



**SHAVINGTON**  
CUM  
**GRESTY**

**Shavington-cum-Gresty Council  
Parish Council meeting**

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

1<sup>st</sup> July 2021

To: **Members of the Shavington-cum-Gresty Parish Council**

Dear Councillor,

You are summoned to attend the meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Wednesday 7<sup>th</sup> July** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

*Please note this is a face to face meeting and numbers in the room are very limited due to ongoing Covid-19 restrictions. Any members of the public that wish to attend, please register with the clerk by emailing [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by 3pm on Wednesday, 7<sup>th</sup> July 2021.*

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

<b>1</b>	To receive and consider apologies for absence
<b>2</b>	To note declarations of Members' interests
<b>3</b>	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on June, 9 <sup>th</sup> 2021 ( <b>attached</b> )
<b>4</b>	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

5	To receive a report from the Village Beat Manager ( <b>attached</b> )
6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC) ( <b>attached</b> )
7	<p>To receive updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 9<sup>th</sup> June 2021:</p> <p><u>Committee:</u> Community and Engagement Committee  <u>Chair:</u> Councillor K Gibbs  <u>Meeting held</u> 23<sup>rd</sup> June 2021  <u>Items for consideration:</u></p> <ul style="list-style-type: none"> <li>i. That it is recommended to the Parish Council to consider a proposal to support and sponsor the Pumpkin Heroes event organised by St Mark's Church</li> <li>ii. That the Clerk will investigate costs for a Christmas tree and Christmas lights outside the Village Hall and will provide a report to the Parish Council for consideration</li> </ul> <p><u>Committee:</u> Engagement and Recreation Committee  <u>Chair:</u> Councillor Ferguson  <u>Meeting held</u> 30<sup>th</sup> June 2021  <u>Items for consideration:</u></p> <ul style="list-style-type: none"> <li>iii. That it is recommended to the Parish Council to adopt the draft Allotment Policy and Allotment Tenancy agreement</li> </ul>
8	To consider to approve the Annual Governance Statement by resolution (page 4 of the Annual Governance and Accountability Statement [AGAR] ) ( <b>attached</b> )
9	To review and consider the Internal Auditor report ( <b>to follow</b> )
10	To consider to approve Section 2 – Accounting Statemen 2020-21 for submission to PKF Littlejohn LLP, external auditor ( <b>to follow</b> )
11	To review the year-to-date financial position of the Parish Council ( <b>attached</b> )
12	To consider co-opting n.2 Councillors for Shavington-cum-Gresty Parish Council
13	To an update with regards to the Neighbourhood Plan from Mr Atteridge ( <b>to follow</b> )
14	<p>To consider the adoption of the following policies and documents:</p> <ul style="list-style-type: none"> <li>i. Shavington-cum-Gresty Parish Council Allotment Policy (<b>attached</b>)</li> <li>ii. Shavinton-cum-Gresty Parish Council Tenancy Agreement (<b>attached</b>)</li> </ul>

15	To note and consider a report from the Parish Clerk with regards to the provision of Christmas lights and tree in the Village Hall and the delivery of a Christmas Lights Switch On Event ( <b>attached</b> )
16	To consider a report from the Parish Clerk with regards to 140, Main Road ( <b>attached</b> )
17	To note and approve payments since the previous meeting ( <b>attached</b> )
18	To consider making a response to the following planning applications
	<p>a. <b>Application n. 21/3034N</b>  <b>Proposal:</b> Widening of existed listed gateway to provide access to agricultural land and renovation works to reinstate to an improved condition.  <b>Location:</b> Land North of Weston Lane, existing gateway to SHAVINGTON HALL, WESTON LANE, SHAVINGTON, CREWE, CW2 5AT  <b>National Grid Ref:</b> 370872.0565 352222.9955  <b>Deadline:</b> 14th July</p> <p>b. <b>Application 21/3035N</b>  <b>Proposal:</b> Listed building consent widening of existed listed gateway to provide access to agricultural land and renovation works to reinstate to an improved condition.  <b>Location:</b> Land North of Weston Lane, existing gateway to SHAVINGTON HALL, WESTON LANE, SHAVINGTON, CREWE, CW2 5AT  <b>National Grid Ref:</b> 370872.0565 352222.9955  <b>Deadline:</b> 14th July</p> <p>c. <b>Application 21/1843N</b>  <b>Proposal:</b> Replacement of existing garage roof and alteration to pitch  <b>Location:</b> 5, MAIN ROAD, SHAVINGTON, CW2 5DY  <b>National Grid Ref:</b> 369353.26 351324.14  <b>Deadline:</b> 7th July</p> <p>d. <b>Application 18/1049N</b>  <b>Proposal:</b> Approval of reserved matters (appearance, landscaping, layout and scale), pursuant to 14/0378N  <b>Location:</b> Basford West Development Site, Crewe Road, Shavington-cum-Gresty, Crewe, Cheshire  <b>Deadline:</b> 28th July</p>
19	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
20	To consider a report from the Parish Clerk with regards to the provision of defibrillator in the Village ( <b>attached</b> )
21	To consider and note the budget setting schedule for the 2021/22 budget ( <b>attached</b> )
22	To approve the annual subscription to SLCC for the Clerk ( <b>attached</b> )

<b>23</b>	To consider an update from the Boundary Working Group
<b>24</b>	To receive and consider an update from the Listed Status Working Group
<b>25</b>	To receive and consider an update about the Shavington and Wybunbury Triangle Phase 2
<b>26</b>	To consider granting a waiver of the six-month attendance rule provided for within Section 85(1) of the Local Government Act for Councillor Moore due to illness
<b>27</b>	To receive and consider a proposal from JDH Business Ltd for the provision of a Data Protection Compliance Service ( <b><i>attached</i></b> )
<b>28</b>	To consider a proposal for a Commemorative Trail in the Village ( <b><i>attached</i></b> )
<b>29</b>	To consider making a response to the proposal for the expansion of Shavington Academy ( <a href="https://www.cheshireeast.gov.uk/schools/school_organisation/shavington-academy-proposed-expansion-and-resource-provision.aspx">https://www.cheshireeast.gov.uk/schools/school_organisation/shavington-academy-proposed-expansion-and-resource-provision.aspx</a> )
<b>30</b>	To note the date of the next Council Meeting – September, 1 <sup>st</sup> 2021

**Shavington-cum-Gresty Council**  
**Parish Council meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP



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**MINUTES of the meeting held on**  
**Wednesday 9<sup>th</sup> June 2021**

In attendance: Cllr Adams, Buchanan, Ferguson, B Gibbs, K Gibbs, Hackett, Hancock, Jones, Mcintyre, Moore

<b>ScG/21/5/1</b>	<b>To receive and consider apologies for absence</b>
	None
<b>ScG/21/5/2</b>	<b>To note declarations of Members' interests</b>
	Councillor Hancock declared a not pecuniary interest relating to item 12
<b>ScG/21/5/3</b>	<b>To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on May 5<sup>th</sup>, 2021 and the minutes of the Shavington-cum-Gresty Extra-ordinary Meeting hold on May 21<sup>st</sup>, 2021</b>
	<b>RESOLVED:</b> That the date on the Minutes of meeting hold on May, 5 <sup>th</sup> is amended. And that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG/21/5/4</b>	<b>Public Participation</b>
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	There were no questions or statements made.
<b>ScG/21/5/5</b>	<b>To receive an update from Committee Chairmen and Chairwomen</b>
	Members <b>NOTED</b> the update.
<b>ScG/21/5/6</b>	<b>To receive a report from the Village Beat Manager</b>
	Members <b>NOTED</b> the report.
<b>ScG/21/5/7</b>	<b>To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC)</b>
	Members <b>NOTED</b> the report.
	It was <b>NOTED</b> that the Environment and Recreational Committee will consider matter related to verge maintenance on Jack Mills Way.
<b>ScG/21/5/8</b>	<b>To receive an update with regards to the Neighbourhood Plan from Mr Atteridge</b>
	Members <b>NOTED</b> the update.

<b>ScG/21/5/9</b>	<p><b>To consider and approve the terms of reference of Staffing Committees</b></p> <p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Terms of Reference for the Staffing Committee are approved and adopted by the Council.</p>
<b>ScG/21/5/10</b>	<p><b>To consider the approval of Committee structures and nominations to new and existing Committees</b></p> <p>Members <b>NOTED</b> the report from the Clerk attached in the agenda pack.</p> <p><b>RESOLVED:</b> that Cllrs Buchanan and McIntyre are added to the Staffing Committee. That Cllr Buchanan is removed from the Finance Committee. That the Committee Membership is approved, and the vacant positions will be reconsidered on the July meeting after co-option of new Councillors.</p>
<b>ScG/21/5/11</b>	<p><b>To consider the Committee meeting schedule for 2021/22</b></p> <p>Members <b>NOTED</b> the report from the Clerk.</p> <p><b>RESOLVED:</b> that the Committee meeting schedule below is approved and that to limit risk of Covid infection the Full Council Parish Council meeting scheduled for August, 4<sup>th</sup> is cancelled.</p> <p><b>Parish Council meeting</b></p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> July 7:30pm</li> <li>• 4<sup>th</sup> August 7:30pm (<i>informal – Zoom meeting</i>)</li> <li>• 1<sup>st</sup> September 7:30pm</li> <li>• 6<sup>th</sup> October 7:30pm</li> <li>• 3<sup>rd</sup> November 7:30pm</li> <li>• 1<sup>st</sup> December 7:30pm</li> <li>• 5<sup>th</sup> January 7:30pm</li> <li>• 2<sup>nd</sup> February 7:30pm</li> <li>• 2<sup>nd</sup> March 7:30pm</li> </ul> <p><b>Community and Engagement Committee meeting</b></p> <ul style="list-style-type: none"> <li>• 23<sup>rd</sup> June 7:30pm</li> <li>• 15<sup>th</sup> September 7:30pm</li> <li>• 8<sup>th</sup> December 7:30pm</li> <li>• 16<sup>th</sup> March 7:30pm</li> </ul> <p><b>Environment and Recreation Committee meeting</b></p> <ul style="list-style-type: none"> <li>• 30<sup>th</sup> June 7:30pm</li> <li>• 20<sup>th</sup> October 7:30pm</li> <li>• 19<sup>th</sup> January 7:30pm</li> </ul> <p><b>Finance Committee meeting</b></p> <ul style="list-style-type: none"> <li>• 29<sup>th</sup> September 7:30pm</li> <li>• 17<sup>th</sup> November 7:30pm</li> <li>• 9<sup>th</sup> March 7:30pm</li> </ul> <p><b>Village Hall Committee meeting</b></p>

	<ul style="list-style-type: none"> <li>• 14<sup>th</sup> July 7:30pm</li> <li>• 13<sup>th</sup> October 7:30pm</li> <li>• 9<sup>th</sup> February 7:30pm</li> </ul> <p><b>Staffing Committee meeting</b></p> <ul style="list-style-type: none"> <li>• 21<sup>st</sup> July 2021 7:30pm</li> <li>• 16<sup>th</sup> February 7:30pm</li> </ul>
<b>ScG/21/5/12</b>	<b>To consider an update with regards to the Shavington Village festival and the financial implication for the Council to sponsor the road closure</b>
	<p>Members <b>NOTED</b> the report from the Clerk attached in the agenda pack.</p> <p><b>RESOLVED:</b> to support the Festival and have a presence on the day and to delegate the Clerk to progress the project and implement all operational decisions within budget.</p>
<b>ScG/21/5/13</b>	<b>To consider an update from the Task Group with regards to the Cheshire East Boundary Review (Governance Review)</b>
	<p>Cllr Buchanan briefed Members with regards to the activity of the Boundary Review Task Group.</p> <p>Members <b>NOTED</b> the update.</p>
<b>ScG/21/5/14</b>	<b>To note and approve payments since the previous meeting</b>
	<p>Members <b>NOTED</b> the report from the Clerk attached in the agenda pack.</p> <p>Members <b>NOTED</b> the payments made by the Clerk from May 10th to June 9th under the current delegation scheme.</p> <p><b>RESOLVED:</b> that the list of scheduled payments in Annex 2 is approved.</p>
<b>ScG/21/5/15</b>	<b>To consider making a response to the following planning applications</b>
	<p>a. <b>Application n. 21/2655N</b>  <b>Proposal:</b> Advertisement Consent for totem mounted signs, illuminated and non-illuminated wall signs, window graphics  <b>Location:</b> Shavington Service Station, Esso Service Station, 416, Newcastle Road, Shavington, CW2 5JF  <b>National Grid Ref:</b> 370437.4857 351172.3896  <b>Deadline:</b> 11th June</p> <p><b>RESOLVED:</b> No comments</p>
<b>ScG/21/5/16</b>	<b>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</b>
	<p>a. <b>Application n. 21/2989N</b>  <b>Proposal:</b> Single storey rear/side extension  <b>Location:</b> 283, NEWCASTLE ROAD, SHAVINGTON, CW2 5DZ  <b>National Grid Ref:</b> 369272.3421 351292.094  <b>Deadline:</b> 23rd June</p> <p><b>RESOLVED:</b> No comments</p>
	b. <b>Application n. 21/2999N</b>

	<p><b>Proposal:</b> Construction of 2 bungalows <b>Location:</b> 7, MAIN ROAD, SHAVINGTON, CW2 5DY <b>National Grid Ref:</b> 369368 351349 <b>Deadline:</b> 7<sup>th</sup> July</p> <p><b>RESOLVED:</b> that the proposal needs to be compatible with the final approved design of the planning application number 20/0604N 'Variation of Condition – Elephant &amp; Castle Inn, 289 Newcastle Road'</p>
<b>ScG/21/5/17</b>	<p><b>To consider a proposal to activate a full subscription to Parish Online, and approve the payment of the yearly fee</b></p>
	<p>Members <b>NOTED</b> the report from the Clerk.</p> <p><b>RESOLVED:</b> to authorise the full subscription to the Parish Online system at the cost of £250+£50 per year (to be reviewed yearly)</p>
<b>ScG/21/5/18</b>	<p><b>To consider a proposal for a Call for Quotations for the delivery of the Lengthsman service in the Parish</b></p>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Lengthsman services are included in the Ground Maintenance service specification and that for this purpose a budget virement is approved (from Cost centre Environment and Recreation code 86 £4,000 to Cost centre Environment and Recreation code 31).</p> <p><b>RESOLVED:</b> that the Environment and Recreation committee is delegated to approve the service specifications, oversee the contractor's selection process in consultation with the Clerk, and to instruct the Clerk to sign the contract with the selected supplier within budget and in accordance with the Council Financial Regulation.</p>
<b>ScG/21/5/19</b>	<p><b>To consider a proposal from Northwich Town Council for Ground Maintenance Service</b></p>
	<p>Members <b>NOTED</b> the report from the Clerk attached in the agenda pack.</p> <p><b>RESOLVED:</b> to terminate the contract with Northwich Town Council for the Ground Maintenance Service, and to end the service on August, 30<sup>th</sup>.</p> <p><b>RESOLVED:</b> that in accordance with the Council Financial Regulation, a new supplier is appointed to deliver the Ground Maintenance Service from September.</p> <p><b>RESOLVED:</b> that the Environment and Recreation Committee is delegated to approve the service specification, oversee the contractor's selection process, and to instruct the Clerk to sign the contract with the selected supplier within budget and in accordance with the Council Financial Regulation.</p>
<b>ScG/21/5/20</b>	<p><b>To consider reviewing the Council's bank arrangements, as follow:</b></p> <ol style="list-style-type: none"> <li>a. That all bank communications and statements are sent to the new Parish Clerk</li> <li>b. That the new Parish Clerk is added as new signatory/authorised user to the Parish Council and Village Hall Bank account</li> <li>c. That the former Clerk is removed for the signatories/authorised of the account</li> </ol>

	<b>RESOLVED:</b> that all Bank arrangements are reviewed
<b>ScG/21/5/21</b>	<b>To consider the necessary arrangements to set up a workspace area for officers in Shavington-cum-Gresty Village Hall</b>
	<b>RESOLVED:</b> that the Village Hall Committee is delegated to oversee the arrangement to set up the workspace area for officers and it is delegated to authorise the purchase of furniture and equipment up to £1,000.
<b>ScG/21/5/22</b>	<b>To note the updated version of Shavington-cum-Gresty Village Booking pack</b>
	Members <b>NOTED</b> the report from the Clerk attached in the agenda pack.  It was <b>NOTED</b> that the Village Hall Committee will review the Village Hall booking system and process.
<b>ScG/21/5/23</b>	<b>To consider a proposal to submit an application for listed status for 1 Rope Lane (former Co-op building), and 140 Main Road (former youth club/ schoolhouse)</b>
	Cllr Ferguson and Jones briefed Members with regard to a proposal to submit an application for listed status for 1 Rope Lane and 140 Main Road.  Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that a Listed-Status Task Group is set up with Cllr Hackett, Jones, Ferguson, Adams and K Gibbs as members. And that Cllr Jones will lead the Task Group activity.
<b>ScG/21/5/24</b>	<b>It is recommended that the Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 4 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted</b>
	<b>RESOLVED:</b> That the members of public and representative of the press are excluded to the meeting under Section 1 of the Public Bodies (Admission to Meeting) Act 1960 on the ground that the matter contain sensitive information and by reason of confidential nature of the business to be transacted.
<b>ScG/21/5/25</b>	<b>To consider staff matter and refund requests</b>
	Parish Clerk briefed Members with regards to staff matter and refund request.  <b>RESOLVED:</b> that the payments to C Jones are approved.
<b>ScG/21/5/26</b>	<b>To consider the selection process for the appointment of the Communication Manager</b>
	Members <b>NOTED</b> the report from the Clerk attached in the agenda pack.  <b>RESOLVED:</b> that the selection process is approved as detailed in the agenda pack.
<b>ScG/21/5/27</b>	<b>To note the date of the next Council Meeting – July, 7<sup>th</sup> 2021</b>
	Members <b>NOTED</b> the date of the next Full Council Meeting.

Meeting Closed at 21:16hrs  
Chair: B Gibbs  
Clerk: S Garner



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**Report Statement**

Meeting: Parish Council, 07.07.2021

Report Purpose: Beat Manager report

Version Control: v1

Author: PCSO Peter Corbett

<b>BEAT MANAGERS REPORT</b>	
<b>Month</b>	<b>June 2021</b>
<b>Completing officers</b>	<b>P.C.S.O 20674 P.Corbett.</b>
<b>Ward</b>	<b>Shavington.</b>
<b>Community Engagement undertaken:</b>	<p>Friday afternoons, Crewe Alex Soccer Centre, Police sponsored training sessions.</p> <p>Local shops visited. Closed premises checked, including building sites.</p> <p>Patrols of pharmacies, garages and pet food shops</p> <p>Continued welfare checks on identified vulnerable residents.</p>
<b>Traffic activity/enforcement</b>	<p><u>Tru-Cam.</u></p> <p>2<sup>nd</sup> June Crewe Road.                      3<sup>rd</sup> June Jack Mills Way.                      5<sup>th</sup> June Rope Lane.                      6<sup>th</sup> June Newcastle road.                      7<sup>th</sup> June Crewe Road.                      8<sup>th</sup> June Rope Lane.                      18<sup>th</sup> June Rope Lane.                      19<sup>th</sup> June Gresty Lane.                      21<sup>st</sup> June Newcastle Road.                      27<sup>th</sup> June Rope Lane.</p> <p><u>Speed watch (Psc0 and Volunteer).</u></p> <p>8<sup>th</sup> June Crewe Road.                      15<sup>th</sup> June Rope Lane.                      24<sup>th</sup> June Weston Lane.</p>
<b>Surgeries</b>	3 <sup>rd</sup> , 5 <sup>th</sup> , 9 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> and 26 <sup>th</sup> .



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<b>Schools</b>	Request from primary school to be present at start and finish times for a week. Six visits conducted.
<b>Priority/problems raised and activity carried out to combat</b>	Speeding, parking, (Tru cam + Extra parking patrols.) Increased presence around alleyway's and play areas as well as areas highlighted by residents.
<b>Feedback</b> (how have you made the community aware of what you have done?)	Numerous posts onto Shavington face book and twitter accounts highlighting activity. **Drug work not posted** Cheshire Alert. Local letter drops.
Notable contact with partner agencies.	British Transport Police. RSPCA. Care providers. Cheshire east highways and community action team. Action Fraud.
Any wider community issues which have been addressed?	** The below is not exhaustive, but reflects what was being dealt with on the date mentioned**  1 <sup>st</sup> June HIGHWAY DISRUPTION, Gresty Lane, Truck has hit railway bridge. Dealt with.  2 <sup>nd</sup> June THEFT OF PACKAGES, Cromwell Drive. Ongoing.  2 <sup>nd</sup> MALICIOUS COMMUNICATIONS, Mallow Avenue. Ongoing.  2 <sup>nd</sup> SUSPICIOUS VEHICLE, Farm Close, search made no trace.  3 <sup>rd</sup> MALICIOUS COMMUNICATIONS, Shrewsbury Drive. Dealt with.  4 <sup>th</sup> ROAD TRAFFIC COLLISION, A500 / Jack Mills Way, no injuries.  5 <sup>th</sup> SUSPICIOUS ACTIVITY, Potential drug deal reported outside Hickory's, Search made no trace.



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	<p>5<sup>th</sup> ASB, Vinetree play area, reports of youths being loud, youths spoken to.</p> <p>6<sup>th</sup> CONCERN FOR SAFETY, Drunk male walking on A500, Dealt with.</p> <p>7<sup>th</sup> SUSPICIOUS VEHICLE, Gresty Lane, Male checked, failed drug test. Ongoing.</p> <p>7<sup>th</sup> VEHICLE ASB, Jack Mills Way, "Boy racers". Dealt with.</p> <p>9<sup>th</sup> FRAUD, Barons Road, possible rogue trader, ongoing.</p> <p>9<sup>th</sup> SPEEDING, Newcastle Road, Reports of speeding vehicles, Ongoing.</p> <p>9<sup>th</sup> CRIMINAL DAMAGE, Mallow Avenue, Car has been damaged. Ongoing.</p> <p>11<sup>th</sup> NEIGHBOUR DISPUTE, Mottershead Way. Dealt with.</p> <p>11<sup>th</sup> HARRASSMENT, Mallow Avenue, Dealt with.</p> <p>12<sup>th</sup> ASB, Wessex Park, Reports of youths drinking in the park, Dealt with.</p> <p>13<sup>th</sup> CONCERN FOR SAFETY, A500 People walking in carriageway, Dealt with.</p> <p>14<sup>th</sup> ROAD TRAFFIC COLLISION, Jack Mills Way, Car has crashed into garage wall. Dealt with.</p> <p>14<sup>th</sup> SUSPICIOUS MALE, Rope Lane, Search made no trace.</p> <p>15<sup>th</sup> CRIMINAL DAMAGE, Sable Road, Car has been keyed, ongoing.</p>
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16<sup>th</sup> DRUGS, Rope Lane, Drug deal reported outside Vine public house, Ongoing.

16<sup>th</sup> THEFT, Jack Mills Way (Hickory s ) Customer has had mobile phone stolen. Ongoing.

17<sup>th</sup> ASB Reports of youth ASB in Vinetree play park at 23.30, Ongoing.

18<sup>th</sup> CONCERN FOR SAFETY, Gresty road area, Male reported for climbing on rail bridge. (Train spotter trying to see into compound !!)

19<sup>th</sup> STALKING, Crewe Road, Ongoing.

20<sup>th</sup> DOG ATTACK, Weston Lane, Child bitten by dog (No serious injuries.) Ongoing.

22<sup>nd</sup> DRUGS, Jack Mills Way, Reports of three males using drugs, Search made no trace.

25<sup>th</sup> NEIGHBOUR DISPUTE, Park Estate, Boundary issue, Ongoing.

28<sup>th</sup> ROAD TRAFFIC COLLISION, Rope Lane, Van has reversed into a wall. Dealt with.

Two reports of missing people, both found.

28 Counts of Domestic incidents or Vulnerable people dealt with in June.



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Abstractions.	10 <sup>th</sup> Full Shift, First aid course, 11 <sup>th</sup> Self defence refresher, 20 <sup>th</sup> ½ Shift Holiday, 22 <sup>nd</sup> Full shift training day and 30 <sup>th</sup> Full shift annual PcsO conference.
Other information / Incidents of note.	I am on annual leave from 3/07/21 until 21 <sup>st</sup> July. Sgt. Martin Caldwell is aware of the potential issues this may cause with nuisance youths and will be asking other members of the team to respond to ASB calls.



# SHAVINGTON CUM GRESTY

## Traffic Report For Crewe Road Shavington. June 2021 Traffic Overview from Tue Jun 1 2021 to Wed Jun 30 2021 Vehicle Speed Classes (Mph)

	<15	15 20	20 25	25 30	30 35	35 40	40 45	45 50	50 55	55 60	60 65	65 70	>70	Total	85th Percentile
00:00	0	1	5	64	151	80	20	9	1	<b>2</b>	<b>1</b>	0	0	334	37.5
01:00	0	4	14	40	69	52	15	2	2	0	0	0	0	198	37.2
02:00	0	0	3	35	93	54	17	7	3	1	0	0	0	213	<b>38.3</b>
03:00	0	6	6	23	45	35	5	5	1	0	0	0	0	126	37.1
04:00	1	4	6	25	65	37	5	7	2	0	0	0	0	152	37.3
05:00	0	4	7	72	174	112	20	1	0	0	1	0	0	391	36.9
06:00	0	10	22	254	663	308	<b>83</b>	<b>18</b>	<b>4</b>	1	0	0	0	1363	36.6
07:00	2	13	33	614	1640	504	75	12	2	0	0	0	0	2895	34.8
08:00	4	15	94	1312	<b>3079</b>	<b>648</b>	77	6	1	0	0	0	0	5236	33.8
09:00	3	20	210	<b>2366</b>	2633	453	54	5	1	0	0	0	0	<b>5745</b>	32.8
10:00	<b>5</b>	<b>23</b>	200	2160	2448	393	42	11	1	0	0	0	<b>1</b>	5284	32.7
11:00	3	20	<b>211</b>	2285	2432	380	37	5	1	0	0	0	0	5374	32.5
12:00	0	32	230	<b>2233</b>	<b>3464</b>	390	30	4	1	0	0	0	0	<b>6384</b>	32.1
13:00	2	21	255	2192	2576	425	34	3	0	<b>1</b>	0	0	0	5509	32.7
14:00	1	23	223	2215	2484	365	38	6	2	1	0	0	0	5358	32.4
15:00	<b>7</b>	<b>48</b>	<b>410</b>	2223	2272	355	26	2	0	0	0	0	0	5343	32.4
16:00	5	43	309	2214	2566	411	39	5	<b>6</b>	0	0	0	0	5598	32.6
17:00	2	16	201	2057	2782	484	55	3	0	0	0	0	0	5600	33.1
18:00	4	23	176	1768	2536	<b>492</b>	74	12	4	0	0	<b>1</b>	0	5090	33.3
19:00	2	17	167	1473	2285	460	66	14	3	0	0	0	0	4487	33.5
20:00	2	16	112	994	1631	394	<b>77</b>	16	2	0	0	0	0	3244	34.0
21:00	5	9	60	586	1012	340	74	12	1	0	<b>1</b>	0	0	2100	35.1
22:00	1	6	30	338	616	223	45	<b>18</b>	5	0	0	0	0	1282	35.5
23:00	0	1	17	184	281	116	31	10	2	1	1	0	0	644	<b>35.8</b>
AM Total	18	120	811	9250	<b>13492</b>	3056	450	88	19	4	2	0	1		
PM Total	31	255	2190	18477	<b>24505</b>	4455	589	105	26	3	2	1	0		
Total	49	375	3001	27727	<b>37997</b>	7511	1039	193	45	7	4	1	1		
Percent	0.06%	0.48%	3.85%	35.57%	<b>48.75%</b>	9.64%	1.33%	0.25%	0.06%	0.01%	0.01%	0.00%	0.00%		

Total Vehicles : 77950

30th Percentile : 28.2 MPH

50th Percentile : 29.7 MPH

85th Percentile : 33.3 MPH

95th Percentile : 36.0 MPH

Average Speed : 30.4 MPH

Highest Speed : 232.0 MPH

Total Over Speed Limit : 60.0 % (46798 / 77950)



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**Appendices**

*[clearly insert appendices / additional information and include report]*

*reference points in the main body of the*

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## Report Statement

Meeting: Parish Council Meeting  
Report Purpose: To provide a report from Cllr Marren (CEC)  
Version Control: v0  
Author: Cllr Marren (CEC)

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### **Boundary Commission unveils proposed changes**

The Boundary Commission for England has set out proposals for a review of parliamentary constituencies

Details of these proposals, including maps, can be accessed on their website at:  
<https://boundarycommissionforengland.independent.gov.uk/...>

**[Agenda for Corporate Policy Committee, Tuesday, 6th July, 2021, 10.30 am](#)**

#### **No. Item**

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Public Speaking/Open Session
- 4 Minutes of Previous Meeting
- 5 Medium Term Financial Strategy - Corporate Services Budgets 2021/22
- 6 Apprenticeship Levy Procurement Framework
- 7 Organisational Culture Change Programme
- 8 Consultation on Council Tax Support Scheme 2022/23
- 9 Customer Experience Progress Report
- 10 Shared Services Review Update Report
- 11 2023 Review of Parliamentary Constituencies
- 12 Work Programme

**[Agenda for Corporate Policy Committee on Tuesday, 6th July, 2021, 10.30 am | Cheshire East Council](#)**

### **ASSISTIVE TECHNOLOGY/TELECARE**

Cheshire East Council is undertaking a consultation on a proposal to amend the scheme of charges for Assistive Technology (also known as Telecare).

The consultation will be for a period of 8 weeks, lasting until 22rd July.

You can also complete a survey for the consultation using the link below:

[https://www.cheshireeast.gov.uk/council\\_and\\_democracy/council\\_information/consultations/consultations.aspx#Telecare](https://www.cheshireeast.gov.uk/council_and_democracy/council_information/consultations/consultations.aspx#Telecare)

A number of measures are being taken to ensure people have a range of opportunities to give their views. This includes:

- ♣ The circulation of a letter to all people directly affected by the proposal together with the consultation survey.
- ♣ The circulation of a letter to all other people in receipt of Assistive Technology together with the consultation survey.



- ♣ The publication of the survey on the Council website, as well as consultation documents being made available in key locations in Cheshire East to enable other members of the public to comment.
- ♣ The offer of telephone, video or face to face meetings in a range of locations within the Borough to people in receipt of Assistive Technology. We have also made the offer to arrange more meetings (including in different places) dependent on demand.
- ♣ Presentations at relevant groups including the 'Live Well for Longer' group attended by Older People.

### **Council seeks candidates for audit and governance roles**

Cheshire East Council is looking to recruit two residents to sit on a committee that supports good governance and financial standards at the local authority.

Candidates should ideally have practical experience in areas such as financial management, accountancy and governance. The successful candidates will sit on the council's audit and governance committee as co-opted independent members.

The committee provides an independent and high-level focus on the council's audit, assurance and reporting arrangements that support good governance, risk management and financial standards.

The committee also develops, maintains and monitors the codes of conduct for councillors and co-opted members.

The purpose of placing independent residents on this committee is to reinforce its political neutrality and independence. Previous experience of working with audit committees may be helpful but is not essential.

Providing constructive challenge, as part of the committee, supports the council's ambition for open and transparent government.

While the co-opted independent members are not employees or members of the council, the successful applicants will receive specific training to enable them to undertake their new role effectively. If you think you could make a positive contribution to the work of the committee, please apply.

The committee will meet approximately six times in a financial year and candidates will be expected to serve for four years. The independent members are entitled to be reimbursed for expenses but do not receive any allowance or pay.

Applications are invited up to the deadline of 30th July 2021. Visit the council's website at [cheshireeast.gov.uk/auditgovernance](http://cheshireeast.gov.uk/auditgovernance) for more information about the role and how to apply.

### **PROPOSAL FOR THE EXPANSION OF SHAVINGTON ACADEMY BY 150 PLACES AND TO INCLUDE A RESOURCE PROVISION FOR 14 PUPILS WITH A PRIMARY NEED OF AUTISM**

The Board of Trustees is seeking to support CEC in meeting its statutory duty to provide school places by proposing to permanently expand by 150 places for years 7 to 11. However due to some existing available capacity and the proposed expansion to the premises, if approved, the proposal would increase the overall capacity from 850 to 1050 places and allow the Published Admission Number (PAN) to increase from 170 to 210 places per year group.

The proposed implementation for the expansion would be September 2023.

In addition to the expansion of the mainstream places, the council have completed a sufficiency review of its special educational needs provision across the local authority. If the proposal goes ahead, 14 places will be offered to children who have a primary need of Autism, but other aspects of need can be seen in SEN learners including speech and language and social and emotional needs. The allocation of a place in the resource provision will be allocated by the local authority SEN panel. The proposal is that the places would be available for allocation from 1st September 2023.



All feedback will be collated for consideration at a meeting of the Board of Trustees of Shavington Academy whereupon a decision can be taken on whether to proceed with the expansion and Resource Provision.

### **Feedback your views...**

The 4 week consultation period will run from **14 June to 12 July 2021**. The easiest way to submit your views is by visiting the Council's website where you can read the consultation document and complete the electronic survey before the closing date of **12 July 2021**.

[Shavington Academy- Proposed Expansion and Resource Provision \(cheshireeast.gov.uk\)](https://www.cheshireeast.gov.uk/shavington-academy-proposed-expansion-and-resource-provision)

All feedback received during the consultation period will be collated and reported back to the Trustees of Shavington Academy. They will make a decision on whether to go ahead with the proposal. **It is important to note that no decision has been taken at this stage.**

### **Proposed on-demand bus service**

Cheshire East residents are to be asked for their views on proposals to introduce an on-demand rural bus service.

Its aim is to reduce isolation in some of the more remote parts of the borough.

It would mean that a bus service could be booked using a mobile phone app or telephone call, with a doorstep pick-up service for less mobile passengers. If the trial is successful, it could be rolled out on a permanent basis, with the potential to extend to other parts of the borough.

Cheshire East Council has received £1.25m in government rural mobility funding to trial the innovative service. The three-year pilot will start at the end of August or beginning of September.

Known as demand responsive transport, it will cover a wide area south of Nantwich, taking in Bunbury, Wrenbury and Audlem, as well as some other villages, where no commercial services are available. Some fixed route services are supported by the council but as many as 85 per cent of residents cannot access them conveniently.

Now the council wants help to understand how the service is likely to be taken up by passengers and where the most popular trips could be.

A consultation will take place enabling residents to make suggestions. All feedback will help inform how the service is to operate to the best advantage of local residents.

The council has been successful in securing this funding after submitting a strong business case to central government.

Unfortunately, commercial services are not able to make some rural routes cost-effective. A demand responsive solution could enable people of all ages to reach GP surgeries, attend hospital appointments, access further education and training or go shopping.

A service of this nature will also reduce car dependency and a sense of isolation, as well as contribute to the council's own low-carbon aspirations. The Council is optimistic it will offer a way forward for the future of rural bus services in Cheshire East.

Demand responsive transport enables a resident, or group of residents, to request a bus for a specific journey. Two branded 'midi' 16-seaters would be available, Monday to Saturday, with low floor access. Booking will be via a mobile app or phone and the service will not be tied to a specific route.

The council will be consulting with town and parish councils, also free car share schemes to ensure the service complements and not conflicts with existing travel arrangements. The council's transport service, Transport Service Solutions, will purchase the new vehicles, provide distinctive branding and operate the booking system.

To take part in the consultation visit: <https://surveys.cheshireeast.gov.uk/s/0VJ8IY/>



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**Cheshire East Council is to launch a crowdfunding platform to bring community project ideas to life**

Cheshire East Council is launching a new crowdfunding initiative to encourage and create community-led projects that will make a difference.

Working in partnership with Spacehive, the UK's leading civic crowdfunding platform, the Cheshire East Crowd is an initiative that will give residents who have ideas to improve their community the opportunity to gain funding via the crowdfunding platform.

Cheshire East has allocated a total of £100,000 to the programme, with up to £10,000 (or 50 per cent of total project costs) available per idea to boost projects towards their funding target. The deadline to put forward an idea is Wednesday, 15 September 2021.

The council and Spacehive are holding an online launch event via Zoom on Tuesday, 6 July. You can register to join the launch event here.

<https://us02web.zoom.us/j/75901234567>

People with project ideas are also encouraged to register in advance for one of the two upcoming workshops below:

Wednesday 14 July at 12:00, and

Wednesday 28 July at 14:00.

**Agenda for Council, Tuesday, 22nd June, 2021,**

Meeting venue: Macclesfield Leisure Centre, Priory Lane, Macclesfield, SK10 4AF

To see the publicly available information, follow the link:

<http://moderngov.cheshireeast.gov.uk/.../s86451/Report.pdf>

AGENDA ITEM 11 Community Governance Review of Town and Parish Council Governance

This agenda item resulted in the requirement of a Parish Council requested referendum where the result would be binding on the Governance working group overturned.

The administration was very largely supported by "the Opposition" with those voting against very much being in a minority.

Now that the Council has the "go ahead" The officer Project Board will need to assess what needs to happen, both in the immediate, but also in the longer-term. The Project is huge and will need significant planning. There isn't an approved timetable yet, and I have asked. If I was to guess, I would imagine that CEC won't begin to consult before the end of July.

**Council to change winter gritting routes to match 'best practice'**

Cheshire East Council has confirmed that changes to gritting routes will be implemented next winter following a review. Shavington does well out of the change.

The 'Well-Managed Highway Infrastructure' (WMHI) code of practice, which is overseen by the UK Roads Liaison Group on behalf of the Department for Transport (DfT), recommended local highway authorities review gritting routes to prioritise the most critical parts of the road network. This includes local amenities, public transport and risks – such as steep gradients, cold spots and other known local issues.

This guidance, which will be linked to incentive funding from the DfT, has been adopted by Cheshire East Council to demonstrate best practice.



The new gritting routes have been determined according to published assessment criteria, with each road scored and ranked accordingly, following various consultations with council members, area highway group chairs, all schools, cycling groups, town and parish councils and emergency services. Consideration was given to all comments and feedback and the winter treatment network has now been finalised.

A total of 1,043km out of 2,700km (38 per cent) of the highway network has been identified as requiring routine winter treatment.

This review was essential to ensure the council does not lose future incentive funding (around £2m) from the DfT, thereby placing an even bigger strain on the borough's crumbling road network.

The code of practice requires that CEC focus its efforts on gritting roads where there is higher risk.

The winter maintenance season will run from 1 October 2021 to April 2022 and will provide a 24-hour, seven-days-a-week service to keep the borough's roads open and safe during the winter months.

Details of the revised gritting routes and the updated well-managed highway infrastructure strategy can be found on the council's website at: <http://www.cheshireeast.gov.uk/.../well-managed-highway...>

Roads added to the winter gritting programme include Barons Road, Cromwell Drive, Greenfields Avenue, Chestnut Avenue, and Vine Tree Avenue.

### **Transport Service Solutions (TSS)**

Over the last three years, the council has been undertaking an extensive review of all Cheshire East's wholly-owned companies.

Following the latest stage of that review, a decision has now been taken to redesign the way in which the Council delivers transport services.

This includes the strategic, planning, commissioning and procurement functions of the services previously provided by the Council's transport company, Transport Service Solutions (TSS), being brought back in-house and delivered directly by Cheshire East Council.

In addition, the operational delivery functions of the company are proposed to be delivered by another of our existing wholly-owned companies, Ansa.

TSS currently provides services to both People and Place directorates – including the delivery of transport services for around 3,500 children and young people.

It is business as usual for now but subject to a formal consultation process, the new working arrangements will be introduced on 1 April 2022, with TSS staff members transferring to the council and Ansa before that time.

The Council will be communicating with staff, suppliers and its customers about this new way of operating from the 29<sup>th</sup> June and it will continue to engage with them over the coming weeks and months.

Since it was established, there have been many achievements made by TSS and the Council recognises that TSS staff will bring with them a great deal of knowledge and experience of having operated in a commercial environment, which will be invaluable going forward.

### **Resident Complaints**

#### **Highways Complaint**

Enquiry Reference Number: 3432984

Enquiry Subject: Grass Cutting

Location: Jack Mills Way



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Date Logged: 17/06/2021

Thank you for your enquiry regarding: Jack Mills Way, Shavington cum Gresty. We have assessed the Grass Cutting and included it in the repair and improvement programme for this financial year.

### **Non-Mowing of Grass Areas Southbank Avenue.**

This would include the roundabout and verges next to the Highway. These areas used to be cut by the School's contractor as a "favour" but on change of contractor that ceased. Neither Highways nor ANSA will take responsibility and the school are adamant it is not their land, which I believe. I've enquired further but I believe it is owned by the Education Department and if so this will demonstrate a rather pathetic departmental approach by CEC.

### **High Kerbs Chestnut Avenue**

Relates to the access to the Wainhomes development serving Alfred King Close, which has been in place since early January 2020 and until now no previous complaints have been received. The problem has arisen due to the parking of a vehicle by a resident or visitor across/opposite on Chestnut Avenue, which is of course quite a narrow road.

I am informed by Highway Team there is nothing they can do regarding this matter of the resident or visitor parking his/her vehicle in this position directly opposite the driveway of a house. An officer has already spoken to the developer about this issue but they are, under the circumstances, reluctant to make alterations to the kerbing on what is a planning approved access. They also claim the length of the dropped kerbing has not actually been altered. The officer promises to take this up further with the developer in the coming weeks but can't promise any solutions. It is also worth mentioning that the footway area immediately to the right of the access to the complainant's property contains not only a tactile paved pedestrian crossing but several BT service chambers that do not lead themselves readily to any kerbing and footway modifications to accommodate any possible kerbing alterations.

### **Impeded Footways**

Crewe Road and Mercian Close

### **Missing Traffic Regulation orders**

I have been chasing CEC for more than 7 months for Traffic Regulation Orders for roads covered by speed cameras and it is evident that some can't be found. What CEC told me some while ago was :

["The Council recognises the importance of finding these documents and is continuing their search for them, but it is important that the complexity of this task is not underestimated.](#)

[We now plan to consolidate all speed limits in the Borough to create a holistic TRO for speed limits which can be reviewed on a regular basis and consolidated again as needed. This will ensure the current situation is not on going and there is an appropriate system in place to manage and administer such TROs. Surveys will soon be undertaken to gather the necessary data from the highway network to enable this to be progressed."](#)

CEC has only had 12 years to find its TROs and the Police are becoming frustrated that some traffic cameras can't be enforced because they haven't got a copy of the TRO. This matter has been raised with the Deputy Leader of CEC, who is Chair of the Highways Committee and he hopes to have an authority wide order placed before committee for approval before the end of the year.

### **Planning Application 21/1920N**

Forget-Me-Not Fields, Adjacent to Old Puseydale, Main Road.  
Passed by 4 votes to 3. I called for a site visit and voted against.

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**Shavington-cum-Gresty Council**  
**Community and Engagement Committee Meeting**  
 Main Road,  
 Shavington, Crewe  
 CW2 5DP



**MINUTES of the meeting held on**  
**Wednesday 23<sup>rd</sup> June 2021**

In attendance: Cllr B Gibbs, Cllr K Gibbs, Cllr Jones, Cllr G McIntyre  
 J McIntyre, S Randle

<b>ScG CE/21/1/1</b>	<b><i>To receive apologies for absence</i></b>
	Apologies were received and accepted from Cllr Moore
<b>ScG CE/21/1/2</b>	<b><i>To elect the Chair and Deputy Chair</i></b>
	Cllr K Gibbs and Cllr Jones were elected Chair and Deputy Chair respectively
<b>ScG CE/21/1/3</b>	<b><i>To note declarations of Members' interests</i></b>
	No declaration was made
<b>ScG CE/21/1/4</b>	<b><i>To confirm and sign the minutes of the Community and Engagement Committee Meeting held on August 11th, 2020</i></b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG CE/21/1/5</b>	<b><i>Public Participation</i></b>
	None.
<b>ScG CE/21/1/6</b>	<b><i>To receive an update regarding the Village Festival event</i></b>
	Members <b>NOTED</b> the report from the Clerk.  It was <b>NOTED</b> : - That a schedule of the day should be created with Members' availability to man the Parish' stall (two shifts: 11:00-13:30 and 13:30-16:00 hrs) - That former Cllr Andrews should be asked for help to set up and de-rig the stall - That a photographer should be contracted for the day (12:00-16:00 hrs)  It was <b>NOTED</b> that the next Community and Engagement Committee will discuss proposals to host Queen's Platinum Jubilee celebrations in the Village.
<b>ScG CE/21/1/7</b>	<b><i>To consider relevant subjects to be included in the next Parish Council newsletter</i></b>
	<b>RESOLVED:</b> that the following subjects are to be included in the next Parish Council

	<p>Newsletter (September):</p> <ul style="list-style-type: none"> <li>- Map of the Village with defibrillators</li> <li>- Update from the Clerk</li> <li>- Adv Remembrance Service – DIY poppy</li> <li>- Adv Halloween – Heroes are coming!</li> <li>- Adv Christmas</li> <li>- Call for action: let us know you plan for Christmas</li> <li>- Article Village Festival 2021</li> <li>- Boundary</li> <li>- Piece from PCSO about ASB</li> <li>- Old-Coop and 140, Main road: article</li> <li>- Historical Shavington: did you know?</li> <li>- Walks in the Village</li> <li>- Adv Village Hall</li> </ul> <p><b>RESOLVED:</b> that a recommendation is made to the Parish Council to consider a proposal to support and sponsor the Pumpkin Heroes event organised by St Mark’s Church.</p>
ScG CE/21/1/8	<p><b>To consider relevant subjects to be promoted on the Parish Council’s social media channels</b></p> <p>It was <b>NOTED</b> to contact the Clerk if any subject of interest arises.</p>
ScG CE/21/1/9	<p><b>To receive and consider an update regard Shavington-cum-Gresty Remembrance Service</b></p> <p><b>RESOLVED:</b> that plans for the 2021 Service should be consistent with what delivered in 2020 and that the Clerk is asked to consider feasibility of having a parade prior the service. It was also agreed to work with Ms Randle to design and deliver a video with local young voices group.</p>
ScG CE/21/1/10	<p><b>To receive and consider an update with regard to the Carol’s at Christmas event</b></p> <p><b>RESOLVED:</b> that the “Event 4 Christmas/Winter” (cost centre “Events”, cost code 82) budget is allocated to support marketing activities to promote Christmas events in the Villages organised by community groups. That the Clerk will investigate costs for a Christmas tree and Christmas lights outside the Village Hall and will provide a report to the Parish Council for consideration.</p>
ScG CE/21/1/11	<p><b>To note the date of the next Community and Engagement Committee Meeting – September 15<sup>th</sup> 2020</b></p> <p>Members <b>NOTED</b> the date of the next meeting</p>

Meeting Closed at 21:33 hrs

Chair: K Gibbs

Clerk: S Garner

Shavington-cum-Gresty Council  
Environment and Recreation Committee meeting  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on Wednesday 30<sup>th</sup> June 2021**

In attendance: Cllr Adams, Ferguson, K Gibbs, Hancock

ScG R&E/21/1/1	<b><i>To receive apologies for absence</i></b>
	Apologies were received and accepted from Cllr Buchanan and Ms Barlow
ScG R&E/21/1/2	<b><i>To elect the Chair and Deputy Chair</i></b>
	Cllr Ferguson and Cllr Adams were elected Chair and Deputy Chair respectively
ScG R&E/21/1/3	<b><i>To note declarations of Members' interests</i></b>
	No declaration was raised
ScG R&E/21/1/4	<b><i>To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community</i></b>
	<b>RESOLVED:</b> that Ms Barlow is appointed as non-Parish Councillor Member to represent the Gresty Lane Allotments
ScG R&E/21/1/5	<b><i>Public Participation</i></b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made
ScG R&E/21/1/6	<b><i>To receive an update with regards to the Gresty Lane Allotments</i></b>
	Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that a recommendation is made to the Parish Council to adopt the draft Allotment Policy and Allotment Tenancy agreement as per Annex 1 and 2

	<p><b>RESOLVED:</b> that plot 16 is retained as single plot, and it is offered free of charge for 1 year in the agreement that the plot holder will be responsible to clean off the weeds at no cost for the Council</p>
<p><b>ScG R&amp;E/21/1/7</b></p>	<p><b><i>To receive and consider an update with regards to the Vine Tree play area and ASB issue</i></b></p> <p><b><i>To receive and consider an update with regards to the purchase of two covered bins to be installed in the play area, and the procurement of a picnic table offered by former Councillor Andrew</i></b></p>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that to discourage night ASB, the play area will be closed from 8pm to 8am from Friday 2<sup>nd</sup> July to Friday 30<sup>th</sup> July 2021 with the help of volunteers. Arrangements will be reviewed after the 30<sup>th</sup> July</p> <p><b>RESOLVED:</b> that Cllr Ferguson is delegated to attend a meeting with the local Police to discuss further the ASB issue in the area and possible solutions</p> <p><b>RESOLVED:</b> that the offer of a picnic table to be donated by former Cllr Andrew is accepted. And that the Committee will meet any installation costs that might arise up to £1,000</p>
<p><b>ScG R&amp;E/21/1/8</b></p>	<p><b><i>To receive and consider an update with regards to the verge maintenance issues arising such Vine Tree Avenue and Jack Mills Way</i></b></p>
	<p>Clerk briefed Members with regards to the item.</p> <p>Members <b>NOTED</b> the update.</p>
<p><b>ScG R&amp;E/21/1/9</b></p>	<p><b><i>To consider proposals to submit an application to the HS2 Community Fund scheme</i></b></p>
	<p>Cllr Ferguson updated Members with regards to the item,</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that a “planter renewal” application will be made to the HS2 Community Fund Scheme.</p>
<p><b>ScG R&amp;E/21/1/10</b></p>	<p><b><i>To receive an update with regards to the Ground Maintenance Service schedule of works upto wc 23rd August</i></b></p>
	<p>Members <b>NOTED</b> the update.</p> <p>It was <b>NOTED</b> that:</p> <ul style="list-style-type: none"> <li>- The Maintenance of planters and bed should be reduced to 2 visits per month</li> <li>- The Watering service should be reduced to 2 visits per month</li> <li>- That Litter picking and Spraying service in Vine tree is no longer required</li> </ul>

<b>ScG R&amp;E/21/1/11</b>	<b><i>To consider a proposal for a Call for Proposal for ground maintenance and lengthsman services</i></b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the call for proposals is approved together with the timeline as per Annex 1. And that the Clerk is authorised to progress with the matter  <b>RESOLVED:</b> that a report will be provided by the Clerk to the next Council meeting in September, with the outcome of the selection process, for consideration
<b>ScG R&amp;E/21/1/12</b>	<b><i>To consider an update with regards to the procurement process for the acquisition of recreational land</i></b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the initial review of the new site is not accepted. And that the consultant proceeds with the engagement with the 5 selected landowners so that a final feasibility report is completed.
<b>ScG R&amp;E/21/1/13</b>	<b><i>To note the date of the next Environment and Recreation Meeting – October, 20th 2021</i></b>
	Members <b>NOTED</b> the date of the next Environment and Recreation Committee Meeting

Meeting Closed at 2110hrs

Chair: Cllr Ferguson

Clerk: S Garnero



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## Report Statement

Meeting: Parish Council Meeting 07.07.2021

Report Purpose: To provide an update from the Environment and Recreation Committee

Version Control: v0

Author: Cllr Ferguson, Chair

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- Allotments: Simona and I visited the allotments and spoke to plot-holders. The proposed tenancy agreement and policy are very useful tools in the Parish Council being able to manage the site effectively, although there may be some concern from plot-holders that haven't worked under such conditions before. The way I see it though, it protects good users and allows us to take action to improve plots, if needed
- Vine Tree Play Area: we've experienced significant misuse over the last few weeks, with the park requiring a daily clean-up of heavy littering caused by users the previous night. We've also received complaints from several residents. The PCSOs have helped to lock the park on nights when available, but it's clear that we need a longer term solution. For the time being, a neighbour has agreed to lock and open the park between the hours of approximately 2000-0800 each day. The arrangement will be reviewed on a weekly basis. She has a pre-school age child, and is a regular user of the play area
- HS2 Community Fund scheme: the Environment & Recreation Committee recommended an application to the HS2 fund (up to £75k out of a £5m pot available for community projects) for a planters replacement/ expansion scheme in the village
- Grounds Maintenance schedule: we've challenged NTC's schedule for the cessation of services towards the end of August, and brought the total number of visits down in line with the contract. We felt that they were accelerating treatments and using up too much of the contract headroom in a very short space of time. This should save around £2k against their estimates
- Grounds Maintenance contract: we have advertised for a new gardening and lengthsman service, with a new contract start-up date of early September
- Land Purchase: Meller Speakman will be asked to double efforts to contact landowners after reporting that they had successfully engaged with only one landowner out of the six viable sites. We're still on track to conclude a purchase in early 2022 however, should we be successful



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## Report Statement

Meeting: Parish Council Meeting 07.07.2021  
Report Purpose: To provide a report with regards to AGAR  
Version Control: v0  
Author: Clerk

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**Please see below the returned Annual Internal Audit Report 2020/21 certified by BDH Business service Ltd**



**Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21**

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		na

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



**Annual Internal Audit Report 2020/21**

Shavington-cum-Gresty Parish Council

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During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	no petty cash held	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		except for issue 5.) in internal audit report.
I. Periodic bank account reconciliations were properly carried out during the year.	✓		except for issue 2.) in internal audit report.
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓ N/A
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓ N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	see internal audit report.
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 28/06/2021 DD/MM/YYYY  
 Name of person who carried out the internal audit: JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit: [Signature] SIGNATURE REQUIRED  
 Date: 30/06/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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NOTE – IF ODD No. OF PAGES, ADD ANOTHER PAGE AND CLEARLY MARK to facilitate collating of printed agenda packs–

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## **Report Statement**

Meeting: Shavington-cum-Gresty Parish Council,  
07.07.2021

Report Purpose: To provide documentations for Members to approve the Parish Council Annual Governance Statement

Version Control: v1

Author: Clerk

### **1. Report Summary**

The Parish Council is required by the Accounts and Audit Regulations 2015 to prepare an Annual Governance Statement to accompany its published financial statements. A review of the internal control, risk management and governance arrangements has taken place and the resulting draft Statement is attached to this report.

### **2. Background**

As per previous agreement, the Statement has been drafted by the Former Clerk. It is advice of the Clerk to address any queries or questions to her.

### **3. Position**

Section 1 of the Annual Return is the Annual Governance Statement.

This consists of nine statements relating the system of Internal Control in place. The Council must answer Yes or No to each statement (see Appendix A).

The Annual Governance Statement must be completed and approved by the members, meeting as a whole before the approval of section 2 of the Annual Return.

In order to meet this requirement, the approval of section 1 is being considered as a separate agenda item here, prior to the main agenda item on the Annual Return and financial statements.

The RFO is responsible for ensuring that adequate controls are in place throughout the year to provide assurance that the above considerations are met. The controls in place include budgetary reports, monthly bank reconciliations and segregation of duties. Despite the working from home arrangements for most of 2020-21, these controls have remained in place.

Attached the following documents:

- a. Annex 1: Annual Governance Statement to fill
- b. Annex 2: Cash Book ( C Jones)
- c. Annex 3: Fixed Asset (C Jones)



- d. Annex 4: Full payments list (C Jones)
- e. Annex 5: Receipt list (C Jones)
- f. Annex 6: VAT form 126 (C Jones)
- g. Annex 7: Bank reconciliation (31.03.2021) C Jones
- h. Annex 8: Audit checklist (C Jones)

#### **4. Conclusions**

Members are request to considering the following:

- a. Approve of section 1 – Annual Governance Statement
- b. Not approve section 1 – Annual Governance Statement

#### **5. Consideration Sought**

That the statement is approved by the Council.



**ANNEX 1**

**Section 1 – Annual Governance Statement 2020/21**

We acknowledge as the members of:

Shavington-cum-Gresty Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes	No*	Yes' means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.					<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.					<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.					<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.					<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.					<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.					<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.					<i>responded to matters brought to its attention by internal and external audit.</i>
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.					<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Shavington-cum-Gresty Parish Council  
Payments - 1 April 2020 - 31 March 2021

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Purchase of Land	01/04/2020		Parish Council Main A/C BACS		Land assessment	Meller Speakman	S	750.00	150.00	900.00
2	Scottish Power	01/04/2020		Parish Council Main A/C DC		Electric at Village Hall	Scottish Power	X	200.92	0.00	200.92
3	Photography Contract	06/04/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
4	Photography Contract	15/04/2020		Parish Council Main A/C DC		Photography (last payment)	Nicola Cooper	X	300.00	0.00	300.00
5	Brave Little Tank	15/04/2020		Parish Council Main A/C DD		Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
6	Communications - Misc	16/04/2020		Parish Council Main A/C DC		Payment for remote meeting	Zoom	S	43.99	8.80	52.79
7	Play Equipment Other	20/04/2020		Parish Council Main A/C BACS		Padlocks - Vine Tree Play	Northwich TC	X	84.00	0.00	84.00
8	Cleaning of Hall	20/04/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	224.00	44.80	268.80
9	Wi-Fi Service	23/04/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
10	Call-minding Service	24/04/2020		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	X	70.50	0.00	70.50
11	Emails / Dedicated Phone	27/04/2020		Parish Council Main A/C DD		Dedicated Email address	Strategy 365	S	74.20	14.84	89.04
12	PCSO	27/04/2020		Parish Council Main A/C BACS		Police & Crime Commission	Police & Crime Commission	X	8,320.00	0.00	8,320.00
15	Water Services	28/04/2020		Village Hall A/C	DD	Water	Water Plus	X	46.89	0.00	46.89
16	Gas Supply	28/04/2020		Village Hall A/C	DD	Gas	British Gas	X	331.63	0.00	331.63
13	Emails / Dedicated Phone	29/04/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	X	20.43	0.00	20.43
14	Clerk's Salary	30/04/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
17	S.137 Grants	01/05/2020		Parish Council Main A/C BACS		School car park	Shavington Primary School	X	5,500.00	0.00	5,500.00
18	VE Commemoration (New)	01/05/2020		Parish Council Main A/C BACS		Flowers for VE Day	Flowers by Alison	X	200.00	0.00	200.00
19	Photography Contract	06/05/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
20	Brave Little Tank	07/05/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
21	Cleaning of Hall	07/05/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	160.00	32.00	192.00
22	Cleaning of Hall	11/05/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	X	215.00	0.00	215.00
23	Call-minding Service	13/05/2020		Parish Council Main A/C BACS		Call-handling	Cymphony	S	56.00	11.20	67.20
24	Brave Little Tank	15/05/2020		Parish Council Main A/C DD		Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
25	Brave Little Tank	15/05/2020		Parish Council Main A/C DD		Half-yearly meetings	Brave Little Tank	S	492.50	98.50	591.00
26	Communications - Misc	18/05/2020		Parish Council Main A/C DD		Monthly charge	Zoom	S	11.99	2.40	14.39
27	Wi-Fi Service	26/05/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
28	Emails / Dedicated Phone	26/05/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
35	Gas Supply	27/05/2020		Village Hall A/C	DD	Gas	British Gas	X	134.29	0.00	134.29
36	Water Services	28/05/2020		Village Hall A/C	DD	Water	Water Plus	X	191.64	0.00	191.64
29	Emails / Dedicated Phone	29/05/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	X	19.46	0.00	19.46
30	Payroll Service	30/05/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	57.50	0.00	57.50
31	Payroll Service	30/05/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	35.00	0.00	35.00

Shavington-cum-Gresty Parish Council  
Payments - 1 April 2020 - 31 March 2021

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	Grounds Maintenance	30/05/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	637.00	127.40	764.40
33	Purchase of Land	30/05/2020		Parish Council Main A/C BACS		Conclusion of land assessr	Meller Speakman	S	830.00	166.00	996.00
34	Clerk's Salary	30/05/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
37	Brave Little Tank	01/06/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
38	Photography Contract	08/06/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
39	Brave Little Tank	08/06/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
40	Grounds Maintenance	09/06/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	1,598.00	319.60	1,917.60
41	Call-minding Service	09/06/2020		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
42	Payroll Service	11/06/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	30.00	0.00	30.00
43	Brave Little Tank	15/06/2020		Parish Council Main A/C DD		Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
44	Cleaning of Hall	15/06/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	120.00	24.00	144.00
45	Grounds Maintenance	15/06/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	444.00	88.80	532.80
46	Communications - Misc	16/06/2020		Parish Council Main A/C DC		Remote meetings	Zoom	S	11.99	2.40	14.39
47	Wi-Fi Service	23/06/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
48	Emails / Dedicated Phc	26/06/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
49	Emails / Dedicated Phc	29/06/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	13.79	2.76	16.55
50	Clerk's Salary	29/06/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
51	Scottish Power	03/07/2020		Parish Council Main A/C DC		Electric at Village Hall	Scottish Power	X	173.12	0.00	173.12
52	Photography Contract	06/07/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
53	Brave Little Tank	07/07/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
54	Grounds Maintenance	09/07/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	455.75	91.15	546.90
55	Grounds Maintenance	09/07/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	2,358.00	471.60	2,829.60
56	Call-minding Service	10/07/2020		Parish Council Main A/C DD		Cleaning Village Hall	Cymphony	S	56.00	11.20	67.20
57	Brave Little Tank	15/07/2020		Parish Council Main A/C DD		Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
58	Communications - Misc	16/07/2020		Parish Council Main A/C DC		Remote meetings	Zoom	S	11.99	2.40	14.39
59	Internal Audit	16/07/2020		Parish Council Main A/C BACS		Internal audit 19-20	JDH Business Services	S	439.00	87.80	526.80
60	Clerk's Expenses	16/07/2020		Parish Council Main A/C BACS		Expenses	C Jones	X	644.92	0.00	644.92
61	Wi-Fi Service	23/07/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
62	Gas Supply	27/07/2020		Parish Council Main A/C BACS		Not listed for PC approval	British Gas	X	176.56	0.00	176.56
63	Emails / Dedicated Phc	27/07/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
64	Clerk's Salary	28/07/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
65	Emails / Dedicated Phc	28/07/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	15.27	3.06	18.33
66	Play Equipment Other	29/07/2020		Parish Council Main A/C BACS		Vine Tree Play Area	ACE Playgrounds	S	3,662.55	732.50	4,395.05
67	Photography Contract	06/08/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98

Shavington-cum-Gresty Parish Council  
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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
68	Brave Little Tank	06/08/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
69	Call-minding Service	12/08/2020		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	73.36	14.67	88.03
70	Communications - Misc	17/08/2020		Parish Council Main A/C DD		Remote meetings	Zoom	S	11.99	2.40	14.39
71	Brave Little Tank	17/08/2020		Parish Council Main A/C DD		Half-yearly meetings	Brave Little Tank	S	492.50	98.50	591.00
72	Brave Little Tank	17/08/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
73	Payroll Service	21/08/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	30.00	0.00	30.00
74	Cleaning of Hall	21/08/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00
75	Tax & NI	21/08/2020		Parish Council Main A/C BACS		Tax/NI - Clerk's Salary	HMRC	X	337.32	0.00	337.32
76	Grounds Maintenance	21/08/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	1,323.50	264.70	1,588.20
77	PCSO	21/08/2020		Parish Council Main A/C BACS		Police & Crime Commissio	Police & Crime Commissi	X	8,320.00	0.00	8,320.00
78	Wi-Fi Service	24/08/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
79	Emails / Dedicated Phc	26/08/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
80	Emails / Dedicated Phc	27/08/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	18.40	3.70	22.10
81	Other	28/08/2020		Parish Council Main A/C BACS		Covid-19 Risk Assessment	Rhino Safety	S	119.00	23.80	142.80
82	Cleaning of Hall	28/08/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	120.00	24.00	144.00
83	Clerk's Salary	28/08/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
84	Payroll Service	30/08/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	20.00	0.00	20.00
85	Cleaning of Hall	30/08/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00
86	CALC	31/08/2020		Parish Council Main A/C BACS		Affiliation fee	Cheshire Assoc Local Col	X	1,380.60	0.00	1,380.60
87	Solopress - Printing	31/08/2020		Parish Council Main A/C BACS		Printing	Solopress	X	32.44	0.00	32.44
88	Communications - Misc	01/09/2020		Parish Council Main A/C DD		Remote meetings	Zoom	S	29.94	5.99	35.93
89	Communications - Misc	01/09/2020		Parish Council Main A/C DD		Upgrade for remote meeti	Zoom	S	89.33	17.87	107.20
90	Other	01/09/2020		Parish Council Main A/C BACS		Expenses re Village Hall	B Gibbs	X	118.51	0.00	118.51
91	Cleaning of Hall	01/09/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00
92	Grounds Maintenance	04/09/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	1,605.00	321.00	1,926.00
93	Insurance	04/09/2020		Parish Council Main A/C BACS		Insurance	Came & Company	X	2,457.28	0.00	2,457.28
94	Brave Little Tank	05/09/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
95	Photography Contract	07/09/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
96	Other	08/09/2020		Parish Council Main A/C DC		Village Hall sundries	Amazon	X	11.48	0.00	11.48
97	Other	08/09/2020		Parish Council Main A/C DC		Village Hall sundries	Amazon	X	17.49	0.00	17.49
98	Other	08/09/2020		Parish Council Main A/C DC		Village Hall sundries	Medi Supplies	X	31.08	0.00	31.08
99	Call-minding Service	08/09/2020		Parish Council Main A/C DD		Call-handling	Cymphony	X	68.28	0.00	68.28
100	Brave Little Tank	15/09/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
101	Clerk's Salary	15/09/2020		Parish Council Main A/C BACS		Salary arrears from 1 Apri	C Jones	X	63.62	0.00	63.62

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
102	Play Equipment Other	21/09/2020		Parish Council Main A/C BACS		Cleaning of playground re	ACE Playgrounds	S	400.00	80.00	480.00
103	Wi-Fi Service	23/09/2020		Parish Council Main A/C BACS		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
104	Remembrance Day	23/09/2020		Parish Council Main A/C DC		Purchase re Remembranc	Amazon	X	2.49	0.00	2.49
105	Emails / Dedicated Phc	28/09/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
106	Scottish Power	28/09/2020		Parish Council Main A/C DD		Electric at Village Hall	Scottish Power	L	118.93	5.95	124.88
107	Clerk's Salary	28/09/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
108	Emails / Dedicated Phc	28/09/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	X	24.27	0.00	24.27
109	Communications - Misc	30/09/2020		Parish Council Main A/C DC		Remote meetings	Zoom	S	32.00	6.40	38.40
110	Communications - Misc	01/10/2020		Parish Council Main A/C DC		Headphones for Comm M	Insight	S	251.98	50.40	302.38
111	Laptop Purchase (for C	01/10/2020		Parish Council Main A/C DC		Laptop for clerk	Insight	S	1,318.99	263.80	1,582.79
112	Photography Contract	06/10/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
113	Brave Little Tank	07/10/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
114	Communications - Misc	12/10/2020		Parish Council Main A/C BACS		Printing costs	R Hancock	X	21.00	0.00	21.00
115	Payroll Service	12/10/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	65.00	0.00	65.00
116	Cleaning of Hall	12/10/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	510.00	102.00	612.00
117	Grounds Maintenance	12/10/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	698.50	139.70	838.20
118	Call-minding Service	13/10/2020		Parish Council Main A/C DD		Call-handling	Cymphony	X	69.36	0.00	69.36
119	Brave Little Tank	14/10/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
120	Communications - Misc	15/10/2020		Parish Council Main A/C DC		2 x logitech cameras	Amazon	S	493.48	98.71	592.19
121	Communications - Misc	15/10/2020		Parish Council Main A/C DC		Lenovo laptop for Comm	Amazon	S	1,558.31	311.66	1,869.97
122	Community Manager	19/10/2020		Parish Council Main A/C DC		Salary	T Dobson	X	520.00	0.00	520.00
123	Supplies	22/10/2020		Parish Council Main A/C DC		Soap for dispensers Villag	Eduzone	S	43.55	8.71	52.26
124	Wi-Fi Service	23/10/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
125	Remembrance Day	26/10/2020		Parish Council Main A/C DC		204 pencils for track & tra	Viking	S	67.83	13.57	81.40
126	Emails / Dedicated Phc	26/10/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
127	Clerk's Salary	28/10/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
128	General Amenities	29/10/2020		Parish Council Main A/C DC		Skip for allotments site	Enviroskip	S	170.25	34.05	204.30
129	Emails / Dedicated Phc	29/10/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	X	29.30	0.00	29.30
130	Clerk's Stationery	30/10/2020		Parish Council Main A/C BACS		Ink cartridges	C Jones	X	305.99	0.00	305.99
131	Clerk's Stationery	30/10/2020		Parish Council Main A/C BACS		Stationery	C Jones	X	60.41	0.00	60.41
132	Communications - Misc	30/10/2020		Parish Council Main A/C DC		Remote meetings	Zoom	X	38.40	0.00	38.40
133	Payroll Service	30/10/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	65.00	0.00	65.00
134	Window Cleaning	31/10/2020		Parish Council Main A/C 1102		Reverse u/p chq from 201	Target Window Cleaning	X	-45.00	0.00	-45.00
135	Tax & NI	31/10/2020		Parish Council Main A/C 1065		Reverse u/p chq from 201	HMRC	X	-389.26	0.00	-389.26

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136	Remembrance Day	31/10/2020		Parish Council Main A/C	1179	Reverse u/p chq from 201	Shavington Academy	X	-30.00	0.00	-30.00
137	External Audit	31/10/2020		Parish Council Main A/C	1210	Reverse u/p chq from 201	PKF Littlejohn	X	-480.00	0.00	-480.00
138	Supplies	31/10/2020		Parish Council Main A/C	1217	Reverse u/p chq from 201	K Gibbs	X	-32.97	0.00	-32.97
139	Payroll Service	31/10/2020		Parish Council Main A/C	1273	Reverse u/p chq from 201	Beardmore	X	-14.00	0.00	-14.00
140	Waste Collection	31/10/2020		Parish Council Main A/C	1309/1310/1311	Reverse u/p chq from 201	ASH Waste	X	-225.00	0.00	-225.00
141	Window Cleaning	31/10/2020		Parish Council Main A/C	1314/1315/1316/1	Reverse u/p chq from 201	Target Window Cleaning	X	-160.00	0.00	-160.00
142	Water Services	31/10/2020		Village Hall A/C		Reverse u/p chq from 201	Water Plus	X	-41.12	0.00	-41.12
143	Cleaning of Hall	02/11/2020		Parish Council Main A/C	BACS	Cleaning Village Hall	Crystal Clean	S	87.00	17.40	104.40
144	Other	04/11/2020		Parish Council Main A/C	DC	Covid 19 purchases	Amazon	S	44.65	8.94	53.59
145	Remembrance Day	06/11/2020		Parish Council Main A/C	DC	Remembrance Sunday	Amazon	X	1.04	0.00	1.04
146	Remembrance Day	06/11/2020		Parish Council Main A/C	DC	Remembrance Sunday	Amazon	X	37.90	0.00	37.90
147	Photography Contract	06/11/2020		Parish Council Main A/C	DC	Photo Software	Adobe	X	9.98	0.00	9.98
148	Clerk's Stationery	06/11/2020		Parish Council Main A/C	DC	Electronic equipment	Amazon	S	21.65	4.33	25.98
149	Brave Little Tank	06/11/2020		Parish Council Main A/C	DD	Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
150	Remembrance Day	09/11/2020		Parish Council Main A/C	BACS	Remembrance Sunday	Amberon	S	628.86	125.77	754.63
151	Cleaning of Hall	09/11/2020		Parish Council Main A/C	BACS	Cleaning Village Hall	Crystal Clean	S	210.00	42.00	252.00
152	Newsletter - Quarterly	09/11/2020		Parish Council Main A/C	BACS	Newsletter delivery	Leaflet Team	X	279.00	0.00	279.00
153	Community Manager	09/11/2020		Parish Council Main A/C	SO	Salary	T Dobson	X	400.00	0.00	400.00
154	Consultant's Support fr	10/11/2020		Parish Council Main A/C	BACS	Consultant report	CCA	X	570.00	0.00	570.00
155	Grounds Maintenance	10/11/2020		Parish Council Main A/C	BACS	Grounds Maintenance	Northwich TC	S	698.50	139.70	838.20
156	Software Training	10/11/2020		Parish Council Main A/C	BACS	Finance package	Scribe	S	1,047.00	209.40	1,256.40
157	Call-minding Service	12/11/2020		Parish Council Main A/C	BACS	Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
158	Brave Little Tank	16/11/2020		Parish Council Main A/C	BACS	Strategy meeting	Brave Little Tank	S	492.50	98.50	591.00
159	Brave Little Tank	16/11/2020		Parish Council Main A/C	BACS	Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
160	Tax & NI	16/11/2020		Parish Council Main A/C	BACS	Tax/NI - Clerk's Salary	HMRC	X	337.32	0.00	337.32
161	Gas Supply	17/11/2020		Parish Council Main A/C	DC	Gas	British Gas	X	211.17	0.00	211.17
162	Wi-Fi Service	23/11/2020		Parish Council Main A/C	DD	Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
163	Remembrance Day	23/11/2020		Parish Council Main A/C	BACS	Photos Remembrance Sur	Nicola Cooper	X	300.00	0.00	300.00
164	Emails / Dedicated Phc	26/11/2020		Parish Council Main A/C	DD	Dedicated Phone Line	Gradwell	S	25.45	5.09	30.54
165	Emails / Dedicated Phc	26/11/2020		Parish Council Main A/C	DD	Office 365 support	Strategy 365	S	74.20	14.84	89.04
166	Communications - Misc	26/11/2020		Parish Council Main A/C	DD	Remote meetings	Zoom	S	32.00	6.40	38.40
167	Community Manager	26/11/2020		Parish Council Main A/C	BACS	Salary arrears	T Dobson	X	120.00	0.00	120.00
168	Community Manager	26/11/2020		Parish Council Main A/C	BACS	Salary	T Dobson	X	400.00	0.00	400.00
169	Clerk's Salary	26/11/2020		Parish Council Main A/C	SO	Salary	C Jones	X	1,037.47	0.00	1,037.47

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
170	Remembrance Day	01/12/2020		Parish Council Main A/C BACS		Printing (Rem Sunday)	Solopress	X	803.60	0.00	803.60
171	Photography Contract	07/12/2020		Parish Council Main A/C DC		Photo Software	Adobe	X	9.98	0.00	9.98
172	Other	07/12/2020		Parish Council Main A/C DC		Meteor shower lights x 6	Amazon	S	149.94	30.00	179.94
173	Brave Little Tank	07/12/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
174	Call-minding Service	11/12/2020		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
175	Payroll Service	14/12/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	25.00	0.00	25.00
176	Cleaning of Hall	14/12/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	210.00	42.00	252.00
177	External Audit	14/12/2020		Parish Council Main A/C BACS		External audit 19/20	PKF Littlejohn	S	400.00	80.00	480.00
178	PCSO	14/12/2020		Parish Council Main A/C BACS		Fee for PCSO	Police & Crime Commissi	X	8,320.00	0.00	8,320.00
179	Brave Little Tank	15/12/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
180	Waste Collection	18/12/2020		Parish Council Main A/C DC		Waste collection Village H	ASH Waste	S	61.46	12.29	73.75
181	Wi-Fi Service	23/12/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
182	Emails / Dedicated Phc	29/12/2020		Parish Council Main A/C DD		Office 365 support	Strategy 365	S	74.20	14.84	89.04
183	Remembrance Day	29/12/2020		Parish Council Main A/C BACS		Wreaths for Remembranc	Royal British Legion	X	50.00	0.00	50.00
184	Community Manager	29/12/2020		Parish Council Main A/C BACS		Salary arrears	T Dobson	X	120.00	0.00	120.00
185	Community Manager	29/12/2020		Parish Council Main A/C BACS		Salary arrears	T Dobson	X	520.00	0.00	520.00
186	Community Manager	29/12/2020		Parish Council Main A/C BACS		Salary	T Dobson	X	520.00	0.00	520.00
187	Clerk's Salary	29/12/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
188	Communications - Misc	30/12/2020		Parish Council Main A/C DC		Remote meetings	Zoom	S	32.00	6.40	38.40
189	Waste Collection	30/12/2020		Parish Council Main A/C BACS		Waste collection Village H	ASH Waste	X	147.50	0.00	147.50
190	General Maintenance	30/12/2020		Parish Council Main A/C BACS		Elec work at Village Hall	Mick Ascroft	X	198.00	0.00	198.00
191	Gas Supply	31/12/2020		Parish Council Main A/C BACS		Gas	British Gas	X	278.91	0.00	278.91
192	Scottish Power	31/12/2020		Parish Council Main A/C BACS		Electric at Village Hall	Scottish Power	X	141.20	0.00	141.20
193	Emails / Dedicated Phc	04/01/2021		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	25.65	5.12	30.77
194	Photography Contract	06/01/2021		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
195	Brave Little Tank	06/01/2021		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
196	Communications - Misc	11/01/2021		Parish Council Main A/C BACS		Reimbursement for postin	T Dobson	X	7.98	0.00	7.98
197	Call-minding Service	13/01/2021		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.23	11.25	67.48
198	Brave Little Tank	15/01/2021		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
199	Scottish Power	19/01/2021		Parish Council Main A/C DC		Electric at Village Hall	Scottish Power	X	141.20	0.00	141.20
200	Communications - Misc	25/01/2021		Parish Council Main A/C DC		New electronic tool for Co	Creative Cloud	X	476.98	0.00	476.98
201	Wi-Fi Service	25/01/2021		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
202	Emails / Dedicated Phc	26/01/2021		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	20.71	4.15	24.86
203	General Maintenance	26/01/2021		Parish Council Main A/C BACS		Elec work at Village Hall	Mick Ascroft	S	560.00	112.00	672.00

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204	Emails / Dedicated Phc	27/01/2021		Parish Council Main A/C DD		Office 365 support	Strategy 365	S	74.20	14.84	89.04
205	Clerk's Salary	28/01/2021		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
206	Communications - Misc	01/02/2021		Parish Council Main A/C DD		Remote meetings	Zoom	S	32.00	6.40	38.40
207	Payroll Service	01/02/2021		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	45.00	0.00	45.00
208	Payroll Service	01/02/2021		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	45.00	0.00	45.00
209	Fire Equipment	01/02/2021		Parish Council Main A/C BACS		Annual inspection	N Staffs Fire	X	237.72	0.00	237.72
210	Remembrance Day	04/02/2021		Parish Council Main A/C BACS		Remembrance Sunday virt	Steer Tec Ltd	S	550.00	110.00	660.00
211	Grounds Maintenance	04/02/2021		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	1,645.00	329.00	1,974.00
212	Grounds Maintenance	04/02/2021		Parish Council Main A/C BACS		Credit note re 4708	Northwich TC	S	-98.00	-19.60	-117.60
213	Photography Contract	08/02/2021		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
214	Website	09/02/2021		Parish Council Main A/C DD		Renewal of domain name	Hosting UK	X	16.56	0.00	16.56
215	Communications - Misc	09/02/2021		Parish Council Main A/C BACS		Advertising in Village Voic	Shav Vill Festival Commit	X	97.20	0.00	97.20
216	Cleaning of Hall	09/02/2021		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	120.00	24.00	144.00
217	Community Manager	09/02/2021		Parish Council Main A/C BACS		Jan 21 Salary	T Dobson	X	520.00	0.00	520.00
218	Overtime	09/02/2021		Parish Council Main A/C BACS		Overtime	T Dobson	X	690.00	0.00	690.00
219	Unallocated Reserves	09/02/2021		Parish Council Main A/C BACS		Survey of 140 Main Road	Rory Mack Associates	S	1,200.00	240.00	1,440.00
220	Call-minding Service	10/02/2021		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
221	Water Services	10/02/2021		Parish Council Main A/C BACS		Water	Water Plus	X	1,636.86	0.00	1,636.86
222	Brave Little Tank	15/02/2021		Parish Council Main A/C DD		Strategy meetings	Brave Little Tank	S	492.50	98.50	591.00
223	Brave Little Tank	15/02/2021		Parish Council Main A/C DD		Creative retainer	Brave Little Tank	S	900.00	180.00	1,080.00
224	PCSO	16/02/2021		Parish Council Main A/C BACS		Payment for one PCSO	Police & Crime Commissi	X	8,320.00	0.00	8,320.00
225	Wi-Fi Service	23/02/2021		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
226	Community Manager	25/02/2021		Parish Council Main A/C BACS		Salary	T Dobson	X	1,610.60	0.00	1,610.60
227	Emails / Dedicated Phc	26/02/2021		Parish Council Main A/C DD		Office 365 support	Strategy 365	S	74.20	14.84	89.04
228	Emails / Dedicated Phc	26/02/2021		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	16.20	3.24	19.44
229	Payroll Service	26/02/2021		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	45.00	0.00	45.00
230	Waste Collection	01/03/2021		Parish Council Main A/C DD		Waste collection Village H	ASH Waste	X	39.99	0.00	39.99
231	Communications - Misc	01/03/2021		Parish Council Main A/C DC		Virtual meetings	Zoom	S	32.00	6.40	38.40
232	Clerk's Salary	01/03/2021		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
233	Brave Little Tank	03/03/2021		Parish Council Main A/C DD		Design work - Neighbourh	Brave Little Tank	S	175.00	35.00	210.00
234	Photography Contract	08/03/2021		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
235	Consultant's Support fr	09/03/2021		Parish Council Main A/C DD		Printing material for Neigh	Solopress	X	595.71	0.00	595.71
236	Call-minding Service	10/03/2021		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
237	Grounds Maintenance	12/03/2021		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	299.75	59.95	359.70

Shavington-cum-Gresty Parish Council  
Payments - 1 April 2020 - 31 March 2021

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
238	Brave Little Tank	15/03/2021		Parish Council Main A/C DD		Creative retainer	Brave Little Tank	S	900.00	180.00	1,080.00
239	Cleaning of Hall	17/03/2021		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00
240	Consultant's Support fr	17/03/2021		Parish Council Main A/C BACS		Printing material for Neigh	Solopress	X	527.00	0.00	527.00
241	PCSO	17/03/2021		Parish Council Main A/C BACS		Fee for 1 x PCSO	Police & Crime Commissi	X	8,320.00	0.00	8,320.00
242	Wi-Fi Service	23/03/2021		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
243	Emails / Dedicated Phc	26/03/2021		Parish Council Main A/C DD		Office 365 support	Strategy 365	S	74.20	14.84	89.04
244	Emails / Dedicated Phc	26/03/2021		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	19.53	3.88	23.41
245	Newsletter - Quarterly	26/03/2021		Parish Council Main A/C BACS		Delivery of newsletter	The Leaflet Team	X	289.00	0.00	289.00
246	Newsletter - Quarterly	26/03/2021		Parish Council Main A/C BACS		Delivery of N Plan leaflets	The Leaflet Team	X	289.00	0.00	289.00
247	Consultant's Support fr	26/03/2021		Parish Council Main A/C BACS		Printing of N Plan referenc	Solopress	X	527.00	0.00	527.00
248	Community Manager	26/03/2021		Parish Council Main A/C SO		Salary	T Dobson	X	1,037.27	0.00	1,037.27
249	Scottish Power	29/03/2021		Parish Council Main A/C BACS		Outstanding balance	Scottish Power	X	48.79	0.00	48.79
250	Newsletter - Quarterly	29/03/2021		Parish Council Main A/C BACS		Second delivery of newsle	The Leaflet Team	X	65.00	0.00	65.00
251	Consultant's Support fr	29/03/2021		Parish Council Main A/C BACS		Delivery of flyers for N Pla	The Leaflet Team	X	289.00	0.00	289.00
252	Clerk's Salary	29/03/2021		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
<b>Total</b>									<b>136,007.32</b>	<b>10,877.14</b>	<b>146,884.46</b>

**Shavington-cum-Gresty Parish Council**

**FIXED ASSETS REGISTER - 2020-2021**

The Parish Council had the following assets in its possession on 31 March 2021.

Item	Sum Insured (rounded) £	Acquired/ Purchased	Insured Sum £
Village Hall - re-valued in November 2018.	617,000.00		822,490.51
Storage Shed	2,475.00		2,869.23
Office contents	2,100.00		2,433.02
General contents (including stock)	19,300.00		22,165.79
Bench - Goodall's Corner	473.00	2019	470.00
Street furniture: Additional bench added in 2018 (£400 conservative estimate as this was donated by a resident but is now in the Parish Council's ownership).	38,920.00		60,160.98
Gates and fences	19,200.00		22,227.79
War memorial	18,500.00		21,374.20
Playground equipment	23,700.00		27,455.40
Conservative estimate of £1,000 each. No records to show when purchased (previous Clerk decreased and his records were not handed over to the new Clerk.)	5,000.00	2014	
Defibrillator and cabinet (located on outside wall of Village Hall).	1,070.00	Dec 2018	1,000.00
Vehicle speed display unit (located on Crewe Road)	4,180.00	March 2017	
Cameron Avenue - small portion only Title CH313306 - previously omitted from Asset Register.	1.00		
HP Laser Printer	200.00	March 2016	
<b>TOTAL</b>	<b><u>752,119.00</u></b>		

Carol Jones

Clerk

Revised February 2021

Shavington-cum-Gresty Parish Council  
Payments - 1 April 2020 - 31 March 2021

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Purchase of Land	01/04/2020		Parish Council Main A/C BACS		Land assessment	Meller Speakman	S	750.00	150.00	900.00
2	Scottish Power	01/04/2020		Parish Council Main A/C DC		Electric at Village Hall	Scottish Power	X	200.92	0.00	200.92
3	Photography Contract	06/04/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
4	Photography Contract	15/04/2020		Parish Council Main A/C DC		Photography (last paymen	Nicola Cooper	X	300.00	0.00	300.00
5	Brave Little Tank	15/04/2020		Parish Council Main A/C DD		Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
6	Communications - Misc	16/04/2020		Parish Council Main A/C DC		Payment for remote meeti	Zoom	S	43.99	8.80	52.79
7	Play Equipment Other	20/04/2020		Parish Council Main A/C BACS		Padlocks - Vine Tree Play	Northwich TC	X	84.00	0.00	84.00
8	Cleaning of Hall	20/04/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	224.00	44.80	268.80
9	Wi-Fi Service	23/04/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
10	Call-minding Service	24/04/2020		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	X	70.50	0.00	70.50
11	Emails / Dedicated Phc	27/04/2020		Parish Council Main A/C DD		Dedicated Email addresse:	Strategy 365	S	74.20	14.84	89.04
12	PCSO	27/04/2020		Parish Council Main A/C BACS		Police & Crime Commissio	Police & Crime Commissi	X	8,320.00	0.00	8,320.00
15	Water Services	28/04/2020		Village Hall A/C DD		Water	Water Plus	X	46.89	0.00	46.89
16	Gas Supply	28/04/2020		Village Hall A/C DD		Gas	British Gas	X	331.63	0.00	331.63
13	Emails / Dedicated Phc	29/04/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	X	20.43	0.00	20.43
14	Clerk's Salary	30/04/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
17	S.137 Grants	01/05/2020		Parish Council Main A/C BACS		School car park	Shavington Primary Scho	X	5,500.00	0.00	5,500.00
18	VE Commemoration (M	01/05/2020		Parish Council Main A/C BACS		Flowers for VE Day	Flowers by Alison	X	200.00	0.00	200.00
19	Photography Contract	06/05/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
20	Brave Little Tank	07/05/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
21	Cleaning of Hall	07/05/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	160.00	32.00	192.00
22	Cleaning of Hall	11/05/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	X	215.00	0.00	215.00
23	Call-minding Service	13/05/2020		Parish Council Main A/C BACS		Call-handling	Cymphony	S	56.00	11.20	67.20
24	Brave Little Tank	15/05/2020		Parish Council Main A/C DD		Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
25	Brave Little Tank	15/05/2020		Parish Council Main A/C DD		Half-yearly meetings	Brave Little Tank	S	492.50	98.50	591.00
26	Communications - Misc	18/05/2020		Parish Council Main A/C DD		Monthly charge	Zoom	S	11.99	2.40	14.39
27	Wi-Fi Service	26/05/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
28	Emails / Dedicated Phc	26/05/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
35	Gas Supply	27/05/2020		Village Hall A/C DD		Gas	British Gas	X	134.29	0.00	134.29
36	Water Services	28/05/2020		Village Hall A/C DD		Water	Water Plus	X	191.64	0.00	191.64
29	Emails / Dedicated Phc	29/05/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	X	19.46	0.00	19.46
30	Payroll Service	30/05/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	57.50	0.00	57.50
31	Payroll Service	30/05/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	35.00	0.00	35.00
32	Grounds Maintenance	30/05/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	637.00	127.40	764.40
33	Purchase of Land	30/05/2020		Parish Council Main A/C BACS		Conclusion of land assessr	Meller Speakman	S	830.00	166.00	996.00
34	Clerk's Salary	30/05/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
37	Brave Little Tank	01/06/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00

Shavington-cum-Gresty Parish Council  
Payments - 1 April 2020 - 31 March 2021

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
38	Photography Contract	08/06/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
39	Brave Little Tank	08/06/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
40	Grounds Maintenance	09/06/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	1,598.00	319.60	1,917.60
41	Call-minding Service	09/06/2020		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
42	Payroll Service	11/06/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	30.00	0.00	30.00
43	Brave Little Tank	15/06/2020		Parish Council Main A/C DD		Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
44	Cleaning of Hall	15/06/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	120.00	24.00	144.00
45	Grounds Maintenance	15/06/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	444.00	88.80	532.80
46	Communications - Misc	16/06/2020		Parish Council Main A/C DC		Remote meetings	Zoom	S	11.99	2.40	14.39
47	Wi-Fi Service	23/06/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
48	Emails / Dedicated Phc	26/06/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
49	Emails / Dedicated Phc	29/06/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	13.79	2.76	16.55
50	Clerk's Salary	29/06/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
51	Scottish Power	03/07/2020		Parish Council Main A/C DC		Electric at Village Hall	Scottish Power	X	173.12	0.00	173.12
52	Photography Contract	06/07/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
53	Brave Little Tank	07/07/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
54	Grounds Maintenance	09/07/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	455.75	91.15	546.90
55	Grounds Maintenance	09/07/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	2,358.00	471.60	2,829.60
56	Call-minding Service	10/07/2020		Parish Council Main A/C DD		Cleaning Village Hall	Cymphony	S	56.00	11.20	67.20
57	Brave Little Tank	15/07/2020		Parish Council Main A/C DD		Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
58	Communications - Misc	16/07/2020		Parish Council Main A/C DC		Remote meetings	Zoom	S	11.99	2.40	14.39
59	Internal Audit	16/07/2020		Parish Council Main A/C BACS		Internal audit 19-20	JDH Business Services	S	439.00	87.80	526.80
60	Clerk's Expenses	16/07/2020		Parish Council Main A/C BACS		Expenses	C Jones	X	644.92	0.00	644.92
61	Wi-Fi Service	23/07/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
62	Gas Supply	27/07/2020		Parish Council Main A/C BACS		Not listed for PC approval	British Gas	X	176.56	0.00	176.56
63	Emails / Dedicated Phc	27/07/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
64	Clerk's Salary	28/07/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
65	Emails / Dedicated Phc	28/07/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	15.27	3.06	18.33
66	Play Equipment Other	29/07/2020		Parish Council Main A/C BACS		Vine Tree Play Area	ACE Playgrounds	S	3,662.55	732.50	4,395.05
67	Photography Contract	06/08/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
68	Brave Little Tank	06/08/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
69	Call-minding Service	12/08/2020		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	73.36	14.67	88.03
70	Communications - Misc	17/08/2020		Parish Council Main A/C DD		Remote meetings	Zoom	S	11.99	2.40	14.39
71	Brave Little Tank	17/08/2020		Parish Council Main A/C DD		Half-yearly meetings	Brave Little Tank	S	492.50	98.50	591.00
72	Brave Little Tank	17/08/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
73	Payroll Service	21/08/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	30.00	0.00	30.00
74	Cleaning of Hall	21/08/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00

Shavington-cum-Gresty Parish Council  
Payments - 1 April 2020 - 31 March 2021

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
75	Tax & NI	21/08/2020		Parish Council Main A/C BACS		Tax/NI - Clerk's Salary	HMRC	X	337.32	0.00	337.32
76	Grounds Maintenance	21/08/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	1,323.50	264.70	1,588.20
77	PCSO	21/08/2020		Parish Council Main A/C BACS		Police & Crime Commissio	Police & Crime Commissi	X	8,320.00	0.00	8,320.00
78	Wi-Fi Service	24/08/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
79	Emails / Dedicated Phc	26/08/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
80	Emails / Dedicated Phc	27/08/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	18.40	3.70	22.10
81	Other	28/08/2020		Parish Council Main A/C BACS		Covid-19 Risk Assessment	Rhino Safety	S	119.00	23.80	142.80
82	Cleaning of Hall	28/08/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	120.00	24.00	144.00
83	Clerk's Salary	28/08/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,005.66	0.00	1,005.66
84	Payroll Service	30/08/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	20.00	0.00	20.00
85	Cleaning of Hall	30/08/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00
86	CALC	31/08/2020		Parish Council Main A/C BACS		Affiliation fee	Cheshire Assoc Local Cou	X	1,380.60	0.00	1,380.60
87	Solopress - Printing	31/08/2020		Parish Council Main A/C BACS		Printing	Solopress	X	32.44	0.00	32.44
88	Communications - Misc	01/09/2020		Parish Council Main A/C DD		Remote meetings	Zoom	S	29.94	5.99	35.93
89	Communications - Misc	01/09/2020		Parish Council Main A/C DD		Upgrade for remote meeti	Zoom	S	89.33	17.87	107.20
90	Other	01/09/2020		Parish Council Main A/C BACS		Expenses re Village Hall	B Gibbs	X	118.51	0.00	118.51
91	Cleaning of Hall	01/09/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00
92	Grounds Maintenance	04/09/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	1,605.00	321.00	1,926.00
93	Insurance	04/09/2020		Parish Council Main A/C BACS		Insurance	Came & Company	X	2,457.28	0.00	2,457.28
94	Brave Little Tank	05/09/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
95	Photography Contract	07/09/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
96	Other	08/09/2020		Parish Council Main A/C DC		Village Hall sundries	Amazon	X	11.48	0.00	11.48
97	Other	08/09/2020		Parish Council Main A/C DC		Village Hall sundries	Amazon	X	17.49	0.00	17.49
98	Other	08/09/2020		Parish Council Main A/C DC		Village Hall sundries	Medi Supplies	X	31.08	0.00	31.08
99	Call-minding Service	08/09/2020		Parish Council Main A/C DD		Call-handling	Cymphony	X	68.28	0.00	68.28
100	Brave Little Tank	15/09/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
101	Clerk's Salary	15/09/2020		Parish Council Main A/C BACS		Salary arrears from 1 Apri	C Jones	X	63.62	0.00	63.62
102	Play Equipment Other	21/09/2020		Parish Council Main A/C BACS		Cleaning of playground re	ACE Playgrounds	S	400.00	80.00	480.00
103	Wi-Fi Service	23/09/2020		Parish Council Main A/C BACS		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
104	Remembrance Day	23/09/2020		Parish Council Main A/C DC		Purchase re Remembranc	Amazon	X	2.49	0.00	2.49
105	Emails / Dedicated Phc	28/09/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
106	Scottish Power	28/09/2020		Parish Council Main A/C DD		Electric at Village Hall	Scottish Power	L	118.93	5.95	124.88
107	Clerk's Salary	28/09/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
108	Emails / Dedicated Phc	28/09/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	X	24.27	0.00	24.27
109	Communications - Misc	30/09/2020		Parish Council Main A/C DC		Remote meetings	Zoom	S	32.00	6.40	38.40
110	Communications - Misc	01/10/2020		Parish Council Main A/C DC		Headphones for Comm M	Insight	S	251.98	50.40	302.38
111	Laptop Purchase (for C	01/10/2020		Parish Council Main A/C DC		Laptop for clerk	Insight	S	1,318.99	263.80	1,582.79

Shavington-cum-Gresty Parish Council  
Payments - 1 April 2020 - 31 March 2021

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
112	Photography Contract	06/10/2020		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
113	Brave Little Tank	07/10/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
114	Communications - Misc	12/10/2020		Parish Council Main A/C BACS		Printing costs	R Hancock	X	21.00	0.00	21.00
115	Payroll Service	12/10/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	65.00	0.00	65.00
116	Cleaning of Hall	12/10/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	510.00	102.00	612.00
117	Grounds Maintenance	12/10/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	698.50	139.70	838.20
118	Call-minding Service	13/10/2020		Parish Council Main A/C DD		Call-handling	Cymphony	X	69.36	0.00	69.36
119	Brave Little Tank	14/10/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
120	Communications - Misc	15/10/2020		Parish Council Main A/C DC		2 x logitech cameras	Amazon	S	493.48	98.71	592.19
121	Communications - Misc	15/10/2020		Parish Council Main A/C DC		Lenovo laptop for Comm f	Amazon	S	1,558.31	311.66	1,869.97
122	Community Manager	19/10/2020		Parish Council Main A/C DC		Salary	T Dobson	X	520.00	0.00	520.00
123	Supplies	22/10/2020		Parish Council Main A/C DC		Soap for dispensers Villag	Eduzone	S	43.55	8.71	52.26
124	Wi-Fi Service	23/10/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
125	Remembrance Day	26/10/2020		Parish Council Main A/C DC		204 pencils for track & tra	Viking	S	67.83	13.57	81.40
126	Emails / Dedicated Phc	26/10/2020		Parish Council Main A/C DD		Email support	Strategy 365	S	74.20	14.84	89.04
127	Clerk's Salary	28/10/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
128	General Amenities	29/10/2020		Parish Council Main A/C DC		Skip for allotments site	Enviroskip	S	170.25	34.05	204.30
129	Emails / Dedicated Phc	29/10/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	X	29.30	0.00	29.30
130	Clerk's Stationery	30/10/2020		Parish Council Main A/C BACS		Ink cartridges	C Jones	X	305.99	0.00	305.99
131	Clerk's Stationery	30/10/2020		Parish Council Main A/C BACS		Stationery	C Jones	X	60.41	0.00	60.41
132	Communications - Misc	30/10/2020		Parish Council Main A/C DC		Remote meetings	Zoom	X	38.40	0.00	38.40
133	Payroll Service	30/10/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	65.00	0.00	65.00
134	Window Cleaning	31/10/2020		Parish Council Main A/C 1102		Reverse u/p chq from 201	Target Window Cleaning	X	-45.00	0.00	-45.00
135	Tax & NI	31/10/2020		Parish Council Main A/C 1065		Reverse u/p chq from 201	HMRC	X	-389.26	0.00	-389.26
136	Remembrance Day	31/10/2020		Parish Council Main A/C 1179		Reverse u/p chq from 201	Shavington Academy	X	-30.00	0.00	-30.00
137	External Audit	31/10/2020		Parish Council Main A/C 1210		Reverse u/p chq from 201	PKF Littlejohn	X	-480.00	0.00	-480.00
138	Supplies	31/10/2020		Parish Council Main A/C 1217		Reverse u/p chq from 201	K Gibbs	X	-32.97	0.00	-32.97
139	Payroll Service	31/10/2020		Parish Council Main A/C 1273		Reverse u/p chq from 201	Beardmore	X	-14.00	0.00	-14.00
140	Waste Collection	31/10/2020		Parish Council Main A/C 1309/1310/1311		Reverse u/p chq from 201	ASH Waste	X	-225.00	0.00	-225.00
141	Window Cleaning	31/10/2020		Parish Council Main A/C 1314/1315/1316/1317		Reverse u/p chq from 201	Target Window Cleaning	X	-160.00	0.00	-160.00
142	Water Services	31/10/2020		Village Hall A/C		Reverse u/p chq from 201	Water Plus	X	-41.12	0.00	-41.12
143	Cleaning of Hall	02/11/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	87.00	17.40	104.40
144	Other	04/11/2020		Parish Council Main A/C DC		Covid 19 purchases	Amazon	S	44.65	8.94	53.59
145	Remembrance Day	06/11/2020		Parish Council Main A/C DC		Remembrance Sunday	Amazon	X	1.04	0.00	1.04
146	Remembrance Day	06/11/2020		Parish Council Main A/C DC		Remembrance Sunday	Amazon	X	37.90	0.00	37.90
147	Photography Contract	06/11/2020		Parish Council Main A/C DC		Photo Software	Adobe	X	9.98	0.00	9.98
148	Clerk's Stationery	06/11/2020		Parish Council Main A/C DC		Electronic equipment	Amazon	S	21.65	4.33	25.98

Shavington-cum-Gresty Parish Council  
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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
149	Brave Little Tank	06/11/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
150	Remembrance Day	09/11/2020		Parish Council Main A/C BACS		Remembrance Sunday	Amberon	S	628.86	125.77	754.63
151	Cleaning of Hall	09/11/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	210.00	42.00	252.00
152	Newsletter - Quarterly	09/11/2020		Parish Council Main A/C BACS		Newsletter delivery	Leaflet Team	X	279.00	0.00	279.00
153	Community Manager	09/11/2020		Parish Council Main A/C SO		Salary	T Dobson	X	400.00	0.00	400.00
154	Consultant's Support fr	10/11/2020		Parish Council Main A/C BACS		Consultant report	CCA	X	570.00	0.00	570.00
155	Grounds Maintenance	10/11/2020		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	698.50	139.70	838.20
156	Software Training	10/11/2020		Parish Council Main A/C BACS		Finance package	Scribe	S	1,047.00	209.40	1,256.40
157	Call-minding Service	12/11/2020		Parish Council Main A/C BACS		Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
158	Brave Little Tank	16/11/2020		Parish Council Main A/C BACS		Strategy meeting	Brave Little Tank	S	492.50	98.50	591.00
159	Brave Little Tank	16/11/2020		Parish Council Main A/C BACS		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
160	Tax & NI	16/11/2020		Parish Council Main A/C BACS		Tax/NI - Clerk's Salary	HMRC	X	337.32	0.00	337.32
161	Gas Supply	17/11/2020		Parish Council Main A/C DC		Gas	British Gas	X	211.17	0.00	211.17
162	Wi-Fi Service	23/11/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
163	Remembrance Day	23/11/2020		Parish Council Main A/C BACS		Photos Remembrance Sun	Nicola Cooper	X	300.00	0.00	300.00
164	Emails / Dedicated Phc	26/11/2020		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	25.45	5.09	30.54
165	Emails / Dedicated Phc	26/11/2020		Parish Council Main A/C DD		Office 365 support	Strategy 365	S	74.20	14.84	89.04
166	Communications - Misc	26/11/2020		Parish Council Main A/C DD		Remote meetings	Zoom	S	32.00	6.40	38.40
167	Community Manager	26/11/2020		Parish Council Main A/C BACS		Salary arrears	T Dobson	X	120.00	0.00	120.00
168	Community Manager	26/11/2020		Parish Council Main A/C BACS		Salary	T Dobson	X	400.00	0.00	400.00
169	Clerk's Salary	26/11/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
170	Remembrance Day	01/12/2020		Parish Council Main A/C BACS		Printing (Rem Sunday)	Solopress	X	803.60	0.00	803.60
171	Photography Contract	07/12/2020		Parish Council Main A/C DC		Photo Software	Adobe	X	9.98	0.00	9.98
172	Other	07/12/2020		Parish Council Main A/C DC		Meteor shower lights x 6	Amazon	S	149.94	30.00	179.94
173	Brave Little Tank	07/12/2020		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
174	Call-minding Service	11/12/2020		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
175	Payroll Service	14/12/2020		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	25.00	0.00	25.00
176	Cleaning of Hall	14/12/2020		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	210.00	42.00	252.00
177	External Audit	14/12/2020		Parish Council Main A/C BACS		External audit 19/20	PKF Littlejohn	S	400.00	80.00	480.00
178	PCSO	14/12/2020		Parish Council Main A/C BACS		Fee for PCSO	Police & Crime Commissi	X	8,320.00	0.00	8,320.00
179	Brave Little Tank	15/12/2020		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
180	Waste Collection	18/12/2020		Parish Council Main A/C DC		Waste collection Village H.	ASH Waste	S	61.46	12.29	73.75
181	Wi-Fi Service	23/12/2020		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
182	Emails / Dedicated Phc	29/12/2020		Parish Council Main A/C DD		Office 365 support	Strategy 365	S	74.20	14.84	89.04
183	Remembrance Day	29/12/2020		Parish Council Main A/C BACS		Wreaths for Remembranc	Royal British Legion	X	50.00	0.00	50.00
184	Community Manager	29/12/2020		Parish Council Main A/C BACS		Salary arrears	T Dobson	X	120.00	0.00	120.00
185	Community Manager	29/12/2020		Parish Council Main A/C BACS		Salary arrears	T Dobson	X	520.00	0.00	520.00

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
186	Community Manager	29/12/2020		Parish Council Main A/C BACS		Salary	T Dobson	X	520.00	0.00	520.00
187	Clerk's Salary	29/12/2020		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
188	Communications - Misc	30/12/2020		Parish Council Main A/C DC		Remote meetings	Zoom	S	32.00	6.40	38.40
189	Waste Collection	30/12/2020		Parish Council Main A/C BACS		Waste collection Village H.	ASH Waste	X	147.50	0.00	147.50
190	General Maintenance	30/12/2020		Parish Council Main A/C BACS		Elec work at Village Hall	Mick Ascroft	X	198.00	0.00	198.00
191	Gas Supply	31/12/2020		Parish Council Main A/C BACS		Gas	British Gas	X	278.91	0.00	278.91
192	Scottish Power	31/12/2020		Parish Council Main A/C BACS		Electric at Village Hall	Scottish Power	X	141.20	0.00	141.20
193	Emails / Dedicated Phc	04/01/2021		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	25.65	5.12	30.77
194	Photography Contract	06/01/2021		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
195	Brave Little Tank	06/01/2021		Parish Council Main A/C DD		Social Media Retainer	Brave Little Tank	S	1,000.00	200.00	1,200.00
196	Communications - Misc	11/01/2021		Parish Council Main A/C BACS		Reimbursement for postin	T Dobson	X	7.98	0.00	7.98
197	Call-minding Service	13/01/2021		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.23	11.25	67.48
198	Brave Little Tank	15/01/2021		Parish Council Main A/C DD		Monthly retainer	Brave Little Tank	S	900.00	180.00	1,080.00
199	Scottish Power	19/01/2021		Parish Council Main A/C DC		Electric at Village Hall	Scottish Power	X	141.20	0.00	141.20
200	Communications - Misc	25/01/2021		Parish Council Main A/C DC		New electronic tool for Co	Creative Cloud	X	476.98	0.00	476.98
201	Wi-Fi Service	25/01/2021		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
202	Emails / Dedicated Phc	26/01/2021		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	20.71	4.15	24.86
203	General Maintenance	26/01/2021		Parish Council Main A/C BACS		Elec work at Village Hall	Mick Ascroft	S	560.00	112.00	672.00
204	Emails / Dedicated Phc	27/01/2021		Parish Council Main A/C DD		Office 365 support	Strategy 365	S	74.20	14.84	89.04
205	Clerk's Salary	28/01/2021		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
206	Communications - Misc	01/02/2021		Parish Council Main A/C DD		Remote meetings	Zoom	S	32.00	6.40	38.40
207	Payroll Service	01/02/2021		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	45.00	0.00	45.00
208	Payroll Service	01/02/2021		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	45.00	0.00	45.00
209	Fire Equipment	01/02/2021		Parish Council Main A/C BACS		Annual inspection	N Staffs Fire	X	237.72	0.00	237.72
210	Remembrance Day	04/02/2021		Parish Council Main A/C BACS		Remembrance Sunday virt	Steer Tec Ltd	S	550.00	110.00	660.00
211	Grounds Maintenance	04/02/2021		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	1,645.00	329.00	1,974.00
212	Grounds Maintenance	04/02/2021		Parish Council Main A/C BACS		Credit note re 4708	Northwich TC	S	-98.00	-19.60	-117.60
213	Photography Contract	08/02/2021		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
214	Website	09/02/2021		Parish Council Main A/C DD		Renewal of domain name	Hosting UK	X	16.56	0.00	16.56
215	Communications - Misc	09/02/2021		Parish Council Main A/C BACS		Advertising in Village Voic	Shav Vill Festival Commit	X	97.20	0.00	97.20
216	Cleaning of Hall	09/02/2021		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	120.00	24.00	144.00
217	Community Manager	09/02/2021		Parish Council Main A/C BACS		Jan 21 Salary	T Dobson	X	520.00	0.00	520.00
218	Overtime	09/02/2021		Parish Council Main A/C BACS		Overtime	T Dobson	X	690.00	0.00	690.00
219	Unallocated Reserves	09/02/2021		Parish Council Main A/C BACS		Survey of 140 Main Road	Rory Mack Associates	S	1,200.00	240.00	1,440.00
220	Call-minding Service	10/02/2021		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
221	Water Services	10/02/2021		Parish Council Main A/C BACS		Water	Water Plus	X	1,636.86	0.00	1,636.86
222	Brave Little Tank	15/02/2021		Parish Council Main A/C DD		Strategy meetings	Brave Little Tank	S	492.50	98.50	591.00

Shavington-cum-Gresty Parish Council  
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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
223	Brave Little Tank	15/02/2021		Parish Council Main A/C DD		Creative retainer	Brave Little Tank	S	900.00	180.00	1,080.00
224	PCSO	16/02/2021		Parish Council Main A/C BACS		Payment for one PCSO	Police & Crime Commissi	X	8,320.00	0.00	8,320.00
225	Wi-Fi Service	23/02/2021		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
226	Community Manager	25/02/2021		Parish Council Main A/C BACS		Salary	T Dobson	X	1,610.60	0.00	1,610.60
227	Emails / Dedicated Phc	26/02/2021		Parish Council Main A/C DD		Office 365 support	Strategy 365	S	74.20	14.84	89.04
228	Emails / Dedicated Phc	26/02/2021		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	16.20	3.24	19.44
229	Payroll Service	26/02/2021		Parish Council Main A/C BACS		Payroll Service	Beardmore	X	45.00	0.00	45.00
230	Waste Collection	01/03/2021		Parish Council Main A/C DD		Waste collection Village H.	ASH Waste	X	39.99	0.00	39.99
231	Communications - Misc	01/03/2021		Parish Council Main A/C DC		Virtual meetings	Zoom	S	32.00	6.40	38.40
232	Clerk's Salary	01/03/2021		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
233	Brave Little Tank	03/03/2021		Parish Council Main A/C DD		Design work - Neighbourh	Brave Little Tank	S	175.00	35.00	210.00
234	Photography Contract	08/03/2021		Parish Council Main A/C DD		Photo Software	Adobe	X	9.98	0.00	9.98
235	Consultant's Support fr	09/03/2021		Parish Council Main A/C DD		Printing material for Neigh	Solopress	X	595.71	0.00	595.71
236	Call-minding Service	10/03/2021		Parish Council Main A/C DD		Call Minding Village Hall	Cymphony	S	56.00	11.20	67.20
237	Grounds Maintenance	12/03/2021		Parish Council Main A/C BACS		Grounds Maintenance	Northwich TC	S	299.75	59.95	359.70
238	Brave Little Tank	15/03/2021		Parish Council Main A/C DD		Creative retainer	Brave Little Tank	S	900.00	180.00	1,080.00
239	Cleaning of Hall	17/03/2021		Parish Council Main A/C BACS		Cleaning Village Hall	Crystal Clean	S	150.00	30.00	180.00
240	Consultant's Support fr	17/03/2021		Parish Council Main A/C BACS		Printing material for Neigh	Solopress	X	527.00	0.00	527.00
241	PCSO	17/03/2021		Parish Council Main A/C BACS		Fee for 1 x PCSO	Police & Crime Commissi	X	8,320.00	0.00	8,320.00
242	Wi-Fi Service	23/03/2021		Parish Council Main A/C DD		Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
243	Emails / Dedicated Phc	26/03/2021		Parish Council Main A/C DD		Office 365 support	Strategy 365	S	74.20	14.84	89.04
244	Emails / Dedicated Phc	26/03/2021		Parish Council Main A/C DD		Dedicated Phone Line	Gradwell	S	19.53	3.88	23.41
245	Newsletter - Quarterly	26/03/2021		Parish Council Main A/C BACS		Delivery of newsletter	The Leaflet Team	X	289.00	0.00	289.00
246	Newsletter - Quarterly	26/03/2021		Parish Council Main A/C BACS		Delivery of N Plan leaflets	The Leaflet Team	X	289.00	0.00	289.00
247	Consultant's Support fr	26/03/2021		Parish Council Main A/C BACS		Printing of N Plan referenc	Solopress	X	527.00	0.00	527.00
248	Community Manager	26/03/2021		Parish Council Main A/C SO		Salary	T Dobson	X	1,037.27	0.00	1,037.27
249	Scottish Power	29/03/2021		Parish Council Main A/C BACS		Outstanding balance	Scottish Power	X	48.79	0.00	48.79
250	Newsletter - Quarterly	29/03/2021		Parish Council Main A/C BACS		Second delivery of newsle	The Leaflet Team	X	65.00	0.00	65.00
251	Consultant's Support fr	29/03/2021		Parish Council Main A/C BACS		Delivery of flyers for N Pla	The Leaflet Team	X	289.00	0.00	289.00
252	Clerk's Salary	29/03/2021		Parish Council Main A/C SO		Salary	C Jones	X	1,037.47	0.00	1,037.47
<b>Total</b>									<b>136,007.32</b>	<b>10,877.14</b>	<b>146,884.46</b>

Shavington-cum-Gresty Parish Council  
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Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Precept	03/04/2020		Parish Council Main A/C		First half of Precept	CEC	X	71,300.00	0.00	71,300.00
2	CIL	27/04/2020		Parish Council Main A/C		CIL Deposit	CEC	X	1,834.80	0.00	1,834.80
3	Allotment Fees	30/04/2020		Parish Council Main A/C		Allotment Fees	Sundry debtor	X	225.00	0.00	225.00
20	Hall Hire	01/06/2020		Parish Council Main A/C		Booking refund	Kate Heywood	X	-15.00	0.00	-15.00
4	Allotment Fees	11/06/2020		Parish Council Main A/C		Allotment Fees	Lewis	X	15.00	0.00	15.00
5	Other Income	11/06/2020		Parish Council Main A/C	1310 / 1302 / 1303	Other	Beardmore	X	48.00	0.00	48.00
6	Other Income	11/06/2020		Parish Council Main A/C		Cost of PCSOs	PCC	X	8,320.00	0.00	8,320.00
7	VAT Reclaim	29/06/2020		Parish Council Main A/C		VAT Reclaim	HMRC	R	0.00	5,839.88	5,839.88
8	Other Income	05/08/2020		Parish Council Main A/C		Parish Compact	Sundry debtor	X	1,150.00	0.00	1,150.00
9	Precept	01/09/2020		Parish Council Main A/C		Precept	CEC	X	71,300.00	0.00	71,300.00
11	Other Income	02/09/2020		Village Hall A/C		Small business grant	CEC	X	10,000.00	0.00	10,000.00
10	Allotment Fees	08/09/2020		Parish Council Main A/C		Allotment Fees	Sundry debtor	X	115.00	0.00	115.00
12	Hall Hire	23/09/2020		Village Hall A/C		Hall hire	Sundry debtor	X	85.00	0.00	85.00
13	Hall Hire	24/09/2020		Village Hall A/C		Hall hire	Sundry debtor	X	80.00	0.00	80.00
14	Hall Hire	29/09/2020		Village Hall A/C		Hall hire	P Burkinshaw	X	40.00	0.00	40.00
15	Hall Hire	12/10/2020		Village Hall A/C		Hall hire	R Capper	X	80.00	0.00	80.00
16	Hall Hire	19/10/2020		Village Hall A/C		Hall hire	J Richards	X	640.00	0.00	640.00
17	Hall Hire	21/10/2020		Village Hall A/C		Hall hire	Julie Harris	X	540.00	0.00	540.00
18	Hall Hire	23/10/2020		Village Hall A/C		Hall hire	R Capper	X	20.00	0.00	20.00
19	Hall Hire	23/10/2020		Village Hall A/C		Hall hire	R Capper	X	20.00	0.00	20.00
22	Hall Hire	30/10/2020		Village Hall A/C		Hall hire	J Richards	X	20.00	0.00	20.00
23	Hall Hire	16/11/2020		Village Hall A/C		Unknown credit	Unknown	X	180.00	0.00	180.00
21	Hall Hire	01/12/2020		Parish Council Main A/C		Refund re VH closure	K Peberdy	X	-15.00	0.00	-15.00

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Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
24	Hall Hire	17/12/2020		Village Hall A/C		Hall hire	C Wood	X	20.00	0.00	20.00
26	Other Income	05/03/2021		Parish Council Main A/C		Grant	Groundwork UK	X	1,733.00	0.00	1,733.00
25	Hall Hire	31/03/2021		Village Hall A/C		Hall hire	Lotus Yoga	X	60.00	0.00	60.00
								<b>Total</b>	<b><u>167,795.80</u></b>	<b><u>5,839.88</u></b>	<b><u>173,635.68</u></b>

**Shavington-cum-Gresty Parish Council**  
**Form 126 Schedule -VAT between 1/04/2020 to 31/03/2021**

	<b>Invoice Date</b>	<b>Supplier VAT Reg No.</b>	<b>Supplier</b>	<b>Desc</b>	<b>VAT</b>
1			Meller Speakman	Land assessment	150.00
2			Brave Little Tank	Retainer	180.00
3			Zoom	Payment for remote meetings	8.80
4			Crystal Clean	Cleaning Village Hall	44.80
5			KCOM	Wi-Fi Village Hall	11.30
6			Strategy 365	Dedicated Email addresses	14.84
8			Brave Little Tank	Social Media Retainer	200.00
9			Crystal Clean	Cleaning Village Hall	32.00
10			Cymphony	Call-handling	11.20
11			Brave Little Tank	Retainer	180.00
12			Brave Little Tank	Half-yearly meetings	98.50
13			Zoom	Monthly charge	2.40
14			KCOM	Wi-Fi Village Hall	11.30
15			Strategy 365	Email support	14.84
16			Northwich TC	Grounds Maintenance	127.40
17			Meller Speakman	Conclusion of land assessment	166.00
18			Brave Little Tank	Social Media Retainer	200.00
19			Brave Little Tank	Social Media Retainer	200.00
20			Northwich TC	Grounds Maintenance	319.60
21			Cymphony	Call Minding Village Hall	11.20
22			Brave Little Tank	Retainer	180.00
23			Crystal Clean	Cleaning Village Hall	24.00
24			Northwich TC	Grounds Maintenance	88.80
25			Zoom	Remote meetings	2.40
26			KCOM	Wi-Fi Village Hall	11.30
27			Strategy 365	Email support	14.84
28			Gradwell	Dedicated Phone Line	2.76
29			Brave Little Tank	Social Media Retainer	200.00
30			Northwich TC	Grounds Maintenance	91.15
31			Northwich TC	Grounds Maintenance	471.60
32			Cymphony	Cleaning Village Hall	11.20
33			Brave Little Tank	Retainer	180.00
34			Zoom	Remote meetings	2.40
35			JDH Business Services	Internal audit 19-20	87.80

	Invoice Date	Supplier VAT Reg No.	Supplier	Desc	VAT
36			KCOM	Wi-Fi Village Hall	11.30
37			Strategy 365	Email support	14.84
38			Gradwell	Dedicated Phone Line	3.06
39			ACE Playgrounds	Vine Tree Play Area	732.50
41			Brave Little Tank	Social Media Retainer	200.00
42			Cymphony	Call Minding Village Hall	14.67
43			Zoom	Remote meetings	2.40
44			Brave Little Tank	Half-yearly meetings	98.50
45			Brave Little Tank	Monthly retainer	180.00
46			Crystal Clean	Cleaning Village Hall	30.00
47			Northwich TC	Grounds Maintenance	264.70
48			KCOM	Wi-Fi Village Hall	11.30
49			Strategy 365	Email support	14.84
50			Gradwell	Dedicated Phone Line	3.70
51			Rhino Safety	Covid-19 Risk Assessment	23.80
52			Crystal Clean	Cleaning Village Hall	24.00
53			Crystal Clean	Cleaning Village Hall	30.00
54			Zoom	Remote meetings	5.99
55			Zoom	Upgrade for remote meetings	17.87
56			Crystal Clean	Cleaning Village Hall	30.00
58			Northwich TC	Grounds Maintenance	321.00
59			Brave Little Tank	Monthly retainer	200.00
60			Brave Little Tank	Monthly retainer	180.00
61			ACE Playgrounds	Cleaning of playground re Covid-	80.00
62			KCOM	Wi-Fi Village Hall	11.30
63			Strategy 365	Email support	14.84
64			Scottish Power	Electric at Village Hall	5.95
65			Zoom	Remote meetings	6.40
66			Insight	Headphones for Comm Man'r	50.40
67			Insight	Laptop for clerk	263.80
68			Brave Little Tank	Monthly retainer	200.00
69			Crystal Clean	Cleaning Village Hall	102.00
70			Northwich TC	Grounds Maintenance	139.70
71			Brave Little Tank	Monthly retainer	180.00
72			Amazon	2 x logitech cameras	98.71
73			Amazon	Lenovo laptop for Comm Manage	311.66
74			Eduzone	Soap for dispensers Village Hall	8.71

75		KCOM	Wi-Fi Village Hall	11.30	
...					
	<b>Invoice Date</b>	<b>Supplier VAT Reg No.</b>	<b>Supplier</b>	<b>Desc</b>	<b>VAT</b>
76			Viking	204 pencils for track & trace Rem Sun	13.57
77			Strategy 365	Email support	14.84
78			Enviroskip	Skip for allotments site	34.05
79			Crystal Clean	Cleaning Village Hall	17.40
80			Amazon	Covid 19 purchases	8.94
81			Amazon	Electronic equipment	4.33
82			Brave Little Tank	Social Media Retainer	200.00
83			Amberon	Remembrance Sunday	125.77
84			Crystal Clean	Cleaning Village Hall	42.00
85			Northwich TC	Grounds Maintenance	139.70
86			Scribe	Finance package	209.40
87			Cymphony	Call Minding Village Hall	11.20
88			Brave Little Tank	Strategy meeting	98.50
89			Brave Little Tank	Monthly retainer	180.00
90			KCOM	Wi-Fi Village Hall	11.30
91			Gradwell	Dedicated Phone Line	5.09
92			Strategy 365	Office 365 support	14.84
93			Zoom	Remote meetings	6.40
94			Amazon	Meteor shower lights x 6	30.00
95			Brave Little Tank	Social Media Retainer	200.00
96			Cymphony	Call Minding Village Hall	11.20
97			Crystal Clean	Cleaning Village Hall	42.00
98			PKF Littlejohn	External audit 19/20	80.00
99			Brave Little Tank	Monthly retainer	180.00
100			ASH Waste	Waste collection Village Hall	12.29
101			KCOM	Wi-Fi Village Hall	11.30
102			Strategy 365	Office 365 support	14.84
103			Zoom	Remote meetings	6.40
104			Gradwell	Dedicated Phone Line	5.12
105			Brave Little Tank	Social Media Retainer	200.00
106			Cymphony	Call Minding Village Hall	11.25
107			Brave Little Tank	Monthly retainer	180.00
108			KCOM	Wi-Fi Village Hall	11.30
109			Gradwell	Dedicated Phone Line	4.15
110			Mick Ascroft	Elec work at Village Hall	112.00
111			Strategy 365	Office 365 support	14.84
...					

112			Zoom	Remote meetings	6.40
113			Steer Tec Ltd	Remembrance Sunday virtual ev	110.00
	<b>Invoice Date</b>	<b>Supplier VAT Reg No.</b>	<b>Supplier</b>	<b>Desc</b>	<b>VAT</b>
114			Northwich TC	Grounds Maintenance	329.00
115			Northwich TC	Credit note re 4708	-19.60
116			Crystal Clean	Cleaning Village Hall	24.00
117			Rory Mack Associates	Survey of 140 Main Road	240.00
118			Cymphony	Call Minding Village Hall	11.20
119			Brave Little Tank	Strategy meetings	98.50
120			Brave Little Tank	Creative retainer	180.00
122			KCOM	Wi-Fi Village Hall	11.30
123			Strategy 365	Office 365 support	14.84
124			Gradwell	Dedicated Phone Line	3.24
125			Zoom	Virtual meetings	6.40
126			Brave Little Tank	Design work - Neighbourhood Pla	35.00
127			Cymphony	Call Minding Village Hall	11.20
128			Northwich TC	Grounds Maintenance	59.95
129			Brave Little Tank	Creative retainer	180.00
130			Crystal Clean	Cleaning Village Hall	30.00
131			KCOM	Wi-Fi Village Hall	11.30
132			Strategy 365	Office 365 support	14.84
133			Gradwell	Dedicated Phone Line	3.88
			Amount of VAT to claim for this period is:		<b><u>£10,877.14</u></b>

## Shavington-cum-Gresty Parish Council

Prepared by: Carol Jones

Date: 28/06/2021

*Name and Role (Clerk/RFO etc)*

	<b>Bank Reconciliation at 31/03/2021</b>		
	Cash in Hand 01/04/2020		58,976.35
	<b>ADD</b> Receipts 01/04/2020 - 31/03/2021		173,635.68
			232,612.03
	<b>SUBTRACT</b> Payments 01/04/2020 - 31/03/2021		146,884.46
<b>A</b>	<b>Cash in Hand 31/03/2021</b> (per Cash Book)		<b>85,727.57</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2021	0.00
	Village Hall A/C	31/03/2021	16,045.86
	Parish Council Main A/C	31/03/2021	69,861.71
			<b>85,907.57</b>
	Less unrepresented payments		180.00
			85,727.57
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>85,727.57</b>
	<b>A = B Checks out OK</b>		

## Internal Audit Checklist

Please complete this form and include with the working papers when presenting for internal audit.

**Note to Internal Auditor:** The new Clerk (Simona Garnero) took up post on 17 May 2021. Her mail addresses are [simonagarnero@shavingtononline.co.uk](mailto:simonagarnero@shavingtononline.co.uk), or [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk). Telephone No is 01270 262636.

As I have prepared the accounts for 2020-21, all enquiries relating to them should be sent to me at the email address [carol.jones57@outlook.com](mailto:carol.jones57@outlook.com) (the dedicated Shavington email address was closed on 31 May 2021).

		Included (✓)
1	Completed Accounts section of AGAR Annual Return and supporting accounts	✓
2	Prior year's certified AGAR Annual Return.	✓
3	Prior year audit issues arising as reported to the Council by the external auditor. <b>No issues other than to note the comments made by the Internal Auditor, and that can be found in item 2 above.</b>	x
4	Response to previous year internal audit report. <b>Minute reference</b> Throughout the year, the Parish Council addressed the various issues raised during 2019-2020, notably: Minute Nos:  278.6                    September 2020 305.7                    7 October 2020 343                        2 December 2020 366.3                    6 January 2021  At the 2 December 2020 meeting, the Council reviewed the specific issue of a sum of £315.00 not being accounted for correctly in the Village Hall.  <b>Please also provide a copy of our most recent internal audit report with commentary against issues and recommendations raised to demonstrate action taken.</b>	✓
5	Please state the following from your financial regulations on contracts: - <b>level for obtaining quotations</b> Regulation 11 (h) – for value below £3,000 and above £1,000, Clerk/RFO to strive to obtain three estimates. - <b>level for formal tender process</b> Regulation 11 (b) – Contracts valued at £25,000 or more, Council to comply with relevant Regulations. Please provide evidence for any contracts above these levels that the financial regulations have been complied with.	
6	Minutes for the financial year  If minutes are on the website then you only need to send draft minutes that have not been approved if these are available.  <a href="https://shavingtononline.co.uk/meetings/">https://shavingtononline.co.uk/meetings/</a>	✓  Link provided
7	Copy of risk assessment(s) and Internal Control procedures. <b>Minute reference for Council approval of risk assessment: Minute 392 – 3 February 2021.</b>  Copy of risk assessment carried out by Rhino Safety, for the Village Hall. (Minute Nos. 271.3 and 285 – 2 September 2020)	✓  ✓
8	Internal audit is required to conclude on whether the Public Rights Notice during the previous Summer was compliant with the Regulations. Therefore, for the 2020/21 internal audit we need to receive:	

Shavington-cum-Gresty Parish Council  
Accounts – 2020-2021

		Included (✓)
	- A copy of the completed 2019/20 Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Review - Evidence of compliance, for example, a dated photograph showing the first day of the Notice of Public Rights on the noticeboard and/or a dated computer screenshot showing the first date of the Notice of Public Rights on the website for 2019/20	✓ ✓
9	Insurance documents.  <b>Please state the level of fidelity cover in place during the financial year:</b> <i>The policy straddles across two financial years.</i>	£200,000.00
10	Cash book (or equivalent) and bank reconciliations. Where an accounting package has been used a report showing transactions by income and expenditure heading should be provided.  <i>Accounts prepared by Scribe. Cash book, by date of transaction enclosed, together with transactions by cost centre headings. Together with periodic summary receipts and payments.</i>  <i>Please note that although Scribe prepared the accounts and coded the various budget heads, I failed to inform them that S.137 should feature as a stand-alone budget item. There was one S.137 grant this year and details are given below at item 24.</i>	✓
11	Bank Statements for the financial year and up to the date of audit.	✓
12	Petty cash book and vouchers.	n/a
13	All expenditure vouchers/invoices for transactions and any purchase orders. <i>Separate folder.</i>	✓
14	All income vouchers for transactions. Please include source income documents such as burial records, bookings diaries, receipt books etc.  <i>Village Hall bookings are managed by Councillor Kevin Gibbs (Vice-Chairman). He has provided a list of payments, together with records to support those payments. This was the subject of an audit comment in 2019-2020.</i>	✓
15	The Financial Regulations and Standing Orders of the Council. A website reference can be provided if these are published.	✓
16	All payroll records and HMRC returns. All contracts of employment. <b>Please state minute reference here if the Council approved a pay rise:</b> <i>Minute No. 175 – 8 January 2020.</i> <i>Only provide contracts of employment if there are new employees during 20/21.</i> <i>Please do not send payroll/personnel information by email.</i>  Please provide an analysis of staff costs included in box 4. of the AGAR accounting statement.	✓ ✓
17	VAT returns and supporting VAT records. <i>Owing to capacity issues, not completed for 2020-2021 but will be submitted after year-end. In the meantime, a schedule of VAT to be reclaimed (as prepared by Scribe) is enclosed, but is incomplete and requires invoice Nos. and dates of invoices to be added.</i>	x
18	<b>Dated evidence, such as a screenshot image, that the authority has complied with the publication requirements for the 2019/20 AGAR (see AGAR Page 1 Guidance Notes for publication requirements and deadlines).</b>  <i>Published on 6 August 2021 – see screenshot attached.</i>	✓

Shavington-cum-Gresty Parish Council  
Accounts – 2020-2021

		Included (✓)
19	Evidence of authorisation for clerk's salary and clerk/members expenses. <b>Minute No. 175 – 8 January 2020 – copy of signed page 465 enclosed.</b>  There is no Members' expenses scheme in existence.	✓
20	The fixed assets register together with valuations.	✓
21	Full supporting working papers for all Balance Sheet entries if income and expenditure accounts are required.	n/a
22	Budgetary control information including calculation of the precept requirement and any budget monitoring reports issued to Council during the year.	✓
23	Details of ear-marked reserves and any planned capital expenditure schemes (for current and future years). <b>Please state minute references for approval of ear-marked reserves/planned capital expenditure.</b> General reserves only included.	x
24	Analysis of s137 and the s137 statutory limit for council.  The approximate electorate is 4,500 but this is based on the Register of Electors as at 2019; however, building continues at a pace in the parish and the electorate will now be significantly in excess of this.  The only S.137 funding has been to pay Shavington Primary School to allow the school car park to remain open 365 days a year, 24 hours a day to allow residents and visitors to the parish, to park free of charge. The amount paid was £5,500 and this is to reflect the school's need to cover maintenance costs of the car park.  The limit for S.137 funding is £8.32 per elector and for the Parish this would total £37,400 as permitted expenditure.	✓
25	<b>For councils with income and expenditure not exceeding £25,000 - please confirm that a council website is maintained which publishes electronically all the information required by the Transparency Code.</b>  <b>Please provide link to website location of the information or if you are unable to do this a description of where in the website the information is located.</b>	n/a
26	Any partnership agreements and/or service level agreements to support partnerships in which the council participates.  Two: (1) Northwich Town Council – grounds maintenance Current SLA to be considered by Council on 9 June 2021 (2) Cheshire Constabulary – full funding for cost of one PCSO – approved at meeting held on 3 February 2021.	✓ ✓
27	Evidence that responsibilities as sole trustees of charities have been complied with (where relevant). <b>Please also state charity name and charity number.</b>	n/a
28	All other relevant documentation that substantiates the entries in the accounts of the council.	x



**SHAVINGTON**  
CUM  
**GRESTY**

## Report Statement

Meeting: Parish Council Meeting 07.07.2021

Report Purpose: To provide the Internal Auditor Report 2020/21  
issued by JDH Business Services Limited

Version Control: v0

Author: Clerk

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**INTERNAL AUDIT REPORT**  
**SHAVINGTON-CUM-GRESTY PARISH COUNCIL**  
**2020/21**

The internal audit was carried out by undertaking the following tests in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective. The recommendations included in the action plan should to be implemented promptly.

**JDH Business Services Limited**

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
1	The 2019/20 accounts comparatives in the 2020/21 AGAR are incorrect. £21,217 has been disclosed as staff costs instead of £20,217. In addition, a number of rounding changes have been made.	<i>The 2019/20 accounts which were certified by the external auditor must be disclosed accurately in the 2020/21 AGAR.</i>	<b>The figures will be revised, and a new AGAR issued to the Clerk over the weekend of 3/4 July 2021.</b>
2	The cash book was balanced to the incorrect bank statement date in the year end bank reconciliation. The statement balance as at March 29 <sup>th</sup> 2021 was used which resulted in a number of cheques being disclosed as 'unpresented' in the bank reconciliation when in fact they had cleared the bank account by March 31 <sup>st</sup> , 2021.	<i>The year end bank statement balance must be used in the year end bank reconciliation.</i>	<b>The correct bank reconciliation will be issued to PKF Littlejohn.</b>
3	The council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as amended by SI 2020/404 the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 as it failed to make proper provision for the exercise of public rights for the 2019/20 accounts. The public notice inspection period covered a 29 working day period instead of 30 days as no account was taken of the fact that August 31 <sup>st</sup> 2020 was a bank holiday.	<i>The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights.</i>	<b>Although evidence that the notice was published, it only allowed 29 working days for inspection, rather than the 30 working days required. The former Clerk had not taken into account the bank holiday on 31 August 2020.</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
4	The VAT return produced by the SCRIBE system contains no supplier VAT registration numbers. No VAT reclaims were received in the year.	<i>VAT must be reclaimed on a timely basis.  The VAT return needs to be populated with all supplier VAT registration numbers before submission to HMRC.</i>	<b>Scribe assisted with the accounts towards the end of the financial year, but did not have access to the invoices.</b>
5	Two laptops were purchased during the year but had not been added to the fixed asset register.	<i>The council must ensure that all capital additions during the year are identified and recorded in the fixed assets register.</i>	
<b>2019/20 internal audit</b>			
1	The initial budget setting process for 2019/20 failed to take account of the full year projected PCSO costs resulting in a shortfall in the initial budget of £13000.	<i>The budgeting process that underpins the setting of the precept must be improved to take account of all known expenditure.</i>	<b>Implemented</b>
2	A £3000 transfer between bank accounts had incorrectly been included in payments in the AGAR annual return accounts. Therefore, the year end balances and other payments were incorrectly stated.	<i>The Other Payments figure in the Annual Return should be reduced by £3000 and the year end balances. The year end balances should equate to £58977 (rounded).</i>	<b>Implemented</b>
3	The council did not comply with Regulation 15 of the Account and Audit Regulations 2015 as it failed to make proper provision for the exercise of public rights in Summer	<i>The council must ensure that it makes proper provision for the exercise of public rights for every financial year</i>	<b>See 2020/21 internal audit</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
	2019 for the 2018/19 accounts as the approval date of the accounts in the AGAR annual return was after the start date of the period for the exercise of public rights.		
4	<p>We reported in 2018/19 that Minute 289 of the March 2019 meeting appeared to delegate various authorities relating to the village hall to a single member, which includes the ability to commit the council to expenditure and to make decisions for the council. The council resolved in 2019/20 that these functions would revert to the clerk, however, from review of the 2019/20 records it appears that councillors have undertaken roles in hall administration and committed the council to expenditure for the hall.</p> <p>Under s101 (1), (5) and (6) of the Local Government Act 1972 a parish council may arrange for any of its functions to be discharged by a committee, sub-committee or officer. S101 does not permit the council to delegate its functions to a single member. Therefore, the council may be currently operating in breach of the Local Government Act 1972.</p>	<p><i>RECURRING RECOMMENDATION</i> <i>The council need to resolve this situation urgently and ensure functions are delegated only to a committee, sub-committee or an officer and that no councillor commits to council to orders or contracts for expenditure</i></p>	<p><b>The feedback to our internal audit report has noted that this is no longer an issue.</b></p>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
5	<p>Income systems for the village hall could not be tested as no supporting documentation such as diaries/booking forms/invoices and receipts were provided. The clerk had requested the items from the councillor managing the bookings system but these had not been received at the date of the internal audit. It is likely that the pandemic and subsequent lockdown has impacted on the clerk ability to secure all the income information required</p>	<p><i>The council need to urgently re-establish effective internal controls over hall hire and ensure all hall hire documentation is retained and made available for internal audit.</i></p>	<p><b>Implemented</b></p>
6	<p>The fixed asset register value is incorrect as it does not cast correctly. An asset purchased in 2019/20 has been added, but the register is maintained as a WORD document rather than a spreadsheet so the total has not changed. In addition, there is a statement on the asset register about a recommendation from internal audit from 2017/18 that was never actually made. Finally, the clerk having corrected the final 2018/19 asset register disclosure on the AGAR annual return, has this year made the same error again and included a recent valuation figure(s) for assets.</p>	<p><i>The fixed asset register should equate to last year's figure from the AGAR annual return plus the one addition in the year. Therefore, the register needs to be amended and the Annual Return disclosure.</i></p> <p><i>The invalid statement about internal audit recommendations from 2017/18 must be removed from the asset register.</i></p> <p><i>The asset register should be maintained as an excel spreadsheet.</i></p> <p><i>The Practitioners' Guide requires that assets should be valued at purchase cost or an insurance proxy if that isn't known</i></p>	<p><b>Implemented, however, see 2020/21 issues</b></p>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
		<p><i>(that doesn't change over time), therefore, the only movement in fixed assets each year should be for additions and disposals and all additions should be at purchase price.</i></p> <p><i>The Council need to review the asset register and disclose the correct value in the AGAR Annual Return which should equate to the value for fixed assets disclosed in the 2018/19 AGAR annual return plus additions at cost less disposals at cost.</i></p>	
7	<p>The information provided for internal audit indicated that VAT had not been reclaimed on Direct Debits. The material VAT issue raised in 2018/19 has still not been addressed.</p>	<p><i>VAT on Direct Debits should be separately analysed and reclaimed</i></p> <p><i>Issue 4 of the 2018/19 report relating to VAT and partial exemption must be addressed.</i></p>	<p><b>Recommendation Outstanding</b></p> <p><b>This relates to the VAT not claimed in respect of the upgrading works at the Village Hall, and is being addressed by the Council in August 2021 when Members expect to be able to identify the requisite VAT records from the storage room in the Village Hall.</b></p>
8	<p>Sample testing identified an expenses claim for £189.97 from a councillor with no receipts provided.</p>	<p><i>Expenditure invoices/vouchers must be provided for all expense claims. VAT cannot be reclaimed on standard rated expenditure that is not supported by a VAT invoice.</i></p>	<p><b>No further expenses issues identified in 2020/21</b></p>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
9	<b>We raised a number of important issues last year, but most have not been addressed.</b>	<i>The council should urgently review all issues from 2018/19 internal audit and the 2019/20 internal audit and take prompt action to implement the recommendations.</i>	See internal audit issues below
<b>2018/19 internal audit</b>			
1	<p>A budget of £180595 has been set for 2019/20 to be financed by £129000 precept and the remainder from the entirety of forecast general reserves at the end of 2018/19. This approach to the 2019/20 budget would potentially either level the council with a critically low level of reserves, or no reserves so that any overspend could mean the council running at a deficit in funds.</p> <p>Therefore, the budget set for the 2019/20 financial year does not take into account of 'an amount that the council estimates will be appropriate to meet future estimated expenditure' (ie to hold in reserves). This is a requirement of the Local Government Finance Act 1992.</p>	<p><i>The council should urgently improve budgetary control and budget setting:</i></p> <ul style="list-style-type: none"> <li>• <i>The Council should review their budget analysis and ensure that they can balance the budget for 2019/20. The items in particular that need to be reviewed are the £10000 unallocated sum and the £20000 budget for a purchase of parcel of land. These two budgets may be needed instead to ensure general cash reserves are in place at the year end.</i></li> <li>• <i>The council must ensure that they are carrying an adequate general reserve. Sector guidance is that this should be between 3 and 12 months of the precept level</i></li> </ul>	<p>See 2019/20 issues.</p> <p><b>2020/21 follow up – implemented</b></p>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	ISSUE	RECOMMENDATION	FORMER CLERK'S COMMENTS (Red text)
		<ul style="list-style-type: none"> <li><i>Budgetary control reports detailing spend to date against budget should be regularly reported during 2019/20</i></li> </ul>	<p><b>The infrequent reporting to Council was a resource issue which has been addressed by appointing a Clerk on a full-time basis.</b></p>
2	<p>Minute 289 of the March 2019 meeting appears to delegate various authorities relating to the village hall to a single member, which includes the ability to commit the council to expenditure and to make decisions for the council.</p> <p>Under s101 (1), (5) and (6) of the Local Government Act 1972 a parish council may arrange for any of its functions to be discharged by a committee, sub-committee or officer. S101 does not permit the council to delegate its functions to a single member. Therefore, the council may be currently operating in breach of the Local Government Act 1972.</p>	<p><i>The council need to resolve this situation urgently and ensure the functions listed in minute 289 are delegated only to a committee, sub-committee or an officer.</i></p>	<p><b>Recommendation outstanding – see 2019/20 issues.</b></p> <p><b>2020/21 follow up – council clerk has confirmed individual councillors can no longer commit the council to expenditure.</b></p>
3	<p>Income systems for the village hall could not be tested as there was no audit trail from diaries to booking forms to invoices and to bankings. We could identify no booking forms, invoices, booking diaries or price lists. We understand that bookings were</p>	<p><i>The council need to urgently re-establish effective internal controls over hall hire and ensure all hall hire documentation is retained and made available for internal audit.</i></p>	<p><b>Recommendation outstanding – see 2019/20 issues.</b></p> <p><b>2020/21 follow up – implemented</b></p>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
	maintained on a personal computer by a councillor but that this information is not now available. The clerk has carried out an exercise to record all entries in the receipt books (total £3740) and to match with actual deposits into the bank (£3425), but this differs by £315.	<i>The council should investigate the shortfall in hall hire bankings of £315.</i>	<b>Evidence was provided in the Minutes of a Council meeting during 2020-21 to show that this was addressed as an outstanding issue, and resolved.</b>
4	We previously recommended that the council should secure VAT advice on the impacts of the significant works to the town hall on the amount of VAT that can be reclaimed, due to the £7500 partial exemption threshold. No VAT specialist advice has been secured and no VAT reclaim has been submitted for 2018/19 nor any received during 2018/19 relating to previous periods.	<i>The council need to urgently secure guidance from the SLCC VAT advice function to determine to what extent the VAT incurred on the village hall can be reclaimed. A VAT reclaim then need to be submitted promptly as the VAT will be needed to contribute to the cash reserves in 2019/20.</i>	<b>Recommendation outstanding – see 2019/20 issues</b>  <b>See above. To be addressed by Council in August 2021.</b>
5	The council have revalued the village hall and reflected the new value in the fixed asset register.	<i>The Practitioners' Guide requires that assets should be valued at purchase cost or an insurance proxy if that isn't known (that doesn't change over time), therefore, the only movement in fixed assets each year should be for additions and disposals and all additions should be at purchase price.</i>	<b>See 2019/20 issues</b>  <b>The former Clerk conducted an investigation into the value of fixed assets at the time, and submitted that report to both the Internal Auditor and the External Auditor.</b>  <b>Both auditors appeared to have accepted the current value shown for the Village Hall.</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
		<i>The Council needs to review the asset register and disclose the correct value in the AGAR Annual Return which should equate to the value for fixed assets disclosed in the 2018/19 AGAR annual return <b>plus additions at cost less disposals at cost.</b></i>	
6	S137 payments are recorded in the minutes but there is no separate analysis in the cash book so the cumulative level of S137 can be recorded against statutory limits.	<i>A separate analysis of S137 payments should be maintained in the cash book.</i>	<b>Recommendation outstanding .  2020/21 follow up – clerk has identified the s137 payments</b>

**IMPORTANT GUIDANCE NOTE**

**INTERNAL AUDIT CERTIFICATE in the AGAR**

There is a new internal control objective (Objective L) in the 2018/19 internal audit certificate that requires internal audit to conclude on whether the Public Rights Notice during the **previous Summer** was compliant with the Regulations. This is pre-filled for 2018/19 but in order to test this and conclude YES or NO for the 2019/20 internal audit we would need to receive with the 2019/20 books and records:

- A copy of the completed 2018/19 Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Review
- A dated photograph showing the first day of the Notice of Public Rights on the noticeboard and/or a dated computer screenshot showing the first date of the Notice of Public Rights on the website for 2018/19

Our approach to this new requirement will be to conclude NO if we have not received the above evidence and explain on the AGAR that we received insufficient evidence to be able to conclude YES; we would also conclude NO if the dates advertised were not compliant with the Regulations.

This will be a new ongoing requirement for internal audit, as well as verifying whether certain smaller councils meet the exemption criteria from an external audit. Therefore, for the 2019/20 internal audits there will be additional time charged at a fixed fee of £9 + VAT per local council to complete the new requirements.

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
<b>2017/18 internal audit</b>			
1	The risk assessment was not reviewed, updated and approved during 2017/18.	<i>Risk assessment should be reviewed and approved each financial year</i>	<b>Implemented</b>
2	Reserves are in excess of 100% of the precept. The clerk has noted that £39500 is required for disabled toilet works to the village hall.	<i>The council needs to formally identify earmarked reserves in the minutes and in the year end accounts</i>	<b>See 2018/19 issues</b>
3	We note that there is still no fixed asset register to support the brought forward fixed asset values in the accounts and that the council is now unlikely to secure a copy of the previous asset register.	<i>The council should equate the inventory of fixed assets to the brought forward total fixed asset values and ensure additions to this are recorded at cost.</i>	<b>See 2018/19 issues</b>
4	Data Protection Law will change significantly on May 25 <sup>th</sup> 2018 due to the 2016 EU Directive General Data Protection Regulation (GDPR) taking effect.  GDPR replaces the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provides enhanced rights for individuals. Compliance with GDPR could have resource implications for local councils.	<i>The impact of GDPR on the council should be identified through review of ICO and NALC guidance and the Data Protection policy, risk assessment and internal controls should be updated accordingly</i>	<b>Ongoing implementation</b>  <b>The Council has various policies in place in respect of GDPR.</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
<b>2016/17 audit</b>			
1	<p>A number of errors were identified in the year end accounts, cash book and bank reconciliation:</p> <ul style="list-style-type: none"> <li>- Petty cash deposited had been incorrectly included in the receipts and payments cash book</li> <li>- The difference between petty cash per the petty cash book in 2015/16 and the actual amount deposited had not been correctly accounted for</li> <li>- 2 Cheques totaling £950 that had been reissued and therefore the originals cancelled were included twice in the cash book</li> <li>- Cheque 500754 was entered incorrectly in the cash book (difference 50p)</li> <li>- A balancing figure had been included in the payments cash book for £7.52</li> </ul>	<p><i>The accounts and the bank reconciliation have been balanced, and the correct annual return figures provided to the clerk</i></p>	<b>Implemented</b>
2	<p>Fixed assets in the annual return have increased from £636775 in 2015/16 to £824225 in 2016/17 which is the insurance</p>	<p><i>Fixed assets in 2014/15 and 2015/16 were recorded and accepted by external audit as £636775. As no additions or</i></p>	<b>Implemented</b>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
	<p>value. No fixed assets have been purchased in the year according to the asset register.</p> <p>The previous fixed asset register has been mislaid by the previous clerk., therefore the council are using the assets recorded on the insurance schedule.</p>	<p><i>disposals are recorded in the asset register for 2016/17 the figure should remain as £636775.</i></p> <p><i>Therefore, the council should amend the annual return figure to £636775 for 2016/17.</i></p> <p><i>The council need to set up a task and finish group to identify all assets owned by the council and record then in a formal asset register including description, date purchase, location, value, method of valuation, and custodian</i></p>	
3	<p>The March 2017 minutes indicate a significant programme of renovations are to be carried out to the hall. There is no mention of cost or of potential VAT implications.</p>	<p><i>The council need to ensure they are aware of the VAT notice 749 and the partial exemption rules. <b>If the level of VAT reclaimed relating to exempt activity (and hall hire is exempt activity) exceeds £7500 in any one year then none of the VAT relating to the exempt activity (eg VAT on hall renovations) can be reclaimed. There are actions the council can take such as opting to tax but these would need to be discussed with a VAT specialist.</b></i></p>	<p><b>See 2018/19 issues</b></p>

**INTERNAL AUDIT REPORT  
SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
2020/21**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FORMER CLERK'S COMMENTS (Red text)</b>
		<i>If the contract is going to result in VAT on exempt activity exceeding £7500 the council will need to assess the VAT implications.</i>	
4	The year end bank statement was not provided for the hall bank account. The accounts were balanced to an earlier date as a phone call confirmation was received from the bank that no other transactions had occurred in the bank account after the date of the last statement.	<i>In future year end bank statements should be secured BEFORE producing the year end accounts and bank reconciliation</i>	<b>Implemented</b>



**SHAVINGTON**  
CUM  
**GRESTY**

## Report Statement

Meeting: Parish Council Meeting 07.07.2021

Report Purpose: To provide Section 2 – Accounting Statement  
2020-21 for submission to PKF Littlejohn LLP

Version Control: v0

Author: Clerk

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## Section 2 – Accounting Statements 2020/21 for

### Shavington-cum-Gresty Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	56,631	58,977	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	129,000	142,600	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	8,768	31,036	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	20,217	19,097	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	115,206	127,787	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	58,977	85,729	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	58,977	85,729	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	752,118	752,119	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



**SHAVINGTON**  
CUM  
**GRESTY**

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**SHAVINGTON**  
CUM  
**GRESTY**

## Report Statement

Meeting: Parish Council Meeting 07.07.2021

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## Section 2 – Accounting Statements 2020/21 for

### Shavington-cum-Gresty Parish Council

	Year ending		Notes and guidance
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			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
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10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



**SHAVINGTON**  
CUM  
**GRESTY**

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# Shavington-cum-Gresty Parish Council

29 June 2021 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes

### Admin / Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Staff Salary				63,354.00	14,529.34	48,825	48,825 (77%)
7	Overtime							(N/A)
8	Tax & NI							(N/A)
9	Payroll Service				500.00	305.00	195	195 (39%)
11	Clerk's Expenses							(N/A)
12	Clerk's Stationery							(N/A)
13	Laptop Purchase (for Clerk)							(N/A)
14	Software Training							(N/A)
70	Staff Expenses				1,250.00	240.09	1,010	1,010 (80%)
71	Accountancy software				650.00		650	650 (100%)
72	ICT equipment				2,000.00	756.60	1,243	1,243 (62%)
73	Staff Training				500.00		500	500 (100%)
74	General Parish Council design a				2,500.00	1,141.19	1,359	1,359 (54%)
<b>SUB TOTAL</b>					<b>70,754.00</b>	<b>16,972.22</b>	<b>53,782</b>	<b>53,782 (76%)</b>

### Amenities General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Purchase of two Benches (Newc							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

### Communications

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Brave Little Tank							(N/A)
18	Solopress - Printing							(N/A)
19	Website				2,100.00	525.00	1,575	1,575 (75%)
20	Newsletter: design, print and deli				10,400.00	4,034.83	6,365	6,365 (61%)
21	Emails / Dedicated Phone Line							(N/A)
22	Photography Contract							(N/A)
23	Communications - Miscellaneous							(N/A)
75	Office 365 package				1,500.00	148.40	1,352	1,352 (90%)
76	VOIP phone line/costs				400.00	55.62	344	344 (86%)
77	Adobe Creative Cloud				600.00	24.96	575	575 (95%)
78	Zoom - for holding remote Coun				450.00	32.00	418	418 (92%)
<b>SUB TOTAL</b>					<b>15,450.00</b>	<b>4,820.81</b>	<b>10,629</b>	<b>10,629 (68%)</b>

### Environment and Recreation

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	General Amenities				1,800.00	593.08	1,207	1,207 (67%)
31	Grounds Maintenance				12,000.00	1,780.75	10,219	10,219 (85%)

Summary of Receipts and Payments

All Cost Centres and Codes

84 Recreational Land research cost	6,200.00	1,003.00	5,197	5,197 (83%)
85 Vine Tree Play Area - Maintenanc	1,000.00		1,000	1,000 (100%)
86 Lengthsman for maintenance	4,000.00		4,000	4,000 (100%)
87 Vine Tree Play Area - quarterly ir	400.00		400	400 (100%)
<b>SUB TOTAL</b>	<b>25,400.00</b>	<b>3,376.83</b>	<b>22,023</b>	<b>22,023 (86%)</b>

Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24 Carols at Christmas							(N/A)
25 Remembrance Day							(N/A)
26 VE Commemoration (May 2020)							(N/A)
79 Event 1 - Village Festival				1,700.00	811.98	888	888 (52%)
80 Event 2				1,500.00		1,500	1,500 (100%)
81 Event 3				1,500.00		1,500	1,500 (100%)
82 Event 4 - Christmas/Winter				1,600.00		1,600	1,600 (100%)
83 Event 5 - Remembrance Sunday				4,500.00		4,500	4,500 (100%)
<b>SUB TOTAL</b>				<b>10,800.00</b>	<b>811.98</b>	<b>9,988</b>	<b>9,988 (92%)</b>

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Small Grants Scheme				1,100.00		1,100	1,100 (100%)
28 Env Award to Shavington Acade							(N/A)
29 Youth Club							(N/A)
30 S.137 Grants - car park				5,500.00		5,500	5,500 (100%)
<b>SUB TOTAL</b>				<b>6,600.00</b>		<b>6,600</b>	<b>6,600 (100%)</b>

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	142,540.00	71,270.00	-71,270				-71,270 (-50%)
2 Allotment Fees		250.00	250				250 (N/A)
3 CIL							(N/A)
4 Other Income							(N/A)
5 VAT Reclaim							(N/A)
65 Hall Hire							(N/A)
<b>SUB TOTAL</b>	<b>142,540.00</b>	<b>71,520.00</b>	<b>-71,020</b>				<b>-71,020 (-49%)</b>

Insurance/Audit/Subscriptions

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32 External Audit							(N/A)
33 Internal Audit							(N/A)

## Summary of Receipts and Payments

All Cost Centres and Codes

34 Internal, external audit ChALC fr	4,800.00	1,380.60	3,419	3,419 (71%)
35 CALC				(N/A)
<b>SUB TOTAL</b>	<b>4,800.00</b>	<b>1,380.60</b>	<b>3,419</b>	<b>3,419 (71%)</b>

**Members**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36 Member Training				500.00		500	500 (100%)
<b>SUB TOTAL</b>				<b>500.00</b>		<b>500</b>	<b>500 (100%)</b>

**Miscellaneous**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
88 Union flag				150.00		150	150 (100%)
<b>SUB TOTAL</b>				<b>150.00</b>		<b>150</b>	<b>150 (100%)</b>

**Neighbourhood Planning**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37 Consultant's Support from CCA							(N/A)
38 CCA Membership							(N/A)
89 Neighbourhood Plan				500.00	670.00	-170	-170 (-34%)
<b>SUB TOTAL</b>				<b>500.00</b>	<b>670.00</b>	<b>-170</b>	<b>-170 (-34%)</b>

**Police**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39 PCSO				33,300.00		33,300	33,300 (100%)
90 Police Car PCSO use				1,800.00		1,800	1,800 (100%)
<b>SUB TOTAL</b>				<b>35,100.00</b>		<b>35,100</b>	<b>35,100 (100%)</b>

**Projects**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40 Purchase of Land							(N/A)
41 Maintain/Upgrade Kitchen Bar Ai							(N/A)
42 Window Blinds in Village Hall							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

# Shavington-cum-Gresty Parish Council

29 June 2021 (2021 - 2022)

## Summary of Receipts and Payments

All Cost Centres and Codes

### Unallocated Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Unallocated Reserves							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

### Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48	Hygiene Equipment							(N/A)
49	Supplies				300.00	110.90	189	189 (63%)
50	Cleaning of Hall				6,000.00	840.00	5,160	5,160 (86%)
51	Window Cleaning							(N/A)
52	British Gas Careplan							(N/A)
53	Gas Supply				1,600.00	532.63	1,067	1,067 (66%)
54	Scottish Power				800.00	147.47	653	653 (81%)
55	Water Services							(N/A)
56	Waste Collection							(N/A)
57	Fire Equipment				250.00		250	250 (100%)
58	Music Licence							(N/A)
59	Wi-Fi Service				800.00	56.50	744	744 (92%)
60	Call-minding Service							(N/A)
61	Keys for Village Hall							(N/A)
62	On-line Booking Service				240.00	56.00	184	184 (76%)
63	General Maintenance							(N/A)
64	Other							(N/A)
91	Dame Hygiene				700.00	481.87	218	218 (31%)
92	Water Plus				1,500.00	611.27	889	889 (59%)
93	ASH Waste collection				800.00	286.09	514	514 (64%)
94	PPS/PRS				250.00		250	250 (100%)
95	Call-minding service(KBVO/Cym				800.00		800	800 (100%)
96	Marketing				2,000.00		2,000	2,000 (100%)
<b>SUB TOTAL</b>								<b>12,917 (80%)</b>

### Vine Tree Play Area

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Play Equipment Inspections/Mai							(N/A)
44	Play Equipment Other							(N/A)
45	Quarterly Inspections							(N/A)
46	Replace covered Litter Bins							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

Summary of Receipts and Payments

All Cost Centres and Codes

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**Summary**

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NET TOTAL	142,540.00	71,520.00	-71,020	186,094.00	31,155.17	154,939	83,919 (25%)
V.A.T.		0.00			2,048.97		
GROSS TOTAL		71,520.00			33,204.14		

**Shavington-cum-Gresty Parish Council**  
**RECONCILIATION - Parish Council Main A/C**

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From Accounts .....	£106,076.94
Payments not cashed ..... Add .....	£2,885.06
Receipts not entered ..... Subtract .....	£0.00
<hr/>	
<b>Statement should be .....</b>	<b>£108,962.00</b>

701-0892996536440600-290621-010555.11139.txt

BRANCH : BUSINESS DIRECTPLUS      0892996536440600      PAGE 114

BIC : CPBKGB22      IBAN : GB77CPBK08929965364406

TYPE : COMMUNITY DIR SHAVINGTON CUM GRESTDY PARISH COUNCIL      28 JUN 21

Date	Description	Withdrawals	Deposits	Balance
14 JUN 21	BROUGHT FORWARD			115,444.03
17 JUN 21	Simona Garner Salary May error	3.00		115,441.03
18 JUN 21	2643 CAMALON	426.17		
18 JUN 21	DD NEST IT000005748385	235.73		114,779.13
22 JUN 21	2643 Amazon.co.uk*	1.54		
22 JUN 21	CREDIT		50.00	114,827.59
23 JUN 21	2643 AMZNMKTPLACE	11.69		
23 JUN 21	DD KCOM GROUP LTD 2088600-1624041617	67.80		
23 JUN 21	Barlow John PLOT NO 12 RENT		50.00	114,798.10
24 JUN 21	NICHOLAS BARRY Plot 11 N Barry		50.00	
24 JUN 21	WALTERS DG ALLOTMENT		50.00	
24 JUN 21	MELLER S LTD SW Meller Speakman		720.00	115,618.10
25 JUN 21	DD GRADWELL.COM LTD 31634264	19.87		115,598.23
28 JUN 21	2643 Amazon.co.uk*	17.00		
28 JUN 21	2643 Amazon.co.uk*	17.00		
28 JUN 21	DD GOCARDLESS STRATEGY365-NBT5D5	89.04		
28 JUN 21	Vivien Adams Refund keys	110.90		
28 JUN 21	Beardmore Accounta 2515	171.00		
28 JUN 21	Parish Online Inv 00EQ114-0002	270.00		
28 JUN 21	Northwich Town Cou Inv 4984	559.20		
28 JUN 21	Solopress Inv 2658923	917.63		
28 JUN 21	HMRC 709PP001293932203	1,201.22		
28 JUN 21	Tim Dobson Salary	1,348.53		
28 JUN 21	Simona Garner Salary June	2,127.78		
28 JUN 21	BLAKEMORE M A ALLOTMENT NO. 14		25.00	
28 JUN 21	Lewis David PLOT 3		25.00	108,818.93





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GRE<sup>STY</sup>

## Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide a report from Mr Atteridge with regard to the Neighbourhood Plan

Version Control: v0

Author: Bill Atteridge

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### REPORT TO PARISH COUNCIL MEETING, 7 July 2021

#### **Neighbourhood Plan Status**

After the YES vote at the 6 May Referendum, the Plan should have full weight in Planning. However, Cheshire East only stated less than full weight in the latest planning report to include the NP reference (1 Rope Lane recommendation to deny permission).

Even the official gov't Guidance on the Localism Act 2011 is not clear:

***“If the majority of those who vote in a referendum are in favour of the draft neighbourhood plan or Order (or, where there is also a business referendum, a majority vote in favour of both referendums), then the neighbourhood plan or Order must be made by the local planning authority within 8 weeks of the referendum.*”**

***A neighbourhood plan comes into force as part of the statutory development plan once it has been approved at referendum. An Order must be made by the local authority before it has effect.”***

Cheshire East Neighbourhood Planning Support advises that our Plan has not yet been made. A decision on 17 July is expected to determine who will be responsible for the making procedure and when this will happen.

Seemingly only a legacy administration procedure, the importance of this delay beyond the statutory 8 weeks will be highlighted if a planning application comes forward and decided before the Plan is made.

I will advise soonest any further information is available.

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NOTE – IF ODD No. OF PAGES, ADD ANOTHER PAGE AND CLEARLY MARK to facilitate collating of printed agenda packs–

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## **Report Statement**

Meeting: Parish Council Meeting

Report Purpose: To provide the draft Allotment policy and tenancy agreement

Version Control: v0

Author: Clerk

### **1. Report Summary**

The report provides the draft Allotment Policy and Tenancy Agreement

### **2. Background**

The Parish Council manages 18 allotment plots in Gresty Lane. The way the Council is managing the allotments follows the break-even model: where the management costs balance the rent income. The rent fee is review yearly by the Environment and Recreation Committee, and the latest figures approved are: £50 per plot (or £25 concessionary Charge)

### **3. Position**

Draft version of the Allotment Policy and Tenancy Agreement are detailed in Annex 1.

### **4. Conclusions**

Members are asked to consider the Allotment Policy and Tenancy agreement and:

- a. Resolve to adopt the documents as they are; or
- b. Consider the drafts attached, request some amendments to be made, and adopt them; or
- c. Consider the drafts attached, resolve not to adopt them.

### **5. Consideration Sought**

That the Allotment Policy and Tenancy Agreement are adopted by the Council.



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## **ANNEX 1**

# **Shavington-cum-Gresty Parish Council Allotment Policy**

### **1. Definitions and Interpretations**

“The Council” means Shavington-cum-Gresty Parish Council, and includes any committee of the Council, or any allotment officer appointed by the Council under the Allotments Acts 1908 and 1950.

“Allotments” means an area of land set aside by the Council, and protected by statute, for the purposes of leisure and of growing vegetables, flowers and fruit.

“Allotment Tenant” means any person, 18 years or older and residing within the Council area of Shavington-cum-Gresty, who has entered into an Allotment Tenancy agreement for an allotment plot situated within one of the Council’s allotment sites.

“Allotment Tenancy” means the tenancy agreement incorporating these Allotment Rules and any subsequent amendments.

“Allotment Plot” means a defined area of land, within each allotment site, that is available to rent for an annual sum.

“Allotment Rent” means the annual charge for renting an allotment plot for 12 months, from the 1st April to 31st March. This charge is reviewed annually by the Council.

“Minimum Charge” means the minimum invoice amount that will be issued by the Council.

“Cultivation” means actively growing plants during the main growing season on an area of no less than 75% of the total plot area.

“Non-Cultivation Notice” means a formal notice, sent in accordance with section 7 of these Rules, calling on the tenant to commence cultivation or face further action leading to the termination of the allotment tenancy agreement.

1.1 The Council reserves its right to change the Allotment Rules and procedures from time-to-time, but will make such changes known to tenants in advance in an appropriate manner (e.g. through the Council’s website, on-site noticeboard and by letter). The Council will supply a copy of any updated rules, free of charge to any person who requests a copy. Tenants will be expected to comply with any rule changes, following the consultation and notification process.



## **2. Eligibility Criteria and Allocation of Plots**

2.1 To be eligible for an allotment a person must be 18 years or older and reside within the boundary of Shavington-cum-Gresty Parish Council (section 23(1) of the Allotments Act 1908).

2.2 The Council will supply information regarding available plots, on a site by site basis, and provide site maps to allow applicants to visit and inspect potential plots before making a decision to confirm their interest in a particular plot. The Council may also have informal arrangements with a number of existing allotment tenants and site representatives who have agreed to show potentially interested tenants around their site.

2.3 When someone confirms their wish to commence a new tenancy, having identified a vacant plot and clarified that they are eligible, then they will be asked to sign a Tenancy Agreement before being allowed to start work on the plot.

2.4 All allotment plots are let on an “as seen” basis. The Council does not routinely carry out improvement or clearance works for new tenants.

2.5 The Council operates a Waiting List. When a plot becomes vacant the plot is offered to the person on the top of the waiting list. People are given two weeks to respond to this offer and if no response is received within this time, their name is removed from the waiting list. If they do not wish to, or cannot, take that plot at that point in time, the Council will allow them to defer whilst staying at the top of the list until another plot becomes available. In this instance, the plot will be offered to the next person on the waiting list. Where, for example two plots become available at the same time, the Council will write to the first two people on the list regarding the two vacant plots and these will be allocated on a “first come first served basis”.

2.6 The Tenant shall not sublet or assign or part with possession of any part of their allotment plot.

## **3. Allotment Tenant Responsibilities**

3.1 The tenant shall keep their allotment plot in a good state of cultivation, and not allow weeds and grass to seed or to cause a nuisance to neighbouring plots.

3.2 Tenants must only use their allotment plot for their own personal use, and must not use their plot to carry out any business or grow produce for sale.

3.3 The tenant shall not deposit, or permit to be deposited, any refuse, rubbish or extraneous matter on their plot, or any other part of the allotment site. All arising's from the permitted allotment activities shall either be composted on the plot or burnt as outlined<sup>1</sup>.

3.4 Bonfires are not permitted.



3.5 The tenant shall not cause or permit any nuisance or annoyance to any other tenant, or obstruct or encroach onto other plots, paths and roadways.

3.6 The tenant shall not, without the written consent of the Council, cut or prune any trees growing in a communal allotment area, or in a boundary hedge.

3.7 The tenant shall not take, sell or carry away any minerals, gravel or clay from the allotment site.

3.8 The tenant shall maintain any shrubs, conifers or trees to a maximum of three metres in height and within the boundaries of the allotment plot. Fruit trees such as apples, pears and plums, the tenant must use dwarfing rootstock.

3.9 The tenant shall not, without the written consent of the Council, plant a hedge or install any type of fence around or on their plot.

3.10 Where a plot adjoins a boundary hedge or ditch, the tenant shall be responsible for keeping the side of the hedge properly trimmed, and the ditches kept cleared.

3.11 The tenant is permitted to bring a dog onto the allotment site, however, for health and safety reasons any such dog must be kept on a lead at all times. All faeces must be removed immediately and disposed of appropriately. Dogs must not be allowed to foul neighbouring plots.

3.12 The tenant shall not keep, or allow other persons to keep animals or livestock (except hens, but not cockerels, or rabbits) on the allotment site. Although it is lawful to keep hens or rabbits on an allotment, the Council requests that it is advised in writing when this is intended and the tenant will need to always demonstrate that this can be done in a way that is not detrimental to the health of the hens or rabbits, and will not cause a nuisance to other allotment tenants (section 12 of the Allotments Act 1950). Any structure required to keep hens or rabbits on a plot is subject to the provisions of section 5 of these Rules.

3.13 The Council encourages tenants to keep bees, in order to promote biodiversity. However, the tenant will need to notify the Council prior to commencing to keep bees or beehives on any Allotment Site. The tenant will need to demonstrate that they are properly experienced, and that bee keeping will not cause a nuisance to other allotment tenants.

3.14 Tenants are permitted to connect hose pipes to the main water system only to assist in filling of their own personal water storage units. Water sprinklers are not permitted nor are tenants permitted to connect hosepipes to the main water system to water their plots directly.



## **Disputes and Tenant behaviour**

3.15.1 Any disputes between tenants should be referred to the Council and the decision of the Parish Clerk will be binding on all tenants involved in the dispute.

3.15.2 Tenants shall not at any time use offensive language or offensive/aggressive behaviour towards other tenants, Council Officers or members of the public.

3.15.3 The Council operates a corporate complaints procedure, and details can be obtained from the Council.

3.16 Each tenant is responsible for providing and maintaining a marker that clearly identifies their plot number.

3.17 Tenants who use pesticides are legally responsible for using these chemicals correctly and effectively. Tenants are advised to refer to the Health and Safety Executive guidance available at <http://www.hse.gov.uk/pesticides/user-areas/garden-home.htm>

3.18 When using any pesticides or fertilisers on their plot, the tenant must:

- a. only use domestic grade pesticides;
- b. take all reasonable care to ensure that other plots, rivers and waterways, grass roads and paths, hedges and trees are not adversely affected, and must make good or replant as necessary should any damage occur;
- c. select and use pesticides, whether for spraying, seed dressing or for any other purpose whatsoever, so that there is minimal risk to members of the public, birds and other wildlife, with the exception of vermin or pests;
- d. comply at all times with current pesticide regulations. Tenants are advised to refer to the Health and Safety Executive database, available at <https://secure.pesticides.gov.uk/garden/prodsearch.asp>, to ensure that specific products may be lawfully used.

3.19 Tenants are prohibited from storing pesticides or other potentially toxic chemicals on allotment plots or in allotment sheds.

3.20 The tenant shall not, without the written consent of the Council, install ponds on their plot(s). Requests to install ponds on allotment plot(s), for example for encouraging the habitation of frogs, will be dealt with on a case by case basis. Factors that will be considered by the Council when dealing with such requests are as follows:

- Size of allotment plot;



- 
- 
- 
- Proposed size of pond;
- Proposed location of pond on allotment plot; and
- Proximity to communal paths and roadways.

3.21 The Tenant is required when entering or leaving the allotment site to lock the gates behind them at all times.

3.22 The Council accepts no liability for any loss, damage or injury to tenants, guests or any other person, or their belongings occurring on allotment sites.

3.23 It is recommended that tenants ensure that they have adequate public liability insurance cover.

3.24 Tenants are not permitted to take, remove or borrow crops, equipment or supplies that belong to other persons without prior consent of the owner thereof.

3.25 Tenants are not permitted to keep any vehicle(s) at the Allotment Site, or obstruct roadways.

#### **4. Council Responsibilities**

4.1 The Council will provide public access to staff during normal working hours. The public and allotment tenants can also contact the Council via e-mail and via the Council's website, [www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

4.2 Tenants are advised to consider the National Allotments Association guidance available at <https://www.nsalg.org.uk/join-us/allotmentees-liability-insurance/>. Tenants may also discuss public liability cover with their relevant allotment site representative.

4.3 The Council will encourage and work with allotment associations, and will endeavour to attend meetings when requested.

4.4 The Council will promote best practice on all its allotment sites, and encourage sustainable environmental management. It will seek to make sites accessible and useable for all allotment tenants.

4.5 The Council will assist security by providing boundary fences and/or hedges, with lockable access gates at every site. Every tenant will be provided with an access gate key for their personal use only. In the interests of maintaining security tenants are asked not to make copies for others to use. All keys provided by the Council remain the property of the Council, and together with any additional copies must be returned to the Council when a tenancy comes to an end.

4.6 The Council will arrange for ground maintenance operations to be carried out on every site through its Grounds Maintenance contract. This will include grass cutting on all the roads, (but not the small paths between plots), and boundary hedge cutting



## **5. Buildings and Structures**

5.1 The Council, as landlord, will give permission for tenants to erect one shed and one greenhouse on every plot with neither to be larger than 1.9 metres by 2.6 metres (approximately 6 feet by 8 feet), and the apex of the roof to be no higher than 2.5 metres. Written permission from the Council is required to erect any further provision or structure larger than this size, such as polytunnels. Such larger structures may also require planning permission.

5.2 The Council's consent is subject to tenants obtaining any appropriate planning permission and compliance with any applicable building control regulations. The tenant is liable for any costs in relation to compliance with planning and building control regulations. Any liability associated with failure to comply with current planning and building control regulations is the responsibility of the tenant.

5.3 All buildings and structures on allotments must only be used in connection with the use and management of allotment plots.

5.4 All such buildings should be maintained in a good state of repair and condition. If the Council is not satisfied with the state of repair it may require the tenant to remove the shed, green house or structure forthwith.

5.5 Buildings and structures must not be installed on a permanent base, and must be at least 8 metres away from any riverbank and at least 2 metres from the site boundary.

5.6 When a tenant ceases their tenancy on a plot, they are expected to remove their buildings and structures from the allotment site before their plot is reallocated, unless otherwise agreed with the Council. Such buildings, structures or belongings shall be removed by the end of one month from the end of the tenancy, unless otherwise agreed with the Council. Following the end of this period, any remaining structures on the plot will revert to the ownership of the Council and will subsequently be offered for use by the new tenant.

5.7 Tenants must not remove, demolish or alter in any way sheds or structures provided by the Council and the Council is not liable for loss or damage to any contents stored in sheds and structures owned by the Council.

5.8 Tenants are advised not to store valuable equipment and materials in their sheds or structures, and should not store petrol, oil, lubricants or other inflammable materials.

5.9 Tenants are permitted to install compost bins and structures intended for such purpose. Tenants are also permitted to erect fruit cages and support structures for soft fruit and fruit trees. Barbed wire is not permitted on any part of the allotment site.



## **6. Site Management**

6.1 The Council will arrange for regular site inspections, to ensure that each site is being properly maintained and used. The Council reserves the right to access any plot or structure in order to carry out these inspections.

6.2 The site inspections will include checking on the performance of the Council's Grounds Maintenance contractor, the cultivation of plots, the condition of site boundaries and identifying any other problems that the Council needs to resolve. It is also an opportunity for Council officers to meet allotment tenants, and to receive feedback.

6.3 Given the high demand for allotment plots the Council wishes to avoid plots being left uncultivated for lengthy periods, especially during the main growing season. However, the Council recognises that cultivation practices can vary during the seasons, and has prepared the following definition to help tenants understand what the Council is expecting:

- A minimum area equal to 75% of the total plot should be under cultivation and in active use during the main growing season (March to September).
- Tenants will ensure that areas of uncultivated ground do not become overgrown to an extent that it will become inconvenient to other or future tenants.
- Tenants are permitted to cover an area of their plot with a cover to inhibit the growth of weeds. Rubber backed carpet is, however, not permitted for this purpose.
- The Council will accept that space can be taken up by raised borders and internal paths, provided the minimum area is under cultivation.
- Fruit trees are allowed (see section 3.8), but it is not acceptable to turn a plot into a fruit orchard, with fruit trees planted on grass exceeding an area equal to 20% of the total plot area. The minimum cultivation rule is still expected.
- The Council will allow new tenants 3 months to cultivate 25% of the plot and 6 months to reach the 75% cultivation requirement. If additional time is required tenants must contact the Council to request a further grace period.

6.4 Any site problems should be reported to the Council as soon as possible.



## **7. Termination of Allotment Tenancy Agreements**

7.1 Tenants will have many reasons to cancel their tenancy agreement, but the Council requires confirmation of the cancellation in writing, giving a minimum of one month's notice. The Council will not refund any rent paid in that year, when the cancellation is at the request of the tenant.

7.2 The Council has the right to terminate the tenancy agreement if the Tenant is found to be in breached of any of these Allotment Rules.

7.3 The Council further reserves the right to terminate an allotment tenancy via one month's written Notice-To-Quit pursuant to section 30(2) of the Allotment Act 1908 if:

- 7.3.1 Allotment rent is in arrears for 40 days or more (whether formally demanded or not); or
- 7.3.2 It appears to the Council that the Tenant of an allotment, not less than three months after the commencement of the tenancy thereof, is resident more than one mile outside the Village for which the allotments are provided.

7.4 Where the Council issues a Notice-to-Quit to a named tenant and there is a designated second tenant, the second tenant will only be eligible to take on the plot in exceptional circumstances.

7.5 The Council will initially write to any tenant, where it is considering cancelling a tenancy agreement, explaining the reasons for its concern and asking the tenant for an explanation. Sometimes a plot is not being cultivated due to illness, and the Council will take this into account, and not be unreasonable. A written Notice-To-Quit will only be issued after all reasonable efforts to resolve the issue have been unsuccessful.

- 7.5.1 Where the Council considers a plot not to be actively under Cultivation, the Council will send the Tenant a Non-Cultivation Notice requiring the Tenant to commence cultivation of the plot, or if outside the growth period prepare the ground for cultivation, within 28 days;
- 7.5.2 If the Council considers that the plot is still not actively under Cultivation, or if outside the growth period the ground has not been prepared for cultivation, the Council may issue a Notice-To-Quit. This notice



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will formally terminate the tenancy agreement if no further action is taken within 28 days of the date of the notice.

7.6 The Council may be required to cancel or temporarily suspend some tenancy agreements, where the land is required or appropriated under statutory provision, or for purposes for providing new services such as roads or sewers, building, mining or any other industrial purpose. In such

unusual circumstances the Council shall give tenants 3 months' notice in writing pursuant to section 1 of the Allotments Act 1922. In all other circumstances the Council shall give tenants 12 months written Notice-To-Quit expiring before 6 April or after 29 September in any year.

7.7 The tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate two months after the death of the tenant.

## **8. Charges**

8.1 In April (or soon after) each year tenants will be sent an invoice in advance for allotment rent covering the forthcoming year (1 April to 31 March). New tenants starting during this year will initially be sent a reduced invoice, covering the period from their start date until 31 March. After that they will receive the annual invoice in March.

8.2 The Council reviews its allotment charges on an annual basis, as part of its budget setting process, and tenants are then written to in March, giving them at least 6 months' notice of the introduction of any new allotment charges.

8.3 A reduced Allotment Rent is offered to tenants who are in receipt of an income based benefit.

## **9. Change of Address and Notices**

9.1 Tenants should immediately inform the Council, in writing, of any changes in their contact details.

9.2 Notices to be served by the Council on the tenant may be:



- a. Sent to the Tenant's last known address in the Tenancy agreement (or notified to the Council under these Rules) by first or second class post, registered letter, recorded delivery or hand delivered; or
- b. Sent via email; or
- c. Served on the Tenant personally; or
- d. Left in a prominent place on the Allotment plot.

9.3 Notices served under sub-paragraph a) above will be treated as properly served even if not received as a notice sent by post is presumed (subject to the contrary being proved) to have been received when the letter would ordinarily be delivered in ordinary course of post (section 7 of the Interpretation Act 1978).

## **10. Personal data**

10.1 The Council will treat the personal data of Tenants in accordance with the General Data Protection Regulation and Data Protection Act 2018. Further information is available in the Council's privacy notice.

If you have any queries about these Rules please contact the Parish Clerk at [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) or 01270 262 636

## **Appendices**

*[clearly insert appendices / additional information and include reference points in the main body of the report]*

ANNEX 2



## Shavington-cum-Gresty Parish Council Allotment Agreement

Allotment  
at

---

—

Plot Number

---

### TENANT

Full Name

---

—

Address

---

—

Post code

---

—

Phone

---

—

Email

---

—



AN AGREEMENT made

this \_\_\_\_\_ day of \_\_\_\_\_

BETWEEN

Shavington-cum-Gresty Parish Council (hereinafter called "the Council") of the one part,  
by their Clerk Simona Garnero

AND

.....  
..... Of  
.....  
.....

(hereinafter called "the Tenant")

of the other part WHEREBY The Council agrees to let and the Tenant agrees to take on a tenancy for one year of Allotment No \_\_\_\_\_ in the Councils Allotment Register commencing on \_\_\_\_\_ day of \_\_\_\_\_ and thereafter from year to year unless otherwise determined in accordance with the terms and conditions of this tenancy.

At the current rent of £.....

**The tenancy is subject to the Allotment Policy laid out by the Shavington-cum-Gresty Parish Council (attached to this document) and to the Allotments Acts 1908 to 1950, so far as the same are applicable to the Allotment site**

Signed \_\_\_\_\_ Date

\_\_\_\_\_  
(Clerk to Shavington-cum-Gresty Parish Council)

Print name \_\_\_\_\_



SHAVINGTON  
CUM  
GRESTY

Signed \_\_\_\_\_

Date \_\_\_\_\_  
(Tenant)

Print name \_\_\_\_\_

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## Report Statement

Meeting: Parish Council, 07.07.2021

Report Purpose: To provide Member a cost overview for Christmas lights and tree

Version Control: v1

Author: Clerk

### 1. Report Summary

This report provides Members an overview of costs to hire Christmas lights decorations and a Christmas tree to be displayed at the Village Hall in 2021.

### 2. Background

On June, 23rd the Community and Engagement Committee requested the Clerk to indagate the possible costs to hire and install Christmas lights on the Village Hall façade and to hire and install a Christmas tree to be displayed outside the Village Hall.

The Clerk was also instructed to consider cost implications to deliver a Switch On Event.

### 3. Position

Following the request, the Clerk has made informal conversation with possible suppliers with the aim to gather an indication of the budget needed to progress with the project.

On this basis, aa rough figure needed seems be £2,500-£3,000. This would cover the cost of a tree (artificial) and lights outside the building.

It is worth to stress that this is just an approximative figure, detailed quote and costs might change depending on requirement.

Currently there is no budget to progress with the project. Members might wish to consider allocating £3,000 from reserve, or to use other income to break-even the cost of the decoration. But it is advice of the Clerk that this wouldn't be a fair use of the Council reserves. Another possibility that Members might wish to consider is using the income from the Village Hall hiring, but a resolution would be needed (virement).

If Members agree to proceed with the project, the Clerk will have to ask for three quotes for the job before appointing the supplier.

Switch On event: it is advice of the Clerk to postpone any decision about the planning and delivery of a switch on event until September 2021 when will should have a better understanding of the new regulation re-events. Currently there is no budget provision for the event, so the only solution would be to access the reserves. But this is not recommended.

### 4. Sustainability Impact



Environment: neutral. Considerations will be made on the most environment neutral solution

Financial: a break-even solution would be much more sustainable and advisable

#### **5. Community Impact**

Christmas decoration could generate a positive community impact, enhancing the sense of pride and belonging to the village.

#### **6. Governance**

Shavington-cum-Gresty Parish Council budget 2021-22  
Financial regulation

#### **7. Financial Impact**

Up to £3,000 but budget source needs to be identified

#### **8. Resource Impact**

Clerk time and project management, Communication officer time

#### **9. Conclusions**

Members are asked to consider the following:

- a. Note the report, resolve to allocate a budget for the project (from reserves or from break-even model), and instruct the Clerk to proceed with it
- b. Note the report, and resolve not to allocate a budget for the project.

#### **10. Consideration Sought**

That a decision is taken.



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## **Appendices**

*[clearly insert appendices / additional information and include reference points in the main body of the report]*

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## Report Statement

Meeting: Parish Council, 07.07.2021

Report Purpose: To provide an update about 140, Main Road

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provides Members an update with regards to 140, Main Road, Shavington and highlight three options for members to consider.

### 2. Background

The Youth Centre is located on the Main Road in Shavington which lies 2½ miles south of Crewe. The property provides a detached former School building on a site of circa 0.28 acres (0.1133 Ha).

The Building was used as a Youth Club. It was also used for other community activities such as local theatre and dance groups on an ad hoc basis.

For nearly a year the building has been left vacant.

In July 2020, the Parish Council started conversation with CEC about to the future of the building and the various possible options.

### 3. Position

On June 2021, the Clerk was contacted by the appointed CEC officer to discuss the position of the Parish Council. A clear indication from Members on whether they wish to progress with the project or not needs to be taken on the July meeting.

Three are the options for members to consider:

1. **Disposal to an OPE (One Public Estate) Partner**
2. **Community Asset Transfer**
3. **None of the above, not to progress with the project**

More information on option 1) and 2) can be find in Annex 1(originally circulated with Members on April, 7<sup>th</sup> 2021 by the Former Clerk).

Also, Annex 2 shows the building survey report commissioned by the Parish Council back in January 2021. The report highlights the main structural issues of the building. Please be aware that a detailed survey report will be needed.

It is understood that – unless a decision is taken by members on July, 7<sup>th</sup> – Cheshire East Council will review its position and progress with other options.



The acquisition of the building (either via Disposal to an OPE or Community Asset Transfer) represents a big commitment for the Parish Council, and Members are invited to carefully consider their willingness to commit themselves and the Parish toward this project. The historical value of the building together with the conservation of the local heritage are important factors but shouldn't be the only elements under consideration. Financial implication, staff resources, community best value and projects prioritization should be considered as well.

The first question members are asked to answer is "what do we wish to do with the building?". It is option of the Clerk that, unless Members agree on a shared view and plan, option 3) of the above would probably be the best. This won't necessarily mean that the council will leave the building to its destiny: more energy can be directed to support the Listed-Status working group, to launch a "save the building campaign", to work with CEC to encourage a fairer use of the building.

#### **4. Sustainability Impact**

Financial: unknown. Unless a detailed Business Plan is defined

#### **5. Community Impact**

Unsure: will depend on the business case that will be agreed

#### **6. Financial Impact**

Unsure: to be evaluated once a decision in principle is taken

#### **7. Resource Impact**

Unsure: to be evaluated once a decision in principle is taken

#### **8. Consultation/Engagement**

If option 2) a consultation process will need to be planned and delivered

#### **9. Conclusions**

Members are asked to note the update and to agree in principle with one of the options listed in the report



## ANNEX 1

Clerk's Report to: Shavington-cum-Gresty Parish Council  
Date: 7 April 2021  
Subject: 140 Main Road, Shavington

### 1 INTRODUCTION

At its meeting held on 3 March 2021, the Parish Council requested a meeting with Officers from Cheshire East Council to provide information in respect of various options regarding the acquisition or asset transfer of 140 Main Road, to the Parish Council.

The Officers contacted the Clerk and asked for an initial meeting with her to explain the position in respect of asset transfers. That meeting took place on Wednesday, 10 March 2021.

The following is the information provided by the Officers.

### 2 OPTIONS FOR ACQUISITION

At the meeting on 3 March 2021, Members discussed the possibility of using the building for a combination of community and business purposes.

The following are the options:

#### 2.1 Community Asset Transfer

Cheshire East Council (CEC) is able to dispose of assets to the next tier of local government or community groups for a nominal sum. In order to do that, CEC would need to have a compelling reason that the asset would be brought forward for community use. An example of community use could be, for example a parish hall, where a mix of community activities are carried out. In this case, CEC would offer a lease, with restrictions as this would ensure that the actual uses which are proposed would be undertaken, enabling CEC to act in accordance with the Local Government Act and in line with its policies relating to the disposal of assets and community asset transfer. The terms of this lease would be negotiated. S.123 of the Local Government Act 1972 stipulates that *a principal council may dispose of land held by them in any manner they wish, and except with the consent of the Secretary of State...shall not dispose of land under this section, otherwise than by way of a short tenancy, for a consideration less than the best that can reasonably be obtained.*

This is the normal way assets are traded to the next tier of local government. A Community Asset Transfer is not designed to generate a commercial opportunity for the benefiting organisation; for example, if the building were to be set up for commercial hire or operation such as a business centre, GP Practice or a Nursery, then this would not be in the spirit of community asset transfer.

#### 2.2 Disposal to an OPE (One Public Estate) Partner

**One Public Estate** is a national programme jointly run by the Cabinet Office Government Property Unit and the Local Government Association (LGA). It supports joint working across central and local government to release land and property and boost economic growth, regeneration, and integrated public services.

If the Parish Council wishes to bring forward a commercial scheme in the asset, the correct approach would be to adopt an OPE approach. This transaction would be on an 'open market' basis, i.e. market value. In these circumstances, both parties would need to seek commercial property advice either independently, or jointly could appoint, for example, the District Valuer.



The District Valuer is the specialist arm of the Valuation Office Agency. It provides independent, impartial, valuation and professional property advice across the entire public sector, and where public money or public functions are involved. The District Valuation Service is part of the Valuation Office Agency.

### **3 TIMELINE**

As this matter has now been under discussion for approximately 12 months, Cheshire East Council needs to make progress on the matter and would like the Parish Council to come to a conclusion, one way or the other, by mid-June 2021.

### **4 DECISION REQUIRED**

If the Parish Council wishes to acquire 140 Main Road under the Community Asset Transfer scheme, CEC will need to have a good understanding of the proposed use of the building.

Although subject to verification, it is understood that the Public Works Loans Board has revised some of its rules in respect of borrowing for yield. If the primary purpose of investment is to generate income for the Council, this may present a challenge which would be additional to the significant cost to bring the building up to an acceptable standard..



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## **Appendices**

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**RORY MACK**

**ASSOCIATES**

**BUILDING SURVEY REPORT**



**FOR**

**Shavington cum Gresty Parish Council**

**PREPARED BY**

**RORY MACK**

**ASSOCIATES**

**INSPECTED ON**

**20<sup>th</sup> & 28<sup>th</sup> January 2021**

Strictly by appointment through  
agents:

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**APPENDIX A – PROPERTY MAINTENANCE CHECKLIST**

**APPENDIX B – PHOTOGRAPHS**

**APPENDIX C – TERMS OF ENGAGEMENT**

**1****GENERAL INSTRUCTIONS****1.1 Instructions**

In accordance with instructions received from Carol Jones Co Shavington cum Gresty Parish Council we have inspected the above-mentioned property with a view to reporting generally on the state of repair. In addition, you have asked us to comment on the property's market value.

It is understood that this report is for the exclusive use by Carol Jones Co Shavington cum Gresty Parish Council and their professional advisors to whom liability in respect of the content of this report is limited.

As understood, our instructions did not include the preparation of a detailed Schedule of Condition. The purpose of this report is to draw attention to significant structural shortcomings and the items of disrepair we consider likely to materially affect the decision of the average purchaser of whether or not to proceed, or to having measurable effect upon market value that can be revealed without causing disturbance to the building or site or undue inconvenience to its occupation.

Neither are we instructed to make local enquiries nor enquiries of the Local or Statutory Authorities or investigations to verify information as to the tenure, the existence of rights, easements etc.

**1.2 Property Address**

140 Main Road  
Shavington  
Cheshire  
CW2 5DP

**1.3 Client name and Address**

CO Carol Jones  
Clerk to Shavington-cum-Gresty Parish Council

**1.4 Inspected By**

Mark Bickerstaffe MSc. (Hons) and overseen by  
Stephen F Gallet BSc. (Hons) MRICS

**1.5 Date of Inspection**

Wednesday 20<sup>th</sup> and Thursday 28<sup>th</sup> January 2021

**1.6 Weather**

At the time of the survey the first survey the weather was overcast and raining heavily. During the second inspection the weather was found to be partially overcast and warm.

**1.7 Tenure and Occupation**

It is assumed that the property is freehold.

**1.8 Directions and Room Locations**

Where the terms right-hand or left-hand are used they assume the reader is facing the front elevation of the property with one's back to Main Road.

**1.9 Terminology**

Where the expressions immediate, short term, medium and long term are used they generally mean the following:

Immediate: within 1 year

Short term: within 1-3 years

Medium term: within the next 4-10 years

Long term: within the next 10-15 years

**2.****GENERAL DESCRIPTION****2.1 Type**

A large and imposing likely Victorian former schoolhouse which has most recently been utilised as the village youth centre.

It is understood that the property has been vacant for approximately six months.

The property has a variety of pitched roof surfaces with an outer covering of fired clay tiles and ridge tiles.

External walls are of solid construction with the brickwork being laid in a variety of patterns and pointed in either a Lime or Portland based cement.

The ground floors within the property are of solid construction, while the floors to the first floor are of suspended construction.

Windows and doors around the property are of timber construction with inset single-wired glazing all of which are assumed to be positioned within their original openings.

Externally the property is set within its own grounds with ceramic brick paving to all elevations.

**2.2 Age**

The property is assumed to have been constructed around early 20<sup>th</sup> century, with a variety of later additions and adaptations.

**2.3 Location**Location

The property is located in Crewe.

Crewe, located in Cheshire in the north west of England, is a town of approximately 111,000 people (2011 Census) and is located approximately 16 miles to the northwest of Stoke on Trent and 25 miles to the southeast of Chester.

The town is well located for the UK road network. Junction 16 of the M6 motorway is located 5 miles to the east of the town from where there is easy access to Manchester, 45 minutes to the north-

east and Birmingham, 1 hour to the south. The A50 at Stoke on Trent provides convenient access to the M1 Motorway at Derby/Nottingham.

Crewe train station is located on the west coast mainline and provides high speed, direct rail links to London, Manchester and Birmingham. The nearest international airport is Manchester Airport, 45 minutes from the town.

#### Situation

More specifically the property is located within the village of Shavington which is approximately three miles to the South of Crewe town centre.

### **2.4 Accommodation**

The accommodation is arranged predominantly over the ground floor with some first-floor areas within the 'house' portion of the property and has a gross external area of approximately 4,766 ft.<sup>2</sup> (442.8 m<sup>2</sup>).

## **3.**

### **CONSTRUCTION AND CONDITION**

#### **3.1 Chimney Stacks, Flashings and Soakers**

There are three chimney stacks associated with this property and we will discuss them each in turn:

1. On the left-hand side of the property, within a valley between two roof slopes there is a brick chimney stack with two outlets on top. The structure is supported by an abutment from the first-floor area roof slope and a steel strut attached to the main hall roof slope.

Where the structure strikes through the roofline its base is sealed with a mixture of backed up mortar, sealant and what we suspect to be flash banding.

With the views available the structure appears to be plumb and the flashing securing the pots to the top of the structure is well pointed and free from cracking.

However, we suspect that the structure has been repointed with a cement-based mortar. As a result of this we are able to see that several of the brick faces and in particular around the base and on the rear elevation of the structure are deteriorating.

These bricks would have most likely originally been pointed with a lime-based mortar. Cement based mortars are too hard for this brickwork and changes the way that

water evaporates from the surface.

This has likely caused the deterioration of the brickwork around the structure. The seals around the base of the structure also appear to be in poor condition.

Within the property in the corresponding first floor room, it was apparent that rainwater is penetrating in and around the base of the chimney stack.

We would recommend that the structure would benefit from being re-pointed with a lime-based mortar. Many of the worst affected bricks will need to be replaced and the flash banding around the base of the structure will need to be replaced with lead and stepped leadwork.

We would anticipate that the cost of these works would cost somewhere in the region of **£500** plus the cost of access.

2. The second chimney stack is located on the roof ridge towards the rear left-hand side of the property. This structure is also of brick construction with two outlets on top and where the structure strikes through the roofline its base is sealed with backed up mortar.

With the views available, the structure appears to be plumb however, the flaunching to the top of the structure can be seen to be breaking up, significant gaps are evident between the brickwork and again many of the bricks themselves can be seen to be deteriorating as a likely result of the use of Portland sand and cement mortar.

As such this structure would also benefit from a scheme of repointing with the replacement of some of the brickwork. Additionally, the backed-up mortar sealing the base of the structure would benefit from being replaced with lead and stepped lead which will form a more durable and long-lasting water-resistant seal.

We would anticipate that the cost to undertake these works will cost somewhere in the region of **£700** plus the cost of access.

3. The third chimney stack is located at the rear of the property striking through the valley between two of the outbuildings.

With a single outlet on top the structure is supported by steel struts attached to the neighbouring roof peak. Where the structure strikes through the roof line its base is sealed with lead and stepped lead.

With the views available the structure appears to be plumb, the flaunching securing the pot to the top of the structure is free from cracking and the leadwork around the base appears to be neat and well seated if a little under specified in places.

In places we were able to see some small gaps within the pointing however, we would not anticipate any repairs or repointing being required within the short term.

The plastic flue from the gas boiler strikes through the rear elevation of the property and appears to be well sealed with no faults being noted at the time of the survey.

### **3.2 Roof and Valleys**

This property has a variety of pitched roof surfaces with an outer covering of fired clay tiles and ridge tiles. Junctions where lower roofs meet the upper elevations have been sealed with lead and stepped lead pointed into the mortar course.

Valleys between roof slopes are lined with lead and the gable ends around the property are pointed in a Portland sand and cement mortar.

At the rear of the property there is also a flat roof slope there is also a small section of flat roof covered with a synthetic membrane.

It appears as though all the roof slopes have been sealed with a bitumen-based sealant. It is assumed that the sealant has been applied in an effort to extend that lifespan of the roof coverings.

The roof slopes are free from any obvious undulations and the ridges around the roof appear to be largely level with the tiles being largely well seated.

The tiles covering the roof slopes above the toilet block appear to be in particularly poor condition. We estimate that up to 20% of the tiles are suffering from delamination. However, we cannot rule out that upon closer inspection a higher

proportion of the tiles will be revealed to be deteriorating.

Delamination occurs when water penetrates into small natural pores on the surface of the tile and with the repeated expansion and contraction of the tiles through freezing and thawing with the seasons the upper surface of the tile is gradually loosened. Ultimately this leads to a deterioration of the surface of the tile and will increase the likelihood of leaks occurring.

We would recommend that the roof coverings to the toilet block and the roof slopes facing the toilet block will need to be replaced within the immediacy.

We anticipate that the cost to replace these roof coverings would be between **£20,000 - £30,000** depending upon the proportion of replacement required. It is likely that further costs will be required relating to the replacement of the leadwork within the valleys and repointing to the gable ends.

The majority of the gable ends around the roof would benefit from being repointed.

We would anticipate that the remainder of the roof coverings are also nearing the end of their useful life and we would recommend budgeting for their replacement within the short term.

We anticipate that the cost to replace these roof coverings would be around **£40,000**. It is likely that further costs will be required relating to the replacement of the leadwork within the valleys and repointing to the gable ends.

We would also point out that the above figures do not include a provision for access (scaffolding) which can often form a significant proportion of the cost of works on or around a roof. We expect that it may well be more financially viable to replace all of the roof coverings at the same time.

### 3.3 Parapets

N/A

### 3.4 Roof Void

At the time of the survey none of the roof voids were readily accessible as a result we are unable to comment upon these areas.

We would recommend that the appropriate access to the roof voids in order to fully assess their condition.

This is especially important given the pattern of

deterioration noted to the roof coverings.

### 3.5 Rainwater Goods

The rainwater goods serving the property are of uPVC construction discharging into open drains around the property.

From ground level we were able to see several areas where the guttering either undulates or was noted to be disconnected.

Additionally, with the benefit of views at high level we were able to see areas where the guttering could be seen to be blocked and holding water.

As such in the event that any works are undertaken to the roof of the property, we would recommend that the gutters would benefit from being taken down/cleared and re-aligned with the replacement of rubber seals where necessary.

Additionally, it would be beneficial to consider the introduction of a gutter guard system particularly to the elevations to the right-hand side of the building due to the nearby presence of trees.

We estimate the cost to take down guttering, replacement of seals and re-alignment would cost somewhere in the region of **£30/m** and given the approximate length of guttering noted to be blocked or leaking we would anticipate a cost in the region of **£1,000**.

### 3.6 External Walls and Elevations

The external walls are of solid brick construction with the brickwork being predominantly laid in an English bond and pointed in what we assume to be a lime-based mortar.

Brickwork around the property was generally found to be level however, the prevailing feature of note was the deterioration of the pointing.

To all elevations the pointing was found to be soft and friable (turns to powder) with large gaps being noted to some areas.

As such we would recommend that a full scheme of repointing is required within the short term in order to rake out loose mortar and re-point with a lime-based mortar.

We would anticipate that the cost to undertake these works will cost somewhere in the region of **£26/m<sup>2</sup>** (2018). We estimate that the surface areas of the external walls is somewhere in the region of **340 m<sup>2</sup>** (less openings) and anticipate a cost in the region of **£12,000** plus the cost of access.

On the elevation to the left-hand side of the main entrance cracking is evident within the brickwork which widens with height. In places this cracking was measured to be 5 mm + and it is assumed that movement has occurred in this area.

Cracking was also evident on the corresponding walls within the building however, no movement could be seen on the opposing side of the elevation.

This cracking merits further investigation in the form of structural monitoring. While we anticipate that the movement may be historic (given the wear around the joint) the monitoring is required in order establish this for certain.

Further investigation will also be required to make a closer inspection of the lintel above the ground floor window to the left-hand elevation of the 'house' portion of the property. Above the window we are able to see a stepped crack within the brick work and we anticipate that the lintel will need to be replaced.

Fine cracking was also noted within the brickwork to the gable ends of the small ground floor structure attached to the rear elevation of the house. For this disturbance only we would recommend monitoring the area periodically once the external walls have been repointed.

### **3.7 Damp Proof Course**

Around the base of much of the external walls we are able to see a bitumen Damp Proof Course (DPC).

The DPC was generally measure to be a minimum of 150 mm above the finished ground level.

It is considered that the minimum operational height for a DPC to function is 150 mm above the finished ground level. This height has been determined by the Building Research Establishment as being the minimum height required to prevent rainwater from bouncing up above a DPC set at the correct height.

A DPC set below this height relative to the finished ground level produces the potential for penetrating damp to occur, as such in these areas it would be advisable to consider reducing the finished ground level in order to limit the possibility that water can bridge above the DPC and cause damp.

Given that a persistent pattern of rising damp was noted within the property we would anticipate that significant damp remediation works will be

required. We anticipate that it will be necessary to install a new DPC around the perimeter of the property for which we would recommend obtaining quotations from a reputable Property Care Association (PCA) registered.

**3.8 Sub Floor Ventilation**

N/A

**3.9 External Joinery**

Windows

The windows are of timber construction with inset single glazing, all of which are positioned within their original openings. The windows generally appeared to be in an acceptable condition however in places we were able to see that decoration was failing exposing the timber beneath.

In places the bases of the window frames were noted to be soft in places. We anticipate that when a scheme of redecoration is undertaken and paint is removed, that further areas of deterioration will be revealed. As such we would recommend budgeting for repairs/replacement to the window frames, as necessary.

Doors

The external doors are of timber construction however at the time of the survey only the main entrance door to the front of the property could be opened.

The main entrance door was found to open and close within its rebate however, it was noted to catch as a result of the door being swollen.

**3.10 External Decorations**

External decorations to windows and doors were found to be in poor condition. Paintwork is peeling loose around the property to all elements exposing the timber beneath.

As a result, we would recommend undertaking a full scheme of redecoration within the next six months and ideally before the onset of the next winter (2021). After this we recommend that external joinery should be redecorated at an interval of every three years if it is anticipated to be adequately maintained.

**3.11 Ceilings**

The original ceilings throughout the property are generally of lath and plaster construction, however large areas (including the second hall and the central toilet block) have been fitted with suspended ceiling systems.

The majority of the ceilings on the first-floor section of the property appeared to be in poor condition with the characteristic cracking which suggests that they are suffering from lath and

plaster failure.

Lath and plaster failure occurs when the plaster nibs which secure the surface to the timber lath above are gradually exposed to moisture and break. Eventually enough of the nibs will fail and the weight of the surface pulling downwards results in a characteristic crazed cracking pattern.

In extreme cases this may result in sections of the ceiling falling loose and we would recommend budgeting for the removal of the lath and plaster and re-boarding the ceilings within the short term. While this work is not particularly expensive in the grand scheme of things the work itself is dusty, messy and disruptive.

We would recommend budgeting for the replacement of the ceilings within the first floor of the 'house' part of the property within the short term. We estimate an area in the region of 90m<sup>2</sup> will need to be taken down and replaced with plasterboard which may cost in the region of **£2,000**.

In the areas of the property with suspended ceilings many of the ceiling tiles are damaged as a result of penetrating damp. Once penetrations from the corresponding areas of the roof have been resolved we would anticipate the need to replace approximately 10% of the ceiling tiles. The precise number of tiles to be replaced will depend upon when the tiles are replaced.

We anticipate that the cost to take down water damaged ceiling tiles and replacing them with suitable replacement will cost somewhere in the region of **£90/m<sup>2</sup>**.

### **3.12 Internal Walls and Partitions**

The internal walls within the property are generally of solid construction with either plasterboard, lath and plaster or large areas of decorated exposed brick.

Internal walls were found to be in largely good order, the primary fault to be noted related to both penetrating and rising damp.

The majority of the walls within the 'house' part of the property have been affected by the presence of penetrating damp relating to the leaking from roof coverings and valleys above. This penetrating damp has resulted in the advancement of lath and plaster failure in many areas.

Within the two halls the prominent feature of note is rising damp as a result of the failure of the

damp proof course. This damp is visible on the surface of the internal walls and was also confirmed by undertaking a series of moisture meter measurements.

This damp may dry out with gentle heating and ventilation however, in the event that salt staining manifests on the decoration then we cannot rule out the possibility that the plaster work will need to be replaced to a height of around 1.5m.

We would foresee replastering to cost in the region of **£50/m<sup>2</sup>**.

### **3.13 Fireplaces, Flues and Chimney Breasts**

Chimney breasts are present within the 'house area' of the property within the kitchen, the corresponding room to the rear as well as in the room to the front and the corresponding rooms on the first floor.

The only room with an open fireplace is within the room to the rear of the kitchen however, this fireplace is unlikely to have been in recent use.

It is unlikely that you would wish to embark upon burning solid fuels although it is important to ensure that ventilation is retained in order to prevent the build-up of condensation and ultimately damp occurring.

As such for the chimney breasts which are not equipped with a fireplace, we would recommend that a vent should be added to each structure as a minimum on the ground floor in order to ventilate them.

### **3.14 Floors**

The ground floors throughout the property are of solid construction of unknown depth and profile, while the floors to the first floor are constructed from timber boards upon suspended timber joists.

Floors were found to be finished with a variety of coverings including carpet floor tiles, vinyl floor tiles, ceramic tiles and large areas of wood block flooring within the two halls. In addition to this large areas of the property have bare floors with exposed floorboards.

We cannot rule out that the vinyl floor tiles may contain asbestos and would recommend consulting with a specialist or commissioning an asbestos survey.

Within both the main hall and the second hall the wood tiles to the perimeter of these areas were noted to be damp. Within the second hall in particular the wood blocks around the perimeter

were noted to be suffering from wood worm as a likely result of the tiles being persistently damp.

As a result of this we recommend commissioning a Timber and Damp Survey in order to establish the extent of the problem and remediation measures necessary. These measures will involve the replacement of a minimum of 10% of the woodblocks for which a suitable replacement will need to be sourced.

We anticipate that as well as the replacement of the Damp Proof Course around the perimeter of the external walls we also believe that it will likely be necessary to install a new Damp Proof Membrane specifically beneath the wood block flooring within the two Halls.

The remainder of the floors throughout the property appeared to be in a broadly acceptable condition. With no excessive play being noted to the suspended areas of the first floor.

### **3.15 Internal Joinery and Kitchen Fitments**

#### Windows

We were unable to open the vast majority of the windows within the property which were found to be stuck fast.

Some windows were noted to be in a particularly poor condition and we would recommend undertaking a scheme of maintenance to ease/adjust and replace broken panes to each and every window, as necessary.

We would anticipate that some of the windows are likely to be beyond repair. In particular the frame to the window at the rear of the main hall was noted to be in particularly poor condition with much of the timber at the base rotten.

#### Doors

A selection of the internal doors were opened and closed, and it was noted that some of the doors were swollen and difficult to operate.

When major repairs have been completed a scheme of maintenance will be required to ease and adjust the internal doors, as necessary.

#### Stairs

The stairs to the first floor are of timber construction and were found to be relatively even and firm under foot with no excessive play being noted to the treads.

#### Kitchen

The kitchen is equipped with a variety of

cupboards and worktops.

These fittings appeared to be in a particularly poor condition, and it is likely that you will wish to budget for the replacement of the kitchen units.

### **3.16 Internal Decorations**

The internal decorations were found to be in generally poor condition and it is likely that a full scheme of redecoration will be necessary once significant repairs and alterations have been completed.

### **3.17 Cellar/Basement**

NA

### **3.18 Dampness**

Dampness can take three forms: Rising, penetrating or condensation and we will discuss each in turn.

#### **Rising**

We undertook a visual inspection to the internal walls as well as taking a range of measurements with a damp meter.

This inspection revealed a number of areas upon which damp was readily visible to the internal walls. The presence of damp was also confirmed through the use of the moisture meter.

As mentioned earlier we recommend that the DPC will need to be replaced and in addition to this the Damp Proof Membrane will also need to be replaced within both the halls.

#### **Penetrating Damp**

Yes, as mentioned earlier penetrating damp was noted on the first floor in relation to the first and second chimney stacks as well as leaks from the roof coverings and valleys.

Penetrating damp is evident throughout the property as a result of leaking guttering. This penetrating damp is causing salt staining to manifest in places which will need to be cleaned once leaks have been repaired.

Additionally, it is recommended all gutters are cleaned out, re-aligned and re-sealed where necessary.

#### **Condensation**

None noted; however, condensation can be problematic for one person and not another and is usually controlled by adequate levels of heat and ventilation.

**4**

**SERVICES**

**4.1 Gas**

The gas main serving the property is located within the second hall at high level within a service box.

It is recommended that all gas appliances are serviced and inspected by a Gas Safe registered engineer on an annual basis.

**4.2 Electricity**

The electricity meter is located within the service box within the main hallway. This service box also houses the consumer units serving the property which were noted to be of the residual current device variety in line with good practise.

At the time of the survey the electricity was found to be turned off and as such we are unable to comment upon the electrical systems serving the property.

It would be advisable to have the electrics checked/assessed by an NICEIC registered electrical prior to the re-occupation of the property.

**4.3 Cold Water**

Cold water was not obtained from the taps within the property and we were unable to verify the location of the stop tap.

**4.4 Hot Water**

Hot water to the house is provided from the gas fired boiler located within the kitchen.

Hot water for sanitary appliances within the toilet block is provided from electric water heaters positioned above the suspended ceilings.

At the time of the survey the gas and water supplies had been isolated and the boiler/water heaters were not operating. As such we are unable to comment upon their functioning.

**4.5 Space Heating**

Parts of the 'house' part of the property are from the gas boiler within the kitchen with heat being distributed by means of wall mounted steel panelled radiators. Some of these radiators were noted to be fitted with Thermostatic Radiator Valves (TRV's) in line with good thermal efficiency.

Some of the rooms within the property are heated by electrical storage heaters fitted with wired guards.

The primary heat source to the Main Hall is a wall mounted gas heater.

At the time of the survey the gas and electric supplies were isolated and as such we are unable

to comment upon the functioning of the heating systems.

It would be advisable to have all heating system serviced on an annual basis.

#### **4.6 Sanitary Fittings**

The property is equipped with a variety of sanitary appliances which generally appeared to be well fitted and well-sealed although given that the water supply was turned off at the time of the survey, we unable to comment upon their functioning.

Given that the WC's are not in use we would recommend that they should be sealed in order to limit the possibility of rodents gaining entry into the property.

We would also recommend that all of the sanitary appliances would benefit from a scheme of maintenance and cleaning.

#### **4.7 Drainage**

The property is assumed to have a combined drain system – both foul and surface water.

Inspection chamber covers were opened where possible – predominantly to the front of the property.

In places there was a noticeable build-up of debris visible within the drain. In addition to the build-up within the drain the block paving around the drains particularly to the front of the property was noted to undulate.

As a result of this we would recommend that it would be beneficial to undertake a drain survey to establish the condition of the drains serving the property.

#### **4.8 Other**

The property is equipped with a fire alarm system, we have not undertaken any testing of this system and would recommend that it is assessed prior to re-occupation of the property.

### **5**

#### **THE SITE**

#### **5.1 Garage**

There are no garages associated with the property.

#### **5.2 Substantial Outbuildings**

There are several small outbuildings at the rear of the property three are attached to the main building and a fourth is positioned on the rear boundary.

The first and second of the 'attached' structures appear to be in a broadly similar and acceptable

condition. Roof slopes are free from any obvious undulations and the majority of the brick work appears to be level and well pointed.

The only points of note are that the roofline on the gable end would benefit from being re-pointed and there is also a crack within the brickwork above the doorway to the rear elevation of the first structure.

The third of the 'attached' structures was found to be in a more serious state of deterioration. The roof to this structure has virtually collapsed and much of the brickwork was in need of repointing.

The final outbuilding or shelter is located on the rear boundary of the site and is again of brick construction with a mono-pitched roof cad with profiled mineral board sheets.

Under no circumstances should this material be drilled, sanded or hacked although it should be safe if left in situ and undisturbed. Caution should be exercised if this material is to be removed and should only be done by a reputable contractor. As mentioned earlier please refer to your asbestos survey for the property.

### **5.3 The Site and Local Factors**

The building is located upon a considerable plot of around 13,000 ft <sup>2</sup>. The majority of the land around the main building is formed from glazed-brick paved areas.

As mentioned above, around the front right-hand side of the property in particular, the paving was noted to be uneven around drain covers. After a drain survey has been completed and any remediation measures acted upon, we would recommend that the uneven block paving would benefit from being lifted and re-laid.

The site is a little untidy with vegetation beginning to become overgrown in places and as such as scheme of maintenance will be required to clear and maintain the external areas around the site.

### **5.4 Trees**

Trees are present to the right-hand side of the site and are growing within two meters of the boundary wall. This distance is potentially within a zone of influence of both the boundary walls as well as the foundations of the property itself.

At the time of the survey, we saw no direct indication that the growth of these trees were having an influence on structures on site however you may wish to undertake a tree survey in order to outline potential risks and any measures that

may be required in order to mitigate those risks.

## 5.5 Boundaries

The boundaries around the site are predominantly marked by the presence of brick walls topped with coping stones. In places the boundary walls are supported by internal or external brick piers.

We tested a representative sample of the coping stones on the Main Road elevation some of which were noted to be loose. None were in any immediate danger of falling loose but we would recommend a scheme of maintenance to lift and re-bed loose stones.

The most prominent fault to be noted with the external walls was a noticeable lean to the wall at the rear right-hand side of the site. At the corner of the wall the brickwork can be seen to be leaning over its centre of gravity and as such there is a possibility that without action the wall could collapse – potentially harming persons or property below.

We would recommend that action – a partial re-build should be undertaken within the immediacy.

The remainder of the external walls appeared to be plumb however in places we were able to see that the brickwork is deteriorating as a result of the use of a Cement based mortar.

In addition, there were also large areas of the boundary walls where the pointing was noted to be in poor condition.

As such we would recommend that it would be beneficial to undertake a scheme of maintenance in order to replace the bricks in a particularly poor condition and to rake out and repoint the mortar between the brickwork.

We would anticipate that the cost to repoint both sides of the boundary walls will cost in the region of **£7,000/m<sup>2</sup>**. Further costs are likely to be encountered in order to replace the deteriorating brickwork and to lift and re-bed coping stones.

## 5.6 Wayleaves, Easements, and Rights of Way

We have not been made aware of any.

## 5.7 Planning and Environmental Matters

There are areas which are concealed and therefore we cannot comment on their condition i.e., foundations, cavity walls, DPC, damp proof membrane and drainage; our roof void inspection to the extension roof was a head and shoulders only inspection.

We have not arranged for any investigations to be carried out to determine whether or not any deleterious or hazardous materials have been used in the construction of the property or have been incorporated and we are therefore unable to report that the property is free from risk in this report.

Our inspection was limited to a visual nature. We cannot give any assurances as to the previous use of the site, surrounding areas, contaminated sub soils or ground water.

In the event of contamination being discovered further specialist advice should be sought.

**6. MATTERS TO BE REFERRED TO YOUR LEGAL ADVISORS**

We assume the tenure of the property to be freehold.

We also recommend that your solicitor makes enquiries as to the existence of any guarantees, tests, or service contracts for –

1. Gas fired boiler and gas heaters servicing contracts and guarantees,
2. Electrical certificates,
3. Servicing contracts for the smoke/fire detection systems,

Your solicitor will be able to advise you on rights and liabilities in respect of the drainage.

Solicitor to check ownership of the boundaries.

It is assumed there are no adverse Local Authority proposals which would directly affect the property at the present time although this should be confirmed through searches.

As mentioned above we would direct you to ask you solicitor to pay particular attention to the establishment of the ownership and positioning of the boundaries.

**7. LIMITATIONS**

At the time of our inspection the property was unoccupied, unfurnished, and fitted floor coverings, flooring, and furniture, all of which limited our inspection of the interior. As a consequence, some defects may become apparent once floor coverings, and fittings are removed.

The inspection of the exterior has been made from ground level with the aid of binoculars and cameras where appropriate.

The foundations, cavities and cavity wall ties, supports over openings, floor construction, and some parts of the roof voids, sub floor area and the underground drains were not open for inspection and comments therefore cannot be made on their construction or condition.

Trial holes to determine subsoil conditions or foundation sizes have not been made nor any calculations to check the size of structural elements or test to determine the presence of deleterious substances.

We have not undertaken a drainage survey of the underground drains and as such are only able to comment on the condition of the drains that are visible (via manhole covers/inspection chambers) that we are able to access.

## 8. CONCLUSIONS

This is an established and significant property which is in need of a variety of significant work in order to prevent any further deterioration.

The most serious items that will need to be addressed within the short term include:

- Works to repair the chimney stacks,
- The replacement of all roof coverings, leadwork, and re-pointing to the gable ends
- Repointing to the external walls,
- Replacement of the Damp Proof Course and a new Damp Proof Membrane in particular to the two halls,
- Taking down and clearing/re-aligning of the rainwater goods,
- Full scheme of redecoration to the external joinery – this will enable a thorough assessment of the external joinery for which we anticipate a partial replacement will be necessary,
- Maintenance – making safe the boundary walls,

As well as the priority works identified above further investigation is recommended specifically to look into:

- The condition of the drains serving the property,
- The movement noted to the front of the main hall,
- The crack noted above the ground floor window to the 'house' portion of the property,

**9. ADDITIONAL ADVICE**

This report should be passed immediately to your solicitor.

The quotations received and/or findings of the solicitor's enquiries might give the surveyor to amend the valuation. You should therefore contact the surveyor as soon as the relevant quotations/reports are received. If you proceed without undertaking such further enquiries and surveyor referrals, you do so at your own risk.

Some building components may contain some form of asbestos, but if maintained in good condition with a good decorative finish and left undisturbed, current best advice states these should not pose a health hazard any greater than the normal background exposure.

Examples of asbestos containing materials can be older Artex, thermoplastic floor tiles, certain wall, and ceiling components (especially if used for fire resistant purposes), some old insulation materials. Should you wish to carry out any works which may involve the disturbance of such finishes or components, you should first obtain advice from the local Environment Health Officer.

**SIGNATURE OF SURVEYORS**



**Mark Bickerstaffe MSc (Hons)  
Building Surveyor**



*Counter Signed by:*  
**Stephen F Gallet BSc (Hons) MRICS  
RICS Registered Valuer**

**Date:** 22.02.21

**APPENDIX A  
PROPERTY MAINTENANCE CHECK LIST**

Your property represents a large financial investment, and it makes good sense to keep it in good order. Regular checks of various parts of the building and prompt maintenance can prevent more serious and costly repairs. The following checklist is not intended to be definitive or fully comprehensive but provides a simple inspection and maintenance guide.

**CHECKLIST:****ROOFS**

- Roof slopes and coverings such as tiles and slates – check for slipped, cracked, or badly damaged tiles/slates, particularly after severe weather conditions. Cement pointing at the roof edges. Make sure that this is kept in good condition. Remove lichen and other moss growth from tiles/slates if this becomes heavy.
- Flat roofs normally covered in felt or metal are prone to defects. Felt in particular has a limited life. Whenever possible try to avoid walking on or standing ladders on flat roofs as they coverings are easily damaged. Make sure that the chippings to your flat roof remain evenly laid and clear away any heavy moss or lichen growth as this can retain moisture.
- Check flashings and valley gutters or hidden gutters for blockages and leaks. Valley gutters are particularly prone to defects and should be cleaned out at regular intervals.
- Keep chimney pots and cowls in good order and ensure that the brickwork and cement joints are in good condition.
- Gutters often become blocked with leaves, weeds or debris and should be cleaned out on a regular basis. Replace or repair any missing or defective sections immediately in order to protect the property. Check water downpipes for splits or leaking joints.

**ROOF SPACES**

- Check for bird ingress or wasps' nests. In very rare cases where you find bats, remember that they are a protected species, so you will need specialist advice.
- Check condition of water storage tanks and pipework ensuring they are properly covered and lagged.

**WALL**

- Dampness can penetrate through defective mortar joints or hairline cracks in the rendering. Although very fine surface cracks may appear insignificant, it is always sensible to fill them to be on the safe side. Use a pliable waterproof mastic sealant to close any gaps around the window or door frames.
- Ensure that the cement mortar around where waste pipes pass through is in good condition.
- Never bridge a damp course by building up external paving levels or garden borders. A sensible guide is to keep external levels at two brick courses below damp course level, or inside floor level.
- Never render walls down to the external ground level as this is likely to bridge any damp proof course. Always finish the rendering in a properly formed bell cast. Also, water may get behind poor rendering which could lead to dampness. Any cracked or loose areas of rendering should be repaired or replaced.

- Remove ivy or other climbing plants in particular from walls and gutters. Such plants can damage stone/brickwork and retain moisture in the wall.
- Do not allow any sub-floor air bricks to become blocked. Failure to do so will prevent adequate air flow and could lead to decay.

**EXTERNAL WOODWORK**

- Paint/re-stain window frames and other joinery at regular intervals. Periodically check window and door frames and repair any timber affected by wet rot. Regular painting will help avoid the timber becoming rot affected.
- Replace broken or damaged sash cords or window latches. Renew cracked or broken panes of glass and replace missing or loose putty before redecoration.
- Periodically wash uPVC windows, doors, and roof perimeter timbers with warm soapy water. Do NOT use abrasives, solvents, or a pressure washer.

**ELECTRICS, HEATING AND PLUMBING**

- I strongly advise that you have the electrical installation checked by the electricity board at least every five years as the system can deteriorate with age and Regulations are being routinely updated. Ensure that you obtain qualified advice before making any alteration to the electrical wiring system.
- Check your plumbing pipework and waste pipes for joint leaks and from time to time clean out bath, sink and wash basin traps. Reseal joints around shower bases and other appliances. Clean through overflow pipes from water tanks or cisterns.
- Arrange for central heating boilers, water heaters and heating appliances to be regularly serviced to maximise efficiency.
- Clear blocked soakaways or gullies. Blockages in a drainage system may be cleared by rodding or pressure hosing, but if blockage recurs this could be a sign of a more-serious defect requiring timely specialist investigation.

**GARDEN**

- Shrubs and trees can be damaging to the fabric of the property and so their growth needs to be restricted. Keep trees and shrubs well away from building(s).
- Cut back any wall climbing plants as they can damage walls and can encourage damp penetration.

**EXTENSIONS/ALTERATIONS**

- Before you start any structural alterations or extensions check with your Local Authority as to whether Building Regulations Approval and/or Planning Approval are necessary.
- If you live in a Listed Building remember that Listed Building Consent may be necessary, even in the case of minor alterations to the appearance of the building.

**ENERGY EFFICIENCY**

The thermal efficiency of your property can often be improved at a relatively modest cost. These measures can often result in an improved internal environment, reduced carbon dioxide emissions and lower fuel bills. Such measures include: -

- Draft exclusion to windows and external doors
- Proper insulation of hot water cylinders and lagging of water pipes

- Check that your loft insulation is thick enough but make sure that gaps are left at the eaves to allow sufficient ventilation of the roof space and remove from below water storage tanks.
- Ensure that your heating controls are effective e.g., consider the use of automatic time clock controls. Thermostatic radiator valves, thermostatic cylinder controls etc.
- Double glazing of windows.

**APPENDIX B**

**A FULL SCHEDULE OF PHOTOGRAPHS IS PROVIDED WITH THE REPORT**

## **APPENDIX C**

### **TERMS OF ENGAGEMENT**

#### **1. PURPOSE OF REPORT**

The report is to be used by Carol Jones Co Shavington cum Gresty Parish Council for assessing the condition of the property prior to purchase.

#### **2. SUBJECT OF REPORT**

The property to be reported upon is known as 140 Main Road Shavington and is described in detail in the Report.

#### **3. BASIS OF VALUATION (if any valuation is to be provided)**

The valuation basis is to be Market Value. This is defined by the RICS Valuation Standards Sixth Edition as: - "The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion."

The method(s) of valuation will be stated in the report. This will be the method(s) considered most appropriate by the surveyor/valuer, usually Comparison Method and/or Residual Method and/or Investment Method.

#### **4. ASSUMPTIONS**

The assumptions made by the surveyor/valuer are as set out in the Appendix Extent of Inspection and Report attached.

#### **5. DATE**

The report date will be the date of the inspection.

#### **6. CURRENCY**

Any valuation will be expressed in pounds sterling.

#### **7. PROPERTY CONTENT**

Any carpets, curtains, special tooling, computer software and other removable items will not be included in the valuation (where applicable).

#### **8. PLANT AND MACHINERY**

Any plant and machinery, or other items in lease, hire purchase, or in trust will not be included in the valuation (where applicable).

#### **9. PUBLICATION**

The Surveyor/Valuer's consent must be obtained prior to each and every publication of the whole or part of the valuation report or published references thereto, including references in company accounts and/or directors reports, chairman's or other statements or reviews or any company statement or circular. The Surveyor/Valuer will not publish the valuation to any other third parties other than were instructed by the client and agreed by the Surveyor/Valuer. The Surveyor/Valuer and his company will however be at liberty to use the valuation as comparable evidence for other valuations where the Surveyor/Valuer deems it appropriate.

#### **10. RESTRICTIONS**

The inspection(s) will be limited in extent as described in these Terms of Engagement and the Appendix "Extent of Inspection and Report" attached. There is no requirement for the Surveyor/Valuer to keep the purpose of the inspection(s) secret during the inspection(s).

**11. LIMITS**

The Survey/Valuation is provided for the sole use of the names Client and is confidential to the Client and the client's professional advisers. The Surveyor/Valuer accepts responsibility to the Client alone for the stated purposes that the Report will be prepared with the care, skill and diligence reasonably to be expected of a competent Surveyor/Valuer but accepts no responsibility whatsoever to any person other than the Client himself. Any such person relies upon the Report at their own risk.

**12. INFORMATION PROVIDED**

The information provided by the client or his advisors or any third parties will be used by the Surveyor/valuer to arrive at a valuation and would normally include:

-

- i) the extent and nature of the property to be valued, including location of the boundaries.
- ii) the details of access and rights of way and responsibilities thereto.
- iii) the history of the property, including any alterations, extensions, and repair work.
- iv) details of tenure.

The Surveyor/Valuer will not investigate or check the information where it is provided.

**13. ENVIRONMENTAL ASSESSMENT**

A formal environmental assessment will not be provided. Only where the presence of contaminated land and any costs thereto that are the responsibility of the owner of the property to be valued, are provided to the Surveyor/Valuer will the information be used in arriving at the valuation. Where no evidence of contamination or related costs are provided by the client or third parties, the Surveyor/Valuer will assume that there are none and no account of any such cost will be taken in the valuation.

**14. CONSULTANTS**

No appointment of consultants is requested by the client. Any consultant appointments that are to be made will be by the client and any costs or fees to be paid will be the responsibility of the client and paid direct to the consultant.

**15. PREVIOUS INVOLVEMENT**

The Surveyor/Valuer has not had any previous material involvement with the property or other known directly involved parties unless referred to in these Terms of Engagement and/or in the Report.

**16. COMPLAINTS PROCEDURE**

Rory Mack Associates operate a complaints procedure in accordance with the RICS Rules of Conduct. A copy of the complaints handling procedure is available on request.

**17. RICS MONITORING**

The Valuation and Report may be subject to monitoring under the RICS Conduct and Disciplinary procedures.

**EXTENT OF INSPECTION AND REPORT**

- A. A building survey report gives the opinion of the Surveyor upon the condition of the property at time of his inspection. The report cannot identify all of the defects that may be present, or may occur in the future,

- they may be concealed, difficult to see, or obstructed. The surveyor will report only on those areas that have been inspected.
- B. The Surveyor will inspect those parts of the property that are safely and readily accessible. Where there is inadequate access, or clearance less than 450 mm (minimum depth) under floors then the floor voids will not be inspected. Where there are fragile ceilings or the ceiling joists are concealed by insulation, any accessible roof voids will be inspected from the hatch positions only. The Surveyor will not open up the structure, excavate foundations or drains, remove fitted carpets, move furniture, pictures, or stored items. Only unsecured floorboards and hatches will be removed where these are identified and accessible. The Surveyor will not inspect the woodwork or other parts of the property which are covered, unexposed or inaccessible and will not be able to report whether such parts of the property are free of rot, beetle, or any other defects.
- C. The surveyor will inspect the house and garage in detail, but only a general inspection will be carried out to the outbuildings, gardens, paving's, and boundary structures. Any swimming pools, tennis courts, and ancillary equipment, will not be inspected.
- D. Those parts of the drainage, electrical, heating and plumbing systems that can be seen will be inspected, but no tests will be carried out by the Surveyor: where required specialist tests can be carried out by separate contractors, by arrangement, for an extra charge. The Surveyor will recommend specialist inspections and tests if he is of the opinion that further investigation is required. Any specialist tests or inspections should be carried out and quotations obtained for repair and remedial work prior to exchange of contracts.
- E. Any costs stated in the report are the Surveyor's opinion only and should be confirmed by obtaining quotations prior to the exchange of contracts. If the client does not obtain estimates or does not obtain specialist reports (where recommended) prior to exchange of contracts, he does so at his own risk.
- F. The Surveyor will use an electric moisture metre to test for damp those areas he considers it appropriate to test.
- G. The Surveyor will give his opinion as to the market value of the property (when instructions include a valuation), based upon the relevant facts known to him and the condition of the property as described in the report.
- H. A standard 3.6m Surveyor's ladder will be used to inspect flat roofs and other areas above ground level, long ladders will not be employed.
- I. No enquiries will be made of the Local Authority regarding planning or similar matters. You should have any investigations regarding title, tenure, covenants, rights of way, building regulations and planning permission and other such matters carried out by your Solicitor prior to exchange of contracts.
- J. In making the report, the following assumptions will be made: -
- i) That no deleterious or hazardous materials or techniques have been used in the construction of the property.
  - ii) That the property is not subject to any unusual or especially onerous restrictions, encumbrance or outgoing and that good title can be shown.
  - iii) That the property and its value are unaffected by matters which would be revealed by a Local Search and Replies to the Usual Enquiries, or by a Statutory Notice, and that neither the property, nor its condition, nor its use, nor its intended use, is or will be unlawful.
- K. The report is provided for the sole use of the named Client and is confidential to the Client and his professional advisors. The Surveyor accepts responsibility to

the Client alone for the stated purposes that the Report will be prepared with the skill, care, and diligence reasonably to be expected of a competent Surveyor but accepts no responsibility whatsoever to any person other than the Client himself. Any person other than the named client relies upon the Report at this own risk.



**SHAVINGTON**  
CUM  
**GRESTY**

## **Report Statement**

Meeting: Parish Council Meeting

Report Purpose: To provide Members an update with regards to payments since the previous meeting

Version Control: v0

Author: Clerk

### **1. Report Summary**

The report provides Members an update with regards to payments made by the Clerk since the previous meeting, and an overview of the outstanding payment for member to approve

### **2. Background**

The Council has been using the Scribe online system to manage and overview its accounts and finance.

### **3. Position**

Members are asked to note the payments made by the Clerk from June 9<sup>th</sup> to July 7<sup>th</sup> 2021 listed in Annex 1.

Members are asked to approve payment scheduled for July, 8<sup>th</sup> in Annex 2.

### **4. Conclusions**

Members are asked to consider the following:

- a. Note the payment made by the Clerk under the current delegation scheme, and authorise all scheduled payments listed in Annex 2
- b. Note the payments made by the Clerk under the current delegation scheme, and not to authorise all scheduled payments listed in Annex 2

### **5. Consideration Sought**

That the payments are noted and authorisation is given to scheduled payments.



## ANNEX 1

**Shavington-cum-Gresty Parish Council**  
**PAYMENTS LIST**

List of payments made by the Clerk under the current scheme of delegation.

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
39	Staff Expenses	09/06/2021		Parish Council Main A/		Stationery	Amazon EU S.a r.l. UK Brancl	S	0.77	0.15	0.92
78	On-line Booking Service	09/06/2021		Parish Council Main A/		Village Hall booking service	Cymphony	S	56.00	11.20	67.20
38	Staff Expenses	09/06/2021		Parish Council Main A/		Stationery	Shop UK online Limited	X	11.35	0.00	11.35
15	Payroll Service	10/06/2021		Parish Council Main A/		Payroll Service	Beardmore	S	50.00	10.00	60.00
16	General Amenities	10/06/2021		Parish Council Main A/		Benches	Glasdon UK Limited	S	0.00	0.00	0.00
17	General Parish Council design	10/06/2021		Parish Council Main A/		Design and marketing	Brave Little Tank	S	900.00	180.00	1,080.00
19	Event 1 - Village Festival	10/06/2021		Parish Council Main A/		Event sponsorship	Amberon	S	627.00	125.40	752.40
25	Cleaning of Hall	10/06/2021		Parish Council Main A/		Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
27	Gas Supply	10/06/2021		Parish Council Main A/		Gas	British Gas	S	532.63	1.43	534.06
29	ASH Waste collection	10/06/2021		Parish Council Main A/		Waste collection Village Hall	ASH Waste	S	65.60	13.12	78.72
33	General Amenities	10/06/2021		Parish Council Main A/		Benches	Glasdon UK Limited	S	496.13	99.23	595.36
14	Staff Salary	10/06/2021		Parish Council Main A/		HMRC	HMRC	X	1,013.34	0.00	1,013.34
21	ICT equipment	10/06/2021		Parish Council Main A/		Refund staff	C Jones	X	418.80	0.00	418.80
45	Staff Expenses	10/06/2021		Parish Council Main A/		Stationery	FOI Industry Limited	X	17.99	0.00	17.99
28	Water Plus	10/06/2021		Parish Council Main A/		Water	Water Plus	Z	611.27	0.00	611.27
73	Office 365 package	12/06/2021		Parish Council Main A/	BACS	Office 365 support	Strategy 365	S	74.20	14.84	89.04
52	Website	14/06/2021		Parish Council Main A/		Website	Brave Little Tank	S	175.00	35.00	210.00
20	Staff Expenses	14/06/2021		Parish Council Main A/		Refund staff	C Jones	X	18.00	0.00	18.00
74	Event 1 - Village Festival	17/06/2021	Council meeting	Parish Council Main A/		Merchandising Village Festival	Camaloon	Z	151.11	0.00	151.11
75	Event 1 - Village Festival	17/06/2021	Council meeting	Parish Council Main A/		Merchandising Village Festival	Camaloon	Z	33.87	0.00	33.87
76	General Parish Council design	17/06/2021	Council meeting	Parish Council Main A/		Merchandising Village Festival	Camaloon	Z	241.19	0.00	241.19
83	Staff Expenses	21/06/2021		Parish Council Main A/	BACS	Stationery	Amazon EU S.a r.l. UK Brancl	S	1.28	0.26	1.54
79	Staff Salary	22/06/2021		Parish Council Main A/	BACS	Pension	NEST	X	253.76	0.00	253.76
67	Wi-Fi Service	23/06/2021		Parish Council Main A/	BACS	Wi-Fi Village Hall	KCOM	S	56.50	11.30	67.80
82	Staff Expenses	23/06/2021		Parish Council Main A/	BACS	Stationery	GHSL LTD	S	9.74	1.95	11.69
100	Staff Expenses	27/06/2021		Parish Council Main A/	BACS	Stationery	Amazon EU S.a r.l. UK Brancl	S	14.17	2.83	17.00
101	Staff Expenses	27/06/2021		Parish Council Main A/		Stationery	Amazon EU S.a r.l. UK Brancl	S	14.17	2.83	17.00
66	Dame Hygiene	28/06/2021		Parish Council Main A/	BACS	Hygiene services	Dame Hygiene Services	S	481.87	96.37	578.24
68	VOIP phone line/costs	28/06/2021		Parish Council Main A/	BACS	VOIP	Gradwell	S	16.55	3.32	19.87
69	ICT equipment	28/06/2021		Parish Council Main A/	BACS	Parish Online	Parish Online	S	225.00	45.00	270.00
77	Payroll Service	28/06/2021		Parish Council Main A/	BACS	Payroll Service	Beardmore	S	142.50	28.50	171.00
80	Grounds Maintenance	28/06/2021		Parish Council Main A/	BACS	Grounds Maintenance	Northwich TC	S	466.00	93.20	559.20
70	Staff Salary	28/06/2021		Parish Council Main A/	BACS	HMRC	HMRC	X	1,201.22	0.00	1,201.22
71	Staff Salary	28/06/2021		Parish Council Main A/	BACS	Salary	T Dobson	X	1,348.53	0.00	1,348.53
72	Staff Salary	28/06/2021		Parish Council Main A/	BACS	Salary	S Garnero	X	2,127.78	0.00	2,127.78
47	Supplies	28/06/2021		Parish Council Main A/		Councillor refund	Vivien Adams	Z	110.90	0.00	110.90



1 July 2021 (2021 - 2022)

**Shavington-cum-Gresty Parish Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
81 Newsletter: design, print anc	28/06/2021		Parish Council Main A/	BACS	Printing costs	Solopress	Z	917.63	0.00	917.63
98 Staff Expenses	29/06/2021		Parish Council Main A/	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S	61.65	12.33	73.98
99 Staff Expenses	30/06/2021		Parish Council Main A/	BACS	Stationery	Amazon EU S.a r.l. UK Branch	S	6.50	1.30	7.80
<b>Total</b>								<b>13,340.00</b>	<b>867.56</b>	<b>14,207.56</b>

**ANNEX 2**

List of scheduled payments.



1 July 2021 (2021 - 2022)

**Shavington-cum-Gresty Parish Council  
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
85	Scottish Power	08/07/2021		Parish Council Main A/	BACS	Electric at Village Hall	Scottish Power	L	101.00	5.05	106.05
84	Payroll Service	08/07/2021		Parish Council Main A/	BACS	Payroll Service	Beardmore	S	75.00	15.00	90.00
93	General Parish Council design	08/07/2021		Parish Council Main A/	BACS	Banners	Inprint Colour	S	210.00	42.00	252.00
94	ASH Waste collection	08/07/2021		Parish Council Main A/	BACS	Waste collection Village Hall	ASH Waste	S	65.80	13.16	78.96
95	Event 1 - Village Festival	08/07/2021		Parish Council Main A/	BACS	Design and marketing	Brave Little Tank	S	636.00	127.20	763.20
96	General Parish Council design	08/07/2021		Parish Council Main A/	BACS	Design and marketing	Brave Little Tank	S	264.00	52.80	316.80
97	Website	08/07/2021		Parish Council Main A/	BACS	Website	Brave Little Tank	S	175.00	35.00	210.00
102	Zoom - for holding remote C	08/07/2021		Parish Council Main A/		Virtual meetings	Zoom	S	32.00	6.40	38.40
103	Event 1 - Village Festival	08/07/2021		Parish Council Main A/		Merchandising Village Festival	Design Office Uk Ltd	S	89.00	17.80	106.80
26	Staff Salary	08/07/2021		Parish Council Main A/		Refund staff	C Jones	Z	640.77	0.00	640.77
104	Newsletter: design, print anc	08/07/2021		Parish Council Main A/	BACS	Delivery of newsletter	The Leaflet Team	Z	289.00	0.00	289.00
<b>Total</b>									<b>2,577.57</b>	<b>314.41</b>	<b>2,891.98</b>



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## **Report Statement**

Meeting: Parish Council, 07.07.2021

Report Purpose: To provide an update with regards to the provision of defibrillator in the Village

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report provides Members an update with regards to the provision of extra defibrillator in the Village.

### **2. Background**

On September 4th, 2019 Members agreed to adopt the red telephone kiosk outside Hickory's Smokehouse in Gresty and to cover the refurbishment cost (ca.£200) with a view to it becoming a site for a defibrillator (to be sponsored by the Smokehouse).

On May 8<sup>th</sup>, 2019 Members agreed to purchase a Heartsine Samaritan PAD 350P defibrillator (£695) together with a heated AED Armor Mild Steel unlocked cabinet at £375 from the Defib Shop.

Currently, none of the above has been implemented.

### **3. Position**

The Clerk was asked by Members to deal with the matter.

The current prices of the Heartsine Samaritan PAD 350P is £1,000+VAT and the AED Armor Mild Steel unlocked cabinet is £465+VAT.

The BT campaign adopt a kiosk is still in place and Parish Council are still entitled to apply with a cost £1.

However:

- a. Since 2019, there haven't been conversation with the Hickory's pub to check their availability to sponsor the defibrillator and part of the refurbishment of the kiosk
- b. Currently there is no budget provision that could cover the purchase of the defibrillator (£1,500 ca.) and refurbishment (£200 TBC)

As so, it is recommended by the Clerk to:

- a. Include the budget to cover the defibrillator costs ( and refurbishment) in the budget setting process, so that they can be installed on April 2022
- b. Draft a sponsorship agreement for Hickory's Smokehouse to sign
- c. Map the defibrillators in the Village and register them in the national register



**4. Community Impact**

Positive

**5. Governance**

Shavington-cum-Gresty Parish Council budget 2021/22

**6. Financial Impact**

Up to £2,000

**7. Resource Impact**

Clerk time and supervision

**8. Conclusions**

Members are asked to note the report and:

- a. Agree to include in the budget 2022/23 setting process a budget to cover the defibrillator costs
- b. Agree to use the resources to progress with the procurement of defibrillator

**9. Consideration Sought**

That a budget to cover the procurement of defibrillator is included in the next financial year budget and that the procurement of those defibrillators is paused until then



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## **Appendices**

*[clearly insert appendices / additional information and include reference points in the main body of the report]*

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## Report Statement

Meeting: Parish Council meeting, 07.07.2021

Report Purpose: To provide a budget setting schedule for 2022/22 Council Budget

Version Control: v1

Author: Clerk

### 1. Report Summary

As an autonomous local council, Shavington-cum-Gresty Parish Council has the power to set budget and levy precept to fund services and provision of activities within its powers and duties. Budget Setting is a key process in ensuring financial security, service delivery clarity and transparency.

### 2. Background

The council must notify Cheshire East Council (CEC) as the collecting authority in January of its precept requirement for the forthcoming year. To achieve this, budget must be set and calculated in good time to ensure reporting is achieved to deadline.

It is essential that council has the opportunity to review the budget in context of current year projected spend, in relation to its ambitions and to reflect anticipated service delivery and developments.

### 3. Position

A rough first draft budget for 2022/23 will be circulated to members, committees and staff team (if presents) to provide initial feedback and considerations.

Every committee will be asked to review the budget as it relates to the delegated work they deliver and inform the budget setting for those aspects.

The Finance and Governance Committee will maintain oversight of each revised version and the most up to date version will be shared at Parish Council in November.

Council will be held in December to consider and approve a budget for 2022/23, giving time for completing the precept return paperwork for CEC.



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### **Draft Budget Review and Recommendation Schedule**

The budget setting process will allow for multiple opportunities for members, committees and council to build consensus on the budget for the forthcoming year.

This will also facilitate an opportunity for members to build their in depth knowledge of the spend plans for the council and confidence in the final approval of budget for 2022/23.

- a. 21.07.2021 draft budget reviewed by Staffing Committee as it relates to that committee for onward recommendation
- b. 01.09.2021 version 1 2022/23 draft budget (rough draft) circulated to members of the Parish Council to inform the revision of the draft
- c. 15.09.2021 Draft budget reviewed by Community and Engagement Committee as it relates to that committee for onward recommendation
- d. 29.09.2021 Draft budget reviewed by the Finance Committee as it relates to that committee for onward recommendation
- e. 13.10.2021 Draft budget reviewed by the Village Hall Committee as it relates to that committee for onward recommendation
- f. 20.10.2021 Draft budget reviewed by the Environment and Recreation Committee as it relates to that committee for onward recommendation
- g. 03.11.2021 Draft budget (most recent version available at the point of circulation) reviewed by Council for onward redirection
- h. 01.12.2021 Parish Council considers and approves a budget for 2022/23

#### **4. Consideration Sought**

It is the clear recommendation of the Clerk that council adopts a clear budget setting schedule that empowers and encourages members, committee and council to inform the future spend profile of the council.

The above schedule seeks to maintain a consistent presence of budget setting in the meeting calendar for the council and committees.

Members are asked to approve the budget schedule 2022/23.



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## **Appendices**

*[clearly insert appendices / additional information and include reference points in the main body of the report]*

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## Report Statement

Meeting: Parish Council,07.07.2021

Report Purpose: To consider costs implication of the SLCC yearly Membership

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provide an overview of the financial implication related with subscription and yearly fee of the SLCC Full Membership for the Clerk.

### 2. Background

The Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employee. It offers professional development opportunity, advice, update on council news and the benefit of accessing to a national network of Clerks.

### 3. Position

The current Clerk is CiLCA qualified, and as such, can access the advantages of the SLCC Principal Membership.

It is recognised that the establishment of a strong network with other Parish Council can leverage opportunity and the exchange of best practises. Also, the membership will allow the Clerk to access to training opportunity to strengthen her skills and knowledge of the public sector.

The subscription is £262 per year, plus £15 joining fee.

### 4. Community Impact

Positive: training opportunity and access to a wider network can generate positive impact on the community.

### 5. Governance

Parish Clerk job description

### 6. Financial Impact

Up to £300 within budget

### 7. Resource Impact

Clerk time

### 8. Conclusions



Members are asked to consider the subscription fee and to:

- a. Approve it and instruct the Clerk to progress with the subscription
- b. Not approve it

**9. Consideration Sought**

That the Clerk is authorised to progress with the registration as Full Member to SLCC



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## **Appendices**

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## Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide a report from Cllr Buchanan

Version Control: v0

Author: Cllr Buchanan

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### **Date: 03/07/21**

- The campaign group met on 7<sup>th</sup> and 21<sup>st</sup> June
- The wording and layout of the survey has been agreed
- Simona has organised printing
- Bill Atteridge has produced the road list
- Simona has organised printing into road groups and these have been picked from the village hall
- Paul McHugh has taken road lists for Gresty and is the contact for Gresty
- Gordon McIntyre has taken road lists for south of Newcastle Road and is the contact for this area
- Linda has road lists for Rope. This is a small area and will be managed without need for volunteers
- Benjamin has contacted all councillors requesting help
- Linda has produced text calling for door knockers which Simona has put on social media
- Door knocking to commence asap
- Date of return of the survey is dependent on when the consultation starts.
- Linda has contacted Councillor Joy Bratherton who has confirmed (on the date of writing this) that a consultation date has not been set. She believes that this may not be until September to ensure that people on holiday during August do not miss out on the chance to respond to the consultation, however, this is her opinion.

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## **Report Statement**

Meeting: Parish Council, 07.07.2021

Report Purpose: To provide information with regard to the Council compliance with DPA and UK GDPR and possible solutions

Version Control: v1

Author: Clerk

### **1. Report Summary**

This report provide Members information about the Council's compliance with DPA and UK GDPR and offers Members alternative solutions on how to progress with the matter.

### **2. Background**

The General Data Protection Regulation (GDPR) replaced the Data Protection Act 1998 on May 25th, 2018 and was incorporated into UK law in the Data Protection Act 2018. The changes to data law increases individuals' rights on personal data and therefore significantly tightens up the rules on privacy and consent. Councils will also need to audit legacy data to identify where it is held, whether consent was granted correctly and will need to delete records where it wasn't or where new consent cannot be obtained. Councils will need to ensure privacy is designed into current and future processes and services.

It is considered good practice for larger local councils to establish an independent Data Protection compliance function (DPO) that, inter alia, must carry out internal audit work to test ongoing compliance with data protection law.

### **3. Position**

The Parish Council currently holds personal data for the following purposes:

- a. Allotment
- b. Website
- c. Boundary review consultation
- d. Social media queries
- e. Village Hall booking
- f. Contractors/suppliers
- g. Newsletter
- h. Recruiting process.
- i. Etc

Currently the Parish Council has not adopted a Data protection policy, personal data breach policy, or privacy policy. And, personal data are not always managed in a proper way.



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The Clerk requested a quote to JDH Business Service, a consultant and internal audit provider specialised in GDPR and DPA for the provision of the following:

- Completion of a data audit and data inventory for all the relevant council activities that details the nature, scope, purpose, timings and location of council's processing activities and associated risks.
- Production of a GAP analysis to match current policies, systems and procedures with GDPR best practice requirements. The council will then need to implement the recommendations arising from our work.
- Comprehensive review of current manual and electronic document security including cybersecurity, compare with best practice, and provide recommendations for improving security
- Review of procedures in place to respond effectively to Subject Access Requests (SAR) and provide guidance with responding to any SARs received
- Guidance with responding to Freedom of Information requests received
- Be the first point of contact both for the ICO and for the notification of a data breach. Carry out an independent investigation and internal audit of the data breach and provide recommendations to improve procedures within the 72 hour ICO deadline and ensure a report of the breach and mitigation action to the ICO is completed and submitted within deadlines.
- Carry out ongoing independent internal audit of compliance with the GDPR requirements and report findings and recommendations to the council.
- Share anonymised case studies of data protection issues and ICO precedents as and when they are identified
- Provide guidance in completing Privacy Impact Assessments, when these are required, and will review compliance with the recommendations arising from the Privacy Impact Assessment.

The quote is attached in annex 1.

The cost for the first year is £900 +VAT.

Currently there is no budget headline to cover that cost. Members can either consider if they wish to allocate a budget from reserve, agree to do a virement from another budget (which needs to be identified), or postpone the subscription to next year.



It is advice of the Clerk that as the Council is currently not complying with GDPR and DPA an action should be taken to address the issue as soon as possible.

#### **4. Sustainability Impact**

Environment: neutral as mainly digital

#### **5. Community Impact**

Positive: the community will benefit from a Council that is complying with GDPR and DPA.

#### **6. Governance**

Council must comply with GDPR and DPA

#### **7. Financial Impact**

Budget need to be identified.

Positive: possible breach of GDPR or DPA rules can generate important financial issues

#### **8. Resource Impact**

Clerk, Cllrs, and Community Manager time

#### **9. Conclusions**

Members are asked to note this report, and Clerk recommendations and to:

- a. Resolve to allocate £900+VAT from reserve to appoint the consultant and instruct the Clerk to progress with all necessary checks and implementations to comply with GDPR and DPA
- b. Resolve to allocate £900+VAT from another budget via virement, and instruct the Clerk to progress with all necessary checks and implementations to comply with GDPR and DPA
- c. Resolve to postpone the appointment of the consultant until a budget is identified in the next financial year

#### **10. Consideration Sought**

That a budget is identified, and the consultant is contracted



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**ANNEX 1**

Data protection compliance  
Services

Quotation



**JDH** Business Services Ltd

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## **Data Protection Act 2018**

The General Data Protection Regulation (GDPR) replaced the Data Protection Act 1998 on May 25<sup>th</sup>, 2018 and was incorporated into UK law in the Data Protection Act 2018. The changes to data law increases individuals' rights on personal data and therefore significantly tightens up the rules on privacy and consent. Councils will also need to audit legacy data to identify where it is held, whether consent was granted correctly and will need to delete records where it wasn't or where new consent cannot be obtained. Councils will need to ensure privacy is designed into current and future processes and services.

It is considered good practice for larger local councils to establish an independent Data Protection compliance function (DPO) that, inter alia, must carry out internal audit work to test ongoing compliance with data protection law.

## **About Us**

We specialise in the provision of data protection compliance services and internal audit and have a substantial client scope in the North West, Wales, and the Midlands. In addition, we deliver governance reviews, data protection compliance assessments, and forensic assignments. As an internal audit provider, we are well placed to carry out the independent GDPR compliance function, as we already have a thorough knowledge of the council systems, policies, internal controls and already report independently to full council. We currently provide data protection compliance services for a significant number of city, town and local councils in England and Wales, and provide data protection training in both the private and public sectors. The service we provide is as follows:

- We will support the completion of a data audit and data inventory for all the relevant council activities that details the nature, scope, purpose, timings and location of council's processing activities and associated risks.
  
- We will produce a GAP analysis to match current policies, systems and procedures with GDPR best practice requirements. The council will then need to implement the recommendations arising from our work.



- We will carry out a comprehensive review of current manual and electronic document security including cybersecurity, compare with best practice, and provide recommendations for improving security
- We will review procedures in place to respond effectively to Subject Access Requests (SAR) and provide guidance with responding to any SARs received
- We will provide guidance with responding to Freedom of Information requests received
- We will be the first point of contact both for the ICO and for the notification of a data breach. We will carry out an independent investigation and internal audit of the data breach and provide recommendations to improve procedures within the 72 hour ICO deadline and ensure a report of the breach and mitigation action to the ICO is completed and submitted within deadlines.
- We will carry out ongoing independent internal audit of compliance with the GDPR requirements and report findings and recommendations to the council.
- We will share anonymised case studies of data protection issues and ICO precedents as and when they are identified
- We will provide guidance in completing Privacy Impact Assessments, when these are required, and will review compliance with the recommendations arising from the Privacy Impact Assessment.
- We will share best practice with officers and the council to raise awareness of data protection law and current key issues.

It should be noted that it is the council that is responsible for compliance with data protection law and not the independent Data Protection compliance function whose key purpose is to independently assess and audit compliance on an ongoing basis.

## **Fees**

**Our annual fees are charged in accordance with the scale of fees below. Therefore, the first year fee for Shavington-cum-Gresty Parish Council would be £900 + VAT.**

<b>SCALE OF FEES (excluding VAT)</b>				
<b>£ Precept Bands</b>	<b>25000 – 99999</b>	<b>100000 - 199999</b>	<b>200000 - 399999</b>	<b>400000 +</b>



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<b>Year One Fees</b>	<b>£600</b>	<b>£900</b>	<b>£1200</b>	<b>£1500</b>
<b>Year Two Fees</b>	<b>£400</b>	<b>£700</b>	<b>£1000</b>	<b>£1300</b>
<b>Year Three Onwards Fees</b>	<b>Annual increment to reflect CPI (consumer price inflation)</b>			

*[clearly insert appendices / additional information and include reference points in the main body of the report]*

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## Report Statement

Meeting: Parish Council,07.07.2021

Report Purpose: To consider a proposal for a Commemorative Trail in the Village

Version Control: v0

Author: Clerk

### 1. Report Summary

The report provides information with regard to a Commemorative Trail proposal

### 2. Background

On May, 5<sup>th</sup> 2021 the Parish Council agreed to arrange the purchase of a commemorative bench for former Councillor Jones, in the agreement that the Councillor family will sponsor it.

### 3. Position

Following that, Cllr Jones suggested to create a Commemorative trail in the Village, giving residents the opportunity to sponsor a bench in memory of someone.

The model is the following:

1. the council will consider each application on its merit (a policy will be needed)
2. the council will purchase the bench and face the installation costs
3. the applicant will then refund the Council
4. the council will be responsible for any costs that might occur after the bench is in place (such as refurbishment,..)

### 4. Community Impact

Positive: the project will strengthen the sense of pride of the community

### 5. Sustainability Impact

Environment: the environment impact will be kept as neutral as possible

Financial: break even on the short term. Medium-long term financial implication will need to be considered.

### 6. Governance

Parish Council financial regulation

### 7. Financial Impact

Break even on the short term. Medium-long term financial implication will need to be considered.

### 8. Resource Impact



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Clerk time

### **9. Conclusions**

Members are asked to consider:

- a. That the project is approved in principle and that the Environment and Recreation Committee has delegated responsibility to oversee and manage the project
- b. That the project is not approved

### **10. Consideration Sought**

That the Commemorative Trail Project is approved in principle and that the Environment and Recreation Committee is delegated responsibility to oversee and manage the project.



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## **Appendices**

*[clearly insert appendices / additional information and include reference points in the main body of the report]*

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