

Tarporley Parish Council Minute Book
Committees, Working Groups and Other Meetings
Presented at the September 2023 Meeting

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Notes of informal meeting with Enigma Holdings Representative
4th July 2023 at The Swan, Tarporley.

Present:

Tracy Akin (representing Enigma Holdings), Charlotte Hodgkinson, Catherine Helm, David Holmes, Lisa Miller, Ann Wright (Clerk).

Purpose of meeting: To discuss possible opportunities for Enigma Holdings to sponsor wildflower projects.

It was explained that Enigma Holdings owns a number of companies in and around Tarporley as well as wider afield including Instinct Gym. The company wishes to invest locally in legacy projects which will contribute to wildlife and conservation as well as wellbeing.

They are looking to invest in a wildflower project for a three-year period, they are offering funding plus volunteering.

Roundabout

It was confirmed their preferred option would be to sponsor the roundabout with some signage. It was noted that CW&C Highways are responsible for the roundabout, and this would need to be agreed with them. It was agreed the Clerk would investigate if this was possible and what plans there were in place for maintaining the wildflower area there.

Brook Road

It was suggested that Brook Road wildflower area would be a good place for Enigma to support and some form of sponsorship signage could be installed.

Doctor's Surgery

It was noted that there is an area by the entrance of the Doctors Surgery which is poor condition which might be nice to plant up.

Primary School

It was suggested that a wildflower area could be created in the Primary School.

Burton Square

It was discussed an area of Burton Square could be identified for wildflowers noting the small island is managed by Rotary who have a sign there.

Nantwich Road

It was suggested it would be nice to create wildflower areas on the road verges at the Nantwich Road entrance to the village.

Next Steps

It was agreed the Clerk would contact CW&C regarding the roundabout and also seeding verges on the Nantwich Road entrance to the village and report back.

If it is not possible to sponsor the roundabout the group will undertake some site meetings together to discuss possibilities in more detail.

Ann Wright
05 07 23

Notes of Neighbourhood Plan Meeting 17th July 2023

Present:

Tarporley Parish Council: Catherine Helm, David Holmes, Peter Taverner, Nigel Taylor, Ann Wright (Clerk).
CW&C – Charles Hardy
Kirkwells – Louise Kirkup
Public – Peter Manby

Purpose of meeting: To discuss amendments to Environment & Heritage section of the Plan.

Action

Nigel Taylor agreed to compile comments received on previously reviewed sections and will forward to Louise on a word version of the Plan.

Title

Clarification was sought as to what the Neighbourhood Plan should be known as it has been referred to in a number of different ways, the following definitions were discussed:

Made Plan = Original Plan made in June 2016.

Review = the process currently being undertaken.

Modified Plan = the reviewed/amended Neighbourhood Plan.

Louise Kirkup agreed she would contact CW&C to see if they had any preference on what terms are used. It was agreed which ever term is used it needs to be defined at the start of the Plan document.

Design Guide

A discussion took place whether the document should be known as the Design Code or Design Guide, it was agreed it did not matter which title was used as long as it is used consistently.

It was noted the Council needs to undertake a detailed review of the latest draft of the Design Guide.

It was noted as part of the Neighbourhood Plan review the Housing section will focus more on house tenures to meet housing needs rather than design.

It was agreed once the Council is happy with the Design Guide document to put it out to public consultation. It was suggested that a flyer is created with a summary of the NP review and key questions, including car parking and provision of supermarkets and key sections of the Design Code.

It was noted that examiners have raised at other examinations that Design Guides should be subject to public consultation, involvement.

Views

It was agreed that key views should be included in the Design Guide as well as listed in the Plan. It was noted that the Group is currently reviewing the views which had been included in the Neighbourhood Plan.

Future Meeting Dates

~~Monday 26th June – 7pm – Zoom~~

~~Tuesday 27th June – 7pm – Zoom~~

~~Monday 17th July – 7pm – Zoom~~

Tuesday 8th August – 7pm - Zoom

Monday 14th August- 7pm – School Room, Chapel (review of Actions)

Tuesday 5th September – 7pm- Zoom

Ann Wright 18-07-23

4.2 Environment & Heritage

4.2.1 – Listed building no may vary depending on area designation hence moved too many and listed in Appendix

4.2.3 – Removed but edited version may be reinstated following review of views

4.2.4 & 2.5 – covered in updated version of this section under a new 4.2.5

4.2.6 – Reinstate except first sentence

4.2.7 – Reinstate except first sentence

New 4.2.3 – Ok

New 4.2.4 – Ok but in Design Guide

New 4.2.5 C1 – remove “ this may be particularly important in chester”

New 4.2.5 C14 – Edit appropriate to Cheshire plain only- remove “ around Delamere Forest” – “ on steeper slopes ... distance trail” – It is inappropriate ridge line”

New 4.2.6 – Replace” Code” with “Guide” – NP Group to review Design Guide

New 4.2.7 – NP Group to review Green roadways and corridors – see Appendix 4

TEH1 – Policy 6 – remove “?” as OK

4.2.9 - NP Group to review Views – see Appendix 5 and replace comment “ In Tarporley VDS with current valid reason

4.2.11 - NP Group to review “Local Green Spaces” and correct maps ref Daffodil field (include front to back grass) and RBL region – considered addn of woodland to rh side of cobblers cross in Portal – Appendix 6

4.2.12 – NP Group to advise on status of allotments – number and number on waiting list and correct Map

4.2.14 – deletion noted but covered in 4.2.2

4.2.15 – Proposed include full guide not just guidelines as attachment to the NP plan

4.2.16 – ref above – review to include appropriate text

4.2.17 – should this not be covered under “Historic Tarporley section in 4.2.16 above

TEH4 – To be reviewed under housing section and may transfer Policy

TEH5 - Retain policy as inappropriate to remove

Appendices

Appendix 2 – to be removed but summary of profile to be added and included in Economy section

Christmas Planning Meeting

Monday 24th July at 7pm via zoom

Present:

Tarporley Parish Council – Peter Tavernor, Nigel Taylor, David Harrison, David Holmes, Charlotte Hodgkinson, Mark Ravenscroft, John Millington, Lisa Miller, Andrew Wallace, Abbie Webb (Deputy Clerk)

Date and time of event

The event will take place on Tarporley High Street on Saturday 2nd December starting at 1130am with a blessing of the Crib and will carry on until 2pm.

Christmas Trees

There will be 4 Christmas trees in the village, one outside every church plus one on the Chestnut mound. The location of the Christmas tree outside St Helen's church will need moving to the left-hand side due to the installation of the Fox tree.

The mini-Christmas trees will be installed above the shops the weekend of the 25th of November.

Grotto

The grotto is still in situ so this will be used again for Father Christmas to sit in (Andrew). Mini Christmas trees will be given out again along with sweets. 2 elves are required to help Father Christmas to keep the queue moving.

It was felt that there was little benefit in having the grotto as a ticketed time slot and that it might be better to just let people visit when they want to.

Father Christmas will appear again from the woodland once the blessing has taken place and walk to the grotto.

Gingerbread House / Letters to Santa

This will be installed the week before the event and used to collect the letters to Santa. The GBH may need a coat of paint so a working party will be created to do this. Abbie will contact Gordon to ask if he would like to be included in the working party for the GHB.

Reindeer

As in previous years, the reindeer will go in the woodland area. They are booked from 12pm until 2pm but usually arrive around 30 minutes earlier to settle the reindeer. They will park by the Done Room and walk them into the woodland from the gate.

Christmas Trail

This year's theme will be 'Christmas Crackers' and the trail and there will be a short and long trail. For people who complete on the day, they will receive a mini-Christmas tree.

Done Room Activities

Face painting will take place in the Done Room along with serving refreshments (hot chocolate / hot dogs etc)

Children's tabletop sale again? Possibly ask the Primary School to hold their Christmas fair at the same time (instead of the night before) to help attract more people to the event.

Blessing of the Crib

Both Church reps are happy to bless the crib again this year and follow a similar format to last year. The Primary School have confirmed that they are happy to come along again and sign during the blessing. The Silver Band has also confirmed that they are happy to attend the event. One of the feedback points last year was the lack of music / atmosphere once the Silver Band had stopped played. Contact to be made with Decibellas Choir.

The crib needs some attention as it is not looking good. A working party will need to start working on this ASAP to get it looking better. There was a suggestion that the person who made the silhouettes outside the Chapel can create something to go outside Latte Da.

Barriers are needed to go on the road outside Latte Da when the Blessing of the Crib takes place as there was concerns with the amount of people stood on the road last year. More marshals are needed in this area during the blessing.

Refreshments at the Event

Rotary to serve mulled wine and roasted chestnuts at the event. Old Chad's Orchard to be invited to attend.

Finances

Last years event cost around £6,500 and it is expected that this year's event will cost approximately the same.

Christmas Event – Saturday 2 nd December 12pm – 2pm	Action	Update
Christmas Trees	Christmas tree at entrance of St Helen's will need to be moved to the left-hand side (closer to Radical and Rascal). Christmas trees will also be at the Catholic Church, at the Chapel and on the Chestnut mound.	Ann in contact with R&R re: power supply. Abbie contacted Chris from NTC re: ordering 4 Christmas trees. The deadline in 9 th September to order. NCT will need to fit a new bracket for Christmas Tree at St Helen's.
Grotto	Andrew has offered to be Santa again this year. This won't be a ticketed event as last year; it didn't appear to make a difference. Need to check what items we need for inside i.e., chair, Christmas tree, presents etc.	A new Santa suit needed. Check the stores to see what grotto furniture/items we have.
Gingerbread House (GBH)	Needs to be re-painted.	Working party needed to re-paint and install.

	To be installed the week of the 27 th of November.	Gordon would like to be involved.
Letters to Father Christmas	Letters can be posted in Gingerbread House from Saturday 2 nd until 17 th December	Catherine to draft letter. Abbie to respond to letters.
Reindeer	Booked from 12pm til 2pm.	Contacted reindeer to make sure that handlers are engaged and knowledgeable about the reindeer. Additional discussion required re: animal safety.
Christmas Trail	Christmas Crackers theme.	Mark (and others) to create Christmas crackers for woodland area. Ann Ravenscroft to create Christmas crackers for the shops. The information board will be laminated and stuck onto the stand (this is a much cheaper option).
Christmas Activities in Done Room	Face painting Refreshments	Done Room booked. Anne Crump not available. I have waiting to hear back from a couple of other face painters. Volunteer team to serve hot chocolate/tea/coffee/hot dogs. Proceeds to play area.
Tarporley Primary School Fair	To encourage more people to come along, ask the Primary School to hold their Christmas fair at the same time.	Lisa to speak to Primary School in September.
Blessing of Crib	To open the event, a blessing of the crib will take place.	Rev Jim and Mark happy to do a blessing of the crib ceremony again.

Crib	Renovation of Crib	Fr Joe is happy for us to either refurbish the crib or not use it at all. Fr Joe would like it back if we do not want it anymore. Mark from Chapel is speaking to his contact re: silhouettes.
Road Safety	Security barriers required on High Street during the blessing of the crib.	Awaiting to hear from CWAC to see if we can borrow safety barriers or if not, purchase them.
Choir	After the Silver Band has finished, Decibellas could sing some Christmas songs.	Contact made and awaiting response. A new choir Pop Vox is starting in Tarporley in September so will contact them to see if they would like to attend.
Silver Band	Silver Band to play during and after the Blessing of the Crib.	Silver Band is available to attend.
Primary School Choir	Choir to sing during the blessing	Primary School Choir happy to attend.
Food / Drink Stalls	Rotary to provide mulled wine and roasted chestnuts	Andrew confirmed that Rotary can do serve the food / drink. Awaiting confirmation from Old Chad's Orchard.
Christmas Disco	Gazebo with children's entertainer/disco	Contacted same man from the Jubilee Street Party but he already has a booking that day. Try more?

**Tarporley Parish Council Cemetery Management Committee Meeting
Held in the Done Room & Tarporley Cemetery
on Thursday 3rd August 2023**

Committee Members

Chairman – Cllr Catherine Helm

Cllr David Harrison

Cllr John Millington

Cllr Peter Tavernor

Clerk – Ann Wright

Visiting Councillors – Charlotte Hodgkinson

David Holmes.

Public - 2

1. Chairman

Resolved – that Cllr. Catherine Helm be elected Committee Chairman for 2023-2024.

2. Apologies for Absence

All members present.

3. Declaration of Interests

No interests declared.

4. Minutes

Resolved - The minutes of the meeting held 12th September 2023 were approved as a true and proper record.

5. Public Participation

No matters raised.

6. Cemetery Rules & Application Forms

Resolved – that the Committee agree the Cemetery Rules noting they were amended in January 2023.

7. Cemetery Fees

Resolved – that the cemetery fees remain unchanged, as below:

EXCLUSIVE RIGHTS (Including pre purchase)

Exclusive right of burial in an earthen grave	500
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Exclusive right of burial of cremated remains in Cremated remains burial plot	250
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INTERMENT FEES

Adult	375
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Child up to 16 years	no charge
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Public grave (Adult)	375
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Public grave (Child up to 16 years)	no charge
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Cremated remains plot

Adult	145
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Child up to 16 years	no charge
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OTHER CHARGES

For the right to erect a headstone inc. first inscription	120
For the right to each additional subscription	50
Transfer of burial rights	50
Certified copy of the records	50
Search in the Register per year	50

8. Cemetery Risk Assessment

It was agreed to review and update the risk assessment by email.

9. Wildflower Area

It was reported that CW&C are scheduled to prepare the wildflower area in the Cemetery for seeding in early September and that P J Hellmers Ltd will mow the area ready.

It was noted the Cemetery records are all uploaded to the software agreed in 2022 and that the ledgers are now stored in a fireproof bag.

10. Cemetery Maintenance & Inspection

The Committee undertook an inspection of the Cemetery and agreed the following actions:

The strips either side of the footpath to be cleared of debris as far as possible and seeded with wildflower seeds by the fence and grass seed by the graves.

It was agreed to obtain a price to install a wooden hit and miss fence matching the fence with the Done Room at the bottom of the path for soil to be stored behind (approx. 7m, 1.4m high).

It was agreed to remove debris and growth from bottom of the Cemetery north of the asphalt path, next to the hedge and grass seed the area.

Signed _____ Date _____

Ann Wright
7th August 2023