

MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 24TH APRIL 2017

PRESENT:

Councillor E Lush (Chairman)
Councillor D H Cotgreave
Councillor B Dean
Councillor R Ford
Councillor C Jones
Councillor M Pochin
Councillor P Twigg

IN ATTENDANCE:

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

APOLOGIES:

Councillor M Lloyd (holiday)
Councillor P Ryan (holiday)
Cheshire West and Chester Councillor J Leather

17/001 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS

17/001.1 New Written Requests for Dispensations

There were no new requests.

17/001.2 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 Lush declared an Outside Body Interest in Minute 17/011 as he was a Trustee of the Community Centre. He confirmed that Councillor Ford would chair that item and that he would not speak or vote on the agenda item.

Councillor Twigg declared an Outside Body Interest in Minute 17/011 as she represented Council on the Community Centre Management Committee and as such was a Trustee of the Community Centre. She confirmed that she would not speak or vote on the agenda item. The meeting noted that to date the Community Centre had not registered Councillor Twigg as a Trustee with the Charity Commission.

No other declarations were made.

17/002 OPEN FORUM

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

17/003 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

17/004 REPORT ON OPEN FORUM (This minute was not reported to Council in the formal meeting. It is a record of the items raised in the Open Forum)

17/004.1 A local resident had complained that the lighting column outside the Tennis Court entrance on the King George V Playing Field shone into their bedroom.

17/004.2 Representatives of Tarvin Community Centre and Tarvin Community Woodland Trust had explained their reasons for requesting a grant from Council.

17/005 MINUTES OF THE MEETING HELD ON 27TH MARCH 2017

RESOLVED: that the minutes of the meeting held on 27th March 2017 be signed by the Chairman as a correct record.

17/006 REPORT ON ACTIONS ARISING FROM THE MEETING ON 27TH MARCH 2017 NOT COVERED BY THE AGENDA

17/006.1 Tree Cuttings Tarpurley Road (Previous Minute 16/294.2)

The tree cuttings had been removed by Councillor Lush with help from some local residents on 29th March 2017.

17/006.2 Air Pollution (Previous Minute 16/302)

The bus company Arriva had issued written instructions to drivers informing them to turn engines off when waiting at bus stops.

17/006.3 Access to 22 High Street (Previous Minute 16/305)

Highways had checked and confirmed that there were no planning conditions preventing the occupiers of 22 High Street from using the main gates onto High Street. They also believed that the road was marked correctly for vehicles to use the access. Under the circumstances they considered that there was little, if anything, that could be done to prevent the occupiers using the main gates for vehicles entering and leaving the property. The conclusions had been passed on to Ian Littler Ltd.

17/006.4 Written Submission for Gypsy and Traveller Site Task Force (Previous Minute 16/294.3)

A copy of the draft document prepared by Tarvin Residents Group had been forwarded to Councillors.

17/006.5 Streetlighting (Previous Minute 16/304)

The lighting column on the King George V Playing Field had been adjusted by KDE Ltd. The residents in Crossfields had indicated that the light no longer shone into their properties. A small number of those using the playing field had said how much better it was with the change as they now felt much safer with the light shining along the path and also onto the field. However the residents at 11 Field Lane had complained about the light shining into their property.

At the previous meeting Council had considered that the long term solution was to replace the lighting column.

RESOLVED: to ask the contractor to try to adjust the light so that it didn't shine into any property and also, as a short term measure, change the time clock on the lighting column so that the light went out at 11.00pm and did not come on early morning.

17/007 CO-OPTION OF NEW COUNCILLORS

RESOLVED: (17/007.1) that Mr Steve Willey be co-opted onto the Council to serve until the next Local Council election.

RESOLVED: (17/007.2) not to co-opt Mrs Caroline Gray onto Council.

17/008 PLANNING MATTERS

17/008.1 Planning Applications

RESOLVED: that the following comments be made on the planning application submitted

17/01270/PDQ - Conversion of cow shed to a dwelling (Existing shed to be reduced in length) – Oscroft Farm, Shay Lane, Oscroft

Comment: We strongly object to the proposal. The building is unsuitable for conversion. Supplementary Planning Guidance (SPD) states that modern farm buildings are not suitable for conversion to dwellings. This building is of industrial character and is specifically identified as the type of building which is unsuitable in the SPD.

17/008.2 NOTICES

The following notices had been received:

17/00011/FUL - Change of use from garage to hair and beauty salon (sui generis) – 73 Bye Pass Road, Tarvin - **PERMISSION**

17/00851/FUL – Proposed Swimming Pool – Well House, Weetwood - **PERMISSION**

17/009 NEIGHBOURHOOD PLANNING

17/009.1 Grant from Groundwork UK

The meeting noted that the Year End Return had been completed and returned on 3rd April 2017. The grant had been underspent by £352.10 and this sum would need to be returned to Groundwork UK.

RESOLVED: that the sum be repaid

17/009.2 Steering Group

17/009.2.1 The minutes of the April 2017 Steering Group Meeting were noted.

17/009.2.2 A copy of a report presented by Councillor Lush is attached to the minutes.

RESOLVED: (17/009.2.2.1) to employ Richard Thresh of Cheshire Community Action to use his professional expertise to edit the draft Plan into an acceptable form;

RESOLVED: (17/009.2.2.2) to meet the Steering Group, probably in late May or early June, to sign off the completed draft Plan;

RESOLVED: (17/009.2.2.3) that the Steering Group to use the agreed draft Plan to engage with members of the public at Tarvin Village Fete on 10th June 2017 (some copies would be available to look at but would not be distributed at this stage)

17/009.3 New Grant Application

RESOLVED: (17/009.3.1) not to make a new grant application to cover the Cheshire Community Action fees for the work to edit the draft Plan into an acceptable form due to the time that it would take to apply for the grant and receive approval.

RESOLVED: (17/009.3.2) to use part of the Council Tax Reduction Scheme Grant to fund the work of Cheshire Community Action.

RESOLVED: (17/009.3.3) that expenditure to edit the draft plan be capped at £1,500.00

17/009.4 Kelsall/Willington Plan

The meeting noted that the Kelsall and Willington Neighbourhood Plan had been formally 'made' by Cheshire West and Chester Council, and as such formed part of the development plan for the area alongside the Local Plan.

17/010 KING GEORGE V PLAYING FIELD

17/010.1 Picnic Table.

RESOLVED: (17/010.1.1) that a quotation of £1,162.00 plus the cost of matting be approved for the purchase of a steel picnic table.

RESOLVED: (17/010.1.2) that a litter bin be purchased and installed close to the new table.

17/010.2 Tennis Club Legal Agreement.

The Tennis Club had provided the Clerk with the draft agreement but had not provided the £300.00 deposit as requested.

RESOLVED: that the Clerk instruct the Tennis Club to provide the deposit within 14 days from the date of the instruction.

17/010.3 Field Committee Meeting

A Field Committee Meeting had been arranged for 27th April. Councillors Twigg and Pochin were unable to attend so Councillor Lush offered to attend with Councillors Jones (Chair of Meeting) if he was available.

17/010.4 Tree between Children's Play Area and 18 Crossfields

The owner of 18 Crossfields had asked for the tree situated between the hedge and her fence to be felled as the tree roots had damaged her fence. She was aware that the tree would almost certainly need to be felled from her garden and had added that a different tree (Oak Tree) just inside her property but hanging over the hedge was to be felled around 26th May 2017. She would allow both trees to be felled from her garden at the same time.

The tree had been examined and the conclusion was that the tree routes went straight into the ground and had not damaged the fence which had been in a poor state of repair for some time.

RESOLVED: that the tree be felled as requested by the owner of the property but the point be made that in Council's opinion the damage to the fence had not been caused by the tree.

17/011 GRANTS TO LOCAL ORGANISATIONS

The meeting noted that an application from Tarvin Primary School did not meet the criteria for a grant.

RESOLVED: (17/011.1.1) to consider the application from Tarvin Primary School later in the year when it would be clearer what funds were unallocated within the New Homes Bonus.

RESOLVED: (17/011.1.2) that the following grants be approved by Council:

Tarvin Community Centre	£1,200
Tarvin Community Woodland Trust	£1,000
Tarvin Village Summer Fete	£300
Ashton Hayes and Tarvin Flower Club	£150
Tarvin Christmas Market	£150
2nd Tarvin Brownies	£100

17/012 REVENUE BUDGET 2017/18

The following were considered by the meeting:

17/012.1 Parish Signage on the boundary at Bruen Stapleford

Highways had said that the cost would be under £500.00.

RESOLVED: (17/012.1.1) that the Clerk order a Parish Sign for the boundary at Bruen Stapleford

RESOLVED: (17/012.1.2) that the Clerk order the sign to indicate Bruen Stapleford as well as Tarvin if acceptable to Highways.

Councillor Cotgreave offered to contribute £50 towards the cost of the sign if Highways included the name Bruen Stapleford

17/012.2 Parish Footpath Map

RESOLVED: to proceed with the project. Councillor Cotgreave offered to assist Councillor Ryan who would be managing the project.

17/012.3 Beacon

RESOLVED: that Councillor Pochin examine the possibility of having a temporary beacon as it was thought that land owners would not allow permanent ones to be installed on their land.

17/012.4 A “true” speed camera for volunteer use.

The meeting noted that it was not yet known whether Mickle Trafford or Guilden Sutton Parish Councils were interested in sharing the cost of a camera (Previous Minute 16/303.5)

RESOLVED: not to proceed with the suggestion at the present time but consider the matter at a later date if positive responses were received from the two Parish Councils and/or further information became available.

17/012.5 Stonework at the back of Duckers Well

RESOLVED: to proceed with the project and that £1,000 be allocated from the Special Projects Budget.

17/012.6 Replace styles on public footpaths with kissing gates.

RESOLVED: that the Clerk ask the local resident who made the suggestion which footpaths he had in mind.

17/012.7 Plant bulbs at the entrances to the village and on the verges

RESOLVED: not to proceed with this suggestion.

17/012.8 Replace the old wooden barrier on the King George V Playing Field

RESOLVED: not to proceed with this suggestion

17/012.9 Paint the main gates of the Playing Field.

RESOLVED: to obtain a quotation for painting the gates

17/012.10 Tarvin Parish Sign on A54

RESOLVED: that Highways be asked to move the sign to the edge of the Parish

17/013 STREETLIGHTING

The Lighting Column on Barrow Lane, Tarvin was out. The meeting noted that the report had been made to the Clerk via a telephone message left on the Clerk's answer machine. The person had not left a name or number so it had not been possible to speak to him. The Clerk had asked G R Bayley (Electrical Contractors) Ltd, Macclesfield to carry out the repair (recommended by Holmes Chapel Parish Council). Their response had been that they would not travel as far as Tarvin but recommended Colas Ltd. Colas Ltd had also turned the work down due to cost/distance but recommended Centregreat Ltd who worked from North Wales. Centregreat Ltd had agreed to repair the lighting column and also provide the three year structural survey on all Council's Lighting Columns. The cost of the structural test would be £18.50 per column plus the cost of any necessary repairs.

RESOLVED: that the quotation be accepted.

17/014 NEWSLETTER

Articles for the next newsletter were requested by 28th April in order to give the printer sufficient time to produce the document for Councillors to deliver them in good time before the Village Fete.

It was suggested that articles be written on Special Projects, Grants, New Councillor, and Neighbourhood Plan.

17/015 LIST OF OUTSTANDING ITEMS

17/015.1 Item 4.3 Blocked Footpath No 30

It was reported that the footpath had been cleared on 28th March 2017

17/015.2 Item 4.7 Brown Signage

The signage had been installed on 30th March 2017

17/015.3 Item 4.8 Two triangle warning signs and school sign on A51.

The signs had been installed on 30th March 2017

17/015.4 Item 5.1 Co-op Sign

Highways had reported that they were happy with the signage in its present position on the Co-ops land

17/016 CLERK’S REPORT/CORRESPONDENCE

17/016.1 The following had been forwarded to Councillors:

- a. Cheshire Association of Local Councils E Bulletins
- b. Electoral Review of Cheshire West and Chester: Warding Arrangements
- c. Local resident regarding the layout of the room for Council Meetings.
- d. Tarvin Community Woodland Trust – Minutes of the April 2017 meeting
- e. Came and Co – Insurance Broker – Newsletter
- f. CPRE Annual Meeting and Talk – Wednesday 17th May 2017

The meeting noted that Councillor Lush was planning to attend.

17/016.2 A copy of a letter from St Andrews Church is attached to the minutes. It was reported that the issues regarding Streetscene not emptying the bins had been resolved by Councillor Cotgreave and the Clerk.

RESOLVED: (17/016.2.1) to ask Highways to install bins by the Bus Stops on Tarporley Road

RESOLVED: (17/016.2.2) to ask Cheshire West and Chester Council to provide the bins at their cost. However, if they refused Cheshire West would be asked to meet 50% of the cost with Council meeting the balance. If that was refused Council would meet the full cost using the Services Assimilation Budget

RESOLVED: (17/016.2.3) that the bench and litter bin by the War Memorial should remain in their present positions.

17/016.3 A copy of an anonymous letter regarding Barrow Nurseries is attached to the minutes.

RESOLVED: that the Clerk ask the Enforcement Officer to check to see whether any planning guidelines had been breached

17/017 FINANCIAL MATTERS

17/017.1 Cheque payment made to Elite Surfacing Ltd

The cheque that Council had issued to Elite Surfacing Ltd for £16,290.13 following the last Council meeting had been returned by the bank as unpaid. The reason given by Lloyds Bank had been that the cheque had not been signed in accordance with the bank mandate. It had transpired that the bank mandate completed in the summer 2016 (authorising Councillors Ford, Lloyd, and Pochin to sign cheques) had been rejected by the bank but the bank had not informed Council.

This had presented Elite Surfacing Ltd with a potentially serious problem in that the cheque had been rejected on a Friday and on the following Monday they were using that money, along with other reserves, to purchase a business. Under the circumstances, and after having advised Councils Advisory Working Party, the Clerk had paid the £16,290.13 on the Saturday morning via Internet Banking.

RESOLVED: that the Clerk’s actions be confirmed.

17/017.2 RESOLVED: that the following payments be authorized:

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment

Cheshire Association of Local Councils	Affiliation Fee Year to 31st March 2018	850.15
0.00	850.15	1,150.00
KDE Ltd	Lighting Column adjusted King George V Playing Field	114.00
19.00	95.00	2,400.00
Tarvin Community Centre	Storage of Archives Year to March 2018	125.36
0.00	125.36	150.00
Groundwork UK	Refund of unused Neighbourhood Plan Grant at 31st March 2017	352.10
0.00	352.10	352.10
Sanctuary Housing Services Ltd	Garage Rent – Qtr. to 31st March 2017	78.00
0.00	78.00	0.00
Scottish Power	Electricity Qtr. to 31 March 2017	268.00
12.76	255.24	2,305.00
Mr M Hassall	New Printer + Extra Ink	224.96
37.49	187.47	200.00
Cheshire Community Action	Membership Fee 2017/18	50.00
0.00	50.00	299.85
Sage UK Ltd	Payroll Software Year to March 2018	180.00
30.00	150.00	500.00
Payroll	April 2017	737.24
0.00	737.24	13,550.00
Cheshire County Playing Fields Association	Affiliation Fee Year to March 2017	20.00
0.00	20.00	249.85
Cheshire West and Chester Council	Provision of New Highway Signage at the three entrances to Tarvin	2,644.61
0.00	2,644.61	2,644.61

17/017.3 Direct Debit

The meeting noted that the following payment had been made by direct debit on 29th March 2017

British Telecom Plc – Telephone and Internet – £65.74

17/017.4 Management Accounts Year to 31st March 2017

Management Accounts for the year to 31st March 2017 were presented and accepted. The meeting noted that Cheshire West and Chester Council had changed the rules regarding Churchyard Grants without informing Council. As a result the claim for a grant for St Andrews Church had been rejected. The Clerk had appealed against the decision and it was expected that once St Andrews Church had provided necessary invoices a grant would be approved.

17/018 TOPICS FOR TARVINONLINE

The articles for the newsletter would be used for the Tarvinonline articles.

17/019 DATE OF NEXT MEETING - Monday 22nd May 2017 – 7.15pm - Edna Rose Room, Tarvin Community Centre.

17/020 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)

17/021 STAFF

Salary Review.

The National Salary Award of a 1% increase for Clerks and other staff, back dated to 1st April 2017, had been published.

RESOLVED: that the increase be implemented