

MINUTES OF TARPORLEY PARISH COUNCIL MEETING HELD VIRTUALLY VIA ZOOM ON MONDAY 11th May 2020

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Toni Burke

Cllr Gill Clough

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 3

1. Apologies for Absence

Cllr Elaine Chapman – technical difficulties.

2. Declaration of Interests

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

3. Public Participation

Nursing Home & Car Park Application

It was asked if in accordance to the Neighbourhood Plan it be asked that provision be made for PROW to link to the village are established at the Northwest and South of the development site even if the link cannot be put in place at this time. It was suggested that that this be raised with the landowner in relation to linking to the Northwest corner of the site.

It was noted that the Chairman had received a call from the developer requesting a conference call with himself and CW&C Cllr Moore Dutton to discuss the imminent planning committee meeting to discuss the application.

105 High Street, Tarporley

It was reported that the property owner of 105 High Street (formerly Orvis) has asked the Council to consider how the property could be used for community benefit possibly being used by a range of people/companies to provide services required by residents e.g. computer support. It was noted that overheads would need to be covered but that the owner was looking to use the property in a different way for the next couple of years. It was agreed suggestions be sent to Cllr Clough to forward to the property owner.

4. Minutes

Resolved 20/146 – That the Chairman signs the Minutes of the Parish Council meeting held on the 9th March 2020 as a true and proper record when possible. It was noted that no meeting was held in April due to Covid-19.

5. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings, from pages 236 of the minutes book.

6. Annual Meeting

Resolved 20/147 – That the Council postpone the Annual (First) Meeting of the Parish Council until May 2021 due to Covid-19 restrictions and that all appointments remain unchanged including the Chairman¹.

7. Council Dates & Rotas 2020-2021

1) Council Meeting Dates

Resolved 20/148 – That the Council confirm the following meeting dates for 2020-2021 noting meetings will be held virtually as required:

8th June 2020, 13th July 2020, 14th September 2020, 12th October 2020, 9th November 2020, 14th December 2020, 11th January 2021, 18th February 2021, 18th March 2021, 12th April 2021, 10th May 2021.

2) Council Rota

It was noted the rota may have to be subject to change depending on lockdown regulations.

Resolved 20/149 – That the Council confirm the rota as circulated.

8. Business Survey

It was reported that an online survey had been circulated to local businesses via the Council's email distribution list of High Street businesses and on social media to date between 20 and 30 responses had been received from a range of businesses including some from outside Tarporley, the majority of responses were from the retail and hospitality sector. The survey asked businesses to identify the impact of the current Covid-19 pandemic and what help and support they had identified and needed.

Issues identified included the need for financial support, concerns regarding rent levels. It was noted most of the businesses who had responded were entitled to business rate relief and grants, some had applied for business interruptions loans but had not yet received them, a number had been furloughed.

Other businesses highlighted the need for support to get them on-line, however the issue identified the most was future planning for their business.

It was noted that Tarporley does not have a strong business alliance and that businesses feel isolated, it was suggested that the Parish Council should seek to facilitate greater communication between businesses so that they can support each other.

It was agreed that the respondents would be contacted and asked if they would be happy for their contact details be distributed amongst the group and that the Council start the conversation about how shops are planning to start reopening and how social distancing will be managed on the High Street and whether a pedestrian one way system can be implemented.

It was agreed that the businesses should work together to identify the specific support they require, whether it is short term support to know how and when they can reopen or longer term planning.

9. Branding

It was noted that the first meeting regarding this had taken place just before lock down, although it was not appropriate to take this project to business at present which had been the

¹ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 4 April 2020.

proposed next step it was agreed that the project does need to be progressed.

It was agreed to raise the project and its background with the volunteers the Council currently has signed up and see if there are people who would like to get involved in this project and perhaps form a focus group and look to develop a 'Tarporeley' website to promote the village as a destination and the businesses within it, noting the website needs to be sustainable and supported by businesses etc.

It was noted that the website needed to be separate from the Parish Council website which should be managed by the Clerk and Deputy Clerk.

10. Brook Road Sports Field

It was noted that work had restarted on the sports and recreation field on the 4th May following approval of the necessary social distancing risk assessment, the work is being carried out to level and complete the football pitch and the footpaths. A programme for completion has been requested and fortnightly site meetings are to resume, these will be minuted and submitted to the Council.

S106 Agreement

It was noted that CW&C have agreed the amendments to the S106 agreement as requested by the Council and this is to be signed as soon as possible.

Access Road

It was noted that the meeting with Andrew Jamieson needs to be rescheduled as soon as possible.

Outdoor Gym Equipment

It was noted a supplier has been selected and that a method of community engagement needs to be identified in the current situation. It was suggested that an online consultation could be highlighted in the next 'Stay at Home Tarporeley'. The path is expected to be completed mid to late summer although the pitch will not be playable.

Planting

It was noted that tree planting will take place towards the end of October, it was noted that some seeding will take place now noting that this may need watering to survive. As such it is unlikely that the vegetation will be established around the pond area which raised questions regarding the installation of the fence.

It was agreed the Council would consider installation of a fence around the pond at the June Council meeting and the risk assessment for this would be circulated to councillors for consideration and that a site visit be undertaken before the meeting.

It was noted that temporary fences will need to be erected around planted areas to stop people walking on them and damaging the planting before it becomes established.

Drainage

It was noted that the drainage had been installed and was working well.

11. Planning

1) Planning Register

The planning register was noted.

Resolved 20/150 – That the Council submit the following comments:

20/01159/FUL, External cladding & rendering, Glenshee, The Avenue, Tarporeley, CW6 0BA.

That the Parish Council object to this application as it is not in-keeping with the character of the area and surrounding properties.

20/01336/FUL, Two storey rear extension inc. demolition of existing rear extension, 25 Burton Avenue, Tarporley, CW6 0HT.

No objection.

2) Applications received since publication of agenda

No further applications received.

3) 19/02899/FUL, Erection of 65 Bed Nursing Home - Update

It was noted the application is expected to go to a special planning committee on the 28th May, as agreed at the last meeting letters have been sent to the Chief Executive and other officers providing clarity that the site is not part of green belt and also to the Committee members highlighting the Council's support of the application and its policy basis.

It was agreed that the Council should contact the developer to request that land is provided for future footpaths as requested in Public Participation.

12. High School Buses

Resolved 20/151 – That the Council write to CW&C, copied to the High School and CW&C Cllr Moore Dutton and request that school bus companies are instructed to switch engines off when waiting to collect students due to noise and pollution impacting neighbouring residential properties when they are parked on the school car park and on bus stops outside the school premises. In addition, the bus companies be asked not to block the access to the school when waiting to pick up students which would prevent access by emergency vehicles.

13. Poppy Lane Car Park Planting

Resolved 20/152 – That the Council appoint My Lawn to undertake weed killing on verges on Poppy Lane Car Park and on the Community Centre path.

It was agreed that sunflowers will be planted on the site and that a small working group agree a planting scheme for the area.

14. Allotments & Bowling Green Leases

It was noted the draft allotment lease has been forwarded to the allotments committee and the comments had been received earlier in the day which need to be reviewed by the working group. It was agreed that trees in the boundary should be the responsibility of the allotment holders and neighbouring property owners.

Resolved 20/153 – That the Council set a nominal rent of £5 per annum.

15. Large Grant Applications

Resolved 20/154 – That the Council award the following grants for 2020-2021 financial year:

St Helen's Parochial Church Council £1000.00

Tarporley Baptist & Methodist Church - £750.00

Tarporley & District Community Centre - £2000.00

Tarporley War Memorial Hospital - £2000.00

16. Christmas Festival 2020

It was agreed to postpone any decision on the holding of the Christmas Festival noting that it may need scaling down given the covid-19 pandemic. It was agreed to contact the reindeer hire company to find out what their recommendation is and terms of the hire and to contact the business owners regarding the hire of the carousel.

17. Accounts & Payments

1) Year End Accounts 2019-2020

Resolved 20/155 – That the Council approve the year end accounts and payments and bank reconciliation as listed on page 89 of the cash book including the below payments. It was noted that the carry forward is in fact higher when taking into account that a large portion of the Brook Road costs will be reimbursed by the S106 payment which is due imminently.

P. Tavernor	Reimbursement - Compost	25.20
A. Wright	Reimbursement – CV Leaflet	80.00
A. Wright	Reimbursement – CV Leaflet 2	80.00

2) Accounts & Payments 2020-2021

Resolved 20/156 – That the Council approve the accounts and payments and bank reconciliation as listed on page 90 of the cash book including the below payments.

G. Pearson	Emergency Phone	155.86
G. Bark	Mileage - 58miles @ 45p	26.10
A. Wright	Reimbursement - Fliers & Postcards	157.42
G. Bark	Mileage - 31miles @ 45p	13.95
A. Wright	Salary - April	774.75
A. Webb	Salary - April	781.13
Gaskells	Cemetery Bin	77.96
Graham Latham	Car Park Gritting March x6	576.00
J. Stewart	Cemetery - Grave Marking	45.00
Ellis Whittam	HR Support	2184.84
Ellis Whittam	HR Insurance	15.86
Northwich Town Council	Play Area Closure	117.60
Robinson Brewery	Permissive Path	30.00
R. Johnson	Lengthsman March	336.00
Shires SPS	Payroll (final 2019-2020)	24.50
Tarporley Community Centre	Room Hire - March	19.11
HMRC	PAYE/NI	230.51
G. Bark	Mileage - 61 miles @ 45p	27.45
Nest	Pension Contribution	146.21
G. Bark	Mileage - 77 miles @ 45p	34.65
A. Wright	Reimbursement - Fliers & Postcards	110.26
Grants Gardening Services	Cemetery Grass Cut	96.00
L. Marley	Reimbursement - Sunflower Postcards	34.99
G. Bark	Mileage- 47 miles @ 45p	21.15
A. Wright	Reimbursement - Various	25.58

Resolved 20/157 – That the Council approve the following invoices received since publication of the agenda:

A. Wright	Salary - May	781.13
A. Webb	Salary - May	774.75
HMRC	Tax/NI	230.51
Nest	Pension contribution	146.21
Gaskells	Cemetery Bin	95.35
L. Marley	Reimbursement – Sunflower seeds	96.45

S. Tracey	Cemetery Maintenance	170.00
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It was noted that the Council had received a donation of £200 towards the Sunflowers project which would cover the costs of the postcards and seeds.

3) Donation to Cheshire Young Carers

Resolved 20/158 – That the Council give a donation of £100 to the Cheshire Young Carers.

4) Lengthsman Payments

It was noted that the Council has suspended the Lengthsman due to the Covid-19.

Resolved 20/159 – That the Council pay the Lengthsman his basic payment of £315 for April

5) Grounds Maintenance

Resolved 20/160 – That the Council appoint Grants Garden Services to undertake the grounds maintenance for 2020-2021.

6) Chestnut Tree Survey

Resolved 20/161 – That the Council appoint Amenity Tree Care to undertake the survey of the Chestnut Tree.

18. Tarporley Parish Council Volunteers – Covid 19

1) Update

It was reported that the Tarporley Volunteers Covid support is now entering its eighth week with 13 team leaders supported by 40 volunteers covering shifts seven days a week. To date over 380 have been received on the helpline, currently there are about 50 calls a week, the majority for prescription deliveries. There are approximately 120 volunteers on the list and Cllr Ravenscroft is circulating volunteers.

The communication 'Stay @ Home Tarporley' has been a success and the project to grow sunflowers in underway and a drawing competition is due to start soon.

Approximate £800 has been spent to date on the phone line, printing and reimbursements this has been funded by grants received from the CW&C Ward Councillor of £500 and a further £2000 grant from Westminster Foundation via CW&C.

A driver who is an employee of CW&C has been seconded to the volunteers and undertakes the majority of driving and is reimbursed for his fuel.

Resolved 20/162 – That the Council reimburse Mr G Bark, £6.75 for mileage for week commencing 4th May.

The scheme has been working with CW&C, particularly the senior localities officer Sarah Dobbins referring cases.

It was noted that the contribution of the volunteers should be highlighted and recognised as part of the National Volunteers Week which is the first week in June.

The Council recorded its thanks for all the volunteers, particularly Cllrs Helm, Ravenscroft and Tavernor who have dedicated hours to supporting the community during the pandemic.

It was noted that CW&C have highlighted the growing issue of food poverty due to the on-going situation.

2) Payments

Resolved 20/163 – That the Council delegate authority to the Clerk to make payments to volunteers for out of pocket expenses and for printing, food parcels and sundry items following approval from 2 cheque signatories.

Meeting closed: 9.38pm.

Signed:

Dated:

Ann Wright
12-05-20

Next Scheduled Parish Council Meeting:

Monday 8th June 2020, 7pm.

Virtually via ZOOM.

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

Notes Included:

	Page
Notes of Tarporley Neighbourhood Plan Review Working Group 16 th March 2020, Conducted via Skype.	

Notes of Tarporley Neighbourhood Plan Review Working Group

16th March 2020, Conducted via Skype.

Present:

Michael George, Gordon Pearson, Peter Tavernor, Nigel Taylor.

Clerk - Ann Wright

1) Welcome & Apologies

Apologies – Toni Burke.

2) Appointment of Chairman

Gordon Pearson was appointed Chairman.

3) Declaration of Interests

It was noted that although this was a working group any interests should be declared and recorded.

No interests were declared.

4) Working Group Objectives

The Group noted the working group objectives as approved by the Parish Council at their meeting on the 10th February 2020.

Neighbourhood Plan (Review) Working Group	Toni Burke, Nigel Taylor, Gordon Pearson, Peter Tavernor Michael George.	<ul style="list-style-type: none"> • To assess CWAC Local Plan and policies completed since publication of the NP for impact on the NP and identify any opportunities they present for additional or modified NP policies that would further the vision and objectives of the NP or otherwise benefit residents of Tarporley. • To consider site allocations for: <ul style="list-style-type: none"> i) additional short stay car parks ii) additional long stay car park iii) relocation of medical facilities iv) commercial/office facilities • To consider how policy changes might make it easier to deliver additional car parking and relocation of medical facilities while honouring the NP vision and objectives. • To review other NPs for policies that could be beneficially applied to Tarporley. • To liaise with CWAC to understand the process and timescales for modifying the NP. • To make recommendations to the Parish Council for changes to the NP. • To arrange and undertake consultations with residents, business and other stakeholders as directed by the Parish Council. • To adjust recommendations for changes to the NP to reflect results of consultations.
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		<ul style="list-style-type: none"> To prepare modified NP for inspection and referendum as instructed by the Parish Council.
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5) Modification of Neighbourhood Plans

The working group noted the guidance on modifying neighbourhood plans as provided by CW&C.

6) Review

It was noted that anything other than very minor alterations to the plan would require the Plan to go to referendum again.

It was noted there is a need to review if the Plan has achieved what it was intended to achieve as well as review the policies against national policy, CW&C Local Plan Part 2 policies and other documents including the CW&C parking strategy.

It was suggested a gap analysis should be undertaken on the Plan.

It was noted that sections of the plan refer to land or projects that have been completed or built on including the former RBL land and daffodil field.

It was suggested a review be undertaken on other neighbourhood plans to identify additional policies.

It was noted the main objective of the Plan was the management of housing supply and that this plus the shortfall in CW&C housing numbers had been a driving factor when the plan was written and that now this was possibly no longer the priority.

It was noted that the Plan had been a real success as evidenced by the facts that since it had been 'made', no further housing development had taken place which hadn't already been known about, the settlement boundary remained intact, and developers were taking account of Plan policies and bringing forward schemes which included community infrastructure. As such the Plan was recognised as holding and delivering.

It was discussed that the Plan had failed to deliver a car park although it was suggested that given timescales and planning processes it was too soon to conclude this, particularly as the Liberty Properties application had yet to be decided.

It was noted that the only negative of the Plan was that CW&C are left to interpret the Plan Policies rather than the Parish Council / Community.

Concerns were raised regarding whether allocating land would open it up to inappropriate development and that the allocation would need to be very specific.

It was agreed that a limited number of questions be developed to be put to a planning consultant before further work is undertaken:-

- The process to designate sites and how detailed the designations can be.
- Can objectives be re-prioritised?

It was noted that the Daffodil Field Application had been approved despite it having exactly the same designation as the Liberty Properties application site and that the Liberty Properties

application meets the criteria set by the Neighbourhood Plan unlike the Daffodil field application.

Neighbourhood Development Order (NDO)

It was noted the a NDO could also grant permission for a development and followed a very similar process to a Neighbourhood Plan as such an NDO could be run parallel to any review of the Plan, and is something which should be thoroughly explored.

It was suggested that part of the success of the Plan resulted from its generality.

It was discussed whether the settlement boundary should be amended to include the Daffodil Field.

It was noted the Plan could be reviewed and it could be agreed no changes were necessary.

It was noted that there is a proposal on land off Forest Road which could deliver commercial/retails units, health centre (for relocation of existing centre), future relocation site for the Hospital and some housing the fund the scheme. It was understood that possible development is at an initial stage and that the next step will be public consultation.

It was noted that the Parish Council have supported the proposal going to public consultation.

It was noted that the Plan already included policies which support this type of development health centre/infrastructure.

It was discussed if a site was designated for a specific purpose it would reduce the ability of CW&C to refuse a planning application.

Additional Questions

- Can the review result in the Plan dates being revised, beyond existing lifetime?
- What is the process to review the settlement boundary?
- If plan is brought up to date, i.e. tidied up does this require a referendum?

It was discussed if a supplementary note could be added to the Plan highlighting reprioritisation:

1) Car Parking Provision – identify potential sites.

2) Green Spaces – 1 built on , 1/3 lost to development on former RBL – merits review of sites with consideration of public amenity and access.

It was suggested if fundamental changes are suggested there would need to be some form of consultation, it was noted that recent consultations which had been carried out could also be used, and that given past experience future consultations could be more refined than those used when writing the plan.

Climate Emergency

It was agreed that the topics of sustainability, energy production and infrastructure for electronic vehicles etc needed to be considered.

Next Steps

- Await the outcome of the Liberty Properties application.
- That the Clerk seeks planning/legal advice on questions identified:

- If the Plan is amended to bring it up to date would it be required to go through the referendum process.
- Would reviewing the plan allow the dates it covers, it's lifetime to be extended?
- Can the settlement boundary be revised?
- The process to designate sites and how detailed the designations can be.
- Can objectives be re-prioritised?
- Could an addendum be added to the plan highlighting new priorities e.g. car parking, green sites.

It was suggested that the consultants who work on the Plan originally be contacted as well as contacting Localities for list of suggested consultants.

- Review policies identified in Plan and check they refer to up to date Policies e.g. CW&C Local Plan Parts 1 and 2 policies.
- Review CW&C supplied guidance note in more detail.

7) Funding

It was noted that funding is available from Localities and that the Clerk would obtain more details about applying for funding and amounts available, including if it is possible to obtain funding to carry out preliminary discussions with consultants.

8) Date of Next Meeting

It was agreed to set a meeting date as required.

Ann Wright 17 03 2020.