

**MINUTES OF TARPORLEY ANNUAL (FIRST) PARISH COUNCIL MEETING
HELD IN THE TARPORLEY COMMUNITY CENTRE
ON MONDAY 9TH MAY 2016**

Parish Councillors

Chairman - Ken Parker

Elaine Chapman Gill Clough John Millington Jeremy Mills Gordon Pearson

Peter Tavernor Nigel Taylor Andrew Wallace

Clerk - Ann Wright.

Cheshire West and Chester Cllr Eveleigh Moore Dutton

Public - 10

Chairman 2016-2017

16/094 Resolved - That Cllr. Ken Parker be elected Chairman for the year 2016-2017, Cllr. Parker signed the acceptance of office declaration.

Vice Chairman 2016-2017

16/095 Resolved - That Cllr. Gill Clough be elected Vice Chairman for the year 2016-2017.

Apologies

Cllr Julie Hall - Work commitment

Cllr James Kennedy - Work commitment

Cllr Richard Statham - Personal commitment

Declaration of Interests

Dispensations granted to Councillors Chapman, Millington, Pearson and Tavernor in relation to the Brook Road sports field were noted, no further interests were declared.

Public Participation

Anti-social behaviour in Community Centre Car Park and Playing Field

Concerns were raised about the behaviour of youths playing football in the children's play area and also on the Community Centre car park, it was noted the football has hit the community centre windows on a number of occasions, they have also been moving the large bin around the car park, the Clerk reported she had raised these concerns with the PCSO to monitor. It was noted that pupils from the High School who are on study leave are leaving large amounts of litter on the playing field. It was agreed the Clerk should write to the school to ask that this is raised with the pupils.

Litter

A resident stated he had reported litter on Forrest Road and Cobblers Cross to CW&C but they had been very slow to respond. Residents were asked to report litter to the clerk and provide a photograph as evidence.

Taylor Wimpey Brook Road Development – Persistent Sewage Plant Failures

A resident of the Taylor Wimpey development reported he had moved on the site during September 2015 since then the pumping system has failed 10 to 15 times resulting in their toilets and shower being backed up with human waste, each time it is reported to Taylor Wimpey who say the fault is fixed. He stated this was a health and safety issue and also raised concerns that the pump was not fit for purpose and should not be adopted by CW&C or any other authority. It was suggested that he reports the faults to Environmental Health and United Utilities and copy the Parish Council.

He also reported that there are issues with the surface drains with a number of properties having water logged gardens.

It was noted at the first Council liaison meeting with Taylor Wimpey there had been a smell of sewerage on the site. It was agreed a further meeting was required with Taylor Wimpey and it was noted there had been little progress made with the aesthetics of the site.

Royal British Legion

David Press reported he had once again contacted the Charity Commission requesting an update on the complaint but had received no further information to date. An application had been submitted for pro bono legal advice through Antoinette Sandbach MP however it was noted that those applying had to meet a set criteria which was causing some difficulties. He suggested if the Council agreed to offer to buy the site the offer should be made to the RBL due to the disputed nature of the sale. It was noted that RBL permission would be required for the site to be sold.

Footpaths

Mr Press requested the Council buy a wooden finger post marked Tarporley for FP18 on the sandstone trail.

It was noted that it is extremely unhelpful when residents do not walk on public rights of way as landowners are less willing to maintain and improve footpaths if walkers walk all over their fields.

Minutes

16/096 Resolved - That the Chairman signs the Minutes of the meeting held 11th April as a true and proper record. The Chairman signed the amended minutes of the 14th March 2016 meeting.

Neighbourhood Plan

It was noted that the Tarporley Neighbourhood Plan received a 96% 'Yes' (1040 votes) at the Referendum on 5th May, with a 45.9% turnout. It was noted the turnout was much higher than in other areas held on the same day in CW&C. The Council recorded its thanks to the Allotments and Bowling Club who circulated positive information regarding the plan in the run up to the referendum. Thanks was also recorded to the Committee members and Chairman Michael George who worked so hard to create the plan.

During discussions with Antoinette Sandbach MP regarding the frustrations with the Neighbourhood Planning process and lack of communication with the examiner, she had requested the information be put in a formal letter to her, the first draft of a letter had been circulated to all Councillors and Committee members for amendment.

Special Responsibilities

16/097 Resolved - That the Council confirm the following special responsibilities.

Committees

Outdoors Sports & Recreation Committee (OS&R)

Paul Adamson, John Clark, James Kennedy, John Millington (Vice Chairman), Nigel Taylor, Angie Yeates, Andrew Wallace (Chair).

Cemetery Committee

Elaine Chapman, Ken Parker, John Millington, Peter Tavernor

Working Groups

- 1) Strategy - look at neighbourhood plan priorities and develop strategy also identify necessary liaison areas.
John Millington, Gordon Pearson, Nigel Taylor, Peter Tavernor
- 2) Village Square/Public Art
Gill Clough, Richard Statham, Peter Tavernor
- 3) Christmas Lights
Karen Urmston (Fundraising Co-ordinator, Tarporley War Memorial Hospital), Elaine Chapman, Gill Clough, Andrew Wallace. Jeremy Mills to manage risk assessments.
- 6) Village Improvement - cover best kept village, landscaping, village maintenance, footpaths, planters and baskets.
Julie Hall, Ken Parker, Richard Statham.
- 7) Traffic & Parking
Charles Hardy, Gill Rutherford, Elaine Chapman, Gill Clough, Jeremy Mills, Ken Parker.
- 8) Parish Partnership
Elaine Chapman, Gill Clough

- 9) Website/Local Council Award Scheme
Gordon Pearson, Peter Tavernor, Nigel Taylor
- 10) Dog Fouling
Julie Hall, James Kennedy, Gordon Pearson
- 11) Finance Working Group (Budget)
Elaine Chapman, Ken Parker, Peter Tavernor, Nigel Taylor.
- 12) Neighbourhood Plan
Gill Clough, Claire Egan, Michael George (Chairman), Catherine Helm, Keith Inch, Richard Line, John Millington, Gordon Pearson, David Press, Peter Tavernor, Nigel Taylor.

Liaison

Tarporley High School - Nigel Taylor
Tarporley Primary School - Jeremy Mills

Representatives

Rowclife Homes - Elaine Chapman, Peter Tavernor
Tarporley Community Centre - Elaine Chapman

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

Footpath Officer - David Press

Council Dates & Rotas 2016-2017

The Council approved the following meeting dates for 2016-2017, on every second Monday of the month except August:-

Monday 9th May 2016
Monday 13th June 2016
Monday 11th July 2016
Monday 12th September 2016
Monday 10th October 2016
Monday 14th November 2016
Monday 12th December 2016
Monday 9th January 2017
Monday 13th February 2017
Monday 13th March 2017

Councillors completed the 2016-2017 planning, surgery and Tarporley Talk rotas.

Chairman's Allowance

16/098 Resolved - That the Council pay Cllr Ken Parker a chairman allowance of £200 as reimbursement for costs incurred whilst acting as Chairman during 2015-2016.

Council Policies & Procedures

Council confirmed the existing standing orders, financial standing orders, planning standing orders and planning protocol. It was agreed the Finance Working group would review the risk assessment and report back to a future meeting.

Annual Report

Council agreed the Annual Report including the Chairman's report as circulated with a number of additional articles, to be printed in A4 colour and be distributed to every house in the Council area.

Outdoor Sports & Recreation Committee

16/099 Resolved - That the OS&R Committee becomes the OS&R working group noting the recommendation had been circulated to the Committee members only 3 of which had responded. It was noted that Richard Line had tendered his resignation to the group due to other commitments. A update had been circulated to Councillors before the meeting pages 176 and 177 of the minutes book, the next step will be for the new working group to meet and progress the project.

Byelaws

The Clerk reported there is a CW&C Borough wide byelaw making it an offence to fail to clear up after your dog on all public open space which includes the Tarporley Community Centre Playing field and will cover Brook Road when completed. Further byelaws can be introduced to ban dogs or for dogs to be kept in leads, it is understood these can be introduced in partnership with the parish council, the clerk is waiting for clarification on this plus guidance in the procedure of introducing byelaws. It was noted that no dogs will be allowed on the field on carnival day. It was reported that the Community Centre Committee are installing robust metal signs asking that dogs are kept on leads and only on the path.

Communications Policy

16/100 Resolved - That the Council approve the Communications policy as circulated, pages 178 and 179 of the minutes book.

Planning

Councillors noted the planning register as circulated.

16/101 Resolved - That the Council submit the following observation for application 16/01161/FUL, two storey extension to side, Ash Hill Farm Cottage, Tarporley, that the Council is unable to provide an opinion due to the poor quality of drawings supplied and lack of dimensions or scale.

It was noted no further information had been received from the RBL or Charity Commission the Clerk had phoned the Charity Commission to obtain an update and had been told she would get a response within 15 days. The developer of the site had contact the Council to ask for any comments relating to an e-mail circulated in March, councillors agreed the Clerk should respond by saying the Council is unable to comment until a planning application is received and to point out policies contained in the approved Neighbourhood Plan. It was agreed a meeting should be arranged with Mrs Forrester, head of Tarporley Primary School as suggested in her letter to get a full understanding of the schools expansion plans.

Councillors noted the responses received following the McCarthy & Stone consultation event, it was agreed the Clerk should contact McCarthy & Stone and request information on who received leaflets about the event and also to highlight the approval of the Neighbourhood Plan.

Former British Legion Site

16/102 Resolved - That the Council write to the developer of the former Royal British Legion Site and offer to buy the whole site on behalf of the community, noting that Council would have considered purchasing the site had it been made aware that it was for sale, and forward a copy of the said letter to the Royal British Legion.

Audit for Financial Year 2015-2016

Council noted the internal auditor's report for 2015-16 which noted that the asset register was not up to date and that the risk assessment should be approved prior to the audit.

16/103 Resolved - That the Council approve section 1 of the Annual Return, the Annual Governance Statement.

16/104 Resolved - That the Council approve section 2 of the Annual Return, the Accounting Statements 2015/16 noting that the fixed assets require adjustment to include the Brook Road field and the removal of the telephone and camera from the asset register.

It was agreed the finance working group would undertake a review of the asset register including photographing items listed.

Accounts

16/105 Resolved - That the Council approve the accounts and payments as listed on page 19 of the Cash book, the Council approved the following payments

TGMS Ltd, Brook Road and TCC playing field surveys £4645.00 (inc vat)

MB Travel, April Community Bus Hire £240.00 (inc vat)

Mr R Johnson, lengths-man £831.50

Mr J Stewart, Handyman £75.00

Tarporley DIY & Garden, maintenance sundries £55.27

JDH Business Services Ltd, internal audit £246.00 (inc vat)

A Wright, postage, £49.86

Mr G Lees, reimbursement for plants £137.18

Cheshire Association of Local Councils, subscription, £847.35

Mid-Cheshire Footpath Society, subscription £8

16/106 Resolved - That the Council appoint the Play Inspection Company to undertake quarterly inspections of the play area during 2016-2017.

Council noted the budget review page 20 of the cash book.

Note Informal Meetings

The Council noted the brief noted the notes of the meeting with the Antoinette Sandbach MP page 180 of the minutes book, and that information requested by the Clerk on the Daffodil Field judicial review and on the impact of development had been supplied.

Meeting closed 9.30pm.

Next Parish Council Meeting

Monday 13th June 2016, 7pm, Tarporley Community Centre Committee Room.

Signed

Dated

Ann Wright 11/05/16

Outdoors Sports & Recreation Update 9th May 2016

Committee Status – Proposal to change status of Committee to Working Group and April TPC Meeting Minute circulated to OS&R Committee Members on 20/04/16. Only three Committee Members have responded to the proposals, both in agreement. TPC will consider the proposal on 09/05/16 under Agenda Item 13.

TGMS Ltd Survey Reports – TGMS were commissioned to carry out site investigation works and prepare recommendations for both the improvement of the playing pitch on the TCC Field and the development of a new full sized pitch on the Brook Road Land. TGMS's detailed reports have been carefully reviewed and the attached document summarises the key points and my recommendations on the next steps.

Funding Options – A spreadsheet of potential sources of funding is maintained and this has been updated in the last week. In summary this shows:

S106 Monies: c.£360k S106 monies directly allocated, and up to c.£60k of other S106 monies that might be available and attributable. A meeting has been arranged with Sarah Dobbins, CWaC Senior Localities Officer, to discuss and firm up.

Other Funding Sources: Preliminary investigations have been made into Football Foundation funding, but all monies from the current round are allocated, we are awaiting notification of the next round of funding, expected later this year. A range of other potential funding sources have been identified.

Funding Advisors: It is thought that access to funding is likely to be most successful if a professional organisation is engaged to advise on and pursue applications. A brief for this role was drawn up by the Committee and proposals received from two organisations with one other declining.

A meeting is to be arranged with Active Cheshire before putting a formal proposal to TPC for consideration on employing any organisation to assist with securing funding.

Phasing – A draft phasing plan has been drawn up to match the development of the two sites with expected available funds.

For information, it is anticipated that to develop both sites in line with the current proposals could cost c.£1M, so clearly phased development will be necessary to suit funds as and when they become available.

Better information on expected development costs, the allocation of S106 monies, and other funding sources is required to firm up the phasing plan.

Brook Road Changing Facilities – A meeting has been arranged with Groundwork and their appointed Architect to review proposals for the changing facilities, following the issue of an outline specification by the Committee in February 2016. This will form a key element of the Reserved Matters Planning Application.

Priorities for May/June -

1. Instigate actions resulting from TGMS reports (see attached).
2. Meet with Sarah Dobbins (S106), Active Cheshire, and make recommendation to TPC on appointment of Funding Advisor.

3. Agree new timetable for Reserved Matters Planning Application with Groundwork.
4. Investigate employing a Project Manager to assist with the workload.
5. Develop a brief for the Children's Playground.

John Millington, Vice-Chair OSR Committee

TARPORLEY PARISH COUNCIL - MEDIA POLICY

Introduction

- 1) Tarporley Parish Council ("the Council") seeks to publicise its governance, activities and decisions as widely as possible as such it is committed to the provision of accurate information. Where this information is not available via the Council's website please contact the Council's Clerk or in his/her absence the Chairman.
- 2) The Council shall where possible co-operate with those whose work involves gathering material for the publication in any form including use of the internet ("the media").
- 3) This policy explains how the Council will work with the media to meet the above objectives in accordance with legal requirements and restrictions that apply.

Legal requirements and restrictions

- 4) This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
- 5) The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

Meetings

- 6) A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
- 7) Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.
- 8) The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless
 - (i) the meeting has resolved to hold all or part of the meeting without the public present or
 - (ii) such activities disrupt the proceedings or
 - (iii) paragraphs 9 and 10 below apply.
- 9) The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

10) Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

11) The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

12) The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13) This policy does not seek to regulate councillors in their private capacity.

14) The Council's communications with the media seek to represent the corporate position and views of the Council.

15) All communication with the media will be via the Clerk in consultation with the Chairman or where appropriate with the Councillor leading on the topic/issue in question. Where Councillors are approached to comment on behalf of the Council this request should be referred to the Clerk.

16) Where a Council opinion is requested on a topic where the Council has not yet formed a view this will be made clear to those requesting the information.

17) Subject to the obligations on Councillors not to disclose information in paragraph 5 and not to misrepresent the Council's position, councillors are free to communicate their position and views to the media however that Councillor should make it clear they are not speaking for or on behalf of the Council unless expressly authorised to do so.

Adopted 9th May 2016

**Notes from the Meeting held with Antoinette Sandbach MP
Friday 22nd April 2016**

Present

Elaine Chapman, Jeremy Mills, Ken Parker (Chairman), Gordon Pearson.

The following matters were discussed:-

Neighbourhood Plan Process - concerns were discussed regarding the Neighbourhood plan process, particularly the fact those who wrote the plan do not get to respond to the inspectors comments or to discuss proposed policies with the examiner.

It was agreed a formal letter should be sent to Antoinette highlighting these concerns.

It was agreed that the details of the Daffodil Field judicial review would be forwarded to Antoinette.

It was agreed that the Clerk should contact Vanessa Higham and request information (Hansard Extract) stating infrastructure should be taken into account when the principle authority decides planning applications.

It was noted that Authorities need to take into account the cumulative impact of applications approved not individual ones in isolation.

Royal British Legion

The Council was asked to review it minutes from 1987 and 1999 to see if there was any information relating to the transfer of the bowling green or allotments to the RBL Tarporley Branch and to the national RBL.

Antoinette Sandbach confirmed that she had written to the Trustees of the RBL stating the sale was unlawful and highlighting the damage done to the RBLs reputation and that she had raised a complaint with the Charity Commission stating the sale of the site had not been adequately published, and as such the Community had not objected as they were not aware of the sale.