

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 8th January 2018**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Elaine Chapman

Cllr Gill Clough

Cllr Bill Mather

Cllr John Millington

Cllr Peter Tavernor

Cllr Richard Statham

Cllr Nigel Taylor

Cllr Andrew Wallace

Clerk – Abigail Webb (minute taker)

Clerk – Delia Cox

Other

CWAC Ward Councillor – Eveleigh Moore Dutton

Public - 0

Press - 1

1. Apologies for Absence

Cllr Julie Hall (Work Commitments)

Cllr Jeremy Mills (Personal Reasons)

Cllr Tina Royles (Personal Reasons)

2. Declaration of Interests

Dispensations granted to Councillor Millington for Planning Application 18/00020/CAT; Cllr Statham for Planning Application 17/05290/FUL and Cllr Wallace with regards to Planning Application 17/05310/FUL were noted. No further interests were declared.

3. Public Participation

Smyle app

Ward Councillor Eveleigh Moore Dutton informed the Parish Council that she has not received any response from Cheshire West and Chester (CWAC) regarding the Smyle app. The Clerk had received an update from CWAC stating that the Smyle app is now working however new online tool is being introduced very shortly which residents can use to report faults and issues to CWAC.

Village Walk About

The Village Improvement group provided an update to the Parish Council. The main issues identified are

- Moles in the cemetery at the far end which needs monitoring and action if moles move closer to the graves.
- Grave inspection – St Helen's Parish Council are currently conducting a grave inspection in the grave yard. Clerk to find out who is leading on this work to ensure that the Parish Council Cemetery grave inspection is completed to the same standard.
- There are a lot of leaves under the benches on the High Street near the Best Kept Village signs. The leaves need clearing and the area sweeping as soon as possible.
- Request quote for re-staining/painting the posts where the village awards are displayed, together with the village main sign (all in black) - to be done before benches and noticeboards installed.
- A lamppost (possibly owned by BT) near the entrance of the Swan Hotel is completely covered in Ivy and is in danger of causing issues. Clerk to contact utilities company for them to inspect.
- A meeting is to be arranged with SP Landscaping in March 2018 to discuss their work schedule and additional projects.

4. Minutes of previous meeting

Resolved 18/373 - That the Chairman signs the Minutes of the Parish Council meeting held 11th December 2017 as a true and proper record.

5. Minutes of working groups and other meetings

Resolved 18/374 – That the Council note the minutes of working groups and other informal meetings as circulated, pages 419 to 421 of the minute book. There was one amendment to P421 which should say ‘Notes of meeting of Tarporley Parish Council Christmas Planning Meeting’.

6. Planning

The Council noted the planning register page 038 as circulated.

Resolved 18/375 – That the Council submit the following observations

17/05290/FUL – Winsor Ave – No objection.

17/05350/CAT – 58 High Street – No objection subject to neighbours’ comments.

18/00020/FUL – Avenue House – No objection.

17/05310/FUL – Woodlands Way – No objection.

7. Accounts

Resolved 18/376 – That the Council note Cash Book 48 and approve the accounts and payments as listed on page 49 of the Cash Book. [two pages were presented]

Resolved 18/377 – That the Council approve the following additional payments

J. Stewart - £30 for grave marking and grit machine maintenance.

Weaver Vale - £7,140 for Christmas lights services.

The Bowland Ecology invoice - £170 + VAT (total £204) – Update to Ecology Report

Shires (payroll services, including final payroll for Ann Wright) - £30

St Luke’s Hospice (removal of Christmas trees) - £100

8. Precept

The Council noted the Precept letter from Cheshire West & Chester which advised that Tarporley Parish Council’s tax base for 2018/19 is 1,486.5. The grant payment due to Tarporley Parish Council in 2018/19 is £1,312. These figures allow the Council to confirm the budget and earmarking statement as discussed in the December 2018 meeting.

Resolved 18/378 - That the Council agree the following budget and earmarking statement, with the proviso that money under earmarking requires a Council decision before it can be spent: -

Fixed or Running Costs

Budget Heading	2018-2019
Salaries (2 Clerks)	£20,000
HMRC/NEST/Payroll	£3,000
Admin - Consumables	£600
Admin - Training	£800
Admin - Misc	£1,800
Insurance	£1,300
Audit - Internal & External	£500
Subscriptions incl. data registration	£1,500
Communications inc. Tarporley Talk	£1,500
Election	£2,000
Meeting Rooms	£1,000
Hearse House	£1,500
Community Transport	£3,000
Cemetery maintenance	£4,000
Lengthsman Services	£6,000
Garden areas	£4,000
Play area inspections and maintenance	£4,000
Brook Road Sports & Play	£4,000
Events ex Christmas	£1,000
Xmas Events	£10,000
Grants	£10,000
Car Parks inc. Ex RBL site	£2,000
TOTAL	£83,500

Discretionary Spending

	2018-2019	2019-2020	2020-2021	Total
Parking Improvements	£15,000	£15,000	£10,000	£40,000
OS&R Brook Road	£10,000	£15,000	£15,000	£40,000
Other projects*	£10,000	£10,000	£10,000	£30,000
Year Total	£35,000	£40,000	£35,000	£110,000

* Intended for smaller one-off improvement projects >5k each, e.g. replacing village benches, updating Burton Square, major events such as underwriting Tarporley Remembers.

Resolved 18/379 - That the Council submit a precept request of £77,412 for the 2018-19 financial year. This represents a Band D charge of £52.08, i.e. a 3% increase on the current year.

9. Christmas Light Event

The Parish Council received positive feedback from the Christmas Light switch on event on Friday 1st December. The increase of marshals ensured that children did not climb on the mound and the event went smoothly. A lot more shops decided to have the small Christmas Trees (installed by Rotary) which made a big difference along the High Street. The main complaint from residents was the lack of lights on the Chestnut tree as for most of the Christmas period the lights on the Chestnut Tree did not work.

Resolved 18/380 – That the Council set up two Christmas working groups, an event group and a strategic group to deal with the different issues. Cllr Chapman, Clough and Wallace will sit on the event group. Cllr Millington, Pearson, Statham, Tavernor and Taylor will sit on the strategic group.

The main issues that need to be looked at as part of a working group are

- Contract with The Christmas Decorators/Lighting Company
- Health and Safety issues (food/road closures/electrical)
- Street vendors/lack of police presence

Best practice will be sought from other local areas such as Bunbury and Northwich to ensure that Christmas 2018 is more successful.

10. Gritting Scheme

The Clerk provided an update to the Council regarding the number of volunteers on the gritting scheme. From the 34 names that were previously on the list, 16 have asked to be removed; 5 agreed to remain on the list and 13 people have not responded to the request. James Blackford, the previous gritting scheme co-ordinator, has stated that he is willing to be part of the scheme however he does not want to carry on the role as co-ordinator.

Resolved 18/381 – That the Council agreed that the Clerk should take over the admin role of the gritting scheme.

The job of gritting the whole of the High Street should not be left to one person to do and another person should be identified to help with gritting during the bad weather. Additional grit bins along the High Street opposite the Community Centre and close to the Royal British Legion Car Park would be a great benefit. CWAC can provide and fit the grit bins in place and fill with salt at a cost of around £320 per location. An additional two locations have also been identified as requiring grit in, one on the corner of Bowmere Road/Eaton Road and another grit bin along Brook Road.

Resolved 18/382 – That the Council purchase an additional 4 grit bins from CWAC.

The gritting scheme needs to be promoted through Tarporley News and Tarporley Talk plus Facebook etc to encourage more volunteers to come forward. Additional equipment needs to be purchased for the scheme such as

High Vis vests
Shovel

PAGE 426

Bucket

2nd manual gritter (for when the second person starts)

Resolved 18/383 – That the Council agree a budget of £500 for gritting material and that records should be kept regarding allocation of equipment to individuals.

Resolved 18/384 – That the Council approve the contract with G Latham for gritting services for the Community Centre car park and the Rising Sun car park using a gritting truck.

Resolved 18/385 – That the Council review these arrangements at the end of the gritting season. The Clerk to contact TCC regarding gritting arrangements.

11. Car Parking

CWAC have approved the Traffic Regulation Order for time limited parking along Tarporley High Street and work will commence in the new financial year (expected from mid-April). CWAC have requested that the Council contribute £1,750 towards the scheme due to the variation on time (two-hour limit as opposed to one).

Resolved 18/386 – That the Council approve payment of £1,750 towards the time limited parking scheme.

A site visit will be arranged shortly between the Council and CWAC Highways team to discuss timing of commencement of work and other arrangements.

There has been no response from Vanessa Griffiths of CWAC following the letter sent on 20th December 2017 (other than a holding email to say that it had been received and will be dealt with in the New Year). The Clerk will follow this up with another email.

*Due to time constraints, the Standing Orders agenda item was not discussed.

12. Royal British Legion Site

William Tarr Ltd have still not submitted their schedule of work to CWAC however it is anticipated that this will take place in the New Year, giving 20-day notice on commencement of work and therefore actual work will start around February 2018.

13. Tarporley Remembers 2018

Emma Hunter from Tarporley Remembers 2018 provided an update to the Silent Soldiers project. Emma has taken ownership of the 3 Silent Soldiers that will be placed in the village. Emma would like to donate the Silent Soldiers to Tarporley Parish Council and is seeking clarification that the Council will be responsible for the public liability, installation and health and safety issues relating to the statues. Insurance issues relating to the Silent Soldiers were discussed, and it was noted that our insurance company had advised the Council not to sign the original Royal British Legion indemnity agreement relating to the Silent Soldiers.

Resolved 18/387 - That the Council agreed that Tarporley Remembers 2018 is a subsidiary working group of the Council.

Resolved 18/388 – That the Council accept the donation of the 3 Silent Soldiers and take full responsibility for them.

PAGE 427

14. Lychgate

The Council noted the briefing document on Lychgate Lane as circulated.

Resolved 18/389 – That the Council agrees to a spend of up to £11,464 ex. VAT for full resurfacing and bollards in Lychgate Lane. The Parish Council contribution would be £5000, with the remainder coming as contributions from the residents and the Church. The bollards will be owned, maintained and insured by the Council.

Resolved 18/390 – That the Council authorises the action items noted in the briefing document, namely: - To contact St Helen's Church regarding the proposals and contribution levels; To authorise the Clerk to obtain more quotes for the bollard solution (budget £1500); To obtain confirmation of all contributions in advance of commissioning the works; To prepare an exchange of letters between the Council and the residents/Church on the scope of the project, to include the fact that the Council is contributing on a one-time basis; To prepare a risk assessment including notification of all relevant parties.

PART TWO

15. Christmas Lights

Two letters have been sent to The Christmas Decorators (19th and 21st December) requesting for the faulty lights to be replaced. This work was not carried out and as a result out of a total of 35 days, the Chestnut lights were on for 2 full nights and partially on for 3 nights.

The Council has paid £2,265 (including VAT) in total this year to The Christmas Decorators which is half the total amount.

Resolved 18/391 – That the Council agreed to instruct a Solicitor to recover costs already paid for Christmas Light services.

The Clerk will contact The Christmas Decorators to inform them of this decision.

16. Benches and Noticeboards

The Council reviewed the quotes and options for the Public Noticeboard, the Parish Council noticeboard, the noticeboard currently used by the school, and the benches in the area outside St Helen's Church. The Council discussed design options and the choice of wood.

Resolved 18/392 – That the Council make the order with Cheshire Joinery for their option 2 which includes three noticeboards, two standard benches and a bespoke semi-circle bench for the area by the village sign. The wood will be either European Oak or Iroko – the final order is subject to a response from Cheshire Joinery on the FSC certification and maintenance regime of each type of wood, with the decision likely to be European Oak at a total cost of £9,428.35 plus VAT.

There may be an option to claim S106 funding towards the purchase of the items however the purchase is not dependant on the availability of these funds.

17. Parking Postcards

To help promote the different car parking in the village, parking postcards will be produced for shops and restaurants to hand out to customers and shoppers.

PAGE 428

Resolved 18/393 - That the Council approve option 3 using Johnson Printers to design and print 10,000 leaflets for a total cost of £619.00.

A small comment regarding the closure of the RBL car park should be included on the postcard.

18. Lengthsman Contract

Resolved 18/394 – That the Council agreed to continue with the current lengthsman's contract and to meet with SP Landscaping in the Spring to discuss further projects/schedule of work in the village.

Meeting closed: 9.41pm

Next Parish Council Meeting: Monday 12th February 2018 7pm, Tarporley Community Centre Committee Room

Signed:

Dated: