

MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD VIA VIDEO-CONFERENCE USING ZOOM SOFTWARE ON MONDAY 22ND MARCH 2021.

PRESENT:

Councillor E Lush (Chairman)
Councillor R Ford (Vice Chairman)
Councillor D H Cotgreave
Councillor B Dean
Councillor S Dutton
Councillor H Flynn
Councillor J Norrie
Councillor M Pochin
Councillor P Ryan
Councillor P Twigg

IN ATTENDANCE:

1 Member of the public
Cheshire West and Chester Council – Councillor H Tonge
Cheshire West and Chester Council - Councillor J Leather
Parish Council Clerk – Mr M Hassall

APOLOGIES AND REASONS FOR ABSENCE:

Councillor S Wiley (Business Commitment)

20/182 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS

20/182.1 New Written Requests for Dispensations

Three new written requests had been received. Councillors Cotgreave, Ryan, and Twigg were requesting Dispensations to cover the present meeting to enable them to take a full part in discussion, and if appropriate vote, on Minute 20/195. All considered that it was in the best interest of the Parish for as many Councillors as possible to be given the opportunity to consider the full agenda item as the projects chosen may be significant in terms of both finance and manpower. All three Councillors considered that they had background knowledge on most of the items proposed due to their local knowledge and length of service as Tarvin Parish Councillors.

RESOLVED: that the Dispensations be given.

20/182.2 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 Pecuniary Interest in Planning Application 21/00538/LDC.

Councillor Norrie declared a Family, Friend or Close Associate Interest in the same planning application. Councillors Lush and Flynn declared Outside Body Interests in Minutes 20/191 and 20/195. Both confirmed that they would not take part in any conversation on using money to support community groups under Minute 20/195.

Councillor Lush confirmed that Councillor Ford would take the Chair for Minute 20/191.

No other declarations were made.

20/183 OPEN FORUM

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

20/184 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

20/185 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)

No items had been raised.

20/186 MINUTES OF THE MEETING HELD ON 22ND FEBRUARY 2021.

RESOLVED: that the minutes of the meeting held on 22nd February 2021 be signed by the Chairman of the meeting as a correct record.

20/187 REPORT ON ACTIONS ARISING FROM THE MEETING HELD ON 22ND FEBRUARY 2021 NOT COVERED BY THE AGENDA

20/187.1 Traffic Islands on A51 Road (Previous Minute 20/175.1)

Highways had been asked to remove all greenery, weeds, and rubbish from the islands and island verges and also the Highways "Road Ahead Closed" sign that had been on the ground near to the islands for some time.

20/187.2 Hockenhull Avenue (Previous Minute 20/176)

Highways had been asked to repair all the potholes.

20/188 PLANNING MATTERS

20/188.1 Planning Applications

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

21/00538/LDC – Single storey rear extension – 26 Gibson Close, Tarvin

Comment: No Objections

21/01010/CAT - Walnut (T1) - Fell because it's within close proximity of the Driveway and boundary wall. Causing excessive shading and obstructing vehicle access. Ash (T2) - Remove over extended branch which is suppressing adjacent tree. Cherry (T3)- Prune over extended limbs to prevent future failure. Crab Apple (T4) - Crown reduction by upto 1m or suitable pruning point – Tay Cottage, Kelsall Road, Tarvin

Comment: No Objections

21/00877/FUL – Single storey rear extension – Harpers Barn, Ryecroft Lane, Bruen Stapleford

Comment: No Objections

20/188.2 Notices

No notices had been received.

20/189 KING GEORGE V PLAYING FIELD

20/189.1 Power Wash

The Company that had previously undertaken the work had ceased trading. A different contractor had been approached and a quote of £690 had been received and the work had been scheduled for 29th March.

RESOLVED: that the quote be approved and that the Clerk arrange for the transaction, including payment, to be completed in this financial year.

20/189.2 Booking - Tarvin Leavers

The meeting noted that the field had provisionally been booked for a Primary School Year 6 leavers celebration on 16th July from 2 to 6.30pm, with the booking being dependent on the guidelines of the roadmap published by the Government. Councillor Lush confirmed that the Community Centre gates would be open to enable the car park to be used.

20/189.3 Tarvin Fete

The field had been booked by the Committee for Saturday 3rd July.

20/189.4 Legal Agreement Re CCTV

The meeting noted that significant progress had been made. The Scout Association were in the process of obtaining a valuers report on the agreed electricity charges which was expected to be the last piece of work.

20/189.5 Grates inside the Children's Play Area

Councillor Ryan would be meeting a contractor on 25th March with the intention of obtaining a quote for the work.

20/189.6 Amended Booking – George Heath Foundation

The George Heath Foundation had amended their booking to Saturday 17th July and Saturday 7th August 2021 for their football competitions.

20/189.7 Signage

The wording on the signage by the Cableway was worn and no longer readable.

RESOLVED: that Councillor Twigg obtain a quote for a replacement.

20/190 RISK ASSESSMENT/STATEMENT ON INTERNAL CONTROL/INSURANCE REVIEW

The Finance Working Party had reviewed the above.

20/190.1 Risk Assessment.

RESOLVED: that the risk assessment document attached to the minutes be approved.

20/190.2 Statement on Internal Control.

RESOLVED: that the statement of internal control document attached to the minutes be approved.

20/190.3 Insurance Review

The Finance Working Party were happy that the existing cover met the requirements of the Council.

RESOLVED: that the recommendation be accepted

20/191 GRANTS TO LOCAL ORGANISATIONS 2020/21

Consideration was given to:

- Minute 20/012/2 from the April 2020
- The balance of £500 that had not been distributed during the year but would need to be paid by 31st March 2021.
- An application for grant funding from the Tarvin Fete Committee for £300 for the Fete to be held on 3rd July which would be before the applications for the year to March 2022 would be considered by Council.

RESOLVED (20/191.1.1): that a grant of £300 be given to the Tarvin Fete subject to the event taking place.

RESOLVED: (20/191.1.2): that the balance of £200 in the 2020/21 budget be split equally between Tarvin Community Woodland Trust and Tarvin Community Centre.

20/192 LIGHTING

The contractor had completed his work on the two orders. LED lanterns had been installed on the lighting columns in February 2021 and prior to that the Health and Safety work to strengthen two columns had been undertaken. There were two lights not working, one on the King George V Playing Field and one on Barrow Lane. The problem was with faulty connections, not connected to the work undertaken by the contractor, so Scottish Power had been instructed to carry out the repair.

RESOLVED: that the Clerk ask the contractor to provide invoices for the two jobs (£10,065 plus VAT) before the 31st March 2021 and that if received the payment be made in this financial year.

20/193 FINANCIAL MATTERS

20/193.1 February 2021 Payments and Payments between meetings

Councillor Ford had confirmed in writing that the payments approved at the February Council Meeting had been made as approved by the meeting and that the payments between meetings were as stated.

20/193.2 RESOLVED: that the following payments made since the January meeting be approved.

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
Mr S Wiley	Re-imbusement of Expenditure - Zoom – 23rd February to 22nd March 2021	14.39
2.40	11.99	318.11
Crime Prevention Services	CCTV Annual Maintenance Charge	152.77
25.46	127.31	460.00

20/193.3 RESOLVED: that the following payments be authorised, and that payments be made by internet banking:

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
Mr M Hassall	Clerks Expenses Qtr. to 31st March 2021	115.81
10.09	105.72	190.48
Payroll	March 2021	1,340.04
0.00	1,340.04	2,621.24
HMRC	PAYE and Nat Insce. January to March 2021	1,166.24
0.00	1,166.24	1,281.20

20/193.4 Direct Debits

The meeting noted the following direct debit payment.

British Telecom Plc – 1st March 2021 – Telephone and Internet February 2021 at two properties - £111.57

20/193.5 Reserves

RESOLVED: that:

20/193.5.1 £4,500 from the forecast general unearmarked reserves at 31st March 2021 be earmarked to meet the cost of a new Clerk working alongside the current Clerk when he decided to retire. It was unlikely that this would happen in 2021/22.

20/193.5.2 £3,000 from the forecast general unearmarked reserves at 31st March 2021 be used to support special project(s) that hopefully would be agreed in 2021/22.

20/193.5.3 the level of general unearmarked reserves be reviewed annually when the budget was set.

The meeting noted that:

20/193.5.4 no recommendation on the minimum level of general unearmarked reserves was being made but, having agreed the recommendations set out above, and assuming no other changes general unearmarked reserves would stand at £7,500 at 31st March 2022.

20/193.5.5 an invoice may be received for the cost of the island on the A54 road.

20/193.5.6 the Special Project at the Ridgeway was likely to cost more than the budget figure of £3,000.

20/193.5.7 in 2021/22 there would be £23,500 to support Special Projects, made up of £17,500 New Homes Bonus, £3,000 from general unearmarked reserves and £3,000 included in the 2021/22 budget. This could be increased by a further £17,000 if a Community Infrastructure Levy was received as advised to Councillor Lush by a Senior Finance Officer of Cheshire West and Chester Council in April 2021.

20/193.6 Ear-marked reserves and planned capital expenditure.

The meeting noted that the ear-marked reserves at the end of the financial year would be:

Playground Equipment Capital Fund £9,273.96

New Homes Bonus £17,500.00

Replacement Clerk £4,500.00

and that the planned capital expenditure would be the project at the Ridgeway.

20/193.7 Fixed Asset Schedule March 2021

The Fixed Asset Schedule at March 2021 was considered by the meeting.

RESOLVED (20/193.7.1): that the schedule be confirmed as correct.

RESOLVED (20/193.7.2): that consideration be given to increasing the Playground Equipment Capital Fund by more than £2,000 per year when preparing the 2022/23 and other future budgets.

20/194 SPECIAL PROJECT – THE RIDGEWAY - 2021/22

Highways safety team had approved the proposal for a gate in the gap at the Ridgeway with the work to be carried out under a Section 50 licence. Councillor Ryan had arranged to meet with a contractor on 25th March.

20/195 POSSIBLE FUTURE SPECIAL PROJECTS

The meeting considered possible future projects put forward by Councillors.

RESOLVED: that the following be considered further as future special projects and that they be considered in more detail at the July 2021 meeting:

20/195.1 Footpaths in the Parish (Councillors Ford and Twigg to progress)

20/195.2 Hard surface track around the King George V Playing Field (Councillors Ryan and Norrie to progress)

20/195.3 Grants to community groups whose finances have been badly hit by Covid-19. (Councillor Dean to progress)

RESOLVED (20/195.4): that the Clerk purchase a downloadable PDF copy of Getting Greens Registered, cost £11.00, and forward it to Councillors.

RESOLVED (20/195.5): that Councillors study the document and if it was thought that registering a particular route or area to be something that would be possible and of benefit to the Parish bring it to a future meeting.

RESOLVED (20/195.6): that the Clerk write to the owner of land adjacent to the King George V Playing Field asking whether they would be prepared to sell the land to Council.

20/196 FOOTPATHS IN THE PARISH

This item was not considered in view of the decision taken under minute 20/195.

20/197 HIGHWAYS/STREETCARE ACTIVITY IN THE PARISH

RESOLVED (20/197.1): to encourage residents to report issues directly to Cheshire West and Chester Council.

RESOLVED (20/197.2): to take the same approach with police and crime issues. Publicity to be via social media and Tarvin Times.

20/198 DATE OF ANNUAL PARISH MEETING

The meeting noted that the Chairman had arranged for the Annual Parish Meeting to take place via Zoom software at 7.00pm on Monday 26th April 2021.

20/199 LIST OF OUTSTANDING ITEMS

The report was noted.

20/200 CLERK'S REPORT/CORRESPONDENCE

20/200.1 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 E Bulletins
- b. PCSO Jack Makin – Virtual Police Surgeries – 10th, 18th, and 22nd March 2021.
- c. Healthwatch Citizens Focus Panel Report on Covid Vaccinations
- d. Information Commissioner – Newsletter February 2021
- e. Update on Planning Application 20/03392/FUL
- f. ChALC – Zoom meeting regarding Speeding – 16th March 2021.
- g. Fields in Trust – Green Spaces for Good

20/200.2 Williams Wood

The meeting noted that Williams Wood were working towards increasing the number of allotments, registering them with Cheshire West and Chester Council and changing the name from Williams Wood allotments to Tarvin allotments. They had asked whether after Easter the Chairman of the Parish Council would be happy to attend a small reopening ceremony of the allotments and cut the ribbon. Councillor Lush had indicated that he would be happy to carry out that duty if he was still in that role.

20/200.3 Looking Forward Activities

The meeting noted that Looking Forward Activities, based on the Pool Bank Industrial Estate, had asked if their group could be more involved in the community via litter picking and gardening.

20/200.4 Future Meetings and Annual Meeting

It was still not known whether meetings via Zoom would be legally possible after 7th May 2021. Advice from the National Association of Local Councils was where possible to bring items forward to the April 2021 Council meeting and hold very short meetings in May and June 2021 should they need to be off-line face to face meetings

RESOLVED: to hold the Annual Meeting in April rather than May and to bring the social media review forward to the April meeting.

20/200.5 Width of Park Lane

The Clerk reported that he had been copied into e-mail correspondence from a By-Pass Road resident to Borough Councillor Leather. The resident had complained to Highways about the hedge which whilst it had been cut back over a number of years encroached well into the roadway. Highways had been out, inspected the road, and decided that no action was necessary. This decision was being challenged by the resident and Highways would be re-visiting the lane with the intention of speaking to the landowner.

20/200.6 Replacement Gate at Hockenhull Lane

RESOLVED: that the gate be replaced by a smaller one which would be easier to use, as requested by a resident who was happy to carry out the work with other volunteers. The replacement gate would be one owned by Tarvin Community Woodland Trust. The cost to Council would be a gatepost which had been quoted as £37.52 plus VAT if delivered. It was recommended that a self-closing spring be used and understood that this would mean a small additional cost.

20/201 DEFIBRILLATOR

A resident from The Sheaf in Stapleford was requesting a Defibrillator to be housed in that area as there were a significant number of residential properties with many walkers and cyclists passing through.

The meeting noted that Council did not have a budget to cover the cost of a defibrillator and that there did not appear to be any offers available from the Heart Foundation at the present time.

RESOLVED: to note the request and consider this matter when a suitable site for housing the equipment had been located and when Council was in a position to finance the project.

20/202 TOPICS FOR TARVIN ONLINE

RESOLVED: that articles be written on the traffic islands on the A51 road, Reserves, Ridgway Special Project, additional special projects, Annual Parish Meeting, Highways Streetcare Activity in the Parish, and the gate close to the A51 road.

20/203 DATE OF NEXT MEETING – Monday 26th April 2021 – via Zoom software – immediately following the Annual Parish Meeting.