



**SHAVINGTON**  
CUM  
**GRESTY**

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

Main Road,  
Shavington, Crewe  
CW2 5DP

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

29 May 2024

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 5 June 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero  
Parish Clerk

## AGENDA

<b>1</b>	To receive and consider apologies for absence
<b>2</b>	To note declarations of Members' interest
<b>3</b>	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 1 May 2024 and the Annual Parish Meeting held on 1 May 2024 ( <b>attached</b> )
<b>4</b>	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

5	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 1 May 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 Meeting held on 29 May 2024</p> <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance &amp; Strategy Committee <u>Chair:</u> Cllr R Jones</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan Meeting held on 22 May 2024 <b>(draft minutes attached)</b> Items for consideration:</p> <p style="padding-left: 40px;">i. that the staff job descriptions are approved, subject to the agreed amendments being made, and are recommended to the Full Council.</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meetings held on 1 May 2024</p>
6	To receive the April report from the Village Beat Manager <b>(attached)</b>
7	To note the YTD Parish Council finance position <b>(attached)</b>
8	To note and approve all payments since 1 April 2024 <b>(attached)</b>
9	<p>To consider reviewing representation to the outside bodies:</p> <ol style="list-style-type: none"> <li>a. Village Festival Committee</li> <li>b. Wybunbury United Charities</li> <li>c. Theo Steele Bequest</li> <li>d. Shavington Park Resident Liaison Group</li> </ol>
9	To receive and consider a report from the ChALC consultant on the Shavington-cum-Gresty Parish Council Strategy <b>(to follow)</b>
10	<p>To consider the approval and adoption of the following documents <b>(attached)</b>:</p> <ul style="list-style-type: none"> <li>• DRAFT Shavington-cum-Gresty Parish Council Strategy 2024-2029</li> </ul>

	<ul style="list-style-type: none"><li>• DRAFT Council Delivery Plan 2024-2025</li></ul>
<b>11</b>	<p>To receive and consider a recommendation from Staffing Committee regarding the following job descriptions (<b>attached</b>):</p> <ul style="list-style-type: none"><li>- Communication Officer</li><li>- Community Project Manager</li><li>- Caretaker/Cleaner</li></ul>
<b>12</b>	<p>To receive and consider a proposal to open and advertise the Communication Officer position (as per the job description in item 11) at SCP 18-20 (<b>attached</b>)</p> <p>To consider delegating the Clerk, with Committee Chairs to sit on the appointment panel for the Communication Officer and to make the job offer to the selected candidate</p>
<b>13</b>	<p>To receive an update on the Main Road Car Park in Shavington.</p> <p>To consider delegating the Clerk, in consultation with the Chair of the Council, to sign the five-year agreement for the community use of the car park (<b>attached</b>)</p>
<b>14</b>	To receive and consider an update on the Weston Mitigation Land acquisition project
<b>15</b>	To consider approving the annual subscription to SLCC for the Clerk ( <b>attached</b> )
<b>16</b>	To receive and consider Village Hall Committee's recommendation for the provision of cleaning at the Village Hall
<b>17</b>	To receive and consider an update regarding the Shavington Village Festival Committee and the Shavington Village Festival.
<b>18</b>	To note the date of the next Council Meeting – <b>3 July 2024 7:30PM</b>

**Shavington-cum-Gresty Council**  
**Annual Meeting of the Parish Council**  
**Shavington-cum-Gresty Parish Council**  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the Annual Meeting of the Parish Council** **held on 1 May 2024**

In attendance: Cllrs Buchanan, Cruickshank B Gibbs, K Gibbs, Hancock, R Jones, S Jones, McHugh, McIntyre, Randle, Wain

One minute silence was taken before the start of the meeting in memory of Previous Councillor S Cheshire

<b>ScG/24/01/1</b>	<b>To elect the Chair and Vice-Chair of the Parish Council<sup>1</sup></b>
	<b>RESOLVED:</b> Cllr B Gibbs and Cllr Cruickshank were elected Chair and Vice-Chair of the Parish Council respectively.
<b>ScG/24/01/2</b>	<b>To receive and consider apologies for absence</b>
	Apologies were received from Cllr Ferguson
<b>ScG/24/01/3</b>	<b>To note declarations of Members' interest</b>
	Cllr Randle declared a pecuniary interest in items 19 and 20, as stated in their Member Register of Interests.  Cllr Cruickshank declared a pecuniary interest in item 29, as plot holder in Gresty Lane.  Cllr Hancock declared an interest in item 27, as member of Shavington Village Festival Committee.
<b>ScG/24/01/4</b>	<b>To confirm and sign the minutes of the Shavington-cum-Gresty Council Meetings held on 28 March 2024</b>

<sup>1</sup> Meeting started at 19:32hrs

	<p><b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.</p>
<p><b>ScG/24/01/5</b></p>	<p><b>To consider the DRAFT Committee membership for 2024/2025</b></p> <ul style="list-style-type: none"> <li>✓ <b>Community &amp; Engagement Committee (7):</b> Cllrs K Gibbs, B Gibbs, McHugh, Cruickshank</li> <li>✓ <b>Finance &amp; Strategy Committee (5):</b> Cllrs K Gibbs, B Gibbs, S Jones, Ferguson, McHugh, Randle</li> <li>✓ <b>Environment &amp; Recreation Committee (8):</b> Cllrs K Gibbs, S Jones, Ferguson, McHugh, Randle, Cruickshank</li> <li>✓ <b>Planning Committee (8):</b> Cllrs McIntyre, K Gibbs, Ferguson, McHugh, Wain</li> <li>✓ <b>Staffing Committee (5):</b> Cllrs Buchanan, B Gibbs, McHugh</li> <li>✓ <b>Village Hall Committee (5):</b> Cllrs McIntyre, K Gibbs, S Jones, Hancock, Cruickshank</li> <li>✓ <b>Complaints Committee (5):</b> Cllrs Buchanan, McHugh, Wain, Randle, B Gibbs</li> </ul>
	<p><b>RESOLVED:</b> that the Committee Membership 2024/25 is approved as follows:</p> <ul style="list-style-type: none"> <li>✓ <b>Community &amp; Engagement Committee (7):</b> Cllrs K Gibbs, B Gibbs, McHugh, Cruickshank, McIntyre, R Jones, S Jones</li> <li>✓ <b>Finance &amp; Strategy Committee (6):</b> Cllrs K Gibbs, B Gibbs, S Jones, Ferguson, McHugh, Randle</li> <li>✓ <b>Environment &amp; Recreation Committee (6):</b> Cllrs K Gibbs, S Jones, Ferguson, McHugh, Randle, Cruickshank</li> <li>✓ <b>Planning Committee (5):</b> Cllrs McIntyre, K Gibbs, Ferguson, McHugh, Wain</li> <li>✓ <b>Staffing Committee (5):</b> Cllrs Buchanan, B Gibbs, McHugh, R Jones, Cruickshank</li> <li>✓ <b>Village Hall Committee (5):</b> Cllrs McIntyre, K Gibbs, S Jones, Hancock, Cruickshank</li> <li>✓ <b>Complaints Committee (5):</b> Cllrs Buchanan, McHugh, Wain, Randle, B Gibbs</li> </ul>
<p><b>ScG/24/01/6</b></p>	<p><b>To consider and approve the Terms of Reference of Committees for 2024/25</b></p>
	<p><b>RESOLVED:</b> that the Terms of References of Committees for 2024/25 are approved with the following amendments being made:</p> <ul style="list-style-type: none"> <li>- Members of authority Community &amp; Engagement Committee: 7</li> <li>- Members of authority Finance and Strategy Committee: 6</li> </ul>

	<ul style="list-style-type: none"> <li>- Members of authority Environment and Recreation Committee: 6</li> <li>- Members of authority Planning Committee: 5</li> <li>- Members of authority Staffing Committee: 5</li> <li>- Members of authority Village Hall Committee: 5</li> <li>- Members of authority Complaints Committee: 5</li> </ul>
<b>ScG/24/01/7</b>	<b>To consider and approve the Council meetings calendar 2024/25</b>
	<b>RESOLVED:</b> that the Council meetings calendar 2024/25 is approved
<b>ScG/24/01/8</b>	<b>To consider and approve representations on outside bodies:</b> <ul style="list-style-type: none"> <li>a. Village Festival Committee</li> <li>b. Wybunbury United Charities</li> <li>c. Theo Steele Bequest</li> <li>d. Shavington Park Resident Liaison Group</li> </ul>
	<b>RESOLVED:</b> that the representations on outside bodies are approved as follows: <ul style="list-style-type: none"> <li>a. Village Festival Committee – Cllr Hancock</li> <li>b. Wybunbury United Charities – Cllrs Buchanan, S Jones</li> <li>c. Theo Steele Bequest – Cllrs Hancock, K Gibbs</li> <li>d. Shavington Park Resident Liaison Group – Cllr S Jones</li> </ul>
<b>ScG/24/01/9</b>	<b>To review the Parish Council's affiliation to Cheshire Association of Local Council (ChALC)</b>
	<b>RESOLVED:</b> that the Parish Council's affiliation to Cheshire Association of Local Council for 2024/25 is approved.
<b>ScG/24/01/10</b>	<b>To confirm the Council's adoption of:</b> <ul style="list-style-type: none"> <li>a. Shavington-cum-Gresty Standing Orders</li> <li>b. Shavington-cum-Gresty Finance Regulations</li> </ul>
	<b>RESOLVED:</b> that the following policies are approved and adopted: <ul style="list-style-type: none"> <li>a. Shavington-cum-Gresty Parish Council Standing Orders</li> <li>b. Shavington-cum-Gresty Parish Council Finance Regulations</li> </ul>
<b>ScG/24/01/11</b>	<b>To review and consider the following external support services and subscriptions:</b> <ul style="list-style-type: none"> <li>a. Beardmore Accountants for payroll service</li> <li>b. JDHBS as GDPR consultant</li> </ul>

	<b>c. Parish Online</b>
	<p><b>RESOLVED:</b> that the following external support services and subscriptions are approved:</p> <ul style="list-style-type: none"> <li>a. Beardmore Accountants for payroll service</li> <li>b. JDHBS as GDPR consultant</li> <li>c. Parish Online</li> </ul>
<b>ScG/24/01/12</b>	<b>Internal auditor – to approve JDH Business Services as internal auditor for 2024/25</b>
	<b>RESOLVED:</b> that JDH Business Services is appointed as internal auditor for 2024/25
<b>ScG/24/01/13</b>	<p><b>To review and consider the Council’s bank signatories:</b></p> <ul style="list-style-type: none"> <li>a. <b>Cllr K Gibbs</b></li> <li>b. <b>Cllr B Gibbs</b></li> <li>c. <b>Cllr Hancock</b></li> <li>d. <b>Cllr McIntyre</b></li> <li>e. <b>Cllr Ferguson</b></li> <li>f. <b>S Garner (Parish Clerk)</b></li> <li>g. <b>S Randle (Community Manager)</b></li> </ul>
	<b>RESOLVED:</b> that the Council’s bank signatories are approved
<b>ScG/24/01/14</b>	<b>To consider to approve the Annual Governance Statement 2023/24 by resolution</b>
	<p><b>RESOLVED:</b> that</p> <ol style="list-style-type: none"> <li>1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.: <b>Yes</b></li> <li>2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness: <b>Yes</b></li> <li>3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances: <b>Yes</b></li> <li>4) We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations: <b>Yes</b></li> </ol>

	<p>5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required: <b>Yes</b></p> <p>6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems: <b>Yes</b></p> <p>7) We took appropriate action on all matters raised in reports from internal and external audit: <b>Yes</b></p> <p>8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.: <b>Yes</b></p> <p>9) (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our responsibilities for the fund(s)/assets, including reporting and, if required, independent examination or audit: <b>N/A</b></p>
<b>ScG/24/01/15</b>	<b>To review and consider the Internal Auditor report</b>
	<p>Councillors <b>NOTED</b> the internal auditor report.</p> <p><b>RESOLVED:</b> that the Clerk is requested to implement the Internal Auditor's recommendations when compiling the Year-End 2024/25.</p>
<b>ScG/24/01/16</b>	<b>To approve dates for the period of Public Rights:</b>
	<p>- Commencing on <b>Monday 3 June 2024</b> and ending on <b>Friday 12 July 2024</b></p>
	<p><b>RESOLVED:</b> that the period of Public Right is approved as follows:</p> <p>- Commencing on <b>Monday 3 June 2024</b> and ending on <b>Friday 12 July 2024</b></p>
<b>ScG/24/01/17</b>	<b>To consider to approve Section 2 – Accounting Statemen 2023-24 for submission to PKF Littlejohn LLP, external auditor</b>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that Section 2 – Accounting Statement 2023-24 is approved.</p>
<b>ScG/24/01/18</b>	<b>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 28 March 2024 or any items arisen since then:</b>
	<b>Committee:</b> Community and Engagement Committee

	<p><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 &amp; Strategy Committee  <u>Chair:</u> Cllr R Jones</p> <p><u>Committee:</u> Staffing Committee  <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee  <u>Chair:</u> Cllr McIntyre</p>
	<p>It was <b>NOTED</b> that Cllr R Jones, and not Cllr Wain, is Chair of the Finance and Strategy Committee.</p> <p>Councillors <b>NOTED</b> the report.</p>
<b>ScG/24/01/19</b>	<b>To note the YTD Parish Council finance position</b>
	Councillors <b>NOTED</b> the YTD finance position of the Council
<b>ScG/24/01/20</b>	<b>To note and approve all payments since 1 April 2024</b>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that payments listed since 1 April 2024 are approved</p>
<b>ScG/24/01/21</b>	<b>To receive a report from the February and March Village Beat Manager</b>
	Councillors <b>NOTED</b> the report.
<b>ScG/24/01/22</b>	<p><b>To consider making a response to the following planning applications:</b></p> <p>a. <b>Application:</b> 24/1393N  <b>Proposal:</b> Retrospective application for proposed repositioning of screen fence  <b>Location:</b> 21, LITTLE MEADOW PLACE, SHAVINGTON, CW2 5UB  <b>National Grid Ref:</b> 370975.9541 353052.3227</p>
	<b>RESOLVED:</b> No Comment

ScG/24/01/23	<p><b>To consider making responses to any urgent planning application consultations that have arisen since this agenda was published</b></p>
	<p>No urgent planning application was received since the agenda was published.</p>
ScG/24/01/24	<p><b>To consider moving £28,244.20 from Shavington-cum-Gresty PC-Village Hall bank account to Shavington-cum-Gresty Parish Council bank account</b></p>
	<p><b>RESOLVED:</b> that £28,244.20 are transferred from Shavington-cum-Gresty PC Village Hall bank account to Shavington-cum-Gresty Parish Council bank account</p>
ScG/24/01/25	<p><b>To receive and consider updates on the following grant applications</b></p> <ul style="list-style-type: none"> <li>- <b>SPF E60 Cultural Activity Grant: Parish Council has been awarded £3,900 towards the D-Day Programme.</b></li> <li>- <b>Flourish Fund: Parish Council has been awarded £5,000 towards the Wellbeing Wednesdays in Shavington-cum-Gresty Programme.</b></li> <li>- <b>Improved, Greener Community Fund: Parish Council has been awarded £750 towards new blinds in the Village Hall (with a matching fund of £250 from the Parish Council).</b></li> </ul> <p><b>To consider delegating the Community Manager and Clerk to deliver the D-Day Programme and the blinds refurbishment at the Village Hall</b></p>
	<p>Councillors <b>NOTED</b> the reports.</p> <p><b>RESOLVED:</b> that the Community Manager and Clerk are delegated to deliver the D-Day programme and blind refurbishment at the Village Hall</p> <p><b>RESOLVED:</b> that a matching fund of £250 is allocated toward the Improved, Greener Community Fund toward new blinds for the Village Hall</p>
ScG/24/01/26	<p><b>To receive and consider proposals for suppliers to deliver cardiovascular activities as part of the Wellbeing Wednesday programme</b></p> <p><b>To consider delegating the Community Manager to deliver the Wellbeing Wednesday programme</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that the Wellbeing Wednesday programme is approved and that the Community Manager is delegated to deliver the programme</p> <p><b>RESOLVED:</b> that AJT Dance is appointed as a contractor to deliver the cardiovascular activities for the Wellbeing Wednesday programme</p>

<b>ScG/24/01/27</b>	<p><b>To receive and consider quotes from solicitors to draft the hiring agreement for the village hall shed.</b></p> <p><b>To receive and consider the response from the Shavington Village Festival Committee regarding their availability to match fund the legal costs for drafting the agreement.</b></p>
	<p>Councillors <b>NOTED</b> the report.</p> <p>It was <b>NOTED</b> that the Clerk reported that the Shavington Village Festival Committee has agreed to contribute with £250 toward the cost of a solicitor.</p> <p><b>RESOLVED:</b> that quote 1 is accepted, and that the Parish Council agreed to accept the £250 match-fund offer from Shavington Village Festival Committee toward the solicitor costs.</p> <p><b>RESOLVED:</b> that the Clerk, in consultation with the Chair of the Village Hall Committee, is delegated to sign the hiring agreement on behalf of the Parish Council</p>
<b>ScG/24/01/28</b>	<b>To receive an update on the Shavington-cum-Gresty Parish Council Strategy 2024-29</b>
	<p>The Chair briefed Councillors on the item.</p> <p>Councillors <b>NOTED</b> the report.</p>
<b>ScG/24/01/29</b>	<b>To receive and consider an update with regard to the pest-control treatment at the Gresty Lane Allotments, and to consider alternative options</b>
	<p>Councillors <b>NOTED</b> the report. Members <b>NOTED</b> that not all tenants' allotments gave their consent to progress with a pest-control treatment on the site</p> <p><b>RESOLVED:</b> that the E&amp;R resolution to progress with the pest-control only if all were in favour is restated</p>
<b>ScG/24/01/30</b>	<b>To receive an update on the Fire Safety Audit undertaken by Cheshire Fire and Rescue Service at the Village Hall</b>
	<p>The Clerk briefed Councillors on the outcome of the Fire Safety Audit.</p> <p>Councillors <b>NOTED</b> the brief.</p>
<b>ScG/24/01/31</b>	<b>To note the date of the next Council Meeting – 5 June 2024 7:30PM</b>
	Councillors <b>NOTED</b> the date of the next meeting

Meeting Closed 2127 hrs  
Chair: Cllr B Gibbs  
Clerk: S Garnero

DRAFT

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



**SHAVINGTON**  
CUM  
**GRESTY**

**MINUTES of the Annual Parish Meeting**  
**held on Wednesday 1 May 2024**

In attendance: Cllrs Cruickshank, B Gibbs, K Gibbs, Hancock, R Jones, S Jones, McHugh, McIntyre, Randle, Wain

<b>ScG/24/00/1</b>	<b>Welcome from the Chair of Shavington-cum-Gresty<sup>1</sup></b>
	Cllr B Gibbs welcomed Members and residents.
<b>ScG/24/00/2</b>	<b>To receive and consider apologies for absence</b>
	Apologies were received from Cllr Ferguson.
<b>ScG/24/00/3</b>	<b>Minutes of the Annual Parish Meeting 17 May 2023</b>
	<b>RESOLVED:</b> That the Minutes of the previous Annual Parish meeting were approved and signed as an accurate record.
<b>ScG/24/00/4</b>	<b>To consider resolutions of which written notice has been given</b>
	The following written notices were given: <ul style="list-style-type: none"><li>• A request was made to provide an update on the school car park.</li></ul> The Clerk addressed the point and provided an update on the item. <ul style="list-style-type: none"><li>• A request was made on where the new Parish Textile Map would be situated in the village hall.</li></ul> The Chair addressed the point and informed that the item will be discussed by the Village Hall Committee.
<b>ScG/24/00/5</b>	<b>Comments and Questions</b>
	A representative from St. Luke's asked for information on the Parish Council grant policy. The Chair addressed the question.

<sup>1</sup> Meeting started at 19:02 hrs

	<p>Cllr Hancock shared her appreciation for the Wellbeing Wednesday programme and provided feedback on the first session.</p>
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Meeting Closed at 1919 hrs  
Chair: Cllr B Gibbs  
Clerk: S Garner

DRAFT

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



**MINUTES of the meeting held on**  
**Wednesday 22 May 2024**

In attendance: Cllr Buchanan, Cruickshank, B Gibbs, McHugh, R Jones

<b>ScG St/24/01/01</b>	<b>To elect the Chair and Deputy Chair of the Staffing Committee<sup>1</sup></b>
	<b>RESOLVED:</b> that Cllr Buchanan and Cllr R Jones are elected Chair and Deputy-Chair of the Staffing Committee respectively
<b>ScG St/24/01/02</b>	<b>To receive and consider apologies for absence</b>
	No apologies was received.
<b>ScG St/24/01/03</b>	<b>To note declarations of Members' interests</b>
	No declaration of interest was noted.
<b>ScG St/24/01/04</b>	<b>To note the Terms of Reference of the Staffing Committee</b>
	Councillors <b>NOTED</b> the Terms of Reference of the Staffing Committee
<b>ScG St/24/01/05</b>	<b>To confirm and sign the minutes of the Staffing Committee Meeting held on 25 October 2023</b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record
<b>ScG St/24/01/06</b>	<b>To receive and consider the YTD financial position of the Staffing Committee</b>
	Councillors <b>NOTED</b> the YTD financial position of the committee.

<sup>1</sup> Meeting started hrs 1936

<b>ScG St/24/01/07</b>	<b>To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of items 8 and 9 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.</b>
	<b>RESOLVED:</b> that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press are excluded from the meeting during the consideration of items 8 and 9 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
<b>ScG St/24/01/08</b>	<b>To receive and consider staff job descriptions</b>
	Councillors <b>NOTED</b> the report. <sup>2</sup>  <b>RESOLVED:</b> that the staff job descriptions are approved, subject to the agreed amendments being made, and are recommended to the Full Council.
<b>ScG St/24/01/09</b>	<b>To receive and consider staffing matter</b>
	<b>RESOLVED:</b> That staff plan for July-August is approved
<b>ScG St/24/01/10</b>	<b>To note the date of the next Staffing Committee Meeting – 23 October 2024 7:30PM</b>
	<b>RESOLVED:</b> That the date of the next Staffing Committee meeting was <b>moved to 16 October</b>

Meeting Closed 2054 hrs

Chair: Cllr Buchanan

Clerk: S Garner

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<sup>2</sup> Cllr R Jones left the meeting at 2039hrs

## **Report Statement**

Meeting: Parish Council Meeting

Report Purpose: To provide the April 2024 report

Version Control: v0

Author: PCSO Walley

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# BEAT MANAGERS REPORT

Shavington Cam Cresty Council, Parish Council Meeting 03.03.2024  
 Agenda Item 6

**APRIL 2024**

<b>Completing officers</b>	P.C.S.O 24152 Dan Walley
<b>Ward</b>	Shavington.
<b>Community Engagement undertaken:</b>	<p>Local shops visited.</p> <p>Patrols of garages, Local convenience stores and pet food shops after an increase in thefts.</p> <p>Continued welfare checks on identified vulnerable residents.</p> <p>Visits to Crewe Alex Training Centre</p> <p>Visits to Alexandra Mill Care Home</p> <p>Regular visits to Co-op Rope Lane</p>
<b>Traffic activity/enforcement</b>	<p><u>Tru-Cam.</u></p> <p><u>Speed watch (PCSO Dan Walley and Volunteer).</u></p> <p>Volunteers trained up and awaiting Lorraine to set up an email for it.</p>
<b>Surgeries</b>	Replaced By Residents Use Of The Police Mailbox System Installed By The Parish Council At The Village Hall.
<b>Schools + Young People.</b>	<p>Parking Patrols.</p> <p>Shavington Academy visited.</p> <p>Shavington Primary School visited</p> <p>Glow Afterschool club</p>
<b>Priority/problems raised, and activity carried out to combat</b>	Speeding, parking, Increased presence around Play areas reference ASB. Co-op being targeted by shoplifters and kids.
<b>Feedback</b> (how have you made the community aware of what you have done?)	<p>Reduced number of posts onto Shavington face book-high lighting activity due to new guidance on posting.</p> <p><b>**Drug work not posted**</b></p> <p>Cheshire Alert.</p>

<p>Notable contact with partner agencies.</p>	<p>Aspire Housing.          Guinness housing.          NHS Paramedics / Ambulance crew / crisis team.          Health safety exec. (Industrial accident.)          Probation service.          Cheshire Fire and rescue.          British transport police.          Shavington Parish Council          Sage Housing          Alexandra Mill Care Home</p>
<p>Any wider community issues, which have been addressed?</p>	<p>RP= Reporting Person</p> <p>01/04/2024- Neighbour Issues- (Mallow Avenue)- RP reporting issues with neighbour. Just wanting to report for housing. CLOSED AS PER REPORTING PERSON REQUEST.</p> <p>02/04/2024- Fraud- (Edwards Avenue)- RP reporting that she has had money taken from her account from a taxi company that she had used.          RESOLVED AS PATROL ATTENDED AND PROVIDED ADVICE AND REASSURANCE.</p> <p>03/04/2024- ASB- (Rope Lane)- Reports of children playing chicken in the road with passing vehicles. CLOSED AS SEARCH MADE NO TRACE OF THE CHILDREN.</p> <p>05/04/2024- RTC- (Gresty Road)- Two vehicle RTC with no injuries. RESOLVED AS DETAILS EXCHANGED AND LET ON THEIR WAY.</p> <p>06/04/2024- RTC- (Gresty Road)- Two Vehicle RTC by the roundabout. RESOLVED AS DETAILS EXCHANGED.</p> <p>07/04/2024- Road Blockage- (Rope Lane)- Trees and branches blown over by the weather. CLOSED FOR HIGHWAYS.</p> <p>09/04/2024- Fraud- (Burlea Drive)- RP reporting a scam where people are asking for people's details. RESOLVED. ADVICE GIVEN AND INTEL SUBMITTED.</p> <p>09/04/2024- Drink Driver- (Rope Lane)- Driver seen on Rope Lane driving erratically and hitting kerbs. RESOLVED AS DRIVER ARRESTED FOR DRINK DRIVING.</p>

11/04/2024- RTC- (Shavington-Bypass)- RTC involving two vehicles, no injuries. RESOLVED AND LET BOTH ON THEIR WAY.

12/04/2024- Sudden Death in the area.

13/04/2024- Violence incident (Willacy Close)- Report of a fight by local Pub involving two people. RESOLVED AS NEITHER MADE A COMPLAINT AND LEFT AREA TO GO HOME.

15/04/2024- Parking Issue- (Alfred Potts Way)- Report of van parked in a dangerous position. CLOSED AS VAN IS NOT PARKED DANGEROUSLY.

15/04/2024- Shoplifting- (Rope Lane)- Named shoplifter steals alcohol from store. ONGOING AS SHOPLIFTER IS WANTED.

16/04/2024- Shoplifting x 3- (Rope Lane)- Same shoplifter does same thing as above. ONGOING AS SHOPLIFTER IS WANTED.

18/04/2024- RTC- (Jack Mills Way)- Two vehicle RTC reported. RESOLVED AS DETAILS EXCHANGED AND BOTH MOVED ON.

19/04/2024- Theft Other- (Newcastle Road)- Person gone behind counter and helped himself to money in the till. STILL BEING INVESTIGATED.

20/04/2024- Concern For Safety- (Newcastle Road)- Male having a mental health crisis. RESOLVED AS MALE TAKEN TO HOSPITAL.

21/04/2024- Shoplifting- (Rope Lane)- Same female taken more alcohol. FEMALE STILL WANTED.

23/04/2024- Concern For Safety- (Gresty Road)- Female having a mental health crisis and wanting to kill herself. RESOLVED AS FEMALE TAKEN TO HOSPITAL.

24/04/2024- Missing Person- MISSING PERSON FOUND AND RETURNED HOME.

	<p>26/04/2024- Missing Person- (Gresty Road)- Missing person from Lancashire potentially in area. LOCATED AND RETURNED TO LANCASHIRE</p> <p>27/04/2024- Highway Disruption- (Rope Lane)- Flock of sheep in middle of road. RESOLVED AS SHEEP BACK IN THE FIELD.</p> <p>28/04/2024- Suspicious Activity- (Jack Mills Way)- Lad on electric bike with balaclava on. ONGOING PROBLEM SOLVING AROUND THESE BIKES.</p> <p>30/04/2024- Theft- (Crewe Road)- Family at restaurant have not paid for food and walked out. ONGOING INVESTIGATION.</p>
Abstractions.	
Other information / Incidents of note.	DOMESTICS NOT LISTED

## Summary of Receipts and Payments

All Cost Centres and Codes

## Community &amp; Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				14,600.00	349.00	14,251.00	14,251.00 (97%)
21	General Parish Council design a				3,600.00		3,600.00	3,600.00 (100%)
22	PC/VH subscription and adv				1,600.00	97.20	1,502.80	1,502.80 (93%)
24	Christmas Carol				1,500.00		1,500.00	1,500.00 (100%)
25	Remembrance Service				4,100.00		4,100.00	4,100.00 (100%)
26	Community events				2,500.00		2,500.00	2,500.00 (100%)
43	PPS/PRS				300.00		300.00	300.00 (100%)
49	Micro & Small Grant Scheme				2,500.00	250.00	2,250.00	2,250.00 (90%)
61	Civic events				2,600.00	1,194.75	1,405.25	1,405.25 (54%)
70	Parish Map Framework				800.00		800.00	800.00 (100%)
73	Community Event Marketing and				900.00		900.00	900.00 (100%)
<b>SUB TOTAL</b>					<b>35,000.00</b>	<b>1,890.95</b>	<b>33,109.05</b>	<b>33,109.05 (94%)</b>

## Environment &amp; Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General a				500.00	19.02	480.98	480.98 (96%)
28	Ground Maintenance- supplier				17,000.00		17,000.00	17,000.00 (100%)
29	Vine Tree Play area - maintenanc				1,000.00		1,000.00	1,000.00 (100%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	700.00	125.00	-575.00				-575.00 (-82%)
32	Allotment maintenance cost				700.00	10.80	689.20	689.20 (98%)
52	Defibrillator and kiosk				300.00		300.00	300.00 (100%)
54	CIL - Community Infrastructure L							(N/A)
74	Ground Maintenance Contingenc				1,000.00		1,000.00	1,000.00 (100%)
<b>SUB TOTAL</b>		<b>700.00</b>	<b>125.00</b>	<b>-575.00</b>	<b>20,900.00</b>	<b>29.82</b>	<b>20,870.18</b>	<b>20,295.18 (93%)</b>

## External Grants Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	SPF E6 Cultural Activity Grant					601.76	-601.76	-601.76 (N/A)
79	Flourish Fund		5,000.00	5,000.00		1,227.92	-1,227.92	3,772.08 (N/A)
80	Improved, Greener, Community							(N/A)
81	IMPACT (budget 2023/24)					329.11	-329.11	-329.11 (N/A)
<b>SUB TOTAL</b>			<b>5,000.00</b>	<b>5,000.00</b>		<b>2,158.79</b>	<b>-2,158.79</b>	<b>2,841.21 (N/A)</b>

## Finance &amp; Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				150.00		150.00	150.00 (100%)
4	Stationary				500.00	156.36	343.64	343.64 (68%)
5	Accountancy software				835.00		835.00	835.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes

6	ICT equipment			1,500.00	55.82	1,444.18	1,444.18 (96%)		
9	Audit Fees			1,000.00	583.00	417.00	417.00 (41%)		
10	Insurance			4,000.00		4,000.00	4,000.00 (100%)		
11	Legal and professional fee			2,000.00		2,000.00	2,000.00 (100%)		
12	Subscription (adobe/office/Chalc			4,050.00	1,568.30	2,481.70	2,481.70 (61%)		
13	Telephone and WiFi			950.00	78.83	871.17	871.17 (91%)		
14	Website subscription			2,400.00	350.00	2,050.00	2,050.00 (85%)		
15	Website transparency			500.00		500.00	500.00 (100%)		
16	Misc/Expenses			1,000.00		1,000.00	1,000.00 (100%)		
17	Precept	116,127.00	116,127.00				116,127.00 (N/A)		
18	VAT reclaim						(N/A)		
19	Other income						(N/A)		
53	Ecological Mitigation Land acqui:			7,000.00		7,000.00	7,000.00 (100%)		
59	Office costs			6,600.00		6,600.00	6,600.00 (100%)		
67	IT support			300.00		300.00	300.00 (100%)		
<b>SUB TOTAL</b>				<b>116,127.00</b>	<b>116,127.00</b>	<b>32,785.00</b>	<b>2,792.31</b>	<b>29,992.69</b>	<b>146,119.69 (445%)</b>

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Community Support				41,789.40	41,789.40	41,789.40 (100%)	
68	Sponsorship Main Road Car pari				4,837.50	4,837.50	4,837.50 (100%)	
72	Sign restoration project				3,000.00	3,000.00	3,000.00 (100%)	
75	Rolling Capital Fund (Strategy)				20,000.00	20,000.00	20,000.00 (100%)	
<b>SUB TOTAL</b>					<b>69,626.90</b>	<b>69,626.90</b>	<b>69,626.90 (100%)</b>	

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				86,100.00	15,460.31	70,639.69	70,639.69 (82%)
2	Payroll Service				800.00	144.50	655.50	655.50 (81%)
7	Staff Training				1,000.00		1,000.00	1,000.00 (100%)
8	Members Training				400.00		400.00	400.00 (100%)
76	Communication officer				20,000.00		20,000.00	20,000.00 (100%)
<b>SUB TOTAL</b>					<b>108,300.00</b>	<b>15,604.81</b>	<b>92,695.19</b>	<b>92,695.19 (85%)</b>

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00		300.00	300.00 (100%)
34	Cleaning Service				5,400.00	1,174.70	4,225.30	4,225.30 (78%)
35	Gas supply				4,800.00	160.48	4,639.52	4,639.52 (96%)
36	Power supply				1,600.00	137.00	1,463.00	1,463.00 (91%)
37	Fire equipment				330.00		330.00	330.00 (100%)
39	Online booking system				370.00		370.00	370.00 (100%)
40	Hygine service				700.00	578.51	121.49	121.49 (17%)
41	Water supply				3,000.00	483.88	2,516.12	2,516.12 (83%)

Summary of Receipts and Payments

All Cost Centres and Codes

42 Waste collection				1,000.00	89.98	910.02	910.02 (91%)
47 General Maintenance				1,500.00	350.00	1,150.00	1,150.00 (76%)
48 Hall hire	15,000.00	3,701.50	-11,298.50				-11,298.50 (-75%)
60 Office costs income	6,600.00		-6,600.00				-6,600.00 (-100%)
71 Roof maintenance				3,000.00		3,000.00	3,000.00 (100%)
77 Fire emergency panel + smoke c				2,500.00	1,972.00	528.00	528.00 (21%)
<b>SUB TOTAL</b>	<b>21,600.00</b>	<b>3,701.50</b>	<b>-17,898.50</b>	<b>24,500.00</b>	<b>4,946.55</b>	<b>19,553.45</b>	<b>1,654.95 (3%)</b>

Summary

<b>NET TOTAL</b>	<b>22,300.00</b>	<b>124,953.50</b>	<b>102,653.50</b>	<b>291,111.90</b>	<b>27,423.23</b>	<b>263,688.67</b>	<b>366,342.17 (116%)</b>
<b>V.A.T.</b>		<b>2,874.87</b>			<b>1,543.46</b>		
<b>GROSS TOTAL</b>		<b>127,828.37</b>			<b>28,966.69</b>		



**SHAVINGTON**  
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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 1 April 2024

### **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 1 April 2024

### **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

29 May 2024 (2024-2025)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Fire emergency panel + smoke	23/04/2024	ScG/24/01/20	Parish Council Main /	32588110	Supply and install fire alarm an	North Staffs Fire	S	1,972.00	394.40	2,366.40
2	Website subscription	23/04/2024	ScG/24/01/20	Parish Council Main /	32588432	Website Licence Fee	FearNaught	S	175.00	35.00	210.00
3	Flourish Fund	23/04/2024	ScG/24/01/20	Parish Council Main /	32588570	Marketing & Newsletter	FearNaught	S	927.92	185.58	1,113.50
4	General Maintenance	23/04/2024	ScG/24/01/20	Parish Council Main /	32588706	EICR Village Hall test	MHA Electrical Contractors	X	350.00		350.00
5	Payroll Service	23/04/2024	ScG/24/01/20	Parish Council Main /	32587823	Payroll Service	Beardmore Accountants	S	94.50	18.90	113.40
6	Hygine service	23/04/2024	ScG/24/01/20	Parish Council Main /	32588805	Hygiene disposal at Village Hall	Dame Hygiene Services	S	578.51	115.69	694.20
7	Cleaning Service	23/04/2024	ScG/24/01/20	Parish Council Main /	32588885	Cleaning Village Hall	Crystal Clean	S	663.70	132.74	796.44
8	Subscription (adobe/office/Cha	02/05/2024	ScG/24/01/20	Parish Council Main /	32905360	Chalc Affiliation Fee	Cheshire Assoc Local Coun	X	1,551.66		1,551.66
9	Staff Salary	23/04/2024	ScG/24/01/20	Parish Council Main /	32587682	P30 - April 2024	HMRC	X	2,405.96		2,405.96
10	Staff Salary	23/04/2024	ScG/24/01/20	Parish Council Main /	32587761	April 2024 - pay	Staff	X	940.45		940.45
11	Staff Salary	28/04/2024	ScG/24/01/20	Parish Council Main /	32587897	April 2024 pay + backdated pa	Clerk	X	3,686.87		3,686.87
12	Staff Salary	23/04/2024	ScG/24/01/20	Parish Council Main /	32588038	April 2024 pension contribution	Cheshire Pension Fund (CP	X	1,914.12		1,914.12
13	Audit Fees	23/04/2024	ScG/24/01/20	Parish Council Main /	32589044	Internal audit for year ended 3	JDH Business Services	S	583.00	116.60	699.60
14	SPF E6 Cultural Activity Grant	23/04/2024	ScG/24/01/20	Parish Council Main /	32589384	PRS licence for film at D-Day p	PPL PRS United for Music	S	35.82	7.16	42.98
15	Waste collection	02/04/2024		Parish Council Main /		VH waste service	ASH Waste Services	S	89.98	18.00	107.98
16	Water supply	02/05/2024		Parish Council Main /		Village Hall waste collection	ASH Waste Services	S	96.33	19.27	115.60
17	Power supply	02/04/2024		Parish Council Main /		DD monthly fixed £137	Scottish Power	X	137.00		137.00
18	Subscription (adobe/office/Cha	08/04/2024		Parish Council Main /		Adobe lightroom	Adobe	S	8.32	1.66	9.98
19	Subscription (adobe/office/Cha	04/05/2024		Parish Council Main /		Adobe lightroom	Adobe	S	8.32	1.66	9.98
20	IMPACT (budget 2023/24)	08/04/2024		Parish Council Main /		IMPACT -Seeds	ASDA Superstore	X	14.00		14.00
21	Gas supply	10/04/2024		Parish Council Main /		British Gas Village Hall	British Gas	L	160.48	8.02	168.50
22	Water supply	18/04/2024		Parish Council Main /		Water Village Hall	Water Plus	Z	190.27		190.27
23	Water supply	10/05/2024		Parish Council Main /		water consumption Village Hall	Water Plus	Z	197.28		197.28
24	SPF E6 Cultural Activity Grant	23/04/2024		Parish Council Main /		D-Day exhibition materials	Amazon Business EU S.à.r.	S	7.09	1.42	8.51
25	SPF E6 Cultural Activity Grant	23/04/2024		Parish Council Main /		D-Day exhibition materials	Amazon Services Europe S	S	8.95	1.79	10.74
26	SPF E6 Cultural Activity Grant	23/04/2024		Parish Council Main /		D-Day exhibition materials	Amazon Services Europe S	S	12.44	2.49	14.93
27	SPF E6 Cultural Activity Grant	24/04/2024		Parish Council Main /		D-Day exhibition materials	ARDISLE TRADING LIMITE	S	47.40	9.54	56.94
28	SPF E6 Cultural Activity Grant	29/04/2024		Parish Council Main /		D-Day exhibition materials	Amazon Services Europe S	S	32.96	6.60	39.56
29	ICT equipment	29/04/2024		Parish Council Main /		New charger for staff pc	Amazon Services Europe S	S	55.82	11.17	66.99
30	Telephone and WiFi	29/04/2024		Parish Council Main /		BT wifi and phone	BT	S	78.83	15.77	94.60
31	IMPACT (budget 2023/24)	30/04/2024		Parish Council Main /		IMPACT- Compost	Aldi	S	14.13	2.83	16.96
32	Stationary	10/05/2024		Parish Council Main /		stationary + clean team equipr	Viking	S	156.36	31.27	187.63
32	Ground Maintenance - General	10/05/2024		Parish Council Main /		stationary + clean team equipr	Viking	Z	19.02		19.02
32	Allotment maintenance cost	10/05/2024		Parish Council Main /		stationary + clean team equipr	Viking	Z	10.80		10.80

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
33	IMPACT (budget 2023/24)	20/05/2024		Parish Council Main /	33376082	IMPACT -Banner	Solopress	Z	35.99		35.99
34	Civic events	20/05/2024		Parish Council Main /	33376110	Marketing and design D-Day br	FearNaught	S	927.92	185.58	1,113.50
35	Website subscription	20/05/2024		Parish Council Main /	33376131	website hosting @shavingtonoi	FearNaught	S	175.00	35.00	210.00
36	Micro & Small Grant Scheme	20/05/2024		Parish Council Main /	33376156	Grant scheme - award	Shavington Village Festival	X	250.00		250.00
37	Payroll Service	20/05/2024		Parish Council Main /	33376177	Payroll Service	Beardmore Accountants	S	50.00	10.00	60.00
38	SPF E6 Cultural Activity Grant	21/05/2024		Parish Council Main /	33381824	D-Day exhibition materials	Mark Pott	X	189.82		189.82
39	Cleaning Service	20/05/2024		Parish Council Main /	33376203	Cleaning Village Hall	Crystal Clean	S	511.00	102.20	613.20
40	Flourish Fund	21/05/2024		Parish Council Main /	33381859	Wellbeing wednesdays - cardio	AJT Dance	Z	300.00		300.00
41	PC/VH subscription and adv	20/05/2024		Parish Council Main /	33376236	Advertising in Village Voice	Shavington Village Festival	Z	97.20		97.20
42	IMPACT (budget 2023/24)	20/05/2024		Parish Council Main /	33376264	IMPACT - banner	Solopress	S	29.99	6.00	35.99
43	Civic events	20/05/2024		Parish Council Main /	33376297	D-Day commemorative booklet	Solopress	Z	42.05		42.05
44	Civic events	20/05/2024		Parish Council Main /	33376318	D-day exhibition banners	Solopress	S	50.28	10.06	60.34
45	SPF E6 Cultural Activity Grant	20/05/2024		Parish Council Main /	33376340	D-day event - banner	Solopress	S	50.28	10.06	60.34
46	Newsletter: design, printing an	20/05/2024		Parish Council Main /	33376363	Distribution of June newsletter	The Leaflet Team	Z	349.00		349.00
46	Civic events	20/05/2024		Parish Council Main /	33376363	Distribution of June newsletter	The Leaflet Team	Z	174.50		174.50
47	SPF E6 Cultural Activity Grant	21/05/2024		Parish Council Main /	33382649	D-day poetry workshops at sch	John Lindley	Z	217.00		217.00
48	IMPACT (budget 2023/24)	16/05/2024		Parish Council Main /		IMPACT- workshop materials	Leoprinting Limited	S	235.00	47.00	282.00
49	Staff Salary	20/05/2024		Parish Council Main /	33376388	P30 - May 2024	HMRC	X	1,401.90		1,401.90
50	Staff Salary	28/05/2024		Parish Council Main /	33376398	May 2024 salary	Staff	X	940.45		940.45
51	Staff Salary	28/05/2024		Parish Council Main /	33376414	May 2024 salary	Clerk	X	2,816.06		2,816.06
52	Staff Salary	20/05/2024		Parish Council Main /	33376436	Pension contribution -May 2024	Cheshire Pension Fund (CP	X	1,354.50		1,354.50
<b>Total</b>									<b>27,423.23</b>	<b>1,543.46</b>	<b>28,966.69</b>



**SHAVINGTON**  
CUM  
**GRESTY**

## **Report Statement**

Meeting: Parish Council, 05.06.2024

Report Purpose: To present the Parish Council Strategy 2024-29 and the delivery plan 2024-25

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report presents Councillors with the latest version of the Parish Council Strategy 2024-29 and the delivery plan 2024-25

### **2. Background**

On 6 September 2023, the Parish Council decided to delegate the Finance & Strategy Committee to establish a process and formulate a 10-year strategic plan for the Council. They requested that this be a collaborative effort involving community groups and organizations.

On 4 October 2023, the Council appointed ChALC to assist in defining a 5-year plan for the Parish and the Council.

On 7 February 2024, the Council approved a draft version of the strategy and instructed the Clerk and Community Manager to run a public consultation to gather residents' feedback. The consultation ran from 1 March 2024 to 15 April 2024, with a marketing campaign on Facebook, an article on the Parish Council website, and a 3-page article in the Parish Council newsletter. Additionally, an online focus group with main partners and organizations in the Parish was held on 5 February. Please refer to item 9 for further information.

In the meantime, the Clerk has been working with Committee Chairs to draft the delivery plan for 2024-25 through a series of in-depth meetings.

### **3. Position**

Attached to this report is version 3.0.0 of the Parish Council Strategy 2024-29 for members' consideration.

Also attached is version 1.5.0 of the Parish Council Delivery Plan for members' consideration. It is important to note that some of the actions in the delivery plan can only be implemented with the approval of an additional staff member.

### **4. Sustainability Impact**



The strategy and delivery plan include measures aimed at promoting environmental sustainability and community resilience.

### **5. Community Impact**

The strategy and delivery plan include measures aimed at promoting positive community impact and community resilience.

### **6. Governance**

Shavington-cum-Gresty Parish Council Standing Orders  
Shavington-cum-Gresty Parish Council Finance Regulations

### **7. Financial Impact**

Within budget

### **8. Resource Impact**

Clerk, Community Manager

### **9. Conclusions**

Councillors are asked to note the report. Councillors are then asked to consider the following options:

#### **1. Regarding the Parish Council Strategy 2024-29:**

- a. Adopt the Parish Council Strategy 2024-29 as attached.
- b. Adopt the Parish Council Strategy 2024-29, subject to amendments.
- c. Do not adopt the Parish Council Strategy 2024-29.

#### **2. Regarding the Parish Council Delivery Plan 2024-25:**

- a. Approve the Parish Council Delivery Plan 2024-25 as attached, with the understanding that some actions listed are dependent on the employment of a Communications Officer.
- b. Approve the Parish Council Delivery Plan 2024-25, subject to amendments, with the understanding that some actions listed are dependent on the employment of a Communications Officer.
- c. Do not approve the Parish Council Delivery Plan 2024-25.

### **10. Consideration Sought**

That the Parish Council strategy and delivery plan are approved and adopted.



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CUM  
GRESTY

+ *One Parish,  
One Community,  
One Vision*

**DRAFT VERSION**



+

# Shavington-Cum-Gresty Parish Council Strategy 2024-2029

To get there *#together*





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# Introduction

## This document sets out what we aim to achieve and how we'll do it.

Over the next five years, we'll work closely with the community, voluntary organisations, businesses, and public bodies. Our goal is to maintain consistent, stable plans that are achievable even when there are changes due to elections.

Our strategy forms the basis for detailed plans and budgets each year. This helps us monitor progress, stay accountable, and respond to new opportunities.

Our approach is flexible yet focused. We assess the strengths and weaknesses of the Parish and Council to capitalise on strengths, tackle weaknesses of the Parish Council, and make the most of opportunities.



## This Booklet Covers:

### Section 2

Explains our 'Vision' for Shavington-cum-Gresty and the Parish Councils' 'Mission' and how we will go about achieving it. Also, the core values we hold as an organisation.

### Section 3

Sets out the six Strategic Themes which define the heart of our Strategy.

### Section 4

Explains the methods we will use to achieve our Strategic Themes.

### Section 5

Describes the main themes for our work over the next five years and our plans in more detail.

### Section 6

Covers how we will monitor progress towards our vision and how we will review this strategy.

### Section 7

Describes the context in which we live locally, with information about our Parish and its history. We have based much of our Strategy on this information.

# Our Vision, Mission & Core Values

## Our Vision

### Our Parish in 2029

We envision Shavington-cum-Gresty as a lively and supportive community by 2029. Residents will actively engage with each other, and our parks, facilities, and services will cater to the diverse needs of everyone.

While preserving our unique identity, we'll ensure easy access and safety. A network of local facilities will collaborate with the community to enhance everyone's quality of life.

## Our Mission

### What We'll Do in the Parish

Our goal is to actively connect and support the Shavington-cum-Gresty community, promoting collaboration among local groups to address shared needs and goals.

We'll provide essential services where needed, partner with others when necessary, and advocate with key partners for a better quality of life for all.

## Our Core Values

### How We'll Act in the Parish



# Our Strategic Themes



## The Areas We Will Focus On



### Building a United Community

**What We'll Do:**

We will bring everyone in our community together. We'll make sure everyone can join in, share their views, and help make our parish a better place for all.



### Celebrating Our Heritage

**What We'll Do:**

We'll honor and share the rich history and culture that make our parish special. Together, we'll use our past to shape a bright future for everyone.



### Improving Health & Wellbeing

**What We'll Do:**

We'll work with others to make sure everyone in our parish feels safe and supported. We want everyone to be healthy and happy, both in body and mind.



### Protecting Our Environment

**What We'll Do:**

We'll take care of our beautiful surroundings. We'll work together to make our public spaces even better and tackle big issues like climate change and keeping our parish green.



### Making the Council Work Better

**What We'll Do:**

We'll improve how the Parish Council works so we can do a better job for you. We'll make sure we can meet the goals we've set to make our parish a great place to live.

# Our Plan for Shavington-cum-Gresty



## What We'll Do

We'll provide great services and get involved in projects that make our parish better. When we need to, we'll team up with others for a bigger impact. And if we can't make changes ourselves, we'll talk to the people who can, making sure our community's voice is heard.



## Working Together

Our community is our strength. We'll support everyone's efforts and stand up for what makes our parish strong.

We want everyone to join in, share ideas, and help make decisions. We'll listen to you, make sure everyone is heard, and keep you informed about what we're doing.



## Making Decisions

We're here to act quickly and wisely for our parish. We'll grab chances to improve things and make sure our team has what it needs to succeed.

The Village Hall will operate on a break-even basis to support local businesses and organisations, with transparent financial management.



## Being a Good Example

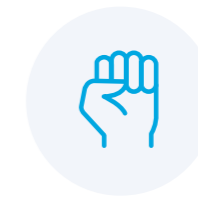
We'll set high standards for ourselves, treating people fairly and respecting our environment.

We'll be a good place to work, support local shops, and try to reduce our environmental footprint. We believe in doing business in a way that helps our parish thrive.



## Facing Today's Challenges

Times are tough, and big issues like climate change and public service cuts affect us all. We're ready to do our part, supporting local actions to fight climate change and stepping in where needed to help our community through hard times.



## Together, Stronger

We're committed to working together, embracing different views, and tackling challenges as a team.

We believe in our community's spirit and power to make a difference. Let's work together for a better future for Shavington-cum-Gresty.

# Our Approach to Key Themes in Shavington-cum-Gresty

While we've outlined the main themes we'll focus on for the next five years, we're reaching out to residents, community groups, organisations, and businesses in Shavington-cum-Gresty to help us develop specific focus areas under each theme for our delivery plan. We'll offer some ideas, but we want this document to be a collaborative effort.

**#together**, we can ensure that our vision for Shavington-cum-Gresty in 2029 becomes a shared plan for everyone.

## Theme #1. Building a United Community

**What We'll Do:** We will bring everyone in our community together. We'll make sure everyone can join in, share their views, and help make our parish a better place for all.

### Celebrating Diversity & Community Engagement

- We will celebrate the growing diversity of our communities by ensuring that everyone is consulted and represented and we will work to connect neighborhoods together.

### Collaboration & Partnership

- We will actively engage with and support a wide range of community organisations that help us achieve our goals and continue to provide funding.
- We will collaborate with partners and service providers, and hold them accountable when necessary.
- We'll also coordinate with stakeholders to develop a shared plan for improving local services.

### Neighbourhood Planning & Advocacy

- We will implement our Neighbourhood Plan, ensuring it stays relevant, and advocate effectively for our parish in planning decisions.
- We will advocate for balanced development in our community, ensuring a variety of housing options that meet the diverse needs of our residents throughout their lives.
- We will work to prevent excessive development in the Parish.
- We will also advocate for sufficient infrastructure and social services to support our community's growth and development.

### Engagement with the Younger Generation

- We will make an effort to connect with the younger generation and meet their needs within the parish.
- We will Ensure they have opportunities to aspire to and engage with the community.

### Promotion of Community Events

- We will make sure to keep promoting and organising high-quality events with partners that bring our community together and strengthen our bonds, or highlight the Parish.
- We will ensure that we actively participate in community events and initiatives to support and enhance our parish.

### Protection of Community Assets

- We will stay vigilant about any concerns regarding the potential loss of community assets, and provide assistance whenever possible.
- Be ready to step in and manage assets if their social value justifies it.

### Public Participation in Council & Committee Meetings

- We will ensure that the public can participate in Council and committee meetings.



## Theme #2. Celebrating Our Heritage

**What We'll Do:** We'll honor and share the rich history and culture that make our parish special. Together, we'll use our past to shape a bright future for everyone.

### Supporting Historical Events

- We will actively support significant public and civic events with historical importance.

### Documenting Parish History

- We will make sure the history of Shavington-cum-Gresty is documented and available for everyone to access.

### Creating Walking Paths & Trails

- We will team up with partners to create more walking paths and trails, opening up access to the heritage of our parish.

### Access to Listed Buildings Register

- We will ensure that residents are aware on how to access and make a representation to the Listed Buildings Register and the Local list.

### Respecting Unique Character

- We will use the planning process to ensure that new buildings respect the unique character of the parish.
- We will explore the advantages of implementing a Parish Design Guide.

### Caring for the War Memorial

- We will care for the village War Memorial.

## Theme #3. Improving Health & Wellbeing

**What We'll Do:** We'll work with others to make sure everyone in our parish feels safe and supported. We want everyone to be healthy and happy, both in body and mind.

### Supporting Health Initiatives

- We will support and collaborate with initiatives that help locals lead healthier lives.

### Addressing Social Isolation

- To bring community together by leading or promoting activities or projects which build social cohesion.

### Advocating for Better Access to Services

- We will advocate for better access to health and social care services within our community, ensuring that everyone, especially at the local level, has the support they need.

### Enhancing Accessibility for Individuals with Disabilities

- We will ensure that individuals with disabilities have their needs met by enhancing accessibility and providing adequate facilities.

### Preserving Recreational & Sports Facilities

- We will oppose any new developments that result in the loss of recreational, green fields or sports facilities unless equivalent alternatives are provided.
- We will help local sports and leisure groups play a bigger part in meeting the community's needs.
- We will maintain the Vine Tree Play area.
- We will provide allotments for residents.



### Enhancing Community Safety

- We will collaborate with the Police and other partners to enhance community safety initiatives.
- We will create a Parish Emergency Plan in collaboration with relevant external organisations.
- We will ensure that current home safety and health advice/information relevant to the Parish is accessible.
- We will conduct a thorough examination of the Council's activities and facilities to reduce crime.

### Supporting Vulnerable Members of the Community

- We will utilise the assets and resources of the Council to support the most vulnerable members of our community.

### Advocating for Better Roads & Safety Measures

- We will advocate for better roads and regular maintenance, enhancing safety for all.

## Theme #4. Protecting Our Environment

**What We'll Do:** We'll take care of our beautiful surroundings. We'll work together to make our public spaces even better and tackle big issues like climate change and keeping our parish green.

### Safeguarding Local Environment

- We will collaborate with partners to safeguard and improve our local environment by preserving its natural beauty, biodiversity, and important landscapes.

### Enhancing Green Spaces

- We will team up with partners to enhance our open spaces and green areas in the Parish.

### Ensuring Cleanliness & Accessibility

- We will ensure that public areas remain clean, easily accessible, and free of litter.
- We will maintain our gardens and flower displays.
- We will explore the possibility of taking on more responsibilities for grounds upkeep if the Cheshire East Council's budget cuts negatively affect our parish.



### Supporting Ecological Areas

- We will actively acquire and support the development and maintenance of an ecological area.

### Collaboration for Climate Solutions

- We will work as part of the ChALC Net Zero Working Group efforts and identify initiatives that would benefit the Parish.

### Addressing Nuisance Complaints

- We will serve as advocates and liaisons with other agencies to address and resolve issues within the Parish.



## Theme #5. Making the Council Work Better

**What We'll Do:** We'll improve how the Parish Council works so we can do a better job for you. We'll make sure we can meet the goals we've set to make our parish a great place to live.

### Organising Work Priorities

- We will organise our work priorities based on a corporate strategy, after consulting with our communities and partners.

### Enhancing Skills & Capabilities

- We will enhance the skills and capabilities of the Council.

### Delivering Excellent Services

- We'll deliver excellent services either directly or through partnerships, tailored to meet both the needs of the community and individual preferences.

### Implementing Delivery Plan

- We will implement a Delivery Plan focused on achieving outcomes, along with performance management to track progress.

### Ensuring Proactive Leadership & Effective Systems

- Ensure proactive leadership and effective systems and checks to enhance the functioning of the Parish Council.

### Ensuring Clear Communication & Transparency

- We will ensure clear and open communication channels, fostering transparency in our actions.

# Monitoring Our Progress

**We want to see how our work, both by the Parish Council and the community, is making a difference and moving us closer to our vision for Shavington-cum-Gresty. To do this, we'll involve the community in drafting and reviewing our strategy. This will help us understand what's working well, who we're helping, and who might need more support with new projects or activities.**

For each important aspect of our strategy, we'll set out specific actions and goals in our Delivery Plan. These tasks will be assigned to different parts of the Council and overseen by the Parish Clerk. The full Council will keep an eye on our progress.

We'll set target dates for each action and regularly update everyone on how we're doing. Alongside this, we'll also create a budget plan for the next five years to make sure we have the money we need to achieve our aims. This way, we can keep track of our progress and stay on course to reach our long-term goals.



# Understanding Our Community



## Shavington-cum-Gresty: A Journey Through 900 Years of History

Shavington-cum-Gresty is a civil parish with both a busy village, Shavington, and a peaceful hamlet, Gresty, located half a mile north of Shavington. Its history dates back to the ancient parish of Wybunbury, but significant changes occurred in 1894, altering its administrative status.

Shavington's origins are uncertain, first mentioned around 1280 during Edward I's reign. Gresty's history dates back to the early 14th century, adding to the parish's heritage.

In the late 19th century, Shavington-cum-Gresty transformed from a rural area to a thriving community, driven by the Grand Junction Railway. This period saw the development of housing like Alma Buildings and Osborne Grove.

During the 19th century, Methodist chapels and educational institutions, such as Shavington Academy, were established, reflecting the community's religious and educational values.

The 20th century brought further changes, with expansions like Park Estate and Greenfields Estate. Today, the parish continues to evolve while preserving its history. Recent years have seen an increase in housing projects, reflecting its ongoing growth.

## Shavington-cum-Gresty Landscape: A Journey Through Fields & Woods

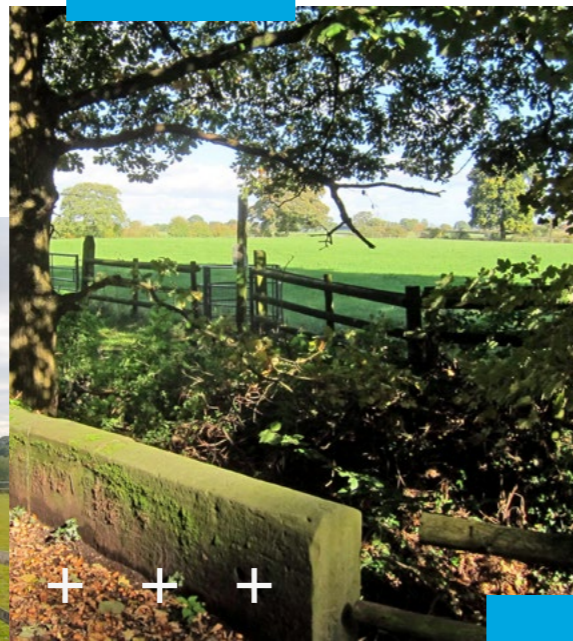
The landscape of Shavington-cum-Gresty is mostly flat, with some rolling areas, located on the border of the Cheshire Plain. Covering over 950 acres, the parish is mainly farmland and is bordered by neighboring areas such as Willaston, Rope, Wistaston, Hough, Wybunbury, Basford, and southern Crewe. The Shavington-Basford-Hough Bypass (A500) divides the parish into two sections, with Gresty to the north and Shavington to the south.

According to the 2008 Cheshire Landscape Character Assessment, the parish is partly urban and partly categorised as Lower Farms and Woods Landscape Character Type. This includes features such as:

- A vast, gently rolling plain with intermittent sandstone ridges.
- Some woodlands, including coniferous woods and scattered orchards.

- Well-maintained field boundaries, with dairy farming being prevalent.
- Various wetland habitats, significant for wader breeding, and numerous rivers and ponds.
- Historical sites like iron-age hill forts, ridge and furrow formations, and moated houses.
- A mix of farmsteads, small hamlets, larger settlements, and estate parklands.
- Reserves of silica sand and salt, along with transportation routes and nature reserves.

Specifically, the Barthomley Character Area within the parish features gently undulating landscapes with fields of various sizes, influenced by historical land use. Recent changes include residential development on former agricultural land, driven by proximity to Crewe and its railway connections, leading to growth in settlements like Haslington, Hough, Shavington, Weston, and Wheelock.



## Shavington-cum-Gresty: A Journey Through Architectural Heritage & Community Insights

### Present-Day Parish

Shavington-cum-Gresty, located in Cheshire East, includes settlements like Dodds Bank and Park Estate. Covering 380 hectares, it has a population of 6,264, with an older demographic compared to nearby areas. Most homes are detached or semi-detached, showing high rates of ownership. The community is diverse, including a growing population from Hong Kong. Affordable housing is needed despite overall affluence.

### Community Profile

Health indicators are positive, with many reporting good health. While Shavington-cum-Gresty lacks local job opportunities, it has a thriving business scene with over 50 establishments. Crime rates are lower than national averages, contributing to community safety.





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This booklet was published in March 2024  
by Shavington-cum-Gresty Parish Council.

If you have any questions about the  
information it contains, please contact the  
Parish Clerk using the details below.

**T:** 01270 42 11 25

**E:** [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

Goal	Action	Subitem	Owner	Status	Due date	Priority	Timeline	Notes
BUILDING AN UNITED COMMUNITY	<b>We will celebrate the growing diversity of our communities by ensuring that everyone is consulted and represented and we will work to connect neighborhoods together.</b>	Complete Strategy consultation and take account of comments received in writing final Strategy document.	Clerk	Done	15/04/2024	High	01/03/2024 to 16/04/2024	
		Consult on major new projects where expenditure is above 25% of Precept	Clerk	As needed	01/06/2025	TBC		
		-Continue to celebrate successes in the community or by individuals 4 times per year.	CM	Working on it	01/06/2025	Medium	01/01/2024 to 01/01/2025	Alfie Simcox, Mark Pott
		-Continue to provide at least one new public bench during year, continue "Donate a bench" scheme but review in March.	Clerk	Working on it	01/06/2025	Low	01/06/2025 to 01/06/2025	
	<b>We will actively engage with and support a wide range of community organisations that help us achieve our goals and continue to provide</b>	Revise Micro and Small Grant Scheme and Donations Policy to ensure they align with new Strategy.	Clerk	Not started yet	14/07/2024	Medium		
		-Continue to support community and voluntary groups through the Grant Scheme.	CM	Working on it	31/03/2025	Medium		
		-Host at least 2 events which bring together community and voluntary groups and identify how the Parish Council can best support them collectively and how they can support each other.	CM	Not started yet	31/03/2025	Medium		
		+Publicise community and voluntary groups through all Parish Council channels, and promote the concept of volunteering and the opportunity to join specific groups.	CM	Working on it	31/03/2025	Medium		Wellbeing Wednesday, Newsletter
	<b>We will collaborate with partners and service providers, and hold them accountable when necessary. We'll also coordinate with stakeholders to develop a shared plan for improving local services</b>	-Respond to consultations by service providers to ensure the community views are fully articulated.	Clerk	Working on it	01/06/2025	Medium		Ongoing via Planning Committee mainly
		Engage with both voluntary and statutory service and facility providers to understand how local services might be improved or supplemented.	Clerk	Working on it	01/06/2025	Medium		Ongoing
We will support residents' campaigns for better broadband		Clerk	As needed	01/06/2025	TBC			
We will lobby stakeholders to improve the mobile signal in the Parish		Clerk	As needed	01/06/2025	TBC			
<b>We will implement our Neighbourhood Plan, ensuring it stays relevant, and advocate effectively for our parish in planning</b>	Use on going planning observations to ensure NP policies are being enforced.	Clerk	Working on it	01/06/2025	Medium		Ongoing via Planning Committee mainly	
	Liaise with community partners to identify any NP policies which are not progressing	Clerk	As needed	01/06/2025	TBC		Ongoing via Planning Committee mainly	
	Complete a mid-term review of the Neighbourhood Plan with community partners.	Clerk	Working on it	31/12/2025	Medium			
	Agree programme, and commence development on a new Neighbourhood Plan.	Clerk	Not started yet	01/01/2030	Low			
<b>We will advocate for balanced development in our community, ensuring a variety of housing options that meet the diverse needs of our residents throughout their lives. We will work to prevent excessive development in the Parish.</b>	We will review planning applications fairly and objectively, casting a critical eye over proposals and applying the Neighbourhood Plan, Local, and National policies in order to form a balanced view on behalf of the Parish	Clerk	Working on it	01/06/2025	Medium		Ongoing via Planning Committee mainly	
<b>We will also advocate for sufficient infrastructure and social services to support our community's growth and development.</b>	Lobby through planning for increased infrastructure to meet the need generated by development or for a contribution from developers.	Clerk	Working on it	01/06/2025	Medium		Ongoing via Planning Committee mainly	
	Lobby statutory providers for increased provision when a need can be justified.	Clerk	As needed	01/06/2025	TBC		Ongoing via Planning Committee mainly	
	We will engage with the Local Authority regarding s.106/CIL matters to optimise community benefits within the Parish	Clerk	Not started yet	01/01/2030	Low			
<b>We will make an effort to connect with the younger generation and meet their needs within the parish. We will ensure they have opportunities to aspire to and engage with the community.</b>	Liaise with schools and ensure local government is understood.	CM	Working on it	01/06/2025	Medium		Workshops at the school re-IMPACT and D-Day Program. + Councillors invited at school for International day	
	Support a school parliament and make part of the small grant budget available to projects of their choice.	CM	Not started yet	01/06/2025	Medium			
	Support youth organisations within the Parish	CM	Not started yet	01/06/2025	TBC			
	Seek external funding opportunities to deliver activity workshops for under 18s	CM	Working on it	01/06/2025	Medium		Application for Shakedown Wednesday unsuccessful. But D-Day programme included filming and creative writing workshops for Shavington Academy	
	Develop our digital strategy to ensure better social media communication with the under 25s.	Comms Off	Not started yet	01/06/2025	Medium			
<b>We will make sure to keep promoting and organising high-quality events with partners that bring our community together and strengthen our bonds, or highlight the Parish. We will ensure that we actively participate in community events and initiatives to support and enhance our parish.</b>	Support events which bring our communities together through the Grants Scheme.	CM	Working on it	01/06/2025	Medium		£250 to Shavington Village Festival	
	Lead on Christmas Carol service function for the Parish.	CM	Working on it	01/06/2025	High			
	Promote other community events through all Council channels.	Comms Off	Not started yet	01/06/2025	High			
	We will implement the "Honorary Freemen/ Honorary Freewomen" scheme	Clerk	Working on it	01/06/2025	Low		Policy in place	
	We will introduce a "Community Hero" award scheme	Clerk - Comms C	Not started yet	01/06/2025	Low			
<b>We will stay vigilant about any concerns regarding the potential loss of community assets, and provide assistance whenever possible.</b>	Ongoing	Clerk	As needed	01/06/2025	TBC			
<b>We will ensure that the public can participate in Council and committee meetings.</b>	Continue to hold a public participation session at all public meetings.	Clerk	Completed	01/06/2025	High		All meeting to be held downstairs	
CELEBRATING OUR HERITAGE								
	<b>We will actively support significant public and civic events with historical importance.</b>							
	D-Day Remembrance Service and programme	CM	Working on it	10/11/2024	High			

	Other National days of importance	CM	Working on it	08/06/2024	High		D-day program
<b>We will make sure the history of Shavington-cum-Gresty is documented and available for everyone to access.</b>							
	Include an historical article in each Quarterly Newsletter	CM	Working on it	01/06/2025	Medium		One historical article in each newsletter
	D-Day Commemorative booklet	CM	Completed	08/06/2025	Medium		
	Contact organisations active in the Parish to understand the proposed or ongoing schemes and information available.	CM	Working on it	01/06/2025	Medium		
	Create a History and Heritage section online and gradually populate it.	Comms Off	Not started yet	01/06/2025	Low		
	Appeal to community for historical facts, photographs or anecdotes about the Parish	Comms Off	Not started yet	01/06/2025	Low		
	Host with the community, a history and heritage event in the Village Hall.	CM	Completed	08/06/2025	Medium		D-Day exhibition
	Investigate into the feasibility of re-publishing history book on parish 1952-53 and updating, with Heritage History grant.	Comms Off	Not started yet	01/06/2025	Low		
<b>We will team up with partners to promote more walking paths and trails, opening up access to the heritage of our parish.</b>							
	Compile an inventory of existing walks and trails	Comms Off	Not started yet	01/06/2025	Low		
	Map of public footpaths in all notice boards with additional info	Comms Off	Not started yet	01/06/2025	Low		
	Liaise with partners for developing walks and trails	Comms Off	Not started yet	01/06/2025	Low		
	Produce maps for all existing walks	Comms Off	Not started yet	01/06/2025	Low		
	Continue to support seasonal walks organised by the Women's Institute	CM	Working on it	01/06/2025	Medium		
	With community partners, develop at least one Heritage Trail in the Parish and an accompanying guide.	Comms Off	Not started yet	01/06/2025	Low		
<b>We will ensure that residents are aware on how to access and make a representation to the Listed Buildings Register and the Local list</b>							
	Review and publish the recorded Listed buildings in the Parish and from a walk-by survey, note any which look in poor condition or at risk and refer to Cheshire East Council.	Comms Off	Not started yet	01/06/2025	Low		
	Review and publish list of buildings on the Local List.	Comms Off	Not started yet	01/06/2025	Low		
<b>We will use the planning process to ensure that new buildings respect the unique character of the parish. We will explore the advantages of implementing a Parish Design Guide.</b>							
	Use NP to comment on the suitability of new development design	Clerk	Working on it	01/06/2025	Medium		Ongoing via Planning Committee mainly
	Work with community partners at the time of the Neighbourhood Plan mid-term review, to assess the benefits and social value of developing a Parish Design Guide for the Parish to supplement the wider Cheshire East Guide.	Clerk	Completed	01/06/2025	Medium		Social value positive, but fund needed to complete the Parish Design Guide
<b>We will care for the Village War Memorial.</b>							
	Conduct a biannual cleaning schedule to ensure the War Memorial is in pristine condition year-round	Clerk	Working on it	01/06/2025	Medium		
	Improve the accessibility pathway to the War Memorial to ensure it is wheelchair accessible by mid-term.	Clerk	Not started yet	01/06/2025	Low		Fund needed to progress with this action and at the moment they haven't been budgeted
	Ensure the War memorial is visible from the road at all times. Pruning or removal of some plants.	Clerk	Not started yet	01/06/2025	Low		
Improving HEALTH AND WELLBEING							
<b>We will support and collaborate with initiatives that help locals lead healthier lives.</b>							
	Regularly promulgate advice from partners on staying healthy, through our communications channels.	Comms Off / CM	Working on it	01/06/2025	Low		
	Continue to support Shakedown Wednesday school holiday only if funded	CM	Completed	23/05/2024			Fund have not been awarded toward the project
	Give priority to supporting and promoting events and clubs in the Parish which help physical, social and mental health and in the longer term look to facilitate in the Village Hall.	CM	Working on it	01/06/2025	Medium		Wellbeing Wednesday AM and PM sessions
<b>To bring community together by leading or promoting which build social cohesion</b>							
	Host Community Places sessions in Village Hall.	CM	Completed	01/06/2025	Medium		Coffee garden sessions hosted at the VH as par of IMPACT
	Support Wellbeing Wednesday programme	CM	Working on it	01/06/2025	Medium		
	Support IMPACT programme	CM	Completed	01/06/2025	Medium		
	All events lead or organised by the Community & Recreation Committee (such Christmas Carol, Remembrance Service...)	CM	Working on it	01/06/2025	High		
<b>We will advocate for better access to health and social care services within our community, ensuring that everyone, especially at the local level, has the support they need.</b>							
	Act as a point of contact through our Information Gateway to direct residents to services	Comms Off (Clerk	Working on it	01/06/2025	Medium		
	Contribute to the provision, recording and maintenance of defibrillators in the Parish, publicising the availability of grants	Clerk + Comms	Working on it	01/06/2025	Medium		First Wellbeing Wednesday session May 2024
	To promote Defibrillator Training sessions in Village Hall	CM	Completed	01/06/2025	Low		
<b>We will ensure that individuals with disabilities have their needs met by enhancing accessibility and providing adequate facilities.</b>							
	Have the marketing assets (e.g website, newsletter, signage...) of the Parish Council professionally assessed for accessibility over the next 3 years	Comms Off	Not started yet	01/06/2028	Medium		
	Have the physical assets (e.g Village Hall, Vine Tree, signage...) of the Parish Council professionally assessed for accessibility over the next 5 years	Clerk	Not started yet	01/06/2030	Medium		
<b>We will oppose any new developments that result in the loss of recreational, green fields or sports facilities unless equivalent</b>							
	Through the planning process or consultations from developers.	Clerk	Working on it	01/06/2025	Medium		Via Planning Committee
	We will campaign for improved recreational or sports facilities throughout the parish, in accordance with development of the parish and NP	Clerk	Working on it	01/06/2025	Medium		Via Planning Committee
<b>We will help local sports and leisure groups play a bigger part in meeting the community's needs.</b>							
	Liaise with sports and leisure organisations and look for opportunities to support through advice, facilitation, grants or lobbying.	Clerk	Completed	01/06/2025	Low		Via Wellbeing Wednesday
	Support and promote the development of new sports and leisure facilities to meet the needs of the local and surrounding population.	Clerk	Not started yet	01/06/2025	Low		
	Recognise the needs of pedestrians and promote walking in the Parish.	CM	Working on it	01/06/2025	Medium		WI walk promote on newsletter
	Use planning system to include better facilities for cycling/walking in development proposals	Clerk	Working on it	01/06/2025	Medium		Via Planning Committee
<b>We will maintain the Vine Tree Play area.</b>							
	Undertake regular safety checks and keep clean and tidy	Clerk	Working on it	01/06/2025	High		

		Put together a 10 year plan to replace and improve the Vine Tree play area	Clerk	Not started yet	01/06/2025	Low	
		Maintain boundary fences.	Clerk	Working on it	01/06/2025	High	Ground maintenance contract
		Have annual independent safety inspection.	Clerk	Working on it	01/06/2025	High	Done in July-September
	<b>We will provide allotments for residents</b>						
		Continue to provide a range of allotment services and to manage in accordance with our stated policy.	Clerk	Working on it	01/06/2025	High	
		Undertake regular site inspections, to ensure that each site is being properly maintained and used.	Clerk	Working on it	01/06/2025	High	
		Maintain boundary security at each site.	Clerk	Working on it	01/06/2025	Medium	
	<b>We will collaborate with the Police and other partners to enhance community safety initiatives.</b>						
		Liaise with the Police concerning issues of crime or anti-social behaviour of particular concern to residents or businesses.	Clerk	Working on it	01/06/2025	High	
		To disseminate information to help them stay safe via the Parish Council channels.	Comms Off (CM)	Working on it	01/06/2025	Medium	
		Continue to fund a PCSO for as long as the role is supported by the council	Clerk	Working on it	01/06/2025	Medium	
		Continue to publish information about the work of the PCSO in the Newsletter and on the Website.	Comms Off (CM)	Working on it	01/06/2025	Medium	
		Ensure information is published weekly/fortnightly based on outcomes rather than day-to-day duties	Comms Off	Not started yet	01/06/2025	Low	
		Ask PCSOs to encourage safer and more considerable parking where footpath safety is compromised	Clerk	Working on it	01/06/2025	High	
	<b>We will create a Parish Emergency Plan in collaboration with relevant external organisations.</b>						
		Liaise with the Emergency Planning Team at Cheshire Shared Services to ensure a local emergency plan cascades from the County Plan.	Clerk	Not started yet	01/06/2025	Low	
		Identify potential community partners and ask for local volunteers.	Clerk	Not started yet	01/06/2025	Low	
		Produce first draft of Emergency Plan to discuss with partners.	Clerk	Not started yet	31/12/2025	Low	
		Publish final Emergency Plan.	Clerk	Not started yet	01/06/2026	Low	
	<b>We will ensure that current home safety and health advice/information relevant to the Parish is accessible.</b>						
		Disseminate information on home and water safety through Parish Council channels.	Comms Off (CM)	Working on it	01/06/2025	Medium	
		Disseminate information from Cheshire Fire and Rescue Service and support their campaigns.	Comms Off (CM)	Working on it	01/06/2025	Medium	
		Share the latest information/advice from health providers and Police	Comms Off (CM)	Working on it	01/06/2025	Medium	
	<b>We will conduct a thorough examination of the Council's activities and facilities to reduce</b>						
		To comply with the Parish Council's legal obligation by undertaking the audit across its range of functions and implementing recommendations.	Clerk	Not started yet	01/06/2026	High	
	<b>We will advocate for better roads and regular maintenance, enhancing safety for all.</b>						
		Support the use of Speed Indication Devices and community speed watch.	Clerk	Working on it	01/06/2025	High	
		Lobby the Police for mobile speed monitoring where necessary	Clerk	Completed	01/06/2025	High	ScG registered in the PCC SID program
		Use our influence to bring about speed limit reductions by lobbying Cheshire East Council and the Police, and through Planning and highways consultations.	Clerk	Working on it	01/06/2025	High	Ongoing provision of data to support speed review in Crewe Road, Gresty Road and Newcastle road
		Set up a Neighbourhood Watch for Potholes/street signs/road group to regular report issue to highways	CM	Not started yet	01/06/2025	Low	
	<b>PROTECTING THE ENVIRONMENT</b>						
	<b>We will collaborate with partners to safeguard and improve our local environment by preserving its natural beauty, biodiversity, and important landscapes.</b>						
		Review the Council's Environmental and Sustainability Policy to ensure it fully addresses the goals in this Strategy.	Clerk	Not started yet	01/06/2025	Medium	
		Seek to preserve and enhance the Parish's biodiversity through supporting the retention, creation, and improvement of water and green infrastructure networks	Clerk	Working on it	01/06/2025	High	Acquisition of ecological mitigation area
		Enhancing the voluntary Watering Team	CM	Working on it	01/06/2025	Medium	
		Continuing Building relationships with local businesses to encourage them to allocate Corporate Social Responsibilities days to best effect and with optimal outcomes in the Parish	CM	Working on it	01/06/2025	Medium	
		Protect the Green Gap by challenging planning decisions that result in its loss, monitoring sites to ensure a gap remains, and through working with the local authority to enhance green gap provision, and by incorporating this into the neighbourhood plan	Clerk	Working on it	01/06/2025	High	Via Planning Committee
	<b>We will team up with partners to enhance our open spaces and green areas in the Parish.</b>						
		To work with partners to identify land which may be available for acquisition and potential uses.	Clerk	Not started yet	01/06/2025	Low	If opportunity arises
		To liaise with developers and Cheshire East Council through planning gain.	Clerk	Working on it	01/06/2025	Medium	Via planning committee and other channels
		To consider taking on additional open space from the local authority, if Cheshire East Council can't maintain to an acceptable level.	Clerk	Not started yet	01/06/2025	Low	If opportunity arises
		Continuing to support volunteers who take on and develop green areas to enhance the local environment	Clerk/CM	Working on it	01/06/2025	Medium	
	<b>We will ensure that public areas remain clean, easily accessible, and free of litter.</b>						
		Report major waste deposits to Cheshire East Council.	Clerk	Not started yet	01/06/2025	High	If opportunity arises
		Liaise with Cheshire East Council on joint working, assisting each other and waste disposal.	Clerk	Working on it	01/06/2025	Medium	Public consultation and public event attended
		Encourage residents to keep areas around their own homes/streets free of litter, weeds... Encourage residents to report Fly Tipping	Comms Off	Not started yet	01/06/2025	High	
		Undertake a feasibility study into establishing a Ranger Service and define a potential role	Clerk	Not started yet	01/06/2025	High	
		Organise clean-ups regularly, supporting volunteers with equipment, sacks, and disposal.	CM	Working on it	01/06/2025	Medium	
		Continue to provide the Clean Team volunteers with the correct safety advice and insurance cover.	Clerk	Working on it	01/06/2025	High	
	<b>We will maintain our gardens and flower displays. We will explore the possibility of taking on more responsibilities for grounds upkeep if the Cheshire East Council's budget cuts negatively affect our parish</b>						
		Ensure Grounds Maintenance Contract is in place, & operational with published standards.	Clerk	Completed	01/06/2025	High	Contract in place
		Invite local organisations to help maintain flower beds/garden areas in return for advertising.	CM	Completed	01/06/2025	Medium	Scout, WI and residents
		Carry out regular monthly monitoring of Ground Maintenance Contract.	CM	Not started yet	01/06/2025	Medium	
		Through contractors, maintain garden areas and floral displays for which the Council is responsible.	Clerk	Completed	01/06/2025	High	Contract in place
		Undertake Spring Bulb Planting as part of IMPACT	CM	Completed	01/06/2025	Medium	
		Complete Impact pollinator friendly projects.	CM	Completed	01/06/2025	Medium	
		Maintain Telephone kiosk vertical gardens	CM	Working on it	01/06/2025	High	

		Enlarge plant watering scheme	CM	Working on it	01/06/2025	Medium	
	<b>We will actively acquire and support the development and maintenance of an ecological area.</b>						
		Complete the acquisition of the Western Ecological Area subject to a S106 agreement.	Clerk	Working on it	01/06/2025	High	
		Draw up a development scheme and accompanying project plan.	Clerk	Working on it	01/06/2025	High	
		Include routine maintenance in the Ground Maintenance Contract.	Clerk	Working on it	01/06/2025	High	
		Campaign for provision of footpaths through and adjacent-to the area	Clerk	Working on it	01/06/2025	High	
	<b>Work as part of the ChALC Net Zero efforts and identify initiatives that would benefit the Parish</b>						
		To join as member the ChALC Net Zero Working Group	Clerk	Completed	01/06/2025	Medium	Clerk joined the WG
	<b>We will serve as advocates and liaisons with other agencies to address and resolve issues within the</b>						
		Refer to CEC and other agencies through the Office Gateway	Clerk/Comms Of	Working on it	01/06/2025	High	
<b>MAKING THE COUNCIL WORK BETTER</b>							
	<b>We will organise our work priorities based on a corporate strategy, after consulting with our communities and partners.</b>						
		Adopt corporate Strategy after consultation.	Clerk	Working on it	01/07/2024	High	
		Adopt Delivery Plan for 2024-25	Clerk	Working on it	01/07/2024	High	
		Adopt Delivery Plan for 2025-26	Clerk	Working on it	01/06/2025	High	
	<b>We will enhance the skills and capabilities of the Council.</b>						
		Adopt a Training and Development Policy for Members and officers.	Clerk	Completed	01/06/2025	Medium	
		Adopt annual Training Plan for 2024-5	Clerk	Completed	01/06/2025	Medium	For officers
		Deliver Training Plan for 2024-5	Clerk	Working on it	01/06/2025	High	
		Review Staff requirements & structure to deliver Strategy	Clerk	Working on it	01/06/2025	High	
		Recruit necessary staff for current year	Clerk	Not started yet	01/06/2025	High	
		Recruit Remaining staff	Clerk	Not started yet	01/06/2026	Medium	
		Adopt new/revised Job Descriptions/Person Specs.	Clerk	Completed	01/06/2025	Medium	
		Implement any changes from Staffing Review for existing staff & issue revised contracts.	Clerk	Working on it	01/06/2025	High	
		Review Employee Handbook and Employee appraisal scheme.	Clerk	Working on it	01/06/2025	High	
		Complete Employee Development Reviews	Clerk	Not started yet	01/06/2025	High	
		Remain eligible for the general power of competence.	Clerk	Completed	01/06/2025	High	
	<b>We'll deliver excellent services either directly or through partnerships, tailored to meet both the needs of the community and individual</b>						
		Maintain an office at the Village Hall	Clerk	Completed	01/06/2025	High	
		Consider accessibility issues as they arise and feasibility for improving accessibility at village hall.	Clerk	Working on it	01/06/2025	High	
		Provide a full range of democratic and support services to Council, committees and individual members	Clerk	Working on it	01/06/2025	High	Ongoing
		Provide an Information gateway to other public bodies and voluntary organisations.	Clerk/Comms Of	Working on it	01/06/2025	High	
		Manage the Village Hall as a community asset, optimising occupancy & income.	Clerk	Working on it	01/06/2025	High	Ongoing
		Ensure the Village Hall is maintained to a high standard with areas identified to be included in the Village Hall budget.	Clerk	Working on it	01/06/2025	High	Ongoing
		Publish occupancy statistics for the Village Hall.	Clerk	Working on it	01/06/2025	High	published in the VH agenda pack
		Underlake Village Hall Kitchen refurbishment project subject to grant approval.	Clerk	Completed	01/06/2025	Medium	Grant has been unsuccessful for the kitchen refurbishment
		Review the utilisation of workspace in the Village Hall.	Clerk	Completed	01/06/2025	Medium	Downstairs lounge new meeting room
		Review the stated standards of Cheshire East Council's Street Cleansing and Grounds maintenance services for the parish, whether this is being achieved and whether they are adequate.	Clerk	Not started yet	01/06/2025	Low	
		Consider how services might be enhanced to meet the needs of the Parish, consulting community partners as necessary.	Clerk	Not started yet	01/06/2025	Low	
		To have tentative discussions with CEC on how these may be best supplemented, subject to avoiding double taxation and demonstrating community social value.	Clerk	Not started yet	01/06/2025	Low	Up to member request
		Continue contributions to Shavington Primary School to enable Parish/public use of Main Road/Primary School car park.	Clerk	Working on it	01/06/2025	High	
		Look at the feasibility of taking on devolved services from the principal authority where not to do so would have an adverse effect on our Parish and it would meet social value criteria.	Clerk	Not started yet	01/06/2025	Low	
	<b>We will implement a Delivery Plan focused on achieving outcomes, along with performance management to track progress.</b>						
		Adopt Performance Management Policy	Clerk	Not started yet	01/06/2025	Medium	
		Report performance against Delivery Plan, Officer delegated decisions & non-implementation of resolutions every 2 <sup>nd</sup> month	Clerk	Not started yet	01/06/2025	High	
		Adopt a Quality Policy and set up staff "Quality Circles".	Clerk	Not started yet	01/06/2025	Medium	
		Implement Annual Improvement recommendations from Quality Circle	Clerk	Not started yet	01/06/2025	Medium	
		Supplement Delivery Plan for major projects with a detailed Project Plan	Clerk	Not started yet	01/06/2025	Medium	
	<b>Ensure proactive leadership and effective systems and checks to enhance the functioning of the Parish Council.</b>						
		Review committee TOR and include detailed delegation to committees and officers.	Clerk	Completed	01/06/2025	High	
		Review Standing Orders & Financial Regs.	Clerk	Completed	01/06/2025	High	
		We will set review dates against every policy and make sure these are adhered to	Clerk	Not started yet	01/06/2025	High	
		Add additional governance and policy documents including Publication Scheme Information Guide and Pensions Discretions Policy	Clerk	Completed	01/06/2025	High	
		Adopt Budget for 2025-26	Clerk	Not started yet	01/06/2025	High	
		Adopt Medium Term Financial Plan	Clerk	Working on it	01/06/2025	High	
		Revise MTFP	Clerk	Not started yet	01/06/2025	High	
		Finalise Accounts 2023-24 & approve AGAR	Clerk	Completed	01/06/2025	High	
		Undertake VAT returns Quarterly & review VAT status	Clerk	Working on it	01/06/2025	High	
		Monthly Financial Reports to Council/Committee	Clerk	Working on it	01/06/2025	High	
		Continue all financial transactions in a timely manner in accordance with Financial Regulations	Clerk	Working on it	01/06/2025	High	
		Undertake review of ear-marked reserves	Clerk	Working on it	01/06/2025	High	
		Review and update Asset Register and expand information on major assets	Clerk	Working on it	01/06/2025	High	Ongoing
		Gain accreditation under the Local Council Award Scheme, Quality Level, Gold Level	Clerk	Not started yet	01/06/2027	Low	

	Develop a range of quality based operating procedures: -Financial Procedures -Personnel Procedures -15 key procedures -All other procedures -Monitor compliance with operating procedures.	Clerk	Not started yet	01/06/2026	Low	
	Complete all health and safety risk assessments for the year, including events.	Clerk	Working on it	01/06/2025	High	
	Complete all statutory periodic safety inspections and checks.	Clerk	Working on it	01/06/2025	High	
	Introduce regular safety toolbox talks/briefings to supplement formal safety training.	Clerk	Completed	01/06/2025	High	
	Review Health and Safety Policy with Advisors	Clerk	Not started yet	01/06/2026	Low	Planned in 2025
	Undertake all business and financial risk assessments.	Clerk	Working on it	01/06/2025	High	
	Review all business and financial risk assessments.	Clerk	Not started yet	01/06/2026	Low	
	<b>We will ensure clear and open communication channels, fostering transparency in our actions.</b>					
	Undertake a review of the Council's Information Technology and security, develop an implementation plan. And digital strategy.	Comms Off	Not started yet	01/06/2025	Medium	
	Develop and adopt Communications and Marketing Policy.	Clerk	Completed	01/06/2024	High	Will need to be reviewed by the new Comms Off
	Continually improve the content of the Website, (including compliance with Transparency Regulations) social media posts and other channels of communication to make the Council more accessible and efficient.	Comms Off	Not started yet	01/06/2025	High	
	Maintain and service all public noticeboards	Comms Off (CM	Working on it	01/06/2025	Medium	
	Produce an Annual Report for 2023-24	CM	Completed	01/06/2024	High	
	Continue to publish quarterly newsletters	CM	Working on it	01/06/2024	High	
	Keep our Publication Scheme and Information Guide current and exceed "data transparency" requirements.	Clerk	Completed	01/06/2024	High	
	Develop a suite of data protection policies	Clerk	Working on it	01/06/2024	High	
	Maintain compliance with Data Protection and Freedom of Information requirements	Clerk	Completed	01/06/2024	High	



## Report Statement

Meeting: Parish Council, 05.06.2024

Report Purpose: To present new/revised job descriptions

Version Control: v1

Author: Clerk

### 1. Report Summary

The report presents new/revised job descriptions as per Staffing Committee's recommendation.

### 2. Background

On 22 May 2024, the Staffing Committee considered and approved in principle the following job descriptions:

- a. Communication Officer (new post – subject to Full Council approval)
- b. Community Project Manager (revised post – subject to Full Council approval)
- c. Caretaker/Cleaner (subject to Full Council approval)

### 3. Position

The job descriptions are attached to this report for the council's consideration and approval. The decision on whether to proceed with the job advertisement and the implementation of the new post will be discussed in separate items.

### 4. Equality Impact

The adoption and implementation of these job descriptions will ensure equal opportunities and non-discrimination in the hiring process.

### 5. Sustainability Impact

The new and revised job descriptions include roles that support sustainable community development and environmental stewardship.

### 6. Community Impact

The new and revised job descriptions aim to enhance community engagement, support local projects, and improve community services.

### 7. Governance

Shavington-cum-Gresty Parish Council Standing Orders  
Shavington-cum-Gresty Parish Council Finance Regulations



**SHAVINGTON**  
CUM  
**GRESTY**

Shavington-cum-Gresty Parish Council Employee Handbook

**8. Financial Impact**

TBD

**9. Resource Impact**

Clerk

**10. Conclusions**

Councillors are asked to note the report. Councillors are then asked to consider each job description as follows:

- a. Approve the job description as per the Staffing Committee's recommendation.
- b. Approve the job description as per the Staffing Committee's recommendation, subject to amendments.
- c. Do not approve the job description.

**11. Consideration Sought**

That job descriptions are approved.



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## ATTACHMENT

### **Job Title: Communication Officer (Part-Time)**

**Organisation:** Shavington-cum-Gresty Parish Council

**Job Type:** Part-Time (16 hours per week)

**Reporting to:** Parish Clerk

**Salary:** SCP 18-20 (FTE)<sup>1</sup>

**Location:** Shavington-cum-Gresty Parish Council Office and Remote/Home-based

#### **About Shavington-cum-Gresty Parish Council:**

Located in Cheshire East. Shavington-cum-Gresty Parish Council is dedicated to fostering a vibrant and engaged community. We prioritise transparency, inclusivity, and effective communication in all our endeavors.

#### **Job Overview:**

We are seeking a motivated and organised individual to join our team as a part-time Communication Officer. The successful candidate will play a crucial role in facilitating communication between the Parish Council and the community, ensuring transparency, promoting engagement, and mastering the art of storytelling.

#### **Responsibilities:**

##### **1. Content Creation and Quarterly Newsletter:**

- Develop engaging content for various communication channels, including newsletters, social media, and the council's website.
- Craft compelling stories that resonate with the community for inclusion in the Parish Council's quarterly newsletter or other Parish Council's publications

##### **2. Social Media Management:**

- Maintain and update social media accounts to promote council activities, events, and news.
- Utilise storytelling techniques to share narratives and foster community connections on social media platforms.

##### **3. Website Management and Branding:**

- Update and manage content on the council's website to ensure it reflects current information and meets accessibility standards.
- Incorporate storytelling elements into website content to create an immersive online experience for visitors.

##### **4. Community Engagement**

- Lead the promotion of community events, workshops, and meetings to encourage resident participation.
- Lead or support the organization of workshops and meetings.

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<sup>1</sup> Currently £29,269-£30,296 FTE (awaiting confirmation of pay award 2024/25 which could be £1,290 on all pay scales)



- Use storytelling to evoke emotions and spark interest, driving community engagement and participation.

**5. Public Relations:**

- Act as a liaison between the Parish Council and local media outlets.
- Use storytelling to craft compelling press releases, statements, and other communication materials.

**6. Communication Strategy and Policy Support:**

- Develop and maintain a communications strategy for the Council, incorporating storytelling as a central component.
- Support and promote the Council's policies, procedures, values, and behaviors through impactful storytelling.

**7. Emergency Communication Support:**

- Assist in providing communications support in emergency situations, including out-of-hours where required, using storytelling to convey critical information effectively.

**8. Continuous Improvement and Diversity Commitment:**

- Maintain competence in the role's specialism and commit to continuous improvement.
- Demonstrate a personal commitment to ensuring diversity is positively valued, resulting in equal access and treatment in employment, service delivery, and communications.

**9. Additional Duties:**

- Undertake other duties from time to time that do not substantially change the general character of the post.

**Qualifications:**

- Strong written and verbal communication skills with a knack for storytelling.
- Experience in content creation, social media management, or related fields.
- Familiarity with website content management systems.
- Ability to work independently and collaboratively in a team.
- Knowledge of local government functions and community dynamics is a plus.

**Schedule:**

This is a part-time position, with a commitment of 16 hours per week. Working hours may be flexible but will include occasional evenings and weekends to accommodate community events.

**How to Apply:**

Interested candidates should submit their resume, cover letter, and a sample of their previous communication work to [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) The deadline for applications xxx.

Shavington-cum-Gresty Parish Council is an equal opportunity employer, and we encourage candidates from all backgrounds to apply.



**Person specification**  
**Communication Officer**

**Essential Criteria:**

1. **Excellent Storytelling Skills:** Ability to craft engaging narratives and compelling stories that resonate with the community.
2. **Strong Written and Verbal Communication Skills:** Proficient in communicating effectively through various channels, including newsletters, social media, and press releases.
3. **Content Creation Experience:** Demonstrated experience in developing high-quality content for communication purposes, with a keen eye for detail and creativity, including the use of generative AI tools.
4. **Social Media Management:** Competent in managing and updating social media accounts to promote council activities and engage with the community.
5. **Website Management:** Familiarity with website content management systems and experience in updating and managing website content.
6. **Community Engagement:** Proven ability to organize and promote community events, workshops, and meetings to encourage resident participation and engagement.
7. **Public Relations:** Experience acting as a liaison between organisations and local media outlets, with the ability to prepare and distribute press releases and communication materials.
8. **Communication Strategy Development:** Ability to develop and implement communication strategies that align with organizational goals and priorities.
9. **Flexibility and Adaptability:** Willingness to work occasional evenings and weekends to accommodate community events and emergencies.

**Note:** Training will be provided to the right candidate.



## **Job Description: Community Project Manager (Part-Time)**

**Location:** Shavington-cum-Gresty Parish Council Office/Home (flexible)

**Hours:** Part-Time (16 hours per week)

**Salary:** SCP 27-28 (FTE)

**Reporting to:** Parish Clerk

### **Job Summary:**

The Community Project Manager will play a pivotal role in overseeing and coordinating community projects, heritage initiatives, and environmental programs within Shavington-cum-Gresty Parish Council. This role requires a dynamic individual with excellent organisational, community, and communication skills to ensure the successful delivery of projects aligned with the council's goals and strategy.

### **Key Responsibilities:**

#### **1. Project Management:**

- Lead and manage community projects, heritage initiatives, and environmental programs from initiation to completion.
- Develop project plans, timelines, and budgets in collaboration with stakeholders.
- Coordinate project activities, resources, and teams to ensure timely delivery and adherence to quality standards.
- Monitor project progress, identify risks, and implement mitigation strategies as necessary.

#### **2. Community Engagement:**

- Engage with community members, organizations, and stakeholders to gather input and support for projects.
- Facilitate community consultations, workshops, and events to ensure inclusivity and participation.
- Build and maintain positive relationships with key stakeholders to foster collaboration and partnership.
- Plan and deliver the Parish Council Christmas Carol event

#### **3. Heritage Preservation:**

- Oversee the documentation, preservation, and promotion of Shavington-cum-Gresty's historical heritage.
- Collaborate with local organisations and historical societies to curate historical resources and events.
- Manage heritage projects such as D-Day commemorations, historical publications, and heritage trails.
- Plan and deliver the Parish Council Remembrance Service

#### **4. Environmental Stewardship:**

- Support initiatives to safeguard and enhance the local environment, including green spaces, biodiversity, and sustainability efforts.
- Collaborate with partners to develop and implement environmental projects, such as ecological area development and conservation programs.
- Coordinate clean-up campaigns, waste management initiatives, and ecological awareness events.



**5. Project Coordination:**

- Liaise with internal departments, external agencies, and contractors to facilitate project implementation and resource allocation.
- Ensure compliance with regulatory requirements, policies, and standards relevant to community, heritage, and environmental projects.
- Prepare progress reports, presentations, and documentation for council meetings and stakeholders.

**6. Budget Management:**

- Assist in the development and monitoring of project budgets, expenditures, and financial forecasts.
- Work closely with the Parish Clerk to optimise budget allocation and resource utilisation for project activities.

**7. Deputy Clerk Responsibilities:**

- Act as a deputy clerk when needed, assisting with administrative tasks, meeting preparations, and record-keeping duties.
- Provide support during council meetings, including taking minutes and preparing agendas as required.

**8. Ground Maintenance Oversight:**

- Manage the ground maintenance contractor on a day-to-day basis, ensuring that contractual obligations are met and standards are maintained.
- Conduct regular inspections of grounds and facilities, identifying areas for improvement and addressing issues promptly.
- Produce reports on ground maintenance activities and present findings to councillors for review and decision-making.

**9. External Funding Opportunities:**

- Identify and research external funding opportunities, grants, and sponsorships relevant to community, heritage, and environmental projects.
- Prepare and submit grant applications, funding proposals, and sponsorship requests in collaboration with relevant stakeholders.
- Monitor funding sources and deadlines, ensuring timely submission of applications and compliance with funding requirements.

**10. Additional Duties:**

- Undertake other duties from time to time that do not substantially change the general character of the post.



## **Job Description: Village Hall Caretaker/Cleaner (Part-Time),**

**Location:** Shavington-cum-Gresty Village Hall, Main Road, Shavington, Crewe CW2 5DP

**Hours:** Part-Time (5 hours per week) 12 months fix term contract

**Reporting to:** Parish Clerk

### **Job Summary:**

Shavington-cum-Gresty Village Hall Caretaker will be responsible for the maintenance, cleanliness, and security of the Shavington-cum-Gresty Village Hall. This role requires a reliable and diligent individual with excellent attention to detail to ensure the smooth operation and presentation of the village hall for hirers and community events.

### **Key Responsibilities:**

#### **1. Building Maintenance:**

- Conduct regular inspections of the village hall premises to identify maintenance needs, safety hazards, and cleanliness standards.
- Report any repairs, damages, or maintenance requirements to the Council Manager promptly.
- Perform minor maintenance tasks such as changing light bulbs, repairing fixtures, and addressing minor plumbing issues as needed.

#### **2. Cleaning and Sanitisation:**

- Clean and sanitise all areas of the village hall, including floors, surfaces, restrooms, and kitchen facilities.
- Ensure that cleaning supplies and equipment are stocked and maintained in good condition.
- Follow health and safety protocols and guidelines for cleaning and disinfection to maintain a safe and hygienic environment.

#### **3. Hall Preparation (on request)**

- Prepare the village hall for hire by ensuring that tables, chairs, and equipment are set up according to hirers' requirements.
- Open the village hall to hirers at scheduled times and provide assistance as needed during their events or activities.
- Monitor the condition of equipment and furniture, reporting any damages or discrepancies to the Council Manager.

#### **4. Security and Access Control:**

- Lock and unlock the village hall at specified times, ensuring that doors and windows are secure when not in use.
- Respond to security alarms or incidents promptly, taking appropriate action and notifying authorities if necessary.

#### **5. Communication and Coordination:**

- Maintain effective communication with the Parish Clerk and other staff members regarding hall maintenance, bookings, and any issues or concerns.
- Liaise with hirers to coordinate access, address inquiries, and resolve any issues related to the village hall facilities.



- Collaborate with the Booking Volunteers and the Clerk to schedule weekend availability and ensure coverage for village hall activities.

**Qualifications and Experience:**

- Previous experience in building maintenance, cleaning, or facilities management is preferred.
- Basic knowledge of health and safety regulations and procedures.
- Strong attention to detail and ability to work independently with minimal supervision.
- Availability to work weekends and evenings as required.

**Personal Attributes:**

- Reliability and punctuality in fulfilling job duties and responsibilities.
- Strong work ethic and commitment to maintaining high standards of cleanliness and presentation.
- Adaptability to handle unexpected situations or emergencies calmly and efficiently.
- Respect for confidentiality and discretion when dealing with sensitive information.

**Application Process:**

Interested candidates should submit a resume/CV along with a cover letter outlining their relevant experience, qualifications, and availability for weekend work. Applications should be sent to [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by xx. Shortlisted candidates will be contacted for an interview.



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## **Report Statement**

Meeting: Parish Council, 05.06.2024

Report Purpose: To consider opening the Communication Officer position

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report aims to present Councillors with a proposal to open the Communication Officer position and to delegate the Clerk, along with the Committee Chairs, to appoint the officer.

### **2. Background**

On 5 June 2024, the Parish Council will be asked to consider the Parish Council Strategy 2024-29, along with the Parish Council Delivery Plan 2024-25. Both the strategy and the plan require the council to enhance its staffing body with the addition of a Communication Officer, who will support the Clerk and the Community Manager (to be reviewed as Community Project Manager) in the delivery of the plan.

Actions in the delivery plan are subject to the appointment of the right candidate.

On 22 May 2024, the Staffing Committee approved in principle and recommended the Communication Officer job description. On 5 June 2024, the Council will be asked to consider this recommendation.

In December 2023, the Council approved the 2024-25 budget, which includes a budget line to cover the employment cost of the Communication Officer.

### **3. Position**

Councillors are asked to consider opening the Communication Officer position, as detailed in the job description discussed under item 11.

Councillors are asked to delegate the Clerk to advertise the position and establish the timeline of the process.

Councillors are asked to delegate the Clerk, along with Committee Chairs, to sit on the appointment panel for the Communication Officer and to make the job offer to the selected candidate.



Councillors are asked to delegate the Clerk to make the monetary offer within the approved SCP.

#### **4. Equality Impact**

The opening and hiring for the Communication Officer position will promote equal opportunities and inclusivity in the recruitment process.

#### **5. Sustainability Impact**

The Communication Officer role will support the implementation of sustainable practices and enhance community awareness of environmental initiatives.

#### **6. Community Impact**

The addition of a Communication Officer will enhance community engagement, improve communication channels, and support local initiatives effectively.

#### **7. Governance**

Shavington-cum-Gresty Parish Council Standing Orders  
Shavington-cum-Gresty Parish Council Employee Handbook

#### **8. Financial Impact**

Within budget £20,000

#### **9. Resource Impact**

Clerk

#### **10. Conclusions**

Councillors are asked to note the report.

Councillors are then asked to consider the following:

**1. Consider opening the Communication Officer position, as detailed in the job description discussed under item 11.**

- a. Approve it
- b. Approve it subject to some amendments
- c. Do not approve it

**2. Consider delegating the Clerk to advertise the position and establish the timeline of the process.**

- a. Approve it
- b. Approve it subject to some amendments
- c. Do not approve it

**3. Consider delegating the Clerk, along with Committee Chairs, to sit on the appointment panel for the Communication Officer and to make the job offer to the selected candidate.**



- a. Approve it
  - b. Approve it subject to some amendments
  - c. Do not approve it
4. Consider delegating the Clerk to make the monetary offer within the approved SCP.
- a. Approve it
  - b. Approve it subject to some amendments
  - c. Do not approve it

**11. Consideration Sought**

That the position is opened and the vacancy is advertised.



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## Report Statement

Meeting: Parish Council, 05.06.2024

Report Purpose: To provide an update on the Main Road car park

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provides councillors with an update on the negotiation with the Learning For Life Partnership with regards to the car park in Main Road.

### 2. Background

Over the past years, Shavington-cum-Gresty Parish Council had been contributing toward the costs of keeping the Primary School car park open 24/7 365 for the benefit and use of the whole community.

The 2022/23 contribution (that came to an end on 24/04/2023) was £5,500.

On December 2022, the Parish Council considered a request from The Learning for Life Partnership to review the contribution for the period 2023/24 from £5,500 to £5,984 (increase of 8.80%). The Parish Council considered the request on its budget setting meeting, and -due to financial constraints- agreed not to progress with the request.

Following several conversations with the Learning for Life Partnership, the Parish Council resolved to offer £3,000 to the school as a gesture of goodwill toward keeping the car park open for the community for the period 2023/24.

The Learning for Life Partnership refused the offer and informed the community of their intention to close the car park outside of school hours from April 2023.

Following pressure from community groups and representatives, the Learning for Life Partnership agreed to reopen the discussion with the Parish Council to explore alternative solution to keep the car park open.

At the end of March 2023, an informal meeting attended by the Clerk, the Chair of the Parish Council, the CEO of the Learning for Life Partnership and a representative of the Partnership trust took place. The following elements were discussed:

- a. Long term agreement (5 years)



- b. Around £5,500 per year
- c. The contribution would cover the extra costs of keeping the car park open outside of school hours
- d. The contribution would also support the creation of a sink fund for any capital expenditure needed (such resurfacing, major drain repairs, ...)

At the meeting, the CEO of the Learning for Life Partnership provided an estimate on the costs for the car park per year:

- Lighting – electricity - £3000 (This is due to rise by a minimum of 20% in April)
- Lighting – maintenance - £500 (£1000 every 2 years)
- Grass/hedges/trees - £500
- SMO time to maintain/clear - £1400 (Monday morning clearing of rubbish and dog mess in particular)
- Light repairs to car park - £600
- Resurfacing - £10,000 (will need to be done in the next couple of years – hiring must include contribution to this)
- Major drain repairs - £10,000 (if this is to be done then it needs to be done prior to resurfacing and could cost significantly more than this – made worse by community use – hiring must include a contribution to this)

And the following considerations:

- Lighting was installed at the request of the parish council at a cost of £6500 – previous lighting was sufficient for school use
- The vast majority of the lighting costs are outside of school hours, including school holidays
- Lighting maintenance includes replacing bulbs and equipment to do this – would need to be done far less if the school was not lit for public use
- 100 hours of staff time across the year for rubbish clearance as a result of community use
- Currently the school spends around £600 fixing minor issues – again made worse by community use

Following the meeting, the Clerk and the Chair reported what discussed to the Council, and collected the following comments and observations from Members:

- Overall, the response was positive, and Councillors appreciated the Partnership availabilities to address questions and to work together for the benefit of residents.
- Councillors were open to discuss a 5-year sponsorship agreement for the community use of the car park.



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- In return of the sponsorship, the parish council would expect the following:
  - A reasonable maintenance of the car park for the duration of the agreement, so that it is kept usable, accessible and safe 24/7 and 365 days/year.
  - The provision of an annual report with details on how the sponsorship has been spent, so that the Council can measure the sponsorship effectiveness and ROI
- To reach an agreement on the final amount of sponsorship the Council would need a better understanding on how the figures have been calculated, supported by data such breakdown of anticipated costs, regular maintenance budget, long term maintenance sink fund, ...

The Clerk shared these comments with the CEO on 26 April 2023, asking for his view and any supporting information by May, 10<sup>th</sup>.

In September 2023, the CEO of the Trust contacted the Clerk to discuss the matter. The CEO expressed interest in collaborating with the Council to keep the car park accessible to residents. However, he highlighted that the expectation was to use a standard contract, similar to those utilised in other schools of the Trust, with minimal or no negotiation opportunities for the Council. On 2nd November 2023, the Clerk received a draft copy of the agreement, which is attached to this report.

On 6 December 2023 the Council considered the DRAFT agreement and took the following resolutions:

- **RESOLVED:** That the Parish Council recognise the community value of the Main Road Car Park and agreed in principle to the costing of the 5-year sponsorship contract.
- **RESOLVED:** that the virement proposal to allocate £4,000 from the Acquisition Project (cost code 53) toward the Main Road Car Park budget line is approved. And that the remaining balance of £500 is allocated from reserves.
- **RESOLVED:** that advice is seek from a solicitor on the following elements: Council's liabilities from the sponsorship, liabilities termination closes to terminate the contract earlier
- **RESOLVED:** that the Clerk is instructed to seek three quotes from solicitors to review the draft agreement, and to call for an extra council as soon as practicable to present council with the quotes.



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On 21 December 2023, the Council appointed a legal firm.

### **3. Position**

Since then, the legal representative of the Council has been in touch with the Trust.

On 30 April 2024, the Trust approved the draft agreement (attached) in principle but required the inclusion of a caveat stating that vehicles are left at the owner's own risk and that the school is not liable for any damage or theft while using the car park. The Clerk has sought clarification from the solicitor on whether this liability would fall on the Council and how to avoid this.

The Clerk is still awaiting a response from the solicitor.

The Council is asked to assess the agreement attached to this report and to consider delegating the Clerk to sign it on behalf of the Council, with the understanding that the Trust's request for a caveat will only be accepted if the Council is also considered not liable. If this is not the case, the final agreement will be presented to the Council for consideration before being signed.

### **4. Equality Impact**

The agreement includes provisions that ensure non-discrimination and equal access for all community members using the car park.

### **5. Sustainability Impact**

The agreement promotes sustainable practices by encouraging shared use of community resources, such as the car park, and reducing individual vehicle emissions through shared access.

### **6. Community Impact**

The agreement fosters stronger community ties by providing shared resources and ensuring a safe, accessible car park for all residents.

### **7. Governance**

Shavington-cum-Gresty Parish Council Standing Orders  
GPoC

Shavington-cum-Gresty Parish Council Finance Regulations

### **8. Financial Impact**

Within budget

### **9. Resource Impact**

Clerk



## **10. Conclusions**

Councillors are asked to NOTE the report.

Councillors are asked to consider the following:

- a. Approve in principle the attached draft agreement and the school's request, subject to legal clarification on Council's liabilities, and delegate the Clerk to sign it.
- b. Approve in principle the attached draft agreement and the school's request, subject to legal clarification on Council's liabilities, but do not delegate the Clerk to sign it.

## **11. Consideration Sought**

That the agreement is approved in principle and the clerk is delegate to sign it, subject to legal clarification on Council's liabilities



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**DRAFT AGREEMENT PROPOSED**

[*TO BE TYPED ON THE HEADED NOTEPAPER OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL*]

Shavington Primary School  
Southbank Avenue  
Shavington  
Crewe  
Cheshire  
CW2 5BP

Dear Sirs

**Community Use of Shavington Primary School Car Park**

We are pleased to confirm that it has been pursuant to the General Power of Competence conferred by the Localism Act 2011 that the Parish Council shall make available for the benefit of the local community will make available to you the sum of £4,500 per annum (**the Grant**) in return for you

- maintaining, repairing and insuring the Car Park;
- making the Car Park available to the local community.

The Grant shall increase by 7.5 % per annum – the first such increase to be effected from [*insert date 1 year from commencement date*]

The availability of the Car Park for community use shall be 365 days a year, 24 hours a day subject to any maintenance or repairs which may from time-to-time be carried out by you.

This arrangements commences on [*date to be confirmed*] 2024 and finishes on [*insert date 5 years later*] 2029. We will retain the right to terminate these arrangements on giving not less than [*three months – to be confirmed*] written notice.

Yours sincerely

**For and on behalf of**  
**Shavington-cum-Gresty Parish Council**



## Report Statement

Meeting:	Parish Council
Report Purpose:	To consider costs implication of the SLCC yearly Membership
Version Control:	v1
Author:	Clerk

### 1. Report Summary

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

### 2. Background

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

### 3. Position

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

It is recognised that establishing a strong network with other parish councils can leverage opportunities and facilitate the exchange of best practices. Additionally, the membership will allow the Clerk to access training opportunities to strengthen her skills and knowledge of the public sector.

The subscription fee is £206.

### 4. Community Impact

The SLCC Affiliate Membership will enable the Clerk to better serve the community through enhanced skills, knowledge, and access to a network of best practices.

### 5. Governance

Parish Clerk job description

### 6. Financial Impact

£206 within budget

### 7. Resource Impact

Clerk time



## **8. Conclusions**

Members are asked to consider the subscription fee and to:

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

## **9. Consideration Sought**

That the Clerk is authorised to progress with the renewal of the SLCC subscription.