



# Minutes of Tattenhall & District Parish Council First (Annual) Meeting Barbour Institute, 14<sup>th</sup> May 2018

## PRESENT

### Councillors

Chairman – I. Keeping

P. Black	D. Haynes	L. Jones	N. Matthews	A. Pritchard
A. Scarratt	N. Sharp	G. Spencer	C. Weaver	L. White

Non-Parish Councillors

Public –12

## APPOINTMENT OF CHAIRMAN 2018-2019

**RESOLVED 18/001** – that Iain Keeping be elected Chairman for 2018/19. Cllr. Keeping signed the acceptance of office declaration. (page 7 of the minute book)

## APPOINTMENT OF VICE-CHAIRMAN 2018-2019

**RESOLVED 18/002** – that Alison Pritchard be elected Vice-Chairmen for 2018/19. Cllr. Pritchard signed the acceptance of office declaration. (page 8 of the minute book).

**RESOLVED 18/003** – that Johnny Kershaw be elected Vice-Chairmen for 2018/19. Due to his absence Cllr. Kershaw will signed the acceptance of office declaration before the next meeting.

## APOLOGIES

The following apologies were received from the following Councillors:

Cllr G Blackhurst

Cllr S Chapman

Cllr J Kershaw

Cllr E Sadler Williams

## DECLARATION OF INTERESTS

No interests were declared.

## APPOINTMENT OF CLERK & RESPONSIBLE FINANCIAL OFFICER

**RESOLVED 18/004** – that Ann Wright be appointed Clerk and Responsible Financial Officer for Tattenhall and District Parish Council.

## PUBLIC PARTICIPATION

PCSO Rachel McKevitt

PCSO McKevitt reported that crime had been low in the area in April to May, she reported that the police had been concentrating on speed enforcement in and around Tattenhall particularly in Milton Green where there had been a request for a community speed watch scheme to be developed.

The last bike marking session had been successful with over 20 bikes being marked another session is planned in the next couple of months.

Operation Shield was launched last week with over 1200 kits to be delivered, PCSO McKevitt agreed to provide regular updates of where kits are being delivered which can be published on Tattenhall Online to keep residents informed.

A resident raised concerns about noisy and speeding motorbikes on roads in the area during the warmer evenings, it was also emphasized that there is speeding taking place late at night and during the early hours of the mornings.

A resident of Burwardsley Road requested that attention be paid to where the speed limit changes as vehicles are speeding up to exit the village and braking when entering the village. PCSO McKevitt was requested to monitor fly tipping in the area as this has increased in the area with large amounts of rubbish including mattresses being dumped in farm gateways.



# Minutes of Tattenhall & District Parish Council First (Annual) Meeting Barbour Institute, 14<sup>th</sup> May 2018

## Planning Register

A resident requested the planning register is published on the Council's noticeboard with the agenda, it was agreed this would be done in the future.

## Road Markings

A resident requested an update on road markings at the junction of Park Avenue and Harding Avenue and clarification on who has right of way. It was reported that there had been discussions with CW&C Highways Officers regarding this and Redrow had been asked to remove road markings they had installed however this had not been done.

It was agreed the Clerk contact Highways Officers to request a site meeting to clarify the situation.

## **MINUTES**

**RESOLVED 18/005** - that the Chairman signs, as a correct record the circulated minutes of the Parish Council meeting on the 9<sup>th</sup> April 2018.

## **ANNUAL REPORT**

It was noted that a draft Annual Report had been circulated and that information was to be included on planning plus a report on the 2017-2018 accounts, once this had been included the report would be published on the Council's website and a link would be provided to Tattenhall Online. It was agreed paper copies would be distributed in key locations in Tattenhall including Alison's Country Kitchen Coffee Shop, the library, and Doctors Surgery.

**RESOLVED 18/006** - that the Council agree the Annual Report for publication.

## **APPOINTMENTS & COMMITTEES**

**RESOLVED 18/007** – that Council make the following appointments:

Housing Officer – Cllr C Weaver

Finance Committee – Cllrs. P Black, D Haynes, I Keeping (Chairman), A Scarratt, N Sharp, G Spencer.

Planning Committee – All Councillors

Maintenance Working Group – deferred to allow discussion with Cllr. Chapman.

Community Pride Working Group – Cllrs. P Black, L Jones, A Pritchard, E Sadler-Williams, G Spencer, C Weaver, L White (Chair) plus 2 residents.

Community Safety Working Group – Cllrs G Blackhurst, J Kershaw, N Matthews, G Spencer, C Weaver (Chair) plus 2 residents.

Cheque signatories – Cllrs P. Black, S. Chapman, A. Scarratt, N. Sharp.

It was agreed the Council should consider establishing a policy working group in the future.

## **DOCUMENTS & POLICIES**

**RESOLVED 18/008** – that the Council's standing orders be revoked and that the matter be discussed at the Council's next scheduled meeting in June.

**RESOLVED 18/009** – that the Council adopt the draft financial regulations with the following amendment, that 1.14 and 4.1 limit is reduced to £500.

**RESOLVED 18/010** – that the Council confirm the Code of Conduct as circulated. Councillors were reminded to review their register of interest forms and to notify the Clerk of any changes required.

**RESOLVED 18/011** – that the Council agree the Complaints Procedure as circulated.

It was agreed that all the agreed policies be made available on the Council's website.

Councillors noted the list of required policies which will be brought to Council for consideration and adopt at future meetings.



# Minutes of Tattenhall & District Parish Council First (Annual) Meeting Barbour Institute, 14<sup>th</sup> May 2018

## GENERAL DATA PROTECTION REGULATIONS (GDPR)

Councillors noted the introduction of the new GDPR regulations on the 25<sup>th</sup> May 2018 which will regulate what information is held by the Council and how it is used. As such the Council will need to carry out an audit of information held and how it is held, this process will be undertaken as information is transferred from the retiring Clerk.

The Clerk reported she wished to establish a distribution list of residents and other interested parties who will be notified by email of Council's agendas, minutes and activities as such a consent form had been created for those wishing to join the list.

**RESOLVED 18/012** – that the Council adopt the Data Protection policy omitting the reference to the Data Protection Officer at this time and the Privacy Contact notice and that these policies be published on the Council's website and be added to the Council's policy list.

## APRIL MEETING UPDATE

### Park Avenue Grass Verge Repair

It was reported that the damage to the verges had been reported to Redrow and CW&C Highways Dept who had confirmed they had raised a job to carry out the work. Disappointment was expressed that CW&C hadn't requested Redrow carry out the repairs as they have regularly repaired the verges.

### Tattenhall Road Bus Shelter

It was noted there is a long history to the Tattenhall Road Bus Shelter. One of the conditions of the first Redrow planning application had been to improve the two High Street bus shelters. However, by the time approval was granted these shelters had been already improved by CW&C as such it was agreed a bus shelter would be provided on Tattenhall Road.

It was noted that Tattenhall Parish Council had not blamed Redrow for the delays in delivering the new bus stop, as had been stated in the resident's email, but had been informed on several occasions by CW&C officers that they had not received the S106 money.

It was noted that the information on the S106 supplied by CW&C as a freedom of information request was incorrect as it stated the money for the bus shelter had been paid in relation to the Meadow Brook application in October 2015 although the application was not approved until November 2016.

It was emphasised that Tattenhall and District Parish Council have and continue to work hard to get the bus shelter completed, the proposed bus shelter is still subject to consultation and is currently subject to discussions with the CW&C tree and Conservation officers, once they have reached agreement residents in the vicinity of the shelter's location will be consulted by CW&C. The Parish Council will continue to push for the completion of the shelter but noted that this ultimately was the responsibility of CW&C Council and Redrow.

It was agreed that the Clerk write to the resident providing the above information.

It was agreed that the Clerk contact the CW&C S106 officer and request an up to date list of the S106 payments for the Parish.

## ACCOUNTS & PAYMENTS

i) It was reported the Audit will be prepared with the retiring Clerk for presentation at the Council next scheduled meeting in June.

**RESOLVED 18/013** – that the Mr Harper Wright undertake the Council's internal audit as soon as possible.



**Minutes of Tattenhall & District Parish Council  
First (Annual) Meeting  
Barbour Institute, 14<sup>th</sup> May 2018**

ii) **RESOLVED 18/014** – that the Council accept the accounts and payments as circulated on page 1 of the Cash Book including the following payments: -

Date	Cheq	To whom paid	Particulars	VAT	Total
19 04 18	1955	PCC for Cheshire	Operation Shield		11855.00
19 04 18	1956	Grants Gardening	Grass Cutting	7.00	42.00
14 05 18	1957	Water Plus Ltd	Allotments Water		18.02
14 05 18	1958	Water Plus Ltd	Glebe Meadow water		10.96
14 05 18	1959	SSE	Unmetered Elec	0.48	10.18
14 05 18	1960	Mrs J Dutton	Reim. - Postage		8.45
14 05 18	1961	Barbour Institute	Room Hire		78.50
14 05 18	1962	Grants Gardening	Grass Cutting	7.00	42.00

**RESOLVED 18/015** – that the Clerk order the Broxap 40ltr Sirius dog waste bin in red with post and hook cost £150.00 including delivery.

Insurance

**RESOLVED 18/016** – that the Council obtain insurance cover for 2018-2019 from Norris and Fisher Insurance Brokers £626.19.

Tree Survey

**RESOLVED 18/017** – that the Amenity Tree Care Ltd. undertake survey of Parish Council trees, £570.00 (inc. vat).

Planters

**RESOLVED 18/018** – that a budget of up to £100 be agreed for planters to be paid on receipt of proof of purchases.

Accounts Access

**RESOLVED 18/019** – that the Clerk obtain online access to the bank accounts including electronic payments which are to be authorised by a minimum of one cheque signatory if possible two.

**PAYROLL**

**RESOLVED 18/020** – that the Council appoint Shires to undertake payroll duties for 2018-2019.

**PLANNING**

i) Planning Register

Councillors noted the planning register, page 1, as circulated.

ii) Planning Comments

**RESOLVED 18/021** – that the Council confirm the planning comments submitted in respect of application 18/01161/FUL, 106 Tattenhall Road, Single storey side extension, internal alterations and new driveway.

1. A site visit has been made.
2. The single storey extension will have no impact on neighbouring properties.
3. The new driveway will cross the footpath and give vehicles access to the property from Tattenhall Road. Many properties along the road have such a driveway and dropped kerb.
4. There is no conflict with the Neighbourhood Plan or Village Design Statement.



# Minutes of Tattenhall & District Parish Council First (Annual) Meeting Barbour Institute, 14<sup>th</sup> May 2018

5. The Parish Council can support this application.

iii) Planning Enforcement

### Fence at Castlefields

It was reported that the fence had been reported to CW&C planning enforcement but no response had been received to date. It was agreed the Clerk should pursue a response.

### Sign at TG Builders Merchants

It was noted that the sign had been reported and that permission was required as such the CW&C will contact the company.

The clerk was requested to obtain the update guidance on permitted signage and advertising.

## **COMMUNITY SAFETY GROUP**

### Operation Shield

It was reported that the scheme had been launched on Tuesday 8<sup>th</sup> May the event was attended by the Police and Crime Commissioner for Cheshire David Keene and those who had provided financial support for the Scheme and Parish Councillors.

Councillors were invited to join the police while they undertake the deliveries, Cllr. Weaver will circulate the delivery routes and times.

It was agreed that donation boxes will be set up in Alison's Country Kitchen Coffee Shop and also the Post Office for residents wishing to pay for their kit can do so.

### Chester Road Parking Restrictions

It was reported that the Parish Council's comments on the restrictions were forward to Highways Officers however there had been no response to date.

It was agreed the Clerk would pursue this matter.

## **COMMUNITY LAND TRUST (CLT)**

It was reported that the CLT is in discussions with Sanctuary the landowner regarding legal requirements to transfer the land to freehold and that pre-application discussions with CW&C had raised some issues which are now being addressed.

## **COMMUNITY PRIDE EVENTS**

### Royal Wedding

It was noted that Inspired Villages had agreed to fund and erect bunting and flags ready for the royal wedding on the 19<sup>th</sup> May.

### Armistice Commemorations

It is planned that a metal poppy wreath is created in a rose gold colour which will include 52 individual poppies each with the initials of someone who lost their life in WW1, the wreath will be installed by 'George' in the MillField, it is hoped the cost of the wreath £1200 will be funded by CW&C Cllr. Mike Jones's members budget.

## **PLAY AREA LEASE**

Council noted that the lease from the play area or Park was renewed on the 27<sup>th</sup> September 2016 and runs for fifteen years until the 27<sup>th</sup> September 2031.

**RESOLVED 18/021** – that the Council move into private session to consider the following agenda item.

## **PART 2**

## **CLERK'S EMPLOYMENT**





**Minutes of Tattenhall & District Parish Council  
First (Annual) Meeting  
Barbour Institute, 14<sup>th</sup> May 2018**

*The Clerk left the room while the following item was discussed.*

i) Clerk's Contract & Start Date

**RESOLVED 18/022** – that the Council agreed the Clerk's contract for signing on behalf of the Council by the Chairman and that the Clerk start date was 23rd April 2018.

ii) Remuneration

**RESOLVED 18/023** – that the Council agreed the Clerk's be paid SCP 27 In accordance with the 2018-2019 salary agreement.

iii) Pension Provision

**RESOLVED 18/024** – that the Council offer enrolment with the NEST Workplace Pension Scheme.

Signed .....

Dated .....

The meeting closed at 9.45pm

Ann Wright 15/05/2018

**The next scheduled PARISH COUNCIL MEETING is the  
on Monday 4<sup>th</sup> June 2018, 7.30pm  
Barbour Institute.**



**Minutes of Tattenhall & District Parish Council  
First (Annual) Meeting  
Barbour Institute, 14<sup>th</sup> May 2018**

**DECLARATION OF ACCEPTANCE OF OFFICE**

I, M. Keeling.....<sup>1</sup>] having been elected to the office of Chairman of Tattenhall & District Parish Council declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of Tattenhall & District Parish Council.

Signed [Signature].....

Date 14th May 2018.....

This declaration was made and signed before me,

Signed [Signature].....

Proper officer of the council <sup>2</sup>

<sup>1</sup> Insert the name of the person making the declaration.

<sup>2</sup> Where the declaration is made before another person authorised by section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the declaration(a).

(a) Under Section 83(3) of the Local Government Act 1972, a declaration for members or elected mayors of a county, district or London borough council shall be made before two members of the council, its elected mayor, its proper officer, a justice of the peace or magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a commissioner appointed to administer oaths in the Supreme Court. A declaration for members of parish councils shall be made before a member or the proper officer of the council.



# Minutes of Tattenhall & District Parish Council First (Annual) Meeting Barbour Institute, 14<sup>th</sup> May 2018

## DECLARATION OF ACCEPTANCE OF OFFICE

I, ANISON, MARY PRITCHARD having been elected to the office of Vice-Chairman of Tattenhall & District Parish Council declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of Tattenhall & District Parish Council.

Signed [Signature]

Date 14/5/2018

This declaration was made and signed before me,

Signed [Signature]

Proper officer of the council <sup>2</sup>

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