

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 8th April 2019**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Toni Burke Cllr Elaine Chapman Cllr Gill Clough Cllr John Millington

Cllr Jeremy Mills Cllr Mark Ravenscroft Cllr Peter Tavernor Cllr Nigel Taylor

Cllr Andrew Wallace

Clerk Delia Cox

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

Other

Public 4

CW&C Councillor Eveleigh Moore Dutton

1. Apologies for Absence

No apologies received.

It was noted that Councillors Mather and Statham have resigned from the Council with immediate effect.

2. Declaration of Interests

Councillors Chapman, Millington, Pearson and Tavernor noted their dispensations in relation to Brook Road.

3. Public Participation

Proposed Shuttle Bus Service

CW&C Councillor Eveleigh Moore Dutton asked the Parish Council to give serious consideration to supporting a shuttle bus service from outlying villages into Tarporley. She noted the success of the service would rely in large part on public awareness of the service. It was noted that the Parish Council will consider this at the May meeting.

Best Kept Village (BKV)

Councillor Moore Dutton noted all the hard work which has been done around Tarporley to tidy the village by volunteers, she noted a huge amount of work had been done and she was amazed by the results and how much better Tarporley was looking.

Lisa Miller, BKV Coordinator thanked Councillors Taylor, Pearson and Wallace for all their hard work litter picking, sweeping and tidying.

Forest Road Minutes

A resident raised concerns about the minutes of the last meeting relating to the proposed Forest Road development which she believed gives the impression that the Parish Council supports the proposal, she stated that the Parish Council should remain neutral with regard to the proposal as there are plenty of counter arguments against it and that it is a highly controversial. The Council noted the comments.

Defibrillators

It was reported that there had been at least 2 occurrences recently which required a defibrillator and that there had been confusion as to where a defibrillator was available. It was noted that some defibrillator signs/stickers had recently been removed although the defibrillators were still available.

Tarporley News

Emma Hunter thanked the Parish Council for their support for Tarporley News, the last edition by the current team will be on the 25th April after which the new team will be taking over.

TarpFest

The Chairman read an email on behalf of TarpFest which asked the Parish Council to consider allowing the group to use the Parish Council's bank account and also to provide some funding to pump prime the project.

4. Minutes

The Council considered the comments of the resident regarding the minutes on Forest Road and noted the term 'community benefits' is as defined by the Neighbourhood Plan and does not reflect support or otherwise for the proposal and that the Parish Council remains neutral on the proposal.

Resolved 19/618– That the Chairman signs the Minutes of the Parish Council Meeting held 11th March 2019 as a true and proper record.

5. Action List

The Council noted the action list as circulated.

6. Minutes of Working Groups and Other Meetings

That the Council approve the minutes of the working groups and other meetings, page 640 to 646 of the minutes book. It was noted the Cemetery Committee had met and the minutes of that meeting will be circulated with the May agenda.

7. Planning

1) Planning Register

The Council confirmed the planning register pages 69 to 71 as circulated noting that a large number of planning applications are outstanding. It was agreed to monitor the number of outstanding applications.

2) Planning Applications

No planning applications received.

3) Care Home & Car Park Proposal

No update available.

8. Housing Needs Survey

Councillors noted the results of the Housing Needs Survey as circulated and the letter received from Weaver Vale Housing Trust (WVHT). It was noted the results include a large amount of data. It was agreed that the Clerk should contact CW&C and request the numbers of people currently on the housing waiting list who would qualify to apply for Oathills Lea.

It was agreed the Clerk contact WVHT and request a copy of the condition survey of Oathills Lea.

It was also agreed that the Clerk contact WVHT to arrange a meeting to discuss the results of the survey and their proposals for Oathills Lea and that WVHT be asked what their business plan and onward commitment is to Tarporley including and beyond Oathills.

It was agreed the Clerk should contact Mr and Mrs Willis and ask if they have any information about those who wanted to move to Oathills Lea.

It was noted that it is not just immediate housing need which needs to be identified but longer-term need. It was also identified that there is a need for extra care provision which WVHT do not provide.

9. TarpFest

It was reported that a steering group had now been created with different roles allocated although more volunteers would be welcomed. Due to Council regulations it was noted with regret the Parish Council could not hold funding for the group.

Resolved 19/619 – That the Council provide up to £250 towards TarpFest against invoices.

It was agreed to ask the organiser to attend an informal meeting with councillors to provide an update on the event including the road closure and insurance.

10. Best Kept Village

It was reported that volunteers have undertaken a large amount of work but that there is still work to do including on the Car Park behind the Rising Sun. It was reported that up to 10 volunteers were taking part in sessions which last around 3 hours as such volunteers are providing 30 hours of work each week tidying the village, work which is not covered by CW&C and could not be afforded by the Parish Council. As such the volunteers are making a huge contribution to the village and this needs to be recognised by residents and businesses, who should all be encouraged to keep their own areas clean and tidy.

It was agreed gravel would be purchased for the surface of FP12, Park Road to Forest Road.

It was agreed to obtain quotes to replace the benches on the High Street with benches similar to those installed by St Helen's.

It was noted that a sketch was required of a planting scheme for the roundabout which could be forwarded to Highways for consideration and costing noting the design should not include hard structures, Councillors Burke, Millington and Wallace agreed to provide a sketch.

11. Businesses Meeting

Councillors noted the notes of the meeting with business representatives held on 26th March which had been a very positive meeting. It was noted the businesses had expressed an interest in being involved with the Christmas event and that this would be discussed at a future meeting.

The Council agreed to undertake a morning parking survey in May to identify people parking in the car park behind the Rising Sun to see who are parking there and if they are staying in the village for work etc.

12. Adoption of Phone Box

It was noted that an application to adopt the phone box had been submitted and a notice of the adoption was displayed in the phone box, BT payphones had supplied a kit to repaint the phone box and had also been contacted regarding replacing some of the plastic which had been installed instead of glass.

Resolved 19/620 – That the council adopt the red phone box on the High Street.

It was agreed the Clerk should contact CW&C and ask if any permission is required to change the use of the phone box which is a listed building.

Resolved 19/621 – That the Council appoint J Stewart to prep and paint the phone box at a cost of approximately £200.

13. Meeting with High School

Councillors noted the notes of the meeting with Mrs Tina Everton, 6th Form Pastoral Manger and students on 27th March which had been a very positive meeting. It was noted that the young people who attended the meeting did not want an organised youth club to attend, they would rather have somewhere informal to meet and buy a drink although they had noted younger pupils who weren't

represented at the meeting may have different needs. It was agreed further meetings were required including with younger students however the fact the conversation had been started was viewed as very positive.

It was noted the students were eager to be involved in discussions about the development of the Brook Road Sports field and were interested in having somewhere to do sports and training.

14. Brook Road Sports Field

It was reported that John Seiler (CW&C) was progressing the costing exercise for the entire scheme as approved and that this was due to be completed before Easter, this will allow the working group to identify what can be afforded and confirm the phasing of the project.

John Seiler is also due to start the design works allowing works on levelling and drainage to start in July.

It was noted that the planning and works to mitigate the newts on site were also progressing.

Resolved 19/622– That the Council confirm the appointment of CW&C to complete the reasoned statement for the Newt Licence application at a cost of £118.93.

Resolved 19/623– That the Council carryout a grass cut of the field.

It was agreed that a letter should be distributed to residents neighbouring the Brook Road field advising that work will be starting on site soon and that there is no access.

It was agreed to obtain a price to fence the site possibly with temporary Heras fencing to prevent people walking on the site and damaging the newt fencing.

15. Former RBL Site

It was reported that it was unlikely that the car park will be handed over at the end of April. It was noted there is a piece of land at the top of the allotment site which has been used by allotment holders over a number of years. It was agreed the Council should look at applying for the title of this land.

16. Christmas Event 2019

Councillors noted the costs to date of the Christmas event as circulated.

It was agreed to contact Knutsford Town Council and ask how old the lights are they are selling and ask if the LED lamps are replaceable.

It was agreed that the Christmas Working Group meet to review the quotes provided and make a recommendation to the Council.

17. Accounts & Payments

1) Year End accounts

Resolved 19/624 – That the Council approve the 2018-2019 year end accounts and payments, pages 72-75 noting that the year end is with £300 of the budget. It was noted that Cllr Tavernor had sighted the year end bank statements and signed the year end bank reconciliation.

It was agreed the Clerk should contact CW&C and obtain an update on outstanding S106 monies noting the art S106 could be spent in conjunction with the High School or on some form of village signage.

2) Accounts & Payments

Resolved 19/625 – That the Council approve the accounts and payments and bank reconciliation as listed on page 76 of the cash book including:

A Wright	Reimbursement – Land Registry Search	9.00
R. Johnson	Length's man duties	336.00

Tarporley Community Centre	Room Hire	63.57
SP Landscaping	Grounds, Street & Cemetery Maintenance (March)	798.00
L. Miller	Reimbursement – Best Kept Village sundries	36.89
D. Cox	Salary	801.27
A. Webb	Salary/Maternity Pay	577.28
A. Wright	Salary	444.32
D. Cox	Reimbursement – Lychgate padlock	17.99
D. Cox	Reimbursement – mobile phone	10.00
Nest	Pension x2	31.00

Resolved 19/626 – That the Council approve payment of the following invoices received since the publication of the agenda.

A. Wright	Reimbursement – mobile phone	20.00
Shires	Payroll services	25.50
G. Latham	Gritting (March x1)	72.00
J. Stewart	Cremation plot marking	15.00
Mid-Cheshire Footpath Society	Subscription 2019-2020	8.00
SP Landscaping	Grounds, Street & Cemetery Maintenance (Feb)	140.00
Gaskells	Cemetery Bin	69.32
Robinson's Brewery	Permissive Path Agreement (2 yrs, 17-18 & 18-19)	60.00
L. Miller	Reimbursement – BKV brush, hoes, etc.	22.75

3) Appointment of Payroll Provider

Resolved 19/627– That the Council appoint Shires (SPS) to provide payroll services for the financial year 2019-2020.

4) Cemetery Maintenance

Resolved 19/628– That the Council provide a budget of up to £50 for maintenance and planting of the cemetery garden area.

Resolved 19/629– That the Council provide a budget of up to £300 for planting of Burton Square.

The Chairman noted that it was the last meeting of the current council and that a new council would be formed in May as such he thanked all Councillors for their help and support over the previous 4 years.

It was also noted that this would be the last meeting for the Clerk Delia Cox who was stepping down, the Council presented her with flowers and a card and thanked her for all her hard work and noted she had managed to get Lychgate Lane resurfaced and the new benches installed along with lots of other tasks, it was noted that she would be greatly missed.

Resolved 19/630 – That the Council agree to move into private session to discuss the following agenda items in the absence of the Press and Public.

18. Brook Road Newt Fencing

Resolved 19/631 – That the Council appoint Lowther Forestry Group Ltd to undertake the required newt fencing on Brook Road noting the need to clarify the supply and build of the hibernacula and

also the need to carry out a survey to identify any services under the field before the works are undertaken.

19. Staffing Matters

Bank Mandate

Resolved 19/632– The authorised signatories in the current mandate, for the accounts detailed in section 1.3 of the application, be changed in accordance with section Authorised Signatories and the current mandate will continue as amended.

Therefore adding A. Wright to the Council's bank account to enable the making of payments etc.

Resolved 19/633 – That Ann Wright would apply for access to the online account via the NatWest Digital and Direct Banking Business Application form. This was signed by the following existing signatories: Delia Cox and Cllrs Chapman, Clough and Wallace.

The Clerk and Deputy Clerk left the meeting and took no part in the following discussion.

Resolved 19/634 – That the Council engage Ellis Whitten Ltd for a period of three years to provide HR and Employment Law Advice. That Gill Clough contact them as soon as possible to initiate receiving their service.

Resolved 19/635 – That the Deputy Clerk on maternity leave be paid the difference between her pay and maternity pay for her KIT hours.

Resolved 19/636 – That the Deputy Clerk covering maternity leave receive payment in lieu of her leave hours for 2018-2019.

Resolved 19/637 – That the Clerk and Deputy Clerks pay increases to be paid from 1st April as per their contracts according to the new scales. That the Clerk to move from old point 23 to new point 14; Deputy Clerk covering maternity leave from old point 27 to new point 20, Deputy Clerk on maternity leave from old point 22 to new point 12.

Resolved 19/638 – To accept the resignation of the Clerk and to offer the position to internal candidates in the first instance, but to receive advice first from Ellis Whittam.

Meeting closed: 10.00pm

Signed:

Dated:

Ann Wright
09-04-19

Next Scheduled Parish Council Meeting:
First or Annual Meeting of the Parish Council
Monday 20th May 2019, 7pm.
The Committee Room, Tarporley Community Centre.