

MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 19TH MAY 2014

PRESENT: Councillor E Lush (Chairman)
Councillor P Miles (Vice Chairman)
Councillor D H Cotgreave
Councillor R Hones
Councillor C Jones
Councillor M Pochin
Councillor J W Shaw-Pollard
Councillor B Spruce
Councillor P Twigg
Councillor R Williams

IN ATTENDANCE: 3 Members of the Public
Cheshire West and Chester Councillor – H Deynem
Parish Council Clerk – Mr M Hassall

APOLOGIES: Councillor S Hardacre (Holiday)

14/021 ELECTION OF CHAIRMAN

RESOLVED: that Councillor E Lush be appointed for the coming year.

14/022 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Lush signed the declaration of acceptance of office which included an undertaking to be guided by the code of conduct in the performance of his duties.

14/023 ELECTION OF VICE CHAIRMAN

RESOLVED: that Councillor P Miles be appointed for the coming year.

14/024 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL

RESOLVED: that the following be appointed for the coming year:

PLANNING COMMITTEE – All Councillors.

STRATEGY WORKING PARTY – All Councillors

FIELD MANAGEMENT COMMITTEE

Councillors S Hardacre, R Hones, C Jones, B Spruce, J W Shaw-Pollard, P Twigg

FINANCE WORKING PARTY

Councillors D H Cotgreave, E Lush, J W Shaw-Pollard, B Spruce, R Williams

PARKING WORKING PARTY

Councillors D H Cotgreave, S Hardacre, E Lush, B Spruce

STREET SCENE WORKING PARTY

Councillors S Hardacre, R Hones, P Miles

ADVISORY WORKING PARTY

Councillors D H Cotgreave, R Hones, E Lush, P Miles

FUTURE LAND USE MASTERPLAN WORKING PARTY

Councillors S Hardacre, E Lush, R Williams

HOME TO SCHOOL TRANSPORT WORKING PARTY

Councillors S Hardacre, C Jones, E Lush

14/025 APPOINTMENTS TO OUTSIDE ORGANISATIONS

RESOLVED: that the following be appointed for the coming year:

COMMUNITY CENTRE MANAGEMENT COMMITTEE

Councillor S Hardacre

TARVIN EDUCATIONAL TRUST

Councillor D H Cotgreave.

TARVIN VILLAGE YOUTH CLUB COMMITTEE

Councillor J W Shaw-Pollard, P Twigg

PARISH PLAN IMPLEMENTATION GROUP

Councillors S Hardacre, E Lush, P Miles, M Pochin

CHESHIRE ASSOCIATION OF LOCAL COUNCILS

(Chester Area Meetings)

Councillors S Hardacre, E Lush, R Williams

14/026 DECLARATION OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS

14/026.1 New Written Requests for Dispensations

There were no new requests.

14/026.2 Declarations of Interest

Members were invited to declare any Disclosable Pecuniary or other Interest in any item of business on the agenda and, if necessary, leave the meeting prior to discussion of that item.

No such declarations were made until later in the meeting when Councillor Twigg declared a Pecuniary Interest in minute 14/048 as it was being introduced and left the meeting at that point.

14/027 OPEN FORUM

RESOLVED: that the meeting be adjourned for the Open Forum.

14/028 PARISH COUNCIL MEETING

RESOLVED: that the meeting be reconvened.

14/029 REPORT ON OPEN FORUM

14/029.1 A local resident had queried why the Community Centre had agreed a new 25 year lease when the village had raised funds towards a new Community Centre in the

1970s. The Chairman had received prior knowledge of the question and had read out the following statement on behalf of the Community Centre:

“Following the rapid expansion of the village of Tarvin during the 1960s it became apparent that the facilities of the Public Hall in the High Street were no longer sufficient for the needs of the community. The County Primary School in Heath Drive was already bursting at the seams, so it was agreed that Cheshire County Council should construct a joint-use building (which opened in 1976), which would house a new Infant School and the Community Centre. In 1970 the village raised £1,500 towards financing the new Community Centre. This amount together with £3,885 raised from the sale of the Public Hall was paid to the County Council. This was done with the agreement of the Charity Commission. The agreement between the partners for the jointly funded facility was set out in a document dated 14th May 1976 with an original term of 40 years.

As this agreement was due to expire in 2016 (i.e. after 40 years) and as the use of the building has changed and is no longer an infant school, so that the nature of the joint use agreement was no longer appropriate, negotiations began for a new lease. This has now been secured. As under the previous agreement, there is no rent as such (the lease stipulates a peppercorn rent), but an updated cost-sharing agreement for the running costs of the building, which reflects the proportion now occupied by the Community Centre. This is greater than previously (both more space and more control of the old space). The lease guarantees that if at any time the agreement is terminated, then the Council (now CWaC) will pay the Community Centre charity the sum of £16,515. This includes the original contributions from the sale of the old Parish hall and the sum raised by the village.”

14/029.2 Borough Councillor Deynem had mentioned a number of the Cheshire West and Chester Council Consultations that were underway and had mentioned the fact that he was to be the Chairman of the localities scrutiny committee which covered Tarvin’s ward and therefore he had hoped that this would be useful to the Parish Council

14/030 MINUTES OF THE MEETING HELD ON 28TH APRIL 2014

RESOLVED: that the minutes of the meeting held on 28th April 2014 be signed by the Chairman as a correct record.

14/031 REPORT ON ACTIONS ARISING FROM THE MEETING ON 28TH APRIL 2014

14/031.1 Parking on Grass Verges (Previous Minute 14/008.3)

A report from Councillor Hones on the meeting held with Highways on 16th May 2014 is attached to the minutes.

RESOLVED: that the report be accepted and the recommendation approved.

14/031.2 Oak Tree (Previous Minute 14/006.4)

Highways had taken photographs of the tree, passed them to a tree officer, and requested a report.

14/031.3 Tarvin Hall (Previous Minute 14/008.2)

Highways had cut the overhanging hedge as requested.

Councillor Hones was under the impression that there was still work to be done there and said that he would forward an appropriate photograph to the Clerk.

14/032 LIST OF OUTSTANDING ITEMS

A copy of the list of outstanding items is attached to the minutes.

14/032.1 No 5.3 Brown Signage to the Village

A report from Councillor Hones on the meeting held with Highways on 16th May 2014 is attached to the minutes.

RESOLVED: that the report be accepted and the recommendation approved

14/032.2 No 5.9 40mph Speed Limit Extension

The report had not been completed by the end of March 2014. It was expected to be completed by the end of May 2014.

14/032.3 No 5.10 Turning into Tarporley Road

Highways had stated that the Section 278 works should be completed by the end of May 2014 and that the safety audit would then be carried out.

14/032.4 No 5.6 White Line Shay Lane

The work had been completed

14/032.5 No 5.11 Litter Bins

A new bin had been installed close to the junction of Lower High Street and the A54 road

14/032.6 No 5.13 Footway along A54

The work had been completed

14/033 STREETSCENE INCLUDING WORKING PARTY REPORT

14/033.1 A copy of the Streetscene Working Party report is attached to the minutes.

RESOLVED: that the actions listed in the report be approved and actioned by the Clerk

14/033.2 Poplar Cottage, Tarporley Road

RESOLVED: that the Clerk ask the resident to cut the hedge back

14/033.3 Alleyway off Heath Drive

RESOLVED: that the Clerk ask Streetscene to remove all the rubbish

14/033.4 Blue Bin

RESOLVED: that the Clerk ask Streetscene to remove the blue bin that had been left along Church Street

14/033.5 Co-op

A slight improvement had been noted in the state of the grounds around the building

14/033.6 Blocked Public Footpath Old Moss

Councillor Williams had asked Greenspace to unblock the footpath on a number of occasions but nothing had been done

RESOLVED: that the Clerk ask Greenspace to clear the path

14/034 PLANNING MATTERS

14/034.1 RESOLVED: that the following comments be made on the planning applications submitted

14/01653/FUL – Extension of living accommodation into existing attached outbuilding - Well House, Weetwood Common, Willington

Comment: No Objections

14/01711/FUL – Single storey side extension – Greenacre, Platts Lane, Tarvin

Comment: No Objections

14/01736/LBC – Internal Alterations and Installations – The Old Vicarage, Church Street, Tarvin

Comment: No Objections

14/01754/FUL - Open fronted portal framed general agricultural storage building (retrospective) – Meadow View, Willington Road, Willington

Comment: No Objections

14/01985/FUL – Two storey/single storey side extension – Greenways, Shay Lane, Oscroft

Comment: No Objections

14/02030/TEL - Upgrade base station comprising removal of existing 6 antennas and replacement with 6 multi-band antennas upon new antenna headframe mounted upon existing monopole and 3 RRUs mounted below antenna headframe – Telecommunications Mast, Tarvin Sewage Works, Mill Lane, Tarvin

Comment: No Objections

14/034.2 NOTICES

The following notice had been received:

14/0094514/00945/FUL – Replace rear conservatory with orangery – 5 Bye Pass Road, Tarvin – **PERMISSION**

14/034.3 NATIONAL PLANNING POLICY FRAMEWORK

Councillor Hones presented a report on the seminar that he had attended. A copy of the report is attached to the minutes.

A conversation developed on Neighbourhood Plans and the Clerk was asked to obtain a progress report on the Kelsall Plan

RESOLVED: that the Clerk ask Cheshire West and Chester Council for a timescale regarding the Community Infrastructure Levy

14/035 NEW HOMES BONUS AND SPECIAL PROJECTS BUDGET

14/035.1 A copy of the response from Cheshire West and Chester Council to issues raised by Council in March 2014 is attached. The response was noted.

14/035.2 A copy of the report presented by Councillor Lush is attached to the minutes.

Since the report had been written Highways had provided written approval for the trees on High Street to be pruned.

The meeting noted that when a further New Homes Bonus was received later in the year a sum of £5,277 should be available to spend and when the New Homes Bonus was received to cover the Taylor Wimpey and other ongoing development there would be a significant sum available. Council considered that the two projects some of the money should probably be spent on were the footway along Hockenhull Avenue between Hallfields Road and the Tarporley Road junction and signage at the entrances to the village. It was considered that where possible match funding should be used to maximise the use of the money.

RESOLVED: (14/035.2.1): to plan to spend the £5,277 in the current financial year.

RESOLVED: (14/035.2.2): that Councillors forward their wish list to the Clerk during the next two weeks and where possible provide an idea of the cost of the project

RESOLVED: (14/035.2.3): that the Clerk ask Cheshire West and Chester Council what Council might receive from the present new property developments within the Parish
RESOLVED: (14/035.2.4): that point 8a of the report be approved. Councillor Hones and former Councillor Peter Maiden would provide advice on the pruning of the trees on High Street

14/036 PROTECT A COMMUNITY ASSET

RESOLVED: (14/036.1) that the Clerk take steps to register Garden Field as a Community Asset.

RESOLVED: (14/036.2) that Councillor Lush speak to the Community Centre Management Committee about the possibility of the Community Centre being registered.

14/037 CHESHIRE WEST AND CHESTER COUNCIL LOCAL PLAN (Part two)

RESOLVED: (14/037.1) that the Clerk arrange a meeting of the Strategy Working Party to examine the Local Plan

RESOLVED: (14/037.2) that the working party be empowered to decide on a response to the consultation and forward that response to Cheshire West and Chester Council

14/038 ROYAL BRITISH LEGION'S CENTENARY POPPY CAMPAIGN

RESOLVED: to that the Clerk purchase some seeds at a cost of approximately £10.00.

14/039 COUNCIL STALL AT SUMMER FETE

Councillors Lush, Jones, and Miles offered to put some literature together on the work of the Council. The meeting noted that a table and a couple of noticeboards but probably be required. Councillors were reminded that the stall would need to be manned by Councillors, ideally on a rota basis throughout the afternoon.

14/040 OPAL CLUBS

A copy of a report from Councillor Hardacre is attached to the minutes. The report was noted

14/041 KING GEORGE V PLAYING FIELD

The meeting noted that the Tennis Club fence had been repaired

14/042 CLERK'S REPORT/CORRESPONDENCE

14/042.1 The following had been forwarded to Councillors

- a. Cheshire West and Chester Council – Members Briefings No's 669 to 677
- b. Cheshire West and Chester Council - Local Council Bulletin – April 2014
- c. Commissioner's Crime Prevention Fund
- d. CPRE Cheshire Branch - Annual General Meeting
- e. Notes of the Police and Crime Commissioner's consultation meeting with Parish Councils held on 19th March 2014
- f. Cheshire West and Chester Council – Enabling and Inspiring Dementia Friendly Communities – Crowne Plaza Hotel, Chester - 20th May 2014
- g. Community Safety Warden Newsletter – April 2014
- h. Cheshire West and Chester Council – Regulatory Services Consultation
- i. Cheshire West and Chester Council – Community Governance Review – Final Recommendations Neighbouring Parishes
- j. Tarvin Community Woodland Trust – Minutes of May 2014 Trustees meeting

k. Broomheath Plantation – Bonfire Event with St Andrews Church – to be held November 2014

l. Cheshire West and Chester Council – Local Council Bulletin May 2014

14/042.2 Correspondence (Previous Minute 14/0171)

RESOLVED: that it would be inappropriate to meet on site given the nature of comments made in the letter. The Clerk would respond appropriately.

14/042.3 Meeting with Muir Housing

The Clerk and Councillor Hones had met with Muir Housing regarding the properties to be rented. A copy of the report is attached to the minutes.

14/043 FINANCIAL MATTERS

14/043.1 Payments

RESOLVED: that the following payments be authorised –

Payee	Detail	Amount to be Paid
VAT	Chq No	Net Amount to Charge against budget
		Budget available before payment
Tarvin Community Woodland Trust	Grant Year to March 2015	1,000.00
0.00	2647	1,000.00
Fastrack Maintenance Ltd	Grounds Maintenance April 2014	264.73
44.12	2648	220.61
JDH Business Services Ltd	Internal Audit Year to 31 March 2014	113.40
18.90	2649	94.50
Tarporley High School	Printing Tarvin Times	56.00
0.00	2650	56.00
Payroll Cheques	May 2014	893.26
0.00	2651/2	893.26
Tarvin Community Centre	Stall at Summer Fete	25.00
0.00	2653	25.00
		300.00

14/043.2 Returned Cheques

Lloyds Bank had not paid seven of the cheques issued at the previous meeting. One had been marked “refer to drawer” and the others marked “refer to drawer please represent”. Their reason for returning the cheques was that they considered that the account had been overdrawn. However, the problem had arisen because the bank had failed to maintain the Business Call Account.

The Clerk had written to Lloyds Bank on four separate occasions requesting that they correct their errors, offer a written apology to the Parish Council which could be forwarded

to the companies who had not been paid, refund the £210.00 bank charges, and provide Council with financial compensation for the inconvenience caused.

RESOLVED: that the Clerk be authorised to reissue any cheques returned to Council. Any replacement cheques would be signed by two Councillors in accordance with standing orders.

14/043.3 Internal Audit Report

The report completed by the Internal Auditor immediately following the Internal Audit was examined and agreed.

14/043.4 Annual Governance Statement

The Annual Governance Statement was read, completed, and signed by the Chairman and Clerk.

14/043.5 Accounting Statements

The Accounting Statements for the year ended 31st March 2014 were approved and signed by the Chairman and Clerk confirming that the return represented fairly the financial position of the Council.

14/043.6 Amendments to Financial Standing Orders

RESOLVED: that the following amendments be approved:

PAYMENT OF ACCOUNTS

Delete the first sentence “All payments shall be effected by cheque, drawn on the Parish Council’s bank account” and replace with the following:

Payments shall normally be effected by cheque, drawn on the Parish Council’s bank account.

If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two authorised bank signatories, a copy of the documentation is kept, and any payments are reported to Council when made.

If thought appropriate by the Council, payment for certain items may be made by Banker’s Standing Order provided that the instructions are signed, or otherwise evidenced by two authorised bank signatories, a copy of the documentation is kept, and payments are reported to Council when made.

If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided that the payment is approved in advance by Council. The individual releasing the payment will provide designated members of the Finance Working Party with a copy of the bank statement as soon as the item appears on the bank statement following payment.

CASH BOOK/BANK STATEMENT

In January, April, July, and October each year the Responsible Finance Officer will pass the cash book and bank statements to one of the designated Councillors. The designated Councillor will then check the paperwork to satisfy himself that all transactions have been made in accordance with Council approval. The Councillor will sign and date each monthly

bank statement to confirm that the work has been done and an appropriate report will be made to the next Council meeting.

14/043.7 Annual Return Charity Commission

The meeting noted that the Clerk had completed the on line Annual Return for the King George V Playing Field on 14th May 2014

14/044 TOPICS FOR TARVIN COMMUNITY WEBSITE

RESOLVED: that articles be written on rental of properties on the Taylor Wimpey site, parking on grass verges and pavements, the New Homes Bonus and the Annual Parish Meeting

14/045 ANNUAL PARISH MEETING

Council was reminded that the Annual Parish Meeting would be held on Saturday 7th June at Tarvin Methodist Church.

RESOLVED: that the formal meeting commence at 10.30am

Councillor Williams offered to present the Financial Report during the meeting.

14/046 DATE OF NEXT MEETING – Monday 23rd June 2014 – 7.15pm - Edna Rose Room, Tarvin Community Centre

14/047 RESOLUTION – “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw” (affecting the valuation of land in that part of the Parish and personal data)

14/048 FUTURE LAND USE MASTERPLAN

Councillor Twigg declared a Pecuniary Interest in this item as soon as it was introduced as it was reported that the company that she worked for was in discussion with a local land owner. Councillor Twigg left the meeting immediately following the declaration.

The Clerk read an e-mail from Cheshire West and Chester Council stating that negotiations had been discontinued by a land owner.

RESOLVED: that the Clerk take steps to register part of a field off Tarporley Road as a Community Asset.