

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD VIA VIDEO-CONFERENCE USING ZOOM SOFTWARE ON MONDAY 27TH APRIL 2020**

**PRESENT:**

Councillor E Lush (Chairman)  
Councillor R Ford (Vice Chairman)  
Councillor D H Cotgreave  
Councillor S Dutton  
Councillor H Flynn  
Councillor J Norrie  
Councillor M Pochin  
Councillor P Ryan  
Councillor P Twigg  
Councillor S Wiley

**IN ATTENDANCE:**

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

**APOLOGIES AND REASONS FOR ABSENCE:**

Councillor B Dean (work commitment)

**20/001 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**20/001.1 New Written Requests for Dispensations**

There were no new requests.

**20/001.2 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 Norrie declared a Disclosable Pecuniary Interest in Planning Application 20/01043/FUL and confirmed that he would move into the waiting room for that item. Councillors Lush and Flynn declared a Disclosable Pecuniary Interest in minute 20/011 as Trustees of the Community Centre and added that they would move into the waiting room for that item. Councillors Lush and Flynn declared a “Family, Friend, or Close Associate Interest” in Minute 20/008.3.1.  
No other declarations were made.

**20/002 OPEN FORUM**

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

**20/003 PARISH COUNCIL MEETING**

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

**20/004 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)

Borough Councillor Leather had shown the meeting a copy of the postcard that Cheshire West and Chester Council would be delivering to all properties in the Parish and which provided details of how to get help if isolating during Covid 19.

## **20/005 MINUTES OF THE MEETING HELD ON 23RD MARCH 2020**

**RESOLVED:** that the minutes of the meeting held on 23rd March 2020 be signed by the Chairman of the meeting as a correct record.

## **20/006 REPORT ON ACTIONS ARISING FROM THE MEETING HELD ON 23RD MARCH 2020 NOT COVERED BY THE AGENDA**

### **Tarvin and Oscroft Clean Ups** (Previous Minute 19/244.2)

The meeting considered an article that had been published on Tarvinonline that had been written by a resident who had been litter picking along with the facebook comments posted by others alongside the article.

**RESOLVED (20/006.1):** to note the article and comments but not encourage or support the various suggestions as in the current lockdown picking up litter as it was passed during normal exercise was acceptable but going out specifically to pick up litter was not essential and therefore outside Government guidance.

**RESOLVED (20/006.2):** to ask members of the public, via a Tarvinonline article, to report fly tipping directly to Cheshire West and Chester Council

## **20/007 CORONAVIRUS**

Councillors shared thoughts on how they considered that residents of the Parish were coping under exceptional circumstances. Whilst there had been a number of occasions when people had been seen not following social distancing advice overall feedback was positive.

## **20/008 PLANNING MATTERS**

### **20/008.1 Planning Applications**

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

**20/00944/FUL** – Change of Use of first floor from A3 to 1 residential unit – The Manor House, Church Street, Tarvin

Comment: No Objections

**20/01043/FUL** – First floor side extension above garage, single storey rear extension to include demolition of existing conservatory. Modifications to existing flat roofs to pitched roofs – 11 Broom Crescent, Tarvin

Comment: a. No Objections but suggest a condition to obscure glaze the first floor ensuite window in order to protect occupants and neighbours amenity. b. We are assuming that the bricks will be matching.

**20/01050/FUL** – Erection of one dwelling - 2 Coronation Villas, Chester Road, Tarvin

Comment: No Objections subject to all permitted rights being removed (due to the small size of the plot and compact modest character of the proposed house) and a condition stating that the roof be slated and that all building materials match the adjacent Coronation Villas (in order to accord with Neighbourhood plan policy HG3 & HG2).

### **20/008.2 Notices**

**20/00221/FUL** – Two storey side extension – Marloes, Cross Lanes, Oscroft -  
**PERMISSION**

**20/00463/FUL** - Single storey rear extension and double storey side extension to include removal of rear conservatory and roof alterations to front porch – 65 Crossfields, Tarvin - **PERMISSION**

**20/00709/FUL** – Rear Single Storey Extension – Plum Tree Cottage, Cross Lanes, Oscroft - **PERMISSION**

### **20/008.3 Other**

#### **20/008.3.1 8 Crossfields, Tarvin**

The Enforcement Officer had viewed the property from the front and the information from the resident who raised concerns had been that there was no external building work at the rear of the property. Under the circumstances the Enforcement Officer considered that Planning Permission was not required and so the case had been closed. Since then the resident who raised concerns had indicated that her earlier comment had been incorrect and that a dormer was to be built into the roof at the back of the property and that the residents at No 8 would then be able to look directly into both their garden and others, thus encroaching totally on the privacy of each and every bungalow.

The meeting noted that No 4 Crossfields had a dormer in the roof at the back of the property and also that dormers were normally permitted development.

**RESOLVED:** not to take any further action

#### **20/008.3.2 Chester Cycling Campaign**

Comments from Chester Cycling Campaign had been received and forwarded to Councillors regarding Planning Applications 20/00624/OUT and 20/00062/FUL but Council had already considered the applications and provided comment to Cheshire West and Chester Council and so had been unable to take the Cycling Groups comments into consideration.

### **20/009 KING GEORGE V PLAYING FIELD**

Councillor Twigg provided a general update. The car park had been locked immediately following the last meeting and appropriate signage had been placed at the entrance to the field and play area stating that the equipment must not be used. The side gate by the car park had been left open in order that those wishing to walk through the Playing Field could do so. The contractor had continued to cut the grass and the Borough Council had continued to empty the waste bins. There had only been one occasion when young people had been told not to use the play equipment. Other than that people appeared to be using the field very sensibly.

Councillor Lush confirmed that there had been very little litter left on the field.

### **20/010 SPECIAL PROJECT 2020/21**

The report from the Land Registry had showed that the resident who considered that they owned the land to the front of their property across the road did not do so.

**RESOLVED (20/010.1):** that the Clerk forward a copy of the report to the resident.

Councillor Ryan had been unable to proceed with his work due to the national lockdown and for the same reason Cheshire West and Chester Council would not consider the project at this time. Councillor Ryan had asked Cheshire Surveys to quote for carrying out the survey in case Council wanted the work done during the lockdown

**RESOLVED (20/010.2):** to wait for Councillor Ryan to carry out the survey after the lockdown.

A resident had suggested that when the gate was installed Cheshire West and Chester Council provide a litter bin by the gate.

**RESOLVED (20/010.3):** to include the suggestion in the proposal to the Borough Council with the bin on High Street close to the junction of Hockenhull Lane being used to save the Borough Council having to purchase a new bin.

#### **20/011 GRANTS TO LOCAL ORGANISATIONS**

**RESOLVED: (20/011.1)** that the following grants be approved by Council subject to the conditions as shown:

Tarvin Community Woodland Trust £1,000, Tarvin Community Centre £900, Tarvinonline £450, Tarvin Village Fete £250 (subject to the event taking place in this financial year), Tarvin Christmas Festival £150 (subject to the event taking place in this financial year), Second Tarvin Guides £150 (subject to the group restarting in this financial year), First Tarvin Scouts £100 (subject to the group restarting in this financial year and also Council receiving a copy of their accounts and a written quotation for the item that they wish to purchase and that Council was happy with)

**RESOLVED (20/011/2):** that should any of the above funds not be distributed as allocated the balance of funds left to be split equally between Tarvin Community Woodland Trust and Tarvin Community Centre.

The meeting noted that it was possible that the Woodland Trust and Community Centre could receive funds in excess of £1,000 but this would be acceptable within the Guidelines which said that "a limit of £1,000 will be applied except for exceptional circumstances" as the Country is in a period of exceptional circumstances.

#### **20/012 CHESHIRE WEST AND CHESTER COUNCIL – ENFORCEMENT POLICY REVIEW – UPDATE**

The meeting noted the decision taken by Cheshire West and Chester Council to enable, where requested and appropriate, enforcement powers to be extended to Town and Parish Councils and other agencies.

Council had previously indicated that it would not wish to take on the various enforcement powers.

#### **20/013 NEWSLETTER**

**RESOLVED:** that the publication of the next newsletter be postponed until Government Restrictions are lifted.

#### **20/014 ANNUAL REPORT – YEAR TO MARCH 2020**

A copy of the Chairman's report on Council work had been circulated to Councillors.

**RESOLVED:** that Councillor Ryan provide an amendment to paragraph 2.2 and that the report then be published.

#### **20/015 FOOTPATHS – PLATTS LANE AND PATH TO ROMAN BRIDGES PLUS PATH ADJACENT TO PLATTS LANE, HOCKENHULL**

##### **20/015.1 Platts Lane**

Part of Platts Lane was still under water. Cheshire West and Chester Council had confirmed in writing that their Contractor was only working on repair and maintenance of the network on key routes to ensure the roads were safe for all users especially for key workers, emergency services and deliveries and therefore Platts Lane was not high on their list. They had requested patience and said that they would address the issues on Platts Lane as soon as they could when things get back to some sort of normality.

**20/015.2 Path adjacent to Platts Lane**

Councillor Lush presented a paper and map showing a path that had been laid some time ago by the owner of Hockenhull Hall which did not go all the way to Platts Lane. No trespassing notices had been put up in a field under different ownership preventing members of the public from crossing private land to reach Platts Lane. Councillor Ryan reported that he had spoken to the owner of the field who had confirmed that for Health and Safety reasons he would not consider allowing a path to pass through his field.

**RESOLVED:** to ask Cheshire West and Chester Council to carry out the maintenance work on Platts Lane as soon as practically possible.

**20/016 LIST OF OUTSTANDING ITEMS**

The report was noted.

**20/017 CLERK'S REPORT/CORRESPONDENCE**

**20/017.1** The following e-mail correspondence had been forwarded to Councillors who were provided with an opportunity to comment on them.

- a. Cheshire Association of Local Councils E Bulletins
- b. Bonfire at 45 Hallfields Road, Tarvin on 4th April 2020 which had resulted in the Cheshire Fire and Rescue Service being called out.

**20/017.2 Website**

The Clerk had written to Then Media Ltd asking what changes would need to be made to the Council website to meet the new accessibility requirements to comply with the Web Content Accessibility Guidelines.

Councillor Wiley offered to work with the Clerk once a response had been received from Then Media Ltd.

**20/018 FINANCIAL MATTERS****20/018.1 March 2020 Payments**

Councillor Ford had confirmed in writing that the March 2020 payments authorised at the Council Meeting had been made by the Clerk as approved by Council.

**20/018.2 RESOLVED:** that the following payment made since the March meeting be approved.

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
HMRC	PAYE and Nat Insce January to March 2020	1,135.53
0.00	1135.53	0.00

**20/018.3 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
Groundforce Landscape Ltd	Grass Cutting King George V Playing Field March 2020	168.91
28.15	140.76	3,380.00
Tarvin Community Centre	Storage of Archives – April 20 to March 21	133.40
0.00	133.40	150.00
Scottish Power	Electricity Qtr. to March 2020	270.27

12.87	257.40	2,500.00
<b>Water Plus Ltd</b>	Qtr. to April 2020	<b>42.75</b>
0.00	42.75	300.00
<b>Mr P Ryan</b>	Land Registry Fee £6.00. Lock and Chain for Playing Field £25.01	<b>31.01</b>
0.00	31.01	700.00
<b>Payroll</b>	April 2020	<b>1,307.51</b>
0.00	1,307.51	21,025.00
<b>Tarvin Community Woodland Trust</b>	Grant – as approved under Minute 20/010	<b>1,000.00</b>
0.00	1,000.00	3,000.00
<b>Tarvin Community Centre</b>	Grant – as approved under Minute 20/010	<b>900.00</b>
0.00	900.00	2,000.00
<b>Tarvinonline</b>	Grant – as approved under Minute 20/010	<b>450.00</b>
0.00	450.00	1,100.00

**20/018.4 Management Accounts Year to 31st March 2020**

Management Accounts for the year to 31st March 2020 were presented and accepted.

**20/019 TOPICS FOR TARVINONLINE**

**RESOLVED:** that articles be written on grant applications, Platts Lane, Special Project, Annual Report of the Council, litter.

**20/020 DATE OF NEXT MEETING** - Monday 18th May 2020 – 7.15pm

**20/021 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)

**20/022 STAFF SALARY REVIEW AND TERMS OF EMPLOYMENT.****Furlough Scheme**

The Community Amenity Operative had been placed on Furlough following her extended period of self-isolation. The Government had asked Parish and Town Councils not to claim 80% of the wage costs if they had already received funding for the role through the Precept, which was the case here. The Operative had not worked since March so the pay increase would be implemented from the date that she returned to work, not from 1st April 2020.