

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 6 MARCH 2019 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT: Councillor B Gibbs Chairman
Councillor V Adams Councillor M Andrews
Councillor L Buchanan Councillor S Cheshire
Councillor M Ferguson Councillor K Gibbs
Councillor R Moore

IN ATTENDANCE: Borough Councillor S Edgar
PC Tim Clarke
PCSO P Corbett
Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group
Three members of the public

APOLOGIES: Councillors N Cooper, E Clayton and R Hancock

Prior to the start of the meeting, Members stood for a minute's silence as a mark of respect for former councillor Gill McIntyre who died on 20 February 2019 following a short illness.
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279 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.

No declarations were made.

280 MINUTES – 6 FEBRUARY 2019

280.1 Approval of Minutes

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

280.2 Car Park Lighting – Shavington Primary School (Minute No. 261)

The Clerk reported that although an enquiry had been made about the school lighting, a response was awaited.

It was suggested that in the event of a prolonged delay, the Reverend Harding, as community governor at the school, be asked to respond.

281 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.

The only issue raised was the following:

- Heavy lorries in the vicinity of The Orchards, causing vibration which, in turn, was affecting the stability of the resident's house.

Borough Councillor Edgar reported that a vibration assessment was due to be carried out in that vicinity and it was likely to be within the next two weeks. He agreed to follow up but also urged the resident to take up this matter with CE Highways.

The resident was asked to provide her 'tracking Nos.' to Councillor Edgar to enable him to follow up on this matter also. These would have been notified to her when she reported the problem through the Cheshire East Council on-line fault reporting system.

Arising out of discussion, it was suggested that the Parish Council could make a request to the Borough Council's Area Highways Group for a traffic survey on Weston Lane/Gresty Lane/Rope Lane.

282 POLICE MATTERS

The Beat Manager's report had been issued by e-mail to Members.

PCSO Corbett and PC Tim Clark were in attendance. PCSO Corbett commented that following reports of incidents on the two play areas (Wessex Close and Vine Tree Avenue), he had visited on several occasions but had not encountered any problems; for example, unauthorised bonfires; however, there had been one incident of a broken window at a resident's house, but he was not of the opinion that this was vandalism.

A Member asked if data downloaded from the Speed Indicating Device (SID) could be provided to PCSO Corbett as an aid to enforcement, and it was confirmed that this could be provided.

A Member asked about the theft of the Static Policeman in 2018 and PCSO Corbett undertook to follow this up.

(Note: PC Tim Clark and PCSO Pete Corbett withdrew from the meeting at this point in the proceedings.)

283 BOROUGH COUNCILLOR STEVE EDGAR

Councillor Edgar reported on the following matters:

- The two pedestrian crossings (Co-op on Rope Lane and Newcastle Road) were due to be installed in early April.
- There was no fixed date for the crossing at Sugarloaf – this was expected to be August 2019.
- A sum of £80,000 for another crossing near to the by-pass was due to be received from Wainhomes. The position of the crossing had yet to be determined.
- As reported at the previous meeting, the outcome of the consultation on the proposed one-way system associated with planning application No. 18/2483N was not yet available.
- A Tree Preservation Order had been placed on a large tree on the south side of Newcastle Road.
- The New Homes Bonus had now been determined by the Crewe Area Committee. Allocations had been made as follows, and the Parish Council's own submission for £30,000 for recreational space, had been refused.
 - £12,000 Salvation Army
 - £41,000 YMCA
 - £17,000 The Deaf Society
 - £10,000 Wistaston Allotments
 - £62,000 Crewe Town Council – Valley Park
 - £11,000 Vision Cheshire
- Councillor Edgar also reported on an unofficial visit to the parish by the Police & Crime Commissioner (David Keane).

284 NEIGHBOURHOOD PLAN – REGULATION 14 CONSULTATION

It was reported that the Strategic Environmental Assessment (SEA) report had now been provided by Cheshire East Council which was satisfied that there was no requirement for an

SEA to be carried out. This document must accompany the Draft Neighbourhood Plan as part of the consultation.

The Council was now able to proceed to Regulation 14 consultation.

Mr Atteridge, Chairman of the Neighbourhood Plan Steering Group, reported that the Group had prepared a flyer which was to be distributed to households in the parish through the Village Voice distribution.

A proposed consultation list was submitted; this was a generic list issued by Cheshire East Council. Members were invited to provide the Clerk with contact details for organisations/companies as follows, to enable them to be consulted in a timely manner.

- Voluntary bodies, some or all whose activities benefited all or any part of the neighbourhood area.
- Bodies which represented the interests of different racial, ethnic or national groups in the neighbourhood area.
- Bodies which represented the interests of different religious groups in the neighbourhood area.
- Bodies which represented the interests of persons carrying on business in the neighbourhood area.

In view of the forthcoming elections, 'purdah' restrictions and school holidays etc. the following was **AGREED** –

- The six-week statutory consultation period commence on 15 April 2019 (concluding at 5.00 pm on 31 May 2019).
- The Neighbourhood Plan Steering Group to decide on the information to be included on banners to be displayed around the parish.
- Banner details to be provided to the Clerk to enable Brave Little Tank to design them, and for instructions to be passed to the printers.
- A 'drop-in' session to be arranged in the Village Hall over a weekend, after 2 May 2019 (the date of the elections).
- Consultation feedback forms to be available at the 'drop-in' session.
- The Clerk to provide Mr Atteridge with the names of individual contacts at each location where the Draft Plan was to be deposited.
- The Neighbourhood Plan Steering Group members would arrange for distribution of the Draft Plan to locations previously agreed.
- The Clerk to send a reminder e-mail to all Members asking for contact details for organisations/companies within the parish which would need to be consulted on the Draft Plan.

RESOLVED: That action as detailed above, be approved.

285 PLANNING APPLICATIONS

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

19/0571N 4 Crewe Road, Shavington CW2 5JB
Proposed two-storey rear extension to form living accommodation

RESOLVED: That no objections be raised to planning application No. 19/0571N.

19/1045N 228 Newcastle Road, Blakelow, CW5 7ET
Proposed outbuilding to accommodate a gym/games room and
'granny' annexe.

RESOLVED: That no objections be raised to planning application No. 19/1045N.

An additional planning application notification had been received late on the afternoon of the meeting (19/1084N – Shavington Primary School) and was an application for safeguarding fencing and gates to school perimeter. The deadline date for comments was 27 March 2019.

The Clerk was asked (a) to seek an extension from the Case Officer to allow the Parish Council to consider this application at its meeting on 3 April 2109; and (b) to enable Members to give support to the application, ask Shavington Primary School for the reasons for proposing to install the fencing.

286 FINANCIAL MATTERS

286.1 Authorisation of Payments

RESOLVED: That the following payments be approved.

Parish Council Account

£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
£1,350.00	Ten & Bourne Ltd t/a Brave Little Tank	Design of quarterly newsletter (£1,125.00 net and £225.00 VAT)
£865.00	Ten & Bourne Ltd t/a Brave Little Tank	Neighbourhood Plan document (£721.50 net and £144.30 VAT)
£940.00	Solopress	Printing of quarterly newsletter
£90.00	Hazel Dockery	Fee for collation of newsletter
£300.00	Nicspics	Fee for photography work. Cheque payable to N Parton.
£875.50	M Webster Ltd.	Grounds Maintenance (£729.58 net and £145.92 VAT)
£157.50	Cheshire Community Action	Half-day assistance with Regulation 14 version of the Draft Plan

Village Hall Account

£252.00	Crystal Clean South Cheshire	Village Hall Cleaning
£125.00	Caroline Cole	Reimbursement for Village Hall bookings which were cancelled owing to scheduling issues.
£59.62	ASH Waste Services	Invoice 652384 (£48.68 net and £9.94 VAT)
£59.62	ASH Waste Services	Invoice 614493 (£48.68 net and £9.94 VAT)
£39.47	C M Jones	Reimbursement for purchase of specialist toilet rolls.

286.2 Internet Banking

The Parish Council was asked to approve making application for an Internet Banking facility with the Parish Council's bankers.

For information, a copy of the application documentation was submitted. It was suggested that approval be granted, following which separate arrangements would be made for signing the documents.

This would assist in administering the new Village Hall arrangements if Members agreed to the proposals under Minute No. 288 below.

RESOLVED: (a) That the Parish Council apply for an Internet Banking facility with the Parish Council's bankers;

(b) That authorised signatories be agreed at a future meeting; and

(c) That authorised signatories complete the documentation on another occasion.

286.3 Donation to Crewe Brass Band

A small ensemble from Crewe Brass Band had played for the 'Carols at Christmas' event held on 23 December 2018. At the previous meeting the Parish Council was asked to donate.

The Clerk had been asked to enquire into the usual fee charged for the Band's services.

The Band had no formal pricing structure as several factors were considered, but it would expect to receive £100-150 for such an event.

RESOLVED: That a donation of £125.00 be made to Crewe Brass Band

287 WYBUNBURY UNITED CHARITIES

Dr Nick Clowes, the Chairman of Wybunbury United Charities had asked for details of the new banking arrangements to be notified to him by 31 March 2019.

At the meeting held on 1 August 2018, the Parish Council was advised that each township's bank account was entirely the responsibility of that township's administering trustees. Monies were paid by the Treasurer into whatever account the trustees indicated. Shavington's share for 2017 had not yet been paid and the 2018 share was due for payment after the AGM on 23 May 2019. The reason for this was that the Charity has not yet been informed of the bank into which it should be paid.

Former Councillor W McIntyre had updated the Parish Council on this matter at the August 2018 meeting and advised that he had now received all the necessary bank information from former councillor Peter Yoxall and it was understood that Councillors Adams and McIntyre would make the necessary arrangements with the bank.

Arrangements had not yet been made. In view of the recent death of Gill McIntyre, Members **AGREED** that it would be insensitive to contact Mr McIntyre at this time, and the Clerk was asked to write to Dr Clowes to inform him that the earliest that the matter could be resolved would be in two months. In the meantime, Councillors Adams and Buchanan, as trustees would arrange to open a new bank account at the earliest opportunity.

288 CONTRACTS FOR SERVICES

The Parish Council was asked to approve specifications for contracts for services to enable quotations to be sought:

RESOLVED: (a) That the following specifications be approved:

- Compilation of quarterly newsletter.
- Photography contract – photographs for newsletter and other Parish Council assets.
- Design work (e.g. newsletter, poster and banner design); and

(b) That the Clerk seek quotations for each proposed contract for services.

289 VILLAGE HALL MATTERS

289.1 DAY-TO-DAY MANAGEMENT ARRANGEMENTS

The Parish Council was invited to consider the future day-to-day management of the Village Hall.

Councillor Kevin Gibbs had offered to take on responsibility for dealing with all booking enquiries for the Village Hall to include collection and banking of fees.

As part of this arrangement he wished to introduce various procedures to improve the bookings system and a briefing note was submitted.

The Parish Council was asked to (1) accept the terms as outlined in the briefing note; OR (2) suggest an alternative option for dealing with the bookings.

In the event of neither (1) nor (2) being acceptable, the Village Hall would need to be closed temporarily until alternative arrangements could be put in place.

RESOLVED: (a) That the day-to-day management arrangements proposed be approved and that Councillor Kevin Gibbs be given the power to manage the hall as follows:

- i. Running the Village Hall for a 6-month initial period, with the option to provide one month's written notice.
- ii. To adjust/change any aspect of the day-to-day management of the Village Hall which is deemed necessary to improve overall efficiency.
- iii. Move to an online booking platform to reduce workload; the only exception being that those who cannot access the Internet will continue to be able to book by traditional methods.
- iv. Produce a feedback form for clients who use the hall, to enable improvement of service.
- v. Proceed with Internet banking to enable the Parish Council to issue invoices online and to receive online payments (to be effected within the first two months).
- vi. Produce a video tour of the hall which can be viewed online. Where necessary, viewing in person could be arranged, but the production of a video would reduce the need to show people around the hall (to be effected within the first two months).
- vii. Reduce 'last minute' prices for empty slots, up to 7 days in advance, to encourage use of the hall instead of it being empty.
- viii. Use a call-handling company to deal with telephone enquiries to ensure that clients receive a prompt response and are not limited to Councillor Kevin Gibbs' availability.
- ix. Produce a clear process for maintenance problems including a list of contacts.
- x. Arrange minor works where necessary, to be completed at the earliest opportunity, in consultation with the Clerk and Chairman of the Parish Council.
- xi. Adjust the way in which the hall keys are managed.
- xii. Ensure that the Village Hall is stocked with necessities, such as toilet rolls; and that supplies are bought in bulk and monitored.
- xiii. Review booking form/hiring conditions in view of any of the above changes.

(b) That Councillor V Adams be thanked for agreeing to assist Councillor Kevin Gibbs.

289.2 LONGER-TERM MANAGEMENT ARRANGEMENTS

Claire Jones from Cheshire Community Action had been invited to attend a specially-convened Parish Council meeting to discuss the various options for the longer-term management of the Village Hall. A copy of the document produced by Cheshire Community Action was submitted for information.

Ms Jones had offered some dates. Members agreed that the meeting should be deferred until after the elections on 2 May 2019.

RESOLVED: That Claire Jones of CCA be asked to offer dates in June 2019 when she would be able to attend a specially-convened Parish Council meeting to discuss the longer-term management of the Village Hall.

289.3 VILLAGE HALL CLEANING

The Parish Council was asked to extend the current (interim) cleaning contract until 30 April 2019 to allow enough time to appoint an independent cleaning contractor.

The contract for cleaning the Village Hall (Crystal Clean South Cheshire Ltd.) would end on 31 March 2019. An advertisement for a new cleaning contractor had been advertised in the Parish Newsletter and had also been added to social media and the website.

The closing date for applications was 29 March 2019 and interviews would follow after that date.

RESOLVED: That the cleaning contract with Crystal Clean South Cheshire Ltd. be extended to 30 April 2019.

290 HANDYMAN/WOMAN

Members had previously suggested that a handyman/woman was required to carry out routine maintenance items which did not require specialist training or expertise.

A draft specification, which had been forwarded to Members on 19 February 2019, was now considered.

On balance, Members agreed that there was insufficient work to justify appointing at this time.

Councillor Andrews offered to carry out various minor repairs on Parish Council assets. The Council's public liability insurance would cover him for these activities. The Clerk was asked to make enquiries of the Parish Council's insurers to establish the insurance position where an individual carried out unpaid work on behalf of the Council.

RESOLVED: (a) That Councillor Andrews be authorised to carry out minor repairs to Parish Council assets;

(b) That spend on materials should not exceed £500 per month; and

(c) That the Clerk establish the insurance position in the event of a non-Parish Councillor carrying out these tasks.

291 SPATIAL PLANNING UP-DATE

The Parish Council received a copy of the February 2019 Spatial Planning Update from Cheshire East Council.

292 COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Parish Council received a copy of a CIL Guidance Note from Cheshire East Council (CEC), together with notification that at full Council on 21 February 2019, CEC had adopted the CIL charging schedule which would take effect from 1 March 2019.

293 COMMEMORATIVE PLAQUE ON WALL OF VILLAGE HALL

At the meeting held on 5 December 2018, Councillor M Andrews undertook to carry out research via the archived minutes of the Parish Council to identify the names of all 12 councillors who were serving on the Parish Council at the time that the Village Hall was purchased by the Council. The purpose was to ensure that if a commemorative plaque was commissioned for installation on the Village Hall, it would accurately name all the councillors who were involved in the purchase of the hall.

Councillor Andrews had completed his research and would submit a costed-out proposal to the next Parish Council meeting.

294 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:

- Vine Tree Play Area – incident as reported by PCSO earlier in the meeting. Clerk asked to arrange a Recreation Committee meeting. It was suggested that individual Members take turns to visit the play area weekly to monitor activities.
- Reference was made to the Police & Crime Commissioner’s (PCC) recent visit to the parish. The Parish Council had not been notified of this visit which had taken place following a personal invitation by a Member. The PCC had informed the councillor that grant funding was available to part-fund an additional Speed Indicating Device.
- Additional keys for the Village Hall were required.
- Reference to pot-holes. Members encouraged to continue reporting them on-line at Cheshire East Council.

295 SCHEDULED COMMITTEE MEETINGS

Committee Members noted dates for the following Committees:

Village Hall Management Committee:	Wednesday, 13 March 2019 – 6.30 pm
Environment Committee:	Monday, 29 April 2019 – 6.30 pm

296 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.

297 CHESHIRE EAST COUNCIL – MEETING WITH CABINET MEMBER COUNCILLOR AINSLEY ARNOLD

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

The Chairman and Vice-Chairman reported on the meeting with Cabinet Member, Councillor Ainsley Arnold and Sean Hannaby, Director of Planning on 28 January 2019.

Arising out of discussion, the Clerk was asked to submit to the next meeting, the partially-completed application form for registering 140 Main Road, Shavington as an Asset of Community Value.

298 GROUNDS MAINTENANCE CONTRACT

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

The current grounds maintenance contractor had indicated that he was unable to continue with the contract beyond the end of May 2019.

The Parish Council was invited to consider arrangements for letting the contract.

A copy of the current Bill of Quantities was submitted. This had been used when seeking quotations in 2016.

RESOLVED: (a) That the following be added to the Bill of Quantities –

- Wessex Play Area (in anticipation of taking over responsibility under the Local Service Delivery Scheme).
- Vine Tree Play Area
- Piccadilly.
- Gulley between the Social Club on Crewe Road, through to Southbank Avenue (subject to Cheshire East Council granting permission)

(b) That quotations be sought from the companies invited to quote in 2016;

(c) That the deadline date for submission of quotations be agreed as 31 March 2019; and

(d) That consideration be given to the contract operating for a six-month trial period.

299 DATE OF NEXT MEETING

3 April 2019

.....Chairman

The meeting commenced at 7.15 pm and concluded at 10.20 pm