

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 25TH APRIL 2016**

**PRESENT:**

Councillor E Lush (Chairman)  
Councillor S Hardacre (Vice Chairman)  
Councillor D H Cotgreave  
Councillor R Ford  
Councillor L Holmes  
Councillor C Jones  
Councillor M Lloyd  
Councillor M Pochin  
Councillor P Ryan  
Councillor P Twigg

**IN ATTENDANCE:**

6 Members of the Public  
Parish Council Clerk – Mr M Hassall

**APOLOGIES:**

Cheshire West and Chester Councillor J Leather

**16/001 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**16/001.1 New Written Requests for Dispensations**

There were no new requests.

**16/001.2 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. Councillor Hardacre declared an Outside Body Interest in Minute 16/015 adding that she would not speak or vote on the matter but would remain in the room. Councillor Cotgreave declared a “Family, Friend or Close Associate Interest” in Minute 16/009 and confirmed that he would not take part in any discussion or vote but would remain in the room. Councillor Twigg declared a Disclosable Pecuniary Interest in Minute 16/009 and stated that she would leave the room if the item was more than to note the meeting. Councillor Lush declared an Outside Body Interest in Minute 16/015 adding that he would not take part in any discussion or vote. (However he did chair the item.)

No other declarations were made.

**16/002 OPEN FORUM**

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

**16/003 PARISH COUNCIL MEETING**

**RESOLVED:** that the meeting be reconvened.

**16/004 REPORT ON OPEN FORUM**

No items were raised by members of the public.

**16/005 MINUTES OF THE MEETING HELD ON 21ST MARCH 2016**

**RESOLVED:** that the minutes of the meeting held on 21st March 2016 be signed by the Chairman as a correct record

**16/006 MINUTES OF THE EXTRAORDINARY MEETING HELD ON 8TH MARCH 2016**

**RESOLVED:** that the minutes of the meeting held on 8th March 2016 be signed by the Chairman as a correct record

**16/007 REPORT ON ACTIONS ARISING FROM THE MEETING ON 21ST MARCH 2016**

**16/007.1 Vacancy for the position of Councillor** (Previous Minute 15/254.2)

The public notice had been placed on the noticeboards on Monday 18th April 2016. The meeting noted that Council would be able to co-opt if, by 7th May 2016, ten local residents did not request an election.

**16/007.2 Proposed Residential Development on Land off Church Street, Tarvin**  
(Previous Minute 15/257.1)

Gladman, Property Developers, had agreed to the preferences suggested by Council regarding the public consultation process.

**16/007.3 New Homes Bonus – Tarvin Primary School Application** (Previous Minute 15/262.2)

Tarvin Primary School had provided further details as requested at the last meeting. These would be taken into account when Council considered the application at a future date.

**16/007.4. Buses** (Previous Minute 15/269)

Cheshire West and Chester Council had stated that they had received a number of complaints about the service and were working towards resolving them.

**16/007.5 Meeting with Local Residents** (Previous Minute 15/271.2)

The meeting had taken place as planned on 24th March and the issues had been examined in detail. Councillors had explained that since the Planning Committee meeting steps had been taken to improve the room layout for meetings and the format of the Open Forum had been amended slightly. At the end of the meeting the residents had been happy for the complaint to be closed.

**16/007.6 Speed Gun** (Previous Minute 15/253.2)

Clotton Hoofield Parish Council were interested in investigating the possibility of purchasing a speed gun and sharing the ownership and cost but the Police Officer who was going to talk to them had failed to turn up at the meeting and his colleague who had attended had not had the necessary information. In principle they were very interested but needed to understand the costs and the practicalities, training requirements, and protocols for use of a speed gun before making any decision.

**16/008 PLANNING MATTERS**

**16/008.1 Planning Applications**

**RESOLVED:** that the following comments be made on the planning applications submitted

**16/01507/FUL** - Resubmission of approval 15/02293/FUL. Erection of a two storey side extension – 77 Hockenhull Lane, Tarvin

Comment: No Objections.

**16/01587/FUL** - Two-storey side extension and single-storey rear extension – 43 The Ridgeway, Tarvin

Comment: No Objections.

#### **16/008.2 NOTICES**

**16/00516/FUL** - Two storey side and rear extension, single storey rear extension – 31 Hockenhull Avenue, Tarvin - **PERMISSION**

**16/00779/FUL** - Proposed single storey side extension 12 Crossfields, Tarvin - **PERMISSION**

**16/00811/FUL** - Two storey and first floor side extension – Olaf, Shay Lane, Oscroft - **PERMISSION**

**16/00940/FUL** - Two storey side extension – 12 Smallholdings, Tarporley Road, Tarvin - **PERMISSION**

**16/00748/FUL** - Proposed Carport and new vehicle access – 19 Heath Drive, Tarvin - **PERMISSION**

#### **16/009 PROPOSED DEVELOPMENT OF LAND OFF CHURCH STREET, TARVIN**

The meeting noted that Gladman, Property Developers, had confirmed that they would be holding a public exhibition of their proposals at Tarvin Methodist Church on Wednesday 11th May between 4pm and 7pm. As part of the consultation process copies of a booklet had been distributed to all households by Gladman.

#### **16/010 TARVIN NEIGHBOURHOOD PLAN**

**16/010.1** The minutes of the Steering Group meeting held on 10th March 2016 were noted

**16/010.2** Councillor Lush requested that Council approve expenditure on a questionnaire and newsletter. During discussion the following points were noted:

a. the Steering Group had no finances and relied on Council for funding.

b. funding was available for Steering Groups but prior to 1st April 2016 Tarvin Neighbourhood Plan Steering Group had not been able to meet the necessary requirements

c. Councillor Lush expected the Steering Group to complete their work later in the year  
**RESOLVED:** that the expenditure be approved.

The Steering Group would be asked to complete the grant application form and return it to the Clerk in order that Council could approve the document and make the application.

Councillor Lush stated that if Councillors would deliver the Steering Group newsletter with Tarvin Times the Steering Group committee would deliver and collect the questionnaire.

**16/010.3** Councillor Hardacre expressed concern regarding the Steering Groups online social media presence. Referring to a comment made by a member of the Steering Group Committee on an article on Tarvinonline she said that whilst the comment had correctly requested comments from local residents it had not been made clear how or where to comment. Also she was aware that the Steering Group had a facebook page but it had not been fully developed and was not being used very often.

#### **16/011 KING GEORGE V PLAYING FIELD**

##### **16/011.1 Field Committee Meeting**

The meeting noted that a Field Committee Meeting had been arranged for Wednesday evening 4th May 2016

##### **16/011.2 Drugs and Clearing of Litter**

Councillor Lush reported that he:

**16/011.2.1** had been clearing litter from the field. He had found that it was necessary to clear litter each day but the work was only taking about 20 minutes per day.

**16/011.2.2** was finding evidence of drug taking on the field most days. This had been reported to the Police by the Clerk.

**16/011.2.3** would be unable to cover the period from 1st to 8th May. Former Councillor Ray Williams had agreed to cover 6th.

**RESOLVED:** that the other dates would be covered as follows:

Councillor Holmes 1st and 8th.

Councillor Hardacre 3rd.

The Clerk 2nd, 4th, 5th, and 7th

**16/011.3** Councillor Twigg reported that the wooden runners on the launch pad of the Zip Wire had rotted away. Mr Peter Maiden had offered to replace the timber and she would be purchasing some bolts.

### **16/012 A54 ROAD UPDATE**

**16/012.1 RESOLVED:** not to add suggestions received via Tarvinonline facebook page to the report.

**16/012.2 RESOLVED:** that the updated report be forwarded to Cheshire West and Chester Council for their consideration

**16/012.3** A resident living immediately opposite the Co-op had completed the questionnaire sent out a couple of months ago requesting that a Give Way sign (or something similar) was positioned at the exit of the Co-op car park. The reason for the request was that in their opinion traffic turning right out of the Co-op may look to the left or right but did not consider traffic turning left out of the residential drives opposite. There had been a number of occasions when there had almost been an accident including one in the last few days.

**RESOLVED:** that the Clerk ascertain whether it was possible to have any type of road sign on private land

### **16/013 GOOD CITIZEN AWARD**

This item was carried forward to the next meeting

### **16/014 SAXON HEATH ESTATE**

Prior to the meeting it had been suggested that Council give consideration to requesting a dog bin, litter bin, and post box for the estate. However the Clerk had learnt that the Estate had still not been adopted so Cheshire West and Chester Council would not install items.

**RESOLVED: (16/014.1)** to ask local residents through Tarvinonline whether a public noticeboard would be helpful.

**RESOLVED: (16/014.2)** that the Clerk ask Highways for a waste bin by the bus stop on Tarporley Road on the Saxon Heath Estate side of the road.

### **16/015 GRANTS TO LOCAL ORGANISATIONS**

**RESOLVED:** that the following grants be approved by Council:

Community Centre £1,000

Community Woodland Trust £1,000

1st Tarvin Scouts £400

Village Summer Fete £200

Christmas Festival £150

### **16/016 COMMUNICATION**

**16/016.1 Website.** A copy of the report presented by Councillor Hardacre is attached to the minutes. Councillor Hardacre added that since the report had been written Mr Roger Hones had passed the work of updating of the website to Councillor Ford.

**RESOLVED:** that Councillors Hardacre and Ford speak to Then Media Ltd with a view to obtaining a costing for increasing the number of pages

**16/016.2 Newsletter.** A copy of the report presented by Councillor Hardacre is attached to the minutes.

**RESOLVED: (16/016.2.1)** that Digital Impressions be the preferred supplier

**RESOLVED: (15/016.2.2)** that the quotation of £175.00 to print 2,000 A4 newsletters printed full colour on 170gsm gloss creased and fold be approved for newsletters from August 2016

**RESOLVED: (15/016.2.3)** that Councillor Hardacre put some ideas together for the August edition of the newsletter. The May 2016 edition would be in its present format and Councillors were asked to forward articles to the Clerk. Councillors were asked to forward head and should photos of themselves to Councillor Hardacre.

### **16/017 SPECIAL PROJECTS**

**16/017.1 Duckers Well.** A copy of a progress report from Councillor Holmes is attached to the minutes

**16/017.2 Interactive Speed Indicators.** A copy of a progress report from Councillor Lloyd is attached to the minutes

### **16/018 CHESHIRE WEST AND CHESTER COUNCIL RIGHTS OF WAY IMPROVEMENT PLAN CONSULTATION**

Some of the paperwork had been promised but not yet received.

**RESOLVED:** that a working party of Councillors Cotgreave, Hardacre, and Ryan plus the Clerk meet to respond to the consultation

### **16/019 PENSION AUTO ENROLMENT**

The meeting noted that the Clerk had completed a “Declaration of Compliance” to inform the Pensions Regulator that Council had met its legal duties.

### **16/020 BOOK CASES – ALONG THE STREET**

A local resident had recently returned from a holiday in the USA. Whilst there he had noticed that at a few strategic locations book cases were installed. People took a book which they had finished, put it in the book case and then selected a new one from the books in the case. The suggestion was that Tarvin try something similar.

**RESOLVED:** that Council consult with local residents through Tarvinonline and the newsletter and request feedback.

### **16/021 TARVIN SUMMER FETE 2016**

**RESOLVED:** that the theme for the stall be the Tarvin Neighbourhood Plan and that the Steering Group take responsibility for manning the table.

### **16/022 LIST OF OUTSTANDING ITEMS**

A copy of the report is attached to the minutes.

#### **4.9 Street Lighting**

The lighting columns had been repaired

**4.11 Litter on Grass Verge from A51/54 roundabout to the Junction with Tarpoley Road.** Cheshire West and Chester Council had said that the work would be carried out within the next ten days.

**5.2 Bus Stops/Shelters.** Cheshire West and Chester Council had promised to carry out the work before the end of April.

#### **16/023 CLERK'S REPORT/CORRESPONDENCE**

**16/023.1** The following had been forwarded to Councillors:

a. Cheshire Association of Local Councils – Request for Agenda Items for the Chester and Vale Royal Area Meeting to be held on 27th April 2016 - 7pm at St Luke's Church, Chester Road, Huntington, CH3 6BT.

b. Invitation to a presentation from INEOS Shale - Tuesday 10th May 2016- 10.00am – 12.30pm - Frodsham Community Centre, The Cottage, Fluin Lane, Frodsham, WA6 7QN  
The meeting noted that Councillors Lush and Ryan would be attending the meeting

c. Tarvin Community Woodland Trust – Minutes of March and April 2016 meetings  
Councillor Cotgreave raised concerns about the gate between the new estate and Broomheath Lane referred to in the minutes

**RESOLVED:** that the Clerk raise the issues with Mr John Evans, Cheshire West and Chester Council

d. Cheshire West and Chester Local Plan – Travel Planning Guidance SPD Adoption

e. Post Office – Regarding Changes to Tarvin Post Office

f. Tarvinonline – comments from their facebook face on local traffic issues

**A54 Road** Earlier in the meeting it had been agreed not to take any action at the present time (Minute 16/012.1)

**Heath Drive. RESOLVED: (16/023.1f.2)** not to take any action at the present time.

**Lower High Street.** Councillor Twigg offered to obtain a report on the number of recorded accidents

g. Broomheath Plantation – Delivery of three a 40ft containers

h. Cheshire Association of Local Councils – Agenda for Chester and Vale Royal Area Meeting to be held on 27th April 2016 along with the minutes of the meeting held on 24th February 2016

The meeting noted that Councillors Lush and Hardacre would be attending the meeting

#### **16/023.2 Poor State of Platts Lane, Old Moss**

Two residents had complained to Councillors about the poor state of the grass verge along Platts Lane. The Clerk had reported the concerns to Highways who had visited the area and provided the following report:

“Further to the above enquiry I have visited the location on two separate occasions (photos taken) and have noted only one vehicle parked opposite the cottages, on a gravelled area. The problem seems to have originated from restoration work being carried out to a property at this location and vehicles being parked on the verges opposite. The developer has already carried out restoration of the verges and informs me that their work will be complete in two to three weeks. The developer has been made aware of the nature of the complaint and will ensure access is maintained to all surrounding properties. I am satisfied that the developer is taking all reasonable measures to ensure the site is maintained in a tidy condition, vehicles are parked in a responsible and considerate manner and verges are restored where damage has occurred by parking of their vehicles.”

**RESOLVED:** that Council review the situation when the developer finishes his work

#### **16/023.3 Tree on the Highway in front of No 2 Andrews Close, Tarvin**

A local resident had reported that the tree on the Highway in front of the property No 2 Andrews Close had all its branches cut off on one side. It was alleged that the resident at

No 2 had been responsible for the work being done and that the work had been necessary because the branches had been stopping the light from getting to the solar panels on his roof.

**RESOLVED:** that the Clerk report the matter to Cheshire West and Chester Council

## 16/024 FINANCIAL MATTERS

### 16/024.1 Cheque Payments

**RESOLVED:** that the following payments be authorized:

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
<b>Cheshire Association of Local Councils</b>	Affiliation Fee Year to March 2017	<b>850.15</b>
0.00	850.15	1,100.00
<b>R S Law</b>	Hedge Cutting King George V Playing Field	<b>96.00</b>
16.00	80.00	200.00
<b>Sanctuary Housing Services Ltd</b>	Garage Rent – Qtr. to 30th June 2016	<b>78.00</b>
0.00	78.00	0.00
<b>Scottish Power</b>	Electricity Qtr. to 31 March 2016	<b>270.27</b>
12.87	257.40	2,000.00
<b>Sage UK Ltd</b>	Payroll Software Year to March 2017	<b>180.00</b>
30.00	150.00	400.00
<b>Cheshire County Playing Fields Association</b>	Affiliation Fee Year to March 2017	<b>18.00</b>
0.00	18.00	249.85
<b>Mr R Woollam</b>	Repairs to Barrier on King George V Playing Field	<b>45.00</b>
0.00	45.00	120.00
<b>Cullimore Dutton</b>	Advice given regarding Tennis Club proposals April to June 2015	<b>230.00</b>
36.00	194.00	0.00 £194.00 transferred from Contingency
<b>Cheshire Community Action</b>	Membership Year to 31st March 2017	<b>50.00</b>
0.00	50.00	231.85
<b>Payroll</b>	April 2016	<b>870.28</b>
0.00	870.28	13,460.00

### 16/024.2. Direct Debit

The meeting noted that the following payment had been made by direct debit on 31st March 2016

British Telecom Plc – Telephone and Internet March 2016 – £57.39

### 16/024.3 Management Accounts Year to 31st March 2016

Management Accounts for the year to 31st March 2016 were presented and accepted

**16/024.4 Audit**

The meeting noted that Councils records would be delivered to Sandbach for the Internal Auditor on Thursday 28th April and collected on Wednesday 11th May 2016.

**16/024.5 External Auditor**

The meeting noted that Council's external auditor (BDO LLP) randomly selected 5% of its basic audits each year to undertake an "intermediate audit" and Tarvin had again been chosen as one of the 5%. The intermediate audit consisted of additional questions which needed to be answered and evidence had to be produced and forwarded to the external auditor to support the answers. There would be no additional charge to the Council.

**16/025 TOPICS FOR TARVINONLINE**

**RESOLVED:** that articles be written on the following:

Proposed development by Gladman, Duckers Well, A54 road, website/newsletter, noticeboard and book case

**16/026 DATE OF NEXT MEETING** - Monday 23rd May 2016 – 7.15pm - Edna Rose Room, Tarvin Community Centre.

**16/027 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" (personal data, staff conditions of employment)

**16/028 STAFF**

The Clerk provided an update on the member of staff who was absent from work