

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD ON MONDAY 14th NOVEMBER 2022**

THE CRAVEN ROOM, TARPORLEY COMMUNITY CENTRE

Present

Chairman – Cllr Andrew Wallace

Cllr Catherine Helm Cllr Lisa Miller

Cllr John Millington

Cllr Peter Tavernor

Clerk Ann Wright

Deputy Clerk Abigail Webb

Other

CW&C Cllr Eveleigh Moore Dutton.

Public – 3

1. Apologies for Absence

Cllr Gill Clough - Recovering from operation

Cllr Andy Hallows - Unwell

Cllr Jarina Khan – Family commitment

Cllr Danny Lloyd – Work Commitment

Cllr Gordon Pearson – Family Commitment

Cllr Mark Ravenscroft – Family commitment

Cllr Nigel Taylor – Work commitment

2. Declaration of Interests

It was noted that Cllr Wallace is a member of Rotary and Cllr Miller's daughter is a member of Rainbows.

3. Public Participation

Tarporley Community Centre Report

It was reported the Community Centre continues to be busy with all four rooms being booked regularly for over 100 hours each week.

It was highlighted that the Centre is currently seeking crowdfunding for new double glazing and cavity wall insulation.

It was reported that the Centre had run its first Warm Spaces session the previous week but had no public attending. It was noted a flyer is due to be distributed over the next couple of weeks.

It was confirmed at the last Community Centre meeting the Committee had agreed to support the revised play area project and would be making a capital donation to the project once they have reviewed their 2022-2023 budget.

It was noted there will need to be a meeting with the Council to agree the lease of the area.

CW&C Cllr Moore Dutton Report

Cllr Moore Dutton highlighted the following in her report:

Farmers Lane

She investigated the adoption of Farmer's Lane and was disappointed to note that the onus now lies with Taylor Wimpey. She was pleased to report her amendment to a Motion to CW&C Full Council was agreed so that conditions are applied to planning permissions to ensure roads which are proposed to be adopted are.

Neighbourhood Improvement Funding

Cllr Moore Dutton had ensured that the money (£6400) for the new bench and noticeboard will be agreed by CW&C.

Noxious Smell

She had been working with residents, to establish the cause of recent noxious smells and the regulatory enforcement officer is following this up. It was suggested that the smell was pig manure spread in the field behind the church.

HS2

Cllr Moore Dutton reported she is a member of the HS2 working group which is only concerned with the potential impacts on the area regarding displaced traffic, the disposal of spoil and possible law and order issues that could arise.

River Pollution Working Group

She is a member of the River Pollution Working Group, which meets virtually and listens to farmers representatives as well as academic experts among others.

Other Matters

She reported she is a member of the Health Scrutiny Committee and is working with a working with a number of community bodies across the ward to help them get access to the Community Innovation Fund so that places like village halls and community centre can be more able to weather the cost of energy and contribute to energy resilience.

She encouraged councillors and members of the public to report highways, flooding and footway issues as well as fly-tipping or litter.

The Council thanked Cllr Moore Dutton for her report.

4. Minutes

Resolved 22/168 – That the Council approve the minutes of the meeting held on the 12th September 2022.

5. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings, from page 244 of the minutes.

6. Planning

1) Planning Register

The planning register was approved as circulated noting on objection had been submitted for application 22/03966/S73, Brookes House, The Avenue, Tarporley since publication of the agenda.

2) Planning Applications

22/03583/FUL - Change of use of existing Chocolate Shop and Cafe (Use Classes E (A & B)) to a Restaurant and Bar (Use Class E & Sui Generis) - 52-54 High Street Tarporley CW6 0AG

Resolved 22/169 – That the Council submit no objection.

22/04048/FUL – Internal alterations to include removal of rear porch and form rear outrigger extension – 4 High Street, Tarporley, CW6 0EA.

Resolved 22/170 – That the Council submit no objection.

3) Lead Planners

The following lead planners were noted:

To January – John, Mark & Nigel.

Until 12th December – Cllrs Catherine Helm, Jarina Khan, Gordon Pearson.

Until 16th January – Cllrs John Millington, Mark Ravenscroft, Nigel Taylor.

7. Arts S106 Project

It was reported that the stall at the Country Market had worked well and that 50 comments had been collected. It was noted that Rachel Davies, Artist on Residence, had circulated some ideas which had been forwarded to Councillors for consideration. It was noted that it had been suggested including the telephone kiosk in any scheme and that she was going to consider this. It was noted a meeting has been scheduled to meet with Ms Davies and discuss the project the 1st December and that the meeting would be open to all councillors.

It was noted that the launch of the trail will require significant work and support by Councillors to make it a success, it was noted the date of the launch will need to be carefully considered given other events including the Coronation and Elections.

The Council confirmed the below budget noting £28,833.75 S106 Arts project funding:

	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
Twigtwisters	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		
		27,823.00	9,400.00	37,223.00

8. Bench & Notice Board

It was agreed to discuss the notice boards and bench at the December briefing to look at the appearance in this area in more detail and take a more holistic approach.

9. Woodland Flyer

It was agreed to create a flyer about the protected woodland off Woodlands Way and other areas in the village including the woodland next to St Helen's to be distributed around the village after Christmas (possibly February). It was also agreed to create interpretation panels for the Portal Woodland.

10. Warm Spaces & Support

It was noted a flyer has been created advertising venues which are open each day for people to call in have a warm drink and chat based under The Warm Heart of Tarporley which will be distributed soon. It was agreed to order a number of large signs/notices which can be displayed outside the various venues.

11. Village Play Area Project

The Council noted the notes of the Play area working group on the 3rd October, page 247 of the minutes noting that a reduced scheme has been developed, the next steps will be to obtain funding for the

project. The Council noted their support for the scheme.

The Council recorded thanks to Cllr Miller and her helpers for organising the recent fundraising clothes sale which had raised £652 for the play area project.

12. Farmers Lane Adoption

It was noted a resident of Farmers Lane had contacted the Parish Council regarding the adoption of Farmers Lane by CW&C, due to concerns that residents would be responsible for any costs of future maintenance, it was also highlighted this could impact the Parish Council as the road forms the route into the Brook Road playing field.

As noted in public participation it was noted that it is Taylor Wimpey's responsibility to have the road adopted and that the first step will be to get the drains and sewers adopted by United Utilities.

It was agreed to write to Taylor Wimpey to seek an update and request the adoption of the road and also to contact Weaver Vale Housing Trust to seek their support in getting the road adopted.

It was agreed to seek an update on the adoption the access road to the playing field which is owned by CW&C and was to be adopted as part of the playing field transfer agreement.

13. Footpath 11

It was noted that the Council had agreed to surface FP11 at the September 2021 meeting to resurface once the drainage works had been undertaken, the Clerk is seeking to confirm the drainage works have been done and an updated price has been received.

Resolved 22/171 – That the Council proceed with the surfacing of the path at a cost of £1900 plus vat.

14. Grant Applications

Resolved 22/172 – that the Council award the following grants:

1	Rotary Club Tarporley	Carnival Portaloos 2023	£500.00
2	Tarporley Pre-School	Balance area	£250.00
4	Tarporley & District Community Centre	Maintenance	£250.00
5	PCC St Helen's Church	Maintenance	£250.00
6	Tarporley Rainbows	Run activities inc. for badges	£250.00
7	Tarporley Bowling Club	Maintenance Equipment & Mower	£250.00
9	Tarporley Badminton Club	Purchase shuttlecocks etc	£250.00
10	Resident	Fundraising Evening	£200.00
11	Opal	Christmas & Volunteer Events	£250.00
12	Decibellas	Coach Hire	£250.00
13	NCT	Various inc. Mat, Craft Materials, Room Hire	£250.00
14	Tarporley Vics Jnr Football Club	Training & Equipment	£250.00
15	Portal Park Woods	Various Items inc. signage	£250.00
16	Tarporley CE Primary School PTA	Diwali Workshop	£250.00
17	Tarporley Allotment Holders (TAH)	Various Equipment	£235.00
			£3,935.00

15. Accounts & Payments

1) Accounts & Payments Half Year End

Resolved 22/173 – That the Council approve the half year accounts and payments and bank reconciliation as on page 29 of the cash book including the below payments:

SLCC Cheshire	Conference DC & C	60.00
HMRC	PAYE/NI	199.00

Nest	Pension Contribution	154.27
EDF	Storage Building Power	8.00
NatWest	Bank Charges (main account)	11.55
NatWest	Bank Charges (Brook Road Account)	0.35

2) Accounts & Payments to date

Resolved 22/174 – That the Council approve the accounts and payments and bank reconciliation as on page 30 of the cash book including the below payments:

Tarporley Community Centre	Room Hire - September	26.46
Play Inspection Company	Play Area Inspections (Annual)	163.20
PJ Hellmers Ltd	Watering	432.00
PKF	External Audit 2021-2022	720.00
Talkabout Publishing	Tarp Talk	151.20
Beechwood Industries Ltd	Brook Road Grounds Maintenance	810.49
PJ Hellmers Ltd	Cemetery Maintenance	1332.00
PJ Hellmers Ltd	Weed control	300.00
Accounts Centre	Payroll (Sept)	24.00
Countrywide Grounds Maintenance	Grounds Maintenance	1012.40
A. Webb	Salary	837.70
A. Wright	Salary	795.37
HMRC	Paye/NI	198.80
Gaskells	Cemetery & Brook Road Bins	143.96
A. Webb	Reim. Zoom, Signs, Microsoft	149.29
Nest	Pension Contribution	154.27
Nat. Asso of Almshouse	Return remaining grant	1952.99
Martin Smith Studio	Design & Visualisation work	500.00
S E Gallagher	Willow payment 1	500.00
Instar	Art Project	1000.00
EDF	Storage Building Power	14.00
A. Wright	Reim - Arts Flyer 1	162.86
A. Wright	Reim - Reindeers	292.50
PJ Hellmers Ltd	Streetlight planter removal	180.00
PJ Hellmers Ltd	Cemetery Maintenance	360.00
Accounts Centre	Payroll (Oct)	24.00
S. Tracey	Pest Removal	170.00
Tarporley Garden Centre	Tiny Xmas Trees	187.00
CW&C	Play area design work	1485.00
NatWest	Bank Charge (Main Account)	6.65
NatWest	Bank Charge (Brook Road Account)	0.70
PJ Hellmers Ltd	Cemetery Maintenance	432.00
Mark Ravenscroft	Reim: MDF	66.24
S E Gallagher	Willow payment 2	1700.00
Beechwood Industries Ltd	Brook Road Grounds Maintenance	810.49
K. Hallows	Flyer Delivery (Arts 1)	120.00
Tarporley Community Centre	Room Hire - Oct	5.67
Willow Brook Reindeer Lodge	Xmas reindeers	537.00
Tarporley Community Centre	Laptop PAT Testing	7.50

Gaskells	Cemetery & Brook Road Bins	144.44
Countrywide Grounds Maintenance	Grounds Maintenance	1012.40
PJ Hellmers Ltd	Cemetery Maintenance	66.00
L. Miller	Reim: Key	4.20
R. Davies	Artist Residence Payment 1	250.00
A. Webb	Reim: Xmas Flyer	126.08
J. Millington	Reim: Various	89.08
Johnsons Printers	Xmas Info Board	99.60
St Helen's Parochial Church Council	Done Room Hire	60.00
A. Wright	Salary	1288.12
A. Webb	Salary	1464.18
HMRC	Paye/Ni	504.92
Nest	Pension Contribution	274.30
P. Tavernor	Reim: Various Xmas	51.91
A. Wright	Reim: Various	593.74
C. Helm	Reim: Xmas wrapping paper	6.00
Royal British Legion	Poppy Wreath	100.00

3) Earmarking & Budget

It was agreed the finance working group would meet and review the budget to earmark a significant sum for the play area and also consider transferring some funding to a high interest account.

4) Outcome of 2021-2022 Audit

It was noted the Council had received a clear audit for the 2021-2022 financial year.

16. Future Meetings

It was noted that the meetings on 16th January and 13th March will be at Tarporley Primary School. It was discussed if it would be beneficial to reintroduce monthly meetings, it was agreed to review at the January meeting if a February face to face meeting is required.

Resolved 22/175 – That the Council move into private session and ask all members of the press and public to leave the meeting

17. Play Area Grant Application Support

Resolved 22/176 – That the Council employ Grant Funding Skills to apply for funding for the village play area project.

18. Clerks Salary

Resolved 22/177 – That the Clerks salaries be increased to April 2022 payrates as published in November 2022.

Meeting closed: 8.26pm.

Signed:

Dated:

Ann Wright 15-11-2022

Next Scheduled Parish Council Meeting:

Monday 16th January 2022 - 7pm

Tarporley Primary School.

DRAFT

Tarporley Parish Council Minute Book
Committees, Working Groups and Other Meetings
Presented at the November 2022 Meeting

Notes Included:

	Page
Notes S106 Arts Working Group Update 21 st September via Zoom	
Christmas Meeting via zoom 26th September 2022	
Notes of Play Area Refurbishment Working Group 3 rd October 2022, via Zoom	
Christmas Meeting with Tarporley Church Representatives Tuesday 11th October 2022	
Notes of Warm Spaces Initiative 18 th October 2022, via Zoom	
Christmas Meeting via zoom Monday 24th October 2022	
Christmas Meeting via zoom Tuesday 8th November 2022	

Notes S106 Arts Working Group Update 21 September 2022

Present: INSTAR (Trish), Cathy Newbery, Mark Ravenscroft, Nigel Taylor

Actions:

Iron Sculpture. Mark to ask Ann if any progress with Drone to assess fixing options to roof. INSTAR will invite TPC representatives to meetings with building owners when discussing design proposals.

Manhole Cover. INSTAR will give costing options for reuse of mould for further manholes.

Waymarker. Mark to request clarification on Council concerns. Were they around the location, the conceptual design or the detailed design? To work up proposals for the detailed design we will likely have to pay the artist for this.

Willow sculpture. Mark will approach the artist and ask for cost breakdown in relation to other recent work, e.g. Tattenhall. TPC will take the lead with interfacing with Sarah, as this is outside the S106 scope.

Bench. What is timeframe for design proposal from WG? Will this allow enough time for the artist to update his drawings or should we just the design of the original bench for this purpose? Does Ann have a picture of the original bench to forward to INSTAR?

INSTAR to ask the artist for costs incurred to date for researching and designing his bench proposal.

Artist in Residence. INSTAR will update Rachel's contract to include adult engagement.

INSTAR will set up kick-off session with Rachel and invite the S106 Arts WG. Thereafter the WG will take the lead with Rachel.

DBS checks will likely not be required. Will discuss with Rachel at the kick-off meeting.

INSTAR contract. Can Ann update INSTAR's contract to include for the manhole cover and for the extra manhours to complete the project?

Mark Ravenscroft

Christmas Meeting via zoom**26th September 2022****Present:**

Tarporley Parish Council – Gill Clough, Lisa Miller, Gordon Pearson, Mark Ravenscroft, Peter Tavernor, Nigel Taylor, Abbie Webb (Deputy Clerk).

Purpose of Meeting: To discuss the Christmas event – Saturday 3rd December 2022 12pm -2pm

Santa's Grotto

The Swan Hotel has advertised a Santa's grotto during December in the Hunt Room. If there is a Santa there on Saturday 3rd December, the Parish Council will ask about working together that day. This could be in the form of a sponsorship or an extra special gift. If there is no Santa that day, the Parish Council will set up a grotto using the shed and provide a grotto.

Action – AW to speak to the Swan re: Santa.

Christmas Trail

The Christmas trail this year will start on the 1st December and will include 24 Christmas stockings that will be placed in the shop windows. Each stocking will have a letter and will spell out a Christmas phrase. Leaflets will be hand delivered before the event with a copy of the trail information and the prize of a gingerbread will be available to be collected from Latte Da or Ginger and Pickle (TBC) However if the completed form is returned to the Parish Council gazebo during the Christmas event, a special prize will be given out. The trail will finish on the 3rd December (?).

Action – Speak to Latte Da and Ginger and Pickle re: gingerbread

Action – create Christmas trail leaflets and print

Action – Make Christmas stockings

Gingerbread House / Father Christmas Letters

The gingerbread house will go on the slated area again and this will be where letter to Father Christmas will be posted by the children.

Action – AW to speak to Landowners to seek permission

Action – All to help erect the Gingerbread House late November

Silver Band / Choir

Action – Check availability of Silver Band

Action – Contact the Primary School re: choir

Woodland Area

The reindeer will be in the woodland area between 12pm and 2pm. Gazebo's could be put up in the woodland area (permission required) to be used for Christmas crafts and/or story telling.

Action- Ask permission from church re: gazebo

Action – Contact Ann Crump re: Christmas Crafts

Action – Make contact re: storytelling

Food & Drink

Roast Chestnut stand/ Mulled wine - To be discussed. Can 41 club be involved?

Action – Speak to Danny re: smoker on High Street during the event

Action – Communicate TPC plans with local businesses via visit and email.

Mini Christmas Trees

Action – The mini Christmas trees to be installed the weekend of 19/20th November.

Next Meeting

Wednesday 12th October 2022 at 630pm

Abigail Webb 29th September 2022

Notes of Play Area Refurbishment Working Group

3rd October 2022, via Zoom

Present:

Andy Hallows, Siobhan Liddle (PTA), Linda Martin (TCC), Lisa Miller, Mark Ravenscroft (Chair), Tony Yeates (TCC), Jim Webb (Carnival), Ann Wright (Clerk)

Purpose of meeting: To discuss refurbishment of Village Play Area

Welcome

Mark Ravenscroft welcomed all to the meeting.

It was reported that Tarporley Community Centre (TCC) have now got a full tree report for the 58 trees on their land which they will share with the Parish Council.

It was noted the Parish Council has just received the play area annual inspection report which highlights the need to cut back some of the trees over the play equipment.

Design Update

Mark explained that a reduced scheme had been developed to take account of escalating costs for the project which was presented to the meeting (attached page 4).

It was noted the revised design includes the following:

- Children's play area (extended by 20/30%)
- Teen area inc. MUGA/goal end, zip wire
- Quiet seating area
- Part perimeter path inc. ramp

The cost of the revised scheme is £260k inc. design and management costs, path, seating, and contingency.

It was noted the decision for the meeting was whether we are happy in principle with the revised design and costings and that the detail of exact equipment is for a future meeting. Although it was noted that it was important to obtain high quality equipment for example that produced by Playdale. It was noted the proposed additional tree planting on the field was not a good idea. It was confirmed this was just a suggestion and was not included in the pricing.

It was noted the Carnival could work around the scheme as suggested.

Jim Webb left the meeting.

It was noted the hedge/planting identified along the car park boundary was on the inside of the play area fence. It was confirmed the parking spaces in the car park are small to allow adequate parking as such it was essential that nothing encroaches on the spaces and reduce their size.

Fencing

A discussion took place regarding whether the play area requires fencing off and it was not clear from the drawing if the area was fenced, this needs to be clarified. It was confirmed a fence would be installed to separate the play area from the car park.

It was noted that fencing might help keep dogs off the field and also the ability to manage entry onto the field for the carnival needs taking into consideration.

It was noted that it was excellent to see the ramp providing a separate access to the playing field.

Teen Area

Concern was raised about the proximity of the electric transformer for the Spar to play equipment, it was agreed this needs to be addressed to make sure children, footballs etc cannot access it.

It was noted the area includes a swing with 2 bays which could accommodate a basket swing.

It was raised that it would be helpful if the hard standing at the bottom of the field could be tidied up. It was stated this was unlikely as the area is not being used as part of the project.

Quiet Area

It was suggested the quiet area should be larger and possibly accommodate a new youth shelter particularly given the proximity to the High School. It was noted this location will also benefit from the street lighting in that location.

It was noted that the proposed benches would also be good for watching football matches.

Lighting

It was noted that lighting was not included as part of the project, and it was suggested that low level lighting could be used along the ramp.

MUGA/Goal End

It was agreed that the proposed MUGA end was better value than a full MUGA and provided enough space for shooting basketball hoops and scoring goals.

It was discussed if it would be better to face it in the opposite direction which might be better for the Carnival.

Perimeter Path

It was agreed it would be good if the path could run all the way around the playing field allowing young children to learn to cycle and people to jog around it.

It was agreed ask that it be included and costed as part of the project

Costs

A spreadsheet showing the original costs, the revised scheme costs and updated costs for the full scheme originally proposed was discussed.

It was noted since the original costing was done prices have escalated by approximately 30%.

Area	Area Description	Original costs	Latest costs - Reduced scope	Latest estimate - Full scope
A	Original play area	114,000	150,000	150,000
B	MUGA	55,000		75,000
C	Teen/Mixed ages	38,000	47,000	44,000
D	Seats/Path	25,000	28,000	28,000
E	Extra play area under 11	52,000		75,000
Contingency	5%	14,000	11,000	19,000
CWAC	Design/Management (10%)	28,000	22,000	38,000
ROSPA		4,000	4,000	4,000
TOTAL		330,000	262,000	433,000

Funding

It was suggested that funding be applied for from the National Lottery and FCC¹ as well as through fundraising.

Linda Martin agreed to provide details of the various organisations who provided funding for the Community Centre roof.

It agreed to meet a local grant funding consultant to discuss his possibly submitting the grant applications.

¹ FCC Communities Foundation [FCC Community Action Fund / FCC \(fcccmmunitiesfoundation.org.uk\)](https://fcccmmunitiesfoundation.org.uk)

Actions

It was agreed to ask Mike Holmes to update the scheme and costs to include a perimeter path, increase the size of the quiet area and include a youth shelter and to provide a plan to show the areas of land to be leased from TCC.

Lease

It was confirmed TCC have obtain legal advice regarding the lease from Bates Wells who had recommend drawing up and fully agreeing the lease prior to commencement of the work, then covering the construction period with an "agreement for lease" and on the completion of construction to sign the previously agreed lease wording.

It was noted the Parish Council would only want to lease the play area, teen area, and seating area not the path as such the responsibility for the maintenance of the path would fall to TCC.

It was discussed the intention would be to complete the project in one phase.

It was noted that the lease would need to meet the terms of the various grant funders.

It was reported that although the land is registered with the land registry the Committee is unable to locate the conveyance documents and there could be restrictive covenants which are not known.

However, it was noted that TCC have owned the land since approximately 1948 and no issues have arisen over that time. There is also the option of taking out indemnity insurance against any future issues.

Next Meeting

TBC

Ann Wright
04/10/2022



Christmas Meeting with Tarporley Church Representatives

Tuesday 11th October 2022 at 10:30am

Present:

Tarporley Parish Council – Gill Clough, Lisa Miller, Abbie Webb (Deputy Clerk), Rector Jim Bridgman (St Helen's Church), Rev. Mark Elder (Tarporley Baptist and Methodist Church)

Purpose of Meeting: To discuss the Christmas event – Saturday 3rd December

An TPC update was given regarding the Christmas plans so far which includes the use of the woodland for the reindeer and a gazebo for the Christmas crafts. Jim Bridgman gave permission for the Parish Council to use the woodlands for these activities. The Done Room is available that day if we need to use it.

Crib

The Church reps would like to provide a blessing for the crib on the day but the usual location of under the Chestnut tree is not ideal, now that the Christmas activities are taking place in the middle of the village.

Action – The crib could be re-located to the slated area by Latte Da, just to the right of the path from the stairs.

Action – Abbie to seek permission from landowner.

Timings of the day

It was suggested that a blessing of the crib takes place at 11:30am and opens the event. This will include community singing / Tarporley Primary School choir and Silver Band and will last around 30 minutes. It was suggested that the grotto could go on the shop level on the right-hand side (same location as the last time we had a grotto). The grotto, Reindeer and Christmas crafts will start at 12pm. The Silver Band could continue to play whilst people queue for the grotto. Santa's helpers will hand out mini Christmas trees to families from the grotto.

Action – Carol sheets to be provided by St Helen's Church.

Action – Abbie to liaise with church reps, Primary school and Silver Band re: carols and order of songs.

Action – Gazebo required near to Latte Da (but not too close to the choir so the singing isn't drowned out)

Action – Discuss Santa, grotto and queuing system at working group meeting.

The Church reps are aware that the Crib needs to be erected in plenty of time (mid November) so that the electrician can connect the power supply to it when the Christmas lights are switched on.

Action – Discuss with electrician if there is an option for the crib lights can be switched on during the blessing or whether battery operated lights are required.

The Christmas event would finish around 2pm.

Programme

The churches are holding several events running up to Christmas such as nativities and community carol singing services. The Baptist Church may also do a 'Christmas Rocks' where they hide painted rocks in the village for children to find (this is still in early stages of planning). The Church reps are very interested in putting some information about their events in our leaflet.

Warm Spaces

Provisional date of Tuesday 18th October at 5pm via zoom to discuss warm spaces with the Church Reps (TBC).Abigail Webb

12th October 2022

Notes of Warm Spaces Initiative

18th October 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 discuss Warm Spaces Initiative in Tarporley.

It was reported that CW&C are promoting a warm spaces initiative across the Borough including promoting libraries as somewhere you can go to be warm. It was reported that Tarporley Library plans to start the initiative on Thursday and will be running sessions Mondays and Thursdays 5 until 7pm.

CW&C had given the following advice regarding starting local schemes:

- Places available where you can keep warm need to be well publicised.
- Preferably it should be the same places at the same time every day.
- Tea and coffee should be provided.
- WIFI made available, if possible, to allow people to work.

It was agreed that people shouldn't be encouraged to come somewhere just to sit there but some activities should be made available.

Concern was voiced that advertising places to keep warm could be embarrassing for those in need and it was agreed that holding sessions in the same place every day could contribute to this.

It was noted that CW&C are not providing any funding to support the project however CW&C Cllr Moore Dutton confirmed she could provide some funding as could the Parish Council.

It was suggested the initiative could be called something like Warm Hearted Tarporley.

It was suggested that it might be better to run sessions during the day when older people are more likely to want to come out or straight after school for young families.

It was noted that volunteers are going to be needed to run sessions.

It was confirmed that St Helen's would run a Coffee Morning and Chat on Wednesdays 10.30 until 12.30 after the Communion Service.

A number of options were discussed when the Chapel could run sessions, and these will be confirmed later this week. The Chapel already hosts a coffee morning every Saturday 10am until 12 and a Toddler Group 'Little Angels' from 10am, and a Knit and Natter from 2pm on a Tuesdays.

It was agreed that there needs to be a consistent message to promote the available sessions and that this should be linked with businesses who can offer discounts for meals etc. Danny Lloyd agreed to develop a flyer with a logo which can be promoted on social media and also distributed door to door as well as sent businesses via the distribution list.

It was agreed to apply for £250 from Cllr Moore Duttons members' budget to fund the flyer and other items, which will promote checking social media for updates on sessions.

It was noted the Country Market should be included in the list of places to go as well as Church services.

It was agreed that it is not known what the take up will be for various sessions and that they can be monitored, and it may become clear if addition sessions or support is required, as such it was agreed to meet again on **Tuesday 22nd November at 5pm via Zoom.**

Draft 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	
Saturday	10-12 Coffee Morning - Chapel 1 st Saturday of Month – County Market – Tarporley Community Centre.

Ann Wright
18/10/22

Christmas Meeting via zoom
Monday 24th October 2022 at 630pm

Present:

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

Apologies – Pete Tavernor, Gordon Pearson

Grotto

Installation - Lisa confirmed that Joe would be erecting the grotto on Tuesday 29th November and does not need any help to do this.

The grotto will require furnishing with a chair, Christmas tree, presents etc.

Action – Catherine to provide an Orkney Chair for Santa

Action – to confirm with Gordon whether there are decorations, lights, a fireplace, padlock in the store and if there are any plants for the outside.

Action – 6 trees to be purchased from 41 Club.

Gingerbread House

The Gingerbread House will need to be erected on either Saturday 26th or Sunday 27th November. Volunteers available that weekend are Nigel, Andy and Chris (Catherine's husband). **Action** - The roof needs painting which will need doing before this date.

Andy has a van that we can use to transport from the store to outside Latte Da if needed.

Andrew has also said that he can get the trailer.

Santa Tickets

Tickets will be available from the TPC gazebo for 30 minute slots to help reduce the queues. 20 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 gummy bears for the smaller children.

Action – purchase gummy bears /haribo to give out

Action – Lisa to give coloured card to Abbie to print out tickets.

Letters to Santa

Catherine is drafting the Santa's letter with the help from Pete. Letters will be available to post in the Gingerbread House from Saturday 3rd December until Sunday 18th December.

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

Action – Letter and flyer to be sent to the printers asap.

Silver Band

It was decided that the Silver Band will not be located across the driveway by Latte Da. The gazebo will go in front of the notice board and bench by Latte Da.

Action – Lisa to ask Primary School for 16 chairs.

Sandbags

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

Action – Lisa to check sandbags

Reindeer under Chestnut Tree

Abbie confirmed that the electrician said it shouldn't be a problem to connect the reindeer to the main power supply.

Action – Abbie to ask Anne to purchase the reindeer as soon as possible.

Leaflets

Andy said that his son is delivering the leaflets for the Art project this week so will time how long each round takes. The cost is £120 to deliver to the whole village. Andy will let us know asap whether his son will deliver all the Christmas leaflets or whether this can be split between a few people as it is a big job.

Marshal Rota

A minimum of 9/10 marshals needed on the day.

Tess and Anne will be the Elf marshals at the gazebo

2 at TPC gazebo

2 at reindeer enclosure

2 at Christmas craft in Done room

Action – Abbie will collate responses for availability and then can start assigning roles to people.

Any Other Business

The Foresters Pub would like to get involved in the event as they feel quite excluded from the rest of the village.

Action – Abbie to contact them to see if they can be involved

The 41 Club is unlikely to be able to provide Christmas Trees to businesses that are not on the High Street.

Next Meeting

Tuesday 8th November 2022 at 630pm

Abigail Webb
25th October 2022

Christmas Meeting via zoom Tuesday 8th November 2022

Present:

Tarporley Parish Council - Lisa Miller, Mark Ravenscroft, Nigel Taylor, Abbie Webb (Deputy Clerk)

Apologies – Pete Tavernor, Gill Clough, Andy Hallows, Andre Wallace, Catherine Helm
Grotto

Action – Lisa to check what decorations are in the store

Action – Confirm that Catherine will provide wrapped boxes to go under the tree

Action – purchase brown paper bags for mini Christmas trees

Action - purchase 50 bags of haribo

Action – Is there a Christmas tree for the grotto

Gingerbread House

It was suggested GBH is installed on Sunday 27th November. Volunteers available that day are Gordon, Nigel, Andy and Chris (Catherine's husband).

Action - The roof needs painting which will need doing before this date.

Action – Andrew to move the GBH from store to slated area on Sunday morning.

Action – Sign needs to be made to go on GBH stating last date to post letters.

Santa Tickets

Action – Lisa to give coloured card to Abbie for printing on 14.11.2022.

Letters from Santa

Catherine has drafted a letter from Santa.

Action – to be printed as soon as finalized.

Silver Band

It was decided that the Silver Band will not be located across the driveway by Latte Da. The gazebo will go in front of the notice board and bench by Latte Da.

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

Sandbags

Action – Sandbags to be moved from Scout Hut to the green bins on 30 Nov / 1st Dec, ready for Saturday morning when the gazebo is erected.

Trees

Large Christmas trees to be installed in the village on the 9th November.

Action – Abbie to find out when electrician will be in the village.

Action – Reindeer will need to be moved from Nigel's house to Chestnut mound

Action – Purchase heavy duty pegs to keep reindeer tied down

Action – Residents above Latte Da need to be contacted to make sure that they switch the power on in their garage to light the trees outside Latte Da.

Leaflets

Leaflets are being delivered to Lisa's on 10th November. Darice and Halle will distribution the leaflets between then and the 3rd December.

Marshal Rota

Most of the roles are now filled, just need a couple more people to help out now that TPC are providing refreshments in the Done Room.

Action – Abbie to chase up volunteers.

Action – Abbie to circulate marshal rota and availability document.

Woodland

Action – Check whether we still have the posts and chain for the reindeer enclosure

Action – This would need to go up in the woodland the weekend before. Nigel to speak to Gordon.

Action – check the lights are in the store and put them around the tree with the snowman and stocking.

Action – Purchase batteries for lights.

Forrester Pub

It was agreed that the Forrester Pub can have a stall to the left of St Helen's Church entrance, in front of the bench.

Action – Abbie to discuss this with the landlords.

Next Meeting

Monday 21st November 2022 at 630pm

Abigail Webb
10th November 2022