

**Shavington-cum-Gresty Council
Annual Meeting of Parish Council**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk



28 April 2022

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

Dear Councillor,

You are summoned to attend the Annual Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held at **7:30PM** on **Wednesday 4 May** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Your sincerely,



Simona Garnero
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interest
3	To elect the Chair of the Parish Council
4	To elect the Vice-Chair of the Parish Council
5	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings held on 6 April 2022 (attached)

6	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 6 April or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance Committee <u>Chair:</u> Cllr Wain</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Councillor Buchanan</p>
7	To consider and approve the terms of reference of Committees (attached)
8	To consider the approval of Committee structures and nominations to new and existing Committees (attached)
9	<p>To consider and approve representations on outside bodies</p> <ul style="list-style-type: none"> a. Village Festival Committee – Cllr Hancock b. Wybunbury United Charities – Cllrs Adams, Buchanan, K Gibbs
10	To consider and approve the Council meetings calendar 2022/23 (attached)
11	<p>To confirm the Council's adoption of:</p> <ul style="list-style-type: none"> a. Councillor Code of Conduct (https://shavingtononline.co.uk/councillor-code-of-conduct/) b. Shavington-cum-Gresty Standing Orders (https://shavingtononline.co.uk/standing-orders/) c. Shavington-cum-Gresty Finance Regulations (https://shavingtononline.co.uk/finance-regulations/)
12	<p>To review, consider and approve matters related to (attached):</p> <ul style="list-style-type: none"> a. Council list of assets b. Affiliation to: <ul style="list-style-type: none"> a. Cheshire Association of Local Councils

	b. Cheshire Community Action
13	Internal auditor – to approve JDH Business Services as internal auditor for 2022/23
14	External support services: a. To approve Beardmore Accountants for payroll service b. JDHBS as GDPR consultant c. Rhino Safety as H&S consultant
15	To consider and approve Council’s bank signatories: a. Cllr K Gibbs b. Cllr B Gibbs c. Cllr Hancock d. Cllr McIntyre e. Cllr Ferguson f. Cllr Adams g. S Garner (Parish Clerk) h. S Randle (Community Manager)
16	To note and approve payments since the previous meeting (attached)
17	To consider approving the next round of payments (attached)
18	To receive a report from the Village Beat Manager (to follow)
19	To receive an update on Cheshire East Council’s plans affecting the Parish Council from Cllr Marren (CEC) (attached)
20	To receive an update with regards to Cheshire East Community Governance Review
21	To consider making a response to the following planning applications: a. Application: 22/1388M Proposal: Proposed Demolition of existing Single Garage, replaced with 2-storey Side Extension to provide additional living accommodation + Internal and External Alterations Location: 90, MAIN ROAD, SHAVINGTON, CW2 5DU National Grid Ref: 369753.9234 351746.6283
22	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
23	To receive and consider funding a dedicated PCSO to cover Shavington-cum-Gresty’s area and to delegate the Clerk to sign the SLA agreement with Cheshire Constabulary on behalf of the Parish Council (attached)

24	To receive and consider proposals with regards to 140 Main Road (<i>circulated</i>)
25	To note the date of the next Council Meeting – <i>1 June 2022, 8pm</i>

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



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MINUTES of the meeting held on
Wednesday 6 April 2022

In attendance: Cllr Adams, Edgar, Ferguson, B Gibbs, K Gibbs, Jones, McIntyre, Wain

ScG/21/17/1	To receive and consider apologies for absence
	Apologies were received and accepted from Cllrs Buchanan, Hancock, Moore.
ScG/21/17/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG/21/17/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings hold on 2 March 2022
	RESOLVED: That the Minutes of the previous meetings are approved and signed as an accurate record.
ScG/21/17/4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	<p>A member of the public shared his concerns with regards to the allegations raised during the CEC CGR Sub-Committee meeting hold on 4 April 2022 on the accuracy of the One Identity survey run by the Parish Council as unfair and not correct.</p> <p>Members of the public shared their concerns and comments with regards to the planning application 22/0462N</p>
ScG/21/17/5	To receive a report from the Village Beat Manager
	Members NOTED the report.
ScG/21/17/6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC)
	Members NOTED the report.
	Members received an update with regards to the puffing crossing in Rope Lane,

	Shavington (s.106) and welcomed the repositioning of the crossing suggested.
ScG/21/17/7	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 2 March or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee (Minutes attached) <u>Chair:</u> Councillor K Gibbs Meeting held 16 March 2022 Items for consideration:</p> <p>i. that the members support in principle the idea of a commemoration project to Covid with a suggestion of a commemorative bench. The Community Manager was instructed by members to work with the chairs of the Community & Engagement Committee and Environment & Recreation Committee chairs to draft a project to be presented to the Parish Council for consideration.</p> <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance Committee <u>Chair:</u> Cllr Wain Meeting held 9 March 2022 Items for consideration:</p> <p>i. That the revised version of Finance Regulation is approved – subject to the amendment to s. 4.1 being made – and that the Regulation is recommended to Full Council for adoption</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Councillor Buchanan</p>
	Members NOTED the update.
ScG/21/17/8	<p>To note and approve payments since the previous meeting</p> <p>To note and approve payments made by the Clerk under s.4.5 of Finance Regulation for emergency repair of the Village Hall sewer system (invoice to follow)</p>
	<p>Members NOTED the updates.</p> <p>RESOLVED: that payments made by the Clerk under the delegation scheme listed in report 8.2 are approved</p>

	RESOLVED: that the payments made under s.4.5 for the for emergency repair at Village Hall is approved and that the Clerk is instructed to process it
ScG/21/17/9	To consider approving the next round of payments
	Members NOTED the report. RESOLVED: that payments listed in item 9.2 are approved and the Clerk is authorised to process the payments and that the grant to Shavington Primary School for the community use of the car park is coded under s.137
ScG/21/17/10	To receive and consider the followings
	<ul style="list-style-type: none"> - The list of all payments made from 01.04.2021 to 31.03.2022 (Parish Council bank account and Village Hall bank account) - The list of all receipts from 01.04.2021 to 31.03.2022 (Parish Council bank account and Village Hall bank account) - The list of all Clerk/Members expenses from 01.04.2021 to 31.03.2022 - The Council's Fixed Asset register (updated at 31.03.2022) - The list of Clerk's salary payments from 01.04.2021 to 31.03.2022 - The list of payments made under s.137 from 01.04.2021 to 31.03.2022
	Members NOTED the reports. RESOLVED: that all documents are approved as accurate records. And that all payments and receipts listed are noted and approved
ScG/21/17/11	To note and consider the YTD Parish Council finance position at 31.03.2022 and the bank reconciliations
	Members NOTED the reports. RESOLVED: that the year-end Council position is approved, and bank reconciliations are signed.
ScG/21/17/12	To consider a quote from JDH Business Service Ltd to undertake the Council's Internal Audit for 2021/22
	Members NOTED the report. RESOLVED: that JDH Business Service Ltd is appointed to undertake the Council's Internal Audit for 2021/22 and that the Clerk is instructed to sign the contract and provide the auditor with all the information needed to progress with

	the audit.
ScG/21/17/13	To receive an update with regards to Cheshire East Community Governance Review
	<p>The Chair briefed Members with regards to the Cheshire East Community Governance review.</p> <p>Members NOTED the update.</p> <p>A debate took place with regard to the allegations raised during the CEC CGR Sub Committee meeting hold on 4 April 2022 (minutes here: https://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=569&Mid=9237&Ver=4)</p> <p>Cllr Edgar requested to NOTE that he has no collusion with Cllr Clowes.</p> <p>To address the allegations raised the following actions will be taken:</p> <ul style="list-style-type: none"> - A letter will be sent to the Chair of the Community Governance Review Sub Committee and to the Chair of the Corporate Policy Committee (cc all Committee Members) to rejects all allegations - A meeting will be requested with Cllr Clowes, the Head of Democratic Services and Governance and the Chair of the Community Governance Review to address any questions or doubts regarding the One Identity survey - All public files related the survey will be circulated with Cllr Clowes, the Head of Democratic Service and Governance and the Chair of the Community Governance Review. <p>A vote of thanks was made to thank all Members, staff and volunteers for their time and efforts to support the “One Identity” campaign over the last 12 months.</p>
ScG/21/17/14	To consider the Parish Council DRAFT Business and Work Delivery plan 2022/23
	<p>Members NOTED the report.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • That the service delivery plan and associated spend within the approved 2022/23 budget is adopted and approved by Council • That all associated spend and procurement is delivered within the council’s governance • That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant. • That undefined aspects of delivery are progressed though the appropriate committee or council for further development and definition for later approval.

ScG/21/17/15	To consider making a response to the following planning applications
	<p>a. Application: 22/0742N Proposal: Variation of condition on approved application P95/0140 - Conversion of garage to habitable room Location: 308, NEWCASTLE ROAD, SHAVINGTON, CW2 5EA National Grid Ref: 369509.12 351278.7301</p> <p>RESOLVED: No comments</p> <p>b. Application: 22/0860N Proposal: Proposed rear extension, front porch and alterations Location: 321 , Newcastle Road, Shavington, CW2 5EA National Grid Ref: 369514.6547 351332.1186</p> <p>RESOLVED: No comments</p> <p>c. Application: 22/0443N Proposal: remove the rear porch wall, extend the wall of the utility room and the kitchen diner, existing flat roof of the utility room will be replaced by a double hipped sloping roof, which will extend over to the newly extended kitchen. Location: 272, NEWCASTLE ROAD, BLAKELOW, CHESHIRE, CW5 7ET National Grid Ref: 369182.3975 351249.0203</p> <p>RESOLVED: No comments</p> <p>d. Application: 22/0963N Proposal: Proposed first floor side extension and rear dormer to form larger bedroom with ensuite Location: 15, LORDS MILL ROAD, SHAVINGTON, CW2 5ET National Grid Ref: 369762.5109 351690.743</p> <p>RESOLVED: No comments</p> <p>e. Application: 22/1019N Proposal: Two storey side extension. Location: Puseydale Farm, MAIN ROAD, SHAVINGTON, CW2 5DY National Grid Ref: 369373.7525 351496.1006</p> <p>RESOLVED: No comments</p> <p>f. Application: 22/0651N Proposal: Single storey rear extension and garage conversion Location: 12 , Charlcote Crescent, Crewe, CW2 6UH National Grid Ref: 370212.5817 353632.0644</p> <p>RESOLVED: No comments</p>

g. Application: 22/0462N

Proposal: Erection of timber frame and clad outdoor cat houses with exterior exercise areas

Location: 35, WESTON LANE, SHAVINGTON, CHESHIRE, CW2 5AN

National Grid Ref: 370827.1705 352223.37

RESOLVED:

Design & Access Statement:

- Permitted Development Rights do not apply – construction exceeds 50% of the garden area (320m² garden/ 200m² development = +60%)
- *Comment re: Licensed Waste Collectors* – no further information, yet the Application Form section 16 Trade Effluent is answered ‘no’ to the waste question
- *Comments re: Collection of kittens, times and arrangements* – at odds with a comment later in the document that states ‘*there is no increased vehicular traffic that a normal householder would expect*’. There are at least 10 cat rooms proposed, plus more domestically. Assuming 10 queens littering 3 to 4 times a year with 4 to 5 kittens per litter, up to 200 kittens p.a. = c.16 collections per month, plus visits. High volume of traffic outside the property for which there is no parking provision, nor safe stopping place. This is at odds with the *Application Form, section 10 Vehicle Parking*, which has not been completed
- *Comments re: cat house being a temporary structure* – it’s not, it’s a permanent cat house for the business of breeding cats. This is not sustainable development, it’s inaccessible as four sides of the cat house sits directly adjacent to boundary fences
- *Comment re: ‘The scale of the cat house structures is similar to a standard garden shed’* – the structure is around 200m² – it’s similar to about 10 garden sheds, not 1. Scale and mass in a garden of this size in residential area is over intensification (and in contrast with Policy HOU4 of Shavington-cum-Gresty Neighbourhood Plan)
- *Comment re: parking for four vehicles* – that includes a turning area. The proposal will see reverse moves onto Weston Lane which must not be encouraged or permitted.
- No comment on the decking area – c.200m² – which will attract vermin – how will this be managed?

Application Form:

- *Section 9 Materials* – not completed, no mention of decking plans, windows, doors, lighting/ CCTV?
- *Section 10 Vehicle Parking* – not completed
- *Section 12 Assessment of Flood Risk* – not completed. How will surface water from the structure be disposed?

	<ul style="list-style-type: none"> • <i>Section 15 Trees and Hedges</i> – present throughout the boundary, yet answered ‘no’ (none present) • <i>Section 16 Trade Effluent</i> – not completed • <i>Section 18 Non-residential floorspace answered incorrectly</i> (no to ‘does your proposal involve the loss, gain, or change of use of non-residential floorspace?’) • <i>Section 20 Hours of opening</i> – not completed, yet D&A statement suggests they’ll have visits Mon-Sat 0900-1800. No mention of deliveries or collections • <i>Section 26 Declaration</i> – unsigned <p><u>Final points</u></p> <ul style="list-style-type: none"> • Is this a licensed seller of animals? • Planning enforcement have been involved, therefore permission need to be in place • As this is a business, business rates may be applicable • Local amenity issue for neighbours • RSPCA Licence or inspection needed • Clarity is needed on waste disposal, rainwater, smell, noise, sanitation
ScG/21/17/16	To consider making responses to any urgent planning application consultations that have arisen since this agenda was published
	No application was received.
ScG/21/17/17	<p>To consider to adopt the following policy:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Financial Regulation <p>And to consider to authorise the dual level payment approval on all online banking payments</p>
	<p>Members NOTED the update.</p> <p>RESOLVED: that the revised version of Shavington-cum-Gresty Financial Regulation is approved.</p> <p>RESOLVED: that the Clerk is authorised to request to the bank the introduction of the dual level payment approval system on all online payments.</p> <p>RESOLVED: that until the dual level payment approval system is available on the online banking platform, the Clerk is temporary delegated to set up and authorise payments without a second level of payment approval. This temporary delegation will cease when the system is accessible.</p>

ScG/21/17/18	To note and consider an update with regard to 140 Main
	Members NOTED the update. RESOLVED: that the item is deferred to the next Parish Council meeting when Members will consider option 1 and 2 only.
ScG/21/17/19	To consider to donate at least n.1 raised beds currently located in the Village Hall car park to the Shavington Academy to support the #QueenBee project
	The Clerk briefed Members with regards to the item. RESOLVED: that n.2 raised beds currently located in the Village Hall car park are donated to Shavington Academy as part of the #QueenBee project.
ScG/21/17/20	To consider a proposal to review the Village Hall booking fees for 2022/23 and to note the revised booking form
	Members NOTED the report. RESOLVED: that the amended fees and booking form are approved, subject to the following amendments being made: <ul style="list-style-type: none">- To remove the option of cleaning service in page 1- That the alignment and format of the document is reviewed to be more coherent
ScG/21/17/21	To note the date of the next Council Meeting – 4 May 2022, 7pm
	Members NOTED the date of the next Parish Council meeting.

Meeting Closed at 22:22 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero



Report Statement

Meeting: Parish Council

Report Purpose: To present Committees ToRs for 2022/23 for Members' consideration

Version Control: v1

Author: Clerk

1. Report Summary

The report present Committees' ToR for 2022/23 for Members' consideration

2. Background

On March, 2nd Members discussed a proposal with a revised organisational model for the Council and DRAFT ToRs for Committees.

Members supported the proposal, and requested the Clerk to review the Planning Committee Member of Authority numbers on Members' interest to join the Committee. Accordingly the Member of Authority numbers for the Planning Committee has been reviewed to 8.

3. Position

Members are asked to consider and approve the Committees ToRs attached in Annex 1

4. Governance

ScG Parish Council Standing Order
LGA 1972

5. Financial Impact

None

6. Resource Impact

None

7. Wards Affected

All

8. Conclusions

Members are asked to consider and approve the Committees ToRs attached in Annex 1





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ANNEX 1

PARISH COUNCIL ¹

12 Members of the Authority	Quorum 4
Meeting will take place bimonthly	
Annual Council meeting is held in May, and then Council will meet every second month in accordance with the Annual calendar of meetings.	
The Parish Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.	
Function of the Council Column 1	Delegation of Function Column 2
General Governance	
Adoption and amendment of any strategies and policies.	None generally, but to receive advice from Finance and Strategy Committee as appropriate. Personnel policies delegated to Personnel Committee
Approval of strategic projects	None, but to receive advice from Finance and Strategy Committee as appropriate.
Liaising with the Police and other outside bodies on matters pertaining to the Parish	To individual committees as set out in their delegation, otherwise reserved for Council
Approval of any Neighbourhood Plan for consultation or submission to Cheshire East Council.	None, but drafts delegated to Planning Committee
Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None

¹ Approved xxxx
 Planned review date xxxx



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Approving of annual budget, Precept, and Medium-Term Financial Plan	None
Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
Election of the Chair, and Vice-Chair	None
Appointment of Chairmen and Vice Chairman of committees, established by Council.	Council, or may delegate to individual committees
Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
Appointment of Members or Officers to outside bodies	None
Granting of the Honorary Freedom of the Parish	None
Changing the name of the Parish Council	None
Making, amending, revoking, re-enacting or adopting Bylaws	None
To represent the view of the local community on matters of significance.	None generally, but may be delegated to individual committees, through their terms of reference.
Data Protection, Access to Information, Freedom of Information and Human Rights.	Policy and Publication Scheme reserved to Council Strategic overview to Finance and Strategy Committee
To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of	None generally In cases of urgency, the Parish Clerk in consultation with Chair and Vice-Chair



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a notice, and to lodge an appeal against any Court decision.	
All powers of the Council (except those reserved to Council by legislation) in the case of a civil emergency (including health related emergency), limited to £10,000 expenditure in accordance with Financial Regulations.	The Parish Clerk in consultation with two of: Chair, Vice-Chair or committee chairman subject to reporting justification to next Council.
In cases where a civil emergency is over an extended period and which hinders the holding of normal meetings, non-urgent decisions will be taken in consultation with all members of committee or Council.	The Parish Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.
Election issues and filling of vacancies	None to Committee. Proper Officer to undertake all statutory notifications and actions to advise members as necessary.
All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Parish Clerk
All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Parish Clerk or other officer designated by resolution of Council
Nomination for attendance at conferences	None Parish Clerk for Member training in accordance with policy.
To do anything calculated to facilitate or conducive or incidental to the discharge of any function	Council unless specifically delegated.



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Adoption of General Power of Competence	None
Personnel Issues	
To direct which post holders will be designated Proper Officer to the Council, Responsible Financial Officer and Data Protection Officer.	None but may be on recommendation of Personnel Committee
To determine the overall Staffing structure and approval of additional posts	None but appointment, set out in Terms of Reference for Staffing Committee
Confirming the appointment of Parish Clerk	The appointment, subject to confirmation by Council is delegated to Staffing Committee.
Other Personnel matters	As set out in Terms of Reference for Staffing Committee
Health and Safety Policy – General Statement and Organisation	None. Arrangements to Personnel Committee
Quality and Integrated Management	
Conducting Best Value reviews if appropriate	Finance and Strategy Committee
Administration of the Complaints Procedure	As set out in Complaints Procedure.
Finance and Audit	
Authorisation of Payment of accounts	Council/Finance and Strategy Committee/Parish Clerk/RFO in accordance with Financial Regulations
Approval of Annual Return, Statement of Accounts and Governance Statement	None
Approval of Banking Arrangements and choosing insurance providers	None but on advice of Finance and Strategy Committee



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Approval of Orders for work, goods or services and acceptance of tenders	In accordance with Finance and Governance Committee TOR
Audit arrangements	In accordance with TOR of Finance and Strategy Committee
Appointment of internal auditor and determining method of external auditor appointment.	None
Consideration of internal and external audit reports and response recommended by Committee or Sub- Committee.	None
Power to accept gifts, Local Government Act 1972, S139	None
Power to participate in schemes of collective investment, Trustees Investments Act 1962 s11.	None
Power to borrow, Local Government Act 1972 S111 and Sch. 13	None
Writing off bad debts	None
Proceedings or other steps to recover debt owing to the Council	RFO for routine action Finance and Strategy Committee to consider reports on aged debt and action.
Annual review of Fees and Chargers	None
Approval of virements between committee budgets	None
Power to all Committees	
To undertake all functions delegated to them by Council. They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity,	Committee Parish Clerk as set out in delegation



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controversy or seriousness of a matter, decide not to use the delegated power	
To make spending and income recommendations to Finance and Strategy Committee and to Council during the Budget process	Committee
To arrange extra meetings or alter time/date of meetings	Committee or Parish Clerk in consultation with Chair and/or Vice Chair
To monitor actions on minutes of the Committee.	Committee
To manage services for which they are responsible within an approved budget and policy.	Committee as delegated Parish Clerk as delegated
To authorise spending/ issue works orders within budgets delegated to a committee	Committee/Parish Clerk in accordance with Finance Regulations and Standing Orders for Contracts. For capital projects, an application is made to Council to access a rolling Capital Fund.
To appoint sub-committees or working groups on a task and finish basis, in accordance with Standing Orders, and appointment of their Chair and Vice Chair	Committee
To appoint non-Parish Councillors Members to the Committee as representative of the community	All Committee – except for Finance & Strategy and Staffing Committee
Land	
Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127.	None



Power to accept gifts of land, Local Government Act 1972 s139.	None
Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and 10	None
To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with Chair and Vice-Chair	Parish Clerk
Delegated Services	
To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 and 112 or Localism Act 2011)	None
To undertake services for another local authority or public body	None
Planning and Development Control	
To make observations on major or controversial planning applications referred to it by Planning Committee.	None.
To make observations on Planning consultation documents from the Principal Council or other bodies.	None for Local Plan or HS2 Project, but to receive recommendations from Planning Committee.
All other Planning and Building Control matters.	Planning Committee

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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COMMUNITY & ENGAGEMENT COMMITTEE

	5 Members of Authority	Quorum 3
	Meeting will take place every 3 months	
	<p>To communicate with the whole Parish, via a variety of platforms (on-line and off-line) with the aim to support an active and informed community.</p> <p>To bring Shavington-cum-Gresty together by hosting, commissioning, or sponsoring events for the benefit of its residents and the wider community.</p> <p>To lead on the branding and marketing of Shavington-cum-Gresty.</p> <p>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.</p>	
	Function of the Committee	Delegation of function
	PR and Promotion	
1	To co-ordinate and promote access to Council services and assets and public information and to advise Council on a Communications and Marketing Strategy	<p>Strategic overview to Committee</p> <p>Operational management to Parish Clerk</p>
2	To promote the public face of the Council through the management of public and media relations.	<p>Strategic overview to Committee</p> <p>Operational management to Parish Clerk</p>
3	To promote implementation of the Council's strategies in respect of corporate marketing and communication	<p>Strategic overview to Committee</p> <p>Operational management to Parish Clerk</p>
4	To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	<p>Strategic overview to Committee</p> <p>Operational management to Parish Clerk</p>
5	To co-ordinate and deliver the Parish Newsletter (including content type, distribution, advertisements and advertisers). Ensuring the newsletter remains relevant to the community it serves.	<p>Strategic overview to Committee</p> <p>Operational management to Parish Clerk</p>
6	To oversee the Parish Council website	Strategic overview to Committee



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		Operational management to Parish Clerk
	Community engagement	
7	To determine the Parish Council's Events Programme for the coming year, or other time frame as agreed by the Council.	Strategic overview and approval of programme to Committee. Operational management to Parish Clerk
8	To ensure and deliver an events programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.	Strategic overview to Committee Operational management to Parish Clerk
9	To organise, or partner others to organise events which promote Shavington-cum-Gresty, or help strengthen communities.	Strategic overview to Committee Operational management to Parish Clerk
10	Promotion and protection of the Brand image including advertising campaigns.	Strategic overview to Committee Operational management to Parish Clerk
11	To use the opportunities provided by the events programme to raise the profile of Shavington-cum-Gresty	Strategic overview to Committee Operational management to Parish Clerk
12	To monitor the PCSO activities within the community	Strategic overview to Committee Operational management to Parish Clerk
13	To set and review the PCSO priorities within the Parish	Committee
14	To inform the PCSO of any intervention needed and to highlight any major issues of concern to the main Council	Strategic overview to Committee Operational management to Parish Clerk



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15	Provision, directly or indirectly of Christmas lights within the Parish, Local Government Act 1972. s 144	Strategic overview to Committee Operational management to Parish Clerk
16	To have an oversight of working groups formed to support special events and promotional projects and to give support and advice.	Strategic overview to Committee Operational management to Parish Clerk
17	Power to provide entertainment and support for the arts, Local Government Act 1972, S145	Strategic overview to Committee Operational management to Parish Clerk
18	To support local tourism initiatives to promote Shavington-cum-Gresty	Strategic overview to Committee Operational management to 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. ²

² Approved Shavington-cum-Gresty Parish Council Meeting 09.06.2021



SHAVINGTON
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COMPLAINTS COMMITTEE

5 Members of Authority	Quorum 3
Meeting as and when required	
To consider any complaints which the Clerk requires Council to review and action, in accordance with the Council's Complaints Policy and Procedures.	
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
To consider complaints that cannot be satisfied by informal measures; the intention being that complaints are always dealt with as quickly as possible to avoid escalation.	Committee
To consider any other matters delegated to the Committee by the Council.	Committee

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. ³

³ Approved Shavington-cum-Gresty Parish Council Meeting 09.06.2021



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**ENVIRONMENT AND RECREATION
 COMMITTEE ⁴**

	5 Members of the Authority	Quorum 3
	Meeting will take place every 6 months	
	<p>The Committee's objective is to improve the quality of life in Shavington-cum-Gresty by providing and maintaining local amenities, allotments and environment in an efficient, cost effective and environmentally sustainable way.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items and speak at the Chairman's discretion but are unable to vote.</p>	
	Function of the Council Column 1	Delegation of Function Column 2
1	To manage the operation of all open spaces, playing fields, playgrounds and allotments under the responsibility of the Council.	Committee Parish Clerk for routine management
2	To recruit, appoint, review and regularly monitor the ground maintenance contracts to guarantee value for money for the Council.	Committee Parish Clerk for routine management Council for everything without budgetary allocation. Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
3	To monitor the maintenance of all open spaces particularly the Village Hall patio garden and war memorial and ensure that they are in safe condition for their use by the public.	Committee Parish Clerk for routine management Council for everything without budgetary allocation.

⁴ Approved xxxx
 Planned review date xxxx



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		Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
4	To ensure that all the council's green spaces and flower beds are managed effectively to provide a pleasant and safe environment for residents and visitors to the Parish.	Committee
5	To encourage engagement with the community, interest groups and external bodies, to assist in the conservation and enhancement of council green spaces and flower displays.	Committee
6	To consider and where relevant determine, in association with appropriate other bodies, the arrangement and presentation of flower beds, green areas and other relevant matters on Council property	Committee
7	To undertake and monitor health and safety inspections of all playground equipment, and arrange for remedial works where recommended.	Committee Parish Clerk for routine management Council for everything without budgetary allocation. Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
8	To keep under review opportunities to secure funding support from external sources	Committee
9	To liaise with outside companies/agencies on amenity issues	Committee



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		<p>Parish Clerk for routine management</p> <p>Council for everything without budgetary allocation.</p> <p>Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council</p>
10	To review and recommend all the charges and fees relating to Gresty Lane allotment site	Committee
11	To oversee the management, maintenance, upkeep and improvement of the allotment site, work to ensure that allotment plots are maintained to a high standard and to maximise the occupancy of the allotment sites in Gresty Lane.	<p>Committee</p> <p>Parish Clerk for routine management</p>
12	To develop, oversee and promote projects that relate to the upgrading and improvement of the allotments in Gresty Lane.	Committee
13	<p>To be responsible for monitoring the terms laid out as part of Allotment policy</p> <p>To draft and recommend policies relevant to this Committee to Full Council</p>	Committee
14	To ensure that repairs and maintenance of benches owned by the Parish Council are carried out	<p>Committee</p> <p>Parish Clerk for routine management</p> <p>Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council</p>

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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FINANCE AND STRATEGY COMMITTEE

5 Members of Authority		Quorum 3
Meeting will take place every 3 months		
<p>To take a strategic overview of Council operations and ensure that strategy is coordinated across all committees in line with the strategic agenda set by members.</p> <p>To oversee the general operations of the Council in areas such as finance, policy review, budget management, audit, risk management.</p> <p>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.</p>		
	Function of the Committee	Delegation of function
1	To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.	Committee
2	To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates.	Parish Clerk
3	To advise Council on the Constitution and all policy documents not specifically allocated to other standing committees	Committee
Finance		
4	To be responsible for the overall management and control of the finances of the Council	<p>Council to approve banking arrangements Committee for strategic review</p> <p>RFO/Parish Clerk in accordance with Financial Regulations and for operational management</p>
5	To monitor the Council's capital and revenue budgets	Committee/RFO in accordance with Financial Regulations.
6	Approval of variation, overspend, and virement in accordance with financial regulations	Committee, Parish Clerk and RFO as set out in Financial Regulations
7	To authorise payments in accordance with Financial Regulations	Committee, Parish Clerk and RFO as set out in Financial Regulations



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8	Approval of Orders for work, goods or services acceptance of tenders	Council/Committee/Proper Officer/Parish Clerk in accordance with Financial Regulations and Standing Orders for Contracts. Parish Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders
9	To make recommendations to the Council on Budget and Precept requirements.	Committee RFO/Parish Clerk to prepare draft Budget and Budget Report
10	To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	Committee
11	To advise Council on borrowing policy, investment and treasury management	Committee
12	To regularly monitor the performance of all funds invested.	Committee, Parish Clerk/RFO
13	To supervise the Council's insurance arrangements.	Parish Clerk/RFO for renewal and operational matters. Committee for overview, tendering and changes of cover.
14	To supervise the Council's banking arrangements.	RFO/Parish Clerk Authorised signatories to authorise mandate and payments in accordance with Financial Regulations
15	To be responsible for all matters related to the full range of financial and accountancy functions.	Committee for Strategic overview RFO/Parish Clerk for operational management



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16	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	Committee for aged debt in accordance with Financial regulations. RFO for routine actions to recover
17	Authorisation of investments and debt repayment in accordance with the Council's Policy	Committee
18	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Parish Clerk in accordance with Financial Regulations
Procurement		
19	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	Committee for strategic overview Parish Clerk for operational management in accordance with Financial Regulations, Standing orders
Information Technology Services		
20	To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational management to Parish Clerk Strategic Overview to Committee and Contracts within approved budget.
21	To approve all security arrangements of the Council in respect of computers and financial issues.	Committee/Parish Clerk/RFO in accordance with Financial Regulations
22	To oversee the implementation and maintenance of the Council's Accessibility and Transparency Policy	Committee for strategic overview Parish Clerk for operational management in accordance with Financial Regulations, Standing orders
Performance and Business Management		
23	Approval and monitoring of Corporate Business Plan	Committee Parish Clerk to determine underlying Action and Project Plans



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24	Approval of Operating Procedures	Committee for initial Financial Procedures Parish Clerk for other procedures and updating financial procedures
25	Approval, design, planning of strategic projects	Committee
26	To seek and maximise the benefits of external funding and have a strategic overview of all funding opportunities and how to better allocate these to the Council's projects	Strategic overview to Committee Operational management to Parish Clerk
Asset Management		
27	To have oversight of assets and the transfers of assets.	Committee
28	Maintenance of the Asset Register	Parish Clerk
29	Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings	Council for acquisition and disposal Strategic overview to Committee Parish Clerk for operational management
Public Buildings		
30	Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings and halls, Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, s 133	Committee for strategic overview Parish Clerk for operational management
31	Power to provide and equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	Committee for strategic overview Parish Clerk for operational management
Audit		
32	To maintain and have oversight of Member Audits.	Committee Parish Clerk to support with operating procedures



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33	To undertake any actions recommended following Member Audits and to have overview of risk management	<p>Committee (Council if change of policy required). Council to receive external audit report.</p> <p>Parish Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.</p>
34	Final Internal and External Audit Reports	Committee to advise Council on response
Information and Data Protection		
35	Policy on Data Protection, Access to Information, Freedom of Information and Human Rights.	Advice to Council
36	Decisions on issues relating to Data Protection and Human Rights.	<p>Strategic overview and monitoring to Committee</p> <p>Parish Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer.</p> <p>Parish Clerk to update Privacy notices of all categories.</p>
37	Decisions on issues relating to Access to Information and Freedom of Information.	<p>Committee for strategic overview</p> <p>Parish Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner.</p>
Ethical Framework		
38	To monitor and control the Council's Code of Conduct and related protocols	Strategic overview and monitoring to Committee.



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		For Officer delegation see Council ToR
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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. ⁵



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PLANNING COMMITTEE

8 Members of the Authority	Quorum 3
Meeting will take place monthly	
<p>To oversee all planning, environmental and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.</p> <p>All non-committee members may attend meetings of the Committee except for confidential and speak at the Chairman's discretion but are unable to vote.</p>	
Function of the Council Column 1	Delegation of Function Column 2
<p>Planning and Development Control</p> <ol style="list-style-type: none"> 1. To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations 2. Referring any Planning enforcement issue to the principal Council 3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications. 4 To comment on Tree Preservation applications or the making of Orders. 5 To respond to consultations from adjoining authorities outside of Cheshire East Borough. 	<ul style="list-style-type: none"> • Committee • Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. • Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council. • Parish Clerk • Committee • Committee • Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. • Committee • Parish Clerk after consultation with Members, if there is not time for reference



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<p>6 To make observations on Planning consultation documents from Cheshire East Council or other bodies.</p> <p>7 To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.</p> <p>8 To make observations on Hazardous Substance applications.</p> <p>9 Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.</p> <p>10 Making observations on applications and other actions in relation to hedge rows.</p> <p>11 Making observations and recommendations on Street naming or numbering.</p> <p>12 To liaise with the district council on any matter relating to building control.</p> <p>13 To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.</p> <p>14 To request a Cheshire East councillor to “call in” applications to</p>	<p>to Committee, subject to reporting the matter to the next meeting.</p> <ul style="list-style-type: none"> • Committee, except Local Plan or HS2 Project which are reserved for Council. • Committee • Committee • Committee • Committee • Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. • Committee • Parish Clerk • Committee • Committee
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<p>be determined by the Development Control Committee.</p> <p>To undertake the Council's role in the making, review or management of conservation areas</p>	<ul style="list-style-type: none"> • Parish Clerk with the written approval of all Committee members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. • Committee
<p>Strategic Planning</p> <p>15 Making observations on Local Plan, HS2 Project or Waste and Mineral Plans</p> <p>16 Making observations on supplementary planning documents or non-statutory plans.</p> <p>17 To oversee the Council's role in preparing, reviewing and monitoring the Neighbourhood Plan.</p> <p>18 Planning Guidance and Policy by the Parish Council</p>	<ul style="list-style-type: none"> • Council on the advice of Committee for Local Plan & HS2 Project. • Committee for Waste & Mineral Plans. • Committee • Committee • Approval of Plan reserved to Council. • Committee to oversee and recommend • Approval reserved to Council
<p>Licensing</p> <p>19 Making observations on any matter relating to gaming or gambling</p> <p>20 Making observations on applications and other matters under the Licensing legislation.</p>	<ul style="list-style-type: none"> • Committee • Committee • Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
<p>Housing</p> <p>21 Parish Council Policy or response to consultation on Cheshire East Policy.</p>	<ul style="list-style-type: none"> • None, but on advice from Committee.



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<p>22 To take a lead on other housing matters including landlord supervision and design guidance.</p>	<ul style="list-style-type: none"> • Committee.
<p>Environment & Sustainability</p> <p>23 To promote the environmental wellbeing of the Parish.</p> <p>24 Conservation of the built & natural environment</p> <p>25 To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.</p> <p>26 Issues involving ancient monuments & areas of archaeological interest.</p> <p>27 To promote environmental awareness.</p> <p>28 To lead the Parish to address climate change, sustainability and transition.</p>	<ul style="list-style-type: none"> • Policy reserved by Council on recommendation of Committee • Committee under the direction of Council • Parish Clerk for operational matters <ul style="list-style-type: none"> • Strategic overview to Committee within budget • Operational management to Parish Clerk <ul style="list-style-type: none"> • Strategic overview to Committee within budget. • Operational management to Parish Clerk <ul style="list-style-type: none"> • Strategic overview to Committee • Parish Clerk for operational matters. <ul style="list-style-type: none"> • Strategic overview to Committee • Parish Clerk for operational matters. <ul style="list-style-type: none"> • Strategic overview to Committee • Parish Clerk for operational matters.
<p>Environmental & Public Health</p> <p>29 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds & ditches, Public Health 1936, S260.</p> <p>30 To liaise with the relevant authorities in cases of public health/ environmental nuisance,</p>	<ul style="list-style-type: none"> • Power & Strategic overview to Committee • Operational management to Parish Clerk <ul style="list-style-type: none"> • Petitions to Committee • Parish Clerk in other cases



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<p>drainage matters, pollution, or animal welfare issue.</p> <p>31 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).</p> <p>32 Waste & recycling</p>	<ul style="list-style-type: none"> • Committee • Parish Clerk in consultation with Chair of the Committee in cases of urgency • Strategic overview to Committee • Operational management to Parish Clerk
<p>Strategic Highways & Transportation</p> <p>33 To take policy lead on the Local Transport Plan and general transportation issues including HS2 related activities.</p> <p>34 To respond to consultation on any temporary or permanent highways changes.</p> <p>35 Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p> <p>36 Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<ul style="list-style-type: none"> • Committee for strategic overview & to advise Council. • Parish Clerk for operational matters • Committee • Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. • Committee • Parish Clerk after consultation with Members, if consensus view • Committee
<p>Commemorative Bench Trail</p> <p>37 To oversee the Commemorative Bench Trail and to respond to residents' application</p> <p>38 To identify and approve location of Commemorative Bench Trail in the Parish</p>	<ul style="list-style-type: none"> • Committee • Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. • Committee



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39 To authorise removal or re- placement of benches	<ul style="list-style-type: none">• Committee• Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
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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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STAFFING COMMITTEE

	5 Members of Authority	Quorum 3
	Meeting will take place every six month	
	<p>To provide effective and professional staff management of all matters related to the employees of the Parish Council.</p> <p>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 Chair's discretion but are unable to vote.</p>	
	Function of the Committee	Delegation of function
1	All delegated functions as set out in the Terms of Reference and Delegation of Council	Committee
2	To recommend to Council the overall Staffing structure and approval of additional posts.	<p>Parish Clerk reserved for Council</p> <p>All other staff to Committee including payment of honoraria providing within agreed budget.</p>
3	To recommend to Council Personnel policies and Employee Handbook	Committee
4	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 – Chair and Vice Chair of the Council and Chair of the Staffing Committee</p> <p>Final Interview – Committee and Chair of the Council</p> <p>Parish Clerk for casual staff and temporary appointments to approved positions below Scale Point 23</p>



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		<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> <p>Management of staff in accordance with Council policy, procedures and budget to Parish Clerk.</p>
5	Disciplinary matters under the Council's Disciplinary Procedure.	<p>Parish Clerk with appeal to Staffing Committee</p> <p>Staffing Committee in the case of the Parish Clerk with appeal to Complaints Committee (only members not on Staffing Committee)</p> <p>Dismissal of Parish Clerk to be ratified by Council</p>
6	Determination of individual grading issues and job evaluation	Committee, except Parish Clerk reserved to Council
7	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<p>Committee (Council in case of Parish Clerk)</p> <p>Administration of retirement in cases of permanent ill health, after appropriate medical advice via NEST</p> <p>Pensions Discretions Policies to Committee</p>
8	Approval of job descriptions and person specifications and all contracts of employment	<p>Committee to approve except Council in the case of Parish Clerk</p> <p>All Councillors to be given the opportunity to comment on the draft job description and person</p>



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		specification before final committee approval.
9	Absence issues under the Council's Attendance Management Guidelines.	Parish Clerk except Committee in the case of Parish Clerk
10	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	Council
11	Competence Procedure	Parish Clerk except Committee in the case of Parish Clerk
12	Issue of Contracts of Employment	Parish Clerk except Committee in the case of Parish Clerk Model Contract approved by Committee
13	Redundancy and Redeployment	Committee
14	Monitoring Equalities Policy in relation to employment	Committee
15	Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol	Council
16	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
17	Grievance Procedure	Parish Clerk, except Committee in the case of Parish Clerk



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18	Administration of other Staffing procedures	Parish Clerk, except Committee in the case of Parish Clerk
19	Employee Development Review and assessment at end of Probationary period	Parish Clerk for all staff, often delegated to direct manager. Chair of Council, Staffing Chair and one other Member of Committee for Parish Clerk
20	Training and Development Plan for all employees	Parish Clerk Chair of Staffing in case of Parish Clerk
21	To review employees pay awards and increments for recommendation to Full Council for approval	Committee

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. ⁶

⁶ Approved Shavington-cum-Gresty Parish Council Meeting 09.06.2021



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VILLAGE HALL COMMITTEE ⁷

5 Members of the Authority		Quorum 3
Meeting will take place every 6 months		
To advise, recommend and assist with the management of Shavington-cum-Gresty Village Hall on behalf of the Council.		
To ensure that the facility is managed in the best interests of the community and to ensure the efficient and effective allocation of resources.		
To approve, implement and review plans to meet the Village Hall occupancy target set yearly by the Council and improve sustainability of the Village Hall		
All non-committee members may attend meetings of the Committee except for confidential items and speak at the Chairman's discretion but are unable to vote.		
Function of the Council Column 1		Delegation of Function Column 2
1	To manage the use of Shavington-cum-Gresty Village Hall and collect appropriate hiring fee	Village Hall Committee and Parish Clerk for routine management
2	To ensure the facility is kept in a properly maintained condition with specific attention to: <ul style="list-style-type: none"> a. Internal/external cleaning b. The repair of damage to the facility and other improvements as may be necessary from time to time c. Health & Safety regulations and requirements 	Village Hall Committee within budget Council for everything without budgetary allocation. Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
3	To monitor and ensure the essential supplies are available for staff, PCSO, and Hall hirers	Parish Clerk within budget Parish Clerk for emergency works without budgetary allocation (up to £500), in line with Finance Regulation, subject to reporting justification to next Council
4	To monitor and manage the relationship between Shavington-cum-Gresty Parish Council and	Village Hall Committee within budget

⁷ Approved xxxx
 Planned review date xxxx



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	Shavington Primary School with regards to the shared used of the Shavington Primary School's Car park (main road).	Parish Clerk for routine management
5	To advise and seek permission from Council for any proposed major works the Committee considers necessary, prior to any action being taken	Village Hall Committee within budget Council for everything without budgetary allocation. Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
6	To provide Council with its recommendations for fees and charges for the use of the Village Hall. And to review and provide recommendations on the annual budget	Village Hall Committee
7	To suggest and implement alternative revenue sources (fundraising, special events, discount, coupons..)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
8	To consider and grant free use of the building and/or the car park where there is a clear community value on an ad-hoc basis	Village Hall Committee and/or Parish Clerk in consultation with the Chair and Vice-Chair of the Village Hall Committee subject to reporting justification to next Council
9	To suggest, implement and deliver temporary displays/exhibitions/ decorations in the Hall (e.g. Christmas lights, poster displays, installations,)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council within budget Council for everything without budgetary allocation.
10	To define, implement and deliver marketing strategy within budget to ensure optimum occupancy	Village Hall Committee and/or Parish Clerk or Community Manager subject



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		to reporting justification to next Council
11	To review the occupancy of the hall to inform the pricing structure	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
12	To monitor the YTD Committee budget	Village Hall Committee
13	To select and appoint suppliers for regular maintenance of the Village Hall and for the service of lights, utilities, internet provider and H&S checks and requirements	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
14	To have an oversight of working groups formed to support occupancy target and to give support and advice.	Village Hall Committee
15	To lead on preparing and implementing the Emergency Plan and H&S Plans for the Village Hall	Village Hall Committee

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

Report Purpose: To present Committees Structure for 2022/23
and consider nominations to new and existing Committees

Version Control: v1

Author: Clerk

1. Report Summary

The report presents Committee structure for 2022/23 for members to consider.

2. Background

On March, 2nd Members discussed a proposal with a revised organisational model for the Council and DRAFT ToRs for Committees.

Members supported the proposal.

3. Position

Since then, the Clerk has been consulting with Councillors and has drafted the Committee Membership structure attached in Annex 1.

Members are asked to fill any vacancies, and to approve the Committee structure.

4. Governance

ScG Parish Council Standing Order
LGA 1972

5. Financial Impact

None

6. Resource Impact

None

7. Wards Affected

All

8. Conclusions

Members are asked to fill any vacancies in the Committee structure and to approve it.





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ANNEX 1

C&E Committee	Finance & Strategy Committee	E&R Committee
<i>Members of authority: 5</i>	<i>Members of authority: 5</i>	<i>Members of authority: 5</i>
Cllr Moore	Cllr Ferguson	Cllr Ferguson
Cllr McIntyre	Cllr Wain	Cllr Buchanan
Cllr K Gibbs	Cllr K Gibbs	Cllr K Gibbs
Cllr B Gibbs	Cllr B Gibbs	Cllr Hancock
Cllr Jones		Cllr Adams

Planning Committee	Staffing Committee	VH Committee
<i>Members of authority: 8</i>	<i>Members of authority: 5</i>	<i>Members of authority: 5</i>
Cllr Moore	Cllr McIntyre	Cllr McIntyre
Cllr Ferguson	Cllr Buchanan	Cllr K Gibbs
Cllr Wain	Cllr K Gibbs	Cllr Hancock
Cllr McIntyre	Cllr B Gibbs	Cllr Adams
Cllr K Gibbs	Cllr Jones	
Cllr Jones		
Cllr Edgar		
Cllr Adams		

Complaints Committee		
<i>Members of authority: 5</i>		
Cllr Wain		
Cllr K Gibbs		
Cllr Hancock		
Cllr B Gibbs		
Cllr Jones		



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SHAVINGTON
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**Shavington-cum-Gresty Parish
Council**

159 Main Rd, Shavington, Crewe,
CW2 5DP

Report Statement

Meeting: Parish Council

Report Purpose: To present the DRAFT Council's meeting calendar for 2022/23

Version Control: v1

Author: Clerk

1. Report Summary

The report presents the DRAFT Council's meeting calendar for 2022/23.

2. Background

On March, 2nd Members discussed a proposal with a revised organisational model for the Council and DRAFT ToRs for Committees.

Members supported the proposal.

3. Position

Since then, the Clerk has drafted and circulated with Members a DRAFT Council's meeting calendar 2022/23.

Members are asked to note the Calendar attached in Annex 1 and approve it

4. Governance

ScG Parish Council Standing Order
LGA 1972

5. Financial Impact

None

6. Resource Impact

None

7. Wards Affected

All

8. Conclusions

Members are asked to note the Council's meeting calendar for 2022/23 attached and approve it.



SHAVINGTON
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GRESTY

**Shavington-cum-Gresty Parish
Council**

159 Main Rd, Shavington, Crewe,
CW2 5DP

ANNEX 1

**Shavington-cum-Gresty Parish Council
Meeting calendar 2022/23**

Parish Council:

- 4 May – 7pm
- (1 June) – 7:30 pm
- 6 July – 8pm
- 5 October – 8pm
- 7 December – 8pm
- 1 February – 8pm
- 5 April – 8pm

Planning Committee:

- 1 June – 7pm
- 6 July – 7pm
- 3 August – 7pm
- 7 September – 7pm
- 5 October – 7pm
- 2 November – 7pm
- 7 December – 7pm
- 11 January 2023 – 7pm
- 1 February 2023 – 7pm
- 1 March 2023 – 7pm
- 5 April 2023 – 7pm

Environment & Recreation Committee:

- 13 July – 7:30pm
- 16 November – 7:30pm

Community & Engagement Committee:

- 15 June – 7:30pm
- 14 September – 7:30pm
- 14 December – 7:30pm
- 15 March – 7:30pm

Finance & Strategy Committee:

- 18 May – 7:30pm
- 21 September – 7:30pm
- 23 November – 7:30pm
- 15 February 2023 – 7:30pm

Village Hall Committee:

- 19 October – 7:30pm
- 18 January – 7:30pm

Staffing Committee:

- 22 June – 7:30pm
- 12 October – 7:30pm



BLANK



Report Statement

Meeting: Parish Council

Report Purpose: To review and consider Council's affiliations and Council's asset list

Version Control: v1

Author: Clerk

1. Report Summary

The report presents the Council's asset list, and Council's affiliation for 2022/23 for Members to consider.

2. Background

The Council Asset list was approved by Members on April 6, 2022.

3. Position

Asset list: the Council's asset list is attached in annex 1.

Affiliations:

Shavington cum Gresty Parish Council has been a member of ChALC (Cheshire Association of Local Council) for the past years. The invoice for the 2022/23 Membership is showed in attachment 2 (£1,470.04)

Shavington-cum-Gresty Parish Council has been a member of Cheshire Community Action in the past. However the membership wasn't renewed in 2021/22. Cheshire Community Action is an independent organisation that supports Council in rural areas. In the past they helped ScG PC with the Neighbourhood Plan, they also provide services related to Community building and Village Hall. The membership cost is £100/year

4. Governance

ScG Parish Council Standing Order
LGA 1972
Shavington-cum-Gresty Finance Regulation

5. Financial Impact

Within budget

6. Resource Impact

Clerk time



7. Wards Affected

All

8. Conclusions

Members are asked to note the report and:

- a. Approve the Council's asset list
- b. Request amendments to be made to the Council's asset list, and approve it
- c. Not approve the Council asset list

And

- a. Approve the Council's affiliation to ChALC and Cheshire Community Action (£ 1,470.04 + £100) and instruct the Clerk to progress with the memberships and pay the fees
- b. Review the Council's affiliations, and instruct the Clerk to progress with the memberships and pay the fees
- c. Not approve the Council's affiliation to ChALC and Cheshire Community Action

Shavington-cum-Gresty Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Bench - 1 Rope Lane	2012	473.00		ScG PC			
Bench - Andrews family (Village Hall)	2021	767.00		ScG PC			
Bench - Former Cllr Jones (Village Hall)	2021	726.00		ScG PC			
Bench - Goodall's Corner	2019	473.00		ScG PC			
Bench - NewCastle Road	2021	596.00		ScG PC			
BT Kiosk Crewe Road (Near Hickory's pub)	2021	1.00		ScG PC			
Cameron Avenue - small portion only	NA	1.00		ScG PC			
Canon EOS 4000D Camera and EF-S 18-55mm	2021	326.00		ScG PC			
Defibrillator and cabinet - outside Village Hall	2018	1,070.00		ScG PC			
Gates and Fences	NA	19,200.00		ScG PC			
General contents (including stock)	NA	19,300.00		Officers/Members			
HP laser printer	2016	200.00		ScG PC			
HP OfficeJet Pro 9022e A	2022	238.80		ScG PC			
Laminator Morpilot A3 Thermal machine	21	38.00		ScG PC			
Lenovo laptop	2020	1,870.00		ScG PC			
Litz IQ Slim Home Office Cross Cut Paper Shredder	2021	94.00		ScG PC			
Logitech MK330 Wireless Keyboard and mouse	2021	21.00		ScG PC			
Microsoft Surface Dock 2	2021	244.00		ScG PC			
N. 2 benches Vine Tre Play Area	NA	500.00		ScG PC			
n.2 LG Monitors 24MK400H	2021	240.00		ScG PC			
n.2 logitech cameras	2020	593.00		ScG PC			
N.2 Songmics Office Chairs	2021	140.00		ScG PC			
Notice board (n.5)	2015	5,000.00		ScG PC			
Office content	NA	2,100.00		Officers			
Playground equipment	NA	23,700.00		ScG PC			
Shavington Village Hall	1986	635,510.00				Shavington cum Gresty Pa	

Shavington-cum-Gresty Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Storage Shed	NA	2,475.00		Keeper SVFC			
Street Furniture	NA	38,920.00		ScG PC			
Surface laptop	2020	1,583.00		ScG PC			
Vehicle speed display unit (located on Crewe R	2017	4,180.00		ScG PC			
Village Hall Notice board	2021	98.00		ScG PC			
War Memorial	NA	18,500.00		ScG PC			
Water Bowser	22.03.2022	1,000.00		ScG PC			
		780,177.80					
Grand Total:		780,177.80					

Simona Garnero
Shavington cum Gresty Parish Council
60 Hazel Way
Nantwich

CW5 5XG

15th March 2022

Dear Colleague

CHALC AFFILIATION FEE INVOICE 2022-23

Please find enclosed the renewal documents for your subscription to ChALC.

I am sure you realise how very important your continued support is to us. If it were not for your membership we would not be able to do what we do and I trust that you find our support for local councils like yourselves is of value. If I can be of assistance with any aspect of your renewal then please do not hesitate to contact me.

As members you have unlimited access to the members only areas of the ChALC website and access to the NALC website. If you need help with the log on details please contact Nikki Hewitt who will be pleased to advise.

You will see from the Invoice that we are able to receive your payment by BACS if that would be easier or more convenient for you and full details can be found there.

I would just like to take this opportunity to say how very much we appreciate your continued support for the work we do with, and on behalf of, Town and Parish Councils.

Yours sincerely



Jackie Weaver
Chief Officer



Cheshire Association of Local Councils
Park View Business Centre
Combermere
Whitchurch
Shropshire
SY13 4AL

01948 871314

www.ChALC.org.uk

PRESIDENT

Brian Kerr OBE
brian543kerr@btinternet.com

COUNTY CHAIRMAN

Terry O'Neill
chair@chalc.org.uk

DEPUTY CHAIRMAN

Francis Tunney
Vice-chair@chalc.org.uk

CHIEF OFFICER

Jackie Weaver
jackieweaver@chalc.org.uk
Mobile: 0789 151 9558

ADMINISTRATION

Nikki Hewitt
nikkihewitt@chalc.org.uk

Sharon Angus-Crawshaw
SharonAngusCrawshaw@chalc.org.uk

Cheshire Association of Local Councils

Affiliation Fee 2022-23 - INVOICE



Simona Garnero
 Shavington cum Gresty Parish Council
 60 Hazel Way
 Nantwich
 CW5 5XG

SUBSCRIPTION FEE

Receipt Required?	YES/NO	£1470.04
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LOCAL COUNCIL REVIEW

Do you require a subscription? Please complete the enclosed form

1 to 3 Copies @ £17.00 each	£
4 or more copies @ £13.50 each	£

TOTAL PAYMENT DUE	£
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PAYMENT DETAILS

PLEASE MAKE CHEQUES PAYABLE TO: Cheshire Association of Local Councils
AND RETURN WITH A COPY OF THIS INVOICE TO THE ADDRESS BELOW

FOR BACS PAYMENTS PLEASE COPY THIS INVOICE AND COMPLETE THE FOLLOWING:

Account Name: Cheshire Association of Local Councils
Account No: 61050727
Sort Code: 08 90 57

DATE PAYMENT MADE:

YOUR REFERENCE:

RETURN INVOICE TO THE ADDRESS BELOW

OFFICE USE ONLY

Date Payment Received:	Cheque or BACS
Invoice filed:	ACT Updated:
LCR Subs activated:	

Cont/.

SUPPLEMENTARY INFORMATION

To ensure our records are up-to-date please can you confirm the following:-

Do you have the General Power of Competence? YES NO

What is your current Precept? £.....

What is your Council Web Address? www

COUNCIL CONTACT INFORMATION It is highly important that the information we hold about individuals is accurate and up-to-date. (Please provide on a supplementary sheet if easier)

NAMES	EMAIL ADDRESSES
Clerk: Simona Garnero	SimonaGarnero@shavingtononline.co.uk
Chairman:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	
Councillor:	

N.B. ChALC uses the information provided to confirm individual membership; book people onto training courses, events, meetings and conferences; email general information, notices and guidance (such as the weekly bulletin to Clerks & Chairs), and to set password access to the member's area of the ChALC website. Through the action of providing contact details it is deemed that there is a consent for this information to be used for this purpose.

LOCAL COUNCIL REVIEW SUBSCRIPTION FORM 22-22



Shavington cum Gresty Parish Council

Any Council wishing to purchase copies of the Local Council Review or to renew an existing subscription, please complete the boxes below giving the names and addresses and return to Nikki Hewitt at ChALC's Office (address below) or by email to NikkiHewitt@chalc.org.uk.

The cost of an annual subscription for 2019-2020 is:

MEMBERS

- 1-3 copies £17.00 per copy
- 4 or more copies £13.50 per copy

NON-MEMBERS

- 1-3 copies £35.00 per copy
- 4 or more copies £30.00 per copy



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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

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 6 April 2022 to 4 May 2022 listed in Annex 1.

4. Conclusions

Members are asked to consider the following:

- a. Note and approve the payment made by the Clerk under the current delegation scheme.
- b. Note the payments made by the Clerk under the current delegation scheme, and not to approve

5. Consideration Sought

That the payments are noted and approved.

ANNEX 1

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

Shavington-cum-Gresty Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8	01/04/2022		Parish Council Main A _y	Direct Debit	Voice message service	Cymphony	S	158.14	31.62	189.76
9	01/04/2022		Parish Council Main A _y	Direct Debit	Village Hall waste collection	ASH Waste	S	97.12	19.42	116.54
12	04/04/2022		Parish Council Main A _y	Direct Debit	British Gas Village Hall	British Gas	L	273.30	13.66	286.96
5	05/04/2022		Parish Council Main A _y	12276342	Deposit Marquee Jubilee Festi	Exquisite Marquees	Z	280.00		280.00
2	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340707	Hygiene disposal	Dame Hygiene Services	S	527.66	105.53	633.19
3	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340540	Service Retainer	Brave Little Tank	S	900.00	180.00	1,080.00
4	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340461	Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
1	06/04/2022	ScG/21/17/9	Parish Council Main A _y	12340601	Car park contribution	Shavington Primary School	X	5,500.00		5,500.00
7	07/04/2022		Parish Council Main A _y	BACS	Non-Domestic Rate demand 2l	Cheshire East Council	X			
6	07/04/2022		Parish Council Main A _y		Emergency repairs Unblock se	Dyno-Rod	S	80.00	16.00	96.00
14	09/04/2022		Parish Council Main A _y	Direct Debit	Wifi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
18	12/04/2022		Parish Council Main A _y	Direct Debit	Microsoft	Strategy 365	S	74.20	14.84	89.04
19	13/04/2022		Parish Council Main A _y		Water Village Hall	Water Plus	Z	188.36		188.36
15	25/04/2022		Parish Council Main A _y		Payroll Service	Beardmore Accountants	S	87.50	17.50	105.00
16	25/04/2022		Parish Council Main A _y		Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
17	25/04/2022		Parish Council Main A _y	Direct Debit	VOIP	Gradwell Communications	S	24.00	4.80	28.80
20	25/04/2022		Parish Council Main A _y		HMRC - P30	HMRC	X	1,290.95		1,290.95
21	25/04/2022		Parish Council Main A _y		Salary April 2022	S Randle	X	862.06		862.06
22	25/04/2022		Parish Council Main A _y		Salary April 2022	S Garner	X	2,136.95		2,136.95
10	25/04/2022		Parish Council Main A _y		Website Licence Fee	Brave Little Tank	S	175.00	35.00	210.00
11	25/04/2022		Parish Council Main A _y		Marketing & Newsletter	Brave Little Tank	S	900.00	180.00	1,080.00
Total								13,831.24	673.57	14,504.81



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Report Statement

Meeting: Parish Council Meeting

Report Purpose: To provide Members a list of payments to consider

Version Control: v0

Author: Clerk

1. Report Summary

The report provides Members a list of payments for Members to consider.

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 consider the list of payments attached in Annex 1.

4. Conclusions

Members are asked to consider the following:

- a. Approve the payments listed in Annex 1
- b. Not to approve the payments listed in Annex 1

5. Consideration Sought

That the payments are approved.

ANNEX 1

List of payments to be considered by Members

Shavington-cum-Gresty Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13	Subscription (adobe/office/Cl	05/05/2022		Parish Council Main A _y		Chalc Affiliation Fee	Cheshire Assoc Local Council	X	1,470.04		1,470.04
23	General Maintenance	05/05/2022		Parish Council Main A _y		Refund - wood filler for disable	G McIntyre	X	9.00		9.00
24	Ground Maintenance- supplie	05/05/2022		Parish Council Main A _y		Ground contract Qrt 1	Green Living Horticultural ltd	Z	2,990.00		2,990.00
								Total	4,469.04		4,469.04



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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)

Shavington Parish Council May 2022

Cheshire East Pharmaceutical Needs Assessment consultation opens

People who use pharmaceutical services in Cheshire East are being asked to give their feedback on the Pharmaceutical Needs Assessment (PNA) report.

Every local authority has a statutory responsibility to conduct a PNA every three years.

The PNA is a report on all the NHS community pharmacies in the borough and includes those family doctors who are permitted to dispense medicines as a pharmacist would.

Community pharmacies provide services such as dispensing medicines and offering advice and practical help on keeping healthy. An important part of a PNA is to consider what residents think about community pharmacy services within Cheshire East.

The NHS will use the PNA to work out if any changes are needed to pharmacy services in Cheshire East. In other words, is the current offer ensuring that community pharmacy services are provided in the right place and meet the needs of the communities they serve.

CEC has already gathered views from residents through a public survey, which has been included in the draft assessment and it's now asking residents to consider whether they agree with what has been found.

The final PNA will be published later in 2022 and will cover the period 2022 to 2025 inclusive.

Should the Parish Council wish to respond, the Pharmaceutical Needs Assessment consultation can be found on the council's website at: <https://surveys.cheshireeast.gov.uk/s/PNAConsultation2022/>

The closing date is Friday 10 June 2022.

CHESHIRE EAST SELECTED AS 'TRAILBLAZER' TO PILOT CAP ON CARE COSTS

Cheshire East Council will be one of five 'trailblazer' councils to pioneer social care charging reform, following the announcement by the Department of Health and Social Care (DHSC) on 25th March.

To ensure a smooth transition from the current charging system the five trailblazing local authorities – Cheshire East, Wolverhampton, Blackpool, Newham, North Yorkshire - will put the charging reform plans in place in January 2023 ahead of a national rollout in October next year.

This includes a new lifetime cap of £86,000 on the amount anyone in England will need to spend on their personal care, alongside a more generous means test for local authority financial support.

The trailblazing areas were selected to ensure a cross section of communities are represented and so any insight, evidence and lessons learned from this initiative will be useful to providers and authorities in all parts of England.



SHAVINGTON
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CONSULTATION PROPOSAL FOR A NEW PRIMARY SCHOOL AT BASFORD EAST DEVELOPMENT, SHAVINGTON.

The Basford East Development is a strategic site within the Cheshire East Council Local Plan for 774 new dwellings with the inclusion of a 1 Form of Entry (210 pupils) or 2 Form of Entry (420 pupils) new primary school. The development is expected to have a significant impact on education provision in the local area. The Section 106 agreement has secured the provision of a new primary school, which includes the land and partial build costs from the developers.

Cheshire East consistently monitors school places to ensure there are sufficient places for all school age children. An analysis of the latest pupil forecasts has identified the need to provide additional primary school places in Shavington from 2025 in response to the increasing pupil population and additional pupils from this new housing development. This free school presumption process needs to begin now so additional places will be available from September 2025.

The proposal is for a new 1 form entry primary school which will provide an additional 210 places for Reception to Year 6 pupils with a proposed implementation for September 2025. The proposal aims to provide a new provision in the Basford Development Area. The school will be built to include the supporting infrastructure to prepare for the future option to expand to a 2-form entry school.

Feedback your views...

All feedback received during the consultation period, which starts today, on 25 April 2022 and finishes on 22 May 2022, will be considered.

Resident's (and the Parish Council) can visit the Council website at www.cheshireeast.gov.uk where the consultation document can be read and the feedback form completed before the closing date of 22 May 2022.

In addition, a public drop-in session will be held at Shavington Village Hall, Main Road, CW2 5DQ on 3 May 2022 from 8.00am to 5.00pm (Subject to covid restrictions, attendees will be required to follow Shavington Village Hall's policy for mask wearing etc.)

Basford East Pre Launch Consultation for a New Primary School (cheshireeast.gov.uk)

Any questions about this consultation, please email the Local Authority at SOCS@cheshireeast.gov.uk.

The Council very much hopes to learn residents views on this proposal as feedback will help it formulate and finalise the specification for the new school.

Cheshire East Council's support for Ukrainian refugees

The first phase is a sponsorship route to allow Ukrainians, who are known to sponsors in the UK, to come into the country under a visa to live, work and study in the UK and access public funds for three years. The sponsor will have committed to provide accommodation for a minimum of six months.

The council is working with partners to provide support to sponsor households, refugees and other organisations, who may be able to provide help under the scheme.

The council's responsibilities under the scheme include:

- Providing 'welcome' information and ongoing information about the scheme to both refugee and sponsor;
- Safeguarding checks on accommodation and individuals, including disclosure and barring service (DBS) checks;
- Arranging payments related to the scheme to refugees and sponsor households;
- Managing school and early-years placements for children of Ukrainian families;
- Working with Cheshire Clinical Commissioning Group (CCG) to make referrals to health services;



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- Managing data sharing across organisations;
- Providing information about work and benefits; and
- Supporting integration into the community and signposting to community support.

The council will make initial contact with sponsors and give them a single point of contact for advice and support and to outline what happens next. A DBS check will be required for all adults in the sponsor household.

An enhanced check will be required for households that will be welcoming children.

The housing team will undertake checks of the accommodation the sponsor is offering, to ensure that it is safe and suitable for the needs of the individual or families who are coming to stay.

Refugees will be contacted by the council in the first days after their arrival to arrange initial £200 payment to each refugee and then, once DBS and housing check are fully processed, the council will arrange for payment of the optional monthly £350 'thank you' payment to sponsors. These payments are funded through the government scheme.

The council will also support families with children and schools and early-years providers through the application for school and childcare places.

Long-term support will be provided by the council and partners throughout the scheme. This includes support where placements end and help may be required to find alternative accommodation. The council will receive £10,500 per individual, from government, to fund the additional support and resources required under this scheme,

A second phase of the scheme is planned which will match sponsors and Ukrainian refugees who are not known to each other. The guidance around the matching process has yet to be released.

Latest Cheshire East Council Homes for Ukrainian Refugees Stats:

Sponsors/Accommodation registered for the scheme in Cheshire East = 130

Refugees registered to come to Cheshire East under the scheme= 316

Of whom:

Adults =177

Children (21 aged 1-3, 75 aged 4-11, 39 aged 12-17) = 135

TBC/ gaps in data = 4

Sponsors who have been contacted (of 130) = 105

DBS check applications initiated = 161

DBS checks returned* = 61

(CEC has established a panel to review DBS checks returned each week to identify any concerns or risks)

Housing inspections (of the130) = 52

Refugees arrived in Cheshire East under the scheme = 19

Of whom:

Adults =11

Children (2 aged 1-3, 4 aged 4-11, 2 aged 12-17) = 8

Reset UK launches Homes for Ukraine matching service ('Phase 2') – Reset launches Homes for Ukraine matching and training service • Reset Communities and Refugees (resetuk.org)



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Visa information now live on the Gov platform: Ukraine Family Scheme and Ukraine Sponsorship Scheme (Homes for Ukraine) visa data - GOV.UK (www.gov.uk)

DLUHC briefing on Homes for Ukraine

Homes for Ukraine: guidance for councils - GOV.UK (www.gov.uk) (18 March 2022)

People from Ukraine need a visa to enter the UK. There are two visa routes identified to support Ukrainian nationals who want to come to the UK:

Ukrainian Family Scheme; and

Homes for Ukraine

Eligibility for, and approval of, visas is the responsibility of the Home Office, but the 'Homes for Ukraine' scheme is being administered by the Department for Levelling Up, Housing and Communities (DLUHC). There is no cap on the number of visas that can be issued under either scheme – they will be demand-led.

CHILDREN AND FAMILIES SERVICES - CONTACT HUB

Parish Councillors might be interested in knowing that CEC has made it easier for families and health professionals to contact local children and family services in Cheshire East, including Infant Feeding, Infant Feeding Team (Cherubs, Cheshire East) - Wirral Community Health and Care NHS Foundation Trust (wchc.nhs.uk)

Health Visiting, Health Visiting (Cheshire East) - Wirral Community Health and Care NHS Foundation Trust (wchc.nhs.uk)

School Nursing, School Nursing (Cheshire East) - Wirral Community Health and Care NHS Foundation Trust (wchc.nhs.uk)

Immunisations Immunisation (Vaccination) Administrative Team - Cheshire East - Wirral Community Health and Care NHS Foundation Trust (wchc.nhs.uk)

and Family Nurse Partnership (FNP). Family Nurse Partnership Wirral and Cheshire East - Wirral Community Health and Care NHS Foundation Trust (wchc.nhs.uk)

The Contact Hub, from the 0-19+ Service, provides a single point of access for families and health and care professionals across Cheshire East. Our services - Wirral Community Health and Care NHS Foundation Trust (wchc.nhs.uk)

The Contact Hub is the first point of contact for both service users and health and care professionals and offers telephone advice, peer and service support, referral management and more.

The specialist team will be on hand Monday to Friday, 9.00am - 4.30pm.

The team can be contacted on 0300 123 4058, by emailing: wchc.cehub@nhs.net or by completing the online referral form.

0-19+ Health and Wellbeing Service Referral Form - Wirral Community Health and Care NHS Foundation Trust (wchc.nhs.uk)

For more information visit the dedicated Contact Hub section on our website.

Contact Hub - launching Monday 4 April - Wirral Community Health and Care NHS Foundation Trust (wchc.nhs.uk)

Council Transparency

As part of CEC's commitment to transparency and openness, the open data site - Insight Cheshire East - holds a range of information including:



A story on deprivation in Cheshire East
What the council buys as the contracts register
The Cheshire East population report including policy implications
Acorn socio-economic profiles for wards and parishes
How the council monitors and takes action about air quality
And the borough profile

Information from the 2021 Census will be published on Insight Cheshire East, which is due to be released starting in the summer. You can find out more about transparency at the council at cheshireeast.gov.uk/transparency.

If you like looking at data and checking up, this is a useful site.

Cheshire East Council misses out on bus-boosting funding

Cheshire East Council has missed out on government funding to help transform local bus services.

The government has announced that only 31 counties, city regions and unitary authorities have been chosen for funding to level up their local bus services as part of Whitehall's 'Bus Back Better' transformation programme. Cheshire East was not included in the announcement, with many other rural councils also excluded.

CEC had submitted a funding bid to the Department for Transport, containing, they would say, are ambitious plans to transform bus services across the borough.

The Cheshire East Bus Service Improvement Plan (BSIP) set out proposals to work with local communities, public transport users and local bus operators to secure services and deliver transformational change across the network.

The plan sought to deliver better quality, more reliable and more frequent buses, with simpler, integrated ticketing between bus routes and other public transport.

The bus network in Cheshire East is facing a number of challenges due to a long-term structural decline in passengers – including a 24 per cent fall in passenger journeys since 2011 – compounded by recent loss of custom during the Covid-19 pandemic, staff shortages and exceptionally high costs inflation affecting fuel and wages.

Without the investment needed to deliver an improvement plan it is likely there will be further decline in the availability of bus services in Cheshire East.

The current bus offer in Cheshire East is delivered across 54 bus routes and operated by nine bus companies. Of these 54 bus routes, 23 are either wholly or part subsidised by the council, which equates to approximately £2.1m a year.

CHESHIRE EAST BOROUGH COUNCIL

(VARIOUS TRAFFIC MOVEMENTS)

(VARIOUS ROADS)

(CONSOLIDATION)

ORDER 2022

STATEMENT OF REASONS

Effect

The effect of the proposed Order will be to revoke all the existing Moving Traffic Orders in Cheshire East and then re-enact the provisions of those Orders into one consolidated Order for Various Traffic Movements in Cheshire East.



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Reasons

Currently details for all moving traffic restrictions throughout the Cheshire East area are stored as paper copies. Under current legislation, Cheshire East Council not only has an obligation to introduce moving traffic restrictions in order to ensure the safe and efficient movement of road users on its highway network, but it should also ensure that its Traffic Regulation Orders (TRO's) are systematically reviewed and maintained so that they conform to current legislation.

With the advancement of digital and online technology, this system of record keeping has become outdated and due to the large quantity of TRO's which have been made over a number of years, it can also be time consuming to locate relevant orders which are either current or have at some point been superseded.

In view of these difficulties, the decision has recently been taken to produce a new TRO for moving traffic restrictions on the Cheshire East road network, which will effectively consolidate all existing restrictions as one new TRO. This process will provide the foundations for creating a base TRO which can be placed on a computer software programme, specially developed for creating map-based information for current and proposed restrictions, along with details of previous restrictions which have subsequently been replaced or removed. It should be noted that there are no proposed changes to current restrictions in this new TRO, it is just a consolidation of existing restrictions which are already in place on the road network.

Having access to TRO information through this map-based system will also provide the additional benefit of enabling members of the public and the police and enforcement team to access up-to-date information, via the internet, on all existing and proposed restrictions.

In summary this Traffic Regulation Order is proposed to improve and provide access to up-to-date information on moving traffic restrictions on the Cheshire East road network by recording details of all approved TRO's on a computer software programme, specially developed for creating map-based records of current and proposed restrictions.

It is important to note, that no movement orders are being changed, they will all remain as they are currently, this is an administrative exercise to tidy up the system and improve enforcement by the Police of existing movement orders.

Any requests for existing Movement Orders to be changed would need to be requested and investigated, and unfortunately cannot be included in this process.

NOTICE OF PROPOSAL
CHESHIRE EAST BOROUGH COUNCIL
(VARIOUS TRAFFIC MOVEMENTS)
(VARIOUS ROADS)
(CONSOLIDATION)
ORDER 2022

The Cheshire East Borough Council (hereinafter referred to as "the Council") in exercise of powers conferred by Sections 1, 2, 3, 4, 19, 65(1) and 124 and Part IV of Schedule 9 of the Road Traffic Act 1984 ("The 1984 Act") as amended and of all other enabling powers, and having regard to Section 122 of the 1984 Act and its duties in accordance with Part III of Schedule 9 of the 1984 Act proposes to make an Order.

The effect of the proposed Order will be to revoke all moving traffic movement Orders that have previously been made which conflict with the provisions of the proposed Order and then to re-enact the provisions of those Orders under the proposed Order, consolidating the provisions into one Order.



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2. A copy of the draft Order; a statement of reasons for making the Order and a copy of this public notice are available to view at <https://www.cheshireeast.gov.uk/.../traffic-regulation...> with plans available at Cheshire East Public Consultation (www.cheshireeasttraffweb.uk/consult/main.html)

or the legal documents are available at the following Libraries: Alderley Edge SK9 7GP, Alsager ST7 2QH, Bollington SK10 5JX, Congleton CW12 1ET, Crewe CW1 2BB, Disley SK12 2BB, Handforth SK9 3ES, Holmes Chapel CW4 7AP, Knutsford WA16 OPG, Macclesfield, Nantwich CW5 5LY, Poynton SK12 1RB, Prestbury SK10 4AC, Sandbach CW11 1FJ and Wilmslow SK9 1NW.

Due to the large number of plans required to show the proposals, plans are only available online at Cheshire East Public Consultation (cheshireeasttraffweb.uk).

or, if you do not have access to the internet, please contact 0300 123 5020 for further details or to request paper copies.

If you wish to object to the proposed Order, or to any provisions contained in it, or make any other representations, you may do so in writing, and if making an objection you must specify the grounds on which it is made, to Mr R Welch, Cheshire East Highways, Municipal Buildings, Earle Street, Crewe, CW1 2BJ or by email to Consultations@cheshireeasthighways.org to be received by 28th April 2022.

Director of Governance and Compliance 6th April 2022

Cheshire East Borough Council

It is important to note, that no movement orders are being changed, they will all remain as they are currently, this is an administrative exercise to tidy up the system and improve enforcement by the Police of existing movement orders.

Any requests for existing Movement Orders to be changed would need to be requested and investigated, and unfortunately cannot be included in this process.

Council's new customer service charter

CEC is asking for resident views on its draft customer service charter. The Parish Council may have a view.

Background

In CEC's customer experience strategy, launched last March, the Council set out its vision to put customers at the heart of everything it did, providing the best possible experience for customers, whoever they are and however they make contact.

CEC has built on this vision by developing a customer service charter – setting out more clearly the standards which all council staff are expected to adhere to.

What is happening

The draft customer service charter outlines what to expect when contacting the council, whether that's using online services, visiting in person, or making enquiries by email, telephone or in writing.

And although the Council is committed to making sure that its services reach the highest standards, it recognises that sometimes things go wrong. The charter encourages customers to let the Council know when it falls below expectations, providing a clear feedback process for customers to share their views on service improvements.

CEC has already engaged with staff, and their views and suggestions have helped to shape the charter. It is now encouraging residents to have their say.



When it is happening

The engagement on the customer service charter will start on Wednesday 13 April and close on Friday 13 May.

For further information, contact: Helen Gerrard, Head of Customer Services

Telephone: 07827 958141

Email: Helen.Gerrard@cheshireeast.gov.uk

Customer_Service_Charter_Consultation__Draft_Leaflet_vFINAL.pdf (smartsurvey.io)

Public Consultation--PLANNING

Six weeks' public consultation started Tuesday 19th April and ends at 5pm on Tuesday 31st May, regarding proposed 'main modifications' to the Site Allocations and Development Policies Document (SADPD) and changes to the Plan's Policies Map.

These are amendments to policies and the Policies Map that the Inspector considers necessary in order for the SADPD to be sound and legally compliant. The public consultation forms part of the ongoing examination process.

Details about the public consultation and how to make a representation will be available via the following link from Tuesday 19th April:

<https://cheshireeast-consult.objective.co.uk/.../mmschedule>

The main modifications, amended Policies Map, other supporting documents and response forms will also be available during the consultation period at the Council's offices - Macclesfield Town Hall, Delamere House in Crewe and Westfields in Sandbach and also at all libraries during their normal opening hours.

Below is a fuller briefing on the examination process which explains, in a little more detail, how the public consultation fits into the plan preparation process.

Examination of the Site Allocations and Development Policies Document (SADPD)

Following approval by the Full Council, the SADPD was submitted to the Secretary of State for independent examination on 29 April last year. The process is dealt with by the Planning Inspectorate and the Inspector appointed to carry out the examination is Mike Hayden.

The purpose of the examination is to assess whether the Plan has been prepared in accordance with legal and procedural requirements, and if it is 'sound'. A 'sound' plan is one that has been positively prepared and is justified, effective and consistent with national policy. These four tests of 'soundness' are set out in the National Planning Policy Framework.

The Inspector has been considering the evidence provided by the Council to support the plan and representations seeking changes to it, which have been put forward by local people and other interested parties. Ten days of examination hearings took place between 12th October and 4th November, last year.

At the close of the hearing sessions, the Inspector set out a range of matters to which he was giving further consideration to before writing to the Council explaining the next steps for the Examination. At the end of January, the Inspector wrote to the Council with his interim views on these matters, making clear that they are without prejudice to the conclusions that will appear in his final report.

A copy of the Inspector's comments and covering letter are available in the Examination library:

<https://www.cheshireeast.gov.uk/.../examination-library.aspx>

They are listed under the heading 'Inspector's documents' and referenced:

· INS/33 - Inspector's Post Hearing Letter to the Council January 2022; and



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· INS/34 - Inspector's Post Hearing Comments on Key Issues for the Examination of the Cheshire East SADPD

Positively, the Inspector considers that, subject to some amendments to policies – called 'main modifications', the SADPD is likely to be capable of being found legally compliant and sound. To note, main modification is the term used to describe a change to the Plan that the Inspector considers necessary for soundness and/or legal compliance.

His key interim findings include:

- The SADPD's approach towards meeting residual housing development needs at Local Service Centres (LSCs) through a windfall rather than allocations-led approach is sound.
- The allocation of 6ha of land adjacent to Recipharm at Holmes Chapel to meet residual employment needs at LSCs is sound.
- The site allocations proposed at Crewe and the Key Service Centres of Congleton, Poynton and Middlewich are sound – subject to some MMs on detailed policy requirements for some of these sites.
- The SADPD's approach towards defining settlement and infill boundaries is justified and soundly based.
- The proposed designation of the additional 'safeguarded land' around the Local Service Centres in the north of the borough is sound.
- The definition of Strategic Green Gap boundaries around Crewe are justified by robust evidence and are sound.
- The Council's evidence of Gypsy and Traveller accommodation needs is robust and up to date, and the proposed supply of pitches through allocations and permissions would meet the identified need. A MM is required to amend the local connection requirement in the case of Gypsy and Traveller windfall site development.
- The SADPD makes adequate provision for specialist housing accommodation for older people – subject to main modifications, including to alter terminology used so it is consistent with national planning policy.
- The inclusion of policies regarding accessibility standards and space standards is generally supported, subject to some main modifications.
- The SADPD's approach towards retail and town centre development is sound but there is an outstanding matter regarding the setting of an impact threshold for 'local urban centres'.
- Restriction on the opening hours of new hot food take-aways within 400m of schools is not justified for the whole borough but can be applied to the 'Crewe 6' wards in line with the Cheshire East Joint Strategic Needs Assessment.

This isn't a comprehensive list of the Inspector's interim findings. His comments cover a range of other policies and the need for main modifications to them.

Since the receipt of the comments, the Strategic Planning team has been drafting the main modifications under the direction of the Inspector. This work is now complete and 6 weeks' public consultation is taking place between Tuesday 19th April and 5pm on Tuesday 31st May providing an opportunity for the Parish Council, local residents, developers and other interested parties to give their views on the main modifications and any changes to the Policies Map that accompanies the Plan.

Details about the public consultation and how to make a representation are available via the following link:

<https://cheshireeast-consult.objective.co.uk/.../mmschedule>



The main modifications, amended Policies Map, other supporting documents and response forms will also be available during the consultation period at the Council's offices - Macclesfield Town Hall, Delamere House in Crewe and Westfields in Sandbach and also at all libraries during their normal opening hours.

Following this consultation, the Inspector will consider all the representations made before finalising the examination report and the final schedule of recommended main modifications. Further hearing sessions will not usually be held, unless the Inspector considers them essential to deal with substantial issues raised in the representations, or to ensure fairness.

Upon receipt of the final Inspector's examination report the Council is then able to proceed to adopt the Plan, incorporating the main modifications. This will require a decision by the Full Council. Upon adoption, the SADPD would become part of the statutory development plan which is the starting point for planning application decision making. It would also replace remaining saved policies in the Crewe and Nantwich, Congleton and Macclesfield Local Plans.

Cheshire East Council seeks feedback on two cycling and pedestrian schemes in Crewe

Cheshire East Council is inviting feedback on two schemes which they would say will create new, attractive, and more direct links for pedestrians and cyclists between Crewe railway station and the town centre.

The council has long-term ambitions to improve pedestrian and cycle links across Crewe to encourage an increase in 'active travel'.

As part of these ambitions, two improvement schemes are now being brought forward – the Southern Gateway Pedestrian and Cycling Connectivity Scheme and the Nantwich Road Bridge Enhancement Scheme – and a public consultation on these plans will take place between Friday 29 April and Friday 10 June 2022.

The Southern Gateway Pedestrian and Cycling Connectivity Scheme will transform the southern part of Crewe town centre and is one of the projects being progressed following the council's successful £14.1m bid to the government's Future High Streets Fund.

The scheme will establish a new arrival gateway into the town, with a new pedestrian walkway and cycleway proposed between High Street and the Lifestyle Centre.

As well as connecting Forge Street to High Street, it will extend south to make the existing roundabout that links High Street, Mill Street, Oak Street (A5078) and Vernon Way (A5019) pedestrian and cycle friendly.

Once built, the route will become the most direct walking and cycling route into the town centre from Crewe station.

The Nantwich Road Bridge Enhancement Scheme is part of a wider ambition to improve the offer at Crewe station, making it more accessible.

The scheme will create more space parallel to the existing Nantwich Road Bridge, specifically for use by pedestrians and cyclists.

It will provide safer, more convenient, and more attractive pedestrian and cycle links over the existing railway corridor, to encourage active travel to and from the station, and make it easier for people to find their way to and from the town centre.

Both schemes will offer benefits to people living in the area and people accessing Crewe station and the town centre.

The schemes will further prepare the town for the arrival of HS2 to Crewe by 2033 – arguably, an important component of delivering the council's future ambitions for Crewe and the surrounding area.



As well as improving connectivity, they will help to make Crewe more attractive and welcoming and support the council's ongoing regeneration programme, which aims to encourage more people to visit the town centre and to stay for longer.

The council is also developing proposals for the Mill Street Corridor, which would act as an active travel route connecting the two schemes.

The project is one of 10 in Crewe that has been earmarked to benefit from a £22.9m allocation of funding through the government's Towns Fund.

While not directly consulting on the options for the Mill Street corridor at the moment, the council wants to understand residents' views on this wider network as part of this engagement exercise.

By prioritising walking and cycling, these projects will also contribute towards Cheshire East Council's ambition to be a carbon neutral borough by 2045.

It would be helpful to the Council for residents to take part in the engagement exercise and share their views on CEC's ambitions for active travel in Crewe.

A webpage where people can learn more about the schemes and provide their feedback is at: www.cheshireeast.gov.uk/CreweCPS.

Two public information events are also scheduled, providing a chance for residents and businesses to speak to a member of the project team. The events are taking place on:

Tuesday 17 May, between 2pm and 7pm, at Crewe Lifestyle Centre, Moss Square, Crewe, CW1 2BB

Thursday 19 May, between 2pm and 7pm, at Crewe station, Nantwich Road, Crewe, CW2 6HR (just inside the Nantwich Road entrance)

The consultation will close at midnight on Friday 10 June.

Agenda for Strategic Planning Board, Wednesday, 4th May, 2022, 10.00 am

- 7 21/4136N-Hybrid planning application comprising (i) A full planning application for residential dwellings (Use Class C3) with access, public open space and associated infrastructure; and (ii) An outline planning application (with all matters reserved except for means of access) for up to 700sqm of commercial development (Use Classes E and Sui Generis), Land South of, Newcastle Road & Stock Lane, Shavington for Mathew Tudor Owen, Anwyl Homes

I did not feel the need to attend this and comment as the Parish Council views were recorded in the report and Parish Councillor Edgar sits on the Strategic Planning Board albeit as a CEC Councillor.

Minutes for Adults and Health Committee, Monday, 28th March, 2022, 10.30 am

The minutes for Adults and Health Committee, Monday, 28th March, 2022, 10.30 am have just been published.

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

- | No. | Item |
|-----|-----------------------------|
| 49 | Apologies for Absence |
| 50 | Declarations of Interest |
| 51 | Minutes of Previous Meeting |

- 52 Public Speaking/Open Session
- 53 Briefing on proposed Learning Disabilities conference
- 54 Day Opportunities Flexible Purchasing System
- 55 All Age Carers Strategy and Recommission
- 56 Cheshire East Live Well for Longer Plan 2022 – 2025
- 57 Q3 Adult Social Care Performance Scorecard 2021-22
- 58 Adult Social Care Short Term Funding Streams
- 59 Better Care Fund Section 75 Agreement
- 60 Care at Home Recommission (domiciliary care)
- 61 Update on staffing/recruitment in Adult Social Care
- 62 Work Programme
- 63 Minutes of Sub-Committee

Minutes for Community Governance Review Sub-Committee, Monday, 4th April, 2022, 2.00 pm

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

No. Item

- 1 Appointment of Chair
- 2 Appointment of Vice-Chair
- 3 Declarations of Interest
- 4 Public and Visiting Cheshire East Councillors - Speaking Time/Open Session
- 5 Community Governance Review of Town and Parish Council Governance

The Audio recording of the Committee is worth listening to with relevant contributions about Shavington cum Gresty Parish occurring at :

46.11 minutes in Councillor Clowes

56.11 minutes in a Statement from me

01 hour 07.38 and 09.30 minutes in comments from Cllr Edgar

Minutes for Corporate Policy Committee, Thursday, 14th April, 2022, 1.00 pm

The minutes for Corporate Policy Committee, Thursday, 14th April, 2022, 1.00 pm have been published.

To see the publicly available information, follow the link: [Minutes details on public web site](#)

The following items are included in the minutes:

- No. Item
- 91 Declarations of Interest
 - 92 Public Speaking Time/Open Session
 - 93 Minutes of Previous Meeting
 - 94 Community Governance Review of Town and Parish Council Governance
 - 95 Progress on Governance for the Integrated Care System
 - 96 Wilmslow Town Centre Business Improvement District
 - 97 Open Data - Annual Report
 - 98 First Annual Review of the Committee System
 - 99 Work Programme
 - 100 Minutes of Sub-Committees
 - 101 Reporting of Urgent Decisions

The Audio recording of the Committee is worth listening to with relevant contributions about Shavington cum Gresty Parish occurring at :

23.05 minutes in Cllr Russell Jones

55.55 minutes in myself, Cllr David Marren

1 hour 13.50 minutes in myself, Cllr Janet Clowes

Corporate Policy Committee summary

As I've said, the audio recordings are worth listening to. The following is for the benefit of residents who read the Parish's agenda papers; I am aware that Parish Councillors will be fully aware of outcome and the history.

The 14th April 2022 might be remembered in the Parish' history following a very significant meeting of the Corporate Policy Committee that day. The 14th was when 14 Cheshire East Councillors were debating the Community Governance Review of Town and Parish Council Governance, in order to secure a resolution, for presentation to full Council on the 27th April 2022 which would finalise the governance arrangements of all town and parish councils within Cheshire East Borough for the foreseeable future.

The meeting of the Corporate Policy Committee had been preceded by a meeting of the Community Governance Review Sub-Committee on 4th April 2022, my contribution to that meeting being a statement, as I'm not a member of the Sub-committee.

"The Head of Democratic Services and Governance read out a written statement on behalf of Councillor D Marren who was unable to attend the meeting. Councillor Marren had been impressed with the way in which the Sub-Committee and officers had listened to the views of the residents of Shavington cum Gresty and as a result had altered the original proposals as set out in the pre-consultation survey. He felt that the revised proposals now before the Sub-Committee addressed most of his concerns and he felt confident that they would address the concerns of most residents of



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Shavington cum Gresty Parish. It was therefore his intention to support the recommendations without amendment.”

So, going into the meeting of the Corporate Policy Committee we had secured the parish boundaries with Crewe Town Council and with Wynbunbury Parish Council and brought the whole of the Chatsworth Park estate into Shavington cum Gresty Parish; a gain for Shavington cum Gresty Parish as, at the moment, half of Chatsworth Park lies within Rope Parish.

The review had started 3 years ago and it covered every single Parish boundary and there are a lot of them; 142 “parishes”. CEC had initially carried out a pre-consultation survey which ended 31st January 2020. There had been 276 responses, 8 from Shavington cum Gresty. Extensive analytical work took place in late 2020 and eventually a number of recommendations were made which formed the basis of another consultation, which ended 28th November 2021. A total of 4824 responses were received 907 from Shavington cum Gresty.

The quality of the responses from residents and Shavington cum Gresty Parish Council was so effective that all of the threats to the Parish Council were reversed, back to the status quo apart from Chatsworth Park.

It was for the Corporate Services Committee to endorse the recommendation that the Shavington cum Gresty Parish boundary be unchanged, with the exception of the boundary with Rope running through Chatsworth Park, and a small number of very minor changes not impacting on any residents. It looked like a total win for the Parish, when before the last consultation literally hundreds of properties would have transferred out.

A very significant threat was launched prior to the meeting of the Corporate Policy Committee related to the current boundary with Wynbunbury Parish. Councillor Clowes, who is a voting member of the Corporate Services Committee and Councillor Trevor Lightfoot, the Chair of Wynbunbury Parish Council (not a member) argued that the Parish boundary with Wynbunbury Parish should be Newcastle Road.

Cllr Clowes, who is leader of the Conservative group at Cheshire East Council proposed an amendment (the only amendment to more than 100 boundary recommendations being considered). Conservative Councillor Gardiner seconded the amendment. Shavington cum Gresty Parish Council through Cllr Russell Jones and myself, anticipating the amendment had already spoken against it but neither of us are on the committee and so could not vote.

The vote was important because whichever way it went was unlikely to be changed at full Council on April 27th. The vote on whether the boundary with Wynbunbury should be aligned with Newcastle Road was:

5 For; 8 Against; Abstaining 1

So, the amendment was lost and though it would be full Council that made the very final decision, the 14th was a big, big win..

The 14th was a good example of Shavington cum Gresty Parish Councillors working well with the CEC Shavington ward councillor.

No further amendment was made at full Council on the 27th April. All boundaries were saved.

Minutes for Highways and Transport Committee, Wednesday, 13th April, 2022, 2.00 pm

The deadline to submit a referral request in relation to a decision contained within these minutes is midnight on 26 April 2022.



The minutes for Highways and Transport Committee, Wednesday, 13th April, 2022, 2.00 pm have just been published.

To see the publicly available information, follow the link: Minutes details on public web site

The following items are included in the minutes:

No. Item

- 64 Apologies for Absence
- 65 Declarations of Interest
- 66 Minutes of Previous Meeting
- 67 Public Speaking/Open Session
- 68 National Bus Strategy - Enhanced Partnership Plan and Scheme(s)
- 69 Highways and Transport 2022-23 Programmes
- 70 Work Programme
- 71 Minutes of the Public Rights of Way (PROW) Sub-Committee

Selection of Resident Issues

Refuse Collection

Traffic barriers and roadworks have resulted in whole roads missing recycling collection services on two Mondays in April. Park Estate and Brook Avenue were affected, however conversations with ANSA meant I was able to resolve in between schedule dates.

Flexi-link

I am dealing with a complaint that recently booking is restricted to a two hour window for making a booking between 10.00 and 12.00 which is not helpful.

Zzoomm

Zzoomm have fitted a CDC on the grass verge in front of a resident's house that they feel is wrongly located and inhibits their hedge cutting. I have had a full response from Zzoomm who have fully complied with Cheshireeast Highways requirements and who have given permission. The resident remains unhappy.

Shavington Park

The developer appears to have carried out extensive dumping of soil at the rear of Sable Road, significantly raising the level of the land and arguably damaging natural habitat. Unfortunately, the land is privately owned and despite the soil seemingly being dumped without the owner's permission (who may not even know) the Council refuses to become involved regarding it as a civil matter. I've asked for the Council's view should the land raising be permanent. I do not yet have it.

An uncut hedge

This impedes pedestrians and is unsightly and is a perennial problem. A hedge and tree notice requiring cutting has been served by highways.

Hosting Ukrainian refugees and losing Council Tax discount



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A resident asked me a number of questions focused on potential financial loss as a result of doing good. I took up the issues with the Benefits section.

There are two main schemes - the Ukrainian Family Scheme and Homes for Ukraine.

The Ukraine Family Scheme is open to allow Ukrainians to join family members in the UK or to extend their stay in the UK.

People applying under this visa route must be applying to join/accompany a UK-based family member, be a Ukrainian national (or the immediate family member of a Ukrainian national applying to the scheme) and have been residing in Ukraine on or immediately before 1 January 2022.

Question- If the family member was living alone at the property and was benefitting from single person discount on Council Tax or perhaps no Council Tax if that person suffered from a qualifying condition such as Alzheimer's and if a Ukrainian relative moved in is the family member likely to lose those Council Tax "reductions"?

Answer: There will not be any impact or loss of discounts or exemptions from their Council Tax

The Homes for Ukraine scheme is a sponsorship route to allow Ukrainians to join named sponsors in the UK. While, in the first phase of the scheme, the Ukrainian refugee and sponsor must be known each other, they do not have to be family members (family members are covered by the Ukrainian Family scheme). They could be friends, work colleagues, pen pals, or have been introduced via a charity or other organisation.

Question -- If the owner of the property was living alone there and was benefitting from single person discount on Council Tax (or perhaps no Council Tax if that person suffered from a qualifying condition such as Alzheimer's) if a Ukrainian refugee moved in is the property owner likely to lose those Council Tax "reductions"?

Answer: There will not be any impact or loss of discounts or exemptions from their Council Tax

Question-- Are there other benefits that could be lost by taking in a Ukrainian refugee?

Answer: There is no impact on any of the benefits administered - see link to statement to confirm: Work and Pensions Secretary Topical Statement: Homes for Ukraine - GOV.UK (www.gov.uk)

Park Estate Patching Works

The work carried out by Cheshire East Highways is a big improvement but some patches marked for repair have just been left. I'm trying to get these addressed.

S106 footpath from Crewe Road to Willowbrook Grange

Soon after I was elected in 2019, I wrote to a resident about the limited progress being made on the path between Crewe Road and the new estate but did find out that finance for it is in place. The provision of the link from the Taylor Wimpey site (13/0336) to Crewe Rd (Hunter Avenue) has £100,000 of funding secured against its provision from the footpath and cycleway s106 contribution. Cheshire East Highways (CEH) have been commissioned to take forward the footpath/cycleway obligations contained within the s106 agreement inc. the link to Crewe Road commencing with an initial feasibility study. Progress is painfully slow.

The design process for this element of the works has been delayed somewhat by land ownership issues and by site clearance works in and around the proposed location by the housing developer. To date, CEH have been unable to get a definitive resolution to their enquiries with Taylor Wimpey. Accordingly, they are now to proceed with the detailed design for this path, and initiate the land acquisition process with the affected landowners. A timescale for delivery of the path will become clearer when the land acquisition process is underway.

Contractors working on Main Road



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Cllr Ferguson brought TFS to my attention as they had completely blocked the busy pavement outside the Primary School earlier, and pedestrians ended up walking into Main Road- utterly unsafe.

The works were being completed on behalf of Openreach to improve the existing broadband infrastructure in the Shavington area. The works in question were permitted, with a footway closure agreed, providing a temporary safe provision was provided for pedestrians at all times. Clearly the contractors failed on this front and this was raised with them with the appropriate fines implemented against their works. This issue was escalated to their senior management team as well.

Section 278 works on Pedestrian Crossing Crewe Road.

There was a recent progress meeting onsite to progress the signals installation. One of the businesses has expressed a reluctance for the developer to introduce bollards within the footpath outside the business suggesting issues servicing the shop, parking/loading etc.

I have indicated that I support progressing the installation of the bollards if that is the only way cars can be prevented from parking on the footpath and crossing area.





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Report Statement

Meeting: Parish Council, 04.05.2022

Report Purpose: To provide DRAFT SLA for the provision of a dedicated PCSO to cover Shavington-cum-Gresty

Version Control: v1

Author: Clerk

1. Report Summary

The report provides members with the DRAFT SLA received by Cheshire Constabulary for the provision of a dedicated PCSO to cover the area of Shavington-cum-Gresty for the period April 2022 – March 2023

2. Background

On 6 April 2022 the Parish Council approved the Shavington-cum-Gresty Parish Council Business and Delivery Plan.

The plan included a budget of £33,300 to fund a dedicated PCSO to Cover the Shavington-cum-Gresty area.

3. Position

Attached in Annex 1 the DRAFT SLA received by Cheshire Constabulary to cover the period April 2022-March 2023.

4. Community Impact

Positive: PCSO presence has a positive impact in the community. His support has been essential in dealing with ASB in the Parish

5. Governance

Shavington-cum-Gresty Business and Delivery Plan 2022-23
Shavington-cum-Gresty Financial Regulation

6. Financial Impact

£33,280 (within budget)

7. Resource Impact

Clerk time

8. Wards Affected

All



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9. Conclusions

Members are asked to note the report and to:

- a. Approve to sponsor a dedicated PCSO to cover the area of Shavington-cum-Gresty, and instruct the Clerk to sign the contract on behalf of the Parish Council
- b. Approve not to sponsor a dedicated PCSO to cover the area of Shavington-cum-Gresty Parish Council, and instruct the clerk not to sign the SLA attached (aware that there might be financial implication in doing this)

10. Consideration Sought

That the Council approves a dedicated PCSO to cover the area of Shavington-cum-Gresty and that the Clerk is authorised to sign the SLA on behalf of the Council.



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Cheshire Constabulary

Police Community Support Officer

Partner Service Level Agreement



THIS AGREEMENT is made the 1st day of April 2022 between:
the Chief Constable of Cheshire Constabulary of Cheshire (1) Constabulary
Headquarters, Clemonds Hey, Oakmere Road, Winsford, Cheshire CW7 2UA
(hereinafter called “the Constabulary”) of the one part and Shavington-cum-
Gresty Parish Council **(2) (hereinafter called the Partner)** of the other part.

1. BACKGROUND

1.1 The aim of this Agreement is to develop partnership working towards reducing crime & disorder and increase the level of public confidence leading to a greater level of reassurance through the provision of a Police Community Support Officer (PCSO) in the area under this Agreement.

1.2 The Partner has made a request to the Chief Constable and the Chief Constable has agreed to provide Police Community Support Officer Services as detailed in Appendix B (**hereinafter called “the Services”**) and the Chief Constable has agreed to provide such Services, subject to the Partner paying the charges specified in this agreement.

2. DURATION

2.1 The term of this Agreement shall be for 1 year commencing on 1st April 2022 until 31st March 2023 (**“the Duration”**). The Agreement will expire on 31st March 2023 unless extended in accordance with paragraph 10.

3. ROLE AND POWERS OF PCSOs

3.1 The role of the PCSO will be:

1. To provide visibility, reassurance and engagement to the local community.
2. Work in partnership with others to problem solve issues and to promote community safety.
3. Support all residents, especially the vulnerable.

3.2 The role and duties of the PCSOs are more particularly described in Appendix A. The funding Partner priorities are set out in Appendix B.

3.3 The lawful powers of the PCSO are as set out in the designation as determined by the Chief Constable from time to time.

4. CONTINUITY OF SERVICE

4.1 Both parties accept that there may be breaks in Service provided by an individual PCSO of up to 21 consecutive days, for example, for the taking of leave and other urgent operational abstraction.

4.2 In the event there is a break in excess of 21 days the Constabulary will:

- (1) inform the Partner in writing and
- (2) without delay provide a replacement PCSO or if it is unable to do so offer a pro rata refund of Payment.

5. TASKING AND MANAGEMENT

5.1 As a member of the Cheshire Constabulary staff, the PCSO remains under the operational control of the Chief Constable, through the Local Policing Unit Inspector, who will ensure that the PCSO engages on duties consistent with this Agreement.

5.2 The Constabulary will be responsible for the management of PCSOs for all 'personnel' matters e.g. absence, sickness, training and in doing so may in its discretion take into account representations from the Partner.

5.3 The day-to-day tasking of the officer will be by the Local Policing Unit Inspector, who, in liaison with the Partner will ensure that the duties undertaken by the PCSO do not fall outside those laid down in this Agreement.

5.4 The Partner acknowledges that the PCSO will work the Local Policing Unit variable shift pattern. Any changes to shifts or working day will be made in accordance with the police council handbook and notified to the Partner.

5.5 Nothing in the Agreement shall be taken as fettering the discretion of the parties to this Agreement in the exercise of their statutory powers and duties.

6. PERFORMANCE REVIEW

6.1 The Constabulary will develop appropriate performance measures with the funding partner, that demonstrates transparency and which is compatible with individual funding partner needs. These can be communicated to the PC via PCSO CORBETT general report and on request the beat manager can provide statistical performance figures when requested.

7. IDENTIFIED POINT OF CONTACT (SPOC)

7.1 Where the Partner wishes to make contact with the Constabulary in relation to the use/deployment of a PCSO, there will be an identified person who will be the point of contact within the Local Policing Unit (Constabulary SPOC). This person will normally be the Local Policing Unit Inspector. This is currently Insp Andrew Smith.

7.2 The Partner will identify a lead point of contact who will be the sole representative for all matters relating to this Agreement (Partner SPOC).

8. DISPUTE RESOLUTION

8.1 All matters of dispute under this agreement shall in the first instance be discussed between the parties' SPOC.

8.2 In the event that a matter cannot be resolved in accordance with 8.1 then either SPOC may refer the matter to the Local Policing Superintendent and a designated senior official representing the Partner.

9. FINANCIAL PROVISIONS

9.1 The Partner will pay the agreed sum per annum ("**the Payment**"), making payment by BACS. The Payment for the Service in 2022/23 will be £33,280.00 per PCSO, for one year.

Payment details are: This will always be paid by BACS and authorized by the Council at the next available meeting after receipt of the invoice (i.e. the first Wednesday in the month). Discussed and agreed by Cheshire Constabulary finance department.

Bank: Barclays Bank, Chester

Name: PCC for Cheshire General Fund

Sort Code: 20-20-53

Account: 83983005

9.2 Payment must be made within 30 days of receipt of invoice. Failure to adhere to this will be considered a breach of this Agreement and the Constabulary reserve the right to withdraw the current service provided, unless otherwise agreed.

10. REVIEW AND TERMINATION

10.1 The Constabulary will conduct and complete a review of the Services by the 30 November in any year which will take account of the views of the Partner.

10.2 Following this review the Constabulary may offer in writing to the Partner to extend this Agreement on the same or varied terms.

10.3 If in the opinion of the Chief Constable the activities or behaviour of the Partner bring, or have the potential to bring the Constabulary into disrepute by the Partner's association with the Constabulary, the Constabulary reserves the right to terminate this Agreement forthwith.

10.4 Within the duration of the Agreement parties may agree termination on terms which are mutually agreed.

11. INDEMNITY

11.1 Each Party will indemnify the other Party and its Officers, Agents and Employees against all losses, damages, costs, expenses, liabilities, claims or proceedings arising out of any negligence, breach of this Agreement or breach of statutory duty arising from or related to this Agreement. However, neither Party shall be indemnified hereunder for any loss, liability, damage, or expense resulting from its sole negligence or wilful misconduct.

12. FORCE MAJEURE

12.1 Neither party shall be liable in respect of any breach of this Agreement due to any cause beyond its reasonable control including Act of God, inclement weather flood, lightning or fire, the act or omission of Government, highway authorities or other competent authority, war, military operations or riot.

13. LAW

13.1 Unless otherwise agreed in writing between the parties, this Agreement shall be subject to and construed and interpreted in accordance with English Law and shall be subject to the jurisdiction of the Courts of England.

14. AMENDMENTS

14.1 Any amendments to this Agreement shall be made in writing and signed by both parties.

SIGNED on behalf of the Constabulary

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SIGNED on behalf of the Partner

.....

Appendix A

Role and Duties

The primary role of the PCSO is to provide a visible uniformed presence in order to contribute to the reduction of crime and disorder and the promotion of public reassurance and quality of life for local residents.

Duties

- Visible intelligence-led public patrol, in uniform;
- Attending, when directed, at incidents of, and using their designated powers against crime and disorder, in particular:
 - Anti-social behaviour;
 - criminal damage;
 - behaviour that otherwise reduces the quality of life of the community and the local environment;
- co-operating with other relevant agencies to find solutions to local community safety concerns;
- providing crime reduction and community safety advice to groups and individuals;
- collating and disseminating relevant community safety intelligence according to agreed Information Sharing Protocols;
- undertaking other duties to meet the agreed priorities as set out in Appendix B.

Appendix B

Number and Location of PCSOs

The Partner has purchased the services of one PCSO (PCSO CORBETT) within Shavington-cum-Gresty area.

Agreed Priorities

The agreed priorities as set out below have been agreed between the Constabulary and the Partner SPOC. These and additional priorities may from time to time be agreed by the Local Policing Inspector and the Funding Partner POC and agreed in writing.

Priorities to be communicated on a regular basis from partner to PCSO and beat team manager. This provides fluidity of service to ensure a dynamic approach to problem solving within local community of Shavington-cum-Gresty.

As part of the general report update completed by PCSO CORBETT, to include approximate record of time spent on the ward.