



SHAVINGTON  
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**Shavington-cum-Gresty Council**  
**Parish Council Meeting**  
Main Road,  
Shavington, Crewe  
CW2 5DP  
[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

### Minutes of the Parish Council meeting held on 4 June 2025 at 7:30pm

In attendance: Cllrs R Jones, K Gibbs, Buchanan, McIntyre, S Jones, Hancock  
Also in attendance: H Marshall (Parish Clerk), A Wilson (Locum Clerk)

<b>ScG/02/01</b>	To receive and consider apologies for absence:  Apologies were received from Cllrs Cruickshank, Wain, B Gibbs and Randle
<b>ScG/02/02</b>	To note declarations of Members' interest  No declarations of interest were made.
<b>ScG/02/03</b>	To confirm and sign the minutes of the Shavington-cum-Gresty Parish Council Meeting held on 7 May 2025  <b>RESOLVED:</b> The minutes of the Parish Council meeting held on 7 May 2025 were approved and signed as an accurate record.
<b>ScG/02/04</b>	<b>Public Participation</b> A period not exceeding 20 minutes for members of the public to ask questions or submit comments  M Ferguson attended to give his thanks to the Council after stepping down as a Councillor earlier this month.  <b>RESOLVED:</b> To thank Mr Ferguson for his contribution to the Council over the past several years.
<b>ScG/02/05</b>	To consider an amendment to the Terms of Reference of the Staffing Committees for 2025/26  <b>RESOLVED:</b> The amendment to the Terms of Reference of the Staffing Committee to include a 3 month interim probation period review were agreed.
<b>ScG/02/06</b>	To consider and approve the membership of the Staffing Committee, with the

	<p>filling of the vacancy:</p> <p>Staffing Committee (5): Cllrs Buchanan, Cruickshank, B Gibbs, S Jones, <b>K Gibbs</b></p> <p><b>RESOLVED:</b> Membership of the Staffing Committee was amended as follows</p> <p>Staffing Committee (5): Cllrs Buchanan, Cruickshank, B Gibbs, S Jones, K Gibbs</p>
<p><b>ScG/02/07</b></p>	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 7 May or any items arisen since then:</p> <p>Committee: Community and Engagement Committee          Chair: Cllr K Gibbs</p> <p>Committee: Village Hall Committee          Chair: Cllr McIntyre</p> <p>Committee: Environment and Recreation Committee          Chair: Cllr Cruickshank          Meeting held 21 May 2025</p> <p>Members <b>NOTED</b> the update</p> <p>Committee: Finance &amp; Strategy Committee          Chair: Cllr K Gibbs</p> <p>Committee: Staffing Committee          Chair: Cllr Buchanan</p> <p>Members <b>NOTED</b> the update that the Clerk's 3 month review had been completed.</p> <p>Committee: Planning Committee          Chair: Cllr McIntyre          Meeting held 4 June 2025</p> <p>Members <b>NOTED</b> the update, Cllr Buchanan also updated on the outcome of the planning meeting today regarding Santune Meadows.</p>
<p><b>ScG/02/08</b></p>	<p>To receive the April report from the beat manager</p> <p>Members <b>NOTED</b> the report and asked the Clerk to follow up with the offer of inviting the Beat Manager to attend a future Parish Council meeting.</p>
<p><b>ScG/02/09</b></p>	<p>To note the YTD Parish Council finance position</p>

	Members <b>NOTED</b> the report
<b>ScG/02/10</b>	To note and approve all payments since 1 April 2025  <b>RESOLVED:</b> that payments listed since 1 April 2025 are approved
<b>ScG/02/11</b>	To receive and consider the next round of payments  <b>RESOLVED:</b> that the payments listed are approved
<b>ScG/02/12</b>	To review and consider the Internal Auditor report  Members <b>NOTED</b> the report and actions taken to resolve the recommendations given as follows: <ul style="list-style-type: none"> <li>• Review of the financial risk assessment to be carried out in this meeting</li> <li>• Fidelity insurance increased to £300,000, quote sought and approved in payments</li> <li>• Payments in excess of £500 listed on the website – 2024/25 payments to be uploaded to website.</li> <li>• Sales invoices now inputted alongside monthly checks and bank reconciliations.</li> </ul>
<b>ScG/02/13</b>	To consider to approve the Annual Governance Statement 2024/25 by resolution  <b>RESOLVED:</b> that <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> <li>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></li> <li>6) We maintained throughout the year an adequate and effective system of</li> </ol>

	<p>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/02/14</b>	<p>To approve dates for the period of Public Rights:</p> <ul style="list-style-type: none"> <li>- Commencing on <b>Monday 16 June 2025</b> and ending on <b>Friday 25 July 2025</b></li> </ul> <p><b>RESOLVED:</b> that the period of Public Right is approved as follows:</p> <ul style="list-style-type: none"> <li>- Commencing on <b>Monday 16 June 2025</b> and ending on <b>Friday 25 July 2025</b></li> </ul>
<b>ScG/02/15</b>	<p>To consider to approve Section 2 – Accounting Statement 2024-25 for submission to PKF Littlejohn LLP, external auditor</p> <p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that Section 2 – Accounting Statement 2023-24 is approved.</p>
<b>ScG/02/16</b>	<p>To receive and consider quotes from alternative internal auditors for 2025/26 financial year.</p> <p><b>RESOLVED:</b> that the Council wish to select Sabrina Doherty as their internal auditor for 2025/26. The 3 year contract will be accepted with a clause to leave after 1 year if deemed necessary.</p>
<b>ScG/02/17</b>	<p>To receive information on Parish Online Training available to Councillors</p> <p>Members <b>NOTED</b> the information and agreed to come back to the Clerk if they require any further bespoke training.</p>
<b>ScG/02/18</b>	<p>To consider and approve amendments to the Casual Vacancy Policy</p> <p><b>RESOLVED:</b> Members approved the updates to the policy concerning eligibility, in line with government policy.</p>

<b>ScG/02/19</b>	<p>To note the date of the Casual Vacancy Notice for the Parish and agree the timeline for co-option if no election is called</p> <p>Members <b>NOTED</b> the dates of the Casual Vacancy Notice <b>13 June to 3 July</b></p> <p><b>RESOLVED:</b> Members approved the timeline for election and recommended an adjustment to the co-option timeline with a deadline for expressions of interest of 16 July and a co-option meeting 23 July.</p>
<b>ScG/02/20</b>	<p>To receive and consider a quote for engraving Cllr Jones' name on the Chair board in the Village Hall.</p> <p><b>RESOLVED:</b> Members approved the quote for engraving, but requested that the Clerk confirm that only one name is to be added and whether the price would remain for this.</p>
<b>ScG/02/21</b>	<p>To consider and approve the updated Risk Management Strategy and Risk Assessments for the Village Hall</p> <p><b>RESOLVED:</b> Members approved the updated Risk Management Strategy and Risk Assessment for the Village Hall with amendments</p>
<b>ScG/02/22</b>	<p>To consider and approve the updated Village Hall Hiring Policy</p> <p><b>RESOLVED:</b> Members approved the updated Village Hall Hiring Policy to include the items agreed in risk assessment for the Village Hall</p>
<b>ScG/02/23</b>	<p>To receive a report on commissioning a sustainability review into Village Hall activities.</p> <p><b>RESOLVED:</b> that the Clerk will be undertaking a sustainability review and asked will come with her findings to the September meeting.</p>
<b>ScG/02/24</b>	<p>To receive an update from the Heritage Group on the book they are commissioning <sup>1</sup></p> <p>Members <b>NOTED</b> the update and look forward to the publication later on this year.</p>
<b>ScG/02/25</b>	<p>To note the date of the next Council Meeting – <b>2 July 2025 7:30PM</b></p>

Meeting closed 2137

Chair: Chairman Jones  
Clerk: H Marshall

<sup>1</sup> Item 23 was heard between Item 5 & 6.