

MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 18TH MAY 2015

PRESENT: Councillor D H Cotgreave
Councillor C Jones
Councillor M Pochin
Councillor B Spruce
Councillor P Twigg
Councillor R Williams

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

APOLOGIES: Councillor S Hardacre (holiday)
Councillor E Lush (holiday)
Cheshire West and Chester Councillor H Deynem
Cheshire West and Chester Councillor J Leather

15/001 ELECTION OF CHAIRMAN

Former Vice Chairman Phil Miles took the Chair for this item and for minute 15/003

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

15/002 DECLARATION OF ACCEPTANCE OF OFFICE

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

15/003 APPOINTMENT OF CHAIRMAN FOR THE MEETING

RESOLVED: that Councillor Cotgreave chair the meeting

15/004 ELECTION OF VICE CHAIRMAN

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

15/005 DECLARATION OF OFFICE – (COUNCILLORS)

The Clerk reported that all Councillors apart from Councillor Lush had completed their Declarations of Office and were therefore able to act as Councillors. Councillor Lush would complete the paperwork on his return from holiday.

15/006 ADOPTION OF CODE OF CONDUCT

RESOLVED: that the Council adopts the Code of Conduct for Members adopted by Cheshire West and Chester Council on 26th July 2012 as the Council's code of conduct under section 27(2) and 27(3) of the Localism Act 2011.

15/007 STANDING ORDERS

RESOLVED: to adopt the Standing Orders used by the previous Tarvin Parish Council

15/008 FINANCIAL STANDING ORDERS

RESOLVED: to adopt the Financial Standing Orders used by the previous Tarvin Parish Council

15/009 WORK FROM THE TARVIN PARISH COUNCIL ABOLISHED ON 31 MARCH 2015

15/009.1 RESOLVED: that the Council accept the work not completed by 31st March 2015 onto its books along with any resolutions not yet implemented

15/009.2 RESOLVED: that the Council would either complete the work or if it was thought appropriate amend, or cancel any further work and take necessary action on resolutions to be implemented

15/009.3 The Clerk confirmed that the assets and bank account had been transferred to the new Council

15/009.4 The Clerk confirmed that the Insurance cover had been transferred to the new Council and was in place for Council and employees

15/009.5 RESOLVED: that the Risk Assessment carried out in March 2015 was still appropriate

15/009.6 The meeting noted that the minutes of the last meeting of the old Council had been published, approved by the Chairman of that meeting, and would be kept with the records of the Old Council

15/010 CO-OPTION OF COUNCILLORS

Section 21 of the Representation of the People Act 1985 provides Council with the power of co-option to fill vacancies remaining unfilled following an ordinary election.

RESOLVED: that the Clerk advertise the three vacancies and request applications in writing

15/011 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL

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

PLANNING COMMITTEE

All Councillors.

STRATEGY WORKING PARTY

All Councillors

FINANCE WORKING PARTY

Councillors D H Cotgreave, E Lush, M Pochin, B Spruce, R Williams

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 on any issues requiring Council approval)

Councillors C Jones, B Spruce, P Twigg, R Williams

PARKING WORKING PARTY

Councillors D H Cotgreave, S Hardacre, E Lush, B Spruce

STREET SCENE WORKING PARTY

Vacancies – to be reviewed at the next meeting

ADVISORY WORKING PARTY

Councillors D H Cotgreave, E Lush, P Twigg, R Williams

FUTURE LAND USE MASTERPLAN WORKING PARTY

Councillors S Hardacre, E Lush, M Pochin, R Williams

HOME TO SCHOOL TRANSPORT WORKING PARTY

Councillors S Hardacre, C Jones, E Lush

15/012 APPOINTMENTS TO OUTSIDE ORGANISATIONS

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

COMMUNITY CENTRE MANAGEMENT COMMITTEE

Councillor S Hardacre

TARVIN EDUCATIONAL TRUST

Councillor D H Cotgreave.

CHESHIRE ASSOCIATION OF LOCAL COUNCILS

(Chester Area Meetings)

Councillors S Hardacre, E Lush, R Williams

15/013 APPOINTMENTS TO TARVIN NEIGHBOURHOOD PLAN STEERING GROUP

Councillors S Hardacre, E Lush

15/014 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 would be 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 would be expected to share an update on their work. Each main user would be expected to provide the Clerk with an e-mail contact address in order that between meetings the Clerk could provide the organisation with appropriate news regarding the use of the Field.

Councillors C Jones, B Spruce, P Twigg, R Williams

15/015 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS

15/015.1 New Written Requests for Dispensations

There were no new requests.

15/015.2 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 Twigg declared a Disclosable Pecuniary Interest in Minute 15/021. Councillor Pochin declared an interest in Planning Application 15/01760/FUL as his wife was the Secretary of the Tennis Club. No other declarations were made.

15/016 OPEN FORUM

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

15/017 PARISH COUNCIL MEETING

RESOLVED: that the meeting be reconvened.

15/018 REPORT ON OPEN FORUM

A request had been made for the publicity concerning Co-option (minute 15/010) to include the necessary qualifications for a resident to be eligible to become a Councillor

15/019 PLANNING MATTERS

15/019.1 RESOLVED: that the following comments be made on the planning applications submitted

15/01638/LBC – Proposed single storey rear extension - 55 High Street, Tarvin

Comment: No Objections

15/01760/FUL – Demolition of existing building and erection of new single storey pavilion – Tarvin Tennis Club, King George V Playing Field, Tarvin

Comment: No Objections but if possible seek incorporation of wheelchair access in order that the less mobile can access the pavilion facilities (along the top bank)

15/01647/FUL - Erection of new fence to separate off existing ancillary accommodation – Brown Heath House, Broomheath Lane, Tarvin

Comment: No Objection to the fence, however should the intention be to create a self-contained separate dwelling (assuming that there is an occupancy condition on the use of the building) then the applicant should seek a change of use from ancillary living accommodation to the dwelling

15/01837/FUL – Ground Floor rear extension and rear porch – 8 Moreton Croft, Tarvin

Comment: No Objections

15/01889/FUL – Replacement garage (demolition of existing) – 60 High Street, Tarvin

Comment: No Objections

15/019.2 NOTICES

The following notices had been received:

15/00806FUL – Two storey side and rear extension – 10 Broom Crescent, Tarvin – **PERMISSION**

15/00623/FUL – New section of roof to delivery yard – Co-op, 2 Bye Pass Road, Tarvin - **PERMISSION**

15/00876/FUL – Erection of a garage and associated groundworks – Glebe Cottage, Church Street, Tarvin - **PERMISSION**

14/05277/FUL - Proposed residential development of 3 detached houses, associated garages and access - Land Adjacent to Laburnum Cottage, Broomheath Lane, Tarvin - **PERMISSION**

15/00527/FUL – Two storey side extension and single storey side/rear extension – Mount Pleasant, Tarporley Road, Tarvin - **PERMISSION**

15/00099/FUL - Application for a change of use of land from agriculture to equestrian and the erection of three stables – Well House, Willington Road, Weetwood - **PERMISSION**

15/00466/FUL – First floor extension over existing garage – Olaf, Shay Lane, Oscroft – **PERMISSION**

14/05141/FUL – Change of use of existing building from offices to 3no dwellings including extensions to front and rear, demolition of timber link and erection of 2 new dwellings – Top Farm, High Street, Tarvin - **PERMISSION**

15/019.3 SAXON HEATH UPATE

Copies of the reports of meetings held on 8th and 28th April 2015 are attached to the minutes.

15/020 GRANTS TO LOCAL ORGANISATIONS

RESOLVED: (15/020.1) that the following grants be approved by Council:

Community Centre	£1,000
Community Woodland Trust	£1,000
1st Tarvin Scouts	£400
Village Summer Fete	£200
Christmas Festival	£200

RESOLVED: (15/020.2) that the request for £40.00 from Tarvinonline for the 2016 Community Pride Competition be approved and paid from Councils reserves at the appropriate time in 2016

15/021 MEETINGS WITH GLADMAN PROPERTY DEVELOPERS

The previous Council had agreed to meet with Gladman, Property Developers, and the Clerk had received a further communication from Gladman requesting a date for meeting in a closed meeting format.

RESOLVED: (15/021.1) that the Strategy Working Party meet with Gladman

RESOLVED: (15/021.2) that following the meeting with Gladman Council consider what its needs were from the land and from the developer and approve a remit for the Future Land Use Working Party.

RESOLVED: (15/021.3) that the Future Land Use Working Party then meet with Gladman and any other appropriate bodies, working within the approved remit, to progress the needs of the Council.

RESOLVED: (15/021.4) that Wednesday 3rd June be given to Gladman as the preferred date for a meeting with Monday 1st June and Monday 15th June as other options.

15/022 KING GEORGE V PLAYING FIELD

15/022.1 The Clerk had approved a request from Tarvin Primary School who wished to use the Playing Field for their Sports Day. They would be having a practice on the field on the afternoon of Monday 29th June and their Sports Day was scheduled for the afternoon of Friday 3rd July, weather permitting. The reserve day should the weather be poor was Tuesday 14th July.

15/022.2 The meeting with the main users of the Field arranged for 21st May 2015 by the Field Management Committee had been cancelled by the Clerk

15/022.3 A Wicksteed baby swing basket within the Children's Play Area had been damaged and needed to be replaced at a cost of £199.00 plus VAT

RESOLVED: that the cost be approved.

15/023 NEIGHBOURHOOD PLAN STEERING GROUP

15/023.1 Reports

Copies of three reports from Councillor Lush are attached to the minutes.

The meeting noted that the Steering Group urgently needed at least:

- a. more Councillors to join the Group.
- b. more members of the public to join the Group
- c. someone to take minutes of Steering Group meetings (reports on the meetings have been produced to date which was different)

RESOLVED: that the Clerk ask the Steering group not to make any decision on whether or not to tell Council that they would be unable to continue with their work until July at the earliest. The main reason being that these were the first reports that Council had received and it was only about three weeks to the next Steering Group meeting which was not long enough for Council to help find additional support. The meeting also noted that Neighbourhood Planning was the theme for the stall at the Village Fete at the end of June and that event could be used to try to get more people on board.

15/023.2 Terms of Reference for Steering Group

RESOLVED: that the Clerk draw up draft terms of reference for consideration at the next meeting

15/024 OFF ROAD CAR PARK IN TARVIN

A copy of the report on a meeting held with Mr John Tweed is enclosed

RESOLVED: that no action be taken at the present time but if appropriate Council would review the report again following the meeting with Gladman.

15/025 SPECIAL PROJECTS

RESOLVED: (15/025.1) that the installation of new low level lighting on the King George V Playing Field be approved as a special project with the sum of £200.00 immediately allocated towards the project. Councillor Twigg would obtain some costs for the project and if appropriate the sum of £200.00 would be increased to at least £500.00.

RESOLVED: (15/025.2) that the creation of a map of Tarvin Parish with an overlay showing all the public footpaths and bridleways and points of special interest be approved as a special project and that a costing be obtained.

RESOLVED: (15/025.3) that a costing be sought to provide Yellow Lines on the King George V Playing Field Car Park close to the Scout and Guide Building

Councillor Spruce offered to provide details of a company who could quote for the work

RESOLVED: (15/025.4) that a costing be sought for two semi-circular metal seats to be sited behind the basketball hoop on the King George V Playing Field.

RESOLVED: (15/025.5) that the old Youth Club funds be used to purchase the two semi-circular seats should Council agree to purchase them

RESOLVED: (15/025.6) that a costing be obtained for some comfortable benches with picnic tables in the Children's Play Area on the King George V Playing Field

RESOLVED: (15/025.7) that the removal of the white line along Park Lane be removed from the list as it was the responsibility of Highways who had agreed to carry out the work at some point in the future

RESOLVED: (15/025.8) that Councillor Pochin speak to the landowner about the tidying up of the castellated wall

RESOLVED: (15/025.9) that Councillor Twigg investigate the possibility of having a track on the King George V Playing Field suitable for little ones to learn to ride a bike

RESOLVED: (15/025.10) that the following items remain on the future list for Special Projects, although by leaving them on Council was not recommending them for approval at a future date:

Conservation Area Sign

Consideration of the employment of someone to litter on a part time basis

New pedestrian gate at the end of Hockenhull Lane

Tarmac area of soil at entrance to the King George V Playing Field from Meadow Close

RESOLVED: (15/025.11) that the Clerk forward a copy of the Street Scene Service Standards to Councillors

15/026 A54 ROAD – SPEED LIMIT – PEDESTRIAN ISLAND

In August 2014 a local resident had complained about how difficult it was to cross the road with a toddler and a baby. She had said that there was a small island but when she had the pram it wouldn't fit on properly and it felt very unsafe to be stood in the middle of such a busy road with speeding traffic.

Highways had measured the island in the middle of the road and reported that as it measured 8 metres long and 1.8 metres wide (which met the National Standards) they would not be taking any action.

The Clerk had asked Highways to reconsider their decision on the grounds that meeting the National Standards for the size of the island did not necessarily mean that the crossing was safe at that point.

Highways had then agreed to carry out an initial assessment to see whether the location was likely to meet their criteria for a formal pedestrian crossing. The Clerk had requested that the assessment include a review of the speed limit along the road.

Since the last meeting of the previous Council Highways had reported that the initial assessment had shown that the location fell considerably well below the requirements to meet the criteria for the provision of a crossing. The speed limit assessment had also been completed and discussed with the Police. It did not meet the criteria for a reduction in limit from the existing 50mph. A copy of the report produced by Highways is attached to the minutes.

RESOLVED: that Council reluctantly, and with some concern for future safety of those using the road, accept the conclusions of Highways and the Police

15/027 LIST OF ITEMS BROUGHT FORWARD AND NOT COVERED ELSEWHERE ON THE AGENDA

A copy of the list is attached to the minutes.

Item 4.6 Turning into Tarporley Road

The meeting noted that the work had been completed.

Item 4.12 Replacement Tree High Street

The meeting noted that the dead tree had been removed and then discussed whether it was appropriate to replace it.

RESOLVED: that the Clerk ask Highways not to plant a replacement tree

15/028 CLERK'S REPORT/CORRESPONDENCE

The following had been forwarded to Councillors:

- a. Cheshire West and Chester Council – Members Briefings No's 811 to 814
- b. Cheshire West and Chester Council – Structural Maintenance Rolling Programme – Schemes to be surveyed Summer 2015
- c. Cheshire West and Chester Council – Playing Pitch Strategy – Parish Council Survey – The survey had been completed online by the Clerk

15/029 FINANCIAL MATTERS

15/029.1 Bank Mandate

RESOLVED: that the following signatories be approved:

Councillor Cotgreave, Councillor Lush, Councillor Pochin, Councillor Spruce, Councillor Williams, the Clerk.

The meeting noted that the following amendments would be implemented to the existing mandate lodged with Lloyds Bank:

Removal: Mr J W Shaw-Pollard

Addition: Councillor Pochin

15/029.2 Payments

The meeting noted that the following payments had been authorised by the Clerk and paid between 1st April and 18th May 2015. Cheques had been signed by Councillors Cotgreave and Williams

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
Scottish Power	Street Lighting – January to March 2015	268.00
12.76	255.24	1,750.00
Sage UK Ltd	Instant Payroll Licence Year to March 2016	144.00
24.00	120.00	300.00
Payroll Cheques	April 2015	905.37
0.00	905.37	13,325.00
Cheshire Community Action	Membership Fee	50.00
0.00	50.00	1,050.00

15/029.3 Cheque Payments

RESOLVED: that the following payments be authorised –

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
Fastrack Maintenance Ltd	Grounds Maintenance April 2015	275.32
45.89	229.43	1,960.00
United Utilities Water Ltd	Qtr. to April 2015	39.43
0.00	39.43	300.00

Cheshire Association of Local Councils	Affiliation Fee	695.68
0.00	695.68	1,000.00
Chester and District Housing Trust	Garage Rent – Qtr. to 30th June 2015 – 13 weeks at £4.76 per week	61.88
0.00	61.88	0.00
Cheshire County Playing Fields Association	Affiliation Fee	20.00
0.00	20.00	304.32
Tarvin Community Centre	Stall at Village Fete	25.00
0.00	25.00	180.00
JDH Business Services Ltd	Internal Audit Year to March 2015	117.60
19.60	98.00	325.00
Payroll Cheques	May 2015	870.28
0.00	870.28	12,419.63

15/029.4 Internal Audit Report

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

15/029.5 Annual Governance Statement

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

15/029.6 Accounting Statements

The Accounting Statements for the year ended 31st March 2015 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.

15/029.7 Willington Parish Council

RESOLVED: that a payment of 0.7% of the general reserves at 31st March 2015, an amount of £93.02, to cover the properties transferred to Willington under the Community Governance Review be approved.

15/030 TOPICS FOR TARVINONLINE

RESOLVED: that articles be written on the appointment of Officers and the Annual Parish Meeting

15/031 DATE OF ANNUAL PARISH MEETING

The Clerk had been in communication with Councillor Lush prior to the meeting regarding a date for the Annual Parish Council. The meeting was informed that the Annual Parish Meeting would be on the evening of Thursday 28th May 2015

15/032 DATE OF NEXT MEETING

RESOLVED: that the next meeting be held on Monday 22nd June 2015 – 7.15pm - Edna Rose Room, Tarvin Community Centre