

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD VIRTUALLY VIA ZOOM ON MONDAY 11th January 2021**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Elaine Chapman 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 0

Helpline Update

It was noted that there had been 2 calls to the helpline since Friday morning both requesting prescription collections, it was agreed to monitor the calls over the next week and assess if additional volunteers are required.

1. Apologies for Absence

Cllr Toni Burke - work commitment.

2. Declaration of Interests

Dispensations granted to Cllrs Chapman, Millington, Pearson and Tavernor regarding the development of Brook Road Playing Fields were noted.

Councillors Millington and Miller noted interests in relation to invoices due for payment to family members.

3. Public Participation

CW&C Councillor Update

CW&C Cllr Moore Dutton reported that meetings were continuing at CW&C and that she had been involved in discussions regarding future bus services and had highlighted the DfT feasibility study that had been approved to consider the re-opening of Beeston Station.

Covid-19 & Vaccinations Update

It was reported that 7k vaccinations had taken place last week in CW&C and a second tranche will be undertaken in the current week. The highest infection rates had been in those aged between 20-29 with those aged between 30-39 having the second highest infection rate. There had been hardly any infections in those aged 0 -9 years.

It was reported the Countess of Chester Hospital was full and was expecting a further rise in cases over the next 2 or 3 weeks.

The infection rate in the CW&C area is now 1100 per 100,000 which is over 1 in 100.

It was noted that there had been a large number of reports across the Borough of people breaking the lockdown rules.

Vaccinations for the rural area are taking place at Cheshire View in Christleton, people have the option to decline vaccines until they can take place in local surgeries but there is no date as to when that is likely to start, possibly when guaranteed supplies of the Oxford vaccine are available. There are some concerns regarding the use of vaccine hubs with people sharing

vehicles and taking taxis. It was reported that there has been a high uptake for the vaccines and that the required second vaccination will take place after 12 weeks interval.

4. Minutes

Resolved 21/255 – That the Council approve the minutes of the meeting held on the 14th December 2020 as a true and proper record.

5. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings, from page 382 of the minutes book.

6. Actions List

1) Update

The Council noted the actions list as circulated.

Cemetery Bin

It was reported that the Cemetery Bin was being used for waste other than from the cemetery and graveyard, it was agreed to monitor this and to put signs on the bin to confirm its use. If it continues to be used by residents and businesses letters will be sent.

Risk Assessments

A meeting will be scheduled with the Risk Assessment Working Group.

2) Actions Working Group

It was agreed that Cllrs Tavernor and Taylor would review the Actions List with the Clerk and Deputy Clerk.

7. Planning

1) Planning Register

The planning register was noted as circulated, noting that comments of 'No Objection' had been submitted for applications 20/04446/FUL, installation of dormer window at 8 Bowmere Road since the publication of the agenda.

20/04480/S73 – Variation of condition 2 (plans) of permission 18/03966/FUL – 30A High Street, Tarporley, CW6 0DZ.

Resolved 21/256 – That the Council submit the following observations:
Support.

20/04531/FUL – Two storey side extension, single storey rear/side extension, addition of roof lights for loft conversion, external alterations – Hill Crest, 19 Nantwich Road, Tarporley, CW6 9UN.

Resolved 21/257 – That the Council submit the following observations:
No objection.

2) Applications received since publication of agenda

20/04654/TPO – 1x Horse Chestnut Tree removal of whole tree to ground level – Land at Utkinton Road, Tarporley, CW6 0ED.

Resolved 21/258 – That the Council submit the following observations:
No objection subject to planting of replacement tree.

20/04797/CAT – Various Tree works – Bowling Green, Park Road, Tarporley.

Resolved 21/259 – That the Council submit the following observations:

No objection.

It was noted application 20/04518/FUL, Demolition of existing building and construction of 20 1 and 2 bedroom apartments and associated landscaping and external world at Oathills Lea, Oathills drive, Tarporley had been received, due to the nature/scale of the application this application will be discussed in detail at the Council's meeting in February, CW&C planning officers had confirmed they would accept the Council's comments on the 9th February.

The Council was made aware of application 20/04797/CAT, it was agreed to circulate the application to councillors and to agree comments by email.

8. Licensing

552340 – Tarporley Beers, Woodlands Way, Tarporley, CW6 0TP.

Resolved 21/260 – That the Council confirmed the amended comments submitted regarding this application following the receipt of additional information. That the Parish Council agree to the granting of the license on the condition that there is no public nuisance to the neighbours, and should any nuisance arise from the granting of the licence it should be revoked.

9. Accounts & Payments

1) 3rd Quarter Accounts

Resolved 21/261– That the Council approve the 3rd quarter accounts and payments and bank reconciliation as listed on page 99 of the cash book including the below payments and bank reconciliation including the following payments:

A. Wright	Reimbursement Xmas trees	145.00
Johnsons Printers	Xmas Info boards	117.60
G Pearson	Reimbursement various	333.54

2) Accounts & Payments to Date

Resolved 21/262– That the Council approve the accounts and payments as listed on page 100 of the cash book including the below payments and additional invoices received since publication of the agenda:

Northwich Town Council	Christmas works	5796.00
Glasdon	Replacement agitator	138.73
A. Wright	Reimbursement – Skip Hire	187.54
J. Harding	Brook Road hedge cutting (external)	288.00
CW&C	Landscape design & Works fees – Brook Road	36000.00
J. Millington	Pavement Gritting	85.00
G. Latham	Car Park Gritting x8	768.00
A. Wright	Salary	792.54
A. Webb	Salary	799.95
HMRC	Paye/Ni	191.92
Nest	Pension Contribution	150.27
A. Wright	Reimbursement – Postage & Location Plan	39.75
Gaskells	Cemetery Bin	95.59
A.L. Rowlands	Various Works	125.00

A. Wright	Reimbursement – SLCC Membership	102.96
SLCC	SLCC Virtual conference (Clerk & Deputy Clerk)	150.00

10. CCTV

It was reported that installing CCTV to cover the Community Centre car park was likely to cost in the region of £5k. It was agreed that Council should go out to quote for the works, CW&C Cllr Moore Dutton confirmed she would be willing to contribute to the project through her members budget.

It was agreed that the Clerk should write to the Community Centre Committee stating the expected costs of the project and asking what contribution the Committee would be able to make.

Further information will be obtained regarding regulations for CCTV equipment in a public area.

11. Earmarking & Precept

1) Earmarking for 2021-2022 Financial Year

It was noted that the nature of the Council's finances are changing with the acquisition of a number of significant assets which will require maintenance as such there is need for the Council to review the way it allocates money to ensure it has the income to cover its responsibilities.

Resolved 21/263– That the Council provisionally earmarking the following funding with the intention to review all items before the start of the new Financial Year:

Budget Code	Budget Headings 2020/2021 (ex VAT)	Cashbook Heading	Budget 2021-2022
	OPEX:		
SC1	Salaries	Staff Costs	25,000
AD1	Admin - Consumables (e.g. printing, stationery, mobile phone top ups)	Admin	2,000
AD2	Admin - Training	Admin	800
AD4	Insurance	Admin	2,000
AD5	Audit - Internal & External	Admin	800
AD6	Subscription/memberships incl. ICO	Admin	2,300
AD7	Communications inc. Tarporley Talk	Admin	1,000
AD8	Election	Admin	1,000
RM1	Meeting Rooms	Room Hire	1,000
RM2	Hearse House	Room Hire	0
MT1	General Maintenance	Maintenance	3,000
MT2	Garden areas & other village maint.	Maintenance	13,000
MT3	Play area inspections and maintenance	Maintenance	5,000
MT4	Brook Rd OS&R Maintenance	Maintenance	7,000
PROW	Public Rights of Way	Maintenance	1,000
EM2	Events ex Christmas	Events/Misc	1,500
EM3	Xmas Events - annual costs	Events/Misc	10,000
GRA	Grants paid out ("S137")	Grants	10,000
GRT	Gritting of Footpaths (manual)	Maintenance	2,000
CAR	Car Parks inc. ex RBL site (gritting/maint.)	Car Parks	3,000
		Total:	91,400
CEM	Cemetery maint./running costs	Cemetery	5,000
	CAPEX/Projects:		

OSR	Brook Road Sports & Play	OS&R	
MT4	Former WC Works	Maintenance	2,000
VBM	Village Branding & Marketing	Projects	15,000
	Project/s to be identified	Projects	10,000
PAR	Parking Improvements	Projects	20,000
PLAY	Play Area Improvements	Projects	20,000
			163,400

It was agreed that the Council should notify those bodies which received significant grants from the Parish Council that the Council is in the process of reviewing its budgeting and finances and that this may have an impact on grants received in the future.

It was agreed that the Council should in its communications make it clearer what services it is providing e.g., gritting of pavements and car parks, grounds maintenance.

2) Precept for 2021-2022 Financial Year

Resolved 21/262– That the Council precept of £92,120, a 3% increase per Band D property equating to an increase of £1.66 for the year.

12. CW&C Waste Consultation

It was noted the consultation has not yet been published and once available it will be circulated to Councillors for review and comment at the next appropriate Council meeting. It was noted that it is important to encourage residents to take part in the consultation.

13. Brook Road Playing Fields

Access Road

It was noted little progress had been made on construction of the access road since Christmas, and it was agreed to obtain an update on its delivery. It was noted that the road will include the media services ducting as per the transfer agreement.

Transformer Pole

SP Power Networks have been advised that if no response is received before the 15th January 2021 the Council will install the fencing and gate as per the drawing submitted which has been based on their recommendations.

Newt Licence

Bowland ecology have been requested to conclude any necessary actions with regard to the Newt License, the newt fencing will now not be removed until later in the year however this should not impact the soft opening of the site.

Signage

Proposed signage has been circulated for comment once amendments have been made these will be ordered, it was agreed these would initially be temporary signs to be replaced in 1 or 2 years after the field has been in use and monitored.

Work will now commence on the wildlife area information signage. It was noted that signs highlighting that dogs are not allowed on the field are required as soon as possible as it appears people are currently accessing the site with dogs.

Gym & Play Equipment

It is expected the gym equipment will be available at the end of January for installation in February, further meetings are taking place regarding the selection and purchase of the play equipment.

Highway Signage

CW&C have confirmed a 2 way sign off Brook Road onto Farmers Lane and a 1 way sign off Farmers Lane onto the new access road will cost approximately £650. The signs would black on white. It was agreed to clarify the wording on the signs and bring the information back to a future meeting for agreement.

The Highways Department confirmed they would not look to install any parking restrictions on Brook Road initially but would monitor the situation.

14. Play Area Update

1) Update

Councillors noted the notes of the meeting held on the 17th December; it was confirmed a virtual meeting had been schedule with Mike Holmes a colleague of John Seiler to discuss options for the play area later in the week.

2) Play Area Lease

It was reported that the Community Centre Committee had obtained a number of quotes for legal services to draw up a lease which were in the region of £2k, the Parish Council agreed that it would be willing to contribute to the cost of the lease but that the prices received were excessive.

15. Businesses Contact

It was agreed to consider this item in April due to the current lock down resulting in a large number of businesses in Tarporley being currently closed.

16. Bowling Green Lease

It was agreed to circulate the draft lease for comment as soon as possible ready for approval at the next appropriate Council meeting.

17. Village Website

It was agreed that quotes be obtained for the construction of a village website.

18. Arts S106 Project

Resolved 21/263– That the Council seek to publish the artist brief as soon as possible subject to comments from the CW&C Arts Officer to begin the process of appointing a lead artist for the project.

19. Former WC/Storage Building

The Clerk reported that the Parish Council's solicitor is chasing CW&C for the transfer agreement and is near to completing the change of use application to be submitted to CW&C.

20. Defibrillators

The Deputy Clerk reported that The Swan had confirmed they are now looking at installing a cabinet to house their defibrillator outside, it was agreed that the Parish Council suggest the cabinet is located under the archway.

It was agreed that the Council's priority is to install a cabinet and defibrillator on the Brook Road Playing Fields.

Meeting closed: 9.01pm.

Signed:

Dated:

Ann Wright 12-01-2021

Next Scheduled Parish Council Meeting:

Monday 8th February 2021, 7pm.

Virtually via ZOOM.

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

Notes Included:

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Notes of Brook Road Meeting (via zoom)
Thursday 19th November 2020- 4 pm

Present (TPC)

Gordon Pearson Andy Hallows Mark Ravenscroft Peter Tavernor
Abigail Webb – Deputy Clerk

Apologies – John Millington (due to short notice of meeting, John was not aware meeting was taking place).

Purpose of Meeting - To determine a possible target date for the opening of the Brook Road Playing Field site.

Update on Opening Date

There may need to be a two phased opening. A 'soft' opening whereby people can gain access to the trim trail, walks, picnics and gym equipment and a grand opening later on in the summer once all the works are complete and the pitches are fully established. It may be possible for the junior U7/U8 pitch to be used by the Tarporley Vics junior team whilst allowing more time for the grass to properly establish itself on the main pitch.

The following activities on the Brook Road site are still outstanding, a number of which are required before the site can open to the public.

1. Access Road

Work is scheduled to start the week commencing 23rd November 2020 and should be finished by the end of 2020.

2. Outdoor Gym

The gym equipment is on order, with final confirmation to be made due to changes in the manufacturer's range. Delivery time is 4-6 weeks which takes it to the end of the year/early January for delivery to site, and then a few weeks for installation. The guarantee starts on point of delivery and not order date.

3. Play Equipment

The play equipment has not yet been ordered. It will likely be from Playdale but the final selection has not yet been made. Delivery will be around 14 to 16 weeks.

4. Maintenance Plan/Management Plan

Comments need to be sent back to John Seiler on the Maintenance Plan, but this could be completed by the end of the year. This is different to the Management Plan which also needs to be developed. Peter Tavernor has offered to help draft the operational plan.

5. Newts

John Millington is dealing with the Newt Licence, but it needs to be checked if this can be completed by the end of the year.

6. Road Signage

The Parish Council will order road signs from CWAC and these could be available by January 2021.

7. Scottish Power

As of two weeks ago, there was no response from Scottish Power. John Millington is liaising with Scottish Power.

8. Entrance Signs

Signs will need to be displayed. As an interim, temporary signs could be used, however long term, the signs could be held up by wooden posts to keep with the surroundings.

9. Planting

Plants, trees and pond planting still need to go it and the wildlife area gates need to be replaced.

10. Time Scales

A 'soft' opening could take place at the end of Feb/beginning of March (possibly 28th February 2021) with a formal opening later on in the summer.

Mark Ravenscroft will pull these activities together into a programme and will circulate for review.

Update of S106 Arts Funding

In order to access the £30,000 of S106 Arts Funding, a licenced artist is required to design the project. The artist will create a story/narrative which will be communicated in the schools and the local community. There is potential to include the Brook Road site in the scope of the S106 Arts Fund application, e.g., interpretation boards, education programme, etc

Future considerations

Sports equipment and bin store shed

Defibrillator

Quote for hedge cutting on Brook Road and Common Lane

Communication to community

Visit Ashton Hayes / Bunbury to see their signs.

Notes of Play Area Working group (via zoom)
Thursday 17th December 2020

Present

Tarporley Community Centre (TCC) - Linda Martin, Tony Yeates.

Tarporley Parish Council - Cllr Elaine Chapman, Cllr Lisa Miller, Cllr Gordon Pearson, Cllr Mark Ravenscroft, Ann Wright (Clerk).

Tarporley Residents – Mike Atkin.

Apologies

Lisa Allerton Harris, Neil Roberts.

Purpose of meeting: To discuss the scope of work and design for the play area.

Notes of Meeting 18th November

The Group noted the notes of the previous meeting held on the 18th November.

Terms of Reference

The following points were agreed:

That the working group was tasked with developing a long-term strategy for the play area including the option to expand the area and redevelop it.

That given the far-reaching impact of the project the working group is extending to include other stakeholders including TCC representatives and members of the public.

That the group is responsible for consultation and community engagement in the project.

That the group should develop a design or scheme on which to consult.

That the group would seek to obtain quotations for works through the Parish Council.

That the group would seek out grant funding for the works through the Parish Council.

That the play area should complement rather than duplicate or compete with Brook Road Playing Fields.

That all the above tasks be undertaken in consultation with the Parish Council.

Play Area Lease

It was noted that in the absence of an agreed lease that a new lease needed to be drawn up between TCC as the landowner and the Parish Council as tenant and that details of the lease would be dealt with by the Parish Council and TCC rather than going through the working group.

It was stated that public interest in the scheme should not be underestimated as the play area is very well used in a central location and if the Group presents an imaginative scheme it is likely to receive a huge positive response.

TCC Car Park

TCC representatives reported that the car park is now deteriorating quickly including the bay markings also public buildings over the next few years will have to move away from using gas powered heating as such TCC are due to start looking over the next couple of years at the possible installation of a ground source heating system under the car park.

Update inc. CAD Drawings and CW&C Response

It was agreed that extending the play area and relocating the path to eliminate the steps created a good opportunity.

The 2 CAD drawings showed an increase in the play area size of 35% or 38%.

The group felt the drawing that produced the smaller increase in area was more appropriate with grass verges rather than engineered brick retaining walls and was likely to be cheaper to deliver as well as being more aesthetically pleasing.

It was noted the path or slope created needed to be DDA¹ compliant.

It was suggested that incorporating part of the slope into the play could be incorporated into the design of a scheme possibly including slides.

It was noted that the decision on which land will be included in the Play Area needs to be taken to allow the lease to be finalised.

It was noted that the proposed schemes would result in some tree works which would require CAT² applications and approvals.

It was also noted that the project should look to provide some form of lighting on the path as it may be possible to run power from the light by the youth shelter if the play area surface is redone.

Age Range

A discussion took place regarding what age group the play area should be aimed at, the current play area is aimed for up to 12-year olds. It was noted that it is difficult to police the ages of children using the play area and that older children will be accommodated on the Brook Road Playing Fields when the play equipment is installed.

It was felt that at least one piece of equipment should be geared towards teenagers.

It was reported that most of the Play area equipment is described as being for up to 14-year olds.

It was discussed if there was an option to place some equipment on the solid surface area at the bottom of the play area and that this might be a suitable location for equipment for older children.

It was noted that the area is currently used for the fair during the carnival.

It was agreed that at this stage the area should be considered.

Field Drainage

It was highlighted that there are significant drainage issues with the field which can result in visible water running off the field and that it would be beneficial to discuss this with the person working on the scheme and that it would be helpful to have a professional opinion on the issue.

It was reported that in the past it had been suggested that draining the field would cost approximately £100k and that attenuation tanks would be required or pond to manage runoff water.

It was suggested that the drainage may not be addressed by this project.

It was suggested that if the drainage is addressed at some point this will provide an opportunity for further development of the playing field and possibly a path around the whole field which could be used by children to learn to ride bikes.

It was noted depending on costs that a scheme could be developed with a number of phases.

It was agreed the village deserves a great facility in its centre.

Anti-Social Behaviour

It was noted the field has attracted some anti-social behaviour which had resulted in the picnic tables being removed earlier this year.

¹ Disability Discrimination Act

² Conservation Area Tree application

Next Steps

The Clerk reported that she would complete the notes from the meeting and circulate them before and would seek to arrange a site meeting with CW&C in the new year to discuss these options.

It was agreed to run a drawing competition at the Primary School and other organisations in the village for children to design a 'weird and wonderful' play area and provide prizes, this would not only highlight what things the children might like to see on the play area but would raise the profile of the working group and awareness of the project.

It was suggested the Primary School newsletter was a good way to disseminate information.

It was noted that at this time there was not intention to relocate or remove the teen shelter.

It was reported that TCC as a result of the pandemic restrictions was currently running at a loss and are relying on their reserves however when things come under control and some normality is returned the TCC Committee hopes to provide some funding towards the project.

Tarporley Community Centre Trustees/Membership Update

It was reported another Trustee was in the process of being appointed. It was agreed that it would be a good time to advertise for volunteers to become trustees in the new year when people are looking for new challenges and that it was important the advert clearly state the roles that are available.

It was noted that work is progressing on the conversion of the management Committee to a CIO³ which can be undertaken in parallel to establishing the play area lease. It was reported that the Barbour Institute in Tattenhall had become a CIO and were happy to discuss this with TCC members.

Ann Wright
18/12/2020

³ Charitable Incorporated Organisation

**Notes of Branding Working Group Meeting
6th January 2021, Held virtually via Teams.**

Present:

Catherine Helm, Gordon Pearson, Mark Ravenscroft, Peter Tavernor, Nigel Taylor
Ann Wright (Clerk).

Purpose of Meeting: To discuss proposed village website, arts S106 project & Tiny Forests.

Village Website

The Parish Council at the December meeting had considered whether it was prepared to fund the on-going management and updating of a Village Website noting that the most successful village sites are updated on a daily or very regular basis. As such it was agreed that there did need to be a 'resource' in place to undertake this work either through paying someone to undertake the works or by having regular committed volunteers. It had been suggested that the cost to employ someone would be approximately £4k per year. The Council had not been prepared to make the commitment.

It was noted to go to businesses for funding/sponsorship it needed to be clear what the benefits would be and that would be more easily demonstrated if the website was up and running.

It was agreed it was necessary to establish the cost of construction of the website to enable an informed budgeting discussion on this currently unfunded item.

It was queried what the current position of Tarporley News given how successful it had been.

Actions

- To recommend to the Parish Council that the Council continues to go out to tender for the construction of a website.
- To investigate managing the website through volunteers, sponsorship through businesses.
- To seek funding through grants including from CW&C.
- Seek possible volunteers and information on where people access their information through Facebook – Cllr Pearson.
- Obtain update on Tarporley News – Clerk.

S106 Arts Project

The Group considered the artists brief which had been drawn up noting there was a need to balance being too prescriptive and limiting an artist's scope and achieving practical outputs.

Actions

- Brief to be updated – Cllr Ravenscroft
- Updated brief to be sent to the CW&C arts officer for comment and to Councillors for consideration at the January meeting – Clerk.

Tiny Forest

The group considered the Tiny Forest scheme established by Earthwatch to create dense woodlands in small areas. It was discussed whether it would be possible to create an area like

this on the Brook Road Playing Fields, taking account of the areas designated for newt protection.

It was suggested that tree planting or planting a tree for every resident could become a long-term ambition of the Council and could make up part of the S106 Arts project and be a community and educational project.

It was agreed that tree planting should be considered as part of the Neighbourhood Plan review along with green spaces.

Actions

- Group to forward any questions relating to the Tiny Forest scheme to Cllr Helm who will contact Earthwatch.

Ann Wright
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Tarporley Parish Council
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