



# Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 4<sup>th</sup> June 2018

## **PRESENT**

### Councillors

Chairman – I. Keeping

P. Black	G. Blackhurst	S. Chapman	D. Haynes	L. Jones
J. Kershaw	N. Matthews	E. Sadler Williams	A. Scarratt	N. Sharp
G. Spencer	C. Weaver	L. White		

### Non-Parish Councillors

Public – 9

Cllr. Kershaw signed the acceptance of office form before the meeting as agreed the May meeting, page 15 of the minutes book.

## **APOLOGIES**

Apologies were received from the following Councillors:

Cllr. A. Pritchard – unwell

Cheshire West & Chester Councillor Mike Jones.

## **DECLARATION OF INTERESTS**

Cllr. White declared a pecuniary interest in planning application 18/01889/S73, land on Frog Lane, Tattenhall, variation of conditions as she lives adjacent to the site and stated that she would leave the room if the matter was discussed.

## **PUBLIC PARTICIPATION**

### Public Open Space

It was asked if the school had made any response to calls for the field to be open to the public for out of hours usage. It was confirmed there had been no contact from the school and that the matter was to be discussed later in the meeting.

### Antisocial Behaviour

Residents reported increasing anti-social behaviour on Keysbrook Avenue with 5 or 6 cars congregating and 12 to 14 young people meeting, playing loud music, shouting and swearing. It was reported in some instances they are there until 5am. Residents confirmed they had reported this to the police on a number of occasions who had attended in the past, they also confirmed they had tried to report incidents on 101 but had been unable to get through. It was suggested they could also try to report it through Crime Stoppers on 0800 555 111.

It was agreed the Clerk would raise the matter with PC Gigg and PCSO McKeivitt and also Sanctuary who own the land.

### Operation Shield

A resident stated he had read that 1200 Operation Shield kits had been obtained for Tattenhall and reported that he had not yet received one. It was noted kits are still being delivered and that those delivering the kits were struggling to find people in.

### Bolesworth Estate

Matthew Morris reported that in January 2018 along the Shropshire Union Canal had been designated by CW&C as a conservation area giving it protected status. He reported that Bolesworth was the most affected landowner with 46 acres of land included including the industrial estate, the TG Williams' site and the marina. He stated that Bolesworth had not been consulted nor had the Parish Council as such there had not been adequate consultation and it was understood there was no right of appeal against the decision. As such he was looking to CW&C to produce supplementary planning guidance so that sites including the industrial estate



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can be effectively managed. He stated he was looking for the Parish Council's support in this matter and confirmed he would contact the Clerk with the relevant information so the matter can be included on a future agenda.

Mr Morris confirmed Bolesworth Estate would be happy to be involved in discussions to address the lack of public open space in Tattenhall.

Mr Morris confirmed the Bolesworth International Horseshow is on from the 13<sup>th</sup> to the 17<sup>th</sup> June, during which time there will be temporary traffic diversions in place and that no horse wagons should be accessing the show ground via Frog Lane.

### Chester Road Speeding

A resident reported that speeding was an increasing issue on Chester Road with vehicles doing 40 to 50 miles per hour. It was noted that proposed speed limit changes do not impact within the village boundary.

### Litter

It was reported that there has been a large amount of litter on the new play area and that the litter bins are overflowing making the area very unattractive. It was agreed the Clerk would raise this with CW&C as they are responsible for the litter picks. It was suggested if new bins are to be installed they should be covered to prevent birds pulling out litter.

### Open Gardens Weekend

A resident raised how successful the open gardens weekend had been and had been enjoyed by a good number of people.

### Bolesworth International

The Council recorded that it wished the Bolesworth Estate all the best for the International Horseshow and hoped that it would be a great success noting the positive impact it had on a large number of local businesses in the area.

## **MINUTES**

**RESOLVED 18/025** - that the Chairman signs, as a correct record the circulated minutes of the Annual (First) Parish Council meeting on the 14<sup>th</sup> May 2018 noting the correction that Cllr. G Blackhurst is a member of the community pride working group.

## **CLERK'S REPORT**

Councillors noted the Clerk's report, page 16 of the Minutes, as circulated noting the forms for the Natwest had been filled in and required signing. It was also noted that a further email had been received regarding the Tattenhall Road bus shelter and S106 monies and a response had been sent.

The Clerk reported the tree survey had now been undertaken and that once the report had been received a meeting would be required to agree actions and that it was hoped that a representative of Amenity Tree Care would be able to attend.

## **OPERATION SHIELD**

It was reported that the roll out of the kits had started but it would take time due to the amount to be delivered, as yet dates had not been received of when further kits would be going out. It had also been suggested that drop-in sessions might be arranged so residents could collect their own kits. It was confirmed signs would be going up around the village and that Bolesworth had provided funding for additional signage on the High Street.



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### PLANNING

#### i) Planning Register

Councillors noted the planning register, page 2, as circulated.

#### ii) Planning Comments

**RESOLVED 18/026** – that the Council confirm the planning comments submitted in respect of application 18/01753/FUL, 1 Castlefields, Single storey side extension & conversion of garage:

- 1) A site visit has been made although it was not possible to enter the property to view the site.
- 2) The single storey extension will not have any impact on neighbouring properties.
- 3) The existing garage will be joined to the extension and the garage door will be converted to a window, making an additional room.
- 4) The plans do not show any washing/cooking/toilet facilities in what is proposed as a “granny flat”.
- 5) There is off road parking to offset the loss of the garage.
- 6) The application states that all materials will match those already existing.
- 7) There is no conflict with the Neighbourhood Plan or the Village Design Statement.
- 8) The Parish Council has no objection to this application.

It was agreed that the Clerk would contact CW&C planning to ask for clarification on what the variations are for application 18/01889/S73 as the information provided did not clearly show these, the information will then be circulated to Councillors and a meeting called if the variations were significant.

#### iii) Planning Enforcement

It was noted that the TG Williams skip sign reported at the last meeting had been removed but now a different sign had been erected on the site.

The Clerk reported she had received no further information regarding the fence at 1 Castlefields and would continue to pursue the matter.

Allium had erected a sign on Rocky Lane at the junction of the A41.

**RESOLVED 18/027** – that the Clerk be delegated the authority to report unauthorised signs to CW&C planning enforcement in consultation with the Chairman.

### TATTENHALL ROAD BUS SHELTER

It was reported that the tree officer was happy to work with highways with regard to locating the new bus shelter and that it was understood the plans for the proposed shelter were now with the CW&C conservation officer. It was agreed the Clerk should contact the Conservation team to ask that every effort be made to move the project on.

### HIGHWAYS MATTERS

#### i) Chester Road Parking Restrictions

It was reported that highways officers are reviewing the plan in light of comments received regarding a refuge to allow vehicles to pass, once this has been done plans will be forwarded to the Clerk for consideration by the Council.

#### ii) Implementation of New Speed Limits

Councillors had all been sent a copy of the informal consultation letter and plan of speed limits to be circulated to residents in those areas impacted, the proposed new speed limits included:

Chester Road (from A41 to Gatesheath Lane) – 50mph

Chester Road (from A41 to Gatesheath Lane to 30mph speed limit) – 40mph

Frog Lane – 50mph

Gatesheath Lane – 40mph

Newton Lane – 40mph



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Red Lane – 40mph

Rocky Lane – 40mph

Tattenhall Road (from 30mph to Newton Lane) – 40mph

Tattenhall Road (from Newton Lane to Red Lane) – 50mph

It was agreed that the letters would be distributed before the end of June with a return date of the 31<sup>st</sup> July 2018 and that the 4 houses at the end of Bolesworth Road whose accesses are on Rocky Lane would be included in the consultation.

It was agreed the Clerk should contact CW&C and seek an update on whether Tattenhall was included in the 20mph review.

### iii) Road Markings at Park and Harding Avenues

Highways officers confirmed that the 'Give Way' was from the Redrow Development and that this was intended to reduce speeds from those houses. However the old 'Give Way' had not been completely removed/blacked out this will be done as soon as possible. Highways Officers asked that this be given time to work however if there are issues in the future they would be review the road markings.

### **TATTENHALL COMMUNITY ROOM**

The council agreed that the Councillors Black, Keeping and Weaver form a working group and that non-councillor Bob Blackhurst be invited to join the group. The Clerk will contact CW&C Cllr. Mike Jones, the primary school and CW&C education infrastructure team to agree a meeting date as soon as possible to take this matter forward.

### **PUBLIC OPEN SPACE**

It was agreed that a working group be formed to look at addressing the lack of public open space in Tattenhall including Councillors Keeping and Spencer, other community members would also be invited to join the group along with Matthew Morris as a representative of Bolesworth, the primary school and CW&C Localities team.

### **NEIGHBOURHOOD PLAN**

It was agreed that Cllrs Blackhurst, Sharp, Spencer and Weaver would meet with Rosie Morgan, CW&C spatial planning to discuss amending the neighbourhood plan area on 14<sup>th</sup> June and would report back to the Council at the next meeting. Once the designated area has been amended the next step will be the review and update the plan.

### **2017-2018 AUDIT INFORMATION**

#### i) To note matters arising from the 2017-2018 Audit Preparation

**RESOLVED 18/028** – that the Council note the incorrect recording of payment of £40 (Cheque 1837, issued 15/03/18 to Financial Conduct Authority for Community Land Trust membership) made in March 2017 included in the 2017-2018 accounts as such balance brought forward, Boxes 7 & 8 of 31-03-17 are incorrect, and that Box 1 of 31-03-18 be adjusted by -£40.

Council noted the following matters:

That a number of cheques found not to match invoices amounts, as such cheque signatories reminded to check invoice totals, cheques and cheque counterfoils before signing.

That the Asset Register has not been maintained and a number of items had not been included e.g. George the War Horse.

That a review of Risk Assessment found Risk Assessment to be inadequate.



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### ii) To note the Significant Variances as circulated

**RESOLVED 18/029** – That the Council note the significant variances as circulated including those relating to the Asset Register.

### iii) To confirm that Asset Register

**RESOLVED 18/030** – That the Council confirm the Asset Register as circulated and that the Maintenance Working Group review all assets including insurance valuations.

### iv) Year End Accounts 2017-2018

**RESOLVED 18/031** – That the Council agree the year end accounts for 2017-2018 as circulated.

### v) Comments of Internal Auditor

The internal auditor had highlighted the following areas:

*Budgeting & Precept – Except for a minute of the Finance Committee, there was no evidence of any budget being prepared. Why is £1,076.00 of the precept shown as a grant on the receipts sheet?*

It was noted that the budget would be minuted at a future meeting following a review by the Finance Committee and that will be recorded when the precept is set in future years. The £1076 is the local council tax support grant

*Receipts & Income – There was a lack of evidence regarding receipts during the year. For example only 6 of 16 receipts had any documentary evidence. Large donations from WREN, MBNA and Spar lacked evidence.*

This information has not been provided but in the future there will be evidence retained for all money received and spent although it was noted that the Clerk had not got paperwork for some payments received in April 2018.

*Clerks Salary & PAYE – There is no evidence of how the PAYE & NIC were calculated or reported to HMRC. For example receipt dated 8 January 2018 shows £229.52 paid to HMRC, of which £173.00 was PAYE. From the salary receipts I calculate PAYE was £172.80 for Oct-Dec 2017. Only 20 pence but proof that evidence should be available.*

In the future payroll will be managed by Shires who will supply the relevant paperwork.

*Clerks Salary & Minutes – I could not see that the increase in the clerk's salary for 2017/18 was minuted.*

**RESOLVED 18/032** – that the Council note that the Clerk's salary increase in 2017-2018 had not be correctly recorded in the minutes and that in the future all salaries and salary increases will be recorded in the minutes.

*Asset Register – Insured value of assets should be reviewed at renewal of insurance policy.*

This has been addressed earlier in the meeting.

*Bank Statements – Account statements were reviewed by the clerk but no evidence of reconciliation except at March 2018 year end.*

In future a reconciliation will be presented as part of the Cash Book at each meeting.

*AGAR – This has not yet been completed.*

This is to be completed at the Council's meeting this evening.

### **GOVERNANCE STATEMENT**

**RESOLVED 18/033** – That the Council agree all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2017-2018.

### **ACCOUNTING STATEMENTS**

**RESOLVED 18/034** – That the Council agree the accounting statements including the adjustment to box 1 of 31-03-18 of the AGAR 2017-2018.





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**ACCOUNTS & PAYMENTS**

**RESOLVED 18/035** – that the Council accept the accounts and payments as circulated on page 2 of the Cash Book:

Date	To whom paid	Particulars	Total
04 06 18	A. Wright	Salary	641.98

**RESOLVED 18/036** – that the Council approve the following:

To whom paid	Particulars	Total
Anne McGrath	Plants	85.74

**DOCUMENTS AND POLICIES**

**RESOLVED 18/037** – that the Council agree the following documents, Standing Orders, Equality and Diversity Policy and Risk Assessment as circulated.

**COMMUNITY PRIDE EVENTS**

Council noted the report as circulated, page 17 of the minute book.

The following dates were noted for future events:

28<sup>th</sup> October – poppies will be erected for the Armistice Commemorations by Bolesworth.

7<sup>th</sup> December – Lantern Parade

15<sup>th</sup> December – Children’s Christmas Parties

Councillors were asked to make themselves available for these dates.

It was noted that the working group had met on the 31<sup>st</sup> May to discuss future events and the necessary permissions and risk assessments.

It was noted that a young person in Tattenhall had offered to carryout litter picks in the village as part of his Duke of Edinburgh award, the Council agreed to support this initiative.

**CLERK’S RETIREMENT**

**RESOLVED 18/038** – that a maximum budget was set of £75 to be paid as part of the Chairman’s allowance.

Signed .....

Dated .....

The meeting closed at 8.55pm

Ann Wright 05/06/2018

**The next scheduled PARISH COUNCIL MEETING is the  
on Monday 2<sup>nd</sup> July 2018, 7.30pm  
Barbour Institute.**



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Action	Date	Comments	Completed
Request site meeting at Harding Avenue regarding road markings.	15 05 18	Emailed ENG & HC requesting possible meeting dates. Reference: <a href="#">2141815</a>	
	23 05 18	Emailed ENG & HC (2 <sup>nd</sup> )	
	25 05 18	Spoke to SB – Report to meeting	04 06 18
Regulations & Policies Amend Financial Standing Orders & GDPR. Provide documents for website.	24 05 18	Amended and forwarded to PB for website.	24 05 18
Request S106 List	15 05 18	Emailed DL requesting list.	
	16 05 18	Emailed to Councillors – any further info required?	
Tattenhall Road Bus Shelter – Letter to resident.	15 05 18	Draft to Chairman	16 05 18
	16 05 18	Letter forwarded to resident.	
	24 05 18	Response received.	
Order Sirius Dog bin to be delivered to NS	15 05 18	Emailed supplier	
	22 05 18	Bin on hold require CW&C permission/agreement to empty.	
	29 05 18	Location of bin confirmed with CW&C	
Insurance – Norris & Fisher	15 05 18	Emailed supplier	21 05 18
Tree Survey – Amenity Tree Care Ltd	15 05 18	Emailed confirmation to proceed.	
	23 05 18	Left phone message as no response. Phoned – confirmed inspection week commencing 04 06 18	
	25 05 18		25 05 18
Natwest – Account Access			
Payroll – set up payroll with Shires	15 05 18	Emailed Shires for relevant paperwork	17 05 18
Castlefields Fence – chase update.	15 05 18	Emailed KS & NC requesting update.	
	15 05 18	Response circulated to Cllrs.	
Permitted Advertising/Signage	15 05 18	Requested updated guidance from KS.	15 05 18
	15 05 18	Circulated to Councillors	
	16 05 18	Info to be posted on websites	16 05 18
Chester Road Parking Restrictions - CW to forward email and Clerk to chase up.	24 05 18	Received email from CW, emailed SB for update Reference number: <a href="#">2141931</a>	
	25 25 18	Spoke to SB received update.	
Report Tattenhall Road ditch	15 05 18	Emailed Eng. Reference number: <a href="#">2141830</a> .	



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### Community Pride Update for PC meeting 4<sup>th</sup> June 2018

#### Armistice

We have agreed upon a postcard/invitation/poster that will be used to advertise our weekend event.

It has the strapline on it '**In gratitude to all who served**'. This will also be on the commemorative benches and the interpretation panel for the Heritage Trail.

The Heritage Trail leaflet is complete and at the printers. This will be distributed to every household in the Parish via the Parish News. They will also be available on Sunday morning at the BI.

The commemorative war grave plaques have been approved and will be sited on the Wignall gate, Briarly gate and Clayton gate of the Church.

The Silent Soldier is available again and has been ordered. David Bish is looking for a business sponsor from the village. It was decided that it will be sited on the triangular piece of land opposite the war memorial, as will the heritage interpretation board.

30 large poppies have been ordered for the lamp posts to commemorate the Armistice. Matthew Morris suggested that he would organise a team to put these up for the PC.

We met with Andy Smith regarding a memorial tribute to the 'Armistice'. We decided upon a Poppy wreath made from (bronze/rose coloured) metal.

The wreath would consist of 52 individual poppies each with the initial of a fallen soldier from Tattenhall. Some of these names are in addition to the original roll of honour that has been uncovered since that time.

The wreath would sit at an angle of 45 degrees in front of George the War Horse and would draw the eye up to George.

We will be applying to the Member's budget to pay for this tribute.

It was decided that a suitable commemorative gift for each child in the parish would be a wristband which will be red with black lettering 'Tattenhall 1918 – 2018'

It was proposed that a commemorative candle in a tin (with appropriate wording on the lid) would be an appropriate gift for each household. We are looking at ways to fund this, maybe a local sponsor, or to sell it at cost price (approx. £1) on the Sunday morning at the BI.

The village has gone Poppy mad with individuals and groups contributing to the cascade of poppies display that will adorn the Barbour Institute for our weekend events.

The ladies from the WI will take charge of this display which will be completed on 28<sup>th</sup> October for all to appreciate the week before.

I have a meeting with Head Teacher Jo Hawkins this week to discuss Poppy making in school. The idea is that each child would make at least one.

A book of stories is being created with people from the community sending the story/reason for their poppy contribution. Some of these are being published on the web site.

The lighting of the Beacon is being arranged by Matthew Morris. The beacon field is at Rawhead, Coppermine Lane in Bickerton.

Bolesworth will arrange parking and a couple of Marshalls to guide attendees.

Added to the list of events taking place 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> November is an evening concert organised by Tattenhall Music Society.