



# Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 2<sup>nd</sup> July 2018

## PRESENT

### Councillors

Chairman – A. Pritchard in absence of the Chairman Cllr. Keeping.

G. Blackhurst	S. Chapman	D. Haynes	L. Jones	N. Matthews
E. Sadler Williams	N. Sharp	G. Spencer	C. Weaver	

### Non-Parish Councillors

Public – 10

## APOLOGIES

Apologies were received from the following Councillors:

Cllr. P. Black – family commitment.

Cllr. I. Keeping – family commitment.

Cllr. J. Kershaw – family commitment.

Cllr. A. Scarratt – work commitment.

Cllr. L. White – family commitment.

## DECLARATION OF INTERESTS

No interests declared.

## PUBLIC PARTICIPATION

### Bear & Ragged Staff

A resident of Tattenhall for 12 years reported that a syndicate had been formed to purchase the Bear and Ragged Staff to develop it as boutique hotel with a quality bar and restaurant which would create a local amenity in the heart of the village. He stated that there had been plenty of opportunity for new housing around the village and that it was important that amenities were provided in the centre of the village rather than additional housing. He confirmed the syndicate would be submitting a planning application.

CW&C Mike Jones suggested use of the Community Right to Buy.

### Police Report

#### Operation Shield

PCSO Jon Hurst reported that Operation Shield Kits are being distributed, 52 kits were distributed at a recent drop in session and that signage will be going up over the next few days. He confirmed there would be a further drop-in where kits can be picked up on Wednesday 4<sup>th</sup> July and that he was looking to identify local events where kits can be distributed. It was suggested that kits could be distributed at the Church Fete on 7<sup>th</sup> July (12.30-3.30).

#### 101

Concerns were reported regarding 101, the police non-emergency number, it was reported that it took 45 minutes to report a burglary on this number. PC Gigg confirmed that there has been an increase in incidents reported on 101 and that a solution to this issue is yet to be found. He stated that people should ring 999 for serious issues including burglary, assault etc.

The Council agreed to write to the Chief Constable and Police and Crime Commissioner stating the Council's concerns regarding 101.

### Anti-Social Behaviour

PC Gigg reported he had spoken to the young people at Keysbrook and was still in discussions with Sanctuary. He asked that the Council to encourage residents to report their concerns so that a true picture of what is happening can be recorded as currently only 1 resident is making reports.



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## Bolesworth Estate

Matthew Morris reported that the Cypress Tree which has been proposed for removal is being removed as it is past its best and is dominating the property. He confirmed that he had met with the CW&C Conservation Officer who had visited the marina and Canalside Business Park and noted the concerns with that areas designation as a conservation area and that now it was a matter of working out how this issue can be addressed, possibly the introduction of supplementary planning guidance. It was hoped a solution could be found by working with CW&C.

## **MINUTES**

**RESOLVED 18/039** - that the Chairman signs, as a correct record the circulated minutes of the Parish Council meeting on the 4<sup>th</sup> June 2018.

## **CLERK'S REPORT**

Councillors noted the Clerk's report, pages 24 and 25 of the Minutes.

## **OPERATION SHIELD**

The report was noted in public participation.

Councillors expressed their disappointment in the way the project had been managed as despite assurances the Council had not been kept involved or informed. It was agreed that the Clerk should write to the Chief Constable and Police and Crime Commissioner expressing the Council's disappointment.

## **PLANNING**

### i) Planning Register

Councillors noted the planning register, page 3, as circulated.

It was agreed that the following applications would be considered at an extraordinary meeting of the Council on Monday 16<sup>th</sup> July (7.30):

18/01889/S73 – Variation of Condition 1 – Frog Lane, Tattenhall.

18/02269/FUL - Conversion to apartments and dwellings - Bear & Ragged Staff

Appeal – Up to 30 dwellings 13/01329/OUT – Land rear of Greenlands, Tattenhall.

**RESOLVED 18/040** – That the Council submit a comment of Support for application

18/02250/CAT – Cypress tree fell to ground – 1A Mercury House, High Street, Tattenhall.

### ii) Planning Comments

No comments submitted since June meeting.

### iii) Planning Enforcement

It was noted that the Clerk had not received an update on the fence and would circulate to Councillors once an update is received.

## **CANAL CORRIDOR CONSERVATION AREA**

**RESOLVED 18/041** – That the Council write a formal letter of Complaint to CW&C regarding the creation of the canal corridor conservation area without any consultation with the Parish Council or other interested parties particularly as Tattenhall has a made neighbourhood plan which includes policies which cover the area and that the letter be shared with and support the position of the Bolesworth Estate.

It was suggested that creation of the conservation area was fundamentally unlawful as correct processes had not be followed and that the council should request dates of when consultations had been undertaken and when decisions had been made and by who.



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## NEIGHBOURHOOD PLAN (NR)

The Council received the notes regarding the Neighbourhood Plan, page 26 of the minutes book.

**RESOLVE 18/042** - that the Parish Council wishes to re-designate the NP boundary to correspond with the Parish Boundary and authorise the NP steering group to undertake this work. It was agreed that Councillor Weaver would lead the steering group and that people wishing to join the group could do so.

It was noted the review would seek to update the document including the foreword but would not change or amend any policies.

**RESOLVE 18/043** - that whilst carrying out the process to re-designation of the boundary the NP steering group carry out a partial review of the Neighbourhood Plan to take account of changes in the Parish since the NP was made.

**RESOLVE 18/044** - that the Council budget up to £1000 to undertake these tasks. It was expected the work would take around 6 to 8 months to complete.

## S106 PAYMENTS FOR TATTENHALL PARISH

The council noted the following S106 payments for the Parish Council area:-

Date of agreement	CW&C Ref.	Application Number	Description/ Allocation
30/04/2013	457	12/04702/OUT	Bus Stop - £7,500 Education – 109,499 (54,749.50 allocated)
14/10/2014	458	14/61495/REM	Footpath in vicinity of development - £10,000
09/10/2007	229	04/01113/FUL	Affordable Housing - £65,000
30/11/2012	452	12/02283/FUL	Bus shelter – £15,000 Education - £60,805
11/2016	514	16/02925/FUL	Education - £143,048.25

It was hoped that affordable housing funding relating to application 04/01113/FUL would be allocated Community Land Trust. The Clerk was asked to find out more details of the £10k for a footpath relating to application 14/61495/REM.

## TATTENHALL ROAD BUS SHELTER

It was reported that the CW&C Conservation team have raised no concerns regarding the proposed bus shelter design and that Fiona Hore CW&C senior manager – planning and strategic transport was looking into the matter.

## HIGHWAYS MATTERS

### i) Chester Road Parking Restrictions

CW&C Highways officers they are in the process of checking the swept paths for vehicles pulling into the proposed refuge area to allow cars to pass and were hoping to send out a revised plan this week.

### ii) Implementation of New Speed Limits

Consultation letters have now been distributed and publicised on the Council's and the Tattenhall online websites, the deadline for comment to CW&C is the 31<sup>st</sup> July 2018.



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## PARISH COUNCIL TREE MAINTENANCE

A discussion took place regarding whether the Ash tree identified for significant works would better being felled due to costs involved.

**RESOLVE 18/045** - that the Council proceed with all tree works as stated in the report at a cost of £1638.00 (inc. vat) the schedule of works include removing ivy from trees within the Spinney and re-inspecting them.

## TATTENHALL COMMUNITY ROOM

The Clerk reported that she had made contact with The Park Primary School and was in the process of arranging a suitable date to meet.

## PUBLIC OPEN SPACE

The Clerk reported she is awaiting a response from CW&C localities officers to arrange a suitable meeting date.

## GLEBE MEADOW & BARNFIELDS MAINTENANCE

It was noted the quotation had not been received as such this item was deferred until the Council's August meeting.

## EMERGENCY PLAN

It was agreed that the plan would be reviewed by the Community Safety Working Group and would be led by Councillor G. Blackhurst.

## ACCOUNTS & PAYMENTS

**RESOLVED 18/046** – that the Council contribute £37.50 towards the cost of the Clerk attending the SLCC Regional Conference (half cost).

**RESOLVED 18/047** – that the Council set up a direct debit to pay Southern Electric of power supply to the memorial.

**RESOLVED 18/048** – that the Council accept the accounts and payments as circulated on page 3 of the Cash Book:

SSE	Unmetered Elec Supply	10.55
H. Wright	Internal Audit	120.00
A. Wright	Salary	830.38
HMRC	PAYE/NI	100.69
C. Weaver	Reimbursement - Mileage	10.80
Barbour Institute	Room Hire	62.71
Shires Pay Services	Payroll	30.00
Grants Gardening	Grass Cutting	42.00
A. Wright	Reimbursement-Variou	108.45
L. Jones	Reimbursement-Refreshments	7.90
Carol Siddorn	Bouquet	25.00

Signed .....

Dated .....

The meeting closed at 8.40pm



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An EXTRAORDINARY PARISH COUNCIL MEETING has been called for  
Monday 16<sup>th</sup> July 2018, 7.30pm  
To discuss outstanding planning applications.

The next scheduled PARISH COUNCIL MEETING is the  
on Monday 6<sup>th</sup> August 2018, 7.30pm  
Barbour Institute.

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### 4<sup>th</sup> June Meeting Action List

Action	Date	Comments	Completed
<u>External Audit</u> – submit external audit & website.	11 06 18	Posted audit to External Auditor Scanned copy and documents on website under Finance.	11 06 18
<u>Natwest</u> - Process completed forms	09 06 18	Submitted all forms to Natwest except on-line banking. Once forms processed can obtain name of 5 <sup>th</sup> signatory who must be removed before online form can be processed.	
<u>Trees</u> - Received tree report and arrange meeting inc. TWIG.	12 06 18 18 06 18 26 06 18	Requested update on report. Councillors onsite meeting. Emailed requesting quote for works.	
<u>Regulations &amp; Policies</u> - Standing orders, Risk Assessment, Equality & Diversity onto website.	22 06 18	Posted on website.	22 06 18
<u>Parking Restrictions</u> – received updated plans.	19 06 18	Requested update.	
<u>Speed Limit Letters</u> Deadline Tuesday 31 <sup>st</sup> July 2018.	07 06 18 15 06 18	Emailed SB confirming envelopes. Letters distributed by GS & CW	
<u>20mph Review</u> – obtain update of review	07 06 18 07 06 18	Emailed DR requesting update. Response - Tattenhall is in this year's programme, will be validating all assessments this month with the Police. Any changes should come into effect in the Autumn. Asked to be kept updated.	07 06 18
<u>Dog Bin</u> Site approved Installed	11 06 18	Email from CW&C two bins already in that area – circulated to Cllrs for additional information. <b>Broxap confirmed cancellation of bin order at no cost.</b>	11 06 18
<u>Community Room Meeting</u> – arrange meeting inc. Councillors IK, PB, CW. School Bob Blackhurst Ed Infrastructure	19 06 18 20 06 18 07 06 18	Emailed Headteacher for proposed dates. Email from Headteacher, awaiting dates, forwarded to MJ. Emailed BB to see if happy to join – confirmed.	
<u>Public Open Space Meeting</u> Councillors IK, GS Bolesworth, school, Localities Plus play, football & Other. TWIG Mike Jones	07 06 18 20 06 18	Contacted councillors for contact details. Emailed PB/SD to ask for assistance and meeting dates.	



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<u>Planning</u> 1 Castlefields Comments Request info 18/01889/S73	05 06 18 05 06 18 07 06 18 12 06 18  19 06 18 22 06 18	Submitted comments Emailed planning officer GN Circulated GN update Requested update and extension to comment – agreed. Emailed GN for update & Agent for information. Left phone message for GN	06 06 18
<u>Enforcement</u> – Update on Castlefields Fence. Report Signs TG, Allium.	12 06 18  12 06 18 12 06 18	Allium banner reported ref: PL28715261. Email confirmed banner removed. TG Sign reported ref: PL28715513 Requested update on fence.	13 06 18
<u>Speeding</u> – Reported speeding to PC Gigg	05 06 18	Received e-mail from PC Gigg saying this an on-going issue and that enforcement is scheduled for the road.	06 06 18
<u>Tattenhall Road Bus Stop</u> – contact Conservation officers	12 06 18	Emailed FH asking the matter be expedited.	
<u>Litter on Park</u> – report to CW&C	12 06 18	Reported using online form.	
Anti-Social Behaviour Keysbrook – contact police and Sanctuary Housing	05 06 18  07 06 18 11 06 18 22 06 18	PC Gigg & PCSO – police confirmed aware and will monitor they will also contact Sanctuary (& provided contact details), stated few incidents reported but noted 101 is an issue. Emailed Sanctuary Housing Sanctuary confirmed received email & investigate. Emailed requesting update.	
<b>Other Items Reported</b> Full dog bins Ravenholme, M.Mile & Church Yard	18 06 18 20 06 18 21 06 18	Reported 4836005 Reported again following 2 <sup>nd</sup> residents phone call. Reported again (3 <sup>rd</sup> call) including photo 4836350	
Footpath from BI to Recreation Ground/Cricket Club	15 06 18 20 06 18	Emailed complaint to officer Reported again 4836188	
Missing Screws on Basket Swing	20 06 18	Reported to Parsons who reported no missing screws.	20 06 18
Litter by Youth Shelter	21 06 18	Reported with photo 4836363	
Kissing Gate (Burwardsley Rd)	21 06 18	Reported with photo 4836359	

Society of Local Council Clerks (SLCC) please note I contacted the SLCC regarding extending my membership as I am already a member with Tilston Parish Council, they have confirmed by email that combined my membership at no charge and will pick up any additional costs in February 2019 when my membership is due.



**Minutes of Tattenhall & District  
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Tattenhall & District Neighbourhood Plan**

Recently Cllrs Blackhurst, Spencer and Weaver met with Rosie Morgan, Spatial Planning Officer for Cheshire West and Chester Council who also leads on Neighbourhood Planning for the Authority.

She reported that legislation was now in place that would allow the Parish Council and NP steering group to re-designate the Neighbourhood Plan boundary to follow the new Parish boundary that was implemented in 2015 following a Local Authority Governance Review.

The re-designation process would begin at Regulation 14, a community consultation, but this would be on notice boards and websites in the main part of the Parish; with only those in the affected areas and the statutory consultees, directly consulted. This would then be followed by Regulation 15, a local authority publicity period, and finally would go to examination and the decision made by the Examiner. As before the NP steering group would have a say in who was chosen as Examiner

The Tattenhall Neighbourhood Plan states that it will be reviewed every five years but currently there is no clear guidance on how a Neighbourhood Plan can have a major review without having to go through a further Referendum. However M/s Morgan suggested that if the Parish Council / NP Steering Group are going through the steps above it could be worth considering a partial review that updated the wording which was written before the Referendum, and acknowledging the changes that have taken place in the Parish since the NP was made.

This updated document would follow the process above at the same time.

Cost to the Parish Council would be minimal: printing of posters and letters for the Reg 14 consultation and the printing of some copies of the new document to placed as required in statutory places – Council offices, libraries, a certain number in the community etc. However there is Neighbourhood Plan money in the Parish Council budget which should cover those costs. The cost of the Examination is borne by the Local Authority.

**In order to carry out this process Council needs to consider the following resolutions:**

- 1) Resolved that the Parish Council wishes to re-designate the NP boundary to correspond with the Parish Boundary and authorise the NP steering group to undertake the work to do this.**
- 2) Resolved that whilst carrying out the process that will achieve the re-designation of the boundary the NP steering group carry out a partial review of the Neighbourhood Plan to include changes made in the Parish since the NP was made.**
- 3) Resolved that the moneys in the NP budget (£1000) be used to cover any costs incurred during this process.**

Cllr Carol Weaver  
19<sup>th</sup> June 2018