

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 27TH JUNE 2016**

**PRESENT:**

Councillor E Lush (Chairman)  
Councillor S Hardacre (Vice Chairman)  
Councillor D H Cotgreave  
Councillor R Ford  
Councillor L Holmes  
Councillor C Jones  
Councillor M Lloyd  
Councillor P Ryan  
Councillor P Twigg

**IN ATTENDANCE:**

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

**APOLOGIES:**

Councillor M Pochin (family commitment)  
Cheshire West and Chester Councillor H Deynem  
Cheshire West and Chester Councillor J Leather

**16/058 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**16/058.1 Declarations of Interest**

The Chairman reminded Councillors of the importance of making the appropriate Declarations of Interest during meetings.

**16/058.2 New Written Requests for Dispensations**

There were no new requests.

**16/058.3 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 Cotgreave declared a “Family, Friend or Close Associate Interest” in Minute 16/067 and confirmed that he would not take part in any discussion or vote but would remain in the room. Councillor Twigg declared a Disclosable Pecuniary Interest in Minute 16/067. Councillor Lush declared an interest in Planning Application 16/01934/FUL as the applicant was a near neighbour.

No other declarations were made.

**16/059 OPEN FORUM**

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

**16/060 PARISH COUNCIL MEETING**

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

**16/061 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)

**16/061.1** Two representatives of Crabtree Homes Ltd (Mr Nick Howard and Mr Jonathan Storey) had made a presentation on their proposals for the development of land between Townfield Lane, Tarvin and the A51 and A54. The proposals were for around forty residential properties (two to five bedroom), 44% of which they had described as affordable. The proposals had also included an all-weather pitch and changing facilities, a car park, and a play area. They had indicated that they would be putting on a public exhibition in the very near future.

**16/061.2** A concern had been raised regarding overgrown hedges along Platts Lane, Tarvin

**16/062 MINUTES OF THE MEETING HELD ON 23RD MAY 2016**

**RESOLVED:** that the minutes of the meeting held on 23rd May 2016 be signed by the Chairman as a correct record.

**16/063 REPORT ON ACTIONS ARISING FROM THE MEETING ON 23RD MAY 2016**

**16/063.1 Co-option of Councillor** (Previous Minute 16/041.1)

No applications had been received.

**16/063.2 Saxon Heath Estate** (Previous Minutes 16/041)

Taylor Wimpey considered that the gate was appropriate as it is was at the present time.

**16/063.3. Waste Bin** (Previous Minute 16/041.2.3)

The matter was still being considered by Cheshire West and Chester Council.

**16/063.4 Gypsy and Traveller Sites under consideration by Cheshire West and Chester Council** (Previous Minute 16/049)

Cheshire West and Chester Council had acknowledged receipt of the letter from Council but had not yet responded to the request.

**16/063.5 Accounts** (Previous Minute 16/055.6)

The accounts had been forwarded to the BDO LLP (External Auditor) who had raised a number of queries regarding the King George V Playing Field charity. The meeting noted that the Clerk would need to meet with Cullimore Dutton, solicitors, in order to supply the external auditor with the required information which was copies of the leases and a copy of the document transferring the land from the Council to the Charity.

**RESOLVED:** that the Clerk meet with Cullimore Dutton and that the contingency item in the budget be used to pay for the work undertaken by Cullimore Dutton.

**16/064 PLANNING MATTERS**

**16/064.1 Planning Applications**

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

**16/01806/FUL** - Demolition of existing garage, two storey extension to side of property, new roof to existing conservatory - 2 Roseheath, Hockenhull Lane, Tarvin.

The meeting noted that this application had been approved.

**RESOLVED:** that the Clerk write to Cheshire West and Chester Council expressing disappointment that the Planning Officer had not waited for a comment from Council and that had Council had the opportunity to make a comment concerns would have been raised regarding potential difficulties with parking on the site.

**16/01559/LBC** - Replacement of 2 wooden windows containing double glazed units – Mount Pleasant, Kelsall Road, Tarvin

Comment: No Objections.

**16/01934/FUL** - Two storey side extension, 6 Platts Lane, Tarvin

Comment: No Objections.

**16/01998/FUL** - Addition of dormer window to rear – Lichfield, 1 Pryors Hayes Barns, Willington Road, Tarvin

Comment: No Objections.

**16/02057/FUL** - Installation of 36 photovoltaic panels mounted to an automatic solar tracker - Broomheath Plantation, Broomheath Lane, Bruen Stapleford

Comment: No Objections.

**16/02323/FUL** - Change of use of part of building to create one apartment – Willow Run, Barrow Lane, Tarvin

Comment: No Objections.

**16/02341/FUL** - Single storey side extension – 90 High Street, Tarvin

Comment: No Objections.

#### **16/064.2 NOTICES**

The following notices had been received:

**16/01817/FUL** – Single storey front extension – 60 Crossfields, Tarvin - **PERMISSION**

**16/01688/FUL** – Resubmission of approved scheme 15/00876/FUL. Erection of a garage and associated works – Glebe Cottage, Church Street, Tarvin - **PERMISSION**

**16/01423/FUL** - Proposed single storey side extension, internal alterations and new roof light – Websters Cottage, 39 High Street, Tarvin - **PERMISSION**

**16/01480/FUL** – Relocate Driveway – Somerset, Shay Lane, Oscroft - **PERMISSION**

**16/01557/FUL** – Construction of a detached garage – Woodfield Farm, Willington Road, Oscroft - **PERMISSION**

**16/01959/FUL** - Extension for a wedding and conference venue (replace temporary marquee) - Pryors Hayes Golf Club, Willington Road, Oscroft - **PERMISSION**

**16/01088/FUL** – Barn conversion proposing no. 7 residential dwellings with associated gardens and landscaping - The Moss, Ryecroft Lane, Bruen Stapleford - **PERMISSION**

#### **16/064.3 APPEAL**

**15/01605/LBC** – Replacement Signage – The Red Lion, Church Street, Tarvin

An appeal had been made to the Secretary of State against the decision of Cheshire West and Chester Borough Council to refuse to grant planning permission for the above proposal.

The appeal would be determined on the basis of written representations.

(Council had no objection to the application when it was presented to the June 2015 Council meeting)

## **16/065 TARVIN NEIGHBOURHOOD PLAN**

### **16/065.1 Minutes**

The minutes of the Steering Group meeting held on 9th June 2016 were noted.

### **16/065.2 Grant Application and Application for some of the Priority Outcomes Money**

Councillor Lush reported that these items had not yet been prepared due to the heavy workload of the Steering Group

## **16/066 KING GEORGE V PLAYING FIELD**

### **16/066.1 Being a Better Neighbour**

The meeting considered a report from Councillor Lush

**RESOLVED:** (16/066.1.1) that Council place a waste bin within the area at the bottom of the field on the left hand side when facing the field from the A51 road.

**RESOLVED:** (16/066.1.2) that at the next meeting Council consider purchasing a concrete table and chairs or benches to be situated in the same corner of the field.

**RESOLVED:** (16/066.1.3) not to reconsider a previous proposal for a circular path or track around the whole of the field, which could be used by walkers/runners and by children on bikes. (Previously rejected 27th July 2015).

### **16/066.2 Waste Bin**

**RESOLVED:** that the old blue waste bin be removed from the children's play area and not replaced.

### **16/066.3 The George Heath Foundation**

The Foundation had booked the field for a football tournament on Saturday 27th May 2017.

**RESOLVED:** that the Clerk write to the Foundation reminding them of the issues raised during and following the event held earlier in the year and requesting that these be given additional consideration when planning next year's event.

### **16/066.4 Party**

The meeting noted that the top end of the field had been booked for a birthday party on Saturday afternoon 9th July 2016 (the group would will also be using the Scout and Guide Hut)

### **16/066.5 Primary School**

Tarvin Primary School had booked the field for their Sports Days on 22nd and 23rd June

### **16/066.6 Annual Inspection of Play Equipment**

The meeting noted that the External Annual Inspection would be taking place during July

### **16/066.7 Tennis Courts**

The Clerk reported that the contractor working on the Tennis Courts to install the underground cabling had broken the lock and chain on the gate between the children's play area and back of the court in order to carry out their work. A temporary lock had been put in place by the Tennis Club.

## **16/067 CONSIDERATION OF FEEDBACK FROM GLADMAN FOLLOWING PUBLIC CONSULTATION**

A copy of the summary of the feedback received from Gladman following the public consultation is attached to the minutes.

**RESOLVED:** that the following be forwarded to Gladman:

The Parish Council welcomes the opportunity to see the public comments on the Gladman proposal for housing on part of Church Farm and hopes that the following comments are helpful.

First the Council accepts that **IF** there is to be any further substantial housing development in the parish area it should be in Tarvin village and east of Church Street/Tarporley Road is the only realistic location. However, at this stage the Council, noting that Tarvin is likely to meet its Local Plan housing target in 2016, **neither supports nor opposes the Gladman proposal**. The following are therefore detailed observations given without prejudice.

\* Council accepts the need for more recreation provision in Tarvin village. The Council notes that the first Neighbourhood Plan community questionnaire plus follow- up work suggested an all-weather pitch was needed more than a multi-use games area. **Any** recreation provision should be sited adjacent to the car park, have changing facilities and have facilities for skate boarding.

\* Council consider it vital that the settlement boundary of Tarvin village should be fixed along the line of the existing public footpath that runs north/south from the rear of the church. It notes that the current Gladman proposal extends marginally east of this line but importantly the area is shown as a green space.

\* Council is aware that the Neighbourhood Plan Steering Group is currently undertaking a further survey of residents and two of the topics are housing and recreation. Once the results of this survey are available they will help the Council if a planning application comes forward.

\* Council would like to see the all-weather pitch available to the whole community and therefore the day to day costs met by the whole community, management to be agreed.

\* Council would like the 30% affordable properties to be a firm commitment

\* Council considers that the points made regarding the legal agreement to be very important

## **16/068 SECTION 106 MONEY**

### **16/068.1 Chess Table**

The meeting noted that there had only been one comment on Tarvinonline regarding the suggestion of a chess table.

### **16/068.2 Quotations**

The meeting noted that quotations for resurfacing the King George V Playing Field Car Park and from landscapers for the work in the children's play area should be available for the next meeting.

## **16/069 POLICIES/PROCEDURES. LOCAL COUNCIL AWARD SCHEME**

### **16/069.1 Publication Scheme.**

**RESOLVED:** that the attached draft Publication Scheme be approved.

### **16/069.2 Complaints Procedure**

**RESOLVED:** that the attached draft Complaints Procedure be approved, replacing the document approved in January 2005.

### **16/069.3 Media Policy**

**RESOLVED:** that the attached draft Media Policy be approved

**16/069.4** The meeting noted that a further review of what was needed to achieve the Foundation Award requirements (with the exception of the one item that was not possible) would take place once the Councils website had been upgraded with the support of ThenMedia Ltd.

## **16/070 DEFIBRILLATOR FOR OSCROFT**

Councillors Lloyd, Pochin, and Ryan were in the process of gathering information together for a defibrillator in Oscroft with the telephone kiosk being the preferred location.

**RESOLVED:** that this project be added to the Special Projects list

## **16/071 BUDGET ISSUES**

### **16/071.1 Special Projects**

**16/071.1** Provision of Barrier on A51 by Hockenhull Lane.

The meeting noted that this had been approved in principle by Highways and a formal quotation was expected by the end of July.

### **16/071.1.2 Permanent Parish Footpath Display in the village centre and printed footpath maps**

The meeting noted that this item had not been progressed due to the resignation of former Councillor Williams.

**RESOLVED:** that Councillor Ryan take on this project.

It was considered that the project would not be completed in the current financial year.

**16/071.1.3** Replacement of potentially corroded lighting pole at the Bowling Club.

The Bowling Club had promised to report to Council by the end of July 2016

### **16/071.2 New Homes Bonus**

#### **16/071.2.1 Installation of flashing solar panel-powered speed warning signs in Oscroft and along Tarpoley Road**

It had been estimated that the total cost would be around £29,000 and it was thought reasonable that Highways would meet 50% of the cost.

**RESOLVED:** (16/071.2.1.1) that £15,000 be set aside for this item

**RESOLVED:** (16/071.2.1.2) that Councillor Lloyd forward a copy of the Community Speed Management document that he sent out with the proposal for illuminated speed indicators for Oscroft and Tarvin.

#### **16/071.2.2 Work at Duckers Well**

**RESOLVED:** that £50 be allocated to the work at Duckers Well (this would increase the donation to the Gardening Club to £250)

#### **16/071.2.3 Raised flower beds on the east side of Tarpoley Road and the south side of the High Street, with “Welcome to Tarvin” signage**

**RESOLVED:** not to proceed with this item

#### **16/071.2.4 Clearing path from the bottom of Hockenhull Hatchery track along Platts Lane to the Roman Bridges, plus commissioning/installation of interpretation panels**

**RESOLVED:** not to proceed with this item

#### **16/071.2.5 Tarvin Parent and Toddler Group**

**RESOLVED:** to make a grant of £100 to the group.

#### **16/071.2.6 Tarvin Primary School**

A copy of the responses from the Primary School is attached to the minutes.

**RESOLVED:** that Council purchase two new Whiteboards and donate them to the school on the understanding that the cost to the New Homes Bonus fund would be no more than £5,000.

### **16/071.3 Cheshire West and Chester Council Services Assimilation Budget**

**RESOLVED:** that the Clerk obtain a quotation for clearing the overgrowth onto the footpath between Brown Heath Farm and Cross Lanes. £200 was allocated for the proposed work.

## **16/072 BOOK CASES ALONG THE STREET**

**RESOLVED: (16/072.1)** that the Clerk seek approval from Highways for a case to be situated near to the bike rack on High Street.

**RESOLVED: (16/072.2)** that if Highways give approval Councillor Hardacre progress the project and obtain costings.

**RESOLVED: (16/072.3)** that £400 be allocated to the project from Special Projects.

### **16/073 CHESHIRE WEST AND CHESTER COUNCIL – PARKING STRATEGY WORKSHOPS**

Councillors Cotgreave, Ford, Lush, and Ryan had been due to attend workshops at Frodsham and Malpas. However, there had been a development in that Cheshire West and Chester Council had agreed to hold an extra workshop specifically for Tarvin, Kelsall, and probably Tarporley at a date to be published during July. Under the circumstances only Councillor Lush had attended one of the workshops and a copy of his report is attached to the minutes.

### **16/074 COMMUNICATION**

#### **16/074.1 Website.**

Councillor Ford reported that he had completed the specification for a website upgrade and would be asking ThenMedia Ltd for a quote.

#### **16/074.2 Newsletter.**

A document is attached to the minutes showing possible headers for the newsletter

**RESOLVED:** that the bottom header be chosen.

### **16/075 CO-OP SIGN**

The Co-op sign on the High Street at the junction of Forge Way was in a poor state.

**RESOLVED:** that the Clerk write to the Co-op asking for the sign to be replaced.

### **16/076 LIST OF OUTSTANDING ITEMS**

A copy of the report is attached to the minutes.

#### **16/076.1 No 4.6 A51 Turning into Tarporley Road**

Highways had stated that this work would require a road closure. Due to the impact this would have they were trying to wait to tie it into another closure.

#### **16/076.2 No 4.7 Speeding Review Oscroft**

The signs had been installed and operative since 13th June 2016

#### **16/076.3 No 4.8 Signage**

Highways had an issue with the installation of the new signs on the A51 as electrical cables had been laid along the length of the verge so they couldn't fit the new signage in as it needed new posts with substantial foundations. They were looking at alternative solutions.

#### **16/076.4 No 4.10 A54 Road**

On 13th June 2016 Highways had confirmed that they were looking into the issues raised in the report and would be getting back to Council with a full response.

### **16/077 CLERK'S REPORT/CORRESPONDENCE**

**16/077.1** The following had been forwarded to Councillors:

- a. Update - Cheshire West and Chester Local Plan - Adoption of Houses in Multiple Occupation and Student Accommodation SPD
- b. Tarvin Civic Trust Re Tarvin War Memorial
- c. Cheshire Association of Local Councils – Training – Powers, Duties, and Precept – Wednesday 15th June at Tarvin Community Centre
- d. Cheshire Association of Local Council – Planning Training Sessions 4th and 14th July 2016

e. A local residents concern regarding the locked gates at the Woodland and the response from the Trust.

The meeting noted that the Trust had provided a very satisfactory response via Tarvinonline

f. A local residents comments regarding the lack of working hour’s conditions for the ongoing work at 77 Hockenhull Lane, Tarvin

The meeting noted that Council had requested restrictions on the working hours but the Planning Officer had chosen not to include them.

g. Resident from Millside Close, concerns about flooding

**RESOLVED:** that the Clerk ask Councillor Deynem to help resolve the issue.

h. Dates for the next two Chester and Vale Royal Area meetings - Wednesday 3rd August at Tarvin Community Centre (Edna Rose Room) - 6.30 Tea & Coffee & Planning Surgery 7.00 Meeting focusing on Planning. Agenda to be circulated nearer the time.

Wednesday 28th September venue TBC - 2.00 until 4.00pm - Focusing on changes to adult social care in CWaC.

i. North Wales Prison Information Event – 14th July 2016

j. Note from local resident regarding the drains at the bottom of Hockenhull Avenue.

**RESOLVED:** that the Clerk write to Sanctuary Homes and United Utilities requesting that the problem be resolved as soon as possible.

**16/077.2 Gate**

The Clerk had received a verbal complaint from a local resident regarding the height of a new gate that has been installed at the rear of Hillcrest, Holme Street, Tarvin.

**RESOLVED:** that the Clerk ask the Enforcement Officer to check that the gate met the necessary requirements.

**16/077.3 Bench on High Street between Well Cottages and the George and Dragon.**

There had been significant damage to one of the slats

**RESOLVED: (16/077.3.1)** that the Clerk report the damage to the Insurance Company

**RESOLVED: (16/077.3.2)** that the Clerk ask Cheshire West and Chester Council to remove the damaged bench

**RESOLVED: (16/077.3.3)** that a new bench be purchased to replace the damaged one.

**16/078 FINANCIAL MATTERS**

**16/078.1 RESOLVED:** that the following payments be authorized:

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
<b>Fastrack Maintenance Ltd</b>	Grass Cutting May 2016	<b>393.50</b>
65.58	327.92	2,439.10
<b>BAM Nuttall Ltd</b>	Repair to lighting column Broomheath Lane. Work carried out at the end of July 2015	<b>351.07</b>
58.51	292.56	2,000.00
<b>2nd Tarvin Brownies</b>	Grant	<b>50.00</b>
0.00	50.00	150.00
<b>St Andrews Church</b>	Grant	<b>100.00</b>
0.00	100.00	100.00
<b>CPRE</b>	Annual Membership	<b>36.00</b>
0.00	36.00	181.85



<b>Tarvin Community Centre</b>	Hire of Room for meetings Council Meetings April, May, and June 9 hours @ £8.67 hour = £78.03 Annual Parish Meeting 18th May 3 hours @ £8.67 per hour = £26.01 Neighbourhood Plan Steering Group Meetings April, May, and June 6 hours @ £6.50 per hour = £39.00	<b>143.04</b>
0.00	143.04	480.00
<b>Tarvin Methodist Church</b>	Hire of Room for Meetings 4th and 9th May 2016	<b>17.34</b>
0.00	17.34	336.96
<b>Mr M Hassall</b>	Expenses Qtr. to 30 June 2016 Allowance £52, Postage £9.35, Travel £55.80	<b>117.15</b>
0.00	117.15	370.00
<b>Payroll</b>	June 2016	<b>905.17</b>
0.00	905.17	11,719.44

**16/078.2. Direct Debit**

The meeting noted that the following payment had been made by direct debit on 31st May 2016

British Telecom Plc – Telephone and Internet May 2016 – £57.72

**16/078.3 HM Revenue and Customs**

**RESOLVED:** that HM Revenue and Customs be paid the sum of £645.11 to cover PAYE and National Insurance Contributions for the Quarter to 30th June 2016 by Internet Banking Transfer

**16/079 TOPICS FOR TARVINONLINE**

**RESOLVED:** that articles be written on the following:

The proposed developments off Church Street and also between Townfield Lane and the A51 and A54, Council vacancies, Book Case on the High Street, and Mr P Crabbe

**16/080 DATE OF NEXT MEETING** - Monday 25th July 2016 – 7.15pm - Edna Rose Room, Tarvin Community Centre.

**16/081 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)(minute 16/082)

**16/082 STAFF ISSUES**

**16/082.1 Salary Review.**

The National Salary Award of a 1% increase for Clerks and other staff, back dated to 1st April 2016, had been published during May 2016

**RESOLVED:** that the increase be implemented for the Clerk

**16/082.2 Mr P Crabbe.**

Mr Crabbe had suffered a stroke in March and had been in hospital since then. He was unable to speak or get out of bed and the doctors had said that there was little more that they could do for him. He was likely to be transferred to a nursing home in the near future. The Clerk had been in regular touch with Mrs Crabbe and it had been agreed that the employment would need to be terminated.

**RESOLVED:** that under the circumstances the employment be terminated.

**16/083 FUTURE STAFFING**

**RESOLVED: (16/083.1)** that the Clerk advertise for a replacement Operative

**RESOLVED: (16/083.2)** that the conditions and hours of employment remain similar but the days of the week to include the weekend.