

**MINUTES OF A MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL  
HELD ON 5 OCTOBER 2016 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

<b>PRESENT:</b>	Councillor G McIntyre	Chairman
	Councillor W McIntyre	Vice-Chairman
	Councillor V Adams	Councillor W Cooper
	Councillor S Cheshire	Councillor B Gibbs
	Councillor R Hancock	
<b>IN ATTENDANCE:</b>	Borough Councillor S Edgar	Ward Councillor – Shavington
	Mr W Atteridge	Chairman of the Neighbourhood Plan Steering Group
	PCSO V Moulton	
	Six members of the public	
<b>APOLOGIES:</b>	Councillors M Ferguson, K Gibbs, A Yoxall and P Yoxall	
<b>ABSENT:</b>	Councillor E Ankers	

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**107 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.

**108 MINUTES**

**RESOLVED:** That the Minutes of the Meeting held on 7 September 2016 be approved as a correct record and signed by the Chairman.

**109 MATTERS ARISING**

**109.1 Website Update**

At the previous meeting, a Member commented that some of the information on the website was out-of-date; specifically, an item referring to a planning application for 880 houses at Gresty Oaks dating back to January 2015.

The Clerk asked the Web Manager to archive the document. Unfortunately, the website did not have the functionality to archive documents. The Clerk had retained a copy of it for filing and had asked the Web Manager to delete it.

Other issues raised in respect of the website were as follows and these had now been passed to the Web Manager for uploading:

- Photographs of the PCSOs
- Monthly Beat Manager's report to be uploaded

**109.2 Telephone Kiosk – adjacent The Cheshire Cheese**

At the previous meeting, the Clerk was asked to contact BT to enquire into the possibility of withdrawing from the agreement to adopt this telephone kiosk in view of the prohibitive cost of refurbishing it to an acceptable standard. A response from BT was awaited.

### **109.3 Mobile Vehicle-Speed Display Unit**

Quotations were not yet available, but were expected to be submitted to the November meeting.

### **110 BOROUGH COUNCILLOR STEVE EDGAR**

Councillor S Edgar reported on various Cheshire East Council matters of interest including the following:

- Road works were to be carried out on Main Road between 11 and 14 October.
- A sum of £300,000 (S.106 funding) would be made available in due course towards the cost of public transport in Shavington. Owing to an error at CEC, the funding had been allocated against the wrong planning application.

Members took the opportunity to raise issues with Councillor Edgar:

- Lights on Brook Avenue; this was an unadopted road and repair/maintenance of the lights was the responsibility of the residents.
- Lack of Post Office service. No progress; however, the Post Office was committed to providing a service in the village at a future date.
- Parking at Goodall's Corner.

### **111 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.

- Residents raised the issue of the bus service, which appeared as item 12 later on the agenda.
- The Clerk was asked to enquire into the possibility of 'horse-riding' notices being erected in the parish.
- A member of the public had prepared a notice to draw attention to an appeal to be held in respect of 71 Main Road. The appeal was due to start in early December. It was **AGREED** that a post be added to the Parish Council's website.

Councillor B Gibbs reminded the Parish Council that he had previously made a declaration in respect of this planning application which had required him to leave the room prior to consideration of the item. The Clerk now advised that as this item was being referenced in Public Question Time only and was not a decision-matter for the Parish Council, there was no issue of influencing a Parish Council decision. Councillor Gibbs could, therefore, remain in the meeting.

### **112 POLICE MATTERS**

PCSO V Moulton reported on police activity in the parish. The Beat Manager's monthly report had been issued to Members under separate cover.

(Note: PCSO Moulton withdrew from the meeting at this point in the proceedings.)

### **113 COMMUNICATIONS COMMITTEE – 14 SEPTEMBER 2016**

The minutes of the first meeting of the Communications Committee held on 14 September 2016 were submitted. The Parish Council was asked to consider the following recommendations.

- Re-branding of website to 'Shavington Online' with a tag-line 'the community for Shavington-cum-Gresty'
- Re-branding of style, yet to be determined/designed for approval by the Council, but based on the basic Neighbourhood Plan design.

- Stationery to be re-designed.
- Possibly revise the current 'squirrels' crest.
- Dedicated e-mail address for the Clerk: possibly [clerk@Shavingtononline.com](mailto:clerk@Shavingtononline.com)
- New e-mail address for the village hall: possibly [villagehall@Shavingtononline.com](mailto:villagehall@Shavingtononline.com)
- Consider including photographs of parish councillors on the website.

Members were minded to approve all the recommendations, other than to change the 'squirrels' logo. This was significant for the parish and should not be changed.

Part-way through this item, Members agreed to defer discussion until later in the meeting as the proposals related, in part, to the contract arrangements between the Parish Council and the Web Manager.

#### **114 SERVICE LEVEL AGREEMENT (SLA): CHESHIRE POLICE/PARISH COUNCIL**

At the previous meeting, the Parish Council accepted Inspector Woods' advice to defer a decision in respect of funding towards the cost of two PCSOs, pending the Police and Crime Commissioner's review of policing priorities.

The Clerk had now received an invoice from Cheshire Constabulary, in the sum of **£7,925.50** for the period from 1 April to 30 September 2016. The previous SLA terminated on 6 March 2016 and there was currently no SLA in place.

The Clerk to Rope Parish Council had also received an invoice and it was understood that Rope Parish Council would be paying that invoice, even in the absence of a formal agreement.

Members **AGREED** to uphold the decision made at the September meeting.

#### **115 NEIGHBOURHOOD PLAN STEERING GROUP**

##### **115.1 Meetings – 12 and 26 September 2016**

The Minutes of the Neighbourhood Plan Steering Group meetings held on 12 and 26 September 2016 were submitted and Mr W Atteridge, Chairman of the Steering Group, reported in more detail on the Group's activities.

##### **115.2 Application for Funding**

It was reported that the Clerk had submitted the funding application to Locality UK. This was submitted on 3 October 2016, requesting a grant of £8,668.

##### **115.3 Future Purchases**

The Parish Council was invited to consider the use of a business credit card to enable the Steering Group to pay for items purchased via the Internet. This would be subject to any regulations which might prohibit the use of a credit card for local councils.

This arrangement would avoid Steering Group members paying for items out of their personal account, and then being reimbursed at the next available Parish Council meeting.

**Members were minded to approve this arrangement, in principle, subject to receipt of further information and advice on the regulations.**

#### **116 PLANNING MATTERS**

##### **116.1 Planning Applications**

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

16/4597N	138 Main Road, Shavington CW2 5DP	Construction of three detached, three-bedroom dwellings
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**RESOLVED:** (a) That the following objections be raised in respect of planning application No. 16/4597N:

- The application stated that the site is not surrounded by residential property, but this is inaccurate. There are residential dwellings adjacent.
- Three dwellings on the site is over-development.
- There is no reference to the Youth Club and church hall which has a very narrow entrance.
- Visibility: Shared access will be dangerous in terms of highway safety; access is onto a busy road.
- There is restricted visibility. The site is on a bend in close proximity to Bargain Booze and is opposite to a school entrance.
- The site will inhibit access for emergency vehicles.
- Refuse vehicles will also have difficulty accessing the site.
- Refuse bins on waste-collection day will be hazardous to pedestrians.
- This housing development is not needed. The parish already has more housing than is required by the emerging Cheshire East Local Plan (both built and planned). Moreover, the need, as identified through the emerging Neighbourhood Plan process, could show a need for more bungalows.
- Do the services currently available meet planning requirements? (eg, walking distance to schools, doctors.)
- The Parish Council supports the retention of as many established trees as possible and note that there is a TPO (TPO G1) on an Elm tree.
- If the Borough Council is minded to approve the application, it should be conditioned to require the retention of the hedges.

(b) That Councillor S Edgar be asked to call-in the application to enable it to be determined by the Southern Planning Committee.

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16/4624N	21 Crewe Road, Shavington CW2 5JE	Proposed front porch, two-storey side and single-storey rear extensions. Re-submission of application 16/2513N.
16/4741N	30 Knights Way, Shavington	Proposed new detached garage

**RESOLVED:** That no objections be raised in respect of planning applications Nos. 16/4624N and 16/4741N.

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16/4787N	Land to rear of 21 Main Road, Shavington, CW2 5DY Construction of three detached dwellings on former garden of land to rear of 21 Main Road.
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**RESOLVED:** (a) That the following objections be raised in respect of planning application No. 16/4787N.

- Three dwellings on the site is over-development in the local area.
- Visibility: Shared access will be dangerous in terms of highway safety; access is onto a busy road.
- The site will inhibit access for emergency vehicles.
- Refuse vehicles will also have difficulty accessing the site.
- Refuse bins on waste-collection day will be hazardous to pedestrians.
- This housing development is not needed. The parish already has more housing than is required by the emerging Cheshire East Local Plan (both built and planned). Moreover, the need, as identified through the emerging Neighbourhood Plan process, could show a need for more bungalows.
- The application will result in erosion of the Green Gap.
- Do the services currently available meet planning requirements? (eg, walking distance to schools, doctors.)

- If the Borough Council is minded to approve the application, it should be conditioned to require the retention of the hedges.

(b) That Councillor S Edgar be asked to call-in the application to enable it to be determined by the Southern Planning Committee.

### **116.2 Public Inquiry – 20 September 2016 – Municipal Buildings, Crewe Planning Application No. 15/1210N**

Borough Councillor S Edgar and Parish Councillors reported on the proceedings at the Public Inquiry.

(Note: Councillor S Edgar and Mr W Atteridge withdrew from the meeting at this point in the proceedings.)

## **117 FINANCIAL MATTERS**

### **117.1 Authorisation of Payments**

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

#### Parish Council Payments

£859.32	Mrs C M Jones	Net Salary
£269.51	HMRC	Tax/NI on Clerk's salary
£43.00	D Espley	Quarterly playground inspection
£15.00	A J Hardy Ltd.	Payroll service.
£25.00	C Willetts	Website maintenance
£875.50	M Webster & Son Ltd	The new contract came into existence on 1 September 2016 and this invoice was based on the new rates. £729.58 net plus £145.95 VAT
£360.00	BDO LLP	Audit of the accounts 2015-2016 (£300 net plus £60 VAT)

#### Village Hall Payments

£215.00	Mrs B Fraser	Cleaning of the village hall
£40.00	Mrs. H Baker	Cleaning of the village hall
£63.22	British Gas	Energy
£173.50	Scottish Power	Energy
£95.62	ASH Waste	£79.68 net plus £15.94 VAT

### **117.2 Notification of Payment**

It was noted that payment of £272.50 was made to Mrs B Fraser who arrived after the meeting concluded on 7 September 2016.

### **117.3 Internal Auditor's Report**

John Hancock's report would be available for the November meeting. Members recalled that he was reviewing the accounts for 2015-2016 to provide a more detailed rationale in respect of the 'balancing expenditure'.

#### 117.4 External Auditor's Report (BDO LLP)

The report of the external auditor, BDO LLP, together with a further copy of the Annual Return was submitted.

The only issue to note was that the Parish Council was asked to implement the Internal Auditor's recommendations.

**RESOLVED:** (a) That the External Auditor's report be received and noted; and

(b) That the Internal Auditor's recommendations, as presented to the Parish Council on 6 July 2016, be implemented during the current financial year.

#### 118 BUS SERVICE – SHAVINGTON TO NANTWICH

As requested at the last meeting, Councillor Rachel Bailey, Leader of Cheshire East Council had been invited to attend this meeting to discuss the possibility of introducing a Shavington to Nantwich bus service following the withdrawal of the No. 44 service. Unfortunately, Councillor Bailey was unavailable owing to a prior commitment but requested her deputy, Councillor David Brown, to attend in her place; however, subsequent to that, Transport Service Solutions (TSS) of Cheshire East Council, had advised that with effect from 24 October 2016 a bus service was to be provided and would commence with six journeys each day to Nantwich and five return to Shavington, as indicated on the submitted schedule.

The bus service, operated on behalf of TSS by GHA Coaches was a revised service 39. Whilst the service 44 was previously operated on a commercial basis, TSS had managed to provide a number of journeys between Shavington and Nantwich on Mondays to Saturdays. These journeys would operate via Gresty Road, Crewe Road, Main Road, Newcastle Road then via Hough and Wyburnbury to Nantwich. Buses would serve all stops *en route* and would depart from The Sugar Loaf at 0740, 0940, 1140, 1340, 1540 and 1740 and return from Nantwich at 0825, 1025, 1225, 1425 and 1625.

There would be a full review of the subsidised bus routes following the GHA demise. It was TSS's intention to consult with Councils and residents later in the year.

In view of this development, the Clerk informed CEC that Councillor Brown's attendance was unnecessary on this occasion.

The service had been procured under EU Procurement Regulations requiring a 10-day 'standstill period' which provided a pause between the point when the contract award decision was notified to bidders and the final contract conclusion. During this period, suppliers could challenge the decision. It was understood that the 10-day period concluded on or around 5 October 2016.

Members welcomed the revised bus service but **AGREED** that it did not fully meet the needs of residents and the Clerk was asked to write to TSS requesting that consideration be given to making adjustments to allow people who worked in Nantwich to return to Shavington at a time which was more convenient. At present, the last bus was 4.30 pm.

#### 119 BOUNDARY SIGNS – UPDATE

Cheshire East Highways was proposing the following for the new boundary signs and was seeking the Parish Council's approval to the suggestions. A location map was submitted.

- Jack Mills Way: Fit 'Shavington' sign to one of the new lamp columns
- Gresty Lane: Use the existing post and change the sign to include 'Shavington'.
- Rope Lane: Fit to lamp column in verge adjacent to cycle route.
- Raven Inn: Fit to lamp column on nearside opposite Melford Close.
- Fuller Drive: Fit to lamp column on nearside (in the vicinity of the Parish Council's notice-board).
- Stock Lane: Fit to lamp column on offside at traffic lights.

**RESOLVED:** That the suggested locations for boundary signs be approved; and

(b) That Cheshire East Highways be authorised to proceed with designs and seek quotations for the boundary signs and installation.

**120 MEMBERSHIP OF THE VILLAGE HALL MANAGEMENT COMMITTEE**

Following the resignation of Yvonne Williams, a non-Parish Council member of the Village Hall Management Committee, there was one vacancy.

The Clerk had been asked to contact Nancy Vigrass (a candidate for co-option onto the Parish Council in May 2016) to invite her to join the Committee. Ms Vigrass had confirmed that she was willing to serve on the Committee.

**RESOLVED:** That Nancy Vigrass be welcomed as a non-Parish Council member of the Village Hall Management Committee.

**121 REMEMBRANCE SUNDAY – 13 NOVEMBER 2016**

Members discussed arrangements for the Remembrance Service to be held on Sunday, 13 November 2016, following which the Clerk was asked to prepare a check-list of actions for future years.

**122 CORRESPONDENCE**

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

PCSO Duty Rosters	17 September
PCSO Duty Rosters (Sept-Oct)	29 September
Cheshire East Highways events – October Notification from Councillor David Brown	22 September

**123 VINE TREE PLAY AREA – REMOVAL OF GRAFFITI**

The graffiti at the play area had been referenced at a recent meeting, but no decision was taken as to how the graffiti should be removed.

The Clerk was asked to contact Councillor P Yoxall for advice.

**124 SHARED ITEMS**

Members were able to share information. The following issue was raised:

- Poor state of Wessex Close play area. This was a CEC-owned play area. Councillor Edgar had informed Councillor B Gibbs that the faulty equipment was due to be removed, but there was currently no funding available to replace it.

It was suggested that the Parish Council could allocate funding to bring it up to a satisfactory standard, or lend the money to CEC.

This would be placed as an item on the agenda for the November meeting. The Clerk would also refer to this in the article being prepared for the next edition of Village Voice.

**125 DATE OF NEXT MEETING**

**2 November 2016**

**126 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 items owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

**127 COMMUNICATIONS COMMITTEE**

Members continued the discussion deferred from earlier in the meeting.

Members **AGREED** that there was a continued, but revised, role for the Web Manager. The Clerk was asked to write to him to explain the proposals in respect of the future of the website.

.....Chairman

The meeting commenced at 7.15 pm and concluded at 9.45 pm