

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 21ST MAY 2018**

**PRESENT:**

Councillor P Ryan (Chairman)  
Councillor D H Cotgreave  
Councillor B Dean  
Councillor H Flynn  
Councillor R Ford  
Councillor M Pochin  
Councillor P Twigg  
Councillor S Wiley

**IN ATTENDANCE:**

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

**APOLOGIES:**

Councillor C Jones (family commitment), Councillor M Lloyd (holiday), Councillor E Lush (holiday).  
Cheshire West and Chester Councillor J Leather

**18/025 ELECTION OF CHAIRMAN**

**RESOLVED:** that Councillor Ryan be appointed Chairman for the coming year.

**18/026 DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Ryan signed the Declaration of Acceptance of Office.

**18/027 ELECTION OF VICE CHAIRMAN**

**RESOLVED:** that Councillor Lush be appointed Vice Chairman for the coming year.

**18/028 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL**

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

**PLANNING COMMITTEE**

All Councillors.

**FINANCE WORKING PARTY**

Councillors D H Cotgreave, R Ford, E Lush, M Lloyd, M Pochin

**KING GEORGE V PLAYING FIELD WORKING PARTY**

(To work with the Clerk to ensure that the day to day management of the field was covered and to advise Council and/or the charity on any issues requiring attention)  
Councillors C Jones, P Twigg

**STREETSCENE WORKING PARTY**

Councillors B Dean, R Ford, and P Ryan

**ADVISORY WORKING PARTY**

Councillors D H Cotgreave, E Lush, P Twigg

**PUBLIC FOOTPATH WORKING PARTY**

Councillors P Ryan, B Dean

**GRANTS FOR LOCAL ORGANISATIONS WORKING PARTY**

Councillors H Flynn, M Pochin

**18/029 APPOINTMENTS TO OTHER GROUPS/ ORGANISATIONS**

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

**COMMUNITY CENTRE MANAGEMENT COMMITTEE**

Councillor P Twigg

**TARVIN EDUCATIONAL TRUST**

Councillor D H Cotgreave

**CHESHIRE ASSOCIATION OF LOCAL COUNCILS**

(Parish Forums)

Councillors E Lush and S Wiley

**TARVIN NEIGHBOURHOOD PLAN STEERING GROUP**

Councillors E Lush, B Dean

**18/030 KING GEORGE V PLAYING FIELD COMMITTEE**

A Committee for the King George V Playing Field Charity (Registered Charity No 1083973) to meet at least three times a year with the main users of the Playing Field. The purpose of the committee is to provide regular face to face contact between all parties and provide an opportunity for issues to be shared. The main users of the field are expected to share an update on their work at each meeting.

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

Councillors H Flynn, C Jones, P Twigg. Councillor Twigg to act as Chairman of the Committee.

**18/031 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**18/031.1 New Written Requests for Dispensations**

There were no new requests.

**18/031.2 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.

**18/031.3 Members Declarations**

Members were reminded that they should check that their Members Declaration of Interests were up to date

**18/032 OPEN FORUM**

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

**18/033 PARISH COUNCIL MEETING**

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

**18/034 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)

A representative of the Tarvin Residents Group had thanked Council for the decisive and prompt action that had been taken in responding to the Traveller Development Plan Document. The group had considered that the response made to Cheshire West and Chester Council had been very comprehensive, covering all points well.

**18/035 MINUTES OF THE MEETING HELD ON 23RD APRIL 2018**

**RESOLVED:** that the minutes of the meeting held on 23rd April 2018 be signed by the Chairman as a correct record.

**18/036 MINUTES OF THE EXTRAORDINARY MEETING HELD ON 3RD MAY 2018**

**RESOLVED:** that the minutes of the meeting held on 3rd May 2018 be signed by the Chairman as a correct record.

**18/037 REPORT ON ACTIONS ARISING FROM THE MEETINGS HELD ON 23RD APRIL 2018 AND 3RD MAY 2018 NOT COVERED BY THE AGENDA**

**18/037.1** Traveller Development Plan Document (Previous Minute 18/024)

The amended report had been forwarded to Councillors via e-mail and forwarded to Cheshire West and Chester Council by Mr Stallard on 9th May 2018.

**18/037.2** Meeting with Police and Crime Commissioner (Previous Minute 18/015d)

A report on the meeting from Councillor Ford was noted.

**18/038 PLANNING MATTERS**

**18/038.1 Planning Applications**

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

**18/01829/FUL** – Demolition and replacement of existing single storey rear extension 8 Andrews Close, Tarvin

Comment: No Objections

**18/038.2 Notices**

The following notices had been received:

**18/01137/S73** - Variation of Condition 2 on Planning application 17/02938/FUL (Part demolition of existing cow shed and conversion to create 1 dwelling, conversion of existing barn to create 3 dwellings and erection of single and triple detached garages, new vehicle access and change of use of land to provide domestic curtilage) – Oscroft Farm, Shay Lane, Oscroft - **PERMISSION**

**18/00834/OUT** – Outline application for the residential redevelopment of 3no. detached dwellings - Amendment to application 16/04455/OUT – Craythorne, Tarporley Road, Tarvin – **REFUSED**

## **18/039 MEETING WITH TARPORLEY HIGH SCHOOL**

The following report had been received from Councillors Lush and Twigg:

### 1. "Introduction

1.1 Tarvin traditionally sends most of its secondary aged children to Tarporley High School (THS). However, when THS becomes over-subscribed Tarvin pupils face a problem because Tarvin is the furthest large settlement from THS and whilst there are three other secondary schools to the west, all closer in distance, these schools are also over-subscribed.

1.2 As a consequence of concerns raised by parents whose children were not initially offered a place at THS, Councillors Twigg and Lush, together with Borough Cllr Leather, met the THS senior management team. Councillor Lush had previously discussed the issue with the headteacher of Tarvin Primary School.

### 2. The current position

2.1 There is no doubt that THS wants to take Tarvin pupils. This is probably not surprising given that Tarvin is THS's largest feeder school.

2.2 At the time of the meeting three pupils (only one of whom lived in Tarvin village itself) had not yet gained a place at THS. We gained the impression that this situation would soon be satisfactorily resolved.

2.3 If true, this will mean that once again no Tarvin child wanting a place at THS has failed to get one. This is important because it is proof that THS is committed to Tarvin and will always strive to accommodate Tarvin pupils when places become available.

### 3. The future – 2019 onwards

3.1 The problem faced by Tarvin pupils will only get worse in future years as new housing in rural West Cheshire has an impact on numbers. Unless something is done, this means that, because of the geography, Tarvin residents may not be so fortunate in future years. What therefore could be done?

3.2 First, Tarvin parents and pupils need to understand the admissions process so that when they are asked to make a choice of secondary school they do so clearly and, most importantly, use all of their preferences.

3.3 Secondly, although academisation seems to the layman to have induced an attitude of "every school for itself", there is in our opinion a need for schools to work together. As an example, there are two THS feeder schools which are even further from THS than is Tarvin, and much closer to other secondary schools, so why not talk to these other secondary schools about their admissions policies? Currently Christleton HS – the closest secondary school to Tarvin – takes pupils from Great Boughton, but should they be looking at their admissions policy and designated feeder schools?

3.4 Thirdly, CWaC should be asked to explain what Section 106 money has been allocated to THS as a consequence of all the house building in rural West Cheshire, and if the answer is none to explain why not, given that THS is currently over capacity

3.5 Finally, THS could be asked to consider moving (even temporarily) to an intake of 7 x 32 rather than 7 x 30 in order to take in more pupils

### 4. Conclusion

4.1 The Parish Council (PC) is only a peripheral player in all this but the well-being of its residents is crucial to what it does."

The meeting noted that since the report had been written all Tarvin pupils had been offered places at Tarporley High School.

**RESOLVED:** that the Clerk ask Borough Councillors Deynem and Leather to:

**18/039.1** ask Cheshire West and Chester Council to support any action which increased the short-term and long-term capacity of THS.

**18/039.2** ascertain what Section 106 monies were available to THS as a result of house building in rural West Cheshire;

**18/039.3** find out how much New Homes Bonus had been generated each year in the following communities:

- Tarporley
- Tarvin
- Eaton
- Utkinton
- Duddon
- Huxley
- Delamere
- Kelsall
- Whitegate

and how much had been allocated for secondary education (and where)

**18/039.4** find out what discussions, if any, Cheshire West and Chester Council have had with Cheshire East Council regarding the capacity of THS. This was because two Cheshire East primary schools (Bunbury and Calveley) were feeder schools to THS (although some of these pupils may be CWaC residents)

**RESOLVED: (18/039.5)** that Tarporley High School and Antionette Sandbach MP be copied into correspondence.

## **18/040 KING GEORGE V PLAYING FIELD**

### **18/040.1 General Maintenance.**

The meeting noted that there had been issues with grass cutting (mainly due to the wet weather in April and the drainage issue which had meant that Fastrack Maintenance Ltd had been well behind with grass cutting) and the emptying of bins (Streetscene missed a week and then failed to remove rubbish from by the car park for a week which had resulted in a number of articles on Tarvinonline).

Concerns had also been expressed regarding people urinating on/close to the field rather than using the toilets in the Scout and Guide Hut when the field had been used for a football tournament earlier in the month.

**RESOLVED: (18/040.1.1)** that in future organisations using the field for large events should hire appropriate portable toilets in addition to having use of toilets within the Scout and Guide Hut.

**RESOLVED: (18/040.1.2)** that bagging up all excess rubbish should be added to the conditions of hire.

### **18/040.2 Condition of the Field**

Councillor Ryan had met with Amenity Land Solutions, Telford, and obtained advice and a quotation to improve the condition of the field.

**RESOLVED:** that quotes of £190.00 to spray to remove weeds and £470.00 for vertidrainage be approved.

### **18/040.3 Drainage**

Two quotations had been received to resolve the drainage problems at the top of the field.

**RESOLVED:** that a quotation of £1,924.00 plus VAT from T P Construction be accepted.

Councillor Ryan offered to agree a programme with the contractor and monitor the work.

## **18/041 HEATH DRIVE – SPEED LIMIT**

Concerns had been raised by a Heath Drive resident about the speed of traffic along Heath Drive, particularly near the school, and a reduction from 30 to 20mph had been requested.

**RESOLVED:** that Borough Councillor Deynem ask Cheshire West and Chester Council to carry out an assessment to ascertain whether a speed limit reduction was appropriate.

#### **18/042 A54 LAYBY LEADING TO HORTON LANE**

This item had been highlighted in the Open Forum of the previous meeting. The Clerk had exchanged e-mails with Ashton and Kelsall Parish Councils and both had confirmed what had been said in the Open Forum. Ashton had committed in principle to financially supporting the work which had been judged necessary but which Cheshire West and Chester Council may not fund. Kelsall Parish Council had yet to respond.

The Clerk confirmed that the whole of the layby was outside Tarvin Parish and shared by Ashton and Kelsall.

During discussion it became clear that whilst all Councillors sympathised with the situation and agreed that it needed to be resolved there was not support for all the actions and queries and questions were raised. Much of the conversation surrounded whether it was necessary to remove all the trees and greenery and whether something like CCTV installation would be a more effective deterrent.

**RESOLVED: (18/042.1)** that it was not appropriate to offer any financial support for work outside the Parish from precept received for work within the Parish.

**RESOLVED: (18/042.2)** not to take any other action.

#### **18/043 SECTION 106 FUNDING**

##### **18/043.1 Skate Park**

Since the last meeting an e-mail from a resident had been forwarded to Councillors and some thoughts had been shared between Councillors. The Clerk and Councillor Twigg had met with the resident and a second resident had attended. By the end of the meeting the residents accepted that it was unlikely that the present Section 106 money would be spent on a skate park due to the lack of available land and the time limit. The residents were planning to approach land owners and to advertise the requirement to see whether they could find some land that would be suitable for a skate park at some point in the future.

##### **18/043.2 Outdoor Gym/Trim Trail, Scout and Guide Equipment, Bursary**

The meeting noted that there had been very little public feedback from either the notes of the previous meeting that had been published or the articles on Tarvinonline. The Scout and Guide Movement had provided details of equipment and improvements that they would like and that they considered would benefit 11 to 16-year olds, the list included both capital and revenue items.

It was considered that it was likely that the money would probably be best used for a Trim Trail on the Playing Field and then on some equipment for the Scout and Guide Movement.

**RESOLVED: (18/043.2.1)** that Councillor Pochin ask Cheshire West and Chester Council whether any of the Section 106 money could be used on revenue items.

**RESOLVED: (18/043.2.2)** that Councillor Twigg obtain a quotation for a Trim Trail on the Playing Field.

**RESOLVED: (18/043.2.3)** that a decision be taken at the next meeting on what the Section 106 money should be spent on.

#### **18/044 LIST OF OUTSTANDING ITEMS**

The list was examined by the meeting.

##### **18/044.1** Item 2.3 Parish Sign between Tarvin and Willington

The new sign had been installed earlier in the month

**18/044.2** Item 2.7 A54 Road Crossing – Highways were hoping to install the crossing immediately prior to the surfacing work on 25th May. However, confirmation was still awaited.

**18/044.3** Item 2.2 Park Lane

**RESOLVED:** that the item be removed from the list as it had been there since 2013 and was unlikely to be progressed by Cheshire West and Chester Council in the foreseeable future.

**18/044.4** Duckers Well

Councillor Ryan reported that the sandstone would be purchased during the next few days

### **18/045 GENERAL DATA PROTECTION REGULATIONS**

**18/045.1** The meeting noted that the Government had tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

**18/045.2** Personal Data Management and Audit Policy

**RESOLVED:** that the draft policy prepared by the Clerk be approved.

**18/045.3** Information and Data Protection Policy

**RESOLVED:** that the draft policy prepared by the Clerk be approved

**18/045.4** E-Mail and Address Contact Privacy Notice

**RESOLVED:** that the draft document prepared by the Clerk be approved

The meeting noted that whilst legislation did not specifically say it Councillors were advised to use an e-mail address for Council work that no one else had access to.

### **18/046 CLERK'S REPORT/CORRESPONDENCE**

The following e-mail correspondence had been forwarded to Councillors:

- a. Cheshire Association of Local Councils E Bulletins
- b. CPRE – Cheshire Branch – AGM – 31st May 2018 – 7pm - Middlewich  
Councillor Lush would be attending the meeting
- c. Tarvin Community Woodland Trust – Minutes of May 2018 meeting

### **18/047 FINANCIAL MATTERS**

#### **18/047.1 April 2018 Payments**

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

**18/047.2 RESOLVED:** that the following payments be authorised and that payments be made by internet banking:

<b>Payee</b>	<b>Detail</b>	<b>Amount to be Paid</b>
VAT	Net Amount to Charge against budget	Budget available before payment
<b>Mr M Stallard</b>	Traveller Development Plan Report for Cheshire West and Chester Council	<b>280.00</b>
0.00	280.00	2,250.00
<b>Then Media Ltd</b>	Annual Website Hosting Fee	<b>136.80</b>
22.80	114.00	2,000.00
<b>Mr M Hassall</b>	Reimbursement of Expenditure – Stationery –	<b>44.18</b>

	Paper, Memory Stick, Storage Folder	
7.36	36.82	525.00
<b>Mr J Williamson</b>	Reimbursement of Expenditure – Christmas Tree Lighting, Oscroft	<b>168.29</b>
0.00	168.29	500.00
<b>Tarvin Community Centre</b>	Grant	<b>1,000.00</b>
0.00	1,000.00	2,900.00
<b>Tarvin Community Woodland Trust</b>	Grant	<b>1,000.00</b>
0.00	1,000.00	1,900.00
<b>Scout and Guide Movement</b>	Grant	<b>300.00</b>
0.00	300.00	900.00
<b>Tarvin Christmas Market</b>	Grant	<b>150.00</b>
0.00	150.00	600.00
<b>JDH Business Services Ltd</b>	Internal Audit Year to 31st March 2018	<b>158.40</b>
26.40	132.00	450.00
<b>St Andrews Church</b>	Churchyard Grant	<b>791.00</b>
0.00	791.00	
<b>Scottish Power</b>	Electricity April 2018	<b>89.33</b>
12.76	85.08	
<b>Payroll</b>	May 2018	<b>1,317.60</b>
0.00	1,317.60	18,404.00

**18/047.3 RESOLVED:** that the following payment be authorised and that the payment be made by cheque

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
<b>CPRE</b>	Annual Membership Year to June 2019	<b>36.00</b>
0.00	36.00	275.56

#### **18/047.4 Direct Debit**

The meeting noted that the following payment had been made by direct debit on 30th April 2018

British Telecom Plc – Telephone and Internet April 2018 – £114.82

#### **18/047.5 Internal Audit Report**

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

#### **18/047.6 Annual Governance Statement (Section 1)**

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

#### **18/047.7 Accounting Statements (Section 2)**

The Accounting Statements for the year ended 31st March 2018 were approved and signed by the Chairman of the meeting and by the Clerk confirming that the return represented fairly the financial position of the Council.

**18/047.8 Tarvin Times**

**RESOLVED:** that when received the invoice for Tarvin Times be paid as per Digital Impressions terms of business

**18/048 TOPICS FOR TARVINONLINE**

**RESOLVED:** that articles be written on Section 106 money (Councillor Ford), Improvements to the playing field grassed area, speed limit on Heath Drive (Councillor Wiley), Meeting with the High School (Clerk), and Traveller Developer Plan Document (Councillor Ryan).

**18/049 DATE OF NEXT MEETING** - Monday 25th June 2018 – 7.15pm - Edna Rose Room, Tarvin Community Centre.

**18/050 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” (potential change to value of land/properties)

**18/051 UNADOPTED LANE ISSUES**

**RESOLVED: (18/051.1)** that the matter be closed as it was believed Council were unable to act on the matter

**RESOLVED: (18/051.2)** to consider the matter at a future date if residents took appropriate action and then asked Council to consider its position.

**18/052 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)

**18/053 TERMS OF EMPLOYMENT.**

A report from the National Association of Local Councils had been forwarded to Councillors.

**RESOLVED:** that the matter be referred to the Finance Working Party with a request that they meet to consider the report and then reach an agreement with the Clerk which would then be brought back to a Council meeting for approval.