

MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 25TH SEPTEMBER 2023.

PRESENT:

Councillor R Ford (Chairman)
Councillor E Lush (Vice Chairman and Cheshire West and Chester Council Councillor)
Councillor P Buckley
Councillor M Butler
Councillor S Dutton
Councillor N Poole
Councillor P Ryan
Councillor M Williams

IN ATTENDANCE:

2 members of the public
Parish Council Clerk – Mr M Hassall

APOLOGIES AND REASONS FOR ABSENCE:

Councillor D Howorth (holiday)
Councillor A Sheppard (holiday)
Councillor P Twigg (work commitment)
Cheshire West and Chester Council – Councillor T Cooper

23/117 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS

23/117.1 New Written Requests for Dispensations

There were no new requests.

23/117.2 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 Lush declared an interest in all CWaC matters that impacted on the Tarvin/Kelsall ward directly, but specifically the Tarvin PC area e.g., proposal to close a road to deal with a pothole or indirectly e.g., a policy that changes how an issue will be dealt with that could have potential implications for the Tarvin PC area. The declaration was made due to his position as a Cheshire West and Chester Councillor. Councillor Lush declared an interest in Planning Application 23/02660/FUL as he knew the applicant. No other declarations were made.

23/118 OPEN FORUM

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

23/119 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

23/120 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)

23/120.1 A resident had spoken in support of Planning Application 23/02660/FUL.

23/120.2 The following concerns had been expressed regarding planning matters for the Greenacre Garage site, Church Street, Tarvin:

23/120.2.1 The business was open for longer hours than approved.

23/120.2.2 The signage screening was inadequate.

23/120.2.3 For the proposed discharge of condition 7 (Waste Classification Assessment Report) of application 21/03484/FUL only two samples had been taken.

23/121 MINUTES OF THE MEETING HELD ON 21ST AUGUST 2023.

RESOLVED: that the minutes of the meeting held on 21st August 2023 be signed by the Chairman of the meeting as a correct record.

23/122 REPORTS ON MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 21ST AUGUST 2023 NOT COVERED BY THE AGENDA

23/122.1 Rural Parishes Meeting with Highways (Previous Minute 23/102.1)

Councillors Lush and Ryan had attended the meeting where two members of Highways had explained the systems used by Highways. Since then, Councillor Lush had written to the Director of Transport and Highways expressing his thanks for an excellent presentation and suggesting that an appropriate fact sheet be sent to all Parish Councils to help them understand how Highways works.

23/122.2 Road leading to Turkey Farm (Previous Minute 23/102.2)

Councillor Lush reported that the roadway leading to the Turkey Farm was highway but the area with the fencing was private.

23/123 PLANNING MATTERS

23/123.1 Planning Applications

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

23/02660/FUL - Garage conversion to form home office - Oak House, Abbeyfield Gardens, Holme Street, Tarvin

Comment: No Objection

23/02833/FUL – Installation of an external Biomass boiler to assist with heating existing workshop and log drying kiln - Fern Bank, Cross Lanes, Oscroft

Comment: No Objection

23/02903/TPO - 1x Oak in rear garden - Carry out a crown reduction of 2.5m - 3m to suitable pruning points – The Oaks, 23 Broomheath Lane, Tarvin

Comment: No Objection

23/123.2 Notices

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 – **REFUSED**

23/123.3 PLANNING APPEAL

22/02356/FUL - Erection of closeboard timber fence (retrospective) – 25 Platts Lane, Tarvin

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 appeal to be determined on the basis of written representations.

23/123.4 OTHER

23/01404/S73 - Change of use of existing vehicle workshop to retail associated with the existing petrol filling station and provision of managers flat - Variation of condition 5 (opening hours) of application 21/03484/FUL - Greenacre Garage, Church Street, Tarvin
The matter had been reported to Planning Enforcement, but they had yet to allocate it to an officer due to a backlog of work.

RESOLVED: that the Clerk report the issues highlighted under minute 23/120.2.2 and 23/120.2.3.

23/124 KING GEORGE V PLAYING FIELD

23/124.1 Football Goal Posts (Previous Minute 23/104.1)

Councillor Twigg was waiting to hear the outcome of the request for funding.

23/124.2 Swing in Children's Play Area (Previous Minute 23/104.2)

Wicksteed did not have the necessary part in stock, but they had a used one which was being ordered.

23/124.3 Field Management Committee Meeting

The meeting noted that the meeting scheduled for 13th September had been cancelled as only Councillor Twigg and the Clerk were the only two in attendance when the meeting had been due to start.

23/124.4 Electric Bikes

A concern had been received regarding electric bikes being used on the field. On Saturday afternoon 9th September at about 3pm there were two electric bikes being raced around the field at a high speed. There were a group of eight young people with two on the bikes.

RESOLVED: that the matter be brought to the attention of PCSO Hannath as no bikes should be ridden on the field.

23/125 WAR MEMORIAL

Brass Plaque Cleaning

Councillors Ryan and Williams had washed the plaques as advised but it had not made a significant difference. A quote of £977.84 plus carriage and VAT had been received to remove and later replace the plaques after being refurbished.

RESOLVED: not to accept the quote or look for alternatives.

23/126 ROAD SAFETY

23/126.1 Signage

The quotes for the vehicle activated signs for Tarporley Road and Shay Lane had still not been received despite Borough Councillor Cooper being asked to help.

RESOLVED: that Cheshire West and Chester Councillor Lush write to the Director of Highways asking for progress with this item.

23/126.2 Lower High Street

The meeting noted that there had been an incident on Lower High Street very early morning 16th September. What appeared to have happened was that the road had been closed due to United Utilities work, and someone had driven a white fiat (SJ59 WWK)

down the street and straight into the road works and then left the scene. The Clerk had **23/126.2.1** informed PCSO Hannath and Highways.

23/126.2.2 sent detailed responses to two residents, in response to their concerns, informing them of the work that Council and Highways were undertaking.

23/127 DEFIBRILLATOR

This item had not been progressed.

RESOLVED: that Councillor Ryan check with the Conservation Officer to ascertain whether planning approval was required.

23/128 CO-OP CAR PARK

This item had been escalated. The area had been tidied, and the contractor had been instructed to check the wall and if necessary clear up on a regular basis to ensure that the area was safe.

23/129 PUBLIC CAR PARK

The Diocese of Chester had said that the position had not changed, they wished to retain the land and with the present usage.

23/130 POLICIES AND PROCEDURES

RESOLVED: that the following be approved. Copies of the approved documents would be posted onto the Council website.

23/130.1 Freedom of the Parish Policy. **23/130.2** Guidelines for Public Participation at Council meetings. **23/130.3** Health and Safety. **23/130.4** Environmental and Sustainability Policy.

It was proposed that former Councillor David H Cotgreave be nominated for the Freedom of the Parish award.

RESOLVED: that the proposal be approved and that the Clerk speak to Mr Cotgreave before the next meeting.

23/131 CHRISTMAS TREES

23/131.1 Large Tree

The local resident had kindly agreed to donate a large tree for the village which would be positioned in front of the Methodist Church.

23/131.2 Other Trees

Councillor Ford reported that the trees would be purchased from the same contractor as last year and at a similar cost.

23/131.3 Installation of Trees

RESOLVED: to install the trees on Sunday 26th November and not the Saturday as had been previously agreed as the streets should be much quieter.

23/132 INSURANCE

Parish Council Insurance was due for renewal on 1st October 2023. An alternate quotation had not been sought as Council had a long-term agreement which was due to expire on 30th September 2024.

RESOLVED: that the new premium of £1,943.18 be approved

23/133 REMEMBRANCE SUNDAY

The meeting noted that the Clerk would be ordering the wreath for Council and making the donation of £300.00 (agreed budget figure) during the next few days.

The Churches had indicated that the service on the Sunday would be held outside St Andrews Church but streamed into the Methodist Church for those who preferred to be inside. Councillor Ford confirmed that he was available to represent Council at the service and read “In Flanders Fields”.

23/134 TARVIN/OSCROFT CLEAN UP

The meeting noted that the next litter pick would start at 9:30am on 21st October and finish no later than 12:30pm. Pickers, bibs and bags could be collected at 9:30am at Tarvin Community Centre for the Tarvin pick or Oscroft Green for the Oscroft pick.

RESOLVED: that the Clerk order more equipment (but not pickers) from Cheshire West and Chester Council.

23/135 BENCH – HOCKENHULL AVENUE

The wooden bench at the junction of Hockenhull Avenue had been damaged and removed by Sanctuary Housing who had indicated that they would replace it with a new brown bench made from recycled plastic which would be heavy and anchored to the ground.

23/136 CLERK’S REPORT/CORRESPONDENCE

23/136.1 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 (ChALC) – E Bulletins
- b. Cheshire Community Action News – August 2023
- c. Resident response to Tarvin Times, Autumn 2023
- d. Invitation to attend Tarvin Community Woodland Run Sunday 17th September 2023
- e. PCSO Hannath - Newsletter
- f. Cheshire West and Chester Online Connections Event - Develop a new strategic plan for the Borough - 27th September - 6pm
Councillor Lush would be attending.
- g. Police & Crime Commissioner – Newsletter – A summer action in Cheshire
- h. Grant Funding Opportunity – Multiply
- i. ChALC 2023 Annual Meeting Thursday 12th October - Helsby
Councillor Twigg would be attending.
- j. Information Commissioners Office Newsletter September 2023
- k. The Eddisbury Report – Back to School Edition
- l. Town and Parish Connections Event: Support for tree planting in Cheshire - 16th October 6pm to 7pm
- m. Cheshire West - Lunch and Learn – Energy Saving Advice Talk - Thursday 28th September 2023 from 12pm until 1pm
- n. Police and Crime Commissioner – Annual Report
- o. ChALC Board Member Recruitment

23/136.2 Thank You

The resident who attended the May 2023 Council Meeting along with a consultant that he had appointed to advise on planning application 23/01232/S73 had asked the Clerk to thank Council for listening to the concerns that were raised and for taking them into consideration.

23/137 FINANCIAL MATTERS

23/137.1 RESOLVED: that the following payments made since the August meeting be confirmed:

Payments between meetings.

Payee and Detail	Amount to be Paid inc. VAT	Amount net of VAT (charge against budget)	Budget Provision available before payment
Water Plus Ltd Water King George V Playing Field – 20th July to 19th August 2023	17.50	17.50	180.64
Huntington Parish Council Playground Inspection Course – Councillor Williams	55.00	55.00	195.00
Groundforce Landscape Ltd Grass Cutting King George V Playing Field + Millennium Garden + Oscroft Green – August 2023	610.55	508.79	1,755.71

23/137.2 RESOLVED: that the following payments be authorised, and that payments be made by internet banking:

Payee and Detail	Amount to be Paid inc. VAT	Amount net of VAT (charge against budget)	Budget Provision available before payment
A J Gallagher Insurance Insurance Year to 30th September 2024	1,943.18	1,943.18	1,920.00
PKF Littlejohn External Audit Year to March 2023	378.00	315.00	310.00
Payroll September 2023	1,573.42	1,573.42	17,130.67
HMRC PAYE and Nat Insce. July to September 2023	1,350.21	1,350.21	15,557.25

23/137.3 Direct Debits

The meeting noted the following direct debit payments:

30th August 2023 – British Telecom Plc - Telephone and Internet August 2023 – two venues – £122.59.

6th September 2023 - Sage Global Services Ltd – Payroll Software September 2023 - £9.60

23/137.4 External Audit

The External Audit had been completed and the Annual Return had been returned to the Clerk. The only issue to bring to the attention of Council was that the Clerk had entered an incorrect date on the period for the exercise of public rights. 21st July was entered as the closing date whereas it should have been 28th July.

RESOLVED: that the Annual Return including the certificate signed by the External Auditor be approved and accepted by Council.

The Completed Annual Return would be published on Council's website and Noticeboard before 30th September.

23/137.5 Internal Audit

The internal auditor had requested that Council approve, and the Clerk signed, a new engagement letter.

RESOLVED: that the Clerk sign and return the engagement letter.

23/137.6 Bank Mandate

RESOLVED: that Councillor Butler be added to the bank mandate.

23/138 LIST OF OUTSTANDING ITEMS

The report was noted.

23/139 TOPICS FOR PUBLICATION

Topics for publication were suggested.

23/140 DATE OF NEXT MEETING – Monday 23rd October 2023 – 7.15pm - Edna Rose Room, Tarvin Community Centre