planning Applications

The Parish Council was invited to comment on the following planning applications:

19/1326N 10 Delves Close, Shavington CW2 5EX
Single-storey extension to rear and dormer construction to front

RESOLVED: That no observations be made on planning application No.19/1326N.

19/1171N 14 Chilworth Close, Crewe CW2 6UN
Certificate of proposed lawful use for existing residential dwelling.

RESOLVED: That no observations be made on planning application No. 19/1171N.

19/1084N Shavington Primary School, Southbank Avenue, CW2 5BP
Safeguarding fencing and gates to school perimeter

Deadline date for observations: 27 March 2019. The Case Officer had agreed to extension to 3 April 2019.

The school had responded to the Clerk's enquiries about what had prompted the application. It was to address the results of a recent safeguarding review conducted by the school which had decided that it wished to ensure that the fencing met the new requirements of 2.4m for external fencing and 2m for internal fencing. The application was also to ensure that safeguarding requirements were met for all those who used and accessed the site.

RESOLVED: (a) That the following observations be submitted to Cheshire East Council in respect of planning application 19/1084N -

- The 2.4m fencing should be limited to the existing site boundary.
- The proposed 2m fencing along the footpath where there are double manual gates, should be removed.

- The entrance at Southbank Avenue should be retained. At present there is traffic congestion and the closure of this entrance would increase the congestion and will cause gridlock at school opening and closing times.
- The fencing all the way down the path will cause a 'fatal funnel' where children could, potentially, be trapped without escape, or be trampled.
- The Parish Council also expressed the view that it would expect the school to have in place major incident plans.

(b) That, as a courtesy, and to acknowledge the partnership between the Parish Council and the school, an e-mail should be sent to the school to reaffirm the Council's support for the school's aims, but to express the concerns about the impact of this planning application.

307.2 Planning Appeal

18/4849N 25 Main Road, Shavington CW2 5DY
Dropped kerb to front of property to enable car to be parked off-road.

Following refusal of this application, the applicant had appealed the decision. The appeal would be determined based on written representations.

The reason for refusal was that the proposal would not allow enough space for an average car to park fully off the highway. It would also force pedestrians onto the carriageway and would be unsafe. The proposal was, therefore, considered to be contrary to Policy BE.3 (Access and Parking) of the Borough of Crewe and Nantwich Adopted Replacement Local Plan 2011.

It was noted that the Parish Council had considered this application on 7 November 2018 and agreed not to make any observations.

308 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be authorised.

308.1 Parish Council Account

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| £50.00 | Jackie and Melvin Latham | First prize for Best-Dressed House at Christmas. Cheque made payable to Mr & Mrs Latham |
| £30.00 | Andrea and Russell Mason | Second prize for Best-Dressed House at Christmas. Cheque to be made payable to Mr & Mrs Mason |
| £294.26 | HMRC | £231.40 Tax and £62.86 Employer's NI |
| £15.00 | Beardmore Accountants | Monthly payroll service. |
| £80.00 | C Willetts | Website support |
| £108.00 | Ten & Bourne Ltd t/a Brave Little Tank | New Kiosk notice for adopted kiosk Opposite to former Co-op site. |
| £300.00 | Nicspics | Fee for photography work. Cheque payable to N Parton. |
| £67.80 | KCOM | Invoice EC2008 3409 (£56.50 net and £11.30 VAT) |
| £875.50 | M Webster Ltd. | Grounds Maintenance (£729.58 net and £145.92 VAT) |
| £15.58 | C M Jones | Reimbursement for renewal of domain name |

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| £200.00 | C M Jones | Printing cartridges. This was a contribution only. The invoice was for £316.80, but the Clerk used the printer for non-Parish Council printing on occasions. |
| £35.38 | C M Jones | Purchase of second-class stamps for posting out monthly cheques. |
| £1,847.19 | Water Plus Account No. 403 259 1865 | Wastewater for the period 1 April 2019 - 31 March 2020 (Inv. No. 04239161) |
| £309.44 | ANSA | Four operational and annual independent inspections at Vine Tree play area (£257.87 net and £51.57 VAT) |
| £390.00 | M Ascroft | Fitting of defibrillator cabinet to the outside wall of the village hall (Invoice 101825 – £325.00 net and £65.00 VAT) |

308.2 Village Hall Account

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| £40.00 | Target Windows | External window cleaning |
| £324.00 | Crystal Clean South Cheshire | Village Hall Cleaning (£270.00 net and £54.00 VAT) |
| £55.00 | ASH Waste Services | Fortnightly collection of waste The company had experienced technical problems with invoicing. The sum of £55.00 was to be paid on account. |
| £89.51 | Scottish Power | Electricity supply at the Village Hall |
| £523.92 | British Gas | Gas services – Careplan scheme |
| £100.00 | M Andrews | Reimbursement for purchase of Village Hall keys. |
| £59.98 | C M Jones | Reimbursement for purchase of toilet rolls |
| £16.84 | C M Jones | Reimbursement for HSE Accident Book and poster |
| £106.33 | Water Plus | Water Services - Account No. 407 889 9095 |

308.3 Revision to Standing Order

The Parish Council was asked to approve a revision to the current Standing Order in respect of the Clerk's salary.

With effect from 1 April 2019, the Clerk's salary would be £15,085.00 pa. The net salary was £12,068.00 and the monthly standing order needed to be revised to £1,005.66.

Beardmore Accountants had confirmed this was the appropriate amount, taking account of tax and NI contributions.

RESOLVED: That the Standing Order in favour of Mrs C M Jones be amended with effect from 1 April 2019 to £1,005.66 per month.

309 KIOSK – OPPOSITE TO FORMER CO-OP STORE

The Parish Council was asked to consider purchasing a defibrillator for installation in the telephone kiosk. This was an allocation in the budget for 2019-2020.

Members agreed that the kiosk was an appropriate location for an additional defibrillator. Councillor Andrews undertook to inspect the kiosk to ensure that any minor refurbishment required was undertaken to ensure that it continued to be safe.

Members asked about training sessions for users of defibrillators and it was suggested that the British Red Cross or St John Ambulance be asked if either of them would be available to offer awareness sessions.

RESOLVED: (a) That a second defibrillator be purchased for installation in the kiosk on Main Road (opposite to the former Co-Op Store); and

(b) That the Clerk make enquiries about training/awareness sessions in respect of using defibrillators.

310 SHAVINGTON VILLAGE FESTIVAL – 11 MAY 2019

Parish Councillors were asked to indicate if they were able to attend the Village Festival on 11 May 2019 and to assist by setting up and 'staffing' the stand.

Councillors Andrews and Buchanan undertook to set up the stall.

The Chairman undertook to issue an e-mail detailing plans for the day.

311 ASSET OF COMMUNITY VALUE – 140 MAIN ROAD, SHAVINGTON

As agreed at the previous meeting, an application form for registration of 140 Main Road as a community asset was submitted and it was suggested that a small working group be set up to consider the details to be included in the application.

RESOLVED: That the matter be deferred until after the elections on 2 May 2019.

312 CALENDAR OF COMMITTEE MEETINGS

The Parish Council was invited to give initial consideration a draft calendar of Council and Committee meetings for the year 2019-2020.

There were some errors on the schedule. These would be corrected and a revised calendar submitted to the Annual Council meeting on 8 May 2019.

313 VILLAGE HALL MATTERS

313.1 PRICING STRUCTURE

Councillor Kevin Gibbs requested approval to revise the pricing structure at the Village Hall so that the three x four-hour blocks (8.00 am/12 noon; 1.00 pm/5.00 pm; 6.00 pm/10.00 pm weekdays; and 9.00 am/1.00 pm; 2.00 pm/6.00 pm; and 7.00 pm/11.00 pm weekends) were removed. This would allow greater flexibility in taking bookings.

The cost for hiring would remain at £15 per four-hour session, but these would not be restricted to the time slots identified; for example, a booking could be made from 9.00 am – 1.00 pm on a weekday, effectively cutting across two time slots, but the client would be charged £15 only.

RESOLVED: That the pricing structure revisions, as detailed, be approved.

313.2 USE OF REAR BUILDING FOR THE FESTIVAL COMMITTEE

The Parish Council considered allowing the Festival Committee to use the building in the Village Hall car park for the storage of items in the event of the Committee being unable to continue with its present arrangements. This would initially be for a period of 12 months.

RESOLVED: That the Festival Committee be permitted to use the storage facility in the Village Hall car park, for a 12-month initial period, from the date when it became necessary.

(Note: Councillor R Hancock declared a personal interest in this item on the basis that she was a Parish Council-appointed member of the Committee.)

313.3 DAY-TO-DAY MANAGEMENT ARRANGEMENTS

Automated Call-Handling

It was reported that the automated call-handling system 'went live' on 22 March 2019. The call-handling service was provided by KBVO (Knowledge Base for Virtual Offices) and the monthly subscription was £40.00 (plus VAT of £10.00), payable monthly by direct debit.

Callers who phoned 01270 262636 now had the option of selecting No. 1 which was for Village Hall bookings, or No. 2 which was for the Clerk.

313.4 LONGER-TERM MANAGEMENT ARRANGEMENTS

Claire Jones from Cheshire Community Action had been asked to suggest dates when she would be able to attend a specially convened Parish Council meeting, after the elections on 2 May 2019. This would feature as an item on the agenda for the Annual Council meeting.

313.5 PROVISION OF VARIOUS ITEMS IN THE TOILETS

It was reported that a quotation submitted by Dame Hygiene Services, had been accepted for the following, in accordance with Financial Regulation 4.1. The company representatives had visited the hall to carry out a survey at which time they were accompanied by Councillor Vivien Adams.

The Clerk had subsequently asked Dame Hygiene for a quotation for the provision and emptying of a continence bin in the disabled toilets. This had been omitted from the invitation to quote but had been agreed by the Village Hall Management Committee.

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| Purchase of Baby-change unit – to be fitted in disabled toilet. | £198.00 plus VAT £25.00 for installation |
| Two sanitary disposal units (for Ladies' toilets) Waste collected once a month (12 visits a year) | £98.09 each per annum = £196.18 |
| One x 60 litre capacity nappy disposal unit – to be fitted in disabled toilet. | £142.90 per annum |
| One dual column vending tampon/towel machine Fitted in Ladies' toilets. Replenished and maintained monthly. | £132.60 per annum |
| TOTAL ONE-OFF COST | <u>£223.00</u> |
| TOTAL ANNUAL COSTS | <u>£471.68</u> |

313.6 VIDEO TOUR OF VILLAGE HALL

Adam Capper, a local photographer and videographer had submitted a quotation of £450.00 for providing a 'video tour of the Village Hall'. This would comprise an overall view of the exterior and interior; an interview to explain usage of the hall; and musical accompaniment.

The video tour had been suggested by Councillor Kevin Gibbs as a means of promoting the Village Hall.

RESOLVED: That the quotation from Adam Capper, in the sum of £450.00 for a video tour of the Village Hall, be accepted.

314 MINUTES OF VILLAGE HALL COMMITTEE MEETING

The Parish Council received the Minutes of the Village Hall Management Committee meeting held on 13 March 2019.

315 SHARED ITEMS

‘Shared Items’ was a means of exchanging information but did not replace the need for decision items to be placed on the agenda. Issues raised included the following:

- Drains problems throughout the parish. Members were asked to forward a list of locations to the Clerk. This topic could be included in the next newsletter to encourage residents to report such matters to Cheshire East Council using the interactive fault reporting system on its website.
- New bench for Goodall’s corner. The Clerk had not yet placed the order. It would be delivered to Councillor Andrews who would install the bench.
- Absence of white lines on Newcastle Road towards Blakelow, and at each junction in the village. The Clerk to report the matter to Cheshire East Council.
- Telephone kiosk outside Hickory’s. Once the procedure for adopting the kiosk had been finalised, the Manager of the pub had agreed that Hickory’s would fund the refurbishment. He had also suggested that he meet informally with the Chairman of the Parish Council.
- Wybunbury United Charities. The process regarding the banking arrangements was now almost completed.
- Pot-holes near to the NISA shop leading up to the traffic lights at the junction to the by-pass.
- The location of the title deeds for the Village Hall and Vine Tree Play Area was unknown. These needed to be located and Land Registry asked to update the details.
- Clerk to contact ANSA regarding two litter bins where the bottom structure had fallen out – Queen Street and Newcastle Road, opposite to the Persimmon development.
- Clerk to ask Cheshire East Council to provide markings on the car park at Queen Street.
- Large pot-hole in the footway opposite to the Esso garage.

The Chairman took the opportunity to thank all councillors for their work over the previous four-year period and to those councillors who were not re-standing for election.

316 UP-DATE ON OUTSTANDING ACTION – WESSEX CLOSE PLAY AREA

It was reported that Councillor Ainsley Arnold (Portfolio Holder for Portfolio Holder for Housing, Planning and Regeneration) had passed to Andy Kehoe (CEC Assets Manager), the Parish Council’s request to take over responsibility for the Wessex Close Play Area.

317 GROUNDS MAINTENANCE CONTRACT

(Reason for exclusion: Relates to contractual matters between the Parish Council and potential contractors.)

The Clerk had been unable to issue invitations to quote in time to allow contractors to submit their quotations by the agreed deadline date of 29 March 2019. The invitations had, therefore, asked for quotations by 5 April 2019.

Quotations could be considered at Annual Council on 8 May 2019. In the meantime, the Clerk had contacted Mike Webster who was prepared to continue until the end of May; this would enable the Parish Council to award a contract starting 1 June 2019.

318 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

319 REMEMBRANCE SUNDAY ARRANGEMENTS – 10 NOVEMBER 2019

(Reason for exclusion: Likely to reveal the name of individuals.)

The Parish Council was invited to consider adopting proposed procedural arrangements for Remembrance Sunday as detailed in the Clerk's report.

RESOLVED: That the Clerk write to the Vicar of St Mark's Church and the Minister of St John's Methodist Church to invite them both to an additional Parish Council meeting to be held on 26 June 2019, at which time they could each be accompanied by their respective church warden (or equivalent) to discuss the future structure of a Civic Service to be held on Remembrance Sunday.

320 STREET LIGHTING ON BROOK AVENUE

(Reason for exclusion: Identification of individuals.)

The Clerk had received correspondence from Laura Smith MP in respect of a matter which had been raised by a resident and reported to the Parish Council at its meeting in November 2018.

The Clerk's report was submitted. Clarification was required on some of the information provided by Ms Smith.

RESOLVED: (a) That the Clerk make enquiries of Cheshire East Council to establish the name of the Officer with whom Laura Smith MP had been in communication; and

(b) That, following the outcome of that enquiry, the Clerk respond to Ms Smith.

321 CONTRACTS FOR SERVICES

(Reason for exclusion: Relates to contractual matters between the Parish Council and potential contractors.)

Based on the approved specifications at the previous meeting, quotations had been invited for the following services.

- Creative Services
- Photography
- Newsletter compilation.

RESOLVED: (a) That, as only two quotations had been received for (i) Creative Services; and (ii) Photography, this matter be deferred to the Annual Council meeting to allow for an additional quotation to be provided for each of the services; and

(b) That the quotation submitted by Hazel Dockery for compilation of the newsletter be accepted on the basis that this was a specialist service as defined in Financial Regulation 11.1 (a) ii and it was unnecessary for other quotations to be sought.

322 VILLAGE HALL CLEANING

(Reason for exclusion: Relates to contractual matters between the Parish Council and a potential contractor.)

The closing date for receipt of applications for an independent cleaning contractor for the Village Hall was 29 March 2019. Only one application had been received and that was from the interim cleaning contractor, Crystal Clean South Cheshire Ltd.

RESOLVED: That the application submitted by Crystal Clean South Cheshire Ltd. for Village Hall cleaning, be accepted with effect from 1 April 2019.

323 COMMEMORATIVE PLAQUE – VILLAGE HALL
(Reason for exclusion: Identification of individual.)

Councillor Martin Andrews had undertaken to provide a costed proposal for a commissioned commemorative plaque to be affixed to the wall of the Village Hall. The plaque would show the names of all the councillors who were in post when the Village Hall was purchased.

A quotation from Culzean Engraving Ltd. was submitted for the following:

2mm brushed stainless steel plates size 36" x 24" and black infill. £589.00 net (£117.80 VAT)
Artwork/proofs £55.00 net (£11.00 VAT)
2mm stainless steel plates required for the names. £35.00 net (£7.00 VAT)

Total: £679.00 net and £135.80 VAT.

RESOLVED: (a) That the quotation submitted by Culzean Engraving Ltd. for engraving work as described, be approved; and

(b) That a cheque in the sum of £814.80 be authorised.

324 DATE OF NEXT MEETING

8 May 2019

7.15pm Annual Parish Meeting

It is suggested that this be held in the Main Hall in the event of a large turnout.

7.30 pm Annual Council Meeting

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.50 pm