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**MINUTES OF TARPORLEY ANNUAL (FIRST) PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 14th MAY 2018**

Parish Council

Cllr Gordon Pearson (Chairman)

Cllr Elaine Chapman

Cllr Gill Clough

Cllr Bill Mather

Cllr John Millington

Cllr Jeremy Mills

Cllr Tina Royles

Cllr Peter Tavernor

Cllr Nigel Taylor

Cllr Andrew Wallace

Clerk – Abigail Webb (minute taker)

Clerk – Delia Cox

Other

CWAC Ward Councillor – Eveleigh Moore Dutton

Public - 1

Press - 2

1. Chairman 2018-2019

Resolved 18/455 – That Cllr Gordon Pearson is elected for the year 2018-2019. Cllr Pearson signed the acceptance of office declaration.

2. Vice Chair 2018-2019

Resolved – 18/456 - That Cllr Gill Clough is elected Vice Chairman for the year 2018-2019.

3. Apologies

Cllr Richard Statham (personal reasons)

Cllr Julie Hall has given notice of her resignation with immediate effect. The Clerk will start the formal process for a new Councillor.

4. Declaration of Interests

Councillors Clough, Chapman and Mather declared an interest in Planning Application 18/01638/CAT. No further interests were declared.

5. Public Participation

It was noted that this item for residents to raise any matter relating to the Parish had been inadvertently missed off the meeting agenda.

Time Limited Parking – Ward Councillor Eveleigh Moore Dutton expressed concerned about the delay in the implementation of time limited parking along the High Street.

Other parking issues – A representative from Tarporley Community Centre said local businesses were experiencing low footfall which they believe is due to lack of parking. Concerns were also raised about illegal parking (on double yellow lines, zig zags and close to junctions). Also, the Tarporley Remembers team are looking for opportunities to increase parking opportunities during the Tarp Fest weekend.

Councillors noted that work on parking issues is ongoing, with a meeting arranged on 21st May with Cheshire West and Chester (CWAC).

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6. Minutes of previous Council meeting

Resolved 18/457 – That the Chair signs the Minutes of the Parish Council meeting held 9th April 2018 as a true and proper record.

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

- Meeting with Tarporley High School – Cllr Taylor has spoken to the new Head Teacher and he is happy to meet with the Parish Council. A meeting will be arranged.
- Introduction of Time Limited Parking – CWAC has advised by email that there will be a delay in the implementation of the time limited parking on the High Street until the Autumn.
- 20 MPH in the village – CWAC has advised that all signs have been installed on the north side of the High Street and all but one has been installed on the south side. Cllr Pearson has enquired about 20 MPH roundels along the High Street to make it more obvious to drivers that they are entering a 20 MPH zone. If the CWAC response is not satisfactory, a letter may be written.

7. Minutes of Working Groups and other meetings

The recommendations of the Staffing Working Group (P473 of minute book) were discussed. All points were accepted other than point 4 - 'That in future only one clerk should attend Parish Council meetings...except at the invitation of the Chair or Vice Chair.' This was felt to be counter-productive in terms of handover time and continuity. As a general rule, both Clerks will continue to attend meetings but will liaise with the Chairman, the Vice Chair and the other Clerk if their attendance is not required for all or part of a meeting.

Resolved 18/458 - That the Council note the notes of working groups and other informal meetings as circulated, pages 472 to 473 of the minute book.

8. Report of the Internal Auditor

Resolved 18/459 - That the Council noted the internal auditor report for 2017/2018.

9. Annual Governance and Accountability Return 2017 - 2018

Resolved 18/460 – That the Council approved Section 1 – Annual Governance Statement 2017/2018.

Resolved 18/461 – That the Council approved Section 2 – Accounting Statement 2017/2018.

10. Annual Parish Council Report

The annual report will be distributed to High Street businesses and Tarporley Library and put on the Council's website. It will not be delivered to every house in the village.

Resolved 18/462 – That the Council approve the Parish Council Annual Report 2018.

11. Planning

The Council noted the planning register page 042 as circulated and discussed new applications that had been received since this document was finalised.

Resolved 18/463 – That the Council submits the following observations:

18/01293/FUL – land at 56A High Street – No objection.

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18/01484/TPO – Courtlands House, Forest Road – No objection.

18/01579/CAT – 97 High Street – Objection. The tree is in the conservation area and forms part of the green landscaping on the High Street. The tree does not obstruct the driveway as incorrectly indicated on the sketch on the application form. Sympathetic removal of lower growth/branches would remove any height restrictions which the tree currently offers to the driveway.

18/01558/FUL – Land to rear of 32 and 32A High Street – No objection.

18/00988/FUL – Orchard House, Forest Road – No objection.

18/01638/CAT – Deansfield, Forest Road – Objection. No reason has been given for the felling of the cherry tree. A valid reason for the removal of this attractive tree should be provided to the Tree Officer for consideration. No objection to the works proposed to T1, T2, T4 and T5.

18/01093/DIS – Land to rear of 32 and 32A High Street – delay comment until after meeting on 17th May.

18/01633/FUL – 32 High Street – Objection. The flue and cowl will be quite visible on this grade II listed building in the Tarporley Conservation area, particularly when approaching the High Street from the North. The proposal should be revised to relocate or disguise the cowl and flue. CWAC Officers should also consider whether the noise and the potential odour from the system are appropriate from the location.

18/01634/LBC – 32 High Street – Objection. See above.

18/01724/CAT – 6 Ash Close – No objection.

12. Accounts and Payments

It was noted that the Parish Council has received the VAT rebate and that a payment of £8000 had been made to Cheshire Joinery following delivery of the remaining items.

Resolved 18/464 – That the Council approve the accounts and payments as listed on page 57 of the Cash Book.

13. Chairman's Allowance

The Chairman's Allowance was discussed. It was noted that the £250 allowance, agreed in May 2017 for Cllr Gordon Pearson for 2017-2018, had not been paid.

Resolved 18/465 – That the Council pay Cllr Gordon Pearson a chairman's allowance of £250 for costs incurred whilst acting as Chairman during 2018-2019.

14. Council Dates, Rotas and Committees

The Parish Council meeting dates for 2018-2019 were noted:

Monday 14th May 2018

Monday 11th June 2018

Monday 9th July 2018

Monday 10th September 2018

Monday 8th October 2018

Monday 12th November 2018

Monday 10th December 2018

Monday 14th January 2019

Monday 11th February 2019

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Monday 11th March 2019

Monday 8th April 2019

The rota for planning, surgeries and Tarporley Talk was discussed and an amended version (which excludes Julie Hall) will be circulated.

Parish Councillors were reminded to check their Register of Interest document to ensure that it is up to date and to inform the Clerk if any changes are required.

A list of members of the Cemetery Committee and working groups was circulated and Julie Hall's name was removed.

Resolved 18/466 – That Cllr Tina Royles join the Cemetery Management Committee.

Committee or Working Group	Membership (Councillor)
Cemetery Management Committee	Chapman, Millington, Royles, Tavernor
Outdoor Sports and Recreation Working Group	Millington, Taylor, Wallace
Staffing Working Group	Chapman, Clough, Mather, Tavernor
Village Improvement Group	Statham, Mather, Pearson, Tavernor
Strategy Working Group	Millington, Pearson, Tavernor, Taylor
Website Working Group	Pearson, Taylor
Christmas Lights Group	Mather, Millington, Pearson, Tavernor, Taylor
Christmas Event Group	Chapman, Clough, Mills, Wallace
Finance Working Group	Chapman, Pearson, Tavernor, Taylor, Clerk
RBL Working Group	Clough, Royles, Statham, Pearson, Tavernor
Traffic and Parking Working Group	Chapman, Clough, Mather

15. General Data Protection Legislation

Various tasks have been completed ahead of GDPR legislation, including a Data Audit Schedule for personal data based on model documentation from the Society of Local Council Clerks. A Privacy Notice has been created and will be put on the website. Clerks will update their email signatures to point to this notice.

Resolved 18/467 – That the Council approve the new Privacy Notice and Data Retention Schedule.

The Clerk (DC) has asked for a small lockable cabinet, budget not exceeding £50, for material stored at home. Also, the filing cabinet in the store cupboard has recently jammed and a replacement is needed.

Resolved 18/468 – That the Council approve purchase of a small cabinet and filing cabinet to store sensitive data.

16. Cemetery Administration

An updated version of the minutes of the Cemetery Management Committee held on 27th March 2018 was circulated and will be included in the minute book for the next meeting. The Committee reviewed the fees and charges for the cemetery and compared these with Northwich Cemetery. As a result, the Committee proposed an increase of £25 for each service provided.

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Resolved 18/469 – That the Council approve the price rise of £25 for each service as detailed within the document Tarporley Cemetery Burial Fees and Charges, March 2018.

The Cemetery Committee conducted a site visit in March 2018 and made the following recommendations

- SP Landscaping - the Parish Council have asked for a quote to level path and reduce the width of the path and to cut back the hedges on both the north and the south side of the cemetery. (awaiting quote for approval).
- J. Stewart – To sand down and re-varnish 3 benches (including moving the bench from under the tree). A budget of £180 has already been agreed for this work.
- To mortar the wall around the cemetery garden (to be undertaken by J. Stewart and the Lengthsman).

Resolved 18/470 – That the Council approve a budget of £100 to mortar the wall around the cemetery garden.

17. Council Administration

Council policies were discussed. The National Association of Local Councils has just published new model Standing Orders with several new sections. The work to update the Council's Standing Orders, Planning Standing Orders and Planning Protocol is expected to take place over the summer.

Resolved 18/471 – That the Council approve the following revised policies: Cemetery Standing Orders, Grievance, Disciplinary; Media.

Resolved 18/472 – That the Council confirm the following policies: Members Code of Conduct, Standing Orders and Financial Regulations.

18. RBL Site

The exchange of contracts for the former Royal British Legion site is schedule to take place on Tuesday 15th May 2018 when Cllr Pearson and Cllr Clough meet with the solicitor.

There will be a 3-6-month delay on the reopening of the car park due to the late realisation that a water tank is required to be fitted underneath the car park to collect rainwater. The developers assumed that the existing process of the rainwater filtering into the main drain on the High Street would be allowed. However, United Utilities have stated that a new tank is needed, the cost of which will be borne by the developers.

Dave Rowell, the Parish Council's Clerk of Works, will work to ensure that the tank is installed correctly to ensure no subsidence occurs over time. The new tank will not reduce the number of car parking spaces created on the site. However, the delay will impact the amount of hours Dave Rowell will need to work.

Resolved 18/473 – That the Council approve additional hours for the Parish Council's Clerk of Works to ensure that he continues to monitor and inspect the work of the contractors on site.

The road from the High Street to the houses will be adopted. Beyond this point, the road will be unadopted. This needs to be clarified by Steven Holmes of CWAC Planning.

Many thanks were given to the working group for all their hard work over the last few months.

It was noted that the delay to the car park adds to the list of predicted car parking issues which was presented to CWAC many months ago.

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Resolved 18/474 – That the Council will write an open letter to the Chief Executive of CWAC regarding the lack of communication and action regarding car parking strategy in Tarporley.

19. Tarporley Remembers

Following the presentation by the Tarporley Remembers 2018 team during the Parish Meeting, the Council discussed the 25 memorial plaques required for the Memorial Walk. It was felt that these plaques should be retained for the village after the end of the Tarporley Remembers 2018 events. The Clerk (DC) will add these plaques to the Council's asset register and contact the insurance company.

Resolved 18/475 – That the Council purchase 25 Memorial Plaques from Royal British Legion Industries Ltd for £1,046.25 plus VAT.

Resolved 18/476 – That the Clerk should make an application for S106 funding for the plaques, using money under "public art" if applicable.

PART TWO

20. Quote for Village Improvement Project

Resolved 18/477 – That the Council approve the following quotes from SP Landscaping

222250 – Maintenance work to High Street footpaths.

222251 – Ivy removal.

222252 – Maintenance work to border by Church.

SP Landscaping needs to complete certain work within the next 2 weeks due to the Memory Walk starting in June. If SP Landscaping cannot do this work, a working party of councillors will try and clear the path.

21. Quotes for Cemetery bin

Resolved 18/478 – That the Council approve the quote from Gaskells Waste.

22. Quote for Footpath 11

The proposed work to be undertaken by J Stewart and the Lengthsman was discussed. It was noted that a membrane needs to be laid first to ensure the stones do not disappear into the soil. Also, instead of 2 tonnes of stones, as quoted, 3 tonnes of stone will be required. A budget of £500 has been agreed previously.

Resolved 18/479 – That the Council approve quote for relaying stones on footpath 11.

23. Clerk Arrangements

Ann Wright will start on Monday 16th July to cover for Abigail Webb. Her hours will be reviewed in the Autumn. It was noted that Abigail Webb will carry over one week of annual leave to be taken upon her return to work.

Resolved 18/480 – That the Council appoint Ann Wright to cover the Clerk's maternity leave, at 10 hours per week, point 27 of the NJC pay scale.

24. Clerk Salary

DRAFT MINUTES (to be signed off at next Council meeting)

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Resolved 18/481 – That the Council approve the nationally agreed increase in pay rate for point 22 of the NJC pay scale from 1st April 2018 for both Clerks.

Meeting closed: 10.05pm

Next Parish Council Meeting: Monday 11th June 2018, 7pm, Tarporley Community Centre Committee Room

Signed:

Dated: