

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 22ND MAY 2017**

**PRESENT:**

Councillor R Ford (Chairman of the Meeting)  
Councillor B Dean  
Councillor M Lloyd  
Councillor M Pochin  
Councillor P Twigg

**IN ATTENDANCE:**

4 Members of the Public  
Parish Council Clerk – Mr M Hassall  
Cheshire West and Chester Councillor H Deynem

**APOLOGIES:**

Councillor D H Cotgreave (holiday)  
Councillor C Jones (family commitment)  
Councillor E Lush (holiday)  
Councillor P Ryan (holiday)  
Councillor S Willey (family commitment)  
Cheshire West and Chester Councillor J Leather

**17/022 ELECTION OF CHAIRMAN**

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

**17/023 DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Ryan was unavailable to sign the Declaration of Acceptance of Office. This would be completed as soon as he was available.

**17/024 ELECTION OF VICE CHAIRMAN**

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

**17/025 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL**

**RESOLVED:** that this item be deferred until the June 2017 meeting.

**17/026 APPOINTMENTS OF REPRESENTATIVES TO OTHER GROUPS AND ORGANISATIONS**

**RESOLVED:** that this item be deferred until the June 2017 meeting.

**17/027 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 an 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 C Jones, M Pochin, P Twigg. Councillor Twigg to act as Chairman of the Committee.

## **17/028 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

### **17/028.1 New Written Requests for Dispensations**

There were no new requests.

### **17/028.2 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.

### **17/028.3 Members Declarations**

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

## **17/029 OPEN FORUM**

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

## **17/030 PARISH COUNCIL MEETING**

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

**17/031 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 Deynem had reported that he and Borough Councillor Leather each had a member's budget of £5,000 for the coming financial year. He had agreed to forward a copy of the eligibility criteria of the Award Scheme to the Clerk and also to Tarvinonline.

## **17/032 MINUTES OF THE MEETING HELD ON 24TH APRIL 2017**

**RESOLVED:** that the minutes of the meeting held on 24th April 2017 be signed by the Chairman of the meeting as a correct record.

## **17/033 REPORT ON ACTIONS ARISING FROM THE MEETING ON 24TH APRIL 2017 NOT COVERED BY THE AGENDA**

### **17/033.1 Tarvin Primary School Grant Application** (Previous Minute 17/011.1.1)

The meeting noted that an amended application had been received from Tarvin Primary School.

### **17/033.2 Churchyard Grant** (Previous Minute 17/017.4)

The appeal against the original decision had been successful and a grant of £685.00 for St Andrews Church had been received. The meeting noted that in future for a grant application to be considered St Andrews Church would need to provide Council with copies of all Churchyard expenditure and Council would only be able to claim a grant for the Church against that expenditure.

## **17/034 CO-OPTION OF NEW COUNCILLOR**

The meeting noted that there was still one vacancy to be filled by co-option and that the position would continue to be publicised.

## **17/035 PLANNING MATTERS**

### **17/035.1 Planning Applications**

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

**17/01523/S73** - Amendments to planning permission 15/05022/FUL. The changes to the design will enhance the barn design and provide additional accommodation to Unit 3. The application relates to changing two ground floor windows to Plot 2 into doors, which access the internal courtyard.

The changes to Plot 3, relate to infilling the undercroft to form additional accommodation to the Living Room – Oscroft Farm, Shay Lane, Oscroft.

Comment: No Objections

**17/01546/FUL** – Detached Garage Building - Oscroft Farm, Shay Lane, Oscroft

Comment: No Objections

**17/01787/FUL** – Single storey front extension and two storey side extension – 12 Small Holdings, Tarporley Road, Tarvin

Comment: No Objections

**17/035.2 Oscroft Farm, Shay Lane, Oscroft**

**RESOLVED:** that the Clerk ask the Enforcement Officer to ensure that the new fencing complied with Planning Approval.

**17/035.3 Notices**

The following notices had been received:

**17/00759/FUL** – Part conversion of garage and elevational changes to rear elevation – 3 Brereton Close, Tarvin – **PERMISSION**

**17/00874/FUL** - Two storey extension to side /rear and single storey extension to side - Bruntsfield Cottage, Barrow Lane, Tarvin - **PERMISSION**

**17/00957/FUL** – Change of use from car sales to offices and showroom and external alterations - Storage Land, Brook House Farm, Kelsall Road, Tarvin - **PERMISSION**

**17/00776/FUL** – Erection of Timber Store Room – Tarvin Professional Centre, Meadow Close, Tarvin - **PERMISSION**

**17/036 KING GEORGE V PLAYING FIELD**

**17/036.1 Field Committee Meeting**

Draft minutes of the meeting held on 27th April 2017 had been forwarded to Councillors and were noted.

**17/036.2 Picnic Table**

Councillor Twigg reported that a keystone metal picnic table had been ordered from Wicksteed Leisure Ltd at a cost of £1,162.00 plus VAT

**17/036.3 Matting**

Councillor Twigg reported that safety grass matting had been ordered to go around the benches on the field.

**17/036.4 Tennis Club Legal Agreement.**

The £300.00 deposit had been received and the Clerk had met with Cullimore Dutton, Solicitors, on 17th May 2017. Cullimore Dutton would be amending the draft paperwork

prepared by the Tennis Club and then forwarding it along with an additional document to the Tennis Club Solicitor for signing by the Tennis Club.

#### **17/036.5 Tree Survey**

The three year survey had been due in May 2017. Canopy Tree Care had provided a written quotation of £250.00 which had been accepted by the Clerk who had then asked them to carry out the work. A copy of the report is attached to the minutes.

**RESOLVED:** that the Clerk ask for individual quotes on tree maintenance for all trees in the M and ML categories.

#### **17/036.6 Tree between Children's Play Area and 18 Crossfields behind the Play Area (Previous Minute 17/010.4)**

A quotation of £350.00 had been received to remove the tree which was allegedly damaging the property at 18 Crossfields.

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

### **17/037 NEIGHBOURHOOD PLANNING**

#### **17/037.1 Central Gowy (South) Neighbourhood Development Plan (which includes Bruen Stapleford).**

The plan had been forwarded to Cheshire West and Chester Council and the public consultation period was from 27th April to 12th June 2017.

#### **17/037.2 Tarvin Neighbourhood Draft Plan**

**RESOLVED:** that an Extraordinary Council Meeting be arranged during the next two weeks to enable Council to meet with the Neighbourhood Plan Steering Group to agree the amended draft Neighbourhood Plan providing that the work being undertaken by Cheshire Community Action had been completed. The date would be confirmed by the Clerk and would be on an evening convenient to as many Councillors and members of the Steering Group as possible.

### **17/038 PUBLIC COMMENTS FROM THE ANNUAL PARISH MEETING**

A report from Councillor Lush, along with the draft minutes of the meeting prepared by the Clerk, had been forwarded to Councillors.

**RESOLVED: (17/038.1)** that Councillors give further thought to the suggestions regarding Park Lane and that the item be examined at the June 2017 Council Meeting

**RESOLVED: (17/038.2)** that Council consult with local residents via Tarvinonline regarding Park Lane and that feedback be examined at the June 2017 Council Meeting.

**RESOLVED: (17/038.3)** that Councillors give consideration to thoughts on how to generate more interest in the Annual Parish Meeting and bring them to the June 2017 Council Meeting.

**RESOLVED: (17/038.4)** that the Clerk inform the Community Centre and Tarvin Community Woodland Trust of the comments regarding co-ordinating Information Drops.

**RESOLVED: (17/038.5)** not to amend Councils number or timing of Information Drops.

### **17/039 POLICIES/PROCEDURES**

#### **17/039.1 Grants to Local Organisations**

**RESOLVED: (17/039.1.1)** that a small working party of Councillors be established to consider future grants to local organisations and to then present proposals to Council for consideration. The working party would be chosen as soon as all the applications had been received to ensure that it would not consist of Councillors who had an Interest in any of the applications.

**RESOLVED: (17/039.1.2)** that the Clerk draft amended guidelines and procedure for consideration by Council.

**17/039.2 Use of Cheques**

Section 150(5) of the Local Government Act 1972 requiring all cheques to be signed by two elected members had been repealed.

**RESOLVED: (17/039.2.1)** that until a new bank mandate was in place the Clerk be authorised to be one of the signatures on cheques (others authorised by the bank were Councillors Cotgreave and Lush – the bank had previously approved the Clerk as a signatory)

**RESOLVED: (17/039.2.2)** that the Clerk draft amended the Finance Standing Orders for consideration by Council to enable payments to be made by Internet Banking rather than by cheque.

**17/040 LIST OF OUTSTANDING ITEMS**

The meeting considered the list of outstanding items.

**Item 2. Hedge.** The hedge had not been replaced and Cheshire West and Chester Council were considering whether or not to take legal action.

**Item 4.6 Trees on Heath Drive.** The work had been carried out on the three trees.

**17/041 FIVE BARRED GATE ACCESS FROM SAXON HEATH TO BROOMHEATH LANE**

A copy of a letter from Tarvin Community Woodland Trust is attached to the minutes.

**RESOLVED:** that the Clerk inform the Trust that the suggestions would be considered with Highways when the Estate had been adopted by Cheshire West and Chester Council.

**17/042 CLERK’S REPORT/CORRESPONDENCE**

**17/042.1** The following had been forwarded to Councillors:

- a. Cheshire Association of Local Councils E Bulletins
- b. Residents Group Update regarding the possible Gypsy and Traveller Site
- c. Speedwatch Meeting – Mickle Trafford Police Station – 18th May 2017
- d. Cheshire Association of Local Councils – Parish Forum – Police Issues - 13th June 2017
- e. Tarvin Community Woodland Trust – Minutes of May 2017 meeting

**17/042.2** New Road Surface Treatment Works Tarvin

Two complaints had been received regarding the poor quality of work. They had been forwarded to Highways who had responded to both residents and both were satisfied that their concerns had been addressed by Highways.

**17/043 FINANCIAL MATTERS**

**17/043.1 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	<b>303.53</b>
50.59	252.94	2,935.00
<b>JDH Business Services Ltd</b>	Internal Audit Year to March 2017	<b>154.80</b>
25.80	129.00	430.00
<b>United Utilities Water Ltd</b>	Qtr. to April 2017	<b>27.45</b>
0.00	27.45	300.00

<b>St Andrews Church</b>	Churchyard Grant Year to March 2017	<b>685.00</b>
0.00	685.00	0.00
<b>Canopy Tree Care</b>	Carrying out three year tree survey on King George V Playing Field	<b>250.00</b>
0.00	250.00	900.00
<b>Mr P Ryan</b>	Reimbursement of Expenditure – Defibrillator Signage	<b>22.08</b>
0.00	22.08	500.00
<b>Tarvin Community Centre</b>	Grant	<b>1,200.00</b>
0.00	1,200.00	2,900.00
<b>Tarvin Community Woodland Trust</b>	Grant	<b>1,000.00</b>
0.00	1,000.00	1,700.00
<b>Tarvin Village Summer Fete</b>	Grant	<b>300.00</b>
0.00	300.00	700.00
<b>Ashton Hayes and Tarvin Flower Club</b>	Grant	<b>150.00</b>
0.00	150.00	400.00
<b>Tarvin Christmas Market</b>	Grant	<b>150.00</b>
0.00	150.00	250.00
<b>2nd Tarvin Brownies</b>	Grant	<b>100.00</b>
0.00	100.00	100.00
<b>Digital Impressions</b>	Newsletters	<b>120.00</b>
0.00	120.00	2,500.00
<b>CPRE</b>	Annual Membership to March 2018	<b>36.00</b>
0.00	36.00	229.85
<b>Payroll</b>	May 2017	<b>744.52</b>
0.00	744.52	12,812.76

**17/043.2 Direct Debit**

The meeting noted that the following payment had been made by direct debit on 2nd May 2017

British Telecom Plc – Telephone and Internet – £57.45

**17/043.3 Internal Audit Report**

The report completed by the Internal Auditor was examined and agreed. The meeting was particularly pleased to note the comment regarding Council being correct by not implementing the external auditor recommendations regarding charity income and expenditure.

**17/043.4 Annual Governance Statement**

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

**17/043.5 Accounting Statements**

The Accounting Statements for the year ended 31st March 2017 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.

**17/044 TOPICS FOR TARVINONLINE**

The meeting noted that Mrs S Hardacre, who was in attendance, would be writing articles for Tarvinonline.

**17/045 DATE OF NEXT MEETING** - Monday 26th June 2017 – 7.15pm - Edna Rose Room, Tarvin Community Centre.