

WESTON AND CREWE GREEN PARISH COUNCIL

Mark Robinson
Clerk to the Parish Council
Tel: 07835 556343

E-mail: clerk@westonandcrewegreen-pc.gov.uk

05 September 2025

NOTICE OF THE MEETING OF THE PARISH COUNCIL

Parish Councillors are summoned to a meeting to be held on:

Date: Thursday, 11 September 2025

Time: 7.30PM

Venue: Weston Church Hall



Clerk to the Parish Council

Members of the Parish Council

John Densem (Chairman), Anne Broome, Janet Chamberlain, John Chambers, John Cornell, Gillian Grocott, Alison Heler, Annelene Kiddie, Simon Lewis, Simon Sanderson, Rennie Schafer and Chad Wilkinson.

Cheshire East Ward Councillors

Janet Clowes (Wybunbury), Steve Edgar (Haslington) and Alison Heler (Haslington)

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING.

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

if a member is present at a meeting of the authority, and they have a disclosable interest in any matter to be considered or being considered at the meeting, they should disclose the interest to the meeting and follow the Council's code of conduct. Whilst the Clerk can offer guidance on the Code of Conduct, it remains the responsibility of the Member to decide whether they have an interest in a particular item. To consider any requests for dispensations

3. MINUTES OF THE PREVIOUS MEETING

To consider the minutes of the meeting held on 10 July 2025 (appended).

4. PLANNING MATTERS

The Chairman of the Planning Committee to update on
i) Neighbourhood Plan

- ii) Minutes of the Planning Committee meeting held on 15 August 2025
- iii) Onward/Lovell Liaison Group
- iv) Wimpey Liaison Group
- v) Planning Update

1) Decisions by the Parish Council Planning Committee

App No	Application	Decision
25/2465/VOC	Variation of condition 3 approved plans on application 17/2879N - APP/R0660/W/19/3223623 - The use of land for the stationing of caravans for residential purposes for one family gypsy pitch together with formation of hardstanding and ancillary utility/dayroom, and the retention of the existing permitted stables at The Old Orchard, 10 Cemetery Road, Weston	Objection
25/1481/HOUS	Two storey side extension and single storey rear extension at 25 Mere Road, Weston	No objection
25/2914/FUL	Reconfigure an existing car park to increase the current provision of car parking spaces at Byd Crewe Beswick Drive, Crewe	Objection

2) Decisions by Cheshire East Council

App No	Application	Decision
25/2808/PRIOR-11B	Prior Approval for demolition of piggery outbuilding, farm house building, outbuilding and Dutch barn at Crotia Mill Farm Crotia Mill Road, Weston, Crewe	Prior approval not required
25/2090/NMA	Non-Material Amendment to application 19/5934N (relocation of electricity substation) at Phase 1 Basford East Land David Whitby Way, Weston	Approved
25/1481/HOUS	Two storey side extension and single storey rear extension at 25 Mere Road, Weston	Approved
25/1477/FUL	Conversion of existing integral garage to office at 17 Stanier Close, Crewe	Approved

5. GOVERNANCE

- i) Equality and Diversity Policy
- ii) Councillor Email Policy

6. ACTION PLAN

To consider the process for the development of a Council Action Plan. Two examples of Actions Plans have been included with the enclosures.

7. VILLAGE HALL COMMITTEE

To receive an update.

8. POLICE MATTERS

To note the Beat reports (appended)

9. CHESHIRE EAST COUNCILLORS' REPORTS

To receive reports from Cheshire East Ward Councillors

10. PARISH COUNCILLORS' REPORTS

Members are invited to report on any matters of interest to the Parish Council and to request items for inclusion on the next agenda.

11. OPEN FORUM – QUESTIONS FROM MEMBERS OF THE PUBLIC

In accordance with Standing Orders, members of the public are invited to ask questions or address the Parish Council.

12. FINANCE REPORT

To consider the:

- Minutes of the Finance Committee meeting held on 19 August 2025
- Grants and Donations Policy – for information
- Payment and Income Schedule

13. DATE OF NEXT MEETING

Thursday, 09 October 2025

**WESTON AND CREWE GREEN PARISH COUNCIL
MINUTES OF THE MEETING HELD ON THURSDAY 10 JULY 2025**

PRESENT:

Councillors: John Densem (Chair), Janet Chamberlain, John Chambers, John Cornell, Alison Heler, Rennie Schafer, and Chad Wilkinson.

IN ATTENDANCE:

Borough Cllr Janet Clowes and three members of the public.

25/029 APOLOGIES FOR ABSENCE

Cllrs Broome, Grocott, Kiddie, Lewis, and Sanderson.

25/030 DECLARATIONS OF INTEREST

None.

25/031 MINUTES OF THE PREVIOUS MEETING

RESOLVED – that the minutes of the meeting held on 12 June 2025 be confirmed as a true and correct record.

25/032 PLANNING MATTERS

1) Neighbourhood Plan

Cllr Cornell advised that government funding for the development of Neighbourhood Plans had been withdrawn. It was noted that the draft Plan had been submitted to Cheshire East Council to undertake an Environmental Impact Assessment, with the following stage being the Regulation 14 consultation.

RESOLVED – that the Parish Council approves the draft Neighbourhood Plan and undertakes the Regulation 14 consultation.

2) Marks and Spencer Development

A meeting had been held with the developers of this site on land off David Whitby Way. It was noted that the development proposed would be three times larger than the existing M&S Food Hall on the Grand Junction Retail Park. This would clearly not be a local convenience store and thus traffic implications would be considerable. A request for a meeting with Senior Planning Officers had been sought as there were major concerns about both the scale of the proposal and highway safety issues in relation to the Central roundabout and the crossing of David Whitby Way.

3) Development on land off J16 M6 – Newcastle-under-Lyme Council

An objection had been submitted to this planning application for 4.8M sq.ft. of warehousing. It had been suggested that consideration of this proposal should be undertaken as part of the Local Plan considerations.

4) Taylor Wimpey Liaison Group

A Group meeting had been held recently, whereby the M&S proposals had been discussed, in particular, the need for an enhanced scheme to cross David Whitby Way.

5) Signallers Court Development

A meeting had been held with Onward Living regarding the development of over 450 houses on Land to the east of David Whitby Way.

6) Planning Committee Decisions

App No	Application	Decision
25/0491/ HOUS	Single storey rear extension and new roof with gable end and raised ridge with dormer window at 59 Waterloo Road, Haslington	No objection

25/033 PLANNING COMMITTEE

RESOLVED – that Cllr Grocott be added to the membership of the Planning Committee.

25/034 WYBUNBURY UNITED CHARITIES

Cllr Cornell provided the Annual report regarding the administration of the Charities. There had been £300 of grants awarded over the past year. The full report would be circulated to Councillors.

25/035 VILLAGE HALL COMMITTEE

Cllr Schafer advised that the AGM had been held recently and it had been reported that the Hall was in a profitable position. The condition of the pine trees had been reviewed and it was expected that one would need to be felled.

25/036 POLICE MATTERS

The Clerk provided details of the police incidents from the Wybunbury Beat area.

25/037 REPORTS OF CHESHIRE EAST COUNCILLORS

Borough Cllr Clowes referred to the repair of the 'knee railings' on Wychwood Village and it was noted that the Management Company had only undertaken the repair of a small number. Following the visit to review the inadequate road surfacing in the area, Aphra Brandreth MP would be raising this issue in Parliament. The correspondence regarding the County Park had been forwarded to the new Director of Place and Chief Executive.

Borough Cllr Heler advised that works to the drains on Whites Lane would be undertaken before the end of July.

25/038 PARISH COUNCILLORS' REPORTS

Cllr Wilkinson referred to the maintenance of the Weston street furniture and it was suggested that if Cheshire East Council could provide the materials, then a group of volunteers from AO would undertake the works.

A discussion ensued regarding advertising signs posted on roundabouts. It was noted that these could be taken down and the owners advised, and/or reported to Cheshire East Council if necessary.

Concern was once again expressed regarding the condition of East Avenue and the lack of progress regarding the meeting with Lovells, despite numerous requests.

Cllr Densem advised that the Garden Party would be held on Saturday, 09 August, commencing at 2pm.

25/039 OPEN FORUM – QUESTIONS FROM MEMBERS OF THE PUBLIC

Concerns were expressed regarding the provision of a bus service to the proposed M&S site.

25/040 FINANCE REPORT

1) Finance Report

Councillors reviewed the Q1 finance report which contained a bank reconciliation, end of year projection a budgetary analysis.

2) Payments

RESOLVED – to note the payments approved in accordance with Financial Regulations and Payment Schedule

Payee	Reason	Gross £	VAT £	Net £
Unity Trust	Fees	6.00		6.00
Mark Robinson	Salary and Office Allowance (June)	1,319.40		1,319.40
HMRC	PAYE Q1	3,397.72		3,397.72
Scottish Power	Electricity	441.19	21.01	420.18
Royal Mail	Responses - Neighbourhood Plan	8.02	1.34	6.68

RESOLVED – to approve the following payments:

Payee	Reason	Gross £	VAT £	Net £
Andrew Thomson	Neighbourhood Plan	72.00		72.00
M J Murphy	Community Garden	175.00		175.00
David Williamson	Lengthsman	1,168.00		1,168.00
Johnsons	NP printing	99.00		99.00

3) Finance Committee

It was noted that a meeting of the Finance Committee would be held shortly and would review the budget and forecast with a view to recommending a reasonable amount for use for grants and donations to the next Council meeting.

25/041 DATE OF NEXT MEETING

Thursday, 11 September 2025 commencing at 7.30pm.

**WESTON AND CREWE GREEN PARISH COUNCIL
MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON FRIDAY 15 AUGUST
2025**

PRESENT:

Councillors: John Cornell (Chairman), Anne Broome, John Chambers, John Densem, Gillian Grocott and Annelene Kiddie.

IN ATTENDANCE:

Two members of the public

25/001 APOLOGIES FOR ABSENCE

Simon Lewis.

25/002 DECLARATIONS OF INTEREST

None.

25/003 MINUTES OF THE PREVIOUS MEETING

RESOLVED – that the minutes of the meeting of the Committee held on 03 May 2024 be confirmed and signed as a true and correct record.

25/004 APPLICATION 25/2523/FUL: LAND TO THE SOUTH OF BASFORD BROOK WAY, BASFORD EAST

This application proposed the erection of Class E(a) convenience goods store with associated access, car parking, pedestrian footbridge, servicing yard, plant and landscaping, for Marks and Spencer plc.

Concern was expressed about many aspects of the application, which the Chairman detailed in the draft comments.

This application would be considered by the Cheshire East Council Strategic Planning Board. There was also the possibility that this application could go to appeal by Public Inquiry. Councillors discussed the possibility of employing a planning consultant to represent the Parish Council in such an event.

RESOLVED – that:-

- i) the Parish Council objects to the application on the grounds as set out in the appendix to these minutes; and
- ii) the consideration of the employment of a planning consultant be approved, in principle, and the Chairman be authorised to obtain a costing.

Application 25/2523/FUL

Land to south of Basford Brook Way Basford East.

Erection of Class E(a) convenience goods store with associated access, car parking, pedestrian footbridge, servicing yard, plant and landscaping
Marks and Spencer Plc

Earlier in July following a pre-application meeting with representatives of Marks & Spencer the Parish Council detailed its concerns to Cheshire East in relation to this proposal.

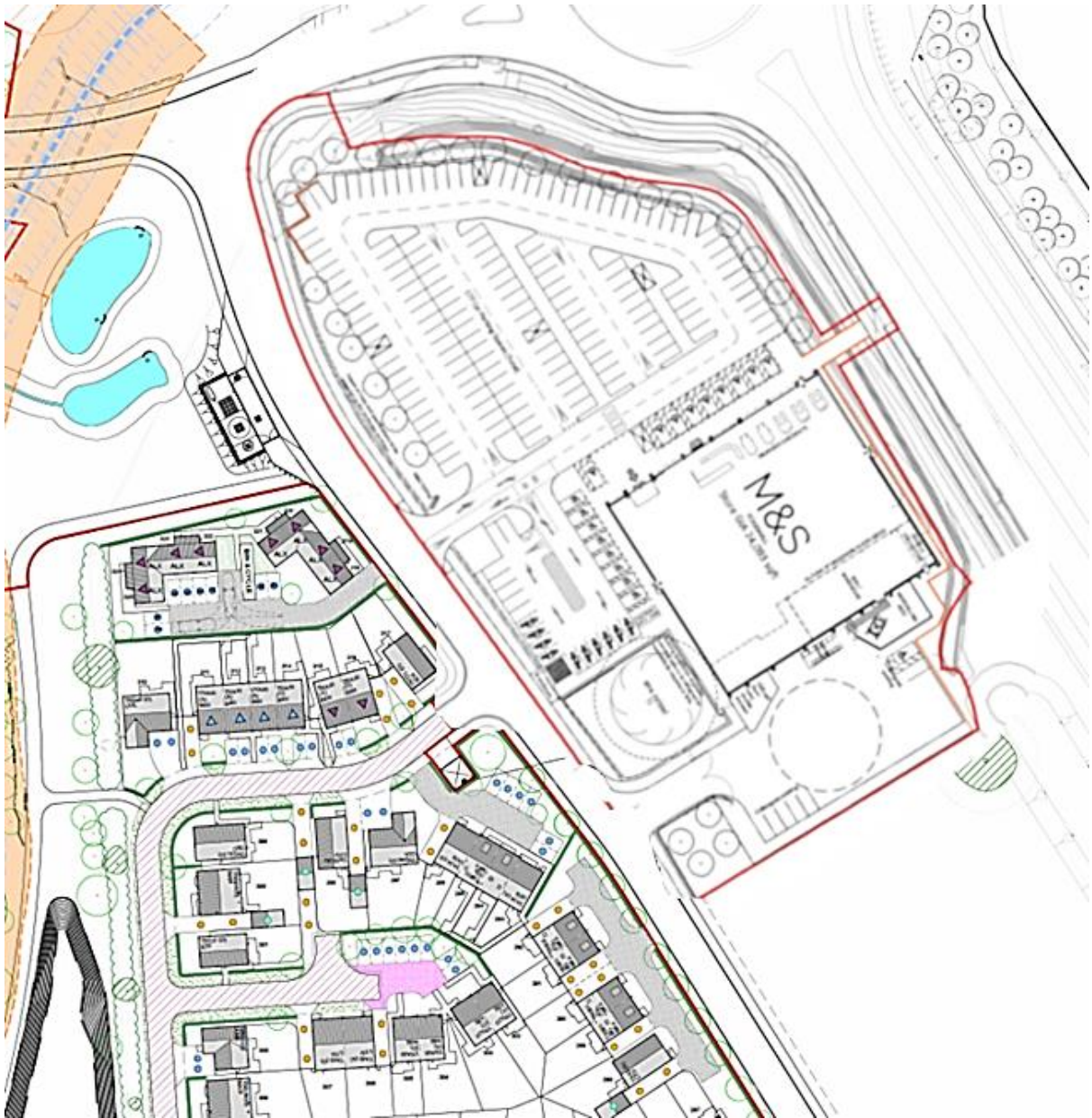
Now that the formal planning application has been submitted (25/2523/FUL), it wishes to endorse and amplify those concerns.

The Parish Council is extremely concerned regarding the following:

- In terms of retail food space this store will be 3 times the size of that currently existing on Crewe Grand Junction Retail Park – 2238 sq. metres (24,093 sq. ft). Including the mezzanine level – 2664 sq. metres (28,675 sq. ft. The numbers of lines that it will sell will be 6,600 as against 4,500 in the existing Crewe Store. **This will be an extremely large store. It will attract a sub- regional clientele from a very large catchment area, as distinct from being of a scale that will serve the convenience needs of the local community along with other community facilities.**
- The location of this store will be remote from Crewe Town Centre and **will do nothing to assist in its regeneration.** The transport links into the centre of Crewe are tenuous to say the least and there is a complete lack of readily available public transport. The Parish Council understands that there will be no additional employees, merely a redeployment of staff from their Crewe Store.
- A store of this scale, in this location, does not in the Parish Council's view comply with **any** of Cheshire East's Shopping Policies contained within their Local Plan. (**EG5 Promoting a Town Centre Approach to Retail & Commerce: policies RET 7, RET 3, RET 1 and RET 2.** **The policies contained within the latest NPPF do not, as we read them, materially alter the direction in relation to retail.**
The Cheshire East Local Plan prioritises town centres for retail and commercial development, promoting their vitality and health. Proposals for non-town centre uses should be located within designated town centres or allocated sites with edge of centre locations considered before out of centre locations. **The Parish Council considers that a 'sequential test' is essential in this case, despite the applicants arguing to the contrary.**
- The outline planning permission for the west side of David Whitby Way (15/1537N) was explicit that the land in this general location should be for **a Local Centre to serve the specific needs of the future residents of Basford East, South Cheshire Growth Village along with adjoining local communities.** Para 15.50 of the Cheshire East Local Plan Strategy in relation to Basford East also specifically states that: "The provision of a Local Centre, including appropriate medical facilities; a new primary school; local retail; pub restaurant and a community facility, with space that can be used for a variety of uses on a flexible basis, **is essential to ensure the site is sustainable.** The community facility must be formed of flexible space to accommodate uses including toilets, kitchen and storage and be capable of a variety of uses such as clubs (for people of all ages), community meetings and as a place of worship". Central to this vision to provide a local facility was to ensure the reduction traffic generation to and from the site. This was even endorsed by Muse in their promotional literature. They stated that as part of their vision that new shops and places to eat will reduce any need for new neighbours to travel to Crewe and surrounding villages for basic amenities, helping to reduce traffic on local roads. This vision was purported to reduce traffic flows into and out of Basford East. **The current M&S proposal goes far beyond this and satisfies none of these requirements.**

- **The access to the site will be from the central roundabout on David Whitby Way. This single roundabout is the sole access point serving the whole of the Basford East Development on either side of David Whitby Way.** To the west of the roundabout is the Wimpey housing (300+) units, Muse warehousing (approx. 1.3million square feet), the Network Rail access, and the proposed Police Deployment Depot. To the east of the roundabout will be the Onward / Lovell housing (approx.450 units) and a 2-form entry primary school. The traffic generation at this point, not least pedestrian cross flow movements to either side of David Whitby Way, will be extremely heavy.
The addition of the proposed M&S Store will in the Parish Council's view create a totally intolerable and unacceptable situation in this respect, along with major highway safety issues. The provision of two Toucan Crossings on either side of the roundabout **will not in our opinion solve the problem.** In addition, given the likely sub-regional catchment associated with this store, **we envisage major traffic issues at both ends of David Whitby Way along with the A500.**
- The Parish Council notes that in the applicants 'Assessment of Development' they seem to rely on the generation figures dating back to Transport Assessments in relation to early outline Planning Applications as far back as 2015. This is 10 years ago now, and in could well relate to the whole of the Basford East development. The Parish Council seeks clarification on this point and the validity of the applicant's assertion that there will be less traffic than was originally envisaged.
- According to the application form the proposed store will be open from 8 am to 9 pm seven days a week including Bank Holidays. There will be 177 parking spaces and 100 staff. This is in addition to the loading/off loading facilities associated with goods being delivered to the store. The parish Council estimates that there will be in the region of 30 dwellings in the immediate vicinity that will be directly affected by the vehicular access points to the store, both shoppers and goods (see attached plan).
There will be serious amenity issues and quality of life implications for nearby residents.
- The design and scale of the proposed building as shown on the submitted plans is, in the Parish Council's opinion, alien to the character of this immediate area.

The Parish Council urges the Local Planning Authority to REFUSE this application.



WESTON AND CREWE GREEN PARISH COUNCIL

Mark Robinson
Clerk to the Parish Council
Tel: 07835 556343

E-mail: clerk@westonandcrewegreen-pc.gov.uk

Document Control Summary	
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Approved by	
Meeting Date	
Review by	May 2027

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Our commitment

The Council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination. Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The Council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The Council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The Council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training and prevention

The Council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The Council will raise awareness of all staff engaged to work at the Council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the Council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The Council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the Council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

WESTON AND CREWE GREEN PARISH COUNCIL

Mark Robinson
Clerk to the Parish Council
Tel: 07835 556343

E-mail: clerk@westonandcrewegreen-pc.gov.uk

Document Control Summary	
Number	2025/09
Title	Email Use Policy
Version and Date	V1 September 2025
Approved by	
Meeting Date	
Review by	May 2027

INTRODUCTION

The Parish Council provides all Councillors with official council email addresses to assist in their duties, present a professional image, and comply with data protection and freedom of information obligations. This policy outlines best practices for email use in accordance with the Freedom of Information Act 2000 (FOIA) and General Data Protection Regulation (GDPR). All employees and councillors must maintain a professional approach at all times.

As well as being good practice, official Councillor email addresses are a requirement of the silver award of the Local Council Award Scheme

LEGAL OBLIGATION

As a public body, the Parish Council is subject to FOIA and GDPR. The FOIA allows the public to request information from the council, which must be managed in compliance with GDPR. Information held by the council and councillors is subject to the FOIA and must be made available upon request. As data controllers, Councils must ensure the confidentiality, integrity, and availability of all personal data, even when processed through personal email accounts or stored on private devices.

PURPOSE

The policy aims to guide Councillors in using emails for official council business. It mitigates risks such as damage to the council's reputation and potential litigation. Using dedicated council email addresses facilitates secure data processing and compliance with GDPR. Councillors should use their assigned council email addresses for all official business.

USE OF EMAILS

Councillors are provided with dedicated council email accounts, which are published to the public via the Council website. Councillors must use their Council email addresses for official business only. Private email accounts used for Council business are still subject to FOIA and can be searched for requested information. Deleting or concealing information to prevent disclosure following an FOIA request is a criminal offense under section 77 of the FOIA and may result in prosecution.

USING PERSONAL EMAIL FOR COUNCIL BUSINESS

The disadvantages of using personal email for Council business are as follows:

1. Security Risks: Council-related emails can contain sensitive information. Using a personal email account can expose this data to hackers if your account is compromised.
2. Professionalism: Using a Council email address presents a more professional image to colleagues and residents. It also helps in maintaining a clear boundary between personal and professional communication.
3. GDPR Compliance: The General Data Protection Regulation (GDPR) requires organizations to protect personal data in all its forms. Using a personal email for work can lead to non-compliance with GDPR, as it may not have the necessary security measures in place to protect personal data.
4. FOI Compliance: The Freedom of Information Act (FOI) requires public authorities to provide access to recorded information. Using a personal email for work can complicate compliance with FOI requests, as it may be difficult to locate and retrieve work-related information from personal accounts.

EMAIL CONTENT

Councillors must exercise care with email content to avoid claims of discrimination, harassment, defamation, breach of confidentiality, or breach of contract. When conducting Council business, Councillors must not:

- Send emails containing libellous, defamatory, offensive, racist, or obscene comments.
- Forward emails or attachments without ensuring that the information can be shared.
- Publicize confidential information.
- Send emails that contravene the Councillors' Code of Conduct.
- cc other Councillors or officers unless the subject matter specifically relates to them or their responsibilities.

COUNCIL REQUIREMENT FOR USING COUNCIL EMAIL ADDRESSES

Councillors are required to use their official Council email addresses for all council-related communications. The Clerk will only use Councillors official email address for correspondence. This mandate ensures compliance with data protection laws, reduces data breach risks, and facilitates the management of freedom of information requests, as set out above. Adherence to this requirement is essential to maintaining the confidentiality, integrity, and availability of council information.

RESPONSIBILITIES

Parish Councillors

- Use the .gov.uk email account only for official Parish Council activities.
- Maintain professionalism, respect confidentiality, and uphold the council's reputation.

Parish Clerk / Data Protection Officer

- Issue and revoke .gov.uk accounts as councillors are elected or stand down.
- Provide guidance on policy compliance, data protection and record-keeping.

IT Provider / Hosting Service

- Ensure secure hosting, regular software updates and centralised monitoring of security vulnerabilities.

BREACHES

Suspected or confirmed policy breaches must be reported immediately to the Clerk or Data Protection Officer and may necessitate referral to the Information Commissioners Office.

WESTON AND CREWE GREEN PARISH COUNCIL

MEETING: 11 SEPTEMBER 2025

AGENDA ITEM 8 POLICE REPORT

WYBUNBURY WARD CRIME DATA FOR AUGUST 2025

04/08/25. Highway Disruption: Newcastle Road Hough, tree in the road.
05/08/25. Missing Person: Weston, found safe and well.
06/08/25. ASB: Mill Lane Blackenhall, 4 males on Ebikes causing issues.
07/08/25. ASB: London Road Bridgemere, 4 males reported on Ebikes.
08/08/25. ASB: Rushton Drive Hough, relates to a neighbour dispute.
08/08/25. RTC Damage Only: Checkley Lane, car and tractor.
09/08/25. Concern For safety: Asphodel Road.
11/08/25. Domestic Incident.
11/08/25. Concern For Safety: Weston.
12/08/25. Suspicious Activity: Hough, relates to an instagram account.
13/08/25. Criminal Damage: Main Road Wybunbury, damage to a ring doorbell and windows.
14/08/25. Suspicious Activity: Golden Hill Weston, possible drug activity.
15/08/25. Suspicious Activity: Wychwood Park, items found in makeshift camp that could relate to recent burglaries. Items seized and disposed of.
16/08/25. Firearms Offences: Audlem Road Hatherton, all in order, permission from landowner to shoot pigeons.
20/08/25. Road Related Offence: Weston, reports of a possible drunk driver.
21/08/25. Domestic Incident.
21/08/25. Concern For Safety: Hough.
22/08/25. Road Related Offence: Dig Lane Wybunbury, women arrested for drink driving.
23/08/25. Domestic Incident.
24/08/25. Highway Disruption: London Road Bridgemere, temporary traffic lights have failed.
24/08/25. Violence/Harassment: Rushton Drive Hough, relates to a neighbour dispute.
26/08/25. Criminal Damage: Main Road Wybunbury, air gun pellet has smashed a window.
27/08/25. Missing Person: Chorlton, found safe and well.
28/08/25. Highway Disruption: Dingle Lane Bridgemere, cow in the road.
31/08/25. Violence/Harassment: Burnet Close, relates to a neighbour dispute.

HASLINGTON BEAT REPORT FOR AUGUST 2025 – SEPTEMBER 2025

Violence – X 10 (Sensitive details)

ASB – X 9

Winterley – 2 x calls of riders on Motorbikes in Balaclavas riding anti-socially. This is happening on the country roads and new estates.

Weston – 2 x calls about drones causing a nuisance to Residents on Mere Road and John Hammond Close, Weston.

Weston – Youths on trial bikes with no helmets causing anti-social behaviour.

Haslington – Youths knocking on Residents windows late at night and early hours of the morning. This is happening on the Hazelmere Estate.

Suspicious incidents = X 12

1 X Someone was seen on a roof on The Dingle in Haslington.

1 X Someone walked into the wrong address on Coates Places, Haslington.

Burglary – X 1

David Whitby Way – 6 Boilers were stolen from new build properties. The windows were smashed to gain access.

**WESTON AND CREWE GREEN PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19 AUGUST 2025**

PRESENT:

Councillors: Janet Chamberlain, John Cornell, John Densem and Rennie Schafer

25/001 ELECTION OF CHAIR

RESOLVED – that John Densem be elected as Chair of the Committee for the ensuing municipal year.

25/002 APOLOGIES FOR ABSENCE

Cllr Lewis

25/003 DECLARATIONS OF INTEREST

None

25/004 FINANCE

It was noted that the Q1 finance report had been submitted directly to a full Council meeting.

Councillors reviewed the projected end of financial year position, in order to assist with the calculation of monies available for any grants and donations. If the Council was to spend its budget, then the forecast outturn would be circa £21,000. However, if the Council just spent what it had committed to, then the forecast outturn would be £42,000, although this included spending to budget on planning consultancy.

Councillors supported spending monies on improvements across the whole Parish Council area and it was likely that monies would be available based on current forecasts. However, it was suggested that the views of residents be sought on priorities. This would support the development of a Council Action Plan, which was also a requirement for the Local Council Award Scheme. The Clerk was asked to circulate two local examples of Action Plans to the next Council meeting, where a process would be agreed to take this forward.

25/005 GRANTS AND DONATIONS

Councillors reviewed the draft Grants and Donations Policy. There were two suggested amendments – i) to exempt projects on privately owned land without the consent of the owner; and ii) to encourage the equitable distribution of funding across the Parish Council area.

RESOLVED – that the Grants and Donations Policy be approved as appended to these minutes.

25/006 INVESTMENT, TREASURY MANAGEMENT AND RESERVES POLICY

Councillors reviewed the draft Investment, Treasury Management and Reserves Policy. It was agreed that more detailed consideration of the level of reserves was required, thus approval of the Policy was deferred.

25/007 LOCAL COUNCIL AWARD SCHEME

The Clerk submitted details of the financial requirements for all levels of the Local Council Award Scheme. Completion of the actions discussed at this meeting around the Action Plan and priorities would enable the Parish Council to work towards the silver award.

25/008 FUTURE WORK FLOW

Q3 meeting (November/December) – Receipt of External Audit report and consideration of 2026/27 Budget and Precept

Q4 meeting (February) – Review of Q3, expected end of financial year position and review of all finance related policies

Q1 meeting (April) – Review of 2025/26 finances, completion of Annual Governance and Accountability Return.

25/009 DATE OF NEXT MEETING

Meetings would usually be held at the rising of the full meetings of the Council, with the next meeting scheduled for 13 November 2025.

WESTON AND CREWE GREEN PARISH COUNCIL

Mark Robinson
Clerk to the Parish Council
Tel: 07835 556343

E-mail: clerk@westonandcrewegreen-pc.gov.uk

Document Control Summary	
Number	2025/13
Title	Grants and Donations Policy
Version and Date	FINAL: August 2025
Approved by	Finance Committee
Meeting Date	19 August 2025
Review by	31 May 2027

1. Purpose

The Parish Council is committed to supporting local organisations, charities, and community groups that enhance the well-being, cohesion, and vibrancy of our parish. This policy sets out how the Council considers and awards grants and donations.

2. Eligibility Criteria

Applications will be considered from:

- Voluntary and community organisations
- Registered charities
- Not-for-profit groups and clubs
- Educational or cultural bodies serving the parish

We do not fund:

- Individuals (except in exceptional cases of community benefit)
- Political or religious activities (funding for secular community events may be considered)
- Projects promoting a commercial or profit-making agenda
- Applications for projects to be undertaken on privately-owned land where the owner has not provided their express approval

3. What We Support

Grant and donation funding can be awarded for:

- Community projects or events
- Equipment, materials, or resources
- Initiatives that improve facilities or services within the parish
- Projects that address specific local needs
- Projects from all parts of the Parish Council area

Grants and donations will not normally cover:

- Routine running costs
- Retrospective funding for projects already completed

4. Application Process

- Applicants must complete the official grant and donation application form
- Applications must be received by **[insert deadline dates]**
- Supporting documents, such as accounts or project plans, must be included
- Applications will be considered at full Parish Council meetings

5. Assessment Criteria

Each application will be assessed against:

- Clear evidence of community benefit
- Equitable distribution of funding across the Parish Council area.
- Alignment with Parish priorities
- Value for money and sustainability
- The organisation’s ability to deliver the project
- Match-funding or contributions from other sources

6. Awarding of Grants and Donations

- Decisions are made by the Parish Council; awards are at its sole discretion
- The Council reserves the right to award part-funding
- All decisions are final; unsuccessful applicants will be informed in writing

7. Conditions of Funding

Grant and donation recipients must:

- Spend the funds for the agreed purpose only
- Acknowledge Parish Council support in publicity materials where possible
- Provide a short written report on the outcomes and benefits achieved
- Return any unspent funds

8. Monitoring

The Parish Council will monitor funded projects to ensure the grant or donation has been used appropriately.

Application Scoring Matrix

Criteria	Score (0-5)	Notes
Evidence of Community Benefit		
Supports equitable distribution across Parishes		
Alignment with Parish Priorities		
Value for Money		
Sustainability of Project		
Organisational Capacity		
Match-Funding or Other Contributions		
Total Score	_____ / 35	

WESTON AND CREWE GREEN PARISH COUNCIL

MEETING: 11 SEPTEMBER 2025

AGENDA ITEM 12 FINANCE

Meeting Date 11 September 2025

Payments approved in accordance with Financial Regulations / Payment Schedule since last meeting FOR INFORMATION						
Payee	Reason	Gross £	VAT £	Net £	Budget	Within Budget
Unity Trust	Fees	6.00		6.00	Banking	Yes
Unity Trust	Fees	6.00		6.00	Banking	Yes
Mark Robinson	Salary and Office Allowance (July)	1,319.40		1,194.40	Clerk's Salary	Yes
				125.00	Clerk's Allowance	Yes
Mark Robinson	Salary and Office Allowance (August)	1,319.00		1,194.00	Clerk's Salary	Yes
				125.00	Clerk's Office Allowance	Yes
William & Angela Witter	Allotment Rental (six months)	1,000.00		1,000.00	Allotments	Yes
Mark Robinson	Postage for Crewe Green Newsletters	43.50		43.50	Communications	Yes
Johnsons	Resilience Plan	97.00		97.00	Community Resilience Plan	Yes
Johnsons	Community Newsletter	450.00		450.00	Communications	Yes
Royal Mail	Response Licence	119.88	19.98	99.90	Communications	Yes
Payments FOR AUTHORISATION						
Weston Village Playing Field	Replacement Equipment	136.80		136.80	Playing Field Maintenance	Yes
Income FOR INFORMATION						
Cheshire East Council	Parish Compact	1,150.00		1,150.00		
Cheshire East Council	Precept (50%)	29,841.00		29,841.00		