

Tarporley Parish Council Minute Book

Committees, Working Groups and Other Meetings

Presented at the January 2023 Meeting

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Christmas Meeting via zoom
Monday 21st November 2022 at 6.30pm

Present:

Tarporley Parish Council – Peter Tavernor, Gill Clough, Lisa Miller, Mark Ravenscroft, Gordon Pearson, Catherine Helm, John Millington, Andy Hallows, Nigel Taylor, Abbie Webb (Deputy Clerk)

Christmas Tree Lights

The lights are on the trees and the electrician is coming this week to connect them to the power supply. As soon as they are connected, they will be switched on. The reindeer are in the store. They will be moved into position when they are connected to the power supply.

Action – The power supply from the Swan Hotel will not be available from next year so will need to address for next Christmas.

The lights on the trees outside Latte Da will also be switched on.

Action – Speak to Hilary Hughes re: access to power switch in garage

41 Christmas Trees

2 trees at bottom of steps by Latte Da

2 trees by grotto

2 trees by Gingerbread House

(1 tree may be needed for inside grotto on the 3rd December)

Gingerbread House

The Gingerbread House will be erected on Sunday 27th November. Volunteers available are Gordon, Nigel, Andrew, and Lisa

Action – Andrew to get trailer for 9:30am on Sunday to move the GBH into place.

Action – Planters and picket fence will be placed outside.

Action – Abbie to have the key to the GBH so she can access the letters to Santa

Grotto

Joe will install the grotto on Tuesday 29th November. The grotto will be dressed on Wednesday 30th by Pete, Mark, and Lisa.

Action – Catherine's chair to be moved Saturday morning and brought back that day.

Action – Catherine to check if she has a LED Christmas tree for inside grotto. If not, one of the 41 Christmas trees to be used for that day.

Action – Catherine to provide wrapped presents for under the tree.

Action – Pete to provide painting for walls and a rug for inside.

Action – Gill to provide a couple of small footstools (to be collected on Wednesday 30th)

Action – All – can any source a fire for the fireplace – if not, black plastic to be used.

Santa and Tickets

Santa and the elves will get ready in the Done Room. When the blessing is nearly finished, a message will be sent to tell Santa and Elves to walk through the woodlands and over to the grotto.

Tickets will be available from the TPC gazebo for a 30-minute slot to help reduce the queues.

8 tickets will be provided per half an hour. The marshals at the grotto will help to move families along to ensure that we get through everyone in the 30-minute slot. A tree will be given to each family and the packs of sweets from the Chocolate Shop will be given to the older children and haribo for the smaller children.

Action – Change room hire from 11:30am to 11am to allow plenty of time for Santa and elves to get ready.

Action – Print out Santa tickets and ‘non time specific’ tickets in case queues go down quickly or any exceptional circumstances.

Action – Tickets will be available until 230pm but grotto will stay open until 3pm if needed.

Action – Mini trees to be stored in the grotto on Wednesday 30th November. At the event, half will be left by grotto to hand out to families and half will be at the TPC gazebo.

Letters to Santa

Action – a note needs to go on the Gingerbread House informing people of the dates as well as the flyer.

Action – Letter to be sent to the printers asap.

Gazebo

2 gazebos will be placed outside notice board in front of Latte Da for the Silver Band. 1 gazebo will be in place in front of TPC notice board for the Parish Council to use. Sandbags will be used as weights to keep the gazebos in place.

Action – Do we want a gazebo by the grotto in case of bad weather? Check weather nearer the time.

Action – An ‘A’ Board will be placed by TPC gazebo with details of the Christmas craft and face painting.

Silver Band

The Silver Band will be under 2 gazebo’s and will be located in front of the notice board and bench by Latte Da.

Action – It was agreed that a payment of £250 should be given to the Silver Band for their time.

Action – Chairs to be collected from Primary School on Thursday 1st December.

Action – Ask Silver Band to play quieter / not as many members when the school choir is singing their songs.

Action – posters in notice board of the Art project to be removed before event.

Sandbags

Sandbags will be used to weigh the gazebo’s down.

Action – move the sandbags from scout hut to Wheelie bins by slated area on Wednesday 30th November, ready for use on the 3rd.

Cones

Cones will be placed across the parking bays outside Latte Da and across the driveway to the Done Room on the morning of the event.

Action – Andy has 12 small cones that we can use. To be collected on Wednesday 30th November

Action – Letters to be sent to residents who live by Done Room to inform them about the cones.

Woodland

Action – Gordon and Nigel to put up fencing for reindeer.

Action – Pete and Mark to put snowman and stocking up

Action – Lights to go around trees. No additional batteries needed just yet.

Christmas Crafts

Christmas crafts will start at 12pm until 2pm. Crafts and face painting will be available on a first come first served basis.

Refreshments will be available from the Done Room.

Hattie will have a pre-loved sale table (all proceeds to the re-development of the play area). 2 local mums will have a candy floss stand (proceeds to help fundraise for 2 High School student to carry out charity work)

Stocking Trail

All the stockings will be placed into the High Street Shops around the 30th November. The flyer is to be handed in directly to the café to claim their gingerbread prize. If completed on the 3rd, an extra gift of a mini-Christmas tree will be given (collect from TPC gazebo)

Action – Abbie to make sure Ginger & Pickles and Latte Da have gingerbreads ready for the 3rd December and to make sure they keep hold of all the flyers so we can keep a count of how many people did the trail.

Mulled Wine and Cider stall

The Forresters Pub will provide mulled wine and cider at the event and will be located at the entrance of St Helen's (on the left-hand side, in front of bench).

Action – Abbie has asked if they have everything in place

Publicity and Marketing

Half of the leaflets have been delivered in the village already and the rest will be delivered this week.

Action – A poster promoting the event will be shared on Facebook tomorrow.

Abigail Webb

22nd November 2022

Notes of Warm Spaces Initiative Meeting

22nd November 2022, via Zoom

Present:

Revd Jim Bridgman, Gill Clough, Rev Mark Elder, Danny Lloyd, Lisa Miller, Eveleigh Moore Dutton (CW&C), Ann Wright (Clerk).

Purpose of meeting: To receive update Warm Spaces Initiative in Tarporley.

It was noted the Parish Council has agreed to purchase some signs for venues to use to advertise the fact they are open as warm spaces.

It was noted the Warm Hearted Tarporley flyers are being distributed around the village.

It was noted the Community Centre had held 2 sessions to date which had not be attended by any members of the public. It was agreed the weather has not yet got cold and that with a new initiative it takes time for people to take it up.

It was confirmed the Chapel had been running its usual sessions but had not had any extra attendees.

It was agreed the scheme needs to be promoted for its social aspects and for there to be repeat posts on social media to build up momentum.

It was agreed to try and promote activities at different session, suggestions included book swaps and jigsaws clubs.

It was agreed that the Clerk would contact the Citizens Advice Bureau, Social Prescribers, Weaver Vale Housing Trust and other organisations who might attend sessions which could be advertised in advance.

It was also agreed to put a post out on social media asking what activities they'd like to take part in and emphasize the sessions are open to anyone.

It was discussed if room thermometers and carbon monoxide monitors can be obtained to be given out at session.

It was noted the Chapel will be running its first soup and a roll session on Thursday.

It is an important consideration for all sessions is child and vulnerable person protection policies being in place.

It was agreed further updated can be provided by email and further meetings can be called as required.

Schedule of Sessions:

Sunday	Church Services
Monday	5-7 – Tarporley Library
Tuesday	10 – Little Angels – Chapel 2 – Knit & Natter – Chapel
Wednesday	10.30 – 12.30 – Coffee & Chat – St Helen's
Thursday	5-7 – Tarporley Library
Friday	2.30-4.30 – Tarporley Community Centre Craven Room
Saturday	10-12 Coffee Morning - Chapel 1 st Saturday of Month – County Market – Tarporley Community Centre.

Ann Wright
23/11/22

Notes of Councillors S106 Arts Project Update
1st December 2022

Present:

Gill Clough	Catherine Helm	Mark Ravenscroft (MR)	Peter Tavernor
Nigel Taylor	Ann Wright (Clerk)		

Artists in Residence – Rachel Davies

Purpose of Meeting: To receive S106 Arts Project

Rachel Davies explained her vision for a temporary piece of art for Tarporley including community involvement which is a display of origami foxes.

The idea was that paper can be distributed to schools and other groups or picked up from shops for people to make the foxes which would be displayed all together.

It was agreed the phone box would be an excellent place for a display although it would need lighting and to be secured. It was discussed the phone box would make a good **'Art Box'** for future temporary displays.

It was discussed how many foxes could be made by the community for the display as to have a real impact a large number will be needed, noting 250 sunflower paintings were received.

It was suggested fox making workshops could be held in the Warm Hearted Tarporley sessions.

It was suggested a mirror could be installed in the Art Box to increase the impact.

It was agreed that large foxes could be produced and decorated by various organisations and also that ones could be hung from unused shop sign brackets. Although it was noted this would need additional funding to that agreed in the contract with RD.

It was discussed that the Santa's Grotto (wooden shed) could be used to display the project and could be adapted to have a large window in place of the door, making it into a 'Fox Den'.

The date of the launch was discussed as it was agreed early June would be appropriate given the elections and Coronation in May.

It was discussed that there are a number of elements which need to be organised to be part of the Trail Launch including:

Displaying of origami foxes

Creation and decoration of larger foxes

Exhibition of art

Children's trail including shops with small prize.

It was discussed that Children could have foxes pictures to colour or produce their own pictures which could be displayed in shop windows while the adults art is in a formal exhibition.

It was discussed if the origami foxes could be personalised and possibly given names.

Actions

Rachel Davies agreed she would start contacting various organisations and groups about getting involved with the origami fox project.

It was agreed she would produce a briefing note to be agreed by the Councillors which can be distributed to the groups and will explain the project. It was agreed this note could include the instructions as to how to make an origami fox and be part of the second flyer for the art trail as a whole.

Rachel will discuss with contacts about getting help to extend the exhibition to beyond just her art which is likely to be 5 or 6 paintings.

It was discussed that it would be nice to have a Friday evening art exhibition followed by events on the High Street on the Saturday.

Next Meeting

To be called in January as required, noting in the meantime information can be circulated by email.

Ann Wright
05 12 2022

**NOTES OF TARPORLEY PARISH COUNCIL INFORMAL DISCUSSION & BRIEFING SESSION
HELD ON MONDAY 12th DECEMBER 2022 VIRTUALLY VIA ZOOM.**

Present

Chairman – Gordon Pearson

Gill Clough

Catherine Helm

Jarina Khan

Danny Lloyd

Lisa Miller

John Millington

Mark Ravenscroft

Peter Tavernor

Nigel Taylor

Andrew Wallace

Clerk Ann Wright

Deputy Clerk Abigail Webb

Apologies

Andy Hallows, Jarina Khan (lost connection).

Lychgate Bollards

It was reported the new bollards had been removed as they were too high for vehicles to drive over when they were down. Alternative bollards were discussed which are lifted out however there was some concern that they might go missing.

It was noted the permanent bollards had been positioned to allow pedestrian access at all times.

It was agreed to review where the private road signs could be installed.

It was agreed to install a chain across the access to see if that was successful and to fix a private road sign to it, it was suggested given the length of the chain required a light weight or plastic chain would be best to use.

Village Centre – Planters, Benches & Noticeboards

It was agreed that the Arts Working Group plus Cllr Miller would create a design for the area in front of the slated area, reviewing the planters, benches and notice boards.

It was noted the slated area is used during events including Christmas and this needs taking into account when drawing up the scheme along with the planned installation of the willow foxes.

It was agreed to review and cost lighting for the Fox Fir Tree, Chestnut Tree and a permanent power supply on the slated area.

It was agreed that a conversation should take place with the churches regarding the crib including its positioning.

It was agreed to purchase more reindeers for under the Chestnut tree.

Grounds Maintenance

It was noted that the working group had not yet reviewed the maintenance contract.

It was noted that Countrywide had cut back the roses at Burton Square, it was thought the maintenance contract excluded the roses, this will be checked.

Brook Road Poop

It was noted a small dog has been exercised on Brook Road and has been fouling in the Pond area. It was noted polite reminders had been posted on Facebook and included in the next Tarporley Talk that dogs are not allowed on the area.

It was agreed the Clerk would check on powers to persecute those taking dogs into the field.

It was agreed to install a wildlife camera in the pond area to get an idea of the wildlife there.

It was agreed to remove and dispose of the heras fencing on Brook Road before it becomes overgrown.

Poppy Lane Path

It was noted CW&C had agreed to provide a price for resurfacing of the path, the Clerk had also asked if Weaver Vale Royal Housing Trust would undertake the works if funded by the Parish Council, no response had been received to date.

It was noted CW&C had confirmed they could not adjust the streetlights along the path.

Coloured Christmas Trees

It was suggested that the coloured Christmas trees be adjusted to be on all day or from 7am until midnight. The Deputy Clerk will look into this.

FP11

The Clerk reported she had been unable to get a response from the landowner confirming the planned drainage works had been undertaken, it was agreed to proceed with path works.

Arts Project

It was noted a briefing would be circulated to councillors (attached) and that the Fox Fir Tree application had been submitted to CW&C.

Coronation

It was raised that an email had been received regarding how the Coronation will be marked and stating that the public wanted a street party on the High Street not Tarporley Community Centre playing field, the email stated the street party for the Jubilee had cost £7k and that these costs could be reduced in the Parish Council funded the road closure and covered the event insurance.

It was noted this will be discussed at the Council's January meeting.

WhatsApp Group

It was agreed should urgent action be required from either the Clerk or Deputy Clerk they should contact by phone in the first instance or email not via the group chat.

**Next Parish Council Meeting
Monday 16th January 2023 at Tarporley Primary School**

Ann Wright
13/12/22

Arts Project Update

Main commission (Fox Fur Tree) and 4 micro-commissions

Contracts all in place

Designs all agreed with respective landowners

Planning approval required for:

- Fox fur tree
- No 32 roof sculpture

Application will be submitted this week for the Fox Fur Tree. Further detailed information required before submission of planning application for the No 32 roof sculpture

Willow Fox Family

Contract in place

Design agreed and work in progress.

Initial response from CWAC suggests planning application required. This is being challenged on the grounds on its temporary nature.

New Tarporley Sign

Peter Willis commissioned

Design brief agreed

Initial proposal received, reviewed and feedback shared with Peter.

TPC will need to procure new metal frame to hold the picture

Artist in Residence (Rachel Davies)

Contract in place

Work scope discussed and agreed with Rachel leading up to launch of the art trail (refer notes of meeting on 1st Dec):

- Engagement with assorted village organisations, resulting in:
 - Hundreds of origami foxes to be displayed in the phone box and new “fox’s den” (reconfigured Santa’s Grotto)
 - Creation, decoration and display of larger foxes
 - Children’s art trail
- Art exhibition

Timing

The critical path is now down to submission and receipt of planning applications. The earliest date for launch of the Art Trail will be early June 2023.

Budget

Cost forecasts still in line with approved budgets

	Description	S106 Funding	Add. Funding	Total
Cathy Newberry	To appoint lead artist/facilitator	2,700.00		2,700.00
Instar	Lead Artist for Project	7,000.00	2,400.00	9,400.00
Martin Smith	Main art	10,000.00	500.00	10,500.00
Rachel Davies	Artist in Residence		2,000.00	2,000.00
Micro-Commissions				
Rob Turner	Mosaic	2,000.00		2,000.00
Ian Campbell-Briggs	Iron sculpture	2,000.00	500.00	2,500.00
Instar	Manhole cover	2,000.00		2,000.00
TBC	Waymarker	2,000.00		2,000.00
Sarah Hayes	Willow Sculpture		2,000.00	2,000.00
Peter Willis	Tarporley Sign		2,000.00	2,000.00
Miscellaneous				
Various x2	Mileage for interviews	123.00		
				0.00
		27,823.00	9,400.00	37,223.00

S106 arts funding budget : £28,883.75

Mark Ravenscroft

6th Dec 2022

Notes of Informal Meeting with Tarporley Business Club
13th December, via Zoom

Present: Matthew Pridd, Abbie Webb (Deputy Clerk), Ann Wright (Clerk).

Purpose of meeting: To discuss Parish Council links with charities.

Matthew Pridd explained the Business Club had started roughly two years ago and met via Zoom to share ideas, support and network.

The Group now meets in person in The Swan.

The organisation is not for profit and is looking to give funding to worthy local causes and is interested in running events to raise funds and offer match funding.

It was explained that the Parish Council gives grants to local groups and organisations which serve the community some of which are registered charities.

It was noted the Community Centre is currently seeking support for their crowd funding for new windows, it was reported if they reach a set target CW&C will provide match funding.

It was reported the Parish Council is looking for funding and has run a couple of fund-raising events to replace the play area at the rear of the Community Centre.

It was highlighted that the Council will be subject to an all-out election in May 2023 if any of the Club members would be interested in standing.

It was also asked what the Business Club's thoughts would be about marking the Coronation, noting the majority of the Club's members are not based on the High Street.

Ann Wright
15/12/22

**Notes of Play Area Refurbishment Working Group – Funding Meeting
19th December 2022 at Tarporley Community Centre.**

Present:

Lisa Miller (TPC¹), Linda Martin (TCC²), Tony Yeates (TCC), Ann Wright (Clerk), Stephen Wright (Grant Funding Skills Ltd).

Apologies Mark Ravenscroft (TPC)

Purpose of meeting: To discuss fund raising for play area project.

Lease

It was noted that a long-term lease will need to be in place before a grant application can be made to FCC or other grant providers.

It was noted much of the preparation for the lease had already been done however TCC's solicitor had recommended an agreement to lease be agreed which would be finalised when the works were due to start and when the areas to be leased had been identified.

It was discussed that the lease should include all areas where works are planned even if the works are phased.

It was agreed TCC would contact their solicitors again.

Planning Permission

It was noted that any required planning permissions would also need to be in place before grant applications can proceed. The Clerk will pursue what permissions are required early in the new year.

Funding Sources

It was noted funding sources evolve and change.

The project is estimated to cost approx. £280K.

FCC offer grants up to £100k however applying for the full amount would be high risk a better amount to apply for would be around £75k.

Viola offers grants up to £75k.

National Lottery is a non-starter as it tends not to fund play areas however Awards for All which offers grants up to £10k could be applied for to fund a part of the project, possibly the footpath.

Sport England is currently in flux and concentrates on sport rather than play.

The Parish Council is looking to provide a significant amount of funding which will be agreed at its January meeting.

There are also smaller trusts and grant providers as well as fundraising.

It was noted repeat applications can be submitted to FCC, as such different parts of the project could be applied for over time.

It was also noted that only 1 quote is required for FCC applications.

¹ Tarporley Parish Council

² Tarporley Community Centre

It was noted that funding had been obtained from the Police & Crime Commissioners Fund for the design works to date.

Letters of Support

The important of letters of support to be included in the grant applications was stressed and the following were identified as good sources for letters. Mr Wright confirmed he would provide bullet points of key things to include in letters.

- Primary & Secondary Schools
- Pre-School (Done Room)
- Tarporley Community Centre
- Tarporley Community Centre users inc. baby groups
- Police
- Uniform Groups (Rainbows, Brownies, Scouts etc)
- NCT
- Junior Football Clubs
- Rotary (Carnival)
- Army Cadets
- CW&C
- Doctors

Ann Wright
20/12/22.

Notes of Finance Working Group.

5th January 2023, Virtually via Zoom.

Present: Gill Clough, Lisa Miller, John Millington, Peter Tavernor, Nigel Taylor, Ann Wright (Clerk).

Purpose of meeting: To review the council budget in preparation for setting the precept.

The working group reviewed the draft budget which had been prepared and discussed the following points:

Maintenance

It was noted that the maintenance schedule is due to be reviewed as there were concerns regarding the cost of maintenance of a limited number of grass verges. It was suggested this maintenance could be reduced or possibly stopped and reviewed and reinstated if required.

It was noted that Burton Square requires some maintenance as does Cobbler Cross, it was also suggested the area behind Burton Square could be left as a wild area.

It was agreed to reduce the maintenance budget (line 9) to £12k.

Public Rights of Way

It was agreed to raise this budget (line 13) to £2k.

Brook Road Account/S106 Funding

The Clerk confirmed she would check if the S106 funds from Brook Road had been included in the calculations.

Play Area Funding

It was agreed to the money raised for the play area needed to be specifically ringfenced.

Precept

Given the figures presented and the income from Brook Road it was agreed a precept of £98K was reasonable which would be a 3% increase per band D property.

It was noted that the number of Band D equivalent properties had reduced therefore reducing the Council's tax base.

It was noted that the small percentage increase allowed real and significant investment in the play area project as well as allowing for future community events.

Recommendation

That the Council request a Precept of £98,099.00 a 3% increase per Band D property.

Ann Wright
06 01 2023