

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 23RD OCTOBER 2023.**

**PRESENT:**

Councillor R Ford (Chairman)  
Councillor M Butler  
Councillor S Dutton  
Councillor D Howorth  
Councillor N Poole  
Councillor P Ryan  
Councillor A Sheppard  
Councillor P Twigg  
Councillor M Williams

**IN ATTENDANCE:**

2 members of the public  
Cheshire West and Chester Council – Councillor T Cooper  
Parish Council Clerk – Mr M Hassall

**APOLOGIES AND REASONS FOR ABSENCE:**

Councillor P Buckley (holiday)  
Councillor E Lush (out of the area on the day of the meeting)

**23/141 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**23/141.1 New Written Requests for Dispensations**

There were no new requests.

**23/141.2 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.

**23/142 OPEN FORUM**

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

**23/143 PARISH COUNCIL MEETING**

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

**23/144 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)

A resident had raised concerns regarding a huge puddle of water by the entrance to the garage on Tarporley Road, drainage issues along and around Tarporley Road, poor maintenance and cleaning of roadside kerbs, and a streetlight that was on continuously on Croxton Green.

Cheshire West and Chester Councillor Cooper agreed to follow up the drainage issue with the resident.

**23/145 MINUTES OF THE MEETING HELD ON 25TH SEPTEMBER 2023.**

**RESOLVED:** that the minutes of the meeting held on 25th September 2023 be signed by the Chairman of the meeting as a correct record.

**23/146 REPORTS ON MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 25TH SEPTEMBER 2023 NOT COVERED BY THE AGENDA**

**23/146.1 Bench – Hockenhull Avenue** (Previous Minute 23/135)

The new bench had been installed.

**23/146.2 Bank Mandate** (Previous Minute 23/137.6)

The change to the mandate had been completed.

**23/146.3 Tarvin/Oscroft Clean Up** (Previous Minute 23/134)

Four volunteers (three of whom were Councillors) had covered much of the main streets/roads in Tarvin on the Saturday. The Oscroft clean-up had been postponed for a week due to the poor weather.

**23/147 PLANNING MATTERS**

**23/147.1 Planning Applications**

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

**23/02878/FUL** - Single storey rear and side extension with rooflights, alterations to elevations and fenestration to include new side and front window opening - Tolcarne House, Cross Lanes, Oscroft

Comment: We note the concerns raised by an immediate neighbour but have no objections.

**23/02686/DIS** - Discharge of condition 7 (Waste Classification Assessment Report) of application 21/03484/FUL - Greenacre Garage, Church Street, Tarvin

Comment: No Objection

**23/03042/FUL** - Demolition of outbuilding, extension and conversion of workshop building to enlarge existing dwelling, existing access set between buildings removed and existed boundary wall extended - Lodge Heyes, Shay Lane, Tarvin

Comment: No Objection subject to the proposal conforming to all local plan policies.

**23/02694/LBC** - Replacement of front door and front four windows like for like – 86 High Street, Tarvin

Comment: No Objection

**22/03238/FUL** - Erection of 2no. dwellings and a single storey detached garage - Land at Former Fraser Chadwick Site By Pass Road Tarvin

Comment: Whilst we acknowledge that the massing of the proposed development has been reduced and adheres to separation distances, we request that the officer address the matters raised by objectors relating to over development, overlooking, drainage, contamination and safe access and egress from the site, overbearing garage proposed.

### **23/147.2 Notices**

**23/00079/OUT** - New dwelling to be constructed and site to be divided to accommodate residential amenity with increased access to the site - Rosebank Cottage, Cross Lanes, Oscroft – **APPLICATION WITHDRAWN**

**23/00684/FUL** - Demolition and re-construction of boundary wall and widening of access and hardstanding (retrospective) Broomheath Cottage, Platts Lane, Tarvin - **REFUSED**

**23/01964/FUL** – Removal of existing conservatory, repositioning of second storey rear window, repositioning of garden fencing and garden wall to be taken back to match existing - 1 Tarvin Mews Church Street Tarvin - **PERMISSION**

### **23/147.3 Other**

**23/147.3.1** - 21/03484/FUL - Change of use of existing vehicle workshop to retail E(b), expansion of area of the existing retail facility and cessation of use of existing vehicle workshop. Retention of existing fuel station and provision of managers flat within existing first floor area – Greenacre Garage, Church Street, Tarvin

Concerns had been raised by a near neighbour regarding the noise level of the heating pump at the garage and the spotlights at the rear of the building.

**RESOLVED:** that Environmental Health be asked to conduct checks.

**23/147.3.2** - 21/03690/FUL - Change of Use of land for use as traveller site consisting of 1 static caravan, 3 trailer caravans, day room, septic tank, and landscaping - Land at Tarporley Road, Tarvin

The meeting noted that an appeal had been made to the Secretary of State against the decision of Cheshire West and Chester Council to refuse to grant planning permission for the above proposal. The Planning Inspectorate had set a date for the Hearing – 9th January 2024.

### **23/148 KING GEORGE V PLAYING FIELD**

**23/148.1 Co-op Funding Application** (Previous Minute 23/058.5)

The application had been successful. The meeting noted that the funding round would start on 22nd October 2023 and would run for 12 months until 19th October 2024.

**23/148.2 Football Goal Posts and Swing in the Children’s Play Area**

The swing had been repaired but nothing had been heard regarding the application for funding for the goal posts.

**23/148.3. King George V Playing Field, Tarvin - Registered Charity No 1083973**

The meeting noted that the Clerk had completed the online Annual Return for 2023 with the Charity Commission.

### **23/149 ROAD SAFETY**

**23/149.1 Signage**

The quotes for the vehicle activated signs for Tarporley Road and Shay Lane had still not been received. Councillor Lush had made no progress with his letter to the Director of Highways.

**RESOLVED:** that Cheshire West and Chester Councillor Cooper ask Highways for a progress report.

**23/149.2 Footway – Tarporley Road**

Streetcare had indicated that their records showed that the work was complete although they had not been to sign it off.

**RESOLVED:** that the Clerk continue to follow this matter up as the footway looked no different to earlier in the year.

#### **23/149.3 Junction of Shay Lane and A54 Road**

Concerns had been raised by a Shay Lane resident regarding the poor state of the road surface at the junction of Shay Lane and the A54 road and that the road markings had almost disappeared. The Clerk had reported the issue to Highways and a response was awaited.

#### **23/149.4 Lower High Street**

A concern had been received from a resident regarding large tractors with fully laden trailers using Lower High Street to avoid going up the main road to the roundabout. The meeting noted that the Clerk had replied informing the resident that similar concerns had been raised previously and both Highways and the Police had indicated that these vehicles were not breaking any law by using Lower High Street to avoid the main roundabout.

#### **23/150 DEFIBRILLATOR**

The conservation officer had confirmed that planning approval was not required.

#### **23/151 POLICIES AND PROCEDURES**

**23/151.1 RESOLVED:** that minor amendments to the Standing Orders be approved.

**23/151.2 RESOLVED:** that the Financial Standing Orders be reviewed when the National Association of Local Councils had completed their review of the Model Financial Standing Orders.

**23/151.3 RESOLVED:** that over the coming months the Clerk prepares draft policies and procedures covering employment.

#### **23/152 FUTURE PROJECTS**

**RESOLVED:** that Councillors give thought to possible future projects and that this be an agenda item again in the near future.

#### **23/153 NEWSLETTER**

Articles suggested were co-op funding, hedges, travellers' site, car park, and Christmas trees.

**RESOLVED:** that a request for flyers to be given out with the newsletter be refused. However, an article written and included in the newsletter would be acceptable.

#### **23/154 CHRISTMAS MARKET**

The market, scheduled for 2nd December, had been cancelled. The retirement of a number of committee members and the failure of all attempts to find sufficient new volunteers to be involved in the administration and planning of the Market had led to the decision being made. The grant given to the committee for this year's event had been returned.

#### **23/155 CLERK'S REPORT/CORRESPONDENCE**

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 (ChALC) – E Bulletins

- b. Parent from Hockenhull Avenue regarding school transport. (Cheshire West and Chester Councillor Lush was following this up)
  - c. Cycling Matters! Autumn 2023 Issue
  - d. Cheshire West and Chester Council – Cost of Living Support
  - e. Police and Crime Commissioner for Cheshire - Newsletter
  - f. Information Commissioner’s Office – Newsletter October 2023
  - g. Statutory Review of Cheshire West and Chester’s Polling Districts and Polling Places - Section 18C of the Representation of the People Act 1983
  - h. Town and Parish Connections Event: Planning - Wednesday 29th November 6pm to 7pm - Councillors Buckley, Lush, Ryan and Twigg would be attending.
  - i. Cheshire Community Action – Annual General Meeting – 8th November 2023. Councillor Ford would be attending.
  - j. OPAL Services (Rural West Cheshire) Annual General Meeting - 22nd November 2023
  - k. Co-op Local Community Fund – celebration event – Tarvin Co-op Saturday 18th November – 2pm - Councillor Buckley would be attending.
  - l. Police and Crime Commissioner's Review 2023 – 3rd Quarter
  - m. Community Speed Watch – e-mail from PCSO Hannath.
- RESOLVED:** to publicise this item to residents
- n. Letter from the Chair of Tarvin Athletic FC re request for a container on the King George V Playing Field.  
The meeting noted that the Clerk had responded providing details of why the request could not be approved.
  - o. ChALC Training Session - Cheshire West and Chester Code of Conduct - Tuesday 31st October at 6pm.

**23/156 FINANCIAL MATTERS**

**23/156.1 August and September 2023 Payments and Payments between meetings**

Councillor Ford had confirmed in writing that all payments authorised by the two meetings had been made as approved by Council and that the payments shown below as paid since the last meeting had been paid as shown.

**23/156.2 RESOLVED:** that the following payments made since the last meeting be confirmed:

**Payments between meetings.**

<b>Payee and Detail</b>	<b>Amount to be Paid inc. VAT</b>	<b>Amount net of VAT (charge against budget)</b>	<b>Budget Provision available before payment</b>
<b>Water Plus Ltd</b> Water King George V Playing Field – 20th August to 19th September 2023	<b>17.50</b>	17.50	159.95
<b>Groundforce Landscape Ltd</b> Grass Cutting King George V Playing Field + Millennium Garden + Oscroft Green – September 2023	<b>610.55</b>	508.79	1,348.68
<b>Scottish Power</b> Electricity Qtr. to September 2023	<b>490.49</b>	467.13	2,831.30

**23/156.3 RESOLVED:** that the following payments be authorised, and that payments be made by internet banking:

<b>Payee and Detail</b>	<b>Amount to be Paid inc. VAT</b>	<b>Amount net of VAT (charge against budget)</b>	<b>Budget Provision available before payment</b>
<b>St Andrews Church</b> Annual Donation Re Maintenance of the War Memorial	<b>100.00</b>	100.00	100.00
<b>Cheshire West and Chester Council</b> Fees and Charges May 2023 Parish Council Election	<b>213.00</b>	213.00	530.00
<b>Cheshire Association of Local Councils</b> Training Councillor Williams	<b>25.00</b>	25.00	140.00
<b>Tarvin Community Centre</b> Hire of Room for Council Meetings – July, August, September 2023	<b>61.38</b>	61.38	149.40
<b>Mr M Hassall</b> Re-imbusement of Annual Donation to British Legion for Wreath £300.00	<b>300.00</b>	300.00	300.00
<b>Mr M Hassall</b> Clerk Expenses Qtr. to 30th September 2023. Work at Home Allowance £78.00, Postage £6.00, Ink for printer £63.13, re-chargeable batteries for Council phone £7.69	<b>154.82</b>	144.30	618.76
<b>Water Plus Ltd</b> Water King George V Playing Field – 20th August to 19th September 2023	<b>84.15</b>	84.15	142.45
<b>Payroll</b> October 2023	<b>1,483.32</b>	1,483.32	14,207.04

**23/156.4 Direct Debits**

The meeting noted the following direct debit payments:

29th September 2023 – British Telecom Plc - Telephone and Internet September 2023 – two venues – £122.59.

5th October 2023 - Sage Global Services Ltd – Payroll Software October 2023 - £9.60

**23/156.5 VAT**

The meeting noted that the Clerk had completed a claim for VAT Refund for the Year to March 2023 and that the amount of the claim, £3,343.49, had been received.

**23/156.6 Management Accounts.**

The Managements Accounts for the 6 months to 30th September 2023 were received and noted.

**23/157 LIST OF OUTSTANDING ITEMS**

The report was noted.

**23/158 TOPICS FOR PUBLICATION**

Items were the same as for the newsletter.

**23/159 FREEDOM OF THE PARISH**

Mr. David Cotgreave had indicated that he would be very happy to receive the award. Cheshire West and Chester Councillor Cooper confirmed that the application made to Cheshire West and Chester Council for an award was progressing.

**23/160 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” (to comply with item 6.3 of the policy)

**23/161 FREEDOM OF THE PARISH**

**RESOLVED:** that the award be made to Mr. David Cotgreave in recognition of his 54 service to the community whilst serving as a Councillor.

**23/162 DATE OF NEXT MEETING** – Monday 27th November 2023 – 7.15pm - Edna Rose Room, Tarvin Community Centre