

**MINUTES OF TARPORLEY PARISH COUNCIL EXTRAORDINARY MEETING
HELD IN THE CRAVEN ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 10TH SEPTEMBER 2018**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Elaine Chapman

Cllr Gill Clough

Cllr Bill Mather

Cllr John Millington

Cllr Jeremy Mills

Cllr Richard Statham

Cllr Peter Tavernor

Cllr Andrew Wallace

Clerk – Delia Cox (agenda items 1 to 3)

Deputy Clerk (Maternity Cover) – Ann Wright (minute taker)

Other

CW&C Ward Councillor – E. Moore Dutton

Public - 5

Press - 1

1. Apologies for Absence

Cllr. N. Taylor – work commitment

2. Declaration of Interests

Councillor Wallace declared an interest in matters relating to Liberty Properties due to the developer dealing with his employer plus he knows the landowner, he agreed he would remain in the meeting if the matter was discussed, would not speak and would not vote.

3. Co-option of Councillors

The Chairman reported there had been a number of applications to fill the vacancies however a some had later withdrawn their applications. Toni Burke made a short presentation about herself and the Chairman read a statement from Mark Ravenscroft as he was unable to attend the meeting.

Resolved 18/516 – That the Council suspend standing orders to allow a paper ballot.

Resolved 18/517 – That the Council co-opts Mark Ravenscroft to Tarporley Parish Council.

Resolved 18/518 – That the Council co-opts Toni Burke to Tarporley Parish Council.

Toni Burke signed the acceptance of office form and was given a copy of the Code of Conduct and the Privacy Statement and joined the Council meeting, Mark Ravenscroft will sign the acceptance of office and be given the same documents before the next Council meeting.

It was agreed that Ann Wright would act as Clerk for the meeting.

3. Public Participation

Weaver Vale Housing Trust/Oathill Leas Housing Needs Survey

CW&C Councillor Moore Dutton reported that she had raised the housing needs survey to the Chairman of Utkinton Parish Council and emphasized the survey should include the whole CW&C ward. She confirmed she had contacted CW&C to request the results of the previous survey, so the results could be compared to identify trends.

Home to School Transport

The CW&C Councillor Moore Dutton requested the Council's support for a motion she will be

submitting to CW&C to amend school transport regulations which only provide funding for transport to the nearest school, even when there is no transport to that school and the child's preferred school could be accessed more cost effectively by public transport. She reported she had taken a number of cases to appeal for residents in Little Budworth whose nearest school is in Winsford.

Tarporley Remembers

It was reported that the Tarporley Memorial Walk Booklets had been paid for and their costs had now been covered, as such all proceeds from sales from this point would go to Tarporley Hospital. Copies of the booklet are still available for purchase.

Oathill Lea

A resident of Oathills Lea thanked the Council for supporting the residents and for their swift actions.

4. Minutes

Resolved 18/519 – That the Chairman signs the Minutes of the Parish Council Meeting held 9th July and the extraordinary meeting held 13th August 2018 as a true and proper record.

It was confirmed that CW&C had confirmed receipt of comments relating to application 18/02222/OUT although they had not been made available on planning website.

5. Minutes of Working Groups and Other Meetings

Resolved 18/520 – That the Council approve the minutes of the minute book from page 516 to page 523.

It was reported that Liberty Properties had confirmed they had now appointed a heritage consultant and landscape consultant to help prepare the pre-application to be submitted to CW&C before the end of September. It was agreed the Clerk request the developer keeps the Council updated on progress made and any changes to the proposed scheme and car park.

6. Appointment of Clerk and Deputy Clerk

Resolved 18/521 – That the Council confirm the appointment of Delia Cox as Clerk and Responsible Financial Officer (RFO) and that she sign the contract.

Resolved 18/522 – That the Council appoint Abigail Webb as Deputy Clerk and that Ann Wright act as Deputy Clerk to cover maternity leave. It was agreed the contracts for these posts would be supplied as soon as possible.

7. Oathills Lea

The notes of the meeting with representatives of Weaver Vale Housing Trust (WVHT) on 6th September were noted, pages 531 to 533 of the minutes book and it was reported that WVHT are meeting with residents and their families on the 11th September.

It was noted that the housing trust had started the process of undertaking a review of the building and need to make sure it is fit for purpose now and in the longer term. It was understood the condition survey is due for completion at the end of October, but there is also a need to look housing needs. It is understood CW&C Council are looking to do this with Cheshire Community Action (CCA).

It was noted that WVHT have agreed to hold a drop-in session for residents of Tarporley and the surrounding areas/parishes, this will be on Saturday 20th October 2018, from 11am to 3pm in the main hall at the Community Centre. Fliers will be produced to advertise the event.

The Deputy Clerk reported that she had spoken to John Heselwood of CCA and that he was happy to meet with councillors and representatives of WVHT to discuss the survey.

It was agreed the Deputy Clerk would contact neighbouring parish Councils to keep them informed in the process and the Housing Needs Survey.

It was noted that the Parish Council has a limited budget and has not budgeted for a housing needs survey, as such costs must be controlled.

Concerns were voiced that the modernisation of the site may result in increased rents for residents.

9. Planning

The Council noted the planning register pages 48 to 51 as circulated.

Resolved 18/523 - That the Council submits the following observations:

18/02913/FUL – Removal of timber sheds and construction of single storey outbuilding

No objection.

18/03048/FUL – Two storey rear and single storey side extension – 27 Birch Heath Road, Tarporley, CW6 9UR.

No objection.

18/03114/FUL – Single storey rear extension and alterations to existing barn – Springfield Barn, Rhuddal Heath, Eaton Road, Tarporley, CW6 9HJ.

No objection.

18/03256/FUL – Proposed replacement roof tiles – Tarporley and District Community Centre, High Street, Tarporley, CW6 0AY.

No objection.

School Extension

Councillors noted a letter from a resident complaining about the extension to the school, councillors expressed disappointment at the wall which has been constructed of brick rather than sandstone, it was reported this may have been due to costs. It was agreed that the Deputy Clerk confirm with CW&C planners that a brick wall was approved as part of the application not sandstone.

10. Former RBL Land

Adoption of Access Road.

It was reported that the Clerk has written to CW&C Highways/Planning supporting the request that the access road up to the bollard is adopted and has also written to the developer. It is understood the developer has been away and has not yet submitted the application which he is speaking to CW&C to regarding its feasibility. The Clerk will contact the developer for an update later this week. Once further progress has been made a meeting will be arranged between the Council's solicitor, CW&C Planning and the developer to discuss next steps. CW&C Planning has responded that it can take no action regarding this matter until application is made.

The soil mounds had not been completely removed by the middle of last week, and it was reported that the Council's solicitor had supported keeping the car park closed until the mounds have been removed and all health and safety matters have been resolved.

Car Park Management

CW&C has not yet sent the promised draft legal agreement for the Council to consider regarding the management of the car park. This has been pursued by the Clerk and it is hoped will be ready for the next Council meeting. CW&C has confirmed it can manage unwanted vehicles and signage and has been given the Council's preferred name, Centenary Car Park, for the draft.

Allotments Lease

A meeting will be held on 18th September with representatives from the allotments association and the Council to discuss creating a first draft of the lease agreement. Several examples have been circulated to the group for consideration ahead of the meeting.

Public Right of Way

Councillors noted that the CW&C public rights of way officer had visited the site and was content with the path's surface and kerb. It was agreed the Deputy Clerk should contact the officer to emphasize the council is concerned that because the kerbing is higher than the footpath mud will be down onto the path.

General Matters and Queries

The Council's solicitor had confirmed that the adoption process does not need to be completed for the ownership to be completed as access rights are already agreed, although the completion should not be finalised until all outstanding matters have been satisfactorily resolved.

It was noted the developer needs to be contacted to confirm what the green box is on the site.

The hedge on the primary school boundary should be replaced by the developer.

If the access road is not adopted then its ownership and maintenance will be included in the terms for the sales of the houses, as such the Council should have paperwork to confirm this and also to detail/describe the agreement for future reference.

Discussions need to take place regarding the retaining wall of the existing house on the High Street to make sure the Council is not held responsible for any issues with the wall in the future which could be associated with the current construction of the car park. It was believed that the house may belong to Rowcliffe Homes, this will be checked and was not part of the actual planning application.

11. Tarporley Community Centre (TCC)

The Council noted the letter from the Chair of the TCC management committee, it was agreed a meeting date would be confirmed.

12. CW&C Consultations

It was agreed that Councillors Burke and Wallace would review the Council tax empty homes premium consultation and the Planning for Traveller Sites – Traveller DPD Issues Consultation and recommend responses for approval at the October meeting of the Council.

13. Community Speed Watch

It was agreed the Council would advertise for volunteers as well as someone to lead the scheme, noting that there is a need to undertake community speed watch to provide evidence for traffic calming measures.

14. Benches

It was reported that Cheshire Joinery are meeting with the Clerk and Deputy Clerk on 11th September to examine the damage and present a more accurate estimate of repair costs including removal and storage. They will also look at the locked noticeboards which have become difficult to open.

There is no further update on the insurance claim which has been submitted.

15. Tarporley Shuttle Bus

It was reported that following meetings earlier in the year led by Utkinton & Cotebrook PC, CW&C Transport Commissioning have confirmed they intend to carry out a survey later this month.

supported by the CW&C Insight and intelligence team. The results of the survey will be shared with the Council.

The survey has been delayed due to the work commitments of the Insight and intelligence team and also due to it being a very busy period for school transport, however this has resulted in the survey avoiding the summer period when responses could have been reduced.

The Utkinton & Cotebrook Clerk has been in touch with CW&C to ask for the survey methodology, including distribution method as hard copies are required, and will feed back the response once it is received.

CW&C Cllr Moore Dutton confirmed the importance of the survey being available on paper rather than just on line. It was noted the process had been extremely frustrating.

16. Christmas Lights & Event

1) Location of Stalls etc

The Council agreed to use the pavement area if permission cannot be obtained to use the raised area in front of the shops along the High Street by the Council's noticeboards.

It was reported that Dayinsure have generously agreed to purchase and fit a new Santa's grotto.

2) Risk Assessment and Documents

It was agreed the Christmas Event working group along with Councillor Mills will work with the Clerk to produce all the necessary documents for the event along with the risk assessments. It was noted that CW&C require the draft event plan including timeline and risk assessment by the end of September.

It was agreed the crib would be erected in its normal location and that some form of lighting would be sourced.

3) Master of Ceremonies

Cllr Wallace agreed to find a master of ceremonies if he is not available and will book the sound system for the event in conjunction with the Clerk.

17. Accounts & Payments

1) Accounts & Payments

It was noted that Councillor Clough had signed the bank reconciliation and sighted the bank statements.

Resolved 18/524 – That the Council approve the accounts and payments as listed on page 63 of the cash book including:

CW&C Council	Tarporley High St Traffic Reg. Order	£1,750.00
Rowell Environmental Solutions	Clerk of Works fees (Ex RBL car park)	£1,875.00
SP Landscaping	Grounds & Cemetery Maintenance (July)	£674.40
SP Landscaping	Grounds & Cemetery Maintenance (Aug)	£957.60
Play Inspection Company	Annual Inspection	£78.00
Tarp Community Centre	Room Hire	£17.16
A. Webb	Salary/Maternity Pay	£835.92
D. Cox	Salary	£785.17
A. Wright	Salary	£444.32
HMRC	NI/PAYE	£180.51
Talkabout Publishing	Tarporley Talk	£144.00
PKF Littlejohn LLP	External Audit	£360.00
NEST	Pension x2	£33.39

Resolved 18/525 – That the Council approve payment of invoices received since the publication of the agenda:

R. Johnson	Lengthsman August (of which £2.60 is VAT)	£446.10
Shires	Payroll M5 inc. new employee setup	£25.00
A Wright	Reimb. – Filing cabinet (incl. £23.80 VAT)	£142.80
Gaskells	Cemetery bin (Aug, 5 weeks, incl. £13.24 VAT)	£79.44
SLCC	Arnold Baker, Local Council Administration, 11 th Edition	£103.99 plus delivery

It was noted that the SP Landscaping August invoice (on Cashbook page 63) includes £235 for their new regular weedkilling work, Res 18/477, May 2018. The Clerk has asked for an estimate of how many times this is likely to be needed in any one financial year for budget review purposes.

Second Quarter Budget Review

It was noted that the second quarter budget review will be presented at the Council's October meeting. Attention was raised to the fact that the Council in the last six months has spent approximately £62k leaving £42k for the next six months if the Council is not to dip into its reserves again, noting invoices will be due for the car park and Christmas lights/event during this period.

2) To note outcome of External Audit

The notice of the conclusion of audit has been put on the Council's noticeboard and will be loaded onto the website before 30 September.

In the opinion of PKF Littlejohn, the external auditor, information in sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met, as such the Council has a clear audit.

The Council recorded its thanks to the Clerk for the hard work to prepare the audit.

3) To agree insurance for 2018-2019

Resolved 18/526 – That the Council appoint Came and Company to provide insurance for the Council through Inspire/Axa at a cost of £1302.36 for 2018-2019.

4) Play Inspections 2019

Resolved 18/527 – That the Council appoint the Play Inspection Company to undertake the annual inspection of the play area at a cost of £65 plus vat and quarterly operational inspections at a cost of £50 plus vat per visit.

Resolved 18/528 – That the Council instruct Northwich Town Council to repair the pedal on the cycle roundabout.

It was agreed that Northwich Town Council be asked to provide a price for cleaning/jet washing of the play area and equipment and youth shelter to remove moss and dirt and to paint equipment where necessary.

18. New Gritter

It was agreed the deputy Clerk should inspect the gritter, any replacement will be considered at the Council's October meeting.

19. 2019 Elections

Councillors noted that all-out Parish Council elections are expected to take place on Thursday 2nd May 2019 as such the Council and Councillors will be subject to purdah regulations in the six-week period leading up to the election, more guidance will be published nearer the time. It was suggested the Council should cancel its April meeting, a decision will be made nearer the time.

Meeting closed: 9.05pm

Next Scheduled Parish Council Meeting:
Monday 8th October 2018, 7pm.
The Committee Room, Tarporley Community Centre.

Signed:

Dated:

Ann Wright
11-09-2018

**Notes of informal meeting with Weaver Vale Housing Trust Representatives.
6 September 2018, Tarporley Community Centre.**

Present:

Tarporley Parish Council (TPC): Cllr Elaine Chapman, Cllr Gill Clough, Cllr Bill Mather, Cllr Gordon Pearson, Ann Wright (Deputy Clerk)

Weaver Vale Housing Trust (WVHT):

Judith Burbridge, Director of Neighbourhoods & Customer Services

Melanie Davenport, Community Independence Manager with responsibility for Independent Retirement Apartments

Gareth Jones, Communication Officer

Gareth Rigby, Director of Property

Cheshire West & Chester Council: Ward Councillor Eveleigh Moore Dutton

Purpose of meeting: To provide an update on Oathills Lea Complex.

The Chairman reported that residents of Oathills Lea and others are very concerned about the future of Oathills Lea and what the outcome of the WVHT review might be. Several residents and other community members have raised the matter at recent Parish Council meetings. Concerns have now escalated into a village campaign to "Save Oathills Lea".

As such it was important for residents of Oathills Lea and Tarporley and the Parish Council to understand the scope of the review being undertaken by WVHT, including its timescales and possible outcomes.

Representatives of WVHT stated they have no intention of selling the site to a private developer, and that they wanted everyone to know this.

It was noted and recognised by WVHT that there is no other provision in the area like Oathills Lea.

WVHT confirmed that the current review is a large and complex piece of work and there are still many unknowns.

They are currently undertaking a condition survey of the property to identify what works are required so that the property is compliant with the required regulations and that it is future proof i.e. that it meets the needs and wishes of older people both today and in the future. The building was built in the 1970s and expectations of what older people want in a property have changed since then. As such a detailed appraisal was required of the site.

It was noted that the building is safe and has been subject to regular fire risk assessments.

It was noted that although there had been no major refurbishment of the site, works had been carried out on the site including new kitchens and a conservatory had been added in the past.

Residents have been asked for their views.

It was noted that demand has been low for several years for the properties at Oathills Lea, reflecting that they do not fully meet the needs and wishes of potential residents.

WVHT representatives recognised the strong community spirit at Oathills Lea and that residents enjoy living there and are well supported by excellent staff.

Next Steps

- Full condition survey to be completed by the end of October
- Identify the needs and demand for independent living accommodation in Tarporley for now and in the future.

Housing Needs Survey

It was noted that WVHT had been contacted by CW&C about undertaking a housing needs survey (for older people) in Tarporley and were informed the Parish Council would also be notified and that the survey would be done in partnership with WVHT, CW&C and the Parish Council. It was understood the survey would be carried out with the support of Cheshire Community Action (CCA).

It was noted that WVHT owns approximately 6200 properties of which approximately 1400 are bungalows in the former Vale Royal area this is predominately general needs housing, they also own several two storey blocks of flats plus 7 sheltered or independent living complexes, of which Oathills Lea is one.

It was noted that the Tarporley Neighbourhood Plan policy TH3 supported additional accommodation in the village of this type - not a reduction.

It was noted that Rathbone Park has housing for older residents but not of the same type as Oathills Lea.

Once the condition survey and housing needs surveys are completed, WVHT can then decide how to proceed with Oathills Lea. A proposal will be taken to the WVHT board for consideration and this will include a business case which will look at financial returns of any works proposed as well as wider social factors and impacts. As a Social Landlord, their Board has a remit to consider more than the financial returns of any proposal, unlike a private developer.

At present no costings have been carried out and no potential schemes developed.

WVHT representatives noted that they value all their residents and that no one will be made homeless and all will receive one to one support as well as support for their families. The residents are tenants of WVHT and therefore have certain rights under their tenancy agreement.

It was noted that Oathills Lea currently has 12 residents, empty properties have not been let or formally advertised due to the need to undertake this review.

Cllr Moore Dutton noted that ¼ of households in her ward are single occupancy.

It was stated that the starting point for the catchment area for the development was the CW&C Tarporley ward but that it was slightly larger than that. Judith Burbridge confirmed she would clarify the area described as 'local connection' residents of which would be given priority when applying for properties in a particular village.

It was suggested that the housing needs survey needs to be undertaken and completed as soon as possible, if this cannot be done in partnership with CW&C it was agreed that other ways of undertaking it would be considered including the possibility of the Parish Council assisting WVHT to undertake the survey.

WVHT confirmed that letters were being sent to all residents of Oathills Lea and that a meeting was being held for residents and their families on Tuesday 11th September.

Agreed Actions

1. The Deputy Clerk will contact CCA and CW&C regarding the housing needs survey and arrange a meeting to discuss progressing the survey asap and will include WVHT representatives.
2. A Public Consultation 'Drop-In-Session' will be arranged for a Saturday in October (11am-3pm) to allow all residents of Tarporley and the surround area to have a say about what is needed in the area for older people now and in the future, which will be advertised by a leaflet drop. (WVHT to produce leaflets, Cllr Moore Dutton the raise with neighbouring parishes)

Several key questions were identified for the drop-in session including:

Do you want to live with other people?

Do you want your own front door?

Do you want separate kitchen and living room?

Do you want a bath or shower?

What facilities would you want to share, garden, laundry facilities?

What would you prioritise?

A full list of questions will be developed by WVHT prior to the consultation.

3. That a statement should be provided by WVHT which illustrates that the Housing Trust are committed to working with the local community including the Parish Council to identify the needs of the existing and future older people in the area and to seek to provide the appropriate dwellings to meet those needs at Oathills Lea.

Ann Wright
07-09-18