

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 27TH NOVEMBER 2017**

**PRESENT:**

Councillor P Ryan (Chairman)  
Councillor E Lush (Vice Chairman)  
Councillor D H Cotgreave  
Councillor B Dean  
Councillor R Ford  
Councillor M Lloyd  
Councillor M Pochin  
Councillor S Willey

**IN ATTENDANCE:**

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

**APOLOGIES:**

Councillors C Jones and P Twigg (business commitments),  
Cheshire West and Chester Councillors H Deynem and J Leather

**17/165 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**17/165.1 New Written Requests for Dispensations**

There were no new requests.

**17/165.2 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.

**17/166 OPEN FORUM**

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

**17/167 PARISH COUNCIL MEETING**

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

**17/168 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)

**17/168.1** A request had been made for some lighting to be installed that would cover the King George V Playing Field car park as the Scout and Guide Hut was being used in an evening when it was dark.

**17/168.2** The resident who had attended the Open Forum of the September 2017 meeting had provided an update. She had been pleased that part of the walkway, from Gowy Crescent to Sheaf Close, had been cleared but disappointed that the part from Sheaf Close to Heath Drive had not been done and had asked that Council ask Highways to carry out the work.

**17/169 MINUTES OF THE MEETING HELD ON 23RD OCTOBER 2017**

**RESOLVED:** that the minutes of the meeting held on 23rd October 2017 be signed by the Chairman as a correct record.

### **17/170 MINUTES OF THE EXTRAORDINARY MEETING HELD ON 30TH OCTOBER 2017**

**RESOLVED:** that the minutes of the meeting held on 30th October 2017 be signed by the Chairman as a correct record.

### **17/171 REPORT ON ACTIONS ARISING FROM THE MEETINGS ON 23RD AND 30TH OCTOBER 2017 NOT COVERED BY THE AGENDA**

#### **17/171.1 Walkabout with Cheshire West and Chester Council** (Previous Minute 17/147.3)

Councillors Dean and Ryan along with the Clerk had attended the walkabout on 7th November 2017. Sharon Marshall, Rural Localities Officer, had represented Cheshire West and Chester Council. A number of concerns had been raised most of which had already been reported to Cheshire West and Chester Council.

#### **17/171.2 A51 Road Meeting held on 23rd October 2017** (Previous Minute 17/159d)

The Council representative who had attended the meeting had provided the following update:

“CWaC representatives described the proposed improvements to the four road junctions exactly the same as were described to Tarvin Parish Councillors at the A51 Pinch Point meeting.

Once CWaC reps had left a discussion opened up. What became evident was that, apart Tarvin where traffic congestion in and out of Chester was the problem, volume and speed of traffic was the major concern. It is relentless 24 hours a day. Consequently, the A51 is splitting communities. The mood was that the scheme as proposed would do nothing to ameliorate this. A much bigger and bolder scheme is needed; a total by pass for all of these villages from Nantwich to the A55! It was agreed that representations should be made to Highways England and bring in Antoinette Sandbach. Duddon Parish Council are to co-ordinate this.”

Further paperwork from the meeting had been forwarded to Councillors including a copy of an A51/A500 Route Management Study dated January 2009 which had been produced for both Cheshire East and Cheshire West Councils.

**RESOLVED:** that the Clerk write to Antoinette Sandbach, MP, supporting the decision taken by the meeting on 23rd October and asking her to work with the Crewe and Nantwich MP to resolve the A51 Road issues.

#### **17/171.3 Meeting with Police and Crime Commissioner** (Previous Minute 17/159.1f)

A report on the meeting attended by Councillor Lush is attached to the minutes at Appendix 1.

**RESOLVED: (17/171.3.1)** that the general approach be welcomed, as it should provide a higher level of service and an equality of service across the Borough.

**RESOLVED: (17/171.3.2)** that the Clerk ask Tarvin Community Centre to make itself available as the local base.

**RESOLVED: (17/171.3.3)** that the Clerk be the designated contact with the PCSO.

**RESOLVED: (17/171.3.4)** that the Clerk ask the PCSO to provide a short written report for Council meetings and only attend when there was a major issue to report.

**RESOLVED: (17/171.3.5)** that the Clerk write to Cheshire West and Chester Council asking them to give PCSO's the right to undertake traffic management.

### **17/172 CO-OPTION OF NEW COUNCILLOR**

Since the previous meeting the Clerk had made contact with two residents who had previously expressed an interest in becoming a Councillor but at the time had not been eligible. Both had become eligible in October. No applications had been received. The position would continue to be publicised.

## **17/173 PLANNING MATTERS**

### **17/173.1 Planning Applications**

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

**17/04043/FUL** – Single Storey front porch – 17 The Pryors, Tarvin

Comment: No Objections

### **17/173.2 Notices**

The following notices had been received:

**17/04135/FUL** – First floor side extension – 18 Heath Drive, Tarvin - **PERMISSION**

**17/04239/S73** – Variation of condition 2 (plans) of Planning Permission 17/00957/FUL – Brook House Farm, Kelsall Road, Tarvin - **PERMISSION**

**17/04214/FUL** – Two storey side extension and single storey front extension – 9 Platts Lane, Tarvin - **PERMISSION**

## **17/174 NEIGHBOURHOOD PLANNING**

### **Steering Group Meeting**

Minutes of the Neighbourhood Plan Steering Group Meeting held on 9th November 2017 had been forwarded to Councillors and were noted.

**RESOLVED:** to apply for grant funding for the financial year commencing April 2018 to complete the Neighbourhood Plan.

## **17/175 SPECIAL PROJECTS 2017/18**

### **Parish Footpath Map**

Councillor Ryan reported that Council had registered with OS Website and that a report would follow at the next meeting.

## **17/176 KING GEORGE V PLAYING FIELD**

### **17/176.1 Tennis Club Legal Agreement.**

The agreement, which had been signed by both parties, was not acceptable to either Fields in Trust or the Charity Commission.

A Charities Act Report was required. Wright Marshall had been approached by Council's Solicitor and they had quoted two figures for the proposed work, one where a site visit was necessary (£420.00) and one where a site visit was not necessary (£180.00). Once that work had been completed two formal separate applications would need to be made to the Fields in Trust, one covering the easement and the other the lease of easement for the cabling. Once approved by Fields in Trust there would then be correspondence with the Charity Commission putting the various documents in place.

The Tennis Club had been informed of the above as they would be responsible for all costs and a response was awaited.

Councillor Pochin reported that Legat Owen would be prepared to provide a report at no cost under the circumstances.

**RESOLVED:** (17/176.1.1) that the offer be gratefully accepted

**RESOLVED: (17/176.1.2)** that the Clerk update the Tennis Club and request an early response

**17/176.2 CCTV**

The meeting noted that CCTV had been installed on the Scout and Guide Hut building and was working well. There were problems with assessing the data remotely via Council's laptop. BT had been asked to check the Broadband speed but Crime Prevention Services had indicated that the lack of memory of the laptop was a problem.

The Clerk had met with Cullimore Dutton, Solicitors, and given them the Heads of Agreement agreed with the Scout and Guide Movement. A lease would be necessary to cover all parties (rather than a licence).

**RESOLVED: (17/176.2.1)** that Council purchase a new laptop with sufficient memory to resolve the CCTV issues.

**RESOLVED: (17/176.2.2)** that a limit of £1,000.00 be approved and that Councillor Willey advise the Clerk on an appropriate purchase.

**17/176.3 Damaged Tennis Court Fencing**

An update from the Tennis Club was awaited.

**17/176.4 Lighting Column**

The lighting column at the bottom of the field was out and had been reported to KDE Ltd, Frodsham. As the column was owned by the Parish Council there would be charge for the work.

**17/176.5 Drainage**

Councillor Ryan reported that there was a problem with the drainage at the top of the field and some expenditure would be necessary to find out exactly what and where problem was.

**RESOLVED:** that Councillor Ryan be authorised to proceed with the work in order to ascertain the problem.

**17/176.6 Use of Field**

Councillor Pochin reported that some of the footballers had complained about the poor state of the pitch which had not been helped by the contractors cutting the grass during the bad weather the previous week and leaving vehicle tracks on the pitch.

**RESOLVED:** that the Clerk ask the Contractor to take the weather and state of the ground into consideration before cutting the grass in future.

**17/177 CHRISTMAS TREES**

Councillor Ford had been unable to get the Christmas Trees from Broomheath Plantation. 30 4ft trees had been ordered from Ray Briscoe at a cost of £8.00 each and installed on 18th November 2017.

**17/178 LAND TO THE WEST OF TARPORLEY ROAD: CREATION OF PUBLIC FOOTPATHS**

The following had been received from Rights of Way:

“Please find attached a plan showing the line of footpaths intended to be dedicated as public by the landowner, Tarvin Community Woodland Trust Ltd. The adoption of footpaths was raised during the consultation for the development of the site with housing and the adoptable masterplan and footpaths can be found on the planning portal under application reference 12\_04120\_REM.

The parish council commented on this application and I note that there was a request to ensure the footpath connected with Broomheath lane. The ownership of the land between Broomheath Lane and the community woodland is not the same, however the adoptable

plan shows the intention to create an adoptable bridleway and footpath which will link to the woodland footpath. The intended FP44 will also join to an adoptable estate road. Please could you draw this agreement to the intention of the parish council and let me know if there are any observations made? Thank you.”

**RESOLVED:** that the Clerk inform Rights of Way that Council was happy with the proposal

**17/179 CALENDAR OF MEETINGS 2018**

**RESOLVED:** that 2018 Parish Council meetings be held on the following dates

January	22
February	26
March	26
April	23
May	21
June	25
July	23
August	20
September	24
October	22
November	26
December	17

**17/180 LIST OF OUTSTANDING ITEMS**

Item 3.1 Lighting

The Clerk was asked to remind Councillor Twigg about the lighting project and inform her of the request made in the Open Forum regarding lighting covering the car park.

Item 5.1 Bus Stops

The line marking had not been done so the work had been rescheduled for 4th December 2017.

**17/181 INFORMATION BOARD**

Tarvin Civic Trust had a sum of money which they would like to see spent on an Information Board for the village centre highlighting the historic conservation area.

However the Trust did not believe that it had enough money to pay the total cost and wished to know whether Council would contribute to an information board.

The Trust envisaged a panel of size no larger than A1. They had made enquiries about costs and considered that a budget may be needed in the region of £2,000. They had said that they could contribute £1,200 towards the project and would be pleased to make all the arrangements for design and production of the panel, subject to Council’s approval.

**RESOLVED: (17/181.1)** that the Clerk inform the Trust that Council would be happy to have a double sided information board with the Civic Trust wording on one side and the footpath map on the other side.

**RESOLVED: (17/181.2)** that Councillors Lush and Ryan recommend a position for the Board on Church Street.

**17/182 CLERK’S REPORT/CORRESPONDENCE**

**17/182.1** The following e-mail correspondence had been forwarded to Councillors:

- a. Cheshire Association of Local Councils E Bulletins
- b. Tarvin Community Woodland Trust – Minutes of November 2017 meeting

c. Cheshire West and Chester Council – Balancing the Budget Consultation – closing date 23rd November 2017

d. Cheshire West and Chester Council – Planning Update – 6.30 to 9.00pm – Cheshire View - 30th January 2018

The meeting noted that places had been booked for Councillors Dean, Ryan, and Lush  
**17/182.1.2** A number of traffic counters had been installed in Tarvin by Cheshire West and Chester Council to monitor the speed for a 20mph project.

**17/183 FINANCIAL MATTERS**

**17/183.1 RESOLVED:** that the following payments be authorized 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>Fastrack Maintenance Ltd</b>	Grass Cutting – October 2017	<b>289.04</b>
48.18	240.90	587.11
<b>Morral Play Services</b>	External Annual Inspection of Play Area	<b>54.00</b>
9.00	45.00	1,528.16
<b>Wicksteed Leisure Ltd</b>	Repairs to Play Equipment	<b>95.29</b>
15.88	79.41	1,483.16
<b>Mr M Hassall</b>	Reimbursement of Expenditure 12 Litter Pickers £96.00	<b>96.00</b>
16.00	80.00	179.97
<b>Digital Impressions</b>	Printing Newsletter	<b>115.00</b>
0.00	115.00	1,940.00
<b>Society of Local Council Clerks</b>	Membership Fee 2018	<b>147.00</b>
0.00	147.00	158.85
<b>Mr M Hassall</b>	Reimbursement of Expenditure Payment to Michael Stallard for work on Neighbourhood Plan	<b>300.00</b>
0.00	300.00	0.00
<b>Mr Ray Briscoe</b>	30 Christmas Trees at £8.00	<b>240.00</b>
0.00	240.00	500.00
<b>Payroll</b>	November 2017	<b>838.22</b>
0.00	838.22	6,967.54

**17/183.1.2 RESOLVED:** that the above payments be made by the Clerk and then checked for accuracy and confirmed in writing by Councillor Lloyd

**17/183.2 Direct Debit**

The meeting noted that the following payment had been made by direct debit on 30th October 2017

British Telecom Plc – Telephone and Internet October 2017 – £55.10

### **17/183.3 Bank Account**

The meeting noted that:

**17/183.3.1** the bank mandate had been updated by Lloyds Bank and that they had confirmed it in writing

**17/183.3.2** Councillors Ford, Lloyd, and Pochin were able to sign financial documents for Council and that all had online access to the bank accounts

### **17/184 TOPICS FOR TARVINONLINE**

**RESOLVED:** that articles be written on CCTV, A51 meeting, and the two items raised in the Open Forum

**17/185 DATE OF NEXT MEETING** - Monday 18th December 2017 – 7.15pm - Edna Rose Room, Tarvin Community Centre.

**17/186 RESOLVED** – 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)

### **17/187 STAFF**

#### **17/187.1 Community Amenity Operative**

To note that satisfactory references had been received and that Mrs Fiona Brunton-Davies had commenced her employment on Monday 6th November 2017.

#### **17/187.2 Clerk**

The Clerk left the room for this item.

**RESOLVED: (17/187.2.1)** to increase the salary of the Clerk from 1st December 2017 to SCP 34, scale LC2

**RESOLVED: (17/187.2.2)** that the Finance Working Party consider, as part of their deliberations on the 2018/19 to 2020/21 revenue budget, whether the Clerk’s salary should move to points above the substantive range of LC2

**RESOLVED (17/187.2.3)** that Councillor Lush ask the Clerk how the increase would affect the Gratuity.