

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 4 JANUARY 2017 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

<b>PRESENT:</b>	Councillor G McIntyre	Chairman
	Councillor W McIntyre	Vice-Chairman
	Councillor V Adams	Councillor E Ankers
	Councillor S Cheshire	Councillor W Cooper
	Councillor B Gibbs	Councillor K Gibbs
	Councillor R Hancock	Councillor P Yoxall
<b>IN ATTENDANCE:</b>	Mr W Atteridge	Chairman – Neighbourhood Plan Steering Group
	PC Ollie Cross	
<b>APOLOGIES:</b>	Councillors M Ferguson and A Yoxall	

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**178 DECLARATION OF INTERESTS**

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

No declarations were made.

**179 MINUTES**

**RESOLVED:** That the minutes of the meeting held on 7 December 2016 be approved as a correct record subject to the following:

Minute No. 166.5      Authorisation of Payments  
ADD:                      £10.00 – W Atteridge – reimbursement for Neighbourhood  
Plan expenditure

**180 MATTERS ARISING (Not detailed separately elsewhere on the agenda)**

**180.1** It was reported that there were no further updates in respect of the following items:

- a) Vehicle-speed display unit (Minute No.171)
- b) Commemorative bench (Minute No. 172)
- c) Shavington Dynamos (Minute No. 168)

**180.2** The following updates were reported:

- a) Meeting with Reverend M Leydon (Minute No. 174)  
It was reported that the Reverend Michael Leydon was available for a meeting on 11 January 2017 to discuss the future of churches in the parish.

The meeting would be informal to be held in the Village Hall and in the absence of the press and public commencing at 7.15 pm.

- b) Wessex Play Area (Minute No.169)  
It was reported that following an e-mail from Borough Councillor Edgar, the Clerk contacted the ANSA Officer who was dealing with the play area equipment. She had advised that although S.106 funding was due, none had yet been received and would not be received until a specific occupation percentage had been achieved on the development which was the subject of this funding.

As an interim measure, the large climbing frame only was to be replaced and this had been referred to as a 'gesture of goodwill' by Cheshire East Council which owned the play area. Funding for this equipment had been made

available through negotiation with suppliers of play equipment and was a method used by CEC when there was no identifiable budget.

The equipment had been scheduled to be delivered over Christmas and was expected to be installed towards the end of January/early February 2017.

At the previous meeting, the Parish Council had agreed that Dave Espley should carry out a health and safety inspection of the play area. Subsequent to the meeting, the Clerk had e-mailed Members that this would not be appropriate as it was a CEC-owned facility and the Parish Council had no right of access to conduct such an inspection.

**181 BOROUGH COUNCILLOR STEVE EDGAR**

Councillor S Edgar was not in attendance, but had asked Councillor Cooper to report on his behalf that the Cheshire East Local Plan had now been approved by the Inspector.

**182 PUBLIC QUESTION TIME**

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

The following issue was raised:

- Wessex Play Area. The resident reiterated comments made on previous occasions by members of the public who looked forward to the availability of S.106 funding from local developments to enable the play area to be brought up to a satisfactory standard.

**183 NEIGHBOURHOOD PLAN**

Mr W Atteridge, the Chairman of the Neighbourhood Plan Steering Group, updated the Parish Council in respect of recent activities.

It was expected that a first draft of the Neighbourhood Plan would be available in April for submission to the Parish Council.

**RESOLVED:** That a special meeting of the Parish Council be held on 12 April 2017 to consider a first draft of the Neighbourhood Plan (subject to venue availability).

**184 POLICE MATTERS**

**184.1 Report of PCSO**

The Beat Manager's report for November/December had been forwarded to Members under separate cover.

PC Ollie Cross was in attendance and reported on various other Police matters.

**184.2 New Service Level Agreement – Cheshire Constabulary/Parish Council Provision of PCSOs**

At the previous meeting, Members had agreed to the inclusion of this item on the agenda to discuss the contents of a future SLA between Cheshire Constabulary and the Parish Council.

Following a brief discussion, Members agreed to defer discussion until closer to the date of the new arrangements to be introduced by the Police and Crime Commissioner.

## 185 COMMUNICATIONS COMMITTEE

### 185.1 Minutes – 14 December 2016

The Minutes of the Communications Committee meeting held on 14 December 2016 were submitted for information.

It was noted that the Digitised Woodnoth Coat of Arms had been discussed at that meeting, following Members' approval of the initial design (on 7 December 2016). Subsequent to the Committee meeting, a further revision had been issued to Brave Little Tank, but there had been delays owing to the Christmas period. The amended Coat of Arms would be submitted to the February meeting.

The Clerk and the Chairman of the Committee would be meeting with Craig Willetts on 5 January 2017 to discuss his future supporting role to Members.

It was noted that Councillor W McIntyre had resigned from the Communications Committee.

## 186 FINANCIAL MATTERS

### 186.1 Budget – 2017-2018

The Parish Council was invited to finalise its budget for 2017-2018.

At the previous meeting, Members had considered the Clerk's report together with detailed schedules setting out a draft budget for the forward year. The report and detailed schedule had been up-dated and were now submitted.

The only change made to the budget, since consideration at the December 2016 meeting, was to add a sum of £5,000 for Parish Council recreation areas.

#### RESOLVED:

- (a) That a budget of £120,300 be approved, as appended to the Minutes;
- (b) That the Clerk be authorised to request a precept of £90,000.00 from Cheshire East Council;
- (c) That hire fees for the village hall be increased from £9.50 to £10.00 per hour with effect from 1 April 2017; and
- (d) That the Clerk's salary be increased to £13,365.00 with effect from 1 April 2017 in line with the National Association of Local Councils agreed rates for 2016-2018.

### 186.2 Internal Auditor's Report – 2015-2016

The Clerk, together with Councillor Cooper as a Member of the Finance Committee, met with the Internal Auditor on 12 December 2016 to discuss the issues raised by the Parish Council in respect of the previous year's accounts, in particular the 'balancing adjustment' figure which required explanation.

Although the Internal Auditor had agreed to provide a report for this meeting, it was not yet available but he had given assurance that it would be submitted to the February meeting.

Members discussed the anomalies in the accounts for 2015-2016, following which it was agreed that JDH Business Services Ltd. of Mold, be asked to carry out an independent audit of the accounts, notwithstanding that they had already been subject to both internal and external audit.

**RESOLVED:** (a) That the Clerk be authorised to instruct JDH Business Services Ltd. to carry out an audit of the accounts for 2015-2016;

(b) That a quotation be sought from JDH Business Services Ltd for this audit, and that in the event of this being less than £500.00, the Clerk accept the quotation;

(c) That, in the event of the quotation being in excess of £500.00, the Parish Council consider the matter at the next available meeting; and

(d) That JDH Business Services Ltd. be asked to carry out the internal audit for 2016-2017.

### 186.3 Authorisation of Payments

**RESOLVED:** That the following payments be approved:

<b>A Parish Council Payments</b>		
£859.32	Mrs C M Jones	Net Salary (December 2016)
£269.51	HMRC	Tax/NI on Clerk's salary
£424.59	Mrs C M Jones	Reimbursement for settlement of an invoice for Ten & Bourne (£132.00) for design and printing work. At the December meeting this was listed as £110.00; however, no cheque was made out.  British Gas (£292.59). British Gas advised that payment was required before the next Parish Council meeting; otherwise, penalties for late payment would be incurred.
£115.58	Mrs C M Jones	Reimbursement for purchase of stationery and travel expenses. £57.58 (stamps, ink cartridge and printer paper) £58.50 (travel claim March 2016-December 2016)
£50.00	Andrew Mohr	Winner of 'Best-Dressed House at Christmas' competition.
£50.00	Mr J Moss	Winner of the Neighbourhood Plan Questionnaire competition.
£15.00	A J Hardy Ltd.	Payroll service.
£6.25	Mrs S Cheshire	Travel expenses during judging of Best-Dressed House at Christmas
£25.00	C Willetts	Website maintenance
£875.50	M Webster & Son Ltd	Grounds maintenance work (£710.84 net and £142.16 VAT)

It was noted that although payment of £329.30 to Benjamin Gibbs, had been approved at the December meeting, a cheque had not been issued. This was added to the list of payments.

### **B Village Hall Payments**

£50.00	S Castellano	Village Hall window cleaning
£95.62	ASH Waste	Invoice 388932 (£79.68 net and £15.94 VAT)

## 187 PLANNING MATTERS

### 187.1 Planning Application

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

16/6038N                      27 Weston Lane, Shavington, CW2 5AN  
Two-storey rear extension with single-storey link to existing.

**RESOLVED:** That no objections be raised in respect of planning application No. 16/6038N.

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16/6038N                      27 Weston Lane, Shavington, CW2 5AN  
Two-storey rear extension with single-storey link to existing.

**RESOLVED:** (a) That no objections be raised in respect of planning application No. 16/6038N; and

(b) That, although one of the trees was subject to a Tree Protection Order, Cheshire East Council be asked to consider adding a precautionary tree protection condition which might be appropriate.

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16/5918N                      22 Burlea Drive, Shavington, CW2 5BZ  
Remove existing conservatory and replace with single-storey extension.

**RESOLVED:** That no objections be raised in respect of planning application No. 16/5918N.

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16/5849N                      Old Puseydale, Main Road, Shavington, CW2 5DU  
Proposed development of three detached dwellings.

The Parish Council had previously considered this planning application and made comments, and for this reason, no further observations were made.

**187.2 Planning Appeal – Gresty Lodge Barn, 347 Crewe Road, Shavington  
16/1892N – Retrospective application for erection of high wall to highway and associated gates.**

This application had been refused by Cheshire East Council. The applicant had appealed the decision. Representations should be sent to the Planning Inspectorate by 16 January 2017.

The Parish Council passed no comment on this application when it was considered at the meeting held on 4 May 2016.

**188 CORRESPONDENCE**

The following items of correspondence had been issued to Members under separate cover.

Cheshire Association of Local Councils - newsletter	15 December 2016
PCSO Roster duties	17 December 2016

**189 SHARED ITEMS**

Members were able to share information and included the following:

- The card which Councillor Hancock had devised to ask residents to cut back overhanging trees.
- The Clerk was asked to report a faulty street light on 'Piccadilly'.

**190 DATE OF NEXT MEETING**

**1 February 2017**

**191 EXCLUSION OF PRESS AND PUBLIC**

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

**192 VILLAGE HALL ADAPTATIONS**

The Parish Council considered the Clerk’s report which set out the arrangements for the start date for the projects in the village hall, and a request made by the contractor in respect of the day-to-day management of the project.

- RESOLVED:** (a) That the revised start date of 27 March 2017 be accepted;
- (b) That the formal completion date be agreed as 8 May 2017; and
- (c) That, notwithstanding that the contractor had requested two local parish councillors to act as Project Managers, the Parish Council reaffirm its decision made on 16 November 2016 that the Clerk shall be the Project Manager.

.....Chairman

The meeting commenced at 7.15 pm and concluded at 9.20 pm

## Spend to 30 September 2016; Revised estimates to 31 March 2017; Approved budget 2017-2018

Line	Item	2016-2017 Spend to 30 Sept 2016 £	Revised Estimates to 31 Mar 2017 £	Budget 2017-2018 £
	<b>PARISH COUNCIL BUDGET MONITORING</b>			
	<b>Salary</b>			
1	Clerk's salary (net)	4,345.62	5,160.00	
2	Clerk's salary (gross)			13,365.00
3	Clerk's salary (to be drawn upon for overtime only associated with social media activities)			2,000.00
4	HMRC - Tax on salary	1,545.67	1,900.00	
5	Employer's NI contribution	329.46	330.00	660.00
6	Payroll services and sundries	140.00	140.00	300.00
	<b>Administration</b>			
7	Clerk's expenses		100.00	100.00
8	Clerk's stationery items (ink cartridges etc)	100.17	50.00	200.00
	<b>Amenities</b>			
9	Allotment site maintenance/repairs/skips	0.00	250.00	250.00
10	Litter-bins	816.65	0.00	0.00
11	Vine Tree Play Area Play equipment inspections/maintenance	86.00	310.00	400.00
12	Parish Council recreation areas			5,000.00
13	Best Kept Gardens Competition/ Best-Dressed House at Christmas		50.00	200.00
	<b>Grants general</b>			1,000.00
14	Environmental award to Shavington Academy		30.00	30.00
15	<b>Grant to Shavington Youth Club (March 2017)</b>		3,000.00	6,000.00
16	<b>Grounds Maintenance</b>	4,265.00	5,500.00	10,500.00
	<b>Insurance/Audit/Subscriptions</b>			
17	External audit (BDO LLP)		360.00	360.00
18	Internal audit	330.00	0.00	340.00
19	Insurance (Came & Company)	2,943.88	0.00	3,500.00
20	Cheshire Association of Local Councils fee	782.97	0.00	1,600.00
	<b>Members</b>			
21	Travel expenses and reimbursement for consumables	45.20	100.00	250.00
22	Member Training			1,000.00
23	<b>Neighbourhood Planning</b>	3,549.51	4,375.00	15,000.00
24	<b>Police Community Support Officers</b>	0.00	15,733.00	15,733.00
25	<b>Planning consultancy</b>		0.00	1,000.00

## Spend to 30 September 2016; Revised estimates to 31 March 2017; Approved budget 2017-2018

Line	Item	2016-2017 Spend to 30 Sept 2016 £	Revised Estimates to 31 Mar 2017 £	Budget 2017-2018 £
26	<b>Remembrance Sunday</b>			
27	Wreaths for war memorials/refreshments		50.00	125.00
28	Fee for bugler		30.00	30.00
29	<b>Village Hall</b>			
30	Disabled toilets project		39,500.00	0.00
31	Interior/exterior maintenance (ring-fenced funding)		5,000.00	5,000.00
	<b>Website support/hosting/communications</b>			
32	Wi-Fi enabling of Village Hall		1,000.00	
33	Re-branding of website to be compatible with all forms of new technology			)
34	Development/maintenance and other communications/advertising (Village Voice etc.)			) 7,000.00
35	Support/hosting general	365.84	300.00	) 1,000.00
	<b>Speed Watch</b>			
36	Mobile vehicle-speed display unit		5,200.00	5,200.00
37	<b>Miscellaneous</b>	1.00		0.00
38	<b>Unallocated reserves</b>		1,000.00	10,000.00
	<b>PARISH COUNCIL</b>	<b>19,646.97</b>	<b>89,468.00</b>	<b>107,143.00</b>

<b>VILLAGE HALL</b>				
37	Members telephone account	0.00	620.00	480.00
38	Supplies	94.76	150.00	300.00
39	Cleaning of hall	1,611.40	2,000.00	4,000.00
40	Window cleaning	150.00	150.00	600.00
41	British Gas	1,551.63	300.00	1,500.00
42	Scottish Power	591.95	800.00	2,000.00
43	United Utilities	1,678.89	1,300.00	3,000.00
44	ASH Waste collection	502.41	600.00	1,100.00
45	Fire equipment maintenance	0.00	500.00	200.00
46	Contingency and unforeseen repairs/renewals	0.00	0.00	0.00
47	Replacement guttering	470.00	0.00	0.00
48	Window replacement	102.00	0.00	0.00
49	Plumbing repair	80.16	0.00	0.00
50	Major electrical review	516.00	0.00	0.00



Line	Item	2016-2017 Spend to 30 Sept 2016 £	Revised Estimates to 31 Mar 2017 £	Budget 2017-2018 £
51	Toilet survey for refurbishment	420.00	0.00	0.00
52	Radiator repair	150.00	0.00	0.00
53	Weaver Business Machines - photocopier repair	237.12	0.00	0.00
54	Balancing adjustment	-0.11	0.00	0.00
	<b>VILLAGE HALL</b>	<b>8,156.21</b>	<b>6,420.00</b>	<b>13,180.00</b>

## BUDGET CALCULATIONS

<b>A</b>	<b>BANK RECONCILIATION</b>	£	£
(i)	<b>Village Hall Account</b>		
	Receipts including b/fwd on 1 April 2016	12,185.80	
	LESS Payments	(8,156.21)	
		<u>4,029.59</u>	
	<b>Bank account balance</b>		<b><u>4,029.59</u></b>
(ii)	<b>Parish Council Account</b>		
	Receipts including b/fwd on 1 April 2016	134,284.47	
	LESS Payments	(19,646.97)	
		<u>114,637.50</u>	
	Bank account		115,471.29
	LESS Unpresented cheques		(833.79)
	<b>Bank account balance</b>		<b><u>114,637.50</u></b>
(iii)	<b>Balance at 30 September 2016 (both accounts)</b>		
	Parish Council account	114,637.50	
	Village Hall account	<u>4,029.59</u>	
	<b>TOTAL</b>	<b><u>118,667.09</u></b>	
<b>B</b>	<b>CALCULATION OF BALANCE AVAILABLE ON 1 APRIL 2017</b>		
	Balance at bank on 30 September 2016	118,667.09	
	LESS Spend 1 October 2016 to 31 March 2017	(95,888.00)	22,779.00
	ADD Village Hall receipts	4,000.00	26,779.00
	ADD VAT Re-claim	3,600.00	30,379.00
	Balance available on 1 April 2017 (rounded)	<b><u>30,380.00</u></b>	
<b>C</b>	<b>CALCULATION OF PRECEPT REQUIREMENT</b>		
	Forward year budget (Parish Council account)	107,143.00	
	Forward year budget (Village Hall account)	13,180.00	120,323.00
	LESS Expected balance available on 1 April 2017	(30,380.00)	89,943.00
	Precept required (rounded up)	<b><u>90,000.00</u></b>	