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**MINUTES OF TARPORLEY PARISH COUNCIL MEETING  
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE  
ON MONDAY 9<sup>th</sup> APRIL 2018**

**Parish Council**

Cllr Elaine Chapman

Cllr Gill Clough

Cllr Julie Hall

Cllr Bill Mather

Cllr Richard Statham

Cllr Peter Tavernor

Cllr Andrew Wallace

Clerk – Delia Cox (minute taker)

Clerk – Abigail Webb

**Other**

CWAC Ward Councillor – Eveleigh Moore Dutton

Public - 6

Press - 1

**1. Chair of Meeting**

**Resolved 18/431** – That Cllr Clough chair the meeting in the absence of Cllr Pearson.

**2. Apologies for Absence**

Chairman – Cllr Gordon Pearson (Personal Reasons)

Cllr John Millington (Personal Reasons)

Cllr Tina Royles (Personal Reasons)

Cllr Nigel Taylor (Personal Reasons)

Cllr Jeremy Mills (Personal Reasons) – arrived late, see minute entry

**3. Declaration of Interests**

None.

**4. Public Participation**

Cuts to Cheshire West & Chester (CWAC) Shuttle Bus

A resident spoke regarding changes to this service and its detrimental effect upon the older residents of Tarporley.

Planning Application

A resident gave a series of reasons why he objected to a planning application in The Avenue (17/04674/OUT).

Ex RBL site

A resident expressed a personal view that the names of the car park and road should be chosen without reference to the previous use of the site.

**5. Minutes of previous Council meeting**

**Resolved 18/432** – That the Chair signs the Minutes of the Parish Council meeting held 12<sup>th</sup> March 2018 as a true and proper record.

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Several recent action items which were not on the agenda for this meeting were reviewed:

- Burton Square – no further news.
- Car Parking, including land behind Rising Sun – no further news. CWAC Ward Councillor Eveleigh Moore Dutton advised that the Council should expect a letter regarding car parking within the next week from Vanessa Griffiths and Sarah Dobbins of CWAC. The next step is a pre-application meeting with the Planners, as advised by our Ward Councillor.
- Change to NatWest bank signatories – the Clerk (DC) advised that this request is in progress.
- Introduction of Time Limited Parking – no dates yet received from CWAC. The Ward Councillor has also requested for this to be chased.
- Meeting with the High School – Clerk (AW) to remind Cllr Taylor regarding a meeting.
- Playground Repairs – Clerk (AW) advised that these should be completed in the next fortnight.

## **6. Minutes of other meetings**

**Resolved 18/433** – That the Council note the minutes of committees and the notes of working groups and other informal meetings as circulated, pages 459 to 464 of the minute book.

## **7. Footpaths Report**

This item was brought forward and David Press, the Council's Footpaths Warden, was invited to present his recommendations to the Council regarding footpaths in Tarporley. The Chair thanked David Press for undertaking this work on behalf of the Council.

**Resolved 18/434** – That the Council support the following recommendations from the Footpaths Report:

- Ask CWAC to rectify all the missing, leaning and rotten signs as detailed in this report, and that the Council's Footpath Warden to undertake this.
- Reaffirm their authorisation for the CWAC Public Rights of Way Officer to arrange installation of the Parish Council's remaining stock of gates and redundant gates wherever he can secure the landowner's permission, and that the Parish Council's Warden to inform the CWAC Officer.
- Contact the landowner reminding her to consider dedicating a route through the underpass at the south of the DWH development, and that the Clerk to contact the developer in consultation with the Village Improvement Group.
- Secure commitment from David Wilson Homes to surface Captains Walk on completion of that part of the development which links with the footpath.
- Ask the landowner to remove the leaning concrete post on FP10 where the path enters the narrow section between hedges leading to Utkinton Road and ask the landowner on the other side to cut back the holly hedge, and the Clerk to undertake this action.
- Ask CWAC to undertake early season maintenance on the route from the A51/A49 roundabout to the top of Forest Road, and the Clerk to undertake this action.

For the third point, the landowner was present at the meeting and was asked to comment. She is planning to review the location of footpaths on her land (still ensuring that the people can walk between Tarporley and Tiverton) through consultation with the Council and the CWAC Officer.

**Res 18/435** – That the Council pre-approves expenditure of up to £500 for stones and labour to alleviate the mud issue on Footpath 11 and extend and improve on the work done in 2017 (50% to 100% more coverage required).

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It was noted that the top of end of Forest Road pavement is in a bad condition, due to surrounding vegetation falling on the pathway. The Clerk will report this urgent issue to CWAC.

## **8. Planning**

The Council noted the planning register page 041 as circulated and discussed new applications that had been received since this document was finalised. A large number of planning applications had been received and were reviewed by a working party who presented their findings.

**Resolved 18/436** - That the Council submits the following observations:

18/00943/FUL – Single storey rear extension, etc. – 8 Walkers Lane – No Objection

18/00947/FUL – Garden wall – 43 Oswalds Way – No objection provided wall is constructed to a standard, possibly with pillars, to ensure it is stable and safe for passing pedestrians.

18/00988/FUL – First floor front extension – Orchard House, Forest Road – No Objection

18/00958/S73 – Move MUGA and remove disabled access and landscaping to front – Primary School – No objection subject to an appropriate boundary wall in keeping with the area.

18/01017/LBC and 18/01016/FUL – Partial removal of a wall – 32 High Street – Objection: The planters acting as a barrier between the property and the High St pavement are out of character in the Conservation area and do not enhance the area. Other properties in the locality have low brick walls. Concerns about people spilling onto the pavement from the outside area onto the pavement causing a nuisance and hindering pedestrians on a comparatively narrow pavement.

18/01018/FUL – Tennis court – Eaton Hill House, Forest Road – No Objection

17/04674/OUT – For a detached dwelling – Garden of Glenshee, The Avenue – Objection: Over development of a small garden site on a narrow roadway that permits limited space for street parking. No parking and vehicle access provided for the existing property. Plans are inadequate and show no details, e.g. elevations. Noted the objections from the neighbours.

18/01142/LBC - 2 illuminated fascia signs, 1 non illuminated small sign and 1 illuminated hanging sign - 32 High Street – No objection.

## **9. Accounts**

The Clerk (DC) presented the final quarterly Cash Books for the 2017 to 2018 financial year. A couple of minor changes to previous cash books were highlighted and authorised, including a small overpayment of under £2.00 to one of the clerks. It was also noted that the Clerk has established a new system of capturing orders, receipts, VAT, and budget codes. A separate document was circulated which shows how Cash Book headings (Page 57 onwards) align with the agreed budget headings for the new financial year.

It was noted that Cllr Tavernor had seen and signed the year end bank statements.

**Resolved 18/437** - That the Council note and approve the year end accounts, pages 52 to 55 of the Cash Book as circulated.

**Resolved 18/438** - That the Council approve the accounts and payments as listed on page 57 of the Cash Book with the following exceptions: Subscription to Cheshire Community Action (not required) and Payment to Cheshire Joinery (pending delivery of the noticeboards and queries).

**Resolved 18/439** - That the Council approve the following additional payments: 19 extra hours for Abigail Webb and 15 extra hours for Delia Cox due to busyness during March, to be paid as part of the next payroll.

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The Staffing Committee to meet to further discuss the increased complexity of the work of the Council and the clerks' workloads.

**Resolved 18/440** – That the Council commit to obtaining specialist VAT advice for current projects if required urgently, subject to scope and costs being approved by the Chairman and Vice Chair in consultation with the Clerk, with full costs brought to a Council meeting as soon as practical.

#### **10. Grants**

**Resolved 18/441** – That the Council agree the following grants for the 2018/2019 financial year:

Tarporley Baptist and Methodist Church – Grounds & Graveyard Grant – £750

Parochial Church Council St Helen's Church, Tarporley – Churchyard Grant – £1,000

Tarporley War Memorial Hospital – £2,000

Tarporley & District Community Centre – £2,000

#### **11. Ex RBL Land**

##### Clerk of Works

**Resolved 18/442** – That the Council appoint a clerk of works re. the construction of the car park on the former RBL site and that costs be discussed in part two.

##### Update from Solicitor and Working Party

Following a telephone call between the Council's Working Party and the Council's solicitor, a number of issues have been identified in the documentation provided by the other party. The Council's solicitor will amend the documentation to match the contents of the S106 agreement and is also seeking confirmation of the critical commencement date, with 16<sup>th</sup> May 2018 now believed to be the deadline for the exchange of contracts.

The Working Party will continue to work on the Heads of Terms documents for the Bowling Club and Allotments. The Clerk (AW) will follow up regarding the sliding gate with Steven Holmes (CWAC Planning).

**Resolved 18/443** – That the Council's representatives should sign the contract for the former RBL Land, subject to satisfactory changes made by the Council's solicitor.

#### **12. Christmas Update**

Suggestions from a recent meeting of the Christmas Strategy/Technical Group were discussed, see page 463 to 464 of the Minute Book. Moving the event from its current location (to outside St Helen's Church if possible) which would give scope to close a section of the road.

**Resolved 18/444** – That the Council should seek to light the Chestnut Tree with uplighters rather than in-tree lights and should spend more on bigger and better trees (e.g. 5 rather than 3).

**Resolved 18/445** – That the Council should seek to move the venue for the Christmas Lights event, choose a Saturday night, close the road if possible, and seek to book reindeers while availability for them exists.

The Christmas Events planning team will meet to take these decisions and other ideas forward.

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### **13. General Data Protection Regulations**

**Resolved 18/446** – That Cllrs Taylor, Tavernor and Hall will work with the Clerks to create documents and policies relating to the new General Data Protection Regulations to be presented to the May 2018 Council meeting.

### **14. Annual Report, Annual Meeting & Community Event**

#### Annual Report format

This year's locally published annual report will be a simple A3 fold out, i.e. 4 A4 sides to be handed out at the Community Event and (if possible) the Market the previous Saturday.

#### Annual Parish Meeting

This meeting needs to take place after 6pm and will therefore not now be held during the Community Event.

**Resolved 18/447** – That the Council will hold its Annual Parish Meeting at 6.30pm on 14<sup>th</sup> May 2018, immediately before the Council meeting on the same date.

#### Community Event

This meeting will take place on Saturday 12<sup>th</sup> May in the Community Centre as previously discussed. The Clerk (AW) to approach more local organisations to ask if they want a stall.

It was noted that publicity is needed, which will include Facebook, Tarporley News and posters.

\*\*Cllr Mills arrived at the meeting at this point.

### **15. Gritting Contract**

The Council discussed its contract for gritting in the two car parks. Costs are as detailed in recent Cash Books with a further invoice expected shortly for March. Costs have been high due to severe weather, but it was felt that a useful service had been provided.

**Resolved 18/448** – That the Council will continue the existing contract with G Latham for gritting services to the Rising Sun Car Park and Tarporley Community Centre Car Park until further notice is given.

### **16. Lychgate Lane**

Parking issues have been experienced at the top of Lychgate Lane (area nearest High Street) following the resurfacing work and installation of bollards. The Clerk has placed notices warning of the need for unimpeded access for large contractor vehicles, funeral and wedding cars, farm vehicles, and residents. It was noted that the Council awaits the date for the introduction of time limited parking at the top of the lane.

### **17. Shuttle Bus Service**

The Council expressed its extreme concern about the increased costs and cuts to the provision of the Tarporley Shuttle Bus service, and that neither the Council nor users were consulted in advance of the changes.

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**Resolved 18/449** – That the Council write to the CWAC Deputy Chief Executive Charlie Seward and Leader of the Council Cllr Samantha Dixon regarding the impact of the cuts and increased costs of the replacement Shuttle Bus services. The Council asks for details of any consultation carried out and a copy of the Equality Impact Assessment as it believes the changes are prejudicial to the daily living needs of rural older people with restricted mobility.

Ward Councillor Eveleigh Moore Dutton was asked to contribute to the discussion and described the work she is undertaking with CWAC Officers to try to find solutions. A meeting of local parishes will be arranged shortly. The Council expressed a willingness to work with CWAC and others to discuss more targeted and relevant services to make best use of funds that are available.

#### **18. Asset Register**

The Council noted the updated asset register as circulated. The Clerk (DC) advised that a restatement process should take place in 2018/2019, allowing for acquisition costs and insured values to be separated.

**Resolved 18/450** – That the Council approve the asset register for the year ended 31 March 2018.

**Resolved 18/451** - That the Council move into Part 2 and ask all members of the press and public to leave the meeting.

### **PART TWO**

#### **19. Clerk of Works**

A discussion took place regarding the cost of the work required to supervise the construction of the car park at the ex RBL site. It was felt that it would not be sensible to cut back on the amount of time required for this work as issues in future could prove very expensive to remedy.

**Resolved 18/452** – That the Council appoint David Rowell as clerk of works for the construction of the car park at the former RBL site, with the commitment being one and a half hours every weekday for 10 weeks while the car park is constructed.

#### **20. Quote for Village Improvement Projects**

The Clerk (AW) noted that our existing contractor SP Landscaping had been asked to quote for additional work in the village. No quote has been received and the matter was deferred to the next meeting.

#### **21. Quote for Reindeer Hire**

A quote for reindeer hire was presented and it was noted that a decision would need to be made quickly due to limited availability from other suppliers and the need to book early.

**Resolved 18/453** – That the Council pre-approve a budget of £1,000 for reindeer hire for Christmas 2018.

#### **22. Internal Auditor**

**Resolved 18/454** – That the Council appoint UHY Hacker Young as internal auditor.

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**23. Clerk Arrangements**

The Staffing Committee will contact some potential candidates and consider steps to provide cover for Abigail Webb's maternity leave.

***Meeting closed: 9.30pm***

**Next Parish Council Meeting: Monday 14<sup>th</sup> May 2018, 7pm, Tarporley Community Centre Committee Room**

**Signed:**

**Dated:**