

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE CRAVEN ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 12th JUNE 2017**

Parish Councillors

Chairman – Gordon Pearson

Elaine Chapman Gill Clough Bill Mather

John Millington Peter Tavernor

Clerk – Abigail Webb

Clerk – Delia Cox

Public - 0

Apologies

Cllr Julie Hall – Work Commitment.

Cllr Jeremy Mills – Personal Commitment.

Cllr Richard Statham – Personal Commitment.

Nigel Taylor – Work Commitment.

Andrew Wallace – Personal Commitment.

Declaration of Interests

None Declared.

Public Participation

No public participation.

Minutes of Previous Meeting

17/264 Resolved – that the Chairman signs the Minutes held on 8th and 22nd May as a true and proper record, with the following amendments to 8th May Minutes, to include 'Annual' in the title of minutes as it is the first meeting of the year. Item 16 to include the names of the policies that were agreed at the meeting, namely Community Engagement and Complaints Policies.

Outstanding Actions from Minutes

Quote for replenishing of bark in community gardens still outstanding. Clarification needs to be sought re: contract with SP Landscapes and the work carried out in Community Gardens.

Identification of land owners work to be carried out by Cllr Clough and Cllr Wallace and report back at next meeting.

Minutes of Working groups

17/265 Resolved – that the Council note the minutes of the working groups as circulated.

Minutes of Tennis Club meeting to be circulated. Initial talks between Tennis Club and Parish Council re: Brook Road Sports Development have begun. This item to be included at the next Parish Council meeting.

Meeting with Tarporley High School - Confirmation needed from the High School as to why they do not receive any S 106 grants.

High Street Parking

Following on from a meeting with members of the Parish Council and CWAC Highways team, an updated map was circulated with minor amendments.

Eaton Road - Concerns have been received from residents of Eaton Road re: the new proposed time limited parking restrictions from Monday to Saturday 8am – 6pm.

17/266 Resolved - that the Council agreed that the time limited parking on Eaton Road should be Monday to Friday 8am – 4pm. Ian Lovett and Jerry Gibbs to be notified of this decision and asked whether the times can be changed.

High Street – Lychgate

The High Street end of Lychgate Lane to be re-tarmaced and enforced by CWAC wardens. The area in front of the Lychgate will be retained for Church, Cemetery and Lychgate Lane residents' vehicles only and a small barrier will divide the Lane.

17/267 Resolved - that the Council agreed to explore the option of a barrier system in Lychgate Lane.

20 MPH Speed Limit Proposal

A report was circulated to all councillors relating to the recent survey work that had been undertaken by CWAC regarding the proposed introduction of 20 MPH speed limits in Tarporley. All of the key routes into Tarporley would not be included in the 20 MPH scheme. The Council are unclear why this is the case because many of the roads are residential and two of them have significant housing developments on them, with therefore children and families walking to school. It is suggested that the 20 MPH scheme should protect all residents in the village and not those who live on roads identified as being 20 MPH in the report

17/268 Resolved - that the Council ask CWAC for the whole of the village to be included in the 20 MPH scheme and signs to be erected on all main routes into the village advising drivers.

Car Parking

At the CWAC Highways meeting, senior officers were identified from CWAC to write to in response to the inadequate car parking facilities in Tarporley. A total of £54,000 has been identified through s106 grants to improve car parking in Tarporley and this money needs to be used in the best possible way to provide additional car parking spaces.

17/269 Resolved - that the Council send a letter to senior CWAC officers informing them of the Council's views on car parking and asking to meet with them at their earliest convenience.

Planning

Councillors noted the planning register, page 31, as circulated.

17/270 Resolved - That the Council submit the following observations:

17/02477/FUL, Conversion of existing garage into one bedroom dwelling house, No objection.

17/02287/FUL, Erection of new garage building and front porch, No objection.

17/02393/FUL, Converting covered ginnel to the side so that it can be used for retail space, Objection. Reason – the shop is in the Conservation Area, window to ginnel should match window to main shop in style and materials. Suitable sound insulation should be installed to ceiling of new ginnel extension to prevent sound disturbing residents above.

17/02280/FUL, Hipped pitched roof to replace existing flat roof above existing single storey front and side projection, No Objection.

17/01951/PDC Change of use from takeaway sandwich and confectionery shop to takeaway and tea room. No Objection subject to hours of activity not causing disturbance to residents and verification of extraction system meeting current standards for the proposed use.

17/02409/CAT, Felling of two Sycamore trees at rear of property due to close proximity to the house. No Objection.

Village Improvement

Village Square – Due to the number of other projects currently taking place in the village such as Brook Road, it was felt that the Village Square Project should not be progressed at this time.

17/271 Resolved - that the Council add the Village Square project onto the Community Benefit List.

Benches – The benches and notice board around the 'Best Kept Village' signs at the entrance to St Helen's Church are in a poor state and need replacing. Three quotes are required and options of having either 'Tarporley' or a pear inscribed on the benches should be explored. The plaques on the benches should be kept and either replaced with new ones or found a new place.

17/272 Resolved - that the Council budget £3,000 for the purchase of new benches and for a new noticeboard.

Ownership of the land and benches needs to be clarified with Highways and St Helen's Church plus liaison with the Conservation Officer and Highways consulted in order to comply with any restrictions.

Chestnut Tree and Mound – Due to dead branches and a number of leaves on the tree showing signs of decay, an inspection of the tree is required

17/273 Resolved - that the Council give permission to the Clerk to instruct an inspection and remedial work as soon as possible due to health and safety issues.

Only 2 businesses, Cheshire Lamont and Days Insure have come forward following the re-design proposal for the Chestnut Tree Mound. However this is a busy time for landscape gardeners so the project may not be undertaken until later in the year.

A51 Roundabout – The grass has recently been cut on the roundabout however no work has taken place to remove the rubble and debris on the roundabout following the road traffic incident in April.

17/274 Resolved - that the Council contact Simon Lammond re: refurbishment of roundabout.

Cemetery – Garden has now been replenished with thanks to Cllr Tavernor. Cemetery benches need replacing

17/275 Resolved - that the Council approve a budget of £1,000 to pay for the replacement of benches.

Flagpole – Initial enquiries suggest that in order for any company to give us a quote to repair the flagpole, the Council would need to pay for a site visit which costs between £150.00 and £225.00. Cllr Pearson and Cllr Tavernor to inspect the flagpole to establish whether it does need repairing or if the rope can be replaced with the help of Cheshire Fire Service.

Village Gardens – Additional bark is required to top up the gardens. SP Landscapes, the company currently maintaining the gardens to be contacted for quote for bark.

The Village Improvement Group to look at a litter pick project working with residents and businesses in the village.

Parish Council Committee and Working groups

A full review of all committees and working groups was discussed to ensure that they are fit for purpose

17/276 Resolved - that the Council agreed to the following working and committee groups and membership

Committee or Working Group	Membership (Councillor)
Outdoor Sports and Recreational Committee	Wallace, Millington, Taylor
Village Improvement Working Group	Hall, Statham, Mather, Tavernor
Cemetery Committee	Chapman, Millington, Tavernor
Traffic and Parking Working Group	Chapman, Clough, Mather
Strategy Working Group	Millington, Pearson, Tavernor, Taylor
Website Working Group	Pearson, Taylor
Christmas Light Working Group	Chapman, Clough, Mills, Wallace
Finance Working Group	Chapman, Pearson, Tavernor, Taylor, Clerk
Lead Councillor Role	Chapman, Mills – Primary School Taylor – High School David Press (footpath warden)
Members on outside bodies	Chapman – TCC, Arthur Meredith, Redcliffe Holmes. Clough – Cottage Hospital, Arthur Meredith.
Staffing Committee	Chapman, Clough, Mather, Tavernor

Staff Committee Update

17/277 Resolved - that the Council approve the Disciplinary and Grievance Procedure

17/278 Resolved - that the Council agreed the following

To offer Abigail Webb and Delia Cox the position of Clerk under a job share.

That they both work 17 hours a week on the same rate of pay.

That they rotate the formal roles of the Clerk and Responsible Financial Officer.

That each of them will undertake the role of the projects coordinator, being assigned different projects.

That the Council make a number of changes to the NALC model contract and conditions of appointment namely:-

Those that relate to the post being a job share.

That the Council pay Statutory Sick Pay according to SSP regulations.

That the Clerks are not expected to meet members of the public in their own home.

That the Clerks holiday entitlement will be 21 working days leave and normal Bank Holiday and Public Holiday (pro rota).

That the Clerks contracts include a mid-year review and annual appraisal.

That the Clerks will be mentored by a Councillor (s)

That the Clerks can become members of NEST Work Based Pension Scheme if they are eligible.

Web hosting

The current web hosting for the Clerk email is quite limited and the maximum storage is 1GB which equates to approximately 4/5 months worth of emails. Emails should be kept on file for a minimum of 2 years under the Freedom of Information requirements. G Suite is a web-based email system with unlimited storage. The cost of the system is £6.60 per person per month. This system will allow access to shared folders, calendars and documents.

17/279 Resolved – That the Council pay for G Suite.

This need for the Council to have a retention policy for emails/documents was identified.

17/280 Resolved - that the Council develop a record management policy.

Clerk Equipment

A new laptop, 2 mobile phones, anti virus software and Office 365 are required for the new Clerks.

17/281 Resolved - that a budget £700 to be used to purchase additional equipment for clerks.

Good Councillors Guide

A 2017 edition of Good Councillors Guide has been released in 2017. A number of Councillors, including the two new Clerks, have not received a copy of this at all. ChaLC has offered a discount to Parish Councils.

17/282 Resolved - that the Council purchase 16 copies of the new Good Councillors Guide.

Playground Inspections

As of the 31st May, the current playground inspector Jamie Stewart will not longer be able to carry out this task. This weekly inspection does not require any formal qualifications and is a visual audit of the play area. Following guidance from ChaLC, these inspections can be carried out by Parish Councillors on a rota basis, as done in other parish council areas.

17/283 Resolved - that the Council form a fortnightly rota for playground inspection

A meeting with the playground inspector will be arranged so that he can advise on what needs to be inspected. This training will be cascaded down to other Councillors who cannot attend this meeting.

Village inspections currently do not take place on a regular basis. However, there is a need for local councillors to walk around the village to inspect the current state of the roads/pavements and other facilities.

17/284 Resolved - that the Council develop a monthly visual audit rota to inspect particular roads and areas in the village. This visual audit will require 2 councillors and 1 clerk to attend each month. Cllr Tavernor has already developed a spreadsheet with rotas so this will be circulated and playground inspections and monthly ward walks will be included.

Parish Council Vacancy

Due to the retirement of Cllr Parker, there is a vacancy within the Council. CWAC have informed us that no election has been called and therefore the Council can now move to the recruitment process. A poster was created last year for a vacancy so this will be circulated and amended as appropriate and then share on social media and the notice board. A minimum of 4 weeks notice is required to be given for a vacancy.

Accounts and Payments

17/285 Resolved - that the Council approve the accounts and payments as listed on page 39 of the Cash Book.

17/286 Resolved - that the Council approve the following payment

Clerk Salary -	£1,110.67
Ace Play repair -	£3,842.39
Play Inspections -	£90.00
HMRC -	£210.83
Clerk Expenses -	£59.15

Meeting closed at 10:10pm

Next meeting Monday 10th July at 7pm at Craven Room, Tarporley Community Centre.

Abigail Webb
Clerk to Tarporley Parish Council
20.06.17