

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 13th JANUARY 2020**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Toni Burke

Cllr Elaine Chapman

Cllr Gill Clough

Cllr Andy Hallows

Cllr Andy Hallows

Cllr Catherine Helm

Cllr Lisa Miller

Cllr John Millington

Cllr Mark Ravenscroft

Cllr Peter Tavernor

Cllr Nigel Taylor

Cllr Andrew Wallace

Clerk Ann Wright

Deputy Clerk Abbie Webb

Other

CW&C Cllr Eveleigh Moore Dutton

Public 1

1. Apologies for Absence

All Councillors present.

2. Declaration of Interests

Dispensations granted to Cllrs Chapman, Millington, Pearson and Tavernor regarding the development of Brook Road sports and recreation ground were noted.

Cllr Hallows declared an outside body interest due to his involvement with Tarporley Vics Juniors in relation to Brook Road sports and recreation ground.

3. Public Participation

No items raised.

4. Co-option of Councillor

Resolved 20/106 – That the Council co opt Catherine Helm and Lisa Miller to the Parish Council, both signed the acceptance of office and joined the meeting.

5. Minutes

Resolved 20/107 – That the Chairman signs the Minutes of the Parish Council meeting held on the 9th December 2019 as a true and proper record.

6. Action List

The Council noted the action list as circulated and the following updates noted:

Bench Ends

It was noted that the Allotment Asso. and Bowling Club have confirmed they do not require the bench ends. It was agreed to donate the bench ends to the Cheshire Wildlife Trust who had expressed an interest in them.

Brook Road – A. Jamieson Meeting

The meeting with Andrew Jamieson had now been scheduled for the 29th January 2020.

Bollards

The Clerk reported she had met with the highways officer to discuss the possibility of new bollards at the benches by the Church Entrance, it was noted if these are put close to the benches they will prevent people sitting on benches, bollards could be located on the pavement at the crossing point but it was thought this would have a limited impact, the cost to install two bollards would be approximately £300. It was agreed not to proceed with additional

bollards in this location.

Additional Parking Spaces – Rising Sun Car Park

It was noted that Sarah Dobbins (CW&C) is progressing the provision of the additional parking spaces with Jones Homes and is meeting with their representative this week and will keep the Council update.

CCTV Signage

This action was due to be completed before the meeting but was postponed due to bad weather the signs will be installed as soon as possible.

Former WC

It was noted the Council now has keys to the WC and the Clerk is investigating getting it deep cleaned as soon as possible.

7. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings book, pages 177 to 180 of the Minutes.

8. Planning

1) Planning Register

The planning register was noted.

It was reported that application 19/04329/FUL, Widening of driveway, driveway across verge and dropped kerb, 30 Bowmere Road, Tarporley, CW6 0BS had been approved despite the planning department confirming the Parish Council could have an extension to the application until the 14th January. This had been raised with the officer who had apologised, it was noted no officer had been allocated to the application when the extension was granted and no note had been put on the file.

2) Planning Applications

19/04558/FUL, Demolition of existing conservatory to rear, erection of a single storey extension to rear with external terrace area, single storey extension to side, conversion of existing garage to a gymnasium with associated new windows and doors, construction of a new entrance porch, and construction of a section of new boundary wall to incorporate gateposts and entrance gates, The Old Rectory, High Street, Tarporley, CW6 0AG.

Resolved 20/108– That the Council submit the following comment:

The gates are not in keeping with the Conservation area.

There is lack of consistency between the application description and drawings online which include a new garage.

3) Possible Development off Rode Street

It was agreed to confirm to Jones Homes that the Parish Council would consider any application which made a significant contribution to the much needed infrastructure of the village, as identified by the Neighbourhood Plan. The Council noted that the provision of 55+ community alone would not meet this requirement.

4) Update & Actions application 19/02899/FUL, Nursing Home & Community Car Park

It was noted that the letter agreed at the last meeting had been received by CW&C who had confirmed the Planning Department would take these matters into account. The planning officer had said that they was a chance the application could go to the February Planning Committee but was more likely to go to the March meeting as he had been waiting for a document from the applicant providing evidence of the special circumstances having been met and was due to meet with applicants.

It was noted the Committee meets on the 4th February and 3rd March, it was agreed that Cllr Pearson can speak at the February meeting and Cllrs Clough and Pearson are available in March.

It was agreed the Clerk should contact the Chairman and Deputy Chairman of the Planning Committee to request a meeting to discuss the application.

It was agreed to prepare a letter which can be sent to all the Committee members highlighting the grounds for the Council's support for the application.

It was agreed at a future meeting with Charlie Seward the following points should be raised highlighting the Council's concerns regarding the current handling of planning applications:

- * General ongoing delays in the planning process which offices have apologised for previously.
- * The general handling of application 19/02899/FUL including delays in CW&C officers reports being published e.g. Conservation & Design Team, Landscape Team.
- * The handling of application 18/02485/FUL, additional spaces on the Rising Sun Car Park which took 12 months to be decided.
- * Application 19/04003/FUL, Bowmere Road which was decided before the extension granted to the Parish Council.
- * The lack of clarity as to whether public comments can be accessed by the Parish Council.
- * The decline in partnership working between the CW&C Planning department and Parish Council noting a number of years ago the Parish Council had regular meetings and discussions with planning officers including Nial Casseldon.
- * That the significance of the lacking of parking provision is not widely understood by CW&C officers including by CW&C planning officers.

9. Car Parking

The Council agreed that Cllr Pearson should attend the meeting scheduled for the end of the month with Charlie Seward, CW&C Deputy Chief Executive – Places organised by Mr Beckett which will also be attended by CW&C Cllr Moore Dutton and report back to the Parish Council. It was reported that at noon today (a wet Monday in January and during storm Brendan) when visitors to Tarporley would be expected to be at a minimum, there were only 51 spaces available in the combined Rising Sun Car Park, Poppy Lane Car Park and along the High Street.

10. Brook Road Sports Field

Works on Site

The landscape contractor Dunkil Developments demobilised on 13th December 2019, having completed work to the perimeter fencing and drainage connections. They will return to site in the spring, once ground conditions are suitable for completing the playing pitch and other remaining works. Demobilisations costs were £260.00 +VAT to cover transport to remove the site office/welfare unit and excavators. There will be the same charge to cover remobilisation, when that happens.

Prior to demobilisation, the site was inspected by John Seiler and Councillor Ravenscroft to ensure that it was being left in a safe and tidy condition, and that the new fencing was intact.

Drainage Connections

The two connections to the highways private drainage system on Brook Road were completed before Christmas at a cost of £3,150 +VAT; well within the indicative cost of £5,000 reported at last month's meeting. The solution seems to be working well and has prevented water running off the field onto the highway as was previously occurring.

Discharge of Planning Conditions

John Seiler has now submitted the application to CW&C Planning Department for the variation of Condition 2 (substitution of plans) and to discharge Conditions 5 (parking) and 10 (planting). This will leave three conditions which have to be discharged prior to first use; Condition 4 (highways/footpath details for the access road), Condition 7 (management and maintenance plan), and Condition 8 (community use agreement).

Condition 4 is dependent on CW&C's proposals, as they are obliged to provide the road as part of the Land Transfer Agreement. A follow up meeting has been arranged with Andrew Jamieson on 29/01/20 to check on progress in this respect.

Outdoor Gym and Trim Trail Equipment

On 13/01/20, Councillors Ravenscroft and Millington, met with suppliers of two ranges of outdoor gym/trim trail equipment proposed by John Seiler (who is also attending the meetings). The plan is to select a preferred range in readiness for community consultation in the early spring.

Dunkil Developments' Account

Dunkil's second application for payment was received before Christmas. Following review and adjustment, Councillors Millington and Ravenscroft are satisfied that a valuation of £87,863.70 (excl. VAT) represents a fair assessment of the value of the work completed to date. After deduction of retention and the previous payment, this results in a recommended second payment of £27,637.82 (incl. VAT), which has now been invoiced by Dunkil.

Resolved 20/109– That the Council pay the second payment £27,637.82 (incl. VAT).

S106 Drawdown

Following return of the signed Funding Agreement, CW&C have subsequently updated their standard S106 Agreement text and wish us to sign the revised version. This will result in a further check by our solicitor, which will incur a fee of £800.00 +VAT. It was agreed that the Council would seek discussions with CW&C legal team regarding the agreement and changes made.

Resolved 20/110– That the Council sign the agreement once it is established if the changes are minimal.

It was noted the Clerk has submitted the invoice to claim the S106 funding to CW&C dated 2nd December 2019 as instructed by CW&C.

11. Former RBL Site & Allotments Agreement

1) Transfer Update

It was noted that the transfer is still ongoing.

2) Allotments & Bowling Club Draft Agreement

Councillors noted the notes of the meeting held on the 7th January with the Council's solicitor who is preparing draft leases for the Bowling Club and Allotments which will include a licence to be issue to allotment holders.

12. Budget, Earmarking and Precept

Resolved 20/111– That the Council earmark the following funding for the 2020-2021 financial year:

Budget Code	Budget Headings 2019/2020 (ex VAT)	Budget 2019-20	Predicted Year End	Budget 2020-2021
SC1	Salaries	£26,000	20792.00	21000.00
SC2	HMRC/NEST/Payroll	£2,500	3345.00	3200.00

AD1	Admin - Consumables (e.g. printing, stationery, mobile phone top ups)	£600	1200.00	1200.00
AD2	Admin - Training	£500	100.00	650.00
AD3	Admin - Misc (e.g. IT/phone equipment and software renewals, Mileage expenses)	£1,000	1000.00	1000.00
AD4	Insurance	£1,300	2000.00	2000.00
AD5	Audit - Internal & External	£500	570.00	600.00
AD6	Subscription/memberships incl. ICO	£1,500	2039.00	2000.00
AD7	Communications inc. Tarporley Talk	£2,500	1594.00	2000.00
AD8	Election	£2,164	213.00	500.00
RM1	Meeting Rooms	£1,000	875.00	1000.00
RM2	Hearse House	£1,500	1088.00	0.00
MT1	Lengthsman Services	£6,000	5086.00	6000.00
MT2	Garden areas & other village maint.	£8,000	15579.00	13000.00
MT3	Play area inspections and maintenance	£4,000	4380.00	4000.00
OSR	Brook Road Sports & Play	£3,000	3000.00	3000.00
EM2	Events ex Christmas	£1,000	174.00	2000.00
EM3	Xmas Events - annual costs	£7,000	15000.00	10000.00
GRA	Grants paid out ("S137")	£10,000	14796.00	10000.00
CAR	Car Parks inc. ex RBL site (gritting/maint.)	£3,000	2800.00	3000.00
PROW	PROW Maintenance			1000.00
		£83,064	£95,631.00	£87,150.00
	Discretionary Spending			
	TCC Roof			5,000.00
	Village Branding inc village entry points			10,000.00
				£102,150.00

Resolved 20/112 – That the Council set a precept of £87,748 for the 2020-2021 Financial year a Band D rate of 55.25 which equates to a 3% increase.

It was agreed that Cllr Tavernor would prepare a report on the precept for Tarporley Talk in March or April to coincide with when Council Tax bills are sent out.

13. Risk Assessment

It was agreed to transfer the risk assessment onto the matrix used for the Christmas Festival. It was agreed to include that payments to new recipients of over £1k should be made following a test payment to their accounts, it was also agreed that the Clerk identify a way of getting payments checked before submitting them on-line. It was noted these matters should also be included in the council's financial regulations.

14. Accounts & Payments

Resolved 20/113 – That the Council approve the accounts and payments and bank reconciliation as listed on page 86 of the cash book including the below payments.

CW&C	Discharge of Planning Application	117.00
A L Rowland	Assembly & Disassembly of Grotto	160.00
St John Ambulance	Xmas Festival First Aid	230.40
Talkabout Publishing	Tarporley Talk Articles	144.00
R. Johnson	Lengths man duties – December 2019	357.25
G Latham	Car Park Gritting x7 visits	672.00
Shires (SPS)	Payroll Services	24.50
Tarporley Community Centre	Roof Donation 1 (to be paid 28 02 2020)	5000.00

Resolved 20/114– That the Council approve the following invoices received since publication of the agenda:

Tarporley Community Centre	Room Hire – November 2019	69.23
Tarporley Community Centre	Room Hire – December 2019	19.11
A. Wright	Salary – December 2019	786.71
A. Webb	Salary – December 2019	797.91
Nest	Pension Contribution	64.29
SLCC	Cilca Training (A. Webb)	408.00
Gaskell's	Cemetery Bin	77.96
Lowther Forestry Group	Newt Works – Brook Road	319.60

It was agreed to contact the Reindeer Lodge to provisionally book the Reindeers for Saturday 5th December 4.30-6.30pm.

15. Village Rebranding

It was agreed to establish a working group to identify the scope of the rebranding project which will include Councillors Helm, Pearson, Ravenscroft and Taylor and CW&C Cllr Moore Dutton. It was also agreed to invite a member of the Sandstone Trust to join the working group.

16. Village Maintenance

It was agreed to seek separate quotes for the Council's current maintenance contract and new tasks identified by the Best Kept Village preparations in 2019. It was agreed the Clerk would draw up the tender documents and circulate to Councillors for comment.

17. CW&C Cycling & Walking Infrastructure Consultation

The following response to the consultation was agreed:

That the proposed infrastructure plan includes no plans for the rural area.

There are several key projects which could be included for the Tarporley including the creation of a much-needed footpath between Utkinton and Tarporley allowing easier access between the two villages, installation of cycle stands on Tarporley High Street and the development of walkways and paths in and around Tarporley linking with the Sandstone Ridge to allow cycling to help develop Rural Tourism.

Resolved 20/115 – That the Council move into private session to discuss the following items and request that the press and public leave the meeting.

18. Cemetery Wall

Resolved 20/116 – That the Council appoint Jamie Stewart to rebuild the Cemetery flower bed wall.

19. Defibrillator & Cabinet

That the Clerk obtains information regarding running costs on the defibrillators and proceeds with the planning applications (LDC) based I the Cardiac Science cabinet.

Meeting closed: 9.10pm

Signed:

Dated:

Ann Wright
14-01-2020

Next Scheduled Parish Council Meeting:
Monday 10th February 2020, 7pm.

The Committee Room, Tarporley Community Centre.

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Tarporley Parish Council Minute Book
Committees, Working Groups and Other Meetings
Presented at the January 2020 Meeting

Notes Included:

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Brook Road, Tarporley, Contract Progress Meeting (on site) 4 th December 2019 at 8.00am	178
Notes of meeting to discuss Lease for Allotments & Bowling Green 7 th January 2020, The Swan, High Street, Tarporley	180

Brook Road, Tarporley, Contract Progress Meeting (on site)

Wednesday 4th December 2019 at 8.00am

Minutes from Meeting (John Seiler)

Present:

John Seiler (CWAC)

John Millington (Tarporley Parish Council)

Mark Ravenscroft (Tarporley Parish Council)

Kevin O'Shea (Dunkil Developments Ltd)

Please also refer to minutes of 18th November 2019

1. Site Sign

- Site Signs to be retained on perimeter fencing and clearly displayed when site is closed for Christmas Shutdown.
- Temporary hazard signs to be removed once drainage tie-ins are complete.

2. Car Park - Refer to minutes of 18th November 2019**3. Works Programme**

- Decamp anticipated for end of next week 13th December or beginning of week commencing 16th December.
- Dunkil will demobilise the welfare facility and plant from site. The storage container is to stay on site. The site will be adequately secured before demobilisation. Site inspection meeting to take place jointly between CWAC, TPC & Dunkil prior to leaving site.
- Dunkil to provide an updated works programme. This programme will highlight the works still to do which will be monitored in week numbers, rather than specific dates.

4. Bin and Equipment Store – Refer to minutes of 18th November 2019

- Dunkil to advise cost of concrete slab and course of engineering bricks for bin and equipment store

5. Pond - Refer to minutes of 18th November 2019

650mm high railings to be ordered in the New Year as per Variation Instruction Nr 4

6. Interim Payment Nr 2

Dunkil to submit Interim Payment Valuation Nr 2, before Christmas Shutdown.

7. Drainage

Ongoing – JS to update drawings to include pond outlet drainage connection.

8. Site security

Dunkil are to attach Heras fencing to the boundary with Brook Road to close off gaps near to the existing metal access gate, and adjacent to drainage connection from pond, also to the SE corner of the site adjacent to the overflow car park.

11. Planting - Refer to minutes of 18th November 2019

- JS to update planting plan to include shrub bed on left hand side of site entrance and to omit the proposed trees in the play area. Trees in play areas to remain on the plan but will only be planted once the playground equipment is in place.
- Hedge planting to be completed before 31st March 2020.

12. Hedge Works and Fencing

- The hedge to be removed fronting Brook Road for pedestrian access will not take place until January or early February 2020. This is to maintain site security, minimise visual disturbance to local residents and to also ensure that it is removed before the beginning of the bird nesting season.
- JS has sent the detailed plan of this area which also includes the fencing surrounding the electricity transformer mast to TPC.
- Crown lifting work has been completed on the large ash tree at the NE boundary of the site.
- New hedge to be planted in the NE corner in the gap between new fence and existing hedge.
- 5 bike stands to be provided between car park and play area.

13. Electricity Transformer

JS has produced an updated masterplan drawing which includes Palisade fencing offset 4m away from the mast. However this extends into Brook Road boundary hedge. JM is to contact Scottish Power to find out what the minimum required clearance gap is.

14. Outdoor Gym Equipment

- JS has forwarded all information to MR.
- MR to confirm with JS the proposed dates for Community Consultation.

15. Goal posts and sockets

JS to request separate cost for supplying and installing the goal post sockets only.

16. Project costs

- Dunkil to provide quote for demobilising and then returning to site the construction plant and welfare facilities.
- JS to provide an updated forecast cost for TPC.

17. Dunkil Developments to:-

- Provide an updated works programme –see above.
- Confirm date for demobilisation.
- Submit costs for the drainage connection works.
- Submit costs for demobilisation and transport.
- Check integrity of Newt Fencing and make any necessary repairs prior to leaving site, for Christmas Shutdown.
- Install Heras fencing as per item 8 above, and to any other potential points of unauthorised access.
- Send Payment Valuation Nr 2 before Christmas - following demobilising from site.

18. JS to:-

- Provide Dunkil with Variation Instruction Nr 3
- Request quote from Dunkil to omit goal posts – sockets only
- Provide revised quantity and cost for
 - wildflower seed
 - Heras fencing
 - Planting plan
 - Final car park layout
- Confirm all Provisional items in the Bill of Quantities

19. Planning

- JM and MR to confirm draft planning drawings in advance of application submission.
- JS to submit application for “removal or variation of a condition following grant of planning permission” to vary condition 2 (picking up detail changes to the layout plan), and discharge conditions 5 (parking), and 10 (planting plan).
- TPC would then like to submit a separate application (in the New Year) for Conditions 7 (management and maintenance scheme), 8 (community use agreement), 4 (highways).

19. Bird and Bat Boxes

- To be omitted. Bowland Ecology Ltd will now supply and install the bird and bat boxes.

20. Next Meeting - TBC.

Dunkil to contact all with a proposed date in advance of leaving site. It is envisaged that this meeting will mark the temporary site closure until a return date in either January or February 2020.

Notes of meeting to discuss Lease for Allotments & Bowling Green

7th January 2020, The Swan, High Street, Tarporley.

Present:

Storrar Cowdry - Gary Bell, Sam (Trainee)

Tarporley Parish Council - Gill Clough, Ann Wright (Clerk)

Purpose of meeting: To discuss leases to Allotments & Bowling Green

The following points were discussed at the meeting:

It was noted the document produced by the Parish Council which would be for 25 years could transfer tenants' rights under the 1954 Landlords and Tenants Act and could be open to legal challenge as the obligations it includes are not clear.

As such GB proposed drawing up a simple 25-year lease with an exclusion to prevent tenants' rights, and a break clause for the landlord every 5 years.

It was agreed a clause should be included stating that the management committee of the lessee should be properly constituted.

The lease will include clauses to maintain the land and that the lessees have insurance including public liability.

GB will also prepare a licence which is to be issued by the Tarporley Allotments Assoc. to the individual allotment holders and that there will be a clause to allow this licence to be updated by the Parish Council as required, for example due to changes in legislation. This master licence would be attached as an appendix to the lease agreement.

It was noted the document drawn up by the Parish Council is more in line with the licence issued to allotment holders than the lease to be issued to the Allotment Association.

GB confirmed the obligations on the Allotments Assoc. included in the Parish Council document would be included in the lease and that these would be cross checked with the S106 transfer agreement obligations, inc:

- Maintaining of hedges around the perimeter of the site and both sides of the public right of way.
- Maintaining walk ways between allotment holders plots.
- Maintenance of the gate and notice board.
- Access for Bowling Club

It was confirmed that the site has its own metered water supply which is managed by the Bowling Club who invoice the Allotment Assoc. for their portion of the cost of the water.

A similar lease to that drawn up for the Allotment Association, will be drawn up for the Bowling Club which will not include or require licences but will need to take account of the following:

- Maintenance and repair of the bowling green, the club house and land around
- their portion of the boundary hedges and fencing
- Provision of water to the Allotments Assoc.
- hard standing path to the club house and lighting

It was noted that it is important that the Parish Council is indemnified against future claims arising from either the Bowling Club or Allotment Assoc.

Ann Wright 08 01 2020.

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