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**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 12th MARCH 2018**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Elaine Chapman

Cllr Gill Clough

Cllr Bill Mather

Cllr John Millington

Cllr Jeremy Mills

Cllr Tina Royles

Cllr Richard Statham

Cllr Peter Tavernor

Cllr Nigel Taylor

Cllr Andrew Wallace

Clerk – Delia Cox (minute taker)

Clerk – Abigail Webb

Other

CWAC Ward Councillor – Eveleigh Moore Dutton

Public - 0

Press - 2

1. Apologies for Absence

Cllr Julie Hall (Absent due to personal reasons)

2. Declaration of Interests

Dispensations granted to Councillors Millington, Pearson and Tavernor in relation to the Brook Road sports field were noted. Councillor Nigel Taylor declared an interest in relation to Item 15, as he is a governor at the High School. No further interests were declared.

3. Public Participation

The Tarporley Remembers 2018 team gave a brief update: The idea for a gala concert in July has been replaced with a co-operation with the Swan Hotel and others for the “Tarp Fest” event (22nd - 24th June 2018). The team encouraged participation in the “There But Not There” parade to St Helen’s Church on Sunday 18th March.

4. Minutes of previous Council meeting

Resolved 18/410 – That the Chairman signs the Minutes of the Parish Council meeting held 12th February 2018 as a true and proper record subject to the following corrections:

P437 ‘Number 41 Club’ should read ‘41 Club’

P438 Add to the Accounts item: “It was noted that Councillor Millington had signed the bank reconciliation and sighted the bank statements.”

P438 Resolution 18/400: add month “May” before “Council meeting for approval”.

P439 Replace “Springfields” with “Springhill”.

P439 Final sentence of Car Parking item should read: “The Council suggested a Sunday evening in May might be the most suitable evening for this work to take place, so that in the event of any carry over work, it could be done on Monday.”

P440 Remove “Tarporley Community Centre” in final paragraph before Resolution 18/403.

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The Chairman reviewed several recent action items which were not on the agenda for this meeting:
Burton Square - no discussions with residents had yet taken place.

Car parking - the letter to Vanessa Griffiths of CWAC has yet to be drafted. Also, the Council has not yet contacted the Rising Sun re car parking. However, appropriate action will be taken after a meeting with Cheshire West & Chester (CWAC) Planning Team Manager Nial Casselden, due to take place on 13th March.

5. Minutes of other meetings

Resolved 18/411 – That the Council note the minutes of committees and the notes of working groups and other informal meetings as circulated, pages 443 to 452 of the minute book subject to the following correction:

P452 'Number 41 Club' should read '41 Club'

6. Planning

The Council noted the planning register page 040 as circulated and discussed new applications that had been received since this document was finalised.

Resolved 18/412 - That the Council submits the following observations:

18/00805/FUL - Land to Side of Orchard Cottage – No objection provided the design is sympathetic to the rural nature of the local environment.

18/00863/FUL - 10 Eaton Road – No objection.

18/00693/FUL - 97 High Street – No objection subject to Highways comments re position of gates.

18/00891/LBC - 97 High Street – No objection subject to Highways comments re position of gates.

Discussion of other applications deferred as they were received on the day of the meeting.

7. Accounts & Payment

A payment of £240 plus VAT was made to Amberon Ltd since the last Council meeting for the "There But Not There" road closure. This urgent payment was made by the Clerk in consultation with the Chairman and Vice Chair and in line with the Council's Financial Regulations. The payment to MB Travel on 12th March was not listed on the previous Cash Book (due to a late invoice) but was made as it is a contractual obligation.

The Clerk (DC) noted that the payment to Cheshire Joinery on Cash Book page 51 would be made in the current financial year if possible, subject to satisfactory installation of the benches and noticeboards, expected 29th March 2018. CWAC are yet to confirm the timing of the Council's S106 payments for benches/noticeboards and ecology invoices related to the Brook Road sports & recreation project.

The Clerk also noted that the Cash Book includes an extra payment to Suez as the Council's direct debit does not reflect a recent price increase. This matter may need to be resolved in the new financial year. Separately, it was noted that the rates for Shires payroll services are unchanged for the next financial year.

Resolved 18/413 - That the Council approve the accounts and payments as listed on page 51 of the Cash Book.

Resolved 18/414 - That the Council approve the following additional payments:

J Stewart - £85 for painting the Best Kept Village sign and posts and one grave marking.

Abigail Webb - £68.25 inclusive of VAT for expenses including ink, stationery, postage, coffee, paper cups.

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It was noted that Cllr Taylor had signed the bank reconciliation statement and the bank statements. It was also noted that the Clerk (DC) brought to the meeting a form to remove the former clerk Ann Wright from the Natwest bank accounts. This document was signed by Cllrs Chapman and Wallace.

Res 18/415 – That the authorised signatories in the current [Natwest] banking mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

8. Ex RBL land

Update from solicitor

Various documents have been received from Gary Bell at Storrar Cowdry. The Chairman noted in particular the letter to Brabners Solicitors dated 9th March. This outlines additional material to be received from Brabners. Gary Bell expects to exchange contracts by the end of March if the outstanding documents are forthcoming. Cllr Clough noted a query with one of the other documents and will follow up via the Clerk.

Working Group for Allotments and Bowling Club agreements

The working group includes Cllrs Pearson, Royles, Statham, Tavernor, Wallace, with input from Cllr Hall (distance working) and Cllr Clough. The working group needs to work urgently on the contents of a Heads of Terms document for the agreements with both the Allotments and the Bowling Club. It is understood that both agreements can be leases. The Clerk (DC) noted that there may be VAT implications, advice may need to be sought.

It was noted that the Clerk (AW) will chase up with CWAC Planning regarding the gate discussed in the previous Council meeting.

Clerk of works

A meeting with a potential Clerk of Works for the project is planned for 13th March. The Clerk (DC) noted that the Council's Financial Regulations allow for an exception to the normal procurement process for specialist services.

Names for car park and road

The Clerk (AW) noted that several attempts had been made to clarify with CWAC the process for naming roads and car parks. These efforts will be continued. The Council discussed the list of suggested names received following publicity and consultation. A name linking to the centenary of the end of World War One was favoured and was also a common theme of the names that had been submitted by the public.

Res 18/416 – That the Council propose “Poppy Lane” and “Centenary Car Park” as appropriate names for the road and car park relating to the former RBL land.

9. Parking

Time Limited Parking

The Clerk (AW) will contact CWAC Highways to confirm the Council's preferred start date is a Sunday. However, it was noted that CWAC have the final decision. The Clerk (AW) will advise CWAC of the dates of the Carnival and Tarp Fest. It was also noted that the Rotary will be putting up bunting morning of 16th June, but this can be moved with sufficient notice.

Call for sites and next steps with CWAC

Further actions postponed until after meeting with CWAC Planning Team Manager Nial Casselden, due to

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take place on 13th March. It was noted that nothing more had been heard from CWAC regarding the Parking Strategy document affecting Tarporley.

Separately it was noted that the full introduction of 20mph signs in Tarporley had been delayed as the same team were responsible for gritting, which had taken priority.

10. Lychgate Lane

The Council noted the risk assessment for the Lychgate Lane project as circulated. The Council discussed ways to ensure all parked cars from members of the public are removed from the Lane ahead of the works scheduled to start on Monday 19th March. Significant publicity has already been done. Councillors will assist with larger traffic cones and the road will be closed at 5pm or 6pm (depending on the needs of the residents/business) on Friday 16th March (rather than 11pm) to allow more time to deal with any issues.

Res 18/417 – That the Council accepts the Risk Assessment for the Lychgate Lane as circulated. The Lane will be closed from 5pm or 6pm on Friday 16th March 2018, ahead of the works.

11. Risk Assessment, Asset Register, Financial Regulations

The Council noted the Financial Regulations as circulated. No changes to the content were made apart from reference to the current clerk roles. NALC branding will be removed and a note will be added regarding the source of the model document. The Council considered the risks regarding online payments in the Financial Regulations and the updated Risk Assessment as circulated and will keep the bank account, policies and practices under review. The Clerk noted that the accounts file is brought to each meeting and more use could be made of spare surgery time to review invoices.

The update of the Asset Register was deferred to the April 2018 meeting. The Clerk (DC) has contacted the Council's insurance company regarding new assets to be delivered this month (bollards, benches, noticeboards).

Res 18/418 – That the Council agree the Risk Assessment and adopt the Financial Regulations as circulated, the latter being based on the 2014 (latest available) NALC Model Financial Regulations.

Res 18/419 – That the Council continue the current internet banking arrangements with Natwest and will review the bank account and the effectiveness of financial controls during the course of the 2018/2019 financial year.

12. Christmas Lights

It was noted that the Christmas Lights Strategy Group (comprising Cllrs Pearson, Millington, Tavernor and Wallace) will meet on 13th March.

The Clerks noted that there is a deadline of 31st March for all lights to be removed from the Chestnut Tree following the termination of our existing contract with the Christmas Decorators company.

13. Tarporley Remembers 2018

The Chairman noted that significant media coverage is expected for the 'There But Not There' event on 18th March. Several councillors will be marshals and all those attending are asked to encourage passers-by to join the parade. Expenditure on various village improvement items was authorised at this point.

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Res 18/420 – That the Council pre-approves the expenditure of up to £200 for bedding plants for the war memorial.

****Cllr Jeremy Mills left the meeting at this point****

Res 18/421 – That the Council pre-approves two extra hours for the lengthsman to do an extra litter pick in the High Street before the 'There But Not There' event, focusing on the High Street from Burton Square to the entrance by St Helen's Church.

Res 18/422 – That the Council pre-approves the expenditure of up to £50 to replenish plants by the Best Kept Village sign before the new benches and noticeboards are installed.

14. Village Improvement

Cllr Wallace asked for volunteers to join the Rotary and Parish Council litter pick on 24th March, meeting at 9.30am at the Community Centre. A post will be made on the Tarporley Facebook page.

Discussion on Burton Square was postponed to a future meeting. The Clerk (AW) noted that CWAC had quoted £1200 for five bollards relating to this area.

15. Tarporley High School

A short discussion took place regarding a possible meeting with the new Head of Tarporley High School to discuss closer liaison and community matters. Cllr Taylor will check with the school regarding the best time for a meeting and inform the clerks.

16. Brook Road Outdoor Sports and Recreation

Cllr Millington noted that the next steps on this project are to discuss the project with United Utilities (re drainage into the pond), and to contact CWAC regarding their obligations for putting in the access road. The updated quote for pitch design was discussed in part two.

Res 18/423 – That the Council approves the final payment of £500 to Groundwork CLM now that planning permission has been granted.

17. Rowcliffe Homes Trust

This trust, registered charity number 260707, manages alms house cottages in Tarporley. According to its constitution, three Parish Councillors should be trustees.

Res 18/424 – That the Council appoints Cllrs Royce and Wallace to the Rowcliffe Homes Trust. Cllr Chapman continues to be a trustee.

Resolved 18/425 - That the Council move into Part 2 and ask all members of the press and public to leave the meeting.

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PART TWO

18. Brook Road Outdoor Sports and Recreation

The Council discussed the revised quote from TGMS Ltd for the provision of technical support relating to the development of natural turf sports pitches at Brook Road. Although some economies of scale have been lost (as a previous quote included the Community Centre playground field as well), the quote from TGMS Ltd remains competitive. It now also includes a revised scope for drainage.

It was noted that the clerk of works to be used for the former RBL site might be a useful contact for local work and monitoring on this project.

Res 18/426 – That the Council approves the TGMS quote for Stage 2 Design Work dated 5th March 2018 relating to the proposed sports pitches at Brook Road.

Res 18/427 – That the Council should create a schedule of work and schedule of funding for the Brook Road Outdoor Sports & Recreation project.

Res 18/428 – That the Council agree to continue the meeting until approximately 9.45pm.

19. Play Repairs

Following a routine inspection and report of the play area, Northwich Town Council had been asked to quote for essential repairs. Two individuals had also been approached, one was unwilling to do the required work, and another could only do a small part of the job.

Res 18/429 – That the Council appoint Northwich Town Council for all the essential repairs listed in their quote reference 012, except for the sign.

20. Clerk Salary

A representative of the Staffing Committee noted that the clerks' contracts give salary at point 22 of the national scale for local councils with the rate of £10.631. It was noted that this rate is incorrect - from 1st April 2017 the pay for point 22 was raised to £10.739 per hour.

Res 18/430 – That the Council authorise the rate of pay at point 22 - £10.739 per hour - for both clerks from 1st March 2018, and that the Council authorise a one-off back payment to reflect this correct rate for both clerks, from 1st April 2017 for Abigail Webb and from 1st June 2017 for Delia Cox.

Meeting closed: 9.45pm

Next Parish Council Meeting: Monday 9th April 2018, 7pm, Tarporley Community Centre Committee Room

Signed:

Dated: