

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 21ST AUGUST 2017**

**PRESENT:**

Councillor P Ryan (Chairman)  
Councillor E Lush (Vice Chairman)  
Councillor D H Cotgreave  
Councillor B Dean  
Councillor R Ford  
Councillor M Lloyd  
Councillor P Twigg  
Councillor S Willey

**IN ATTENDANCE:**

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

**APOLOGIES:**

Councillors C Jones (out of the area), M Pochin (holiday)

**17/091 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**17/091.1 New Written Requests for Dispensations**

There were no new requests.

**17/091.2 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.

**17/092 OPEN FORUM**

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

**17/093 PARISH COUNCIL MEETING**

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

**17/094 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)

**17/094.1** Borough Councillor Deynem had reported that Highways had indicated that the work to paint the road markings at the bus stops was in their system. There was therefore nothing to suggest that the work would not be completed within a short period of time.

**17/094.2** A member of the Tarvin Residents Group had thanked the Parish Council and Borough Councillors, and in particular Borough Councillor John Leather, for their support regarding the Gypsy and Traveller Sites consultation and had added that the Group were very willing to help the Parish Council and the Steering Group produce a robust, properly worded, Neighbourhood Plan.

**17/095 MINUTES OF THE MEETING HELD ON 24TH JULY 2017**

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

**17/096 REPORT ON ACTIONS ARISING FROM THE MEETING ON 24TH JULY 2017 NOT COVERED BY THE AGENDA**

**Newsletter** (Previous Minute 17/085)

Councillor Cotgreave expressed concern that yet again the printer had not produced the newsletter within an agreed timescale. He added that there was an article in it which included a closing date and the late delivery meant that residents had insufficient time to respond. The meeting noted that the next newsletter would also include time relevant items.

**RESOLVED:** that the Clerk look to find an alternative supplier.

**17/097 CO-OPTION OF NEW COUNCILLOR**

No applications had been received. The position would continue to be publicised.

**17/098 PLANNING MATTERS**

**17/098.1 Planning Applications**

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

**17/03030/FUL** – Single Storey Rear Extension – 28 The Ridgeway, Tarvin

Comment: No Objections

**17/03340/FUL** – Single and two storey side extension – 30 Crossfields, Tarvin

Comment: No Objections

**17/03425/FUL** – Single storey rear extension, first floor side extension and new pitched roof over front lounge and garage – 9 Hunters Crescent, Tarvin

Comment: No Objections

**17/03406/FUL** – First floor side extension – The Cottage, 29 Hockenhull Lane, Tarvin

Comment: No Objections

**17/098.2 Notices**

The following notices had been received:

**17/02675/FUL** – Two Storey Side Extension – 24 Hallfields Road, Tarvin – **PERMISSION**

**17/02672/OUT** – 1 Residential Dwelling – Land at Platts Lane, Tarvin – **REFUSAL**

**16/04455/OUT** - Outline application for the residential development of 3no. detached dwellings - Craythorne Tarporley Road Tarvin – **REFUSAL**

**17/02938/FUL** - Part demolition of existing cow shed and conversion to create 1 dwelling, conversion of existing barn to create 3 dwellings and erection of single and triple detached garages, new vehicle access and change of use of land to provide domestic curtilage – Oscroft Farm, Shay Lane, Oscroft – **PERMISSION**.

### **17/099 NEIGHBOURHOOD PLANNING**

**17/099.1** Councillor Lush stated that he was grateful for the offer made in the Open Forum by Tarvin Residents Group.

**17/099.2** He reported that the paperwork promised by Mr Richard Thresh, Cheshire Community Action, by the end of June 2017 had still not been received. Earlier in the day he had received details from Councillor Dean of another organisation who would be prepared to carry out the work.

**RESOLVED: (17/099.2.1)** that Councillor Lush ask Mr Thresh to produce the updated Plan with policies no later than Wednesday 6th September 2017.

**RESOLVED: (17/099.2.2)** that if Mr Thresh did not achieve this deadline the contract with Cheshire Community Action would be cancelled with no payments made.

**RESOLVED: (17/099.2.3)** that Councillor Lush obtain a quotation using the details provided by Councillor Dean.

### **17/100 REVENUE BUDGET 2017/18**

**17/100.1 Replace styles on public footpaths with kissing gates** (Previous minute 17/079.1)

Councillors Ryan and Cotgreave had met with Mr Peter Atkinson, Public Rights of Way Officer, on 8th August 2017. Councillor Ryan reported that:

**17/100.1.1** It had become clear during the meeting that Mr Atkinson already had the work in hand to replace styles with kissing gates and that he had passed the work to Highways to action.

**17/100.1.2** Footpath No 18, from the kissing gate in the Churchyard to Pool Bank had been cleared.

**RESOLVED:** that Councillor Deynem find out who in Highways was dealing with the proposed work.

**17/100.2 Parish Signage on the boundary at Bruen Stapleford** (Previous Minute 17/079.2)

The Clerk would be meeting with Highways at the Parish Boundary on 25th August 2017 to confirm the positioning and possible work.

**17/100.3 Parish Footpath Map** (Previous Minute 17/062.3)

Mr Peter Atkinson, Rights of Way, was trying to find an up to date map which Council could publish.

**17/100.4 Stonework at the back of Duckers Well** (Previous Minute 17/079.4)

Councillor Ryan reported that Councillor Pochin had offered some sandstone and further sandstone and other material could be purchased from a Reclamation Centre at Cotebrook.

**RESOLVED: (17/100.4.1)** that Councillor Ryan and local resident Mr John Lynch carry out the work and be reimbursed for all expenditure.

**RESOLVED: (17/100.4.2)** that the Clerk ensure that the project would be covered under Council's Insurance

**17/100.5 Paint the main gates of the Playing Field.** (Previous Minute 17/079.5)

A quote had been requested from a different contractor.

### **17/101 KING GEORGE V PLAYING FIELD**

**17/101.1 Tennis Club Legal Agreement.**

Councillor Pochin had made contact with the Tennis Club who had said that they had not received anything. The Clerk made contact with Cullimore Dutton and they had since written to the Clerk apologising for their delay in dealing with the matter. The paperwork had now been sent to the Tennis Club's solicitor.

### **17/101.2 Picnic Table**

The picnic table had not been installed. A quotation had been received amounting to £3,984.75 and other quotations were being sought.

**RESOLVED:** not to accept the quotation of £3,984.75.

### **17/101.3 Litter Bin** (Previous Minute 17/010.1.2)

The litter bin had been received and would be installed close to the picnic table.

### **17/101.4 Annual Inspection of Play Equipment**

An update was awaited.

### **17/101.5 CCTV/Leases/Meeting with Police Crime Commissioner**

**17/101.5.1** PCSO Ryan Reid had asked Colin Marples, Crime Reduction Advisor, to contact the Clerk but he had yet to do so.

**17/101.5.2** The Clerk had been in communication with the Clerk at Kelsall. Kelsall used a company called Crime Prevention Services who also did the CCTV around their Community Centre. The Kelsall Clerk had indicated that she was happy to show Councillors the Kelsall system on Kelsall Green.

**RESOLVED:** that the Clerk arrange for a number of Councillors to look at the system at Kelsall

**17/101.5.3** The Clerk had spoken to Fields in Trust who had confirmed that they would fully support a move to install CCTV. They (and the Charity Commission) considered this type of installation to be ancillary to the site's use and as such a formal 'change request' process would not be necessary.

**17/101.5.4** The meeting noted that all the leases referred to the tenants having access to the field and car park each day from 7.00am to 10.00pm.

**17/101.5.5** Councillor Lush had attended the meeting with the Cheshire Police and Crime Commissioner, David Keane on Tuesday 25th July and his report was as follows:

"I raised the Tarvin issues and the Commissioner said that the problems identified were not unique to Tarvin. PCSO shift patterns have been altered so that they can work up to midnight; officers have been given training on how to deal with anti-social behaviour, and individual PCSOs can call on support from a community-wide team. He promised to raise the Tarvin problem with the Chief Constable but added that in solving the Tarvin problem he would be wary about moving the problem to another community.

The meeting also brought out a couple of other useful points. There is a £60,000 safer community's budget controlled by the Commissioner that might help to finance initiatives (the maximum grant is £5,000). There is also a little-used tool on the Cheshire Police website which allows residents to identify what they think local policing priorities should be. The tool can be found as follows:

- go to the Cheshire Police website home page, [www.cheshire.police.uk](http://www.cheshire.police.uk)
- select "Local Policing" in the heading
- go to "Select Local Policing Team" and select "Cheshire Rural and Frodsham" (this covers Tarvin)
- this brings up a page which currently shows :
  - policing priorities for July
  - a report based on June's priorities
  - if you scroll further you are invited to identify your priorities"

**17/101.5.6** During discussion it was confirmed that there had been no improvement in the behaviour of those causing nuisance on the field. A number of possible solutions were mentioned including employing a security company for a four hour period each evening to protect the field, removing the hedge between the field and Townfield Lane and replacing it

with fencing, and either having an industrial chain and bolt on the main gates or installing bollards.

**RESOLVED:** that a working party comprising of Councillors Twigg, Ryan and Lush be established to examine all options, obtain quotes, and then bring proposals to the next meeting.

**17/101.6 Hedges**

**RESOLVED:** that the quotation of £389.80 plus VAT from Fastrack Maintenance Ltd to cut the hedges be accepted.

**17/101.7 Wooden Barrier**

Some of the wooden barrier by the car park had been damaged by unknown persons. The meeting noted that much of the wood was rotten. Councillor Twigg had asked Jacksons Fencing to quote for metal fencing to replace the barrier.

**17/101.8 Tennis Court Fencing**

Part of the tennis court fencing was leaning into the Children's Play Area.

**RESOLVED:** that the Clerk write to the Tennis Club asking for the fence to be repaired.

**17/101.9 Zip Wire**

A wooden slat was rotten and needed replacing.

**RESOLVED:** that the expenditure be approved.

**17/102 SPEEDING TARPORLEY ROAD, CROSS LANES, OSCROFT**

Highways were arranging for the following three surveys to be programmed from September, this way the data would be collected after the schools go back in September.

A meeting would be arranged once the results of the survey were available:

- a. Tarporley Road, Tarvin - between the A51 and Brown Heath Farm.
- b. Cross Lanes, Tarvin – on the approach to Tarporley Road
- c. Oscroft – within the village.

**17/103 TREES OSCROFT GREEN**

The inspection had been carried out and the report was awaited.

**17/104 GUTTERS AND SWEEPING**

Streetscene had yet to respond to the requests from Council.

**RESOLVED:** that Councillor Deynem try to obtain the information from Streetscene.

**17/105 GARAGE SHEAF CLOSE**

Tarvin Community Woodland Trust no longer required the garage and the key had been returned to the Clerk. The road signage used by the Christmas Market Group was in the garage along with all the Christmas Lights. Councillor Ford offered to store the Christmas Lights in his garage.

**RESOLVED:** that Councillor Fords offer be accepted and that the Clerk return the key to Sanctuary Housing as soon as the garage was empty.

**17/106 WOODEN BENCH AT OSCROFT**

The bench on the Green, close to the notice board, had been badly damaged.

**RESOLVED:** to purchase a Suffolk 6ft bench from John Robertson Ltd at a cost of £295.00 plus VAT plus delivery and installation.

**17/107 ASSIMILATION BUDGET**

**RESOLVED: (17/107.1)** that the Clerk ask Highways to remove the overgrowth from the footpath between Brown Heath Farm and Cross Lanes.

**RESOLVED: (17/107.2)** that if Highways were unwilling to carry out the work the assimilation budget be used to pay for the work.

### **17/108 LIST OF OUTSTANDING ITEMS**

#### **Item 4.3 Hedge Ridgeway**

Borough Councillor Deynem was asked to ask Highways to cut the hedge.

#### **Item 5.1 Bus Stops**

Highways had informed Borough Councillor Deynem that they had been out to Tarvin to measure and mark out the bus stops.

### **17/109 TREE STUMP HIGH STREET**

In 2015 Highways had removed a very large tree from outside the Chemist Shop on High Street leaving a tree stump approx. 2/3 feet high. Recently a pedestrian leaving the shop steps had tripped and had apparently fallen on to the tree stump.

**RESOLVED:** that Highways be asked to remove the tree stump

### **17/110 CLERK'S REPORT/CORRESPONDENCE**

#### **17/110.1 General Correspondence**

The following had been forwarded to Councillors:

- a. Cheshire Association of Local Councils E Bulletins
- b. Cheshire West and Chester Council – Consultation on Council Tax Discounts and Premiums

**RESOLVED:** that Council respond to the consultation stating that when a property was empty the period without charge should not less than three months and not more than six months

- c. Cheshire Association of Local Councils regarding a possible meeting of Parishes regarding the A51 road.

A number of Councillors had expressed an interest in attending a meeting

- d. Cheshire West and Chester Council – notice that the Community Infrastructure Charging Levy was approved by a meeting of the full Council on 20th July 2017 and that the commencement date would be 1st September 2017.

- e. Tarvin Community Centre – e-mail from NW Ambulance Service regarding access to the Defibrillator

**RESOLVED: (17/110.1e.1)** that the defibrillator at the Community Centre remain there and be removed from the NW Ambulance list as it would not be available 24 hours a day 7 days a week due to the car park being locked when the Centre was not in use.

**RESOLVED: (17/110.1e.2)** that Council look to purchase a defibrillator that could be housed on the King George V Playing Field, possibly on the Scout and Guide Hut wall

#### **17/110.2 Training**

**RESOLVED:** that the Clerk attend the Society of Local Clerks Cheshire Branch Training Day to be held at Middlewich on Thursday 21st September 2017. Cost to Council £25.00.

### **17/111 FINANCIAL MATTERS**

#### **17/111.1 External Audit**

The External Audit had been completed and the Annual Return had been returned to the Clerk. No issues had been raised. The Completed Annual Return was presented to Council.

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

#### **17/111.2 Bank Account**

Lloyds Bank had confirmed the bank account had been amended so that the current account was no longer a “business call” account. They had recommended that internet payments should be made individually rather than by their bulk payment system because the bulk payment system was meant for 12 or more payments and it only showed the one transaction on the statement. In their opinion it would be easier for Council to monitor individual payments.

The bank mandate would now be amended with Councillors Ford, Lloyd, and Pochin being added as previously approved.

**17/111.3 RESOLVED:** that the following payments be authorized and that payments be made by internet banking:

<b>Payee</b>	<b>Detail</b>	<b>Amount to be Paid</b>
VAT	Net Amount to Charge against budget	Budget available before payment
<b>Fastrack Maintenance Ltd</b>	Grass Cutting	<b>393.50</b>
65.58	327.92	1,900.44
<b>Society of Local Council Clerks</b>	Data Protection Webinar	<b>30.00</b>
5.00	25.00	
<b>Wicksteed Leisure Ltd</b>	Picnic Table and Safety Grass	<b>1,698.48</b>
283.08	1415.40	4,532.89
<b>Glasdon UK Ltd</b>	Metal Guppy Litter Bin	<b>350.14</b>
58.35	291.79	3,117.49
<b>Digital Impressions</b>	Printing Newsletters and Annual Reports	<b>440.00</b>
0.00	440.00	2,380.00
<b>BDO LLP</b>	External Audit Year to 31 March 2017	<b>360.00</b>
60.00	300.00	301.00
<b>Payroll</b>	August 2017	<b>744.52</b>
0.00	744.52	9,909.34

#### **17/111.4 Direct Debit**

The meeting noted that the following payments had been made by direct debit on 31st July 2017

British Telecom Plc – Telephone and Internet July 2017 – £58.16.

#### **17/112 TOPICS FOR TARVINONLINE**

**RESOLVED:** that articles be written on Councils possible solutions to the problems on the playing field, Duckers Well, tree stump on High Street, and hedges.

**17/113 DATE OF NEXT MEETING** - Monday 25th September 2017 – 7.15pm - Edna Rose Room, Tarvin Community Centre.