



# Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 7<sup>th</sup> January 2019

## PRESENT

### Councillors

Chairman – I. Keeping.

P. Black      G. Blackhurst      S. Chapman      L. Jones      A. Pritchard  
E. Sadler-Williams      A. Scarratt      N. Sharp      C. Weaver

### Non-Parish Councillors

Public – 7

CW&C Councillor Mike Jones

## APOLOGIES

Cllr. D. Haynes – Personal commitment.

Cllr. J. Kershaw – Family commitment.

Cllr. G. Spencer – Work commitment.

Cllr. N. Matthews – Family commitment.

Cllr. L. White – Family commitment.

## DECLARATION OF INTERESTS

No interests declared.

## PUBLIC PARTICIPATION

### Housing Numbers & Affordable Housing

A resident asked that CW&C ward councillor Mike Jones asks that the 56 homes built as part of the retirement village are included in the next Housing Monitor produced by CW&C. Cllr. Jones confirmed inspectors will visit development sites in April and list properties completed and these will be recorded and confirmed this is a robust process and that issues regarding the number of properties at the retirement village are due to the large number of amendments made to the approved permissions. Cllr. Jones confirmed he would continue to monitor the situation.

A resident stated the percentage of affordable homes provided at the retirement village do not meet the CW&C 30% minimum or the 35% set by the Neighbourhood Plan. Cllr Jones confirmed that this had been investigated by CW&C however the developer had proved that it was not commercially viable to provide additional affordable housing or a contribution towards affordable housing.

Cllr. Weaver declared a close associate interest in relation to application 18/04654/LDC and stated she would not vote in the matter.

Cllr. Pritchard declared a close associate interest in relation to application 18/04654/LDC and stated she would not vote in the matter.

## MINUTES

**RESOLVED 19/113** - that the Chairman signs, as a correct record the circulated minutes of the Parish Council meeting on the 3<sup>rd</sup> December 2018.

## CLERK'S REPORT

Councillors noted the Clerk's report, pages 99 and 100 of the Minutes.



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## PLANNING

### i) Planning Register

Councillors noted the planning register, pages 14 and 15.

**RESOLVED 19/114** – that council submit the following comments in relation to the below planning applications:

**18/04654/LDC – Use of property as a B&B with restaurant, bar & living accommodation – Carriages New Russia Hall Chester Road Tattenhall CH3 9AH.**

No objection.

**18/04667/LBC – Repair of rotten end to existing roof truss using steel shoe support – The White House, High Street, Tattenhall, CH3 9PX.**

Cllr. Weaver declared a close associate interest in relation to application 18/04667/LBC and stated she would not vote in the matter.

No objection.

### ii) Update on Enforcement Matters

No updates available.

## LOCAL PLAN PART 2

Clarification was requested regarding the 5 settlements identified in policy MM35 GBC3 in relation to maintaining settlement gaps.

Concerns were raised regarding policy MM66 (page 207) which deletes criteria 4 to retain trees in conservation areas.

It was agreed the Clerk would seek clarification on both matters and if required comments to be submitted would be agreed by email before the deadline for comments.

## HOUSING NUMBERS UPDATE

It was agreed to wait for the publication of the CW&C Housing Monitor which is due in June or July and then review the housing numbers identified for Tattenhall.

## REGISTRATION OF COMMUNITY ASSETS

The Council agreed to ask residents to nominate assets that require registration, it was agreed the Clerk would circulate the criteria and the issue would be considered at the Council's March meeting.

## FOOTPATH LIGHTING

It was agreed the Clerk would request street lighting through CW&C noting that if lighting was to be installed there would need to consult with neighbouring residents before it was installed.

## COUNCIL FACEBOOK & TWITTER

**RESOLVED 19/115** – that council establish a Facebook and connected Twitter account.

## CHESTER ROAD PARKING

No update available.



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## **SPEED LIMITS (NOT 20MPH)**

No update available.

It was noted a letter had been sent regarding the length of time this process has been taken had been sent after Christmas to the leader and Chief Executive of CW&C.

## **BUS SHELTERS**

It was noted concerns had been raised with CW&C officers regarding the new bus stop on Birds Lane which were being investigated.

It was noted that a complaint had been raised regarding a puddle on Tattenhall Road which splashes the new bus shelter, this had been raised with Highways and the relevant Public Transport Operations officer.

## **BEST KEPT VILLAGE COMPETITION**

**RESOLVED 19/116** – that the Council enter the best kept village competition for 2019.

## **PERMISSION TO SURVEY BARNFIELDS**

It was agreed to grant permission for a survey of Barnfields to be undertaken.

## **PARISH COUNCIL OFFICE**

**RESOLVED 19/117** – that council give notice on the Parish Council office

## **PARISH MEETING & VILLAGE CUP**

It was agreed to hold the Annual Parish Meeting in May following the election and to offer cheese and wine to those attending and to invite 2 speakers to give presentations.

It was agreed nominations would be sought from the public for the village cup, nominations would be considered by Councillors in April.

## **PLAY AREA BINS**

It was agreed the Council write to thank Alex Keogh for the donation of two new recycling bins which have been installed on the play area.

## **EARMARKING & PRECEPT**

i) To agree earmarking for 2019-2020

The Council agree the following earmarking.

Item	2019-2020 Budget	2020-2021 Budget	2021-2022 Budget
<b>Salary (Clerk &amp; Watering) &amp; NI</b>	8,200	8,450	8,700
<b>Admin</b>			
Clerk's Expenses			
Audit Fee			
insurance			
Photocopying & Printing			
Stationery			
Legal & Professional			
Website			
Chairman's Allowance	2,500	2,580	2,650



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<b>Subscriptions</b>			
CCA			
Footpaths			
SLCC			
ChALC	750	770	800
<b>Room Hire inc. Refreshments</b>			
Room Hire			
Meeting Room & Equipment			
Refreshments	2,000	2,060	2,120
<b>Training</b>	500	520	540
<b>Maintenance 1 - General</b>	2,000	2,250	2,500
<b>Maintenance 2 - Play Area</b>			
Maintenance & Inspections			
Grounds Maintenance			
Rent	3,500	3,600	3,710
<b>Play Area - Refurbishment</b>	5,000	10,000	15,000
<b>Maintenance 3 - Land</b>			
Glebe Meadow Maintenance			
Glebe Meadow Water			
Spinney & Trees	8,000	9,000	10,000
<b>Allotments</b>	300	320	340
<b>Community Safety</b>	2,000	2,500	3,000
<b>Community Events &amp; Pride</b>			
Community Events			
Electricity - Trees & Lighting			
Xmas Decorations & Events			
Community Pride			
BKV Entry	5,000	5,200	5,400
<b>CLT</b>	2,000	2,000	1,000
<b>Grants &amp; Donations</b>			
Parish News Donations			
Church Yard Maintenance			
Poppy Wreath			
Millfield Mowing			
Clock Maintenance			
Community Funding	4,000	5,000	6,000
<b>Neighbourhood Plan</b>	1,500	500	500
<b>Miscellaneous</b>	3,000	3,100	3,200
<b>Election</b>	1,800	500	1,000
<b>Visitor and Business Improvement</b>	2,000	2,200	2,400
<b>Community Safety - speed limits</b>	9,000	4,000	2,000
<b>Equipment</b>	500	500	500
<b>Total</b>	<b>63,550</b>	<b>65,050</b>	<b>71,360</b>



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### ii) Process for Making Payments

It was noted that all payments must be authorised by the Council in advance even if the money is earmarked for the project.

### iii) Precept for 2019-2020

**RESOLVED 19/118** – that council set a precept of £52,740, Band D rate £47.42 a 2% increase on the previous year.

## **ACCOUNTS & PAYMENTS**

### i) Accounts & Payments

**RESOLVED 19/119** – that the Council approve accounts and payments as circulated on page 10 of the Cash Book including the following:

To whom paid	Particulars	Amount
Barbour Institute	Room Hire & Printing	189.58
Ruth McPhillips	Reim - Armistice	29.14
Parish News	Armistice & Heritage Trail	50.00
Stephen Ablett	Xmas Entertainer	225.00
Anne McGrath	Reim- Mulled Wine	79.00
Ann Wright	Reim - Pink Spray	58.84
Esther Saddler Williams	Reim - Xmas Gifts	89.85
Southern Electric	Festive lighting	10.55
Nest	Pension	17.98
Waterplus	Water - Glebe Meadow	10.42
Waterplus	Water - Allotments	12.26
Natwest	Bank Charges	12.00
L. White	Reimbursement - GM	6.99
L. White	Reimbursement - GM	1.00
Ann Wright	Salary (December)	659.84
Shires	Payroll	10.00

It was noted that the Clerk has contacted NatWest regarding bank charges for online payments but had been advised there was no alternative. It was agreed the Clerk should investigate alternative banking arrangements and report back to the Council.

### ii) Additional Invoices

**RESOLVED 19/120** – that the Council approve payment of the following invoices received after publication of the agenda:



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To whom paid	Particulars	Amount
Ecological Land Management Ltd	Mowing Glebe Meadow & Barnfields	564.00
Southern Electric	Festive Lighting	17.34
Shires	Payroll & setting up pension scheme	32.00

**PART 2**

**RESOLVED 19/121** – that the Council move in private session to consider the following agenda item.

**STAFF APPRAISAL**

It was noted a staff appraisal of the Clerk had been undertaken in December, no matters of concern were raised.

**RESOLVED 19/122** – that the Ann Wright had completed her probation period satisfactorily.

Signed .....

Dated .....

The meeting closed at 8.30 pm

Ann Wright 08/01/2019

**The next scheduled PARISH COUNCIL MEETING is the  
on Monday 4<sup>th</sup> February 2019, 7.30pm  
Barbour Institute.**



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### Meeting 3<sup>rd</sup> December 2018 Action List

Action	Date	Comments	Completed
<u>Parking Restrictions</u> – confirm proposal	23 11 18	Requested update for meeting - SB	
<u>Speed Limits</u>	23 11 18	Requested update for meeting - SB	
<u>Community Room Meeting</u> – Meeting Tuesday 15 <sup>th</sup> -January	19 12 18 19 12 18 19 12 18 20 12 18 20 12 18	Draft agenda circulated to all. Emailed Clerk to Huntington for copy of agreement. Emailed MS & CW&C – no response to previous email sent 27 11 18. Spoke MS regarding model agreement, contact again week beginning 07 01 19. Email from Huntington agreement not yet in place.	
<u>Open Space</u>			
<u>Community Assets</u> - list			January Agenda
<u>Enforcement</u> –	06 12 18	Reported Chester Road Field - PL32694259	
<u>Bus Shelter</u> – Bird's Lane reply	12 12 18 15 12 18	Emailed PT Emailed CW for more location info Forwarded location details	
<u>Housing Numbers</u> Awaiting LP2	14 12 18	Received LP2 modifications	January Agenda
<u>Allotments Gate</u> – repair completed	07 11 18	Left message asking for update.	
<u>Play Inspection training</u> – identify costs and circulate to councils			
<u>Bear &amp; Ragged Staff</u> – Request info on bids made	12 12 18 19 12 18	Emailed KS Emailed KS (no response previously)	
<u>Planning</u>	27 12 18	Circulated application	January Agenda
<u>CCTV</u>			
<u>Payments</u>	04 12 18	Payments done.	
<u>Finance Working Group</u> – Meeting Monday 17 <sup>th</sup> Dec	06 12 18 07 12 18 11 12 18	Papers to AS Contacted CCLA for update. Circulated agenda.	
<u>Operation Shield</u> Request update inc. % delivered and unused packs	12 12 18 17 12 18	Emailed PC & PCSO asked for update on those delivered and unused kits. PCSO provide update when returns to work mid-January.	
<u>Armistice Book</u>			
<u>Office Review</u> (last paid Oct2017, period 1-4-17 to 31-3-18 £416.80)	12 12 18	Emailed library services	January Agenda
<u>Xmas Tree Disposal</u>	07 12 18	Contacted CR at BE	



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Reminder 5 <sup>th</sup> Jan @ 2pm	12 12 18	BE take down big and small trees 07 01 18 – emailed LW & GM	
<u>Noticeboard</u> – contact school	14 11 18 11 12 18	Emailed YM regarding notice board. Conversation with YM – discuss at next meeting	
Play Area Inspections	04 12 18 07 12 18 11 12 18	Completed inspection Requested barb wire removal Completed inspection – envelopes to school	
Green Walker's Scheme	06 12 18 07 12 18 10 12 18 12 12 18 19 12 18	Ordered pink spray Emailed letter to school Dropped off Pink Spray Contacted local councils with selected dog bags Contacted CW&C regarding supply of dog bags.	
<u>Letters of Thanks</u> Bolesworth	19 12 18	Letter emailed to MM 19 12 18	Completed
<u>Sanctuary Garage Rental</u> – Confirm rental	11 12 18 19 12 18 20 12 18	Contacted Sanctuary to rent garage. Contacted Sanctuary again to progress rental. Completed and submitted application form.	
<u>Allocation Policy Letter</u>	26 11 18 12 12 18	Sent allocations policy letter Circulated Response	
<b><u>OTHER ITEMS</u></b> Fungal growth on Tree Bins @ Bear Bus Shelter Puddle	04 12 18 07 12 18 27 12 18	Emailed photo to TW @ CW&C Contacted agent & spoken to Punch Taverns Reported to Highways ref. 4852442 & PT	

### 2019 – Objectives

- Establish FACEBOOK page
- Establish Weekly Surgeries
- Promote Local Elections
- Promote understanding of Code of Conduct

