



Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 6th August 2018

PRESENT

Councillors

Chairman – I. Keeping.

P. Black	S. Chapman	D. Haynes	L. Jones	J. Kershaw
N. Matthews	A. Pritchard	N. Sharp	G. Spencer	C. Weaver
L. White				

Non-Parish Councillors

Public – 8

CW&C Councillor Mike Jones

PCSO Jon Hurst

APOLOGIES

Apologies were received from the following Councillors:

G Blackhurst – family commitment

E Sadler Williams – family commitment

A Scarratt – family commitment

DECLARATION OF INTERESTS

The following interests were declared:

Cllr L. Jones declared an interest in item 15, Allotments as her husband has an allotment.

Cllr A. Pritchard declared an interest in matters relating to the proposed Portico House and bank development as a tenant of the Bolesworth Estate. She agreed she would remain in the meeting and not vote.

Cllr I. Keeping declared an interest in the Item 21 grant application as his wife is organising the event. He agreed he would remain in the meeting and not vote.

PUBLIC PARTICIPATION

Police Report

PCSO Hurst reported that the police had paid attention to the Keysbrook area and would continue to monitor the situation.

He confirmed the police had circulated information regarding the 101 non-emergency service and that posters and leaflets will be circulated explaining different ways to contact the police. He reported that the police are continuing to work to improve the service.

PCSO Hurst reported that he and PCSO McKevitt had been delivering Operation Shield kits in the Gatesheath area and had distributed between 39-45 kits during the day. He confirmed that he will be continuing to distribute kits door to door and also through drop-in sessions.

PCSO Hurst was asked to keep an eye on the car park off the High Street as youths have been hanging around the area.

The police were asked if they could provide extra cover during Car Fest as a resident had encountered an intruder on their property for the second year running.

Graham Marsden confirmed he had met with the Chief Super Intendant who had confirmed the police are working to improve the 101 service and to reduce the number of inappropriate calls to the number.

Chester Road Flooding

A resident asked what progress had been made to resolve the flooding on Chester Road, it was agreed the Clerk would investigate the matter.



Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 6th August 2018

Retirement Village

A resident asked if the Council had any plans to ask the developers of the retirement village to provide an update on the village. It was agreed the Clerk would contact the developer and ask them to hold a public meeting to provide an update on the development.

Bolesworth Estate

Matthew Morris thanked the community for their patience during Car Fest which was attended by 37,000 people each day. He reported that the traffic management is being reviewed as many locals had ignored the one way system which was highly dangerous. He also reported that the Bolesworth Estate sincerely regret the incident which took place with an intruder and stated that they were working with licensing to prevent future issues.

He confirmed that the planning application for Portico House and Bank will be available online shortly on the CW&C website. He confirmed the application is for 7 dwellings, 5 1 bed and 2 2 bed dwellings all of which will be for rent and with an affordable element.

Scooter Rally

It was reported there had been a scooter rally over the weekend which had resulted in loud late night parties on the 3rd and 4th August. It was agreed the Clerk would raise the matter with licensing.

Car Fest

It was agreed to congratulate the Bolesworth Estate for Car Fest which despite the incident had been a huge success and had been positive for the area as a whole, it was confirmed Car Fest will be held at Bolesworth again in 2019.

MINUTES

RESOLVED 18/054 - that the Chairman signs, as a correct record the circulated minutes of the Parish Council meeting on the 2nd July and the extraordinary meeting held 16th July 2018.

CLERK'S REPORT

Councillors noted the Clerk's report, pages 37 and 38 of the Minutes.

BEAR AND RAGGED STAFF

RESOLVED 18/055 - that the Council nominate the Bear and Ragged Staff including the car park as an asset of Community value.

PLANNING

i) Planning Register

Councillors noted the planning register, page 4, as circulated.

RESOLVED 18/056 – That the Council submit the following observations:

18/02710/CAT – Various tree works – Whitegates, Burwardsley Road, Tattenhall, CH3 9NS.

That the Council notes the application is in a conservation area and that the council would support the planting of native species in place of the removed trees.

It was agreed to review the Portico House and Bank application at a meeting on 20th August, was agreed Councillors Chapman and Keeping would review the application in detail and report back to the meeting.

ii) Planning Enforcement

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



Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 6th August 2018

iii) Planning Rota

It was agreed that councillors would sign up to a rota to be responsible for reviewing planning applications received each month and to report back to the meetings.

CANAL CORRIDOR CONSERVATION AREA

It was noted that the letter of complaint had been sent to Charlie Seward CW&C, the letter had been acknowledged. A meeting is arranged for 21st August with Kirsty Henderson and Fiona Hore CW&C planning officers to discuss the matter.

PUBLIC OPEN SPACE

It was reported that the Chairman and Clerk had an informal meeting with Calvin Stockton CW&C Public Realm and Play Commissioner having contacted CW&C for assistance in this matter. The Clerk had also contacted Mrs Hawkins, head of Tattenhall Park Primary School regarding meeting to discuss the matter. She has suggested that the working group for the community room take up this matter.

She also confirmed that as the school construction is still ongoing access to the field is not possible over the summer for health and safety reasons. However going forward access to the field could be arranged for sporting activities but that open access would be more problematic due to dog fouling issues, but that this was something the working group could discuss.

TATTENHALL COMMUNITY ROOM

i) The council agreed the notes of the meeting held 17th August 2018, page 39 to 41 of the minutes book.

ii) The Clerk noted she had not yet received the terms of reference.

RESOLVED 18/057 – That the Council nominated the following people to represent the Council on the working group Councillors Pat Black and Carol Weaver and Bob Blackhurst, it was also agreed the Clerk would attend the meetings to take notes.

It was noted that the school had nominated Governors Sam Evans and Tim Whitehall to the group along with the school's new business manager Yvonne Morgan.

TATTENHALL ROAD BUS SHELTER

It was reported that the CW&C officers had confirmed that Redrow have approved the bus shelter, the contractor was scheduled to visit the site on the 6th August after which the timescales for installation would be agreed.

FLASH FLOODING

The Clerk reported that she had been contacted by a resident following recent flash floods in Tattenhall and had received an update from Welsh Water who have carried out remedial work. It had been noted a large amount of surface water had been going into the sewers as such Highways had cleared all the gullies and silt off the road, Welsh Water have also desilted all the drains back to the graveyard and were planning to desilt the drains all the way to the sewerage works. They are also planning to carryout CCTV surveys of the drains.

Welsh water have agreed to meet councillors to provide a full update at a meeting 14th August.



Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 6th August 2018

HIGHWAYS MATTERS – CHESTER ROAD PARKING RESTRICTIONS

It was agreed that the Clerk contact highways and ask that the double yellow lines refuge be moved to opposite the school car park entrance which would also make it easier for large vehicles entering and exiting the school.

GLEBE MEADOW & BARNFIELDS MAINTENANCE

RESOLVED 18/058 – That Ecological Land Management undertake the maintenance of the Glebe Meadow and Barnfields at a cost of £470 (+vat).

ALLOTMENTS UPDATE & MAINTENANCE

The Clerk reported that she and the chairman had met with Mr Bevan at the allotments who had raised a number of concerns.

It was noted that the Clerk had already agreed the hedge cutting and repairs to the broken gate.

RESOLVED 18/059 – That the clerk pay The J Team Gardening Services & Grounds Maintenance for repairs to the gate (£150) once completed.

Mowing Main Path & Provision of Green Waste Bin

The Council agreed that the Clerk write to the allotment holders suggesting that garden waste should be composted and also that the path could be retained by allotment holders to keep allotment rental cost down.

MAINTENANCE ISSUES

The Clerk reported she had received a request from CW&C that they replace the bin outside the Sportmans to prevent fly tipping in the bin. It was agreed the Clerk ask that the current cast iron bin is not replaced and that the situation is monitored.

i) Flacca Path

The Clerk reported that CW&C had confirmed they would only cut the path back once a year and that if the Parish Council wanted it cut more frequently they would need to undertake any additional cuts. It was noted that the path has just been cut thanks to the Bolesworth Estate. It was agreed the Clerk should write to CW&C and state that the one cut needs to take place and May or June when growth is at its worst.

ii) Hedge Cutting inc Youth Shelter

It was noted that the Clerk had contacted someone to cut the hedge but had not yet received a response. It was agreed the hedge should be cut to a height of 1m.

iii) Spinney Maintenance

The Clerk reported she was awaiting further information from Amenity Tree Care following removal of the ivy from a number of trees.

CW&C Tree Officer has highlighted that the spinney contains a number of very tall crack willow which have a history of failure which the Council may wish to manage to avoid future failures in the public areas. It was agreed the Clerk should contact Amenity Tree Care and ask if they could develop and cost a scheme of ongoing tree maintenance.

The Clerk reported a resident of Spinney Close had contacted her regarding Spinney Trees overhanging and in some places touching his property. It was agreed the Clerk would write to the property owner confirming that the Council has undertaken an extensive survey of the trees in question carried out by a professional experienced company who have not identified any work required to the trees in question. However should the resident wish to carry out any maintenance on the trees overhanging his property himself the Council would be willing to consider giving permission for these works so long as they do not weaken or endanger the trees.



Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 6th August 2018

PLAY AREA INSPECTIONS

i) Training for Volunteer Inspections

It was agreed the Clerk would establish a cost for the days training including for the venue and lunch and they circulate to neighbouring councils to see if they would be interested in booking places.

ii) Annual Inspection

RESOLVED 18/060 – That the Play Inspection Company be asked to undertake the play inspection a cost of £125 + vat.

ACCOUNTS & PAYMENTS

RESOLVED 18/061 – that the Council accept the accounts and payments as circulated on page 4 of the Cash Book:

Date	CHQ			VAT	Total
16 07 18	1980	PAC Wristbands	WW1 Wristbands	56.40	338.40
06 08 18	1978	Barbour Institute	Room Hire & Printing		116.50
06 08 18	1979	CW&C Council	Grounds Maintenance	96.49	578.95
06 08 18	1981	Amenity Tree Care	Tree Survey	95.00	570.00
06 08 18	1982	Amenity Tree Care	Tree Works	273.00	1638.00
06 08 18	1983	Shires Pay Services	Payroll		10.00
06 08 18	1984	Ann Wright	Reimbursement - Post		15.47
06 08 18	1985	P. Marsden	Salary - Watering		180.00
06 08 18	1986	A. Wright	Salary		666.38
06 08 18	1987	Grants Gardening	Grass Cutting	7.00	42.00

RESOLVED 18/062 – that the Council approve payment of the following invoices received after publication of the agenda:

Date	CHQ			VAT	Total
06 08 18	1988	Water Plus	Allotments water		6.62
06 08 18	1989	Barbour Institute	Room Hire		74.00
06 08 18	1990	Water Plus	Glebe Meadow Water		10.08
06 08 18	1991	Royal British Legion	Poppy Wreath		100.00
06 08 18	1992	Cumbria Clock Company Limited	Clock service	31.00	186.00
06 08 18	1993	P. Black	Reimbursement		16.93
06 08 18	1994	MA Creative	Interpretation Board	270.00	1620.00
06 08 18	1995	T. Hull	Reimbursement - Image		26.40

RESOLVED 18/063 – that the Council set up direct debit payments to Water Plus to pay for water supplies to the allotments and Glebe Meadow.



**Minutes of Tattenhall & District
Parish Council Meeting
Barbour Institute, 6th August 2018**

DOCUMENTS & POLICIES

RESOLVED 18/064 – that the Council approve the Community Engagement policy as circulated.

WORKING GROUP UPDATE

The Clerk asked that all working groups prepare a short report or work programme for the September 3rd meeting of the Council.

GRANT APPLICATION

RESOLVED 18/065 – that the Council agree to be the named applicant for funding on behalf of Yvonne Keeping for a children's craft/art event, and that the Council approve payment of the invoice for the event for the same amount as the grant.

Signed

Dated

The meeting closed at 9.10pm

Ann Wright 07/08/2018

**An EXTRAORDINARY PARISH COUNCIL MEETING has been called for
Monday 20th July 2018, 7.30pm
To discuss outstanding planning applications.**

**The next scheduled PARISH COUNCIL MEETING is the
on Monday 3rd September 2018, 7.30pm
Barbour Institute.**



Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 6th August 2018

Action	Date	Comments	Completed
<u>Natwest</u> - Process completed forms	03 07 18 18 07 18 21 07 18	Form submitted to remove signatory – JD. NW confirmed JD removed from accounts. Posted online banking application.	
<u>Trees</u> – Confirmed tree works	03 07 18 27 07 18	Confirmed tree work Emailed for update on further investigations as part of works.	
<u>Parking Restrictions</u> – received updated plans.			August Agenda.
<u>Speed Limit Letters</u> Deadline Tuesday 31 st July 2018.		Highways confirmed information will be available for September meeting.	September Agenda.
<u>Police Matters</u> Letter regarding 101 to Chief Constable & PCC Letter regarding OP. Shield	16 07 18 18 07 18 23 07 18 11 07 18 12 07 18 16 07 18	Letters sent to CI Evans & PCC Keane CI Evans – confirmation and forward to SI Deborah Hooper who is in charge of our Force Control Centre. PCC DK – confirmation Circulated PCC response Circulated Police Response Letters Op. Shield - sent to CI Evans & PCC Keane CI Evans – confirmation – 7 days PCC DK – confirmation – 10 days Circulated response from CI Evans.	 18 07 18 23 07 18 18 07 18
<u>Community Room Meeting</u> – arrange meeting inc. Councillors IK, PB, CW. School Bob Blackhurst Ed Infrastructure	03 07 18 09 07 18 17 07 18	Meeting confirmed for 17 07 18 (6pm) Contacted MW (CW&C) for update. Meeting with Governors.	August Agenda.
<u>Public Open Space Meeting</u> Councillors IK, GS Bolesworth, school, Localities Plus play, football & Other. TWIG Mike Jones	06 07 18 10 07 18 17 07 18 24 07 18	Contacted localities (PB) again as no response since 28 06 18. Contacted officer recommended by PB to arrange date for meeting. Meeting with IK and CW&C CS to brief on history. Emailed head to arrange meeting date in September.	August Agenda
<u>Neighbourhood Plan</u> Contact WG members	10 07 18 10 07 18 13 07 18	Contacted MM by Email, PW by letter. Bolesworth confirmed involvement. PW confirmed involvement.	13 07 18
<u>Canal Corridor</u> Letter of complaint to CW&C	16 07 18 20 07 18 23 07 18	Draft sent IK, CW & MM. MM suggested minor amendment – done! Letter Sent Meeting date confirmed – 21 st August 2pm.	August Agenda
<u>Enforcement</u> – Update on Castlefields Fence.	23 07 18	Requested update.	
<u>Bus Shelter</u>	25 07 18	Contacted CW for update.	August Agenda



**Minutes of Tattenhall & District
Parish Council Meeting
Barbour Institute, 6th August 2018**

<u>Keysbrook ASB</u>	25 07 18 26 08 18	Contacted Sanctuary for update. Circulated update – area to be fenced.	26 07 18
<u>Planning</u> – submit comments: 18/01889/S73 – Frog Lane 18/02269/FUL – Bear & Staff 18/02458/FUL – Barn 18/02546/FUL – Windows Appeal 13/01329/OUT	17 07 18	All comments submitted.	17 07 18
<u>Bear & Ragged Staff</u>	20 07 18	Submitted nomination for Community Asset status	August Agenda
<u>OTHER ITEMS</u>			
Broken BT cover on Park	02 07 18	Reference WN7URM13	August Agenda
Street Light – High Street 4	03 07 18	Reference 4837517	
Road Sign Dropped – Park	03 07 18	Photograph submitted Reference 4837520	
Flash Flooding	17 07 18 19 07 18	Email from resident concerns with flooding requested update – agreed on August agenda. Spoke to resident providing WW contact and video. Email Highways (HC) for update	
Play Area	12 07 18	Carried out checks	
	23 07 18	Carried out checks 1) Graffiti 2) Warped picnic tables – reported to WE Parsons inc photo 3) Missing 6 blue bolt covers – reported to WE Parsons.	
	30 07 18	Confirmation covers to be posted to Clerk.	



**Minutes of Tattenhall & District
Parish Council Meeting
Barbour Institute, 6th August 2018**

**Notes of School & Community Room Meeting
Tattenhall Park Primary School
17th July 2018**

PRESENT

School Governors

Lisa Andrews, Freda Davies, Sam Evans, Louise Gibson (note taker for Governors), Jo Hawkins (Head Teacher), Elizabeth Oates (Chair of Governors), Leanne Wheeler

Parish Council

Pat Black, Iain Keeping (Chairman of Parish Council), Ann Wright (Clerk)

Other

Bob Blackhurst (Community Member asked by Parish Council)

Mike Jones (CW&C Ward Councillor)

Janine Smart (Capital Development Manager, CW&C Education Services)

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

The following interests were declared:

Bob Blackhurst – member of Committee which run the Vault community room at St. Alban's Church.

Cllr. Mike Jones – Trustee of Barbour Institute (BI)

Cllr. Pat Black – Trustee of Barbour Institute

All those in attendance were given a tour of the school including the community room by the Jo Hawkins.

UPDATE FROM SCHOOL GOVERNORS ON SCHOOL EXTENSION PROJECT

It was noted that the extension project is not yet complete which is highly frustrating for the Governors and school staff who are working hard to manage the process and cause as little disruption as possible. It was noted that the project is over twenty weeks behind schedule partly due to the weather and issues arising from the steel framework in the original building which had to be engineered out to prevent columns obstructing classrooms. Staff have been working extra hours including during holidays to reduce disruption which includes dust and debris. CW&C Health and Safety officers have attended the school on a number of occasions to provide advice and reassurance to staff and parents during the building process. The renovations are expected to be complete by the end of August and the priority at the moment is that the works are completed for the start of the new school year. CW&C officers are continuing to support the school and review the building process.

It was noted that the renovations and changes to the school although not complete are looking very good.

UPDATE FROM SCHOOL GOVERNORS ON ACTIONS & PLANS FOR THE SCHOOL AND COMMUNITY ROOM

It was reported that Governor's Community Engagement Committee were intending to advertise for expressions of interest from those who wish to hire the community room and outdoor space and to see how these potential bookings could work around school use which includes the afterschool club which runs to 6pm.



Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 6th August 2018

A query was voiced regarding the use of the community room and it was stated that originally it had been understood its use would be two thirds community and one third school use. It was

noted that the wraparound care provided by the after school club does provide a community service. It was also noted that the Governors before the renovations had agreed not to extend the school hall due to a lack of funding and had agreed that the new room would be used instead.

Key questions raised included how will the room be managed? Who will manage it, will it be the school? What will the charges be?

It was noted that the rate charged had to cover the costs of the room as school funds for education could not be used. It was noted that CW&C room hire rates are too expensive but there was also a need not to be 'too competitive' and take business from other venues in Tattenhall. It was noted when the church had set its hire rates it had done so in consultation with the BI.

It was emphasised that the benefits of community involvement to the school by different people will be of great value to the school needs and needs to be considered in addition to financial benefits.

Concerns were raised regarding how the room will be accessed by users while keeping the school secure and safeguarding the pupils. It was suggested that a computerised keypad entry system could overcome some of these issues.

It was noted possible users for the room would be a holiday club which is much needed in the village, also uniform groups including Brownies and Guides and a martial arts class has expressed an interest in using the facility.

The question was raised regarding ownership of the facility, whether it is a school or shared facility. It was noted if the Parish Council was to have shared ownership it would also have shared responsibility for the finances etc.

Cllr Mike Jones provided the following back ground to the funding for the room: He stated that that £220k had be raised through the sale of land by CW&C to a developer and that the money was to provide facilities for the youth of Tattenhall, initially the intention had been to build an extension on the BI which had been an action in the Parish Plan approximately 12 years ago. The room was for use by the school and the community and as such a joint agreement with joint responsibility for the room needed to be drawn up and agreed which was equitable and prevented one party from vetoing the other.

The agreement would identify when the facility is to be used by the school and community.

It was asked if the Parish Council would represent the 'community' part of the agreement and take joint responsibility for the room including its finances.

It was agreed by all that the facility would have to be self-financing. To that end schools use of the room will need to be funded.



Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 6th August 2018

It was noted that the Bishops Blue Coat School has previously established a joint use facility which maybe a model which can be copied known as the Great Boughton District Community Group.

It was suggested that the Parish Council as directly elected representatives of the community and the Governors as elected representatives of the school would best placed to form the agreement.

It was asked if a viability study had been undertaken before the room was built, and it was said not. It was suggested that although there was a need for running costs to be identified that based on BI rates and the fact that the building is new and energy efficient it should be viable to run.

It was confirmed that CW&C estates officers would be able to provide advice and support in this area.

It was stated by the governing body that they had been criticised for delaying the process of establishing the community room however it was confirmed that they had made comment on possible community agreements in December 2018 and returned these comments to CW&C and had received no response. Cllr Jones confirmed he had challenged the process as it had been one sided. It was stated that Governors had been subjected to a large amount of criticism particularly in reports of Parish Council meetings on Tattenhall-On-Line. It was noted that the Council was not responsible for the content of Tattenhall-On-Line.

It was agreed there was a need to identify people to form a small working group to take this project forward and establish an agreement to manage the room. It was agreed the Council would confirm 2 to 3 three representatives at its August meeting and that the names would be submitted to CW&C (Janine Smart to confirm the contact) to form a small working group. The Governors agreed that they will also nominate representatives.

It was noted that the Bishop Heber High School had a joint agreement in place for its community sports provision which may provide a model for consideration.

Cllr. Jones confirmed he would be happy to facilitate any future meetings.

It was agreed that CW&C officers would draft a terms of reference for the working group which would be available for consideration by the governors and the Parish Council at the Council's August meeting.

All those attending were asked to remember that community involvement with the school is of genuine benefit to both the community and the school and should be regarded as a two-way street.

It was agreed that the working group would seek to have a draft joint management agreement formed by the end of September 2018.



Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 6th August 2018

The following actions were agreed for the working group:

- To agree a joint press release/statement explaining that the school and Parish Council are working together to establish the community room. It was agreed that Laura Johnson, CW&C PR officer would be asked to provide a draft.
- To develop a heads of terms to develop into the management agreement.

It was agreed a representative of the CW&C estates team would attend the meetings to provide support although it was stated they would not be able to provide model documents for the group to consider.

'The Link' was suggested as a name for the room, it was suggested this could be extended to The Link @ Tattenhall.

Mrs Hawkins stated she would like to hold an open or community day to show off the new facilities, this was welcomed by all.

It was noted that CW&C would not provide administrative support for the meeting although council representatives confirmed that the Clerk to the Council could offer support.

The meeting closed at 7.35pm

Ann Wright 18/07/2018