



SHAVINGTON  
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**Shavington-cum-Gresty Council  
Environment and Recreation Committee**

Main Road,  
Shavington, Crewe  
CW2 5DP

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

8 July 2022

To: **Members of the Environment and Recreation Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Environment and Recreation Committee** to be held at **7:30PM** on **Wednesday 13 July 2022** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

|   |   |
|---|---|
| 1 | To receive and consider apologies for absence   |
| 2 | To elect the Chair and Deputy Chair   |
| 3 | To note the Term of References for the Environment & Recreation Committee<br><b>(attached)</b>                                |
| 4 | To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community             |
| 5 | To note declarations of Members' interests  |
| 6 | To confirm and sign the minutes of the Environment and Recreation Committee Meeting held on 19 January 2022 <b>(attached)</b> |

|           |  |
|-----------|--|
| <b>7</b>  | Public Participation<br><i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>   |
| <b>8</b>  | To receive and consider an update about the Gresty Lane Allotments.<br><br>To receive and consider a proposal to issue a “Notice-to-Quit” for Plot 13 as per Shavington-cum-Gresty Parish Council Allotment Policy ss.7.2 and 7.3  |
| <b>9</b>  | To note and consider the following policy:<br><br>- Shavington-cum-Gresty Parish Council Allotment Policy ( <b><i>attached</i></b> )<br><br>To receive and consider a proposal to introduce a clause to allow the transferring of plot tenancy agreement to direct family members. |
| <b>10</b> | To receive and consider an update with regards to the Vine Tree play area  |
| <b>11</b> | To receive and consider an update with regards to the Community Infrastructure Levy (CIL) collected from CEC on behalf of the Parish Council for the period 1 October 2021 to 31 March 2022  |
| <b>12</b> | To receive and consider a proposal to replace the planter in Main Road, junction towards Newcastle Road  |
| <b>13</b> | To receive an update with regards to the ground maintenance service.<br><br>To consider a proposal for a Call for Quotations for the Parish Ground Maintenance service for 2023/24 ( <b><i>attached</i></b> )  |
| <b>14</b> | To receive and consider an update with regards to the Flower Watering Volunteer Group  |
| <b>15</b> | To receive and consider an update with regards to the Woodland Trust award   |
| <b>16</b> | To consider the YTD financial position of the E&R Committee ( <b><i>attached</i></b> )   |
| <b>17</b> | To consider and inform the budget setting process for 2023/24 financial year ( <b><i>attached</i></b> )  |
| <b>18</b> | To note the date of the next Environment and Recreation Committee Meeting – <b>16 November 2022 7:30PM</b>   |





## Report Statement

Meeting: E&R Committee

Report Purpose: To present Committee ToRs

Version Control: v1

Author: Clerk

### 1. Report Summary

The report presents the Committee ToR for 2022/23

### 2. Background

On 4 May 2022 the Parish Council approved the Committees Term of References.

### 3. Position

Members are asked to note the Committee Term of Reference for 2022/23

### 4. Governance

ScG Parish Council Standing Order  
LGA 1972  
Finance & Strategy Committee Term of References

### 5. Financial Impact

None

### 6. Resource Impact

None

### 7. Wards Affected

All

### 8. Conclusions

Members are asked to note the Committee Term of Reference.



**ENVIRONMENT AND RECREATION  
 COMMITTEE**

Approved by Shavington cum Gresty Parish Council on 4 May 2022

| <b>5 Members of the Authority</b>  |   | <b>Quorum 3</b> |
|--|---|-----------------|
| 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> |   |                 |
| <b>Function of the Council<br/>Column 1</b>  | <b>Delegation of Function<br/>Column 2</b>  |                 |
| 1  | To manage the operation of all open spaces, playing fields, playgrounds and allotments under the responsibility of the Council.   |                 |
| 2  | <p>Committee</p> <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> |                 |
| 3  | <p>Committee</p> <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</p>   |                 |



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|   |   | 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<br><br>Parish Clerk for routine management<br><br>Council for everything without budgetary allocation.<br><br>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<br><br>Parish Clerk for routine management<br><br>Council for everything without budgetary allocation.<br><br>Parish Clerk for emergency works in line with Finance  |



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|    |  | Regulation, subject to reporting justification to next Council   |
| 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. | Committee<br><br>Parish Clerk for routine management   |
| 12 | To develop, oversee and promote projects that relate to the upgrading and improvement of the allotments in Gresty Lane.  | Committee  |
| 13 | To be responsible for monitoring the terms laid out as part of Allotment policy<br><br>To draft and recommend policies relevant to this Committee to Full Council  | Committee  |
| 14 | To ensure that repairs and maintenance of benches owned by the Parish Council are carried out  | Committee<br><br>Parish Clerk for routine management<br><br>Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council |

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



**MINUTES of the meeting held on**  
**Wednesday 19 January 2022**<sup>1</sup>

In attendance: Cllr Adam, Ferguson, K Gibbs  
Mrs Barlow

|                               |  |
|-------------------------------|--|
| <b>ScG<br/>R&amp;E/21/3/1</b> | <b><i>To receive apologies for absence</i></b>   |
|                               | Apologies were received and accepted from Cllrs Buchanan and Hancock.  |
| <b>ScG<br/>R&amp;E/21/3/2</b> | <b><i>To note declarations of Members' interests</i></b>   |
|                               | No declaration was raised.   |
| <b>ScG<br/>R&amp;E/21/3/3</b> | <b><i>To confirm and sign the minutes of the Environment and Recreation Committee Meeting hold on 20 October 2021</i></b>  |
|                               | <b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.   |
| <b>ScG<br/>R&amp;E/21/3/4</b> | <b><i>Public Participation</i></b><br><i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>   |
|                               | No comment was made.   |
| <b>ScG<br/>R&amp;E/21/3/5</b> | <b><i>To receive and consider an update about the Gresty Lane Allotments</i></b>   |
|                               | The Clerk updated Members with regards to Gresty Lane Allotments.<br><br>Members <b>NOTED</b> the update.<br><br><b>RESOLVED:</b> that following the meeting with the Allotment Holders, a recommendation is made to the Parish Council to review the Allotment Policy as follows: |

<sup>1</sup> The meeting started 19:48hrs

|                                      |  |
|--------------------------------------|--|
|                                      | <p><b>a. Clause 3.14</b><br/><i>“Tenants are permitted to use the main water system only while their plot is being attended.”</i></p> <p><b>b. Clause 4.5</b><br/><i>“The Council will assist security by providing boundary fences and/or hedges, with lockable access gates at every site. Every tenant will be provided with an access gate key or code for their personal use only. In the interests of maintaining security tenants are asked not to make copies for others to use. Where keys are provided by the Council they remain the property of the Council, and together with any additional copies must be returned to the Council when a tenancy comes to an end.”</i></p> <p><b>c.</b> <i>“Grandfather rights shall apply up to the date in which this policy has been approved by Council”</i></p> <p><b>d. Clause 7.7</b><br/><i>“In the event of the death of an allotment plot holder the Parish Council shall be notified, and the tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate at the end of the yearly agreement.”</i></p> <p><b>e. Clause 8.3</b><br/><i>“A reduced Allotment Rent is offered to tenants who are in receipt of an income-based benefit and/or state pension.”</i></p> <p>Members <b>NOTED</b> Tenants’ comments on clause 3.6 and agreed to defer any recommendations to Council until they get a unanimous view on the matter from the Allotment representative<sup>2</sup>.</p> |
| <p><b>ScG<br/>R&amp;E/21/3/6</b></p> | <p><b><i>To receive and consider an update with regards to the Vine Tree play area</i></b></p>   |
|                                      | <p>The Clerk and Cllr Ferguson briefed Members with regards to Vine Tree play area.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the annual inspection report and the risk assessment are accepted and noted.</p>  |
| <p><b>ScG<br/>R&amp;E/21/3/7</b></p> | <p><b><i>To consider an update with regards to the procurement process for the acquisition of recreational land in the Parish</i></b></p>  |
|                                      | <p>Members <b>NOTED</b> the update.</p>  |

<sup>2</sup> Mrs Barlow left the meeting at 20:34 hrs

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|-------------------------------|--|
|                               |  |
| <b>ScG<br/>R&amp;E/21/3/8</b> | <b><i>To note and consider lorry issues within the Parish</i></b>  |
|                               | Cllr K Gibbs briefed Members with regards to the item.<br><br>Members <b>NOTED</b> the update.   |
| <b>ScG<br/>R&amp;E/21/3/9</b> | <b><i>To consider proposals for ground maintenance service in the Parish for 2022/23 and to consider to select and appoint the awarded supplier.</i></b><br><br><b><i>To consider to delegate the Clerk to sign the contract in accordance with the Council Finance Regulations</i></b>  |
|                               | Clerk updated Members with regards to the item.<br><br>Members <b>NOTED</b> the update.<br><br><b>RESOLVED:</b> that the following recommendations are made to Council:<br><br><ul style="list-style-type: none"><li>a. That the contract is awarded to Green Living Horticultural Ltd</li><li>b. That a towed water bowser is purchased as per contractor requirement, with a budget up to £1,000. (Cost centre: Environment and Recreation – cost code: General Amenities)</li><li>c. That the Clerk is authorised to sign the contract with the awarded contractor on behalf of the Council</li></ul> |

Meeting closed at 21:01 hrs

Chair: Cllr Ferguson

Clerk: S Garnero



## Report Statement

Meeting: E&R Committee  
Report Purpose: To review E&R policies  
Version Control: v1  
Author: Clerk

### 1. Report Summary

This report provides policy for Members' consideration.

### 2. Background

It is good practice for a Council to review its policy annually, to check that they are fit for the current Council's purpose and accurate (in line with relevant legislation and guidance).

### 3. Position

Members are asked to consider the following policy:

- Shavington-cum-Gresty Parish Council Allotment Policy

### 4. Sustainability Impact

Environment: neutral as mainly digital

### 5. Governance

Council must comply with legislation and guidance

### 6. Financial Impact

Within budget

### 7. Resource Impact

Clerk time

### 8. Conclusions

Members are asked:

- Note the policy and recommend it to Full Council for adoption
- Note the policy, request some amendments to be made and recommend it to Full Council for adoption
- Note the policy and not approve it

### 9. Consideration Sought

That the policy is approved and recommended to Full Council for adoption



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**Shavington-cum-Gresty Parish Council**  
159 Main Rd, Shavington, Crewe, CW2 5DP

## **Allotment Policy**

Adopted by Shavington cum Gresty Parish Council on 7 July 2021  
Amended by Shavington cum Gresty Parish Council on 2 February 2022

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

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

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

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

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

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

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

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

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

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

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

1.2 Grandfather rights shall apply up to the date in which this policy has been approved by Council.

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



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

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

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

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

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

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

### **3. Allotment Tenant Responsibilities**

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

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

3.3 The tenant shall not deposit, or permit to be deposited, any refuse, rubbish or extraneous matter on their plot, or any other part of the allotment site. All arising's from the permitted allotment activities shall either be composted on the plot or burnt as outlined1.

3.4 Bonfires are not permitted.

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

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

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



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159 Main Rd, Shavington, Crewe, CW2 5DP

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

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

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

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

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

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

3.14 Tenants are permitted to use the main water system only while their plot is being attended

### **Disputes and Tenant behaviour**

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

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

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

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

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

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

- only use domestic grade pesticides;
- take all reasonable care to ensure that other plots, rivers and waterways, grass roads and paths, hedges and trees are not adversely affected, and must make good or replant as necessary should any damage occur;



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- select and use pesticides, whether for spraying, seed dressing or for any other purpose whatsoever, so that there is minimal risk to members of the public, birds and other wildlife, with the exception of vermin or pests;
- comply at all times with current pesticide regulations. Tenants are advised to refer to the Health and Safety Executive database, available at <https://secure.pesticides.gov.uk/garden/prodsearch.asp>, to ensure that specific products may be lawfully used.

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

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

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

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

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

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

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

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

### 4. Council Responsibilities

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

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

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

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

4.5 The Council will assist security by providing boundary fences and/or hedges, with lockable access gates at every site. Every tenant will be provided with an access gate key or code for their personal use only. In the interests of maintaining security tenants are asked not to make copies for others to use. Where keys are



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159 Main Rd, Shavington, Crewe, CW2 5DP

provided by the Council they remain the property of the Council, and together with any additional copies must be returned to the Council when a tenancy comes to an end.

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

### 5. Buildings and Structures

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

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

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

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

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

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

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

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

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

### 6. Site Management



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159 Main Rd, Shavington, Crewe, CW2 5DP

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

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

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

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

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

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

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

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

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

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

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



## SHAVINGTON CUM GRETTY

Shavington-cum-Gresty Parish Council  
159 Main Rd, Shavington, Crewe, CW2 5DP

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

- Where the Council considers a plot not to be actively under Cultivation, the Council will send the Tenant a Non-Cultivation Notice requiring the Tenant to commence cultivation of the plot, or if outside the growth period prepare the ground for cultivation, within 28 days;
- If the Council considers that the plot is still not actively under Cultivation, or if outside the growth period the ground has not been prepared for cultivation, the Council may issue a Notice-To-Quit. This notice will formally terminate the tenancy agreement if no further action is taken within 28 days of the date of the notice.

7.6 The Council may be required to cancel or temporarily suspend some tenancy agreements, where the land is required or appropriated under statutory provision, or for purposes for providing new services such as roads or sewers, building, mining or any other industrial purpose. In such unusual circumstances the Council shall give tenants 3 months' notice in writing pursuant to section 1 of the Allotments Act 1922. In all other circumstances the Council shall give tenants 12 months written Notice-To-Quit expiring before 6 April or after 29 September in any year.

7.7 In the event of the death of an allotment plot holder the Parish Council shall be notified, and the tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate at the end of the yearly agreement.

### 8. Charges

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

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

8.3 A reduced Allotment Rent is offered to tenants who are in receipt of an income-based benefit and/or state pension.

### 9. Change of Address and Notices

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

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

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



## SHAVINGTON CUM GRE<sup>STY</sup>

**Shavington-cum-Gresty Parish Council**  
159 Main Rd, Shavington, Crewe, CW2 5DP

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

### **10. Personal data**

10.1 The Council will treat the personal data of Tenants in accordance with the General Data Protection Regulation and Data Protection Act 2018. Further information is available in the Council's privacy notice. If you have any queries about these Rules please contact the Parish Clerk at [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) or 01270 262 636



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Shavington-cum-Gresty Parish Council  
159 Main Rd, Shavington, Crewe, CW2 5DP

## Shavington-cum-Gresty Parish Council Allotment Agreement

Allotment at \_\_\_\_\_

Plot Number \_\_\_\_\_

TENANT

Full Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_



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**GRESTY**

**Shavington-cum-Gresty Parish Council**  
159 Main Rd, Shavington, Crewe, CW2 5DP

**AN AGREEMENT made**

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

BETWEEN

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

AND ..... Of  
.....

(hereinafter called "the Tenant")

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

At the current rent of £.....

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

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

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

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

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



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**GRESTY**

## **Report Statement**

Meeting: Environment and Recreation Committee

Report Purpose: To provide a draft for Call for Quotations for  
Ground Maintenance service for Members' consideration

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report provides Members a draft Call for Quotations for the Ground Maintenance service for Members to consider

### **2. Background**

In April 2022, the Parish Council appointed Green Living Horticultural Ltd to oversee the ground maintenance service. The contract signed was for 12 months and will expire on 31 March 2023.

### **3. Position**

Members are asked to consider the draft Call for Quotations, attached in Annex 1.

Members are asked to consider the draft. If approved, the Clerk would then publish the Call for Proposal and invite suppliers to submit.

The suggested timeline for the selection process could be:

- Deadline to submit quotes: Sunday 25 September 2022, midnight
- Proposals opened: Monday 26 September 2022
- Interviews (if needed) to be held online on wc 10 October 2022
- Decision to be made: Wednesday, 7 December 2022
- Contract to start: 1 April 2023

### **4. Community impact**

The service will provide value to the community enhancing the public spaces in the villages

### **5. Sustainability Impact**

Environment: positive

### **6. Governance**

Shavington-cum-Gresty Parish Council budget 2023-24

### **7. Financial Impact**



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Within budget

### **8. Resource Impact**

Clerk time

### **9. Conclusions**

Members are asked to note the report and consider the following:

- a. Approve the Call for Quotations in annex 1, and the timeline set in this report and instruct the Clerk to proceed
- b. Note the Call for Quotations in annex 1 and timeline set in this report, request amendment to be made and instruct the Clerk to proceed
- c. Note the Call for Quotations in annex 1 and timeline, not approve them and not instruct the Clerk to progress

### **10 Consideration sought**

That the Call for Quotations and timeline are approved, and the Clerk is instructed to progress.



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ANNEX 1

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

Main Road,  
Shavington, Crewe  
CW2 5DP

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

xx July 2023

## **Shavington-cum-Gresty Request of Quotations For Ground Maintenance**

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### **Background and context**

Shavington-cum-Gresty Parish Council is seeking proposals to appoint a contractor to carry out a range of duties such as tackle small scale maintenance work in the Parish Council, and maintain and renew that colour through the expertise that they shall provide in treating our gardens.

**Service specifications and expectations are attached to this document.**

#### **TIMELINE**

Quotations should be returned to [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by Sunday 15<sup>th</sup> August, midnight

- Deadline to submit quotes: Sunday 25 September 2022, midnight
- Proposals opened: Monday 26 September 2022
- Interviews (if needed) to be held online on wc 10 October 2022
- Decision to be made Wednesday, 7 December 2022
- Contract to start: **1 April 2023**

#### **INTRESTING BUSINESS SHOULD SUBMIT A PROPOSAL CONTAINING**

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



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## SUBMITTING YOUR QUOTE

Quotation should be submitted to:

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

Or email:  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

Acceptable proposal formats:  
MS World  
PDF  
Printed/physical

Please direct any questions to Simona Garnero by email on  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

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## **Grounds Maintenance Specification – Shavington-cum-Gresty Parish Council**

### **1. Executive Summary**

The purpose of this Specification is to set out the scope and requirements of Shavington-cum-Gresty Parish Council (the Parish Council) in respect of its Grounds Maintenance contract.

### **2. Introduction**

The Parish Council has a number of locations through the village at which a variety of gardens and planters are situated, and takes pride in the seasonal colour that provides a backdrop to our village. Our Grounds Maintenance contractor (the Contractor) is required to generate, maintain and renew that colour through the expertise that they shall provide in treating our gardens. The Parish Council requires attention to detail, care to be executed, and results to be pleasing to the eye and in line with the expectation that the gardens will look healthy, cared-for, weed-free, and attractive. The



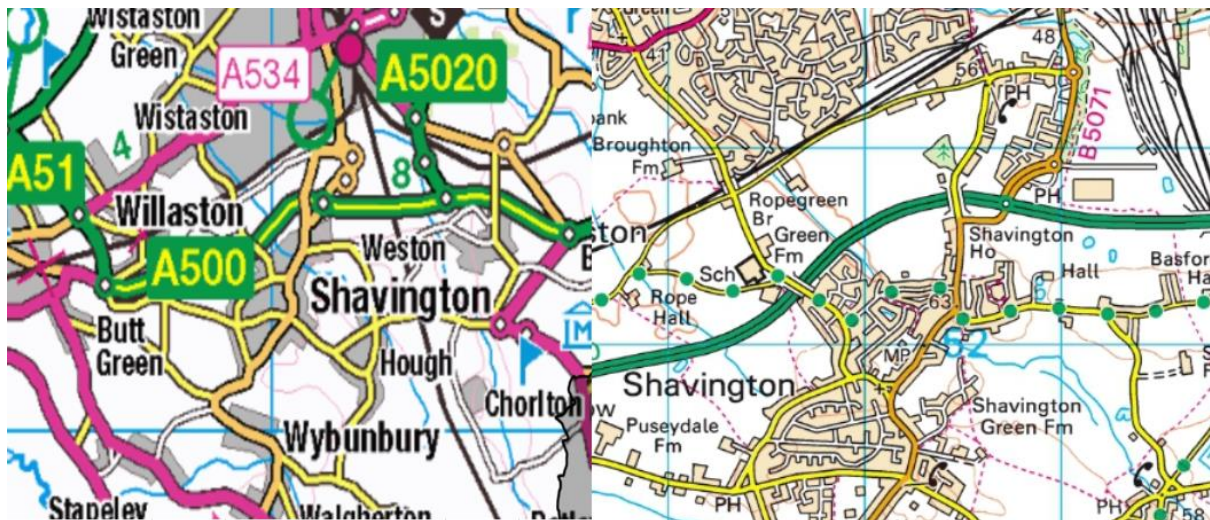
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**GRESTY**

benchmark for this shall be the state of the gardens over years gone by, and the comparative planters in neighbouring Parishes.

In addition to the gardening work, the Contractor should maintaining Vine Tree play area and reducing weed growth throughout the Parish.

### 3. Background

Shavington-cum-Gresty Parish is located two miles south of Crewe, four miles east of Nantwich and is a Parish within the Cheshire East municipal area.



Garden locations are spread throughout the Parish, and are a mixture of concrete tubs, wooden planters, gardens, and lawn areas. Examples are:



*'Jubilee' rose gardens, Main Road (Location D)*



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*Wooden sleeper planter, corner of Greenfields Ave and Main Road  
(Location H)*



*Wooden sleeper planter, Primary School car park (Location C)*



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#### 4. Garden Locations

##### Location A

##### a. Shavington Village Hall

- a. Lawns at the front and sides
- b. Boxed hedging and flower beds at the front and sides
- c. War Memorial
- d. Car Park to the rear



##### Location B

##### b. Sugar Loaf Corner, Crewe Road bus-stop (both sides of road)

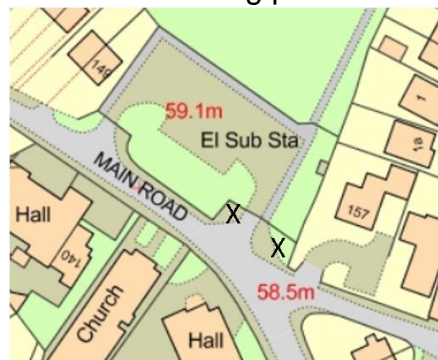
- a. 3 tubs (1m<sup>2</sup> each)
- b. 1 brick planter (2m<sup>2</sup>)



##### Location C

##### c. Primary School Car Park (opposite Village Hall)

- a. 1 circular concrete tub (1m diameter)
- b. 1 large wooden sleeper planter
- c. Lawn surrounding planter



**Location D**

**d. Junction of Barons Road/ Main Road**

- a. 2 large 'Jubilee' rose beds, c.4m diameter
- b. Lawns surrounding rose beds
- c. 1 tub (1m<sup>2</sup>)
- d. 1 large wooden sleeper planter



**Location E**

**e. Former Co-Op Store, Rope Lane**

- a. 1 tub (1m<sup>2</sup>)



**Location F**

**f. Scout Hut, Main Road**

- a. 2 circular concrete tubs (1m diameter)



**Location G**

**g. Bus Stop, Main Road**

- a. 2 small tubs either side of bench



**Location H**

**h. Junction of Main Road/ Greenfields Avenue**

- a. 2 large wooden sleeper planters



**Location I**

**i. Lords Mill Road**

- a. 1 circular concrete planter (1m diameter)



**Location J**

**j. Corner of Barons Road/ Earls Road**

- a. 1 tub (1m<sup>2</sup>)



**Location K**

**k. Corner of Barons Road/ Crewe Road**

- a. Flower bed  
b. Lawn surrounding flower bed



**Location L**

**l. Corner of Crewe Road/ Weston Lane**

- a. 1 brick planter (2m<sup>2</sup>)





**Location M**

**m. Vine Tree footpath**

- a. Footpath between Edwards Close and Vine Tree Avenue
- b. Hedges



**Location N**

**n. Vine Tree Play Area**

- a. Lawns
- b. Hedges





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## 5. Core Requirements

### a. All locations shall:

- be continuously maintained in order to control and reduce weeds, maximise growth and colour, and produce eye-catching displays
- be fed and watered regularly
- be kept clean and tidy, with all arisings removed and disposed of
- have lawns mown and hedges cut sufficiently frequently so as to minimise length and maximise attractiveness

### b. Location-specific requirements:

#### • **Location A – Shavington Village Hall**

- War Memorial shall be carefully cleaned and tidied in the week immediately prior to Remembrance Sunday, in readiness for the service. The surrounding patio area shall be jet washed twice per annum: once in the week immediately prior to Remembrance Sunday, and once during Spring. This shall include weed removal in the gardens and moss, algae and slime removal of the paving stones
- Two hanging baskets shall be provided each season, hung at the front of the Village Hall, and maintained regularly
- Car Park shall be weed-sprayed twice per annum
- The peach roses either side of the War Memorial shall be attended to throughout the year, with particular attention paid to the presentation of the carnations in the week leading to Remembrance Sunday

#### • **Location B – Sugar Loaf Corner**

- The area behind the west-side bus stop shall be leaf-cleaned once in Autumn
- The shrub adjacent to the brick planter shall be trimmed away from the planter

#### • **Location D – corner of Barons Road/ Main Road**

- The area around the disused telephone box shall be kept clear of weeds
- The 'Jubilee' roses shall be monitored and treated for leaf disease/ contamination. The contractor shall carry out seasonal pruning and winter preparedness to the roses

#### • **Location E – former Co-Op Store, Rope Lane**

- The area behind the tub shall be kept clear of overhanging bramble and weeds



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- **Location N – Vine Tree footpath**
  - It shall be noted that the Parish Council owns the footpath between Edwards Close and Vine Tree Avenue, and that whilst this path is not a public right of way it is used frequently by residents
  - The hedges flanking the path shall be cut back frequently during growing season
  
- **Location O – Vine Tree play area**
  - It shall be noted that the Parish Council owns the play area and all equipment within it
  - The grass shall be cut, and border hedging controlled

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**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2022 and 08-07-2022)**

**Cost Centre Environment & Recreation Committeee****Code Number 27 Ground Maintenance - General ameniti**

| Vchr.  | Date       | Minute      | Bank               | Cheq. No. | Description              | Supplier                  | Vat Type | Net     | Vat    | Total   |
|--|------------|-------------|--------------------|-----------|--------------------------|---------------------------|----------|---------|--------|---------|
| 55   | 18/05/2022 | ScG/22/02/1 | Parish Council Mai | Card      | Litter Picker Clean Team | The Safety Supply Company | S        | 164.50  | 32.90  | 197.40  |
| Subtotal for Code: Ground Maintenance - Gener: |            |             |                    |           |                          |                           |          | £164.50 | £32.90 | £197.40 |

**Code Number 28 Ground Maintenance- supplier**

| Vchr.  | Date       | Minute      | Bank               | Cheq. No. | Description           | Supplier                       | Vat Type | Net       | Vat | Total     |
|--|------------|-------------|--------------------|-----------|-----------------------|--------------------------------|----------|-----------|-----|-----------|
| 24   | 05/05/2022 | ScG/22/01/1 | Parish Council Mai | 13065918  | Ground contract Qrt 1 | Green Living Horticultural ltd | Z        | 2,990.00  |     | 2,990.00  |
| Subtotal for Code: Ground Maintenance- supplie |            |             |                    |           |                       |                                |          | £2,990.00 |     | £2,990.00 |

**Code Number 29 Vine Tree Play area - maintenance**

| Vchr.  | Date       | Minute      | Bank               | Cheq. No. | Description                | Supplier            | Vat Type | Net      | Vat    | Total    |
|--|------------|-------------|--------------------|-----------|----------------------------|---------------------|----------|----------|--------|----------|
| 51   | 06/06/2022 | ScG/22/02/1 | Parish Council Mai | 13895188  | Signs Vine Tree Play area  | Inprint Colour      | S        | 114.00   | 22.80  | 136.80   |
| 65   | 14/06/2022 |             | Parish Council Mai | CARD      | Vine Tree sign replacement | Sign Trade Supplies | S        | 30.33    | 6.07   | 36.40    |
| Subtotal for Code: Vine Tree Play area - mainten       |            |             |                    |           |                            |                     |          | £144.33  | £28.87 | £173.20  |
| Subtotal for Cost Centre: Environment & Recreation Com |            |             |                    |           |                            |                     |          | 3,298.83 | 61.77  | 3,360.60 |

**TOTALS . . . . . £3,298.83      £61.77      £3,360.60**

**Shavington-cum-Gresty Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-04-2022 and 08-07-2022)**

**Cost Centre Environment & Recreation Committee****Code Number 27 Ground Maintenance - General ameniti**

| Vchr.   | Date       | Minute | Bank               | Cheq. No. | Description                          | Supplier                      | Vat Type | Net            | Vat | Total          |
|---|------------|--------|--------------------|-----------|--------------------------------------|-------------------------------|----------|----------------|-----|----------------|
| 10  | 10/06/2022 |        | Parish Council Mai | BACS      | NCIL 01 October 2021 to 31 March 202 | Cheshire East Council         | X        | 249.91         |     | 249.91         |
| 20  | 30/05/2022 |        | Parish Council Mai | BACS      | Repair Planter Main Road             | Beardmore Travel Services Ltd | X        | 180.00         |     | 180.00         |
| <b>Subtotal for Code: Ground Maintenance - Gener:</b> |            |        |                    |           |                                      |                               |          | <b>£429.91</b> |     | <b>£429.91</b> |

**Code Number 31 Allotment fee**

| Vchr.   | Date       | Minute | Bank               | Cheq. No. | Description    | Supplier        | Vat Type | Net            | Vat | Total          |
|---|------------|--------|--------------------|-----------|----------------|-----------------|----------|----------------|-----|----------------|
| 12  | 11/05/2022 |        | Parish Council Mai | BACS      | Allotment Fees | Erica Jefcoate  | X        | 50.00          |     | 50.00          |
| 13  | 11/05/2022 |        | Parish Council Mai | BACS      | Allotment Fees | Nick Barry      | X        | 50.00          |     | 50.00          |
| 14  | 16/05/2022 |        | Parish Council Mai | BACS      | Allotment Fees | Aaria Darabi    | X        | 50.00          |     | 50.00          |
| 15  | 17/05/2022 |        | Parish Council Mai | BACS      | Allotment Fees | Ashley Foster   | X        | 50.00          |     | 50.00          |
| 16  | 18/05/2022 |        | Parish Council Mai | BACS      | Allotment Fees | Mr W Kynnersley | X        | 50.00          |     | 50.00          |
| 17  | 25/05/2022 |        | Parish Council Mai | BACS      | Allotment Fees | Pam Vickery     | X        | 50.00          |     | 50.00          |
| 18  | 27/05/2022 |        | Parish Council Mai | BACS      | Allotment Fees | Michael Toibin  | X        | 50.00          |     | 50.00          |
| 19  | 30/05/2022 |        | Parish Council Mai | BACS      | Allotment Fees | Mr J Ankers     | X        | 50.00          |     | 50.00          |
| <b>Subtotal for Code: Allotment fee</b>                           |            |        |                    |           |                |                 |          | <b>£400.00</b> |     | <b>£400.00</b> |
| <b>Subtotal for Cost Centre: Environment &amp; Recreation Com</b> |            |        |                    |           |                |                 |          | <b>829.91</b>  |     | <b>829.91</b>  |

**TOTALS . . . . . £829.91 £829.91**

## Shavington-cum-Gresty Parish Council

### Net Position by Cost Centre and Code

#### Cost Centre Name

| <u>Community &amp; Engagement Committee</u> |                              | <u>Bal. B/Fwd.</u> | <u>Receipts</u> |               | <u>Payments</u>  |                  | <u>Current Balance</u> |
|---|------------------------------|--------------------|-----------------|---------------|------------------|------------------|------------------------|
| <u>Code</u>                                 | <u>Title</u>                 |                    | <u>Budget</u>   | <u>Actual</u> | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>          |
| 20  | Newsletter: design, printing |                    |                 |               | 11,000.00        | 4,384.26         | 6,615.74               |
| 21  | General Parish Council de    |                    |                 |               | 3,500.00         | 900.00           | 2,600.00               |
| 22  | Social Media Marketing       |                    |                 |               | 500.00           |                  | 500.00                 |
| 23  | Village Festival             |                    |                 |               | 3,000.00         | 2,213.00         | 787.00                 |
| 24  | Christmas/Winter event       |                    |                 |               | 1,600.00         |                  | 1,600.00               |
| 25  | Remembrance Service          |                    |                 |               | 4,500.00         |                  | 4,500.00               |
| 26  | Community events             |                    |                 |               | 3,000.00         | 376.26           | 2,623.74               |
| 49  | Small Grant Scheme           |                    |                 |               | 100.00           |                  | 100.00                 |
|   |                              |                    |                 |               | <b>27,200.00</b> | <b>£7,873.52</b> | <b>19,326.48</b>       |

| <u>Environment &amp; Recreation Committee</u> |                            | <u>Bal. B/Fwd.</u> | <u>Receipts</u> |               | <u>Payments</u> |                  | <u>Current Balance</u> |
|---|----------------------------|--------------------|-----------------|---------------|-----------------|------------------|------------------------|
| <u>Code</u>                                   | <u>Title</u>               |                    | <u>Budget</u>   | <u>Actual</u> | <u>Budget</u>   | <u>Actual</u>    | <u>Budget</u>          |
| 27  | Ground Maintenance - Ge    |                    |                 | 429.91        | 2,000.00        | 164.50           | 2,265.41               |
| 28  | Ground Maintenance- sup    |                    |                 |               | 15,000.00       | 2,990.00         | 12,010.00              |
| 29  | Vine Tree Play area - mair |                    |                 |               | 1,000.00        | 144.33           | 855.67                 |
| 30  | Vine Tree Play Area - Insp |                    |                 |               | 400.00          |                  | 400.00                 |
| 31  | Allotment fee              | 400.00             | 400.00          |               |                 |                  |                        |
| 32  | Allotment maintenance co:  |                    |                 |               |                 |                  |                        |
| 52  | Defibrillator and kiosk    |                    |                 |               | 800.00          |                  | 800.00                 |
|   |                            |                    |                 |               | <b>400.00</b>   | <b>£829.91</b>   | <b>19,200.00</b>       |
|   |                            |                    |                 |               |                 | <b>£3,298.83</b> | <b>16,331.08</b>       |

| <u>Finance &amp; Strategy Committee</u> |                             | <u>Bal. B/Fwd.</u> | <u>Receipts</u> |               | <u>Payments</u>   |                   | <u>Current Balance</u> |
|---|-----------------------------|--------------------|-----------------|---------------|-------------------|-------------------|------------------------|
| <u>Code</u>                             | <u>Title</u>                |                    | <u>Budget</u>   | <u>Actual</u> | <u>Budget</u>     | <u>Actual</u>     | <u>Budget</u>          |
| 3                                       | Staff Expenses              |                    |                 |               | 300.00            | 13.50             | 286.50                 |
| 4                                       | Stationary                  |                    |                 |               | 600.00            |                   | 600.00                 |
| 5                                       | Accountancy software        |                    |                 |               | 650.00            |                   | 650.00                 |
| 6                                       | ICT equipment               |                    |                 |               | 750.00            |                   | 750.00                 |
| 9                                       | Audit Fees                  |                    |                 |               | 1,500.00          | 472.50            | 1,027.50               |
| 10                                      | Insurance                   |                    |                 |               | 2,700.00          |                   | 2,700.00               |
| 11                                      | Legal and professional fee  |                    |                 |               | 1,500.00          |                   | 1,500.00               |
| 12                                      | Subscription (adobe/office. |                    |                 |               | 3,000.00          | 1,990.84          | 1,009.16               |
| 13                                      | Telephone                   |                    |                 |               | 500.00            | 124.43            | 375.57                 |
| 14                                      | Website subscription        |                    |                 |               | 2,100.00          | 700.00            | 1,400.00               |
| 15                                      | Website transparency        |                    |                 |               | 1,000.00          |                   | 1,000.00               |
| 16                                      | Misc/Expenses               |                    |                 |               | 1,000.00          |                   | 1,000.00               |
| 17                                      | Precept                     | 161,154.00         | 80,577.00       |               |                   |                   | -80,577.00             |
| 18                                      | VAT reclaim                 |                    |                 |               |                   |                   |                        |
| 19                                      | Other income                |                    |                 |               |                   |                   |                        |
| 53                                      | Acquisition projects        |                    |                 |               | 10,000.00         | 56.00             | 9,944.00               |
|   |                             |                    |                 |               | <b>161,154.00</b> | <b>£80,577.00</b> | <b>25,600.00</b>       |
|   |                             |                    |                 |               |                   | <b>£3,357.27</b>  | <b>-58,334.27</b>      |

| <u>Parish Council Project</u> |                       | <u>Bal. B/Fwd.</u> | <u>Receipts</u> |               | <u>Payments</u>  |                  | <u>Current Balance</u> |
|-------------------------------|-----------------------|--------------------|-----------------|---------------|------------------|------------------|------------------------|
| <u>Code</u>                   | <u>Title</u>          |                    | <u>Budget</u>   | <u>Actual</u> | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>          |
| 50                            | S.137 Grant- Car Park |                    |                 |               | 5,500.00         | 5,500.00         |                        |
| 51                            | PCSO funding          |                    |                 |               | 33,300.00        |                  | 33,300.00              |
|                               |                       |                    |                 |               | <b>38,800.00</b> | <b>£5,500.00</b> | <b>33,300.00</b>       |

| <u>Staffing Committee</u> |                  | <u>Bal. B/Fwd.</u> | <u>Receipts</u> |               | <u>Payments</u>  |                   | <u>Current Balance</u> |
|---------------------------|------------------|--------------------|-----------------|---------------|------------------|-------------------|------------------------|
| <u>Code</u>               | <u>Title</u>     |                    | <u>Budget</u>   | <u>Actual</u> | <u>Budget</u>    | <u>Actual</u>     | <u>Budget</u>          |
| 1                         | Staff Salary     |                    |                 |               | 69,250.00        | 14,429.81         | 54,820.19              |
| 2                         | Payroll Service  |                    |                 |               | 920.00           | 321.00            | 599.00                 |
| 7                         | Staff Training   |                    |                 |               | 2,500.00         | 206.00            | 2,294.00               |
| 8                         | Members Training |                    |                 |               | 100.00           |                   | 100.00                 |
|                           |                  |                    |                 |               | <b>72,770.00</b> | <b>£14,956.81</b> | <b>57,813.19</b>       |

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Shavington-cum-Gresty Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

| <b>Village Hall Committee</b> |                       | <b>Bal. B/Fwd.</b> | <b>Receipts</b> |               | <b>Payments</b>   |                   | <b>Current Balance</b> |                   |                  |
|-------------------------------|-----------------------|--------------------|-----------------|---------------|-------------------|-------------------|------------------------|-------------------|------------------|
| <b>Code</b>                   | <b>Title</b>          |                    | <b>Budget</b>   | <b>Actual</b> | <b>Budget</b>     | <b>Actual</b>     | <b>Budget</b>          |                   |                  |
| 33                            | Suppliers             |                    |                 |               | 300.00            | 43.00             | 257.00                 |                   |                  |
| 34                            | Cleaning Service      |                    |                 |               | 4,500.00          | 810.00            | 3,690.00               |                   |                  |
| 35                            | Gas supply            |                    |                 |               | 1,900.00          | 519.75            | 1,380.25               |                   |                  |
| 36                            | Power supply          |                    |                 |               | 1,000.00          | 139.54            | 860.46                 |                   |                  |
| 37                            | Fire equipment        |                    |                 |               | 250.00            |                   | 250.00                 |                   |                  |
| 38                            | Wi-Fi Service         |                    |                 |               | 800.00            | 169.50            | 630.50                 |                   |                  |
| 39                            | Online booking system |                    |                 |               | 300.00            | 47.13             | 252.87                 |                   |                  |
| 40                            | Hygiene service       |                    |                 |               | 700.00            | 527.66            | 172.34                 |                   |                  |
| 41                            | Water supply          |                    |                 |               | 2,000.00          | 544.58            | 1,455.42               |                   |                  |
| 42                            | Waste collection      |                    |                 |               | 960.00            | 322.91            | 637.09                 |                   |                  |
| 43                            | PPS/PRS               |                    |                 |               | 250.00            |                   | 250.00                 |                   |                  |
| 44                            | Call minding service  |                    |                 |               | 840.00            | 266.49            | 573.51                 |                   |                  |
| 45                            | Marketing             |                    |                 |               | 2,000.00          |                   | 2,000.00               |                   |                  |
| 46                            | Kitchen Refurbishment |                    |                 |               | 5,000.00          |                   | 5,000.00               |                   |                  |
| 47                            | General Maintenance   |                    |                 |               | 1,500.00          | 427.24            | 1,072.76               |                   |                  |
| 48                            | Hall hire             |                    |                 |               |                   | 50.00             | -13,525.00             |                   |                  |
|                               |                       |                    |                 |               | <b>14,000.00</b>  | <b>525.00</b>     |                        |                   |                  |
|                               |                       |                    |                 |               | <b>14,000.00</b>  | <b>£525.00</b>    | <b>22,300.00</b>       | <b>£3,867.80</b>  | <b>4,957.20</b>  |
| <b>NET TOTAL</b>              |                       |                    |                 |               | <b>175,554.00</b> | <b>£81,931.91</b> | <b>205,870.00</b>      | <b>£38,854.23</b> | <b>73,393.68</b> |



## Report Statement

Meeting: Environment and Recreation Committee

Report Purpose: To inform the budget 2023/24 process

Version Control: v1

Author: Clerk

### 1. Report Summary

The purpose of this report is to present for Members' consideration, comments, and recommendation the draft 2023/24 budget from the E&R Committee.

### 2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2023/24 Budget at the Full Parish Council meeting on June, 1<sup>st</sup>
- The Budget Setting Schedule provided the timeframe for the setting of the budgets and the reporting of the draft budget to the various Committees of the Council
- The draft 2023/24 Environment and Recreation Committee Budget is set out in this report and the attached appendix for Members' consideration
- The draft 2023/24 Environment and Recreation Committee Budget has been developed in line with the key principles of the Parish Council

### 3. Position

- The detailed draft 2023/24 E&R Budget is attached at Appendix 1 for Members' consideration
- Members will note that the attached draft budget figures include references to the 2022/23 Environment and Recreation budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2023/24 budget proposals

### 4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation  
Shavington-cum-Gresty Parish Council Budget Setting Schedule

### 5. Financial Impact

The financial implications for the Council are fully set out in the report.

### 6. Wards Affected

Environment and Recreation Committee

**7. Consideration Sought**

It is recommended that Members consider the attached draft 2023/24 Environment and Recreation Budget, and provide comments, feedback or proposed amendments in order to make their onwards recommendation to the Parish Council as defined by the Budget Setting Schedule.



## Environment and Recreation Committee

|    |  | 2022/23         |                    | 2023/24         |                    |   |
|----|--|-----------------|--------------------|-----------------|--------------------|---|
| 27 | Ground Maintenance - General amenities |                 | £ 2,000.00         |                 | £ 2,000.00         |   |
| 28 | Ground Maintenance-supplier            |                 | £ 15,000.00        |                 | £ 17,000.00        | £ 16,500.00   |
| 29 | Vine Tree Play area - maintenance      |                 | £ 1,000.00         |                 | £ 1,000.00         |   |
| 30 | Vine Tree Play Area - Inspection       |                 | £ 400.00           |                 | £ 400.00           | * last year we hadn't been invoiced   |
| 31 | Allotment fee                          | £ 400.00        |                    | £ 825.00        |                    | * data are based on 2022/23 set of data   |
| 32 | Allotment maintenance cost             |                 |                    |                 |                    |   |
| 52 | Defibrillator and kiosk                |                 | £ 800.00           |                 | £ 6,200.00         | Current quote for kiosk refurbishment is £7,000. The £800 from 2022/23 will have to be earmarked to match the 2023/24 funds |
|    | <b>SUB TOTAL</b>                       | <b>£ 400.00</b> | <b>£ 19,200.00</b> | <b>£ 825.00</b> | <b>£ 26,600.00</b> |   |
|    |  |                 |                    |                 |                    |   |
|    |  |                 |                    |                 |                    |   |