

**MINUTES OF TARPORLEY PARISH COUNCIL ANNUAL (First) MEETING
HELD IN THE TARPORLEY COMMUNITY CENTRE ON MONDAY 11th MAY 2015**

Parish Councillors

Chairman - Ken Parker

Elaine Chapman Gill Clough John Millington Jeremy Mills Gordon Pearson

Richard Statham Peter Tavernor Nigel Taylor Andrew Wallace

Clerk - Ann Wright.

Cheshire West & Chester Ward Councillor - Eveleigh Moore Dutton

Public - 6

Chairman 2015-2016

15/001 Resolved - That Cllr. Ken Parker be elected Chairman for the year 2015-2016, Cllr. Parker signed the acceptance of office declaration.

Vice Chairman 2015-2016

15/002 Resolved - That Cllr. Gill Clough be elected Vice Chairman for the year 2015-2016.

Apologies

Cllr. Julie Hall - Holiday.

Declaration of Interests & Submission of Register of Interest Forms

All Councillors were reminded of the need to submit their completed register of interest forms.

Councillors John Millington, Elaine Chapman and Peter Tavernor declared an interest in relation to Brook Road Sports and Recreation Field.

Presentation & Discussion Brook Road Sports and Recreation Field

Gethin Owen and Peter Heberlet from Groundworks presented preliminary plans for both the Brook Road site and field behind the Community Hall.

The plans for the field behind the Hall included a path around the field with benches and seating, a boules area, Green Gym (outdoor gym equipment) and small skate board, BMX track incorporating part of the slope. The field did not include a formal football pitch but recommended drainage work to be undertaken on the field and that informal 'kickabouts' could still take place there. The field was intended to compliment the sports focused Brook Road site.

The Brook Road site included a full size football pitch, and all weather pitch which incorporated three tennis courts, two netball courts and a football pitch. A path ran round the outside of the field and included a trim trail for exercise and 100m three lane running track. The path ran past a 'natural' play area, planting and water feature which would help with the field's drainage. A car park and changing room were also included on the plans.

Access onto the field was shown from the proposed houses however access off Brook Road could be considered.

Groundworks will now find out costings for the plans which will be subject to further public consultation and amendment.

A number of concerns were raised regarding community access to Brook Road and that it should not be fenced off restricting community access.

It was suggested a 4G pitch was being proposed in Tarporley and that could impact the use of the Brook Road pitch and the need for changing rooms.

It was confirmed that Groundworks had evidence from the community consultation to support the different aspects of both designs.

The plan included 6 permanent parking spaces, 2 disabled spaces and 10 additional spaces on grasscrete. It was agreed more spaces were required.

It was noted that further discussions were required with the Community Centre Committee regarding proposals for that field particularly regarding drainage issues and how the field is occupied by the carnival.

It was agreed that the Council would advertise for nominations to the Outdoor Sports and Recreation Committee.

Public Participation

Michael George requested that the Nantwich Road planning application go to CW&C planning committee if there was no agreement to reduce the heights of the proposed dwellings and that the Parish Council speak at that meeting.

Cllr Eveleigh Moore Dutton agreed to keep the Parish Council informed on this matter.

Minutes

15/003 Resolved - That that the Chairman signs the Minutes, as circulated, of the meeting held on 9th March and the extraordinary meeting held on the 30th March 2015.

Special Responsibilities

The following appointments were agreed:-

Infrastructure Working Group (Transport, PCSO, Highways & Xmas) - Elaine Chapman, Gill Clough, Jeremy Mills, Ken Parker, Andrew Wallace.

Streetscene Working Group (Village Square, Best Kept Village, Flower Displays, Cleaning & Community Initiatives) - Richard Statham, John Millington, Gordon Pearson, Peter Tavernor, Nigel Taylor.

Cemetery Committee - Elaine Chapman, John Millington, Ken Parker, Peter Tavernor.

Finance Working Group (Budget) - Elaine Chapman, Ken Parker, Peter Tavernor, Nigel Taylor.

Footpath Officer - David Press

Parking Lead - Gill Clough

Community Centre Representative - Elaine Chapman

High school Liaison - Nigel Taylor

Primary School Liaison - TBC

Neighbourhood Plan - Gill Clough, John Millington, Gordon Pearson, Peter Tavernor, Nigel Taylor.

Cheque Signatories - Elaine Chapman, Gill Clough, Ken Parker, Andrew Wallace.

A discussion took place regarding creating a group to look at Council strategy and follow up the actions from the Neighbourhood Plan, it was agreed this matter should be discussed at a future meeting once the Neighbourhood plan has been submitted.

Council Surgery Rota

Two Councillors were appointed to attend the surgeries before each council meeting from 6.30pm to meet members of the public.

Councillor Vacancy

It was agreed the Council would advertise to fill the councillor vacancy and that nominations be considered at the Council's June meeting.

Chairman's Allowance

15/004 Resolved - That the Chairman be paid £150 allowance for expenses incurred during 2014-2015.

Clerk & RFO

The Council confirmed John Macdonald and Ann Wright as Clerks or Proper Officers to Tarporley Parish Council and Ann Wright Responsible Financial Officer (RFO) and noted that contracts are in accordance with NALC/SLCC models and noted the terminal payment of an accumulating gratuity as agreed in lieu of pension.

Annual Report

The Council accepted the annual reports, pages 5 to 9 of the minutes book.

Community Centre Projects

15/005 Resolved - That the Council pay Tarporley Community Centre £2270 towards the completed car park up grade.

15/006 Resolved - That the Council pay Tarporley Community Centre £10,000 towards the new footpath across the playing field.

The Council confirmed it would pay the £1928 to CW&C once the drop kerb has been installed as previously agreed.

15/007 Resolved - That the Council pay Tarporley Community Centre £2,000 towards the general maintenance of the playing field.

Planning

The Council noted the planning register as circulated.

Councillors Gill Clough, Gordon Pearson and Peter Tavernor will review any applications received before the Council's June meeting.

The Council agreed to deal with other planning matters at the end of the meeting.

Audit for the Financial Year 2014-2015

15/008 Resolved - That the Council approve the statement of accounts for the financial year 2014-2015.

15/009 Resolved - That the Council approve the governance statement for the financial year 2014-2015.

Brook Road Land Transfer

15/010 Resolved - That the Chairman Cllr. K. Parker and Vice Chairman Cllr G. Clough sign the land transfer agreement and land registry transfer document on behalf of Tarporley Parish Council.

As such once all parties have signed the documentation Brook Road will belong to Tarporley Parish Council.

Annual Contract

15/011 Resolved - That the Chairman Cllr. K. Parker and Vice Chairman Cllr G. Clough sign the contract appointing MB travel to supply the weekly bus service.

Accounts

15/012 Resolved - That the Council confirms the summary of accounts as circulate for March 2015.

15/013 Resolved - That the Council confirm page 1 of the cashbook as circulated including all payments made.

15/014 Resolved - That the Council make the following payments:

Cheshire Association of Local Council (Chalc) subscription £716.16

Mid-Cheshire Footpaths Society subscription £8.00

Cheshire Playing Field Association subscription £20.00

Clerk's Reimbursement Office supplies (J Macdonald) £26.30

The Play Inspection Company £54.02 inc.vat

Tarporley DYI £135.12 inc. vat

15/015 Resolved - That the Council suspends its financial standing orders and purchases a new water bowser from SCH Supplies Ltd for £1698.00 (plus vat).

Village Parking

It was reported works were no completed on the Community Centre Car Park with the just the drop kerb to be installed, this has created an additional 20 parking spaces. The Council recorded their thanks to the Community Centre Committee and Mr Yeates for all their hard work on this project.

A summary of parking tickets issued shows the majority of tickets were issued in the car parks rather than the High Street where the problems are more of an issue. It was agreed the clerk should arrange a meeting with Ken Prior from CW&C and also a walk around with PC Gigg.

Best Kept Village

Councillor Statham gave an update on planting and landscaping which has taken place throughout the village and put forward plans to be completed.

It was agreed no work was to be done on the A49 roundabout as this would be considered in the future and would require highways agreement.

Overgrown pavements on Nantwich Road and Rhode Street between Burton Square and Salterswell, will be reported by the Clerk.

It was suggested that the Rotary Club be asked to contribute towards the tidying up of the area known as Rotary Island.

15/016 Resolved - That the Council set a maximum budget of £3500.00 for completion of planting and landscaping.

Neighbourhood Plan

It was reported work is now taking place to review and where necessary amend the neighbourhood plan in light in comments submitted during the last round of consultation, it was noted this is a huge piece of work due to the amount and complexity of comments received.

Note Informal Meetings

No meetings have taken place.

Planning

15/017 Resolved - That the Council submits the following observations:-

15/01400/FUL, Single storey rear extension and conversion of garage, 7 Ash Close, Tarporley - No Objection so long as there is no loss of parking.

15/01493/FUL, Removal of existing conservatory and construction of rear single storey extension, 5 Springhill, Tarporley - No Objection.

15/01597/FUL, Single storey rear extension, 25 Millfield, Tarporley, No objection.

Meeting closed 9.45pm.

Next Scheduled Parish Council Meeting

Monday 8th June, 7pm, Tarporley Community Centre Committee Room.

Signed

Dated

Chairman's Report

The Parish Council started the year with a full complement of twelve councillors, but following the resignation of Linda Burrows in July, we continued to the end of the year with eleven councillors, despite attempts to find a co-opted member as a suitable replacement. Gill Clough continued as Vice Chair.

At our first meeting, it was resolved that membership of the planning committee, cemetery committee, infrastructure and street scene working groups and the finance working group should all remain as the previous year, as we found that these had all worked well in dealing with specific matters requiring attention by the council. Councillors representing the Parish Council were also directly involved with the High School, the Junior School and the Community Centre.

We also continued with the contracts we have with our contractors and sub contractors, to deal with the day to day cleaning, maintenance of, and improvements to Tarporley. Their tasks included litter picking, street cleaning, footpath maintenance, grass cutting, weed spraying and salt gritting during icy conditions. We also carried out regular inspections of the play equipment and surfaces in the children's play area to ensure that the area is maintained to a good and safe standard.

We have ensured that improvements to the village have continued to be made, and these include major works at Burton Square, flower displays on the High Street, and we have now instructed specialist design consultants to undertake schematic proposals, and organise a public consultation on the Village Square, which will be located at the entrance to St Helen's Church. We have also awarded grants towards the costs of educational play equipment at the Done Room Preschool, the Junior School and the Primary School Eco Project, in addition to the annual grants awarded for the maintenance of both church yards and the community centre field. We have also accepted the recommendations made in the Public Footpaths Report and work will commence shortly on implementing these.

Car parking in and around the High Street has continued to be a major problem for shoppers and visitors, but we have managed to arrange for a considerable increase in car parking spaces to both the Rising Sun and the community centre car parks. Areas where parking is not allowed are now clearly identified by double yellow lines.

The legal transfer of land to the Parish Council, of the sports and recreational field off Brook Road, will shortly be completed, and alternative layouts are being prepared, for presentation and consultation at a public meeting, prior to the commencement of any works on site.

Planning applications for large housing developments have continued to be a major problem, and we have held public meetings, to enable us to hear and consider the views of local residents, but in many cases planning refusal has been overturned by planning inspectors on appeal. There are two appeals still to be determined and we are aware of two more major applications in the pipe line.

The Chester West and Chester Governance Review has now been implemented, and additional areas of land and buildings have been allocated to Tarporley Parish. The main areas involved are Flaxyards and Portal, Heath Green to the A49 bypass, and the area from Nantwich Road to Four Lane Ends. The annual precept will be increased by a small amount this year, to reflect these extended parish boundaries, and the increased number of properties in the parish.

Last year the village came second in its class for the Best Kept Village Awards. We have entered our village for this award again this year, and we hope that with the help of all residents, shop keepers and local businesses we will achieve a first this year. Judging has already commenced,

and will continue until late summer, so please help us wherever you can. Judging covers the total area within the parish boundaries, not just the High Street.

It is with great regret that I have to announce that our parish clerk, John MacDonald, will be retiring from the council later this year. He has served the parish with great knowledge and enthusiasm for many years, and many of you will have spoken to him during his regular walks through the village with his dog. We wish him a long and happy retirement.

However I am pleased to confirm that we have appointed Ann Wright, who will take over John's duties as our new parish clerk. She is working closely with him as deputy clerk until he retires, to ensure a clean and well co ordinate handover.

It is also with regret that five of our hard working and loyal councillors, Victoria Adshead, James Blackford, Richard Brierley, Graham Lees and David Press, have decided not to stand for re election this year. I take this opportunity to personally thank them for all the time, work and good judgment they have each made for the benefit of Tarporley and its residents.

Following the election of parish councillors on May 7th, I am pleased to confirm that we have five new councillors joining the council.

We have again had a very busy and demanding year which at times has been very frustrating, particularly over planning decisions.

In conclusion I would like to give a very personal thank you to all the parish councillors and the parish clerk, for their time, dedication and professionalism in carrying out their duties for the council.

We all look forward to serving you and the village over the coming year, and if you would like to talk to us, why not visit us on our stand at the Tarporley Carnival in July.

Ken Parker – Chairman Tarporley Parish Council

May 2015

Parish Council Annual Report from the Infrastructure Working Group 2014-2015

Traffic and Parking

The main thrust of the work we have undertaken this year relates to parking. Both the lack of parking capacity and the number of fixed penalty tickets issued has caused great concern amongst local residents and businesses, and people living in the surrounding villages who use Tarporley's shops and services.

The Parish Council by initiating the re-design and re-lining of the Public Car Park behind the Rising Sun Pub by CWaC, which took place in September, has meant that there are now 9 additional parking spaces in that car park; 2 marked bays for disabled drivers, as well as a clearly marked out car park which removes the previous confusion about where it was legal to park. This work was paid for by CWaC.

Working with the Community Centre Management Committee, their car park has been repaired, re-designed and re-marked so that now there are 19 additional spaces. The Parish Council made a contribution towards this work, and has also commissioned CWaC to widen the dropped kerb and reinforce part of the pavement so that there can be two way traffic along the driveway into the car park from High Street. The cost of this work is being covered by contributions from the Parish Council, CWaC, the Community Centre and a CWaC Member's grant. The High School have created another 12 parking spaces within their grounds which should free up space on the Community Centre's car park.

The Parish Council also commissioned and paid for CWaC to undertake a parking survey at the end of September so that the Parish Council can better understand how people use the village's 3 car parks and off street parking along High Street and Park Road. The work was undertaken with the view of

finding out the feasibility of having time limited parking in the village. Further work on this subject is to take place in 2015-16.

There has been great concern expressed by local residents about the large number of fixed penalty notices issued in the village by CWaC for illegal parking. The complaints have centred on the main car parks, and it is hoped that now they have been re-designed and re-lined, there will be no confusion about where it is legal to park there.

Further work for next year includes looking at the lack of parking at the Health Centre and the resulting congestion along Park Road; the congestion caused by the school buses along High Street and at the school itself.

Christmas Lights Event

As in previous years this was held around the chestnut tree on the first Friday in December. It was well supported by local people and the children had the opportunity to personally meet Father Christmas. With thanks to all the people and businesses who helped the Parish Council to make this such a popular event.

SSWG Annual Report 2014-15

We were pleased that our placing in the Community Pride (Best Kept Village) competition had this year improved to second in our category. However, problems with weeds and certain problem areas beyond parish council control, including exceptionally late provision by CWaC of our lamp post displays, deprived us of the chance of a higher placing. The judges' comments were in general favourable and particular praise was given to several features including our street planters, the floral displays on the Rising Sun and No.6 and the allotments. Once more we are indebted to Cllr. and Mrs Lees for their efforts with the former and the management and staff of the various business premises exhibiting floral displays.

This year work is progressing to further improve the area at the rear of Burton Square. In addition, a programme of planting on various verges in the village is being undertaken on the initiative of Cllrs. Statham and Lees. These developments should considerably enhance the appearance of the village, despite comments from a few residents of 'urbanisation' etc..

Again, owing to pressures of other business, there has been no further progress on the residual street furniture items in the Parish Plan implementation. These are planters for the wide pavement between The Avenue and the Community Centre and a floral feature to brighten the very drab corner at the end of Eaton Road by the Spar exit. Hopefully the coming year will see action on these and installation of the information board display.

It was hoped to have staged the public consultation on the proposed Village Square, another Parish Plan initiative, during the year but was delayed by the heavy workload on St.Helen's PCC arising from the vacancy. However, with grant assistance from the parish council, the PCC have now developed proposals on the linked project to improve access to the Done Room and we are close to being able to proceed to public consultation.

Once again thanks are due to our contractors, who assist us in maintaining the village as a pleasant place in which to live and work.

Footpaths Report

Over the last year further progress has been made in signposting, so that now all paths have signs at least at their junctions with roads.

Most paths are in good order and even those few paths (FP3, 8 and 23) which tend to be ploughed and not reinstated have no crops or are at least passable even though the route on the ground may be

unclear. ~

The diversion of FP21 around the North Lodge by north end of Cobblers Cross has now been completed and signed.

Cheshire West and Chester Council have now completed risk assessments and consultations on the removal of stiles on FP10 through the Heathfields development and at the junction with Utkinton Road. This and one other stile are yet to be actually removed, but this should happen soon.

The Parish Council agreed to spend up to £3,100 on a number of footpath improvements in the year 2015/2016, primarily replacing stiles with gates but also surfacing FP11 between Forest Road and Oswalds Way. Work has begun with the provision of gates on the path from Heatherways to Heath Green, with the bonus that Cheshire West and Chester paid for the gates and the work.

At the Parish Council's prompting, Cheshire West and Chester have also installed steps at the junction of FP8 with Utkinton Road (Southeast side of Utkinton Road between Heath Green and the A49 bypass).

The Parish Council has agreed (and the draft neighbourhood plan reflects this) that it expects every planning application to consider how the footpath network could be improved and where possible include provision for new paths. Regrettably, the application for detailed approval of the Nantwich Road development does not include the creation of a right of way through the A49/51 underpass, although the Parish Council wrote to the landowner to make this request. On the other hand, the landowner, at an informal meeting with the Parish Council's footpath representative, invited us to make the request again once the development was completed.

Tarporley Neighbourhood Plan annual report

In the autumn of 2011 CWaC applied for Government funding to support the PC in producing a Neighbourhood Plan (NP). On 5th March 2012 the funding was agreed for Tarporley as one of the Government's NP Front Runners.

The PC held an NP open meeting on 19th March to which approx. 130 people attended and a number of those volunteered to get more involved in the creation of the plan. Throughout April and May additional meetings established theme groups which started a process of initially mapping the issues that should be covered for each group.

On 23rd May the provisional Steering Group met and agreed the milestones for the plan making process and on 20th June the permanent membership of the Steering Committee was agreed along with the Terms of Reference. Four theme groups were established as follows:

Economy

Environment & Heritage

Housing

Improving Facilities and Connections

A Questionnaire Survey was undertaken between April and July of 2013 which resulted in a response rate of 51% for residents and 67% for businesses both of which are considered high. Comparison with the 2011 Population Census indicated that the response was broadly representative of the Parish population as a whole in terms of age and housing tenure.

The PC formally applied to CWaC for designation of the Neighbourhood Area on 19th November

2013, with the area being formally designated on the 28th February 2014.

In February/March 2014 the Steering Group/Parish Council commissioned Kirkwells (planning consultants) to support us in writing the neighbourhood plan, which has helped speed up progress and provided an additional level of expertise.

A further informal public consultation on the draft vision, objectives and emerging policies was undertaken over 4 weeks in October 2014. In total 97 responses were received with the majority indicating overwhelming support from residents for the vision, objectives and draft policies.

Using the strong fact base we've created and ensuring alignment with Local and National Planning Policies where applicable we created a draft NP which was subsequently approved by the PC in January 2015. This was then published for public consultation for 6 weeks from 17th February 2015 to 31st March 2015. We received 43 responses, 14 from residents and 29 from organisations and developers. Whilst this may not seem like a large number each comment has to be logged, assessed and a response formulated in a formal document which will then be submitted as part of the next stage of the plan. We are aiming to have this completed in June so that the final version of the plan can be tabled for approval at the July PC meeting.

Following this the NP and supporting documents will be submitted to CWaC who will then check the plan and consult for a further 6 weeks, before the plan is considered by an Independent Examiner. There may be further changes made, before the Plan is subjected to a Local Referendum. If there is a majority 'Yes' vote at the referendum the final version of the plan will be 'made' by CWaC. It is hoped that the referendum will take place by the end of this year.

It is worth noting that CWaCs Local Plan (Part One) was formally adopted on 29th January and that they now have a land supply in excess of 5 Years (though this is constantly being challenged by developers). Both of these points provide the community with a high degree of protection against any unwanted development.

At the last meeting of the Steering group Ann Wright highlighted that even though our plan has not been fully 'made' we should submit it to CWaCs Planning department for them to consider when assessing planning applications, as has been done by another village within Cheshire. Since the meeting Ann has forwarded the latest version of the plan and has received confirmation back from Fiona Hore (Development Planning Manager) that the plan will be given due weight by the Planning Officers. Again, this should afford the community some additional protection.

As has been mentioned on a number of occasions, but can never be re-iterated enough, none of this would have been possible if it wasn't for the persistent, willing and skilful group of volunteers who have continued to invest a significant amount of their own time in seeing this project through to its end. A big thank you goes out to everyone involved.

29 April 2015

Michael George and David Press, Chairman and Vice Chairman of Tarporley Neighbourhood Plan Steering Group

Clerk's report on finances 2014-15

The year opened with a bank balance of £73,877 with a planned income of £60,000 from the precept and CWaC grant with further income anticipated from New Homes Bonus, cemetery charges, grants and bank interest to fund a budget of £72,341. The actual other income accrued was £42,678 increased from £31,337 in 2013-14 due primarily to an enhanced New Homes Bonus and a Locality Neighbourhood Plan grant. Expenditure during the year amounted to £78,825 comparable to £77,225

in 2013-14; but with a different profile and significant costs associated with the Parish Store refurbishment, a grant to the Community Centre and increased expenditure on the Neighbourhood Plan; this left a year-end balance of £97,730. The balance being carried forward includes provision for agreed projects such as the Community Centre car park and field path and further initiatives that will flow from the new homes bonus. The declared total value of fixed assets remains at £151,733 as no new assets have been purchased and the external auditor has determined that an annual RPI uplift is not to be applied.

John Macdonald, Clerk and RFO

11 May 2015

Cemetery Report for the year ending 31 March 2015

The Tarporley Parish Council Cemetery is now in its seventh full year of operation and providing a necessary and valued service to the village. The cemetery is well established with a small garden area and benches and has integrated well with the adjacent churchyard. The cemetery is provided for Tarporley civil parish residents and those with close connections with the civil parish of Tarporley. During the year 16 burials took place (8 in 2013-14), Income from cemetery charges of £10,130 was received and expenditure of £2,658 on maintenance costs was incurred. Any surplus of income over expenditure will be used to recover the initial establishment costs and accrued for the long-term maintenance of the cemetery.

John Macdonald, Clerk to the Council

11 May 2015