



SHAVINGTON
CUM
GRE~~STY~~

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

28th May 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 9th June** at **Shavington-cum-Gresty Village Hall (Car Park), 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 by 3pm on Wednesday, 9th June 2021.

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on May 5 th , 2021 and the minutes of the Shavington-cum-Gresty Extra-ordinary Meeting hold on May 21 st , 2021 (attached)
4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

5	To receive an update from Committee Chairmen and Chairwomen
6	To receive a report from the Village Beat Manager
7	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC) (attached)
8	To receive an update with regards to the Neighbourhood Plan from Mr Atteridge
9	To consider and approve the terms of reference of Staffing Committees (attached)
10	To consider the approval of Committee structures and nominations to new and existing Committees (attached)
11	To consider the Committee meeting schedule for 2021/22 (attached)
12	To consider an update with regards to the Shavington Village festival and the financial implication for the Council to sponsor the road closure (attached)
13	To consider an update from the Task Group with regards to the Cheshire East Boundary Review (Governance Review)
14	To note and approve payments since the previous meeting (to follow)
15	To consider making a response to the following planning applications
	<p>a. Application n. 21/2655N Proposal: Advertisement Consent for totem mounted signs, illuminated and non-illuminated wall signs, window graphics Location: Shavington Service Station, Esso Service Station, 416, Newcastle Road, Shavington, CW2 5JF National Grid Ref: 370437.4857 351172.3896 Deadline: 11th June</p>
16	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
17	To consider a proposal to activate a full subscription to Parish Online, and approve the payment of the yearly fee (attached)
18	To consider a proposal for a Call for Quotations for the delivery of the Leightman service in the Parish (attached)
19	To consider a proposal from Northwich Town Council for Ground Maintenance Service (circulated)
20	To consider reviewing the Council's bank arrangements, as follow:

	<ul style="list-style-type: none"> a. That all bank communications and statements are sent to the new Parish Clerk b. That the new Parish Clerk is added as new signatory/authorised user to the Parish Council and Village Hall Bank account c. That the former Clerk is removed for the signatories/authorised of the account
21	To consider the necessary arrangements to set up a workspace area for officers in Shavington-cum-Gresty Village Hall
22	To note the updated version of Shavington-cum-Gresty Village Booking pack (attached)
23	To consider a proposal to submit and application for listed status for 1 Rope Lane (former Co-op building), and 140 Main Road (former youth club/ schoolhouse)
24	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
25	To consider staff matter and refund requests
26	To consider the selection process for the appointment of the Communication Manager (circulated)
27	To note the date of the next Council Meeting – July, 7 th 2021

**MINUTES OF THE ANNUAL MEETING OF
SHAVINGTON-CUM-GRESTY PARISH COUNCIL HELD ON 6 MAY 2021**

**THE MEETING WAS HELD REMOTELY IN ACCORDANCE WITH REGULATIONS
UNDER S.78 OF THE CORONAVIRUS ACT 2020**

PRESENT:	Councillor B Gibbs	Chairman
	Councillor V Adams	Councillor R Hancock
	Councillor L Buchanan	Councillor M Ferguson
	Councillor G McIntyre	Councillor R Moore
	Councillor K Gibbs	

IN ATTENDANCE:	Mr W Atteridge – Chairman of the Neighbourhood Plan Steering Group	
	Borough Councillor David Marren	
	Russell Jones	Candidate for co-option
	Claire Hackett	Candidate for co-option

PART I – ANNUAL COUNCIL BUSINESS

1 ELECTION OF CHAIRMAN

RESOLVED: That Councillor Benjamin Gibbs be elected Chairman to serve until the next Annual Meeting of the Parish Council in 2022.

2 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Kevin Gibbs be elected Vice-Chairman to serve until the Annual Meeting of the Parish Council in 2022.

3 DECLARATIONS OF INTERESTS

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

Councillor Rene Hancock declared a personal interest in Minute No. 22 (Shavington Festival Committee) on the basis that she was the President of the Festival Committee.

Councillor Linda Buchanan declared a personal interest in Minute No.16 (Boundary Review) on the basis that she lived in Wybunbury parish and the boundary review would have implications for her.

There were no other declarations of interest.

4 MINUTES

RESOLVED: That the Minutes of the Meeting held on 7 April 2021 be approved as a correct record.

5 REVIEW OF DELEGATION ARRANGEMENTS

5.1 The Council was invited to appoint Members to the following standing Committees.

At the first meeting of each Committee, Members would appoint/re-appoint non-Parish Council Members, as appropriate.

Committee	Number of Members	Current Membership
Complaints Committee	Three parish councillors and two substitutes	Kevin Gibbs Rene Hancock (substitute)
Communications Committee	Five parish councillors and Two non-parish councillors	Kevin Gibbs Gordon McIntyre Ryan Moore Judith McIntyre Sara Randle
Environment and Recreation Committee	Five parish councillors One Allotment Holder representative	Vivien Adams Linda Buchanan Matt Ferguson Kevin Gibbs Barbara Barlow
Finance Committee	Five parish councillors	Linda Buchanan Kevin Gibbs Rene Hancock Matt Ferguson
Village Hall Committee	Five parish councillors Two non-parish councillors	Vivien Adams Kevin Gibbs Rene Hancock G McIntyre Janet Clarke

RESOLVED: (a) That Councillor Benjamin Gibbs be appointed to the Complaints Committee; and

(b) That membership of the remaining Committees be deferred to the June 2021 meeting when there would be an increase in Parish Council Members.

5.2 Neighbourhood Plan Steering Group

As the Neighbourhood Plan Steering Group had completed its work, there was no longer a need to re-constitute this Committee; however, the Parish Council was asked to consider if it would be appropriate to set up an Implementation Committee.

RESOLVED: (a) That in the absence of Terms of Reference for a Neighbourhood Plan Implementation Group, the Parish Council declined to establish the Group; and

(b) That this item be added to the agenda for the June 2021 meeting.

5.3 Staffing Committee

Later on the agenda, the Parish Council would be asked to approve a Disciplinary Procedure and it was suggested that a Staffing Committee be set up as a standing committee. This Committee would be responsible for all staffing matters.

Terms of Reference had not yet been drawn up for this Committee but could be submitted to the June meeting for approval.

RESOLVED: That Terms of Reference be drawn up for a Staffing Committee and be submitted to the Parish Council's June 2021 meeting.

6 TERMS OF REFERENCE FOR COMMITTEES

The Parish Council reviewed the Terms of Reference for each of the standing Committees of the Parish Council.

6.1	Community Engagement Committee	
6.2	Complaints Committee	A copy of the Complaints Procedure was enclosed with the Terms of Reference.
6.3	Environment & Recreation Committee	
6.4	Finance Committee	
6.5	Village Hall Committee	

RESOLVED: That the Terms of Reference for each of the Committees listed above be approved without amendment.

7 APPOINTMENT TO OUTSIDE BODIES

RESOLVED: That appointments be made as follows:

- | | |
|---|--|
| (a) Village Festival Committee | (one representative)
Councillor R Hancock |
| (b) Wybunbury United Charities | (two Administration representatives
and two Estate representatives)

Councillor V Adams (Administrative Trustee)
Councillor L Buchanan (Administrative Trustee)
Councillor K Gibbs (Estate Trustee)
Vacancy (Estate Trustee) |
| (c) Cheque signatories
(Theo Steele Bequest) | (two required)
Councillors K Gibbs and R Hancock |

8 ANNUAL ACCOUNTS 2020-2021

8.1 List of Audit Issues raised during 2019-2020

The Parish Council received a list of the audit issues which had been raised during the 2019-2020 audit. The Council had addressed these throughout the year, and the list provided included the Parish Council's response to each issue. This list would now form part of the accounts documentation for 2020-2021.

8.2 VAT – Reclaim under Insignificant Breach Rule

The Parish Council received a report in respect of a sum of £7,500.00 in unclaimed VAT incurred during the major refurbishment of the Village Hall in 2018-2019.

This was a recurring issue and was first raised during the 2018-2019 audit at which time the Internal Auditor recommended that the Council should seek the advice of a VAT specialist to enable the Parish Council to reclaim VAT incurred during the major refurbishment of the Village Hall. This was in excess of £7,500 and it was understood that this might be able to be reclaimed under what was known as the 'insignificant breach rule'.

At its meeting held on 2 September 2020, the Parish Council approved a quotation of £850+ net from Afford Bond (Nantwich Chartered Accountants) to cover the cost of the services of its Tax Director.

The information required to carry out this work was –

- The last four years' VAT records
- Anticipated spending and VAT forecast for the next two years.
- Details and summary of non-business use over the periods. Ideally, they would need to understand the extent of non-business use based on time used and any different areas which were excluded from use during the period.

The Tax Director had advised that he would require 7 consecutive years of information and without this, he would not be able to guarantee that Afford Bond would be able to achieve any success in its claims.

He was reluctant to start the process, incurring expenditure for the Parish Council, without historical and projected information. Any projections should be reasonably based on previous years and although not factual, would represent reasonable assumptions.

When the Clerk took up post in September 2015, no VAT records were transferred to her. Therefore, the only VAT records started from the financial year 2016-17.

Members commented that there may be VAT records in the locked storage room in the upstairs meeting room at the Village Hall and it was suggested that a search be undertaken. The last date for submission of a reclaim to HMRC would be March 2022.

RESOLVED: That this item be deferred to the August meeting of the Parish Council to enable Members to carry out a search of the locked storage room in the Village Hall to identify any historical VAT records.

8.3 Fixed Assets List

Councillors Kevin Gibbs and Rene Hancock (two Members of the Task Group) met during February 2021 and reviewed the list of fixed assets. A list was now submitted; the list included notes as it was unclear if some of the specified items forms part of a group list; for example, details of benches and their locations, and concrete planters were specifically included on the list, but from an insurance perspective, these might have already be part of the 'street furniture' description.

RESOLVED: That the Fixed Assets list, as submitted be included as part of the accounts documentation for the year 2020-2021.

8.4 Timeline for submission of accounts documentation

The following was the timeline for submission of the accounts, publication of the accounts, and a list of the various documents required.

- The accounts must be submitted to the external auditor (PKF Littlejohn LLP) by no later than **30 June 2021**. In previous years, it had been possible to request an extension, but this had not been offered this year.
- Before **1 July 2021**, the Council must publish on the website, information required under Regulation 15 (2) Accounts and Audit Regulations 2015, and this included the period for the exercise of public rights giving the name and address of the external auditor and indicating that the accounts are unaudited.
- The Council must receive and note the annual Internal Audit report **before** approving the Annual Governance Statement and the accounts.

Note: The Annual Governance Statement and the accounts could both be approved at the same meeting, but the Annual Governance Statement must be approved first.

- The Clerk/RFO must certify the accounts **before** they were presented to the Council for approval.
- The Clerk/RFO is required to commence the exercise of public rights period as soon as practical after the date of the AGAR approval. This must be 30 consecutive working days and **must include the first 10 working days of July**.

This meant that the Council could either approve the accounts at its meeting on Wednesday, 9 June 2021 (this date had been revised from 2 June, as the new Clerk would be on holiday on the 2 June), or could postpone the meeting until later in the month to be certain that the accounts had been received back from the Internal Auditor. The Clerk had set the period for the exercise of public rights to commence on **Thursday, 1 July 2021 and conclude on Wednesday, 11 August 2021**.

- **It is important that at its meeting in June**, the Parish Council assures itself of the effectiveness of the Internal Audit process. This would normally be carried out by the Finance Committee, but the meeting set for 29 April 2021 was cancelled. If this task is not carried out, it will be criticised by the External Auditor. The checklist of actions will be found on the front page of the Internal Audit report when it is received.
- Full explanation of significant variances in the accounting statements to be issued to the external auditor (PKF Littlejohn LLP).
- Not later than **30 September 2021** the Council must publish notice of conclusion of the audit which required Section 2 (External Auditor Report and Certification), and Sections 1 and 2 of the AGAR, including any amendments as a result of the review. It was recommended, as good practice, that the Internal Auditor's report (page 3 of the AGAR) is also published).

RESOLVED: That arrangements be made for a meeting of the Finance Committee to review the accounts for 2020-2021.¹

9 CALENDAR OF COUNCIL AND COMMITTEE MEETINGS – 2021-2022

The Council considered the calendar of Council meetings for 2021-2022. Members had given initial consideration to this schedule at the April 2021 meeting.

Committee meetings had not been included in the calendar at this time, and Members commented that it would be preferable for the Committees to meet, as an alternative to full Parish Council meetings. (See Minute No.28 below). The Village Hall did not have the capacity to accommodate 12 parish councillors, two Officers and members of the public.

It was suggested that the main hall in the Village Hall be booked each Wednesday evenings. Members acknowledged that this arrangement would displace the Village Festival Committee which had already made bookings for later in the year. This would need to be resolved by the Clerk in consultation with Councillor Kevin Gibbs.

RESOLVED: (a) That the calendar of meetings be updated to include a schedule of all Committee meetings;

(b) That the schedule be presented to the Council meeting on 9 June 2021; and

(c) That the main hall in the Village Hall be booked every Wednesday evening to enable either full Council or Committees to meet.

¹ **Note:** The accounts must be approved by the full Parish Council. The Finance Committee does not have the power to approve them but can review them.

10 RISK ASSESSMENT/MANAGEMENT

The Parish Council was required to carry out a risk assessment annually. This was a statutory requirement.

The risk assessment/management schedule was submitted for approval, subject to any amendments to be made at the meeting.

This schedule had been submitted to the February 2021 meeting; however, that schedule was for the financial year 2020-21 and the schedule now presented, albeit without any amendments, was for the year 2021-22.

RESOLVED: That the Risk Assessment/Management schedule be approved without amendment.

PART 2 – ORDINARY PARISH COUNCIL BUSINESS

The following items represented the ordinary business of the Parish Council and had been included on the agenda for this meeting in the interests of expediency.

11 CO-OPTION

Members were reminded that there were currently two vacancies available for the co-option procedure; one in the Village Ward and one in Gresty Brook Ward, both of which were as a consequence of insufficiency of candidates at the May 2019 elections. The Parish Council was, therefore, able to co-opt to these two vacancies at this meeting.

In addition, the two recent resignations of former councillors Nicola Cooper and Jane Hassall had been notified to Cheshire East Council to allow ten electors to call an election. In the event of no election being called within the requisite number of days, the Parish Council would be able to co-opt to the vacancies.

There had been three candidates who had put themselves forward for co-option, but one had withdrawn prior to the meeting.

Each candidate, in turn, made a brief oral presentation to the meeting, indicating why they wished to be a parish councillor.

A Member proposed that both candidates be co-opted; the motion was seconded, a vote was taken, and the motion was carried.

RESOLVED: That Claire Hackett be co-opted onto the Parish Council to represent the Gresty Brook Ward; and

(b) That Russell Jones be co-opted onto the Parish Council to represent the Village Ward.

Note: Ms Hackett and Mr Jones signed their respective Declarations of Acceptance of Office, which required them to abide by the Council's Code of Conduct. As wet signatures were required, each candidate signed their own document and displayed it to the camera as evidence of signature. These would then be emailed to the Clerk for retention.

12 NEIGHBOURHOOD PLAN

The Parish Council received a final update from update from Mr W Atteridge, Chairman of the Neighbourhood Plan Steering Group, prior to the Referendum to be held on 6 May 2021.²

² The result of the Referendum was a vote in favour of adopting the Neighbourhood Plan.

Members thanked Mr Atteridge for his sterling work over the last five years in bringing the Neighbourhood Plan to fruition.

(Note: Mr Atteridge withdrew from the meeting at this point in the proceedings.)

13 PUBLIC QUESTION TIME

Members of the public were able to ask questions or address the Parish Council in respect of any item on the agenda, or any matter relevant to the Parish Council's business and the local area.

There were no questions from members of the public.

14 BOROUGH COUNCILLOR DAVID MARREN

The Council received Councillor David Marren's report on Cheshire East Council matters of interest, together with an update in respect of outstanding parish matters.

Councillor Marren drew attention to some of the items in his report and Members were able to ask questions.

There was a short recess for a comfort break, following which the Council reconvened.

15 POLICE MATTERS

There was no beat report on this occasion.

16 COMMUNITY GOVERNANCE (BOUNDARY REVIEW)

The Task Group reported progress on the Parish Council's campaign to inform residents of Cheshire East Council's proposed boundary review.

The Parish Council was invited to agree an initial view on a counter-proposal for submission to Cheshire East Council (CEC) as an alternative to the current proposals as discussed by the CEC Constitution Committee.

RESOLVED:

(a) That the boundary with Rope, Crewe South, Wistaston (at Gresty Brook adjacent to Pebble Brook playing field) be moved south to align with the route of the Shrewsbury to Crewe railway line. **Effect:** This moves the following roads into either Rope or Crewe South areas: Melford Close, Broadleigh Way, Springwell Close, Fuller Drive, Brookview Close, Arlington Close, Westbury Close, Wilderhope Close, Charlcombe Crescent, Chliworth Close, Westholme Close;

(b) The boundary with Weston and Basford Parish at Basford Hall sidings be moved East to align with the fringe of the railway land bordering the Basford West industrial site, to a point meeting the A500; then due west to the existing boundary on land south of the A500. **Effect:** This moves the following area into Shavington-cum-Gresty Parish Council: Basford West industrial site;

(c) The boundary with Wybunbury Parish at Stock Lane be moved East to Stock Lane between Newcastle Road and Clannor Heath. **Effect:** This moves Stock Lane (evens) into Shavington-cum-Gresty Parish;

(d) The boundary with Wybunbury Parish at Dig Lane be moved West to Dig Lane between Newcastle Road and Clannor Heath. **Effect:** This moves Dig Lane (odds), Huntersfield (Nos.16-20), Shavington Park (Persimmon development) into Shavington-cum-Gresty Parish;

(e) The boundary with Rope Parish at Brook Farm and at Broomhall Drive be moved Northwards to align with the Shrewsbury-Crewe railway line and Rope Lane, as far as Rope Farm, then Westerly in the trace. **Effect:** This moves all of Brook Farm and associated buildings, and Rope Green Farm, into Shavington-cum-Gresty Parish, and moves Rutter Close, Williams Drive and Ellis Close into Shavington-cum-Gresty Parish; and

(f) That the Working Group discuss the fine detail of the proposals at its meeting on 10 May 2021, and report back to the Parish Council on 9 June 2021.

17 **COMMEMORATIVE BENCH – KEN JONES**

The Parish Council considered a suggestion that a commemorative bench be installed to honour the late Ken Jones' contribution to the community.

Ken Jones had initiated the setting up of the Shavington Village Festival back in 1976 when he invited local organisations to a meeting to decide how to celebrate the Queen's Silver Jubilee. A Committee was set up to organise a Village Festival in the summer of 1977, and from the outset, the Committee decided that the prime objective of the Festival would be to create the opportunity for local organisations to raise funds, usually by running a stall. It was a successful event and so popular that it had continued for over 40 years.

Ken Jones was also a former Chairman of the Parish Council and was instrumental in securing the purchase of the Village Hall.

Mr Jones family would fund the purchase of the bench but asked that the Parish Council arrange for its purchase and delivery, with Martin Andrews installing the bench. The family had suggested that the grounds of the Village Hall would be an appropriate location for the bench.

RESOLVED: (a) That, in honour of the late Ken Jones, the Parish Council arrange for the purchase of a bench to be installed on the grassed area at the front of the Village Hall;

(b) That the Jones family be consulted on final positioning of the bench;

(c) That Martin Andrews be asked to install the bench; and

(d) That the Jones family refund the cost of the bench and fixing, to the Parish Council.

18 **STANDING ORDERS AND FINANCIAL REGULATIONS**

The Parish Council was asked to review its Standing Orders and Financial Regulations, both of which had not been amended since the last review.

RESOLVED: That the Standing Orders and Financial Regulations, having been reviewed, be approved without amendment.

19 **DISCIPLINARY PROCEDURE**

The Parish Council was asked to adopt the submitted Disciplinary Procedure. This formed part of a suite of policy documents which the Parish Council needed to adopt, some of which had been adopted over the previous few months.

RESOLVED: That the Disciplinary Procedure be adopted as a Council policy.

20 **PLANNING MATTERS**

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

21/1711N	396 Newcastle Road, Shavington, CW2 5JF Erection of detached bungalow and ancillary works.
21/2028N	20 Chestnut Avenue, Shavington, CW2 5BJ Proposed front and rear dormer extensions to roof
21/2214N	37 Park Estate, Shavington, CW2 5AW Two-storey side and rear extension and single-storey rear extension
21/2147N	Costa Coffee, Jack Mills Way, Shavington, CW2 5UZ InstaVolt is proposing to install two rapid electrical vehicle-charging Stations within the car park of Costa, Crewe. Two existing parking spaces will become EV charging bays along with other equipment.
21/2170N	6 West Way, Shavington, CW2 5AS Remove existing conservatory and replace with extension in line with previously built extension.
21/1843N	5 Main Road, Shavington, CW2 5DY Replacement of existing garage roof and alteration to pitch
21/2368N	Southlands, Newcastle Road, Blakelow, CW5 7ET Proposed two-storey extension and alterations
21/2428N	81 Main Road, Shavington, CW2 5DU Works to install new dropped kerb (vehicular access) to existing property crossing pedestrian footway.
21/1841N	Greenbank, Crewe Road, Shavington, CW2 5JB Conversion of existing garage and store-room into a new dwelling

RESOLVED: That no comments be made in respect of planning applications Nos. 21/1711N, 21/2028N, 21/2214N, 21/2147N, 21/2170N, 21/1843N, 21/2368N, 21/2428N and 21/1841N.

21/1920N	Forget-Me-Not-Fields, adjacent to Old Puseydale, Main Road, Shavington, CW2 5DU Installation of an ecological burial ground with associated access, car parking and infrastructure with ancillary features.
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The Parish Council agreed that the comments made on planning application No. 20/5236N (considered at the December 2020 meeting) should be repeated for planning application 21/1920N.

RESOLVED: That the following comments be made in respect of planning application No. 21/1920N.

- As this is a 25-year site, could the application be conditioned to enable it to be put into trust at the end of that period so that it remains a burial site.
- The applicant states that burials would be limited to two per day and they do not envisage this being a regular occurrence. Vehicles at each internment are limited to 18, but it is possible that there may be visitors to existing plots and the Parish Council is concerned about the potential increase in traffic.
- Graves to be prepared deeper than indicated.
- Ensure that the Association of Natural Burial Grounds Code of Conduct is followed.
- Could the Parish Council be provided with evidence of the 100 years of environmental benefits.

21/1927N Unit 6, Alexandra Business Park, Gresty Lane, Shavington, CW2 5DD
Erection of commercial storage building

RESOLVED: That if Cheshire East Council is minded to approve application No. 21/1927N, the Parish Council requests that the comments made by the Flood Risk Management Team be taken into consideration.

21.2 Draft Housing Supplementary Planning Document ('Housing SPD')

The Draft Housing SPD had been published for consultation purposes and provided further guidance on the implementation of policies in the Local Plan, including SC4 'residential mix', SC5 'affordable homes' and SC6 'rural exceptions housing for local needs', of the Local Plan Strategy. This was the first stage of consultation on the SPD which, once adopted, would be a material consideration in decision-taking.

The consultation would run from **26 April 2021 to 5:00pm on 7 June 2021**. Further information was available on the council's website at:

<https://cheshireeast-consult.objective.co.uk/portal/planning/spd/>

RESOLVED: That no comments be made on the Draft Housing Supplementary Planning Document ('Housing SPD')

22 SHAVINGTON VILLAGE FESTIVAL – 10 JULY 2021

Councillor Hancock provided a report to update the Parish Council in respect of arrangements for the Village Festival.

The report was for information only, and the Parish Council received the document and noted the arrangements.

23 QUARTERLY NEWSLETTER

It was reported that owing to the extensive effort which was required on the Boundary Review campaign, the quarterly newsletter was likely to be delayed by about two weeks. The only time-sensitive item in the newsletter was the advertisement for a Lengthsman contractor; the deadline date for quotations to be submitted had been moved to 9 July 2021.

24 REMEMBRANCE SUNDAY – 7 NOVEMBER 2021

The Parish Council was asked to set up a Task Group to commence work at the earliest opportunity on arrangements for Remembrance Sunday, 7 November 2021; however, Members considered it more appropriate for a Committee meeting to be held.

RESOLVED: (a) That the Members of the Community Engagement Committee meet as a Task Group at the earliest opportunity to consider the detailed arrangements for Remembrance Sunday, 7 November 2021; and

(b) That Councillor Russell Jones be appointed to the Community Engagement Committee and would, therefore, be a member of the Task Group.

Note: Roger Bracey (St Mark's Church) who was in attendance, offered to help with the arrangements.

25 ANNUAL INSPECTION OF VINE TREE PLAY AREA

The Clerk had asked Northwich Town Council to quote for carrying out annual inspections of Vine Tree Play Area and had contacted ANSA about any legal obligation between the Parish

Council and ANSA. There was no binding arrangement between the Parish Council and ANSA which would prevent the Council from seeking another provider to undertake this work.

RESOLVED: That ANSA be asked to carry out the annual inspection of Vine Tree Play Area as a matter of urgency.

Note: Councillor R Jones withdrew from the meeting at this point in the proceedings.

26 CAMERON AVENUE – SILVER BIRCH TREES

It was reported that AH Tree Surgeon had confirmed that the work at Cameron Avenue was to be carried out on 13 May 2021.

27 HS2 – COMMUNITY AND ENVIRONMENT FUND

It was reported that there was a fund of £5m available to fund projects run by communities which would be impacted by Phase 2a of HS2 (the route between the West Midlands and Crewe).

A deadline date for submission of grant applications had not yet been given.

The Parish Council was asked to set up a Task Group (which would be able to meet remotely) to consider potential projects and report back to the Parish Council.

RESOLVED: That a meeting of the full Environment and Recreation Committee be arranged to discuss potential projects for funding from the HS2 fund.

28 REMOTE MEETINGS OF THE PARISH COUNCIL

The Government had confirmed that legislation permitting remote meetings of local councils would not be extended in England beyond 7 May 2021; the continuation of remote meetings would require primary legislation.

The National Association of Local Councils (NALC) issued a Chief Executive's bulletin on 23 April 2021 in which reference was made to a court hearing in the High Court during that same week. As NALC was an interested party supporting this court action by Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO), both Jane Moore, acting Head of Member Services and Legal Services Manager attended the session remotely and it was reported on by the [Law Gazette](#).

Parish Council meetings held remotely must cease on 7 May 2021.

As Parish Councils were not able to continue to hold remote meetings beyond 7 May 2021, the current scheme of delegation had been revised to give increased powers to the Clerk. This would ensure that regular business (mostly financial matters) could be actioned without, necessarily, the need for a Parish Council meeting. This would, therefore, limit the need for physical meetings of the Parish Council.

The revised scheme was submitted.

RESOLVED: (a) That the Scheme of Delegation be submitted to the meeting to be held on 9 June 2021 for consideration; and

(b) That, in the meantime, an additional delegation be added, viz: *In circumstances where the Clerk was absent for a prolonged period, the Community Manager be authorised to contact the Cheshire Association of Local Councils to arrange for the appointment of an Interim Clerk.*

29 EXCLUSION OF PRESS AND PUBLIC

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

30 140 MAIN ROAD, SHAVINGTON

(Reason for exclusion: Potential contract arrangements between the Borough Council and the Parish Council)

Following the April 2021 meeting, the Clerk had contacted Cheshire East Council Officers in respect of various issues raised and a report was now submitted.

The Clerk had requested the asset valuation of the building; this was currently being reviewed by Cheshire East Council (CEC) as part of the end-of-year accounting procedures and was not yet available.

Officers at CEC had advised that the fee of £1,250.00 to provide a valuation of the building, to be carried out by the District Valuer, needed to be met by the Parish Council. The reason for this was that CEC was proposing to do an 'off-market' transaction with the Parish Council and therefore, any costs associated with that, must be met by the Parish Council.

Members discussed potential uses for the building, but no conclusions were reached.

RESOLVED: (a) That the Council decline to pay the fee for the District Valuer to provide a valuation of the building; and

(b) That the Clerk follow-up on the request to CEC for an asset valuation of the building.³

31 RECREATIONAL LAND IN THE PARISH

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

Meller Speakman had advised that, to date, it had received responses from two of the landowners whose sites were considered to be suitable for recreation purposes.

Members discussed potential uses for a recreational area, and the implications of maintaining the land.

During discussion, Councillor Ferguson identified a potential error in the sites listed by Meller Speakman and it was suggested that this be discussed outside the meeting.

RESOLVED: (a) That, after 17 May 2021, an Environment and Recreation Committee meeting be held to discuss this matter; and

(b) That the Chairman, the Clerk and Councillor Ferguson discuss the sites identified, with a view to seeking clarification from Meller Speakman.

32 STAFFING MATTER

(Reason for exclusion: Relates to a member of staff and it is not in the public interest to publish details.)

The Parish Council received correspondence for information.

33 DATE OF NEXT MEETING

9 June 2021

³ An asset valuation is for accounting purposes only and is not related to the potential market value of an asset.

.....Chairman

The meeting commenced at 6.30 pm and concluded at 11.10 pm.

Draft

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



MINUTES of the meeting held on 21st May 2021

In attendance: Cllr Adams , Ferguson, K Gibbs, Hackett, McIntyre, Moore

ScG/21/4/1 *To receive apologies for absence*

Apologies were received and accepted from Cllr B Gibbs, Jones, Hancock

ScG/21/4/2 *To note the declaration of Member's interests*

No declaration was declared

ScG/21/4/3 *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.*

RESOLVED: 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.

ScG/21/4/4 *To note any change in staffing and consider associated actions*

Members **noted** the update.

RESOLVED: that the job description and person specification is approved, with the following amendment:

- a. Salary: £14,000 - £16,000 depending on experience
- b. Job title: Communication Manager
- c. Hours/Week: 16
- d. Work both form home and the Shavington-cum-Gresty Village Hall
- e. The closing date to submit an application is Friday, 2nd July 2021
- f. Interviews will be held on wc 12th July 2021

And,

RESOLVED: that the Clerk is authorised to start and proceed with the recruitment process.

Meeting Closed at 10:43hrs

Chair: Cllr K Gibbs

Clerk: S Garnero

DRAFT



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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)

Business grants update

CEC is continuing to invite applications for the new Restart Grant, which supports eligible businesses with one-off grants of up to £18,000 to help them reopen safely. To apply go to:

<https://www.cheshireeast.gov.uk/.../coronavirus-covid-19...>

More than 1,500 grants have already been paid out, totalling £12m. The first phase of the Additional Restrictions Grant (ARG) is closed to new applications and all funding has been allocated in line with the policy. CEC has so far paid out grants totalling more than £8.41m and businesses that are still required to close will continue to receive grant funding up until 21 June, in line with the roadmap out of lockdown.

Phase two of ARG will see the Council provide additional funding, to around 720 businesses totalling £11.1m. The Council anticipates the receipt of £3.4m in government funding to give further support to businesses up to March 2022.

A phase three ARG policy to cover this new allocation of funding is being developed.

'Computers for Kids' scheme launched to further support vulnerable learners

Cheshire East Council has announced that the first computers have been distributed to schools as part of its ongoing commitment to support learning for vulnerable children across the borough.

The scheme has been launched off the back of the national campaign, 'Laptops for Kids', which has been promoted in different parts of the country. It involves local businesses donating laptops and computers, which are then repurposed and distributed through schools to children, who will most benefit from having the opportunity to use IT equipment to enhance their learning.

It is felt that donating a laptop or a computer will make a huge difference to the lives and education of children and families in Cheshire East. The devices don't need to be new – the Council will upcycle them. They just need to be in good working order and capable of running Windows 10."

The first computers made available and distributed to schools in Congleton and Crewe have already been donated by Cheshire East Council.

Businesses that have computers to donate should make contact, in the first instance, with Cheshire Young Carers via email at info@cheshireyoungcarers.com or call 0151 356 3176.

Historic day as Cheshire East Council moves to new Committee System

Tuesday, (4 May) saw Cheshire East Council made the historic change to operate a committee system for decision-making.

The council has operated under a cabinet system since it was formed in 2009. Now, decisions previously made by the cabinet, will be made by 'service committees'.

Each new service committee has 13 members. These members collectively make decisions. The political make up of each committee reflects the political make-up of the council. Members debate and vote on decisions, so decisions are made collectively by the cross-party membership.

The chairs of the service committees are as follows:

- Chair of the Corporate Policy Committee – Cllr Sam Corcoran
- Chair of the Finance Sub Committee – Cllr Amanda Stott
- Chair of the Children's and families Committee – Cllr Kathryn Flavell
- Chair of the Health and Adults Committee – Cllr Jill Rhodes
- Chair of Economy and Growth Committee – Cllr Nick Mannion
- Chair of the Highways and Transport committee – Cllr Craig Browne
- Chair of the Environment and Communities Committee - Cllr Mick Warren

Tuesday also saw the appointment of the new Mayor of Cheshire East, Cllr Sarah Pochin, and also the reappointment of the Leader, Cllr Sam Corcoran, and the Deputy Leader, Cllr Craig Browne.

PROPOSED EXPANSION OF SPRINGFIELD SCHOOL ON TO A SATELLITE SITE LOCATED AT THE PREMISES FORMALLY KNOWN AS DEAN ROW DAY CENTRE, DEAN ROW ROAD, WILMSLOW.

There is a growing need across Cheshire East for more specialist places. The council have completed a sufficiency review of its special educational needs provision across the local authority and it has identified that there is a growing need to provide at least 250 specialist places in a variety of settings.

This current lack of provision means that some children are being educated in schools outside of Cheshire East. This not only can incur transport costs for the local authority but has a significant disadvantage to the child who often spends a considerable time travelling to and from school and it also reduces their opportunities to develop friendships with children who may live close by, further isolating them within their local community

The proposal, if agreed, would involve the refurbishment and remodelling of the former Dean Row Day Centre to create the required accommodation for up to 80 pupils aged 4-19 for pupils, with a range of needs including Autistic Spectrum Condition (ASC), Severe Learning difficulties (SLD) and Profound Multiple Learning Difficulties (PMLD). The site in Crewe is not closing this will be an additional site.

Feedback your views....

The Local Authority is seeking feedback from all interested parties on the proposal. All feedback received during the consultation period will be collated and a report will be prepared and presented to the Council's Children & Families Committee on 12 July 2021 for a decision.

It is important to note that no decisions have been taken at this stage and anybody who wishes to respond should visit the Council's website at:-

<https://www.cheshireeast.gov.uk/.../springfield-school...>

where you can read the consultation document and submit the electronic survey, or complete the feedback form, before the closing date of 14 June 2021.

Housing Supply

The Council publishes information each year about its housing supply – how many homes have been built and the future pipeline supply of homes.

The Council has published an updated 5-year housing land supply position. National planning policy requires all councils to maintain a minimum 5-year supply of deliverable housing land. Not having a 5-year supply can have implications for planning application decision making, whereby the 'tilted balance' in favour of granting planning permission can apply. The Council's deliverable supply as at 31 March 2020 was 6.4 years. You can read more detail about this in the latest Housing Monitoring Update via this link:

Cheshire East's Highways programme 2021/22

Highways has been allocated around £15 million capital funding from the Department for Transport (DfT) for the 2021-22 financial year which sees a reduction of 21% to the maintenance budget (approx £4 million) from the previous year.

So, being clear, the GOVERNMENT has reduced the Council's repair programme by £3,951,000.

Due to this reduction in funding, road repair programmes will be focussing on the key routes on the highway network only! (that is A, B and C roads and other important link roads). This means that the programme of work will concentrate on roads with the greatest usage and those with the greatest risk to enable the money to be used in the most effective way. That will be the Highways argument.



Estates, like Park Estate, will not be programmed for repair although it undoubtedly needs repair and has been accepted by Highway Officers, previously, as in need of level 3 (resurfacing) repair.

The council has sought to offset some of the impact in the reduction in central government funding by providing £3m (which is an extra £1.3m up on the previous year) of its own capital funds, but it is not just going to be invested into roads. They intend to target, what they would argue is much needed extra investment into drainage, bridges and structures and street lighting, with £1.2m being targeted at the repair and improvement of the drainage network following recent adverse weather events. Funding is also being invested into footways and cycleways across the borough. Those services with an increased investment are arguably positive steps towards recovering from flood damage, supporting active travel and reducing the carbon footprint.

There is no getting away from the fact that there is a reduction in funds and that will hit hard. The Council will say that it recognises that the level of funding provided for these areas still isn't enough and it hopes that government will make up this significant area of underfunding in future budget setting. Political pressure is going to be required at local and national level!

The approved capital programmes of work cover: Road and Footway Repairs, Drainage Improvement works, Bridges and Structures, Street Lighting, Traffic Signals, Road Markings, Safety Barriers, Road Safety and Sustainable Modes of Transport (STEPS).

Road Repair Programme 2021-2022--Programmed Patching

There are 118 schemes being considered by Cheshire Highways, all point scored, to determine which will be delivered within the allocated budget. A detailed site investigation will need to be undertaken first to understand the costings associated with each of the 118 schemes in order to determine how many in the list are affordable. Once a detailed site analysis is complete with costs, a definitive programme budget line will be applied to the long list of roads but it is going to take until July apparently. This would suggest that very few will see any repair before the end of May, though Crewe Road, by the traffic lights and Dodd's Bank has seen some much welcomed (and social media derided) temporary repairs.

I don't think that most of these 118 roads will be repaired because the money will run out. Crewe Road and Rope Lane bridge though are in the top quartile relative to points scored, so I think that is good news.

The next meeting of the Highways and Transport Committee is on Monday, 19th July 2021 at 10.30 am should any Councillor wish to attend and make their views known to the Committee, before they presumably finalise the repair programme.



Committee Members are Councillors Mike Benson (C), Craig Browne (I and Chair), Barry Burkhill (I), Laura Crane (L and Vice Chair), Hazel Faddes (L), Alan Gage (C), Les Gilbert (C), Mike Hunter (L), Rob Moreton (I), Mike Sewart (C), Don Stockton (C), Phil Williams (I).

The contact details for the Committee Members who sit on the Highways and Transportation Committee can be found at :

<http://moderngov.cheshireeast.gov.uk/.../mgMemberIndex...>

and then click upon the Committee Member.

It is important that residents keep the pressure up on CEC about the state of the roads in Shavington by continually reporting them via fix my street

<https://www.fixmystreet.com/>

And also via:

<https://www.cheshireeasthighways.org/report-it-general.aspx>

Residents can also Call Highways on 0300 123 5020 during working hours or out of working hours on 0300 123 5025 to report any issues that present an immediate danger.

If drivers have suffered vehicle damage, they should also claim because the claim will influence the work programme . That can be reported at :

<https://www.cheshireeast.gov.uk/.../making-a-claim.aspx>

Drivers have a right to make a claim for compensation if their vehicle has been damaged as a result of a pothole or other defect on a road or footpath. But they will only be given compensation if CEC is found to have been negligent or in breach of its legal duty under the Highways Act to maintain the highway. More claims translate to more points!

Councillors can also lobby Highway's Committee Members.

To access the highway capital programmes 2021/22 go to:

<https://www.cheshireeast.gov.uk/.../road-repair-programme...>

Puffin Crossing on Crewe Road

This crossing is being provided through a S278 agreement to be installed direct by the developer (Taylor Wimpey). It has been delayed as most of the housing sites were shut down during the first Covid lockdown and even when that was lifted many works like these were not seen as a priority.

The contractor has now submitted an application to work and that has been approved. The start date is 2/8/2021 until 28/8/2021.



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New Toucan Crossing in Rope Lane provided through a S.106 agreement. Planning reference number 17/1507D

A condition attached to the approval of the Wainhomes North West development at Chatsworth Park is that the developer must pay to the Council a sum sufficient to finance the construction of a Toucan Crossing in the vicinity of the development. The purpose is to provide safe crossing for pedestrians and cyclists from the development over Rope Lane. The sum is in the hands of Cheshire East Council and has been for a while.

The intent has been to construct the crossing at the end of the cycle path near to the flyover.

I have pointed out to those responsible for this project that, in my view, the crossing will be unused by pedestrians and quite possibly cyclists. Part of the reasoning is that there is no footpath between Broomhall Drive and the point of the proposed crossing and so it is likely that any pedestrians leaving the Chatsworth Park development will cross in the vicinity of the junction if heading towards the High School. I have also warned that constructing the crossing in this location is likely to generate national media interest. More positively, I have suggested an alternative location which is at the end of the Public Right of Way which is broadly opposite Burlea Drive. However this does have its own issues:

- a. There may be a need for some land acquisition to ensure a safe landing place for the toucan crossing.
- b. There will be a need for some vegetation clearance to improve visibility.
- c. Will the existing “kissing gates” need to be removed to accommodate cyclists?
- d. Consideration of what other opportunities exist to connect cycling into a crossing e.g. on road cycle lanes?

There is sufficient time with the S106 funding to get the right solution here so consideration of the right location will continue a while.

These are the only two options (besides giving the money back).





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Consultation launched on Cheshire East Council's biodiversity plan

Cheshire East Council is inviting comments on a planning document that would provide further advice to developers and property owners on how they can improve the environment when preparing planning applications.

The draft Biodiversity Net Gain Supplementary Planning Document (SPD) has been published for consultation. If adopted, it will provide additional guidance on policies of the Local Plan Strategy, which sets out the strategy and requirements for development across the borough.

Biodiversity net gain is the term used to ensure that when new development impacts on a habitat or the ecology of a site, that developers provide more and better habitat as a replacement.

An SPD is not part of the statutory development plan, but it is a recognised way of putting in place more guidance that can help the council to decide planning applications. In this instance, the SPD will help the council to achieve improvements to the environment by setting out a clear process that applicants should follow.

If adopted, this document would form an important part of the guidance that helps the council secure improvements to the environment across the borough.

Comments on the document are invited until Monday 14 June.

To view the documents and to have your say, visit the consultation portal at: <https://cheshireeast-consult.objective.co.uk/.../pla.../spd/>

Feedback can also be posted to: Strategic planning (Westfields), c/o Municipal Buildings, Earle Street, Crewe CW1 2BJ.

Boundary Review

A 12-week consultation on the proposals put forward by the Community Governance Working group has not yet started and is at least 6 weeks behind schedule. The referendum amendment has temporarily derailed the review, I think.

Resident Issues

Cheshire's new Police and Crime Commissioner

PCC John Dwyer assumed the role on Thursday 13 May, which he will hold for the next three years. The term of office is normally four years but it has been reduced to three after the elections were postponed from May 2020 due to the coronavirus pandemic.

He previously held the same post between 2012 and 2016..

I wrote to Mr Dwyer on the 11th May expressing concern about the speeding on Main Road and Rope Lane and invited him to meet me on site to observe and discuss. His response:

"I have put your e-mail in my To Do list and, when I am settled in, my PA will contact you to arrange for us to meet up as you suggest."

We'll see, if we meet.

School Crossing Patrol

This won't be easy to secure. A potential School Crossing Patrol (SXP) site would be assessed by Transport Service Solutions on request. The amount of accompanied and unaccompanied pupils would be taken into account as well as the amount of traffic during the time pupils would usually be walking to school - this would depend on the site but usually 15 minutes before and after the normal opening times of a school.

I have been told that should I have a specific site in mind an assessment can be carried out. The location I have in mind is Main Road, where there used to be a crossing. I am liaising with the Primary School as to whether this is worth taking forward.

An SXP would be funded through Cheshire East Council and costs just over £4,000 per annum.

The Parish Council can finance School Crossing Patrols where CEC will not justify.

Blocked Ditch

I met representatives from Guinness and Cheshire Highways on the 20th May outside of Santune Court to discuss a ditch that clearly used to carry water away from the fields before any of the houses were built. The ditch, which you can see from Rope Lane lies in between properties on Burlea Drive and Santune House and

a number of other properties not yet identified. The water doesn't run but just lies there as the ditch is blocked.

The Highways Officer was from the Flood Team and he has now spoken with the lead Flood Risk Engineer and it has been confirmed that as Lead Local Flood Authority (LLFA), under the Land Drainage Act 1991 the council can identify and inform those that own and maintain land encompassing the blocked ditch of their responsibilities as Riparian owners. To this end, he will speak with their asset management team and undertake the necessary searches via the Land Registry. Once established, they will write to those individuals, offering additional advice as necessary.

I can't see this being a quick and easy process but it has started.

Planning Related

Do garden walls built next to the Public highway need planning permission?

As a general rule of thumb if a wall runs parallel to and is within two metres of a highway it should only be 1 metre in height without the benefit of planning permission. Anything set further back can be to a height of 2 metres.

Shavington / Wybunbury Triangle - Phase 3 consultation—

I'm aware that the Parish Council has been briefed by the developer. Cllr Clowes and myself were separately briefed. I am sceptical about the benefit of having another community building have asked the developer to consider an investment in existing buildings as an alternative. The suggestion was supported by Cllr Clowes.

Wain Homes development off Chestnut Avenue

Enforcement and planning officers have been in contact with the developers, Wain Homes to ensure that all the conditions relating to 17/6487N are being discharged. Several conditions have been discharged to the satisfaction of the Local Planning Authority. However, condition 10, which relates to the ditch which runs to the rear of the properties on Northfield Close has yet to be discharged completely. This matter is the subject of an ongoing enforcement investigation ref. 20/00583E.

Contact has been made with the developer advising them that the ditch should be reinstated and maintained as per condition 10 of the grant of planning permission. Whilst the developers have submitted two applications in an attempt to discharge this application both have been rejected.

Should they fail to submit and have approved and thereafter implement a suitable scheme consideration will be given to the issue of a Breach of Condition Notice against which there is no right of appeal.



27 Crewe Road

Officers from the Housing team have visited both the property and the owners of the property who were unaware that the site was open to access as the gates are secure, that said – obviously people are jumping the gates to get in.

They have been asked to board up the property to avoid access but they have also advised that they are in discussion with builders as well as in the process of selling the property itself – hopefully this will secure improvement.

A housing officer will be checking that boarding has taken place in the interim period.

Gresty Lane traffic

Highways have programmed in ATC's (Automated Traffic Counters) to be placed along Gresty Lane. Initially, these surveys were due to take place in the New Year, however the national lockdown was imposed and that held up any further progress.

The ATC's are now programmed to take place next month on Gresty Lane (date to be confirmed). Therefore, by late June/early July Highways will have some vehicle speed/flow data to analyse what vehicle speeds are like in the area.

Once the surveys have been completed and analysed, the results will be published in a report format and distributed to me for reference and perusal

Blocked Gulleys- Gresty Green Road

Garden and septic tank flooded. Gulleys now cleared.



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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 ToR for the Staffing Committee

Version Control: v0

Author: Clerk

1. Report Summary

The report provides the draft Terms of Reference for the new Staffing Committee to be considered by Members.

2. Background

Each committee should have a Terms of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee.

3. Position

Draft version of the Staffing Committee Terms of Reference are detailed in Annex 1.

4. Conclusions

Members are asked to consider the Staffing Committee Terms of Reference and:

- a. Resolve to adopt the Terms of Reference as it is; or
- b. Consider the ToR draft attached, request some amendments to be made, and adopt the ToR; or
- c. Consider the ToR draft attached, resolve not to adopt it.

5. Consideration Sought

That the Staffing Committee Terms of Reference document attached is adopted by the Council.



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ANNEX 1
Staffing Committee
Terms of Reference (ToR)
DRAFT

4 Members of Authority	Quorum 3
Meeting will take place every six month	
All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote.	
Function of the Committee	Delegation of function
All delegated functions as set out in the Terms of Reference and Delegation of Council	Committee
To recommend to Council the overall Staffing structure and approval of additional posts.	Parish Clerk reserved for Council All other staff to Committee including payment of honoraria providing within agreed budget.
Approval of personnel policies and Employee Handbook	Committee
Management and Appointment of Staff (Local Government Act 1972 s112-119)	<p>Recommend appointment of new Parish Clerk to be endorsed by Council</p> <p>Selection of long list by Parish Clerk with personnel assistance if appropriate</p> <p>Selection of final short list – Chairman and Vice Chairman of the Council and Chairman of the Staffing Committee</p> <p>Final Interview – Committee and Chairman of the Council</p> <p>Parish Clerk for casual staff and temporary appointments to approved positions below Scale Point 23</p> <p>Decision on whether to fill vacant positions is delegated to Parish Clerk.</p> <p>Decision on recruitment of contract staff or interim contract staff to Committee</p>



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	Management of staff in accordance with Council policy, procedures and budget to Parish Clerk.
Disciplinary matters under the Council's Disciplinary Procedure.	Parish Clerk with appeal to Staffing Committee Staffing Committee in the case of the Parish Clerk with appeal to Complain Committee (only members not on Staffing Committee) Dismissal of Parish Clerk to be ratified by Council
Determination of individual grading issues and job evaluation	Committee, except Parish Clerk reserved to Council
Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	Committee (Council in case of Parish Clerk) Administration of retirement in cases of permanent ill health, after appropriate medical advice via NEST Pensions Discretions Policies to Committee
Approval of job descriptions and person specifications.	Committee
Absence issues under the Council's Attendance Management Guidelines.	Parish Clerk except Committee in the case of Parish Clerk
To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	Council
Competence Procedure	Parish Clerk except Committee in the case of Parish Clerk
Issue of Contracts of Employment	Parish Clerk except Committee in the case of Parish Clerk Model Contract approved by Committee
Redundancy and Redeployment	Committee



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Monitoring Equalities Policy in relation to employment	Committee
Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol	Council
Health and Safety	Committee for approval of Policy other than General Statement and organisation which are reserved for Council Committee to oversee responsibilities for Council within budget and policy Parish Clerk for routine management
Grievance Procedure	Parish Clerk, except Committee in the case of Parish Clerk
Administration of other Staffing procedures	Parish Clerk, except Committee in the case of Parish Clerk
Employee Development Review and assessment at end of Probationary period	Parish Clerk for all staff, often delegated to direct manager. Chairman, Staffing Chairman and one other Member of Committee for Parish Clerk
Training and Development Plan for Officers	Parish Clerk

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



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Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide the draft Committee Membership 2021/22

Version Control: v0

Author: Clerk

1. Report Summary

The report provides the draft Committee Membership for 2021/22.

2. Background

On May, 5th 2021 Shavington-cum-Gresty Parish Council resolved to postpone the membership appointment to Committee to the next Parish Council Meeting, June 9th.

With the exception of Cllr B Gibbs, who was appointed to the Complaint Committee.

3. Position

Draft version of the Committee Membership is detailed in Annex 1.

It should be noted that the draft Committee structure below does not include non-Members appointment. On the first meeting of each Committee, Members will be asked to consider the appointment of non-Members.

4. Conclusions

Members are asked to consider the Committee Membership and:

- a. Resolve to approve the Committee Membership as detailed in Annex 1; or
- b. Consider the Committee Membership as detailed in Annex 1, request some amendments to be made, and approve it; or
- c. Consider the Committee Membership and resolve not to adopt it.

5. Consideration Sought

That the Committee Membership is approved.



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ANNEX 1

**Shavington-cum-Gresty Parish Council
Committee Membership**

<p align="center">Complaints Committee (3)</p>	<p align="center">Community Engagement Committee (5)</p>	<p align="center">Environment and Recreation Committee (5)</p>
<p>Cllr K Gibbs Cllr B Gibbs Cllr Hancock</p>	<p>Cllr K Gibbs Cllr McIntyre Cllr Moore Cllr Jones Cllr B Gibbs</p>	<p>Cllr Adams Cllr Buchanan Cllr Ferguson Cllr K Gibbs Cllr Hancock xxxx</p>
<p align="center">Finance Committee (5)</p>	<p align="center">Village Hall Committee (5)</p>	<p align="center">Staffing Committee (4)</p>
<p>Cllr Buchanan Cllr K Gibbs Cllr Hancock Cllr Ferguson Cllr Hackett</p>	<p>Cllr Adams Cllr K Gibbs Cllr Hancock Cllr McIntyre Cllr Hackett</p>	<p>Cllr Jones Cllr B Gibbs Cllr Xxxx Cllr xxxx</p>



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Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide the draft Committee Meeting schedule 2021/22

Version Control: v0

Author: Clerk

1. Report Summary

The report provides the draft Committee Meeting schedule 2021/22.

2. Position

Draft version of the Committee Meeting schedule 2021/22 is detailed in Annex 1.

3. Conclusions

Members are asked to consider the Committee Meeting schedule 2021/22 and:

- a. Resolve to approve the Committee Meeting schedule as detailed in Annex 1;
or
- b. Consider the Committee Meeting schedule as detailed in Annex 1, request some amendments to be made, and approve it; or
- c. Consider the Committee Meeting schedule and resolve not to adopt it.

4. Consideration Sought

That the Committee Meeting schedule 2021/22 is approved.



ANNEX 1

Shavington-cum-Gresty Parish Council Meeting schedule 2021/22

Parish Council meeting

- 7th July 7:30pm
- 4th August 7:30pm
- 1st September 7:30pm
- 6th October 7:30pm
- 3rd November 7:30pm
- 1st December 7:30pm
- 5th January 7:30pm
- 2nd February 7:30pm
- 2nd March 7:30pm

Community and Engagement Committee meeting

- 23rd June 7:30pm
- 15th September 7:30pm
- 8th December 7:30pm
- 16th March 7:30pm

Environment and Recreation Committee meeting

- 14th July 7:30pm
- 20th October 7:30pm
- 19th January 7:30pm

Finance Committee meeting

- 29th September 7:30pm
- 17th November 7:30pm
- 9th March 7:30pm

Village Hall Committee meeting

- 30th June 7:30pm
- 13th October 7:30pm
- 9th February 7:30pm

Staffing Committee meeting

- 21st July 2021 7:30pm



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- 16th February 7:30pm

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Report Statement

Meeting: Parish Council 09.06.2021

Report Purpose: To provide an update with regard to the Village Festival

Version Control: v0

Author: Clerk

1. Report Summary

The report provides an update with regards to the Village Festival and outlines financial implication to sponsor the event and have a presence on the day.

2. Background

Shavington Village Festival first started back in 1976, to celebrate the Queen's Silver Jubilee. A Committee was set up to organise a Village Festival in the summer of 1977, and from the outset, the Committee decided that the prime objective of the Festival would be to create the opportunity for local organisations to raise funds, usually by running a stall. It was a successful event and so popular that it had continued for over 40 years.

3. Position

To support the event, Shavington-cum-Gresty Parish Council resolved to sponsor the Traffic Management cost up to £800 (*Parish Council meeting, April 7th, 2021*).

A quote was received and accepted from Amberon TM, for the value of £627+VAT. Details of Traffic Management service required for the day, and submission of all the necessary documentations to the competent Authority are outside the scope of the sponsorship and will be dealt by the event organisers.

The Parish Council was then offered a place to promote its activities and project at the event. This would give Members the opportunity to promote and support the local discussion around the Boundary Review.

To manage and take advantage from the presence on the day the Council would need:

- N.2 outdoor banner (2m x 1m) Shavington-cum-Gresty branded
- N.4 outdoor banner (2m x 1m) one identity branded
- N.12 green tshirt One identity branded
- N.12 blue tshirt Parish Council branded
- Hand waving promotional flags your identity branded (500ca)
- Kids colour map of the Village to hand out (500ca)
- Gazebo, table and chairs



Also, Members will be asked for their availability on the day to man the gazebo and inform residents with regards to the Boundary review.

4. Sustainability Impact

The event has an environmental impact, in line with equivalent events.

5. Community Impact

Positive: greater community engagement

6. Governance

Shavington-cum-Gresty Parish Council budget 2021/22

7. Financial Impact

Up to £700 within the allocated budget

8. Resource Impact

Officers time. Clerk to supervise and manage.

9. Conclusions

Members are asked to consider the followings:

- a. To note the report, resolved to support the Festival and have a presence on the day, delegate the Clerk to progress the project and take all operational decisions within budget (up to £700)
- b. To note the report, resolved to support the festival but resolve not to have a Parish presence on the day.

10. Consideration Sought

That the report is approved, and the Clerk is delegated authority to take operational decision to progress the project within budget.



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Report Statement

Meeting: Parish Council 09.06.2021

Report Purpose: To provide an update with regard to the Parish Online service

Version Control: v0

Author: Clerk

1. Report Summary

The report provides an update with regards to the Parish Online service and outlines financial implication for the Council to sign the subscription to the service.

2. Background

Parish Online is a mapping software enabling councils to view and print detailed maps. It enables users to: view maps, take measures, create map layers, manage assets, publish interactive maps.

3. Position

To support the activity of the Boundary Review Task Group and test the usability and value of the system, the Clerk -in consultation with the Chairman- subscribed a free trial with Parish Online. The subscription was signed on May, 20th and will end on June, 19th without any obligation fee.

Parish Online is a subscription service, charged annually. Price depends on population, and for the Shavington-cum-Gresty area the cost is £250+VAT

The system has so far proved to be really useful for Members, and has given them the access to tools and systems that will support Members with the Your Identity campaign, as well as other Parish Council's project such Shavington Youth Club, and 140 Main Road.

4. Equality impact

The system is fully accessible.

5. Sustainability Impact

Environmental: none as digital.

Social: potentially greater civic pride as the service will be used to support the Your Identity Campaign

6. Community Impact

Positive: it will support the Your Identity Campaign

7. Governance

Shavington-cum-Gresty Parish Council budget 2021/22



8. Financial Impact

Up to £300/year (cost centre Administration Staffing/ICT equipment)

9. Resource Impact

Officers time.

10. Conclusions

Members are asked to consider the followings:

- To note the report, resolve to authorise the full subscription to the Parish Online system at the cost of £250+£50 per year (to be reviewed yearly)
- To note the report, and resolve to not authorise the full subscription to the Parish Online system

11. Consideration Sought

That the authorisation is granted to unlock the full subscription to the Parish Online system (annual cost £250+£50 to be reviewed each financial year)



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SHAVINGTON
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Report Statement

Meeting: Parish Council 09.06.2021

Report Purpose: To provide consideration with regards to the appointment process to select the Parish Lengthsman

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Members and update about the appointment of a Parish Lengthsman together with the Clerk's recommendation on the procedure to follow.

2. Background

On April 7th, Shavington-cum-Gresty Parish Council approved the advertisement of a Lengthsman as an external contractor and delegate the Recreation and Environment Committee to oversee the selection process. It was also agreed that the advert would have been included in the June Parish Council newsletter.

3. Position

The appointment of an external contractor for the delivery of services, is regulated by the Council Financial Regulation approved by the Full Council on May, 5th.

When the Council is to enter a contract below £25,000 (but in excess of £3,000), the Clerk shall present three quotations (priced description of the proposed supply). A request for quotation request to be written, and published.

The Clerk, in consultation with the Chairman, agreed not to publish the job advert on the June newsletter – as it was not clearly complying with the Financial regulation. An request for quotation has been drafted and it attached to this document, for members consideration.

If approved, this can be published soon after the Parish Council Meeting. Members need to be aware, however, that the timeline for the appointment will need to be slightly postponed as follow:

- Closing date for submitting application: Friday 16th July, 5pm
- Proposal opened on Monday 19th July
- Decision to be made on Wed 4th August

4. Equality impact

The request for quotation will be published in accessible format (HTML)

5. Sustainability Impact

Environmental: none as digital.



6. Community Impact

Positive: greater community cohesion

7. Governance

Shavington-cum-Gresty Parish Council budget 2021/22

Shavington-cum-Gresty Financial Regulation

8. Financial Impact

None.

9. Resource Impact

Clerk time and management.

10. Conclusions

Members are asked to note the update, and to consider the following options:

- a. Note the Request for quotations attached in annex 1, approve it and instruct the Clerk to start the process for the selection of contractor
- b. Note the Request for quotation attached in annex 1, request some amendments to be made, and instruct the Clerk to start the process for the selection of the contractor
- c. Note the Request of quotations attached in annex 1, approve not to proceed with the matter

11. Consideration sought

That the request for quotations attached is approved, and the Clerk is instructed to proceed with the process for the selection of the contractor



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ANNEX 1

Shavington-cum-Gresty Council Parish Council meeting

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

xxJune 2021

Shavington-cum-Gresty Request of Quotations for Lenghtsman service in the parish

Background and context

Shavington-cum-Gresty Parish Council is seeking proposals to appoint a contractor to carry out a range of duties such as tackle small scale maintenance work in the Parish Council, either directly or jointly with the local community and partners involved.

KEYS AREAS AND RESPONSIBILITIES:

1. Carry out weekly inspection of Vine Tree Play Area

Check play equipment and the area for fitness for use, clearing litter, and reporting any defects or action items to the Parish Clerk.

2. Carry out weekly weed and vegetation control throughout the parish

Keeping weeds to a minimum and making sure that pavements and footpaths are fully accessible, with minimal invasion of vegetation

3. Monthly check benches maintenance

including regular cleaning of all Parish Council benches, and varnish as required. Install new benches as they are purchased.

4. Identify and weekly report

blocked drains, poor road surface conditions including potholes, poor lighting conditions, overgrown hedging, poor signage, fly-tipping, and anti-social behaviour, to the relevant authority including the Clerk to the Parish Council. Anti-social behaviour should first be reported to the local PCSO.

5. Support the Parish Council in environmental and other associated matters, as required.

6. Attend the evening meetings of the Parish Council, when requested.

7. Maintain an **electronic record of visits.**



8. Provide the Council with RAMS and PLI (not less than £5millions), comply with the Council H&S policy, Manual Handling Regulation and COSHH

BUDGET

We have allocated a budget up to £3,500 (from 1 September 2021- 31st March 2022). Tools and equipment will not be provided by the Parish Council.

TIMELINE

Quotations should be returned to clerk@shavingtononline.co.uk by Friday 16th July 2021, 5pm

Proposal opened on Monday 19th July 2021

A decision to be made on August, 4th 2021

INTERESTING BUSINESS SHOULD SUBMIT A PROPOSAL CONTAINING

- Key personnel and skills involved
- Example of previous experiences and references if possible
- List of tools and equipment supplied by the contractor for the delivery of the service
- Suggested monthly schedule of work – hours
- Budget
- A copy of your current public liability insurance, RAMS, company Health & Safety policies

SUBMITTING YOUR QUOTE

Quotation should be submitted to:

Clerk Shavington-cum-Gresty Parish Council
Shavington-cum-Gresty Village Hall,
Main Rd, Shavington, Crewe,
CW2 5DP

Or email:

clerk@shavingtononline.co.uk

Acceptable proposal formats:

MS Word

PDF

Printed/physical

Please direct any questions to Simona Garnero by email on clerk@shavingtononline.co.uk



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Report Statement

Meeting: Parish Council 09.06.2021

Report Purpose: To provide an update about the updated version of the Shavington-cum-Gresty Village Hall booking pack

Version Control: v0

Author: Clerk

1. Report Summary

The report provides an update with regards to the updated version of the Shavington-cum-Gresty Village Hall booking pack.

2. Background

Shavington-cum-Gresty Parish Council owns and regularly hires the Shavington-cum-Gresty Village Hall.

Due to the COVID-19 pandemic, the Council has not accepted booking for the use of the Hall over the last few months, however as national restrictions are easing new booking requests have been received and processed (in compliance with the relevant Government guidelines).

3. Position

On May, 17th the national Government lifted some restrictions for the use of public building and community hall. And more restrictions could be lifted in the coming weeks, once (and if) phase 4 of the Government roadmap is confirmed. Therefore, booking requests for the use of the Village Hall have restarted.

To better comply with the current obligations the Council is subject when hiring a facility, the Village Hall booking form has been updated and reviewed. It now includes:

- a. Village Hall risk assessment (dated 19.05.2021)
- b. Booking form (Annex 1)

Main changes from the previous version are:

- a. Payments to be made by BACS only;
- b. Hirer to provide RAMS;
- c. Hirer to give clear indication of numbers of users and how the hirer will guarantee the compliance with the COVID-19 regulations such track and trace and social distancing.

4. Equality impact



The booking form is not fully accessible at the moment. Measures will need to take place to convert the form in an accessible document (such HTML or Fillable PDF)

5. Sustainability Impact

Environmental: none as digital.

Economical: positive, generates income to break even the Council's costs to manage the asset

6. Community Impact

Positive: Shavington-cum-Gresty Village Hall hosts community groups and activities that are attended by the locals

7. Governance

Shavington-cum-Gresty Parish Council budget 2021/22

8. Financial Impact

None.

9. Resource Impact

Clerk time and management.

10. Conclusions

Members are asked to note the new Shavington-cum-Gresty Village Hall booking pack.



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ANNEX 1

**SHAVINGTON-CUM-GRESTY VILLAGE HALL BOOKING
FORM**

Village Hall hire Fee

Monday-Thursday	8.00 am – 12 noon	[]	£20
	1.00 pm – 5.00 pm	[]	£20
	6.00 pm – 10.00 pm	[]	£20
Friday	8.00 am – 12.00 pm	[]	£20
	1.00 pm – 5.00 pm	[]	£20
	6.00 pm – 11.00 pm	[]	£25
Saturday	9.00 am – 1.00pm	[]	£20
	2.00 pm – 6.00 pm	[]	£20
	7.00 pm – 12.00 pm	[]	£25
Sunday	9.00 am – 1.00pm	[]	£20
	2.00 pm – 6.00 pm	[]	£20
	7.00 pm – 11.00 pm	[]	£20

Clients have use of the following facilities within the hire charge:

- Main Hall including lounge, kitchen and bar area

Clients who wish to have exclusive use of the whole hall, an additional fee of £10 per session is payable to prevent the upstairs meeting room from being hired out separately during the session.

In the event of the client not wishing to clean-up after their function, an additional charge of £30 for cleaning is payable.

If you wish to hire the hall on a regular basis, clients are offered a consecutive block booking of 16 weeks but will only be charged for 12 weeks. **Payment must be made in advance.**



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ADDITIONAL INFORMATION

Facilities

Whole Hall	Free Wi-Fi (no code needed)
Main Hall/Lounge	There are tables and chairs for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function.
Kitchen: crockery for	The kitchen has a fridge, cooker, microwave oven, hot water urn and 120 persons. Some cutlery is available. Tea-towels are not provided.
Upstairs Meeting Room:	Tables are set out to seat a minimum of 12 people. Other chairs are also available in the room.

There is a First-Aid kit in the kitchen, together with an Accident Reporting book.

All users are required to adhere to Covid 19 guidelines that apply at the time of use



SHAVINGTON
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APPLICATION FOR THE USE OF SHAVINGTON VILLAGE HALL

APPLICANTS SHOULD READ THE STANDARD CONDITIONS FOR THE USE OF
SHAVINGTON VILLAGE HALL
ACCOMPANYING THIS FORM BEFORE COMPLETING ANY PART OF IT

Payment shall be made in advance by BACS using sort code 08-92-99 and account # 65364422

Details of applicant

Organisation Name	
Representative Name	
Address	
Telephone	
On site contact (mobile no)	
Email	

Purpose

Sessoion(s) required	Monday-Thursday	8.00 am – 12 noon	[]
		1.00 pm – 5.00 pm	[]
		6.00 pm – 10.00 pm	[]
	Friday	8.00 am – 12.00 pm	[]
		1.00 pm – 5.00 pm	[]
		6.00 pm – 11.00 pm	[]
	Saturday	9.00 am – 1.00pm	[]
		2.00 pm – 6.00 pm	[]
		7.00 pm – 12.00 pm	[]
	Sunday	9.00 am – 1.00pm	[]
		2.00 pm – 6.00 pm	[]
		7.00 pm – 11.00 pm	[]

Date(s) required	Start: _____	Finish: _____
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Details of activity	
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How will you make sure social distancing is adhered to?	
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How will you make sure you will collect info for the Track and Trace?	
Number of expected audience at any one time	
Fee due (£)	
Please confirm you are sending the following with this application (Yes/ No) We cannot process your application without them	
(Essential) Copy of Public Liability insurance	
(Essential) Copy of your risk assessment & method statement	
(Essential) Copy of your COVID-19 risk assessment	
(Essential) I confirm I will send the necessary fee	
I am authorised by the Organisation named above to agree to the Council's conditions of use.	
Signature	
Date	

WHEN COMPLETE, THIS FORM SHOULD BE RETURNED TO THE OFFICER WHO SENT IT TO YOU
OR villagehall@shavingtononline.co.uk

For further information please contact Shavington Village Hall at 01270 262636 or write to villagehall@shavingtononline.co.uk

All users are required to adhere to Covid 19 guidelines that apply at the time of use



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