

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 25TH MARCH 2019**

**PRESENT:**

Councillor P Ryan (Chairman)  
Councillor E Lush (Vice Chairman)  
Councillor D H Cotgreave  
Councillor H Flynn  
Councillor R Ford  
Councillor C Jones  
Councillor P Twigg

**IN ATTENDANCE:**

3 members of the public  
Cheshire West and Chester Council – Councillor J Leather  
Parish Council Clerk – Mr M Hassall

**APOLOGIES:**

Councillor B Dean (Medical Appointment), Councillor M Lloyd (holiday), Councillor M Pochin (health issue), Councillor S Wiley (family commitment)

**18/235 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**18/235.1 New Written Requests for Dispensations**

There were no new requests.

**18/235.2 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 Twigg declared an Outside Body Interest in Minute 18/242.10 as an early morning user of the Scout and Guide Hut and Councillor Flynn declared an Interest in Planning Application 19/00689/FUL as the property was a near neighbour.

No other declarations were made.

**18/236 OPEN FORUM**

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

**18/237 PARISH COUNCIL MEETING**

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

**18/238 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)

**18/238.1** PCSO Sue Keers had provided a written newsletter which had included a schedule of reported crimes within her work area. She had addressed those present and had answered a number of questions that had been raised.

**18/238.2** A resident had raised some issues regarding Planning Application 19/00617/FUL - Single storey extension to rear – 11 The Pryors, Tarvin which had been examined at the previous meeting. He had considered that a number of details shown in the paperwork had been incorrect and that Council may have made a different comment had the correct

information been provided. He had confirmed that he had provided the Borough Councillor Planning Officer with full details of what he considered were the errors.

### **18/239 MINUTES OF THE MEETING HELD ON 25TH FEBRUARY 2019**

**RESOLVED:** that the minutes of the meeting held on 25th February 2019 be signed by the Chairman of the meeting as a correct record.

### **18/240 REPORT ON ACTIONS ARISING FROM THE MEETING HELD ON 25TH FEBRUARY 2019 NOT COVERED BY THE AGENDA**

#### **18/240.1 Election Timetable (Previous Minute 18/229)**

The following important dates were noted:

3rd April – Close of receipt of Nomination Papers by Cheshire West and Chester Council - 4pm

2nd May – Election – Poll 7am to 10pm (should there be more than 11 nominations)

3rd May – Count (should there be a poll)

13th May – First meeting of the new Council

30th May – Expenses Returns (including Nil Returns)

#### **18/240.2 Scrutiny Committee Meeting (Previous Minute 18/223.4)**

The agenda for the meeting had not included the Highways item.

### **18/241 PLANNING MATTERS**

#### **18/241.1 Planning Applications**

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

**19/00552/FUL** – Demolition of carport and conservatory and erection of single storey rear extension and two storey side extension – 4 High Street, Tarvin

Comment: No Objections

**19/00689/FUL** - Single storey front and rear extension and first floor side extension above existing garage – 10 Heath Drive, Tarvin

Comment: No Objections

#### **18/241.2 Notices**

**19/00020/FUL** - Demolition of existing conservatory and construction of a single storey rear extension – Mayfield, Tarporley Road, Tarvin - **PERMISSION**

**18/03613/OUT** – Outline application with some matters reserved for demolition of existing house and outbuildings and erection of replacement dwelling with detached garage - Broomacres, Broomheath Lane, Hockenhull - **PERMISSION**

**19/00108/FUL** - Single storey front and side elevation – 33 Crossfields, Tarvin  
**PERMISSION**

**18/04882/FUL** - Storage building, for storage of agricultural machinery - Morris Corfield Bellard Court, Platts Lane, Tarvin - **PERMISSION**

**18/04464/FUL** - Single storey rear extension and addition of first floor – Countryside, Shay Lane, Tarvin - **PERMISSION**

### **18/242 KING GEORGE V PLAYING FIELD**

#### **18/242.1 Field Committee Meeting**

Minutes of the Field Committee Meeting held on Monday 11th March were presented.

**18/242.2 New Equipment (Kompan)**

The new equipment was in the process of being installed. A handover meeting once everything had been completed had been arranged with Councillor Twigg for Friday 29th March.

**RESOLVED:** that the invoice be paid by Internet Banking immediately following the handover meeting, providing that all was in order, so that the payment would be included in the current year accounts.

**18/242.3 New Lighting**

Centregreat Ltd had not provided Councillor Twigg with an installation date as promised.

**RESOLVED:** that Councillor Twigg continue to chase them for an installation date.

**18/242.4 Scout and Guide Movement – Legal Agreement**

In 2018 the Scout and Guide Group had checked the power consumption in their building on 4 separate days in August when there were no meetings and only the CCTV in operation. Total consumption was between 2.3 and 2.5 kwh per 24 hours. Their electricity costing at the time was 20.39 p per kwh giving a cost of circa 50p per day or £182.5 per annum.

**RESOLVED** that Councillor Twigg and the Clerk make contact with the Scout and Guide Group and suggest that the best way forward would be to remove a rent figure from the agreement and replace it with an annual charge of 925 kwh per year (2.5 x 365 = 912.5, take up to next 25) based on the kwh figure being charge to the Scout and Guide Group each year by their supplier on the annual date of the agreement.

**18/242.5. Tennis Club – Legal Agreement**

The Tennis Club had signed the agreement and returned it to Cullimore Dutton.

**18/242.6. New Equipment (Proludic)**

The new equipment was scheduled to be installed during the week commencing 22nd April 2019.

**RESOLVED:** that further publicity be given to the project and that under the circumstances the installation date be moved back two weeks.

**18/242.7 Painting Gates**

The contractor was expected to complete the work by the end of March.

**18/242.8 Re-seeding of Field**

The field was in need of re-seeding and quotes of £790 and £900 had been received.

**RESOLVED:** that the Clerk ask for the work to be carried out as soon as possible.

**18/242.9 Hot Wash – Children's Play Area**

The Annual Hot Wash was due and Councillor Twigg had asked the contractor to carry out the work.

**18/242.10 Scout and Guide Hut – usage**

A Tarvinonline article on 20th February 2019 had published details of some of the usage of the Scout and Guide Hut. Some of the activities were outside the agreed time frame and did not have planning approval for that use.

**RESOLVED (18/242.10.1):** that the Scout and Guide Movement be instructed to apply to Cheshire West and Chester Council for change of use of the building in order to continue with the existing activities

**RESOLVED: (18/242.10.2):** should Cheshire West and Chester Council approve the change Council provide the Scout and Guide Movement with a letter allowing usage outside the normal 7am start providing that the activity did not create a noise issue for local residents.

**18/243 SIGNAGE – RECENT TOP FARM DEVELOPMENT**

A copy of the planning documents had been forwarded to Councillors. It was not clear from the documents what the intention was for the two entrances to the development.

**RESOLVED:** that the Clerk write to Cheshire West and Chester Council asking for clarification.

#### **18/244 TOWN AND PARISH COUNCIL CONFERENCE**

A report from Councillor Lush is attached to the minutes.

**RESOLVED (18/244.1)** that consideration be given to badging assets which the Council either owned or was responsible for at the next meeting.

**RESOLVED: (18/244.2)** that the Clerk provide Councillors with a copy of the Asset Schedule for the next meeting

#### **18/245 USING THE ASSIMULATION BUDGET**

A report from Councillor Lush is attached to the minutes

**RESOLVED:** that the Clerk ask Cheshire West and Chester Council what their intentions were for each item in the coming financial year.

#### **18/246 A54 ROAD BETWEEN TARVIN SANDS AND THE START OF THE DUAL CARRIAGEWAY, 200 METRES WEST OF CHESTER ROAD KELSALL**

Highways had provided a copy of a speed limit assessment of the A54 between Tarvin Sands and the start of the dual carriageway, 200 metres west of Chester Road, Kelsall to Tarvin, Kelsall, and Ashton Parish Councils. The assessment recommended that the speed limit was reduced to 50 mph on the length of the A54 between a point 100 metres east of Shay Lane and a point 140 metres east of B5393 Ashton Lane. Highways were requesting comments from the Councils.

**RESOLVED:** that the Clerk inform Highways that Council supported the 50mph speed limit proposal. However, preference would be for the 50 mph limit to be extended to the foot of Kelsall Hill (where the road splits just before the turning into Kelsall village).

#### **18/247 RISK ASSESSMENT/STATEMENT ON INTERNAL CONTROL/INSURANCE REVIEW**

The Finance Working Party had reviewed the above.

##### **17/247.1 Risk Assessment.**

**RESOLVED:** that the risk assessment document attached to the minutes be approved.

##### **17/247.2 Statement on Internal Control.**

**RESOLVED:** that the statement of internal control document attached to the minutes be approved.

##### **17/247.3 Insurance Review**

The Finance Working Party were happy that the existing cover met the requirements of the Council.

**RESOLVED:** that the recommendation be accepted.

#### **18/248 NEIGHBOURHOOD PLAN**

The draft Tarvin Neighbourhood Plan was being independently examined. To date the Inspector had asked eight questions about some of the proposals in the Plan. These were being answered by Councillor Lush and the Steering Group.

#### **18/249 ANNUAL PARISH MEETING**

The meeting noted that the Annual Parish Meeting would be held on the same evening as the May 2019 Council Meeting. The meeting would be a very short one to meet the legal

requirements due to the election and Purdah. Should the new Council wish to hold an event with the groups who have previously attended the Annual Parish Meeting in previous years they would be able to do so.

### 18/250 LIST OF OUTSTANDING ITEMS

The list was noted.

### 18/251 CLERK'S REPORT/CORRESPONDENCE

**18/251.1** The following e-mail correspondence had been forwarded to Councillors. Councillors were provided with an opportunity to comment on them.

- a. Cheshire Association of Local Councils E Bulletins
- b. Conservation Areas – from Tarvin Civic Trust
- c. Tarvin Community Woodland Trust – Minutes of the March 2019 meeting

**RESOLVED:** that the Conservation Area document be an agenda item at the next meeting.

### 18/252 FINANCIAL MATTERS

#### 18/252.1 February 2019 Payments

Councillor Ford had confirmed in writing that the payments made by the Clerk were as approved by Council.

**18/252.2 RESOLVED:** that the following payments be authorised and that payments be made by internet banking:

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
<b>St Andrews Church</b>	Churchyard Grant	<b>446.84</b>
0.00	446.84	
<b>Crime Prevention Services</b>	Maintenance Contract Year to 8th March 2020	<b>148.32</b>
24.72	123.60	
<b>Tarvin Community Centre</b>	Hire of Room for Council Meetings Jan to March 19	<b>81.63</b>
0.00	81.63	198.13
<b>Mrs P Twigg</b>	Re-imburement of Expenditure – Repair hole in hedge King George V Playing Field	<b>21.40</b>
0.00	21.40	855.00
<b>Tarvin Methodist Church</b>	Hire of Room for two Field Committee Meetings, a meeting with Highways, a Grants Working Party Meeting	<b>54.42</b>
0.00	54.42	116.50
<b>Mr M Hassall</b>	Clerk Expenses Half Year to March 19. Light and Heat Allowance 104.00, Postage 8.84, Travel re Election 14.40	<b>127.04</b>
0.00	127.04	173.45
<b>Mr M Hassall</b>	Reimbursement of Expenditure – Paper and Printer Ink	<b>47.98</b>
8.00	39.98	413.20

<b>Payroll</b>	March 2019	<b>1,281.80</b>
0.00	1,281.80	0.00
<b>HMRC</b>	PAYE and Nat Insce January to March 2019	<b>1,113.95</b>
0.00	1,113.95	0.00

**18/252.3 Direct Debit**

The meeting noted that the following payment had been made by direct debit:

British Telecom Plc – 1st March 2019 - Telephone and Internet February 2019 – £125.46

**18/252.4 Audit Year to March 2019**

The meeting noted that the Council records would be delivered to Sandbach for the Internal Auditor on Tuesday 23rd April and collected on Wednesday 8th May. They would then need to be approved by Council at the meeting on 13th May and then sent to the External Auditor.

**18/252.5 Ear-marked reserves and planned capital expenditure**

The following ear-marked reserves and planned capital expenditure at the end of the financial year was confirmed as follows:

**18/252.5.1 Cash at Bank:**

Playground Appeal - Restricted	17,010.89
Tarvin Youth Club - Restricted	5,762.06
New Homes Bonus – Designated	18,000.00
Clerk's Gratuity	2,620.63
Playing Field Lighting	7,473.74

**18/252.5.2 Traffic Island**

The traffic island for the A54, c£8,000, would be paid for using the News Homes Bonus.

**18/252.3 New Equipment - Proludic**

The new equipment would be paid for using the Youth Club balance and the Playground Appeal.

**18/253 TOPICS FOR TARVINONLINE**

**RESOLVED:** that articles be written on the play equipment, re-seeding, litter picking, A54 Speed Limit, and Neighbourhood Plan

**18/254 DATE OF NEXT MEETING** - Wednesday 17th April 2019 – 7.15pm - Edna Rose Room, Tarvin Community Centre.

**18/255 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)

**18/256 STAFF SALARY REVIEW AND TERMS OF EMPLOYMENT.**

Consideration of Salary Review

The National Joint Council for Local Government Services had approved a 2% increase on the Pay Scales for 2019/20 from 1st April 2019.

**RESOLVED:** that the increase be implemented for all staff.