



# Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 4<sup>th</sup> February 2019

## PRESENT

### Councillors

Chairman – I. Keeping.

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

### Non-Parish Councillors

Public – 7

## APOLOGIES

Cllr. A. Pritchard – Work commitment.

Cllr. L. White – Family commitment.

Cllr. E. Saddler-Williams – Family Commitment.

Cllr. N. Sharp – Personal Commitment.

CW&C Councillor Mike Jones

## DECLARATION OF INTERESTS

Cllr. P Black noted she is a Trustee of the Barbour Institute in relation to Item 7, Community (Link) Room.

## PUBLIC PARTICIPATION

Carol Rouse of Bolesworth Estate confirmed that a full planning application had just been submitted to CW&C to replace the wall at Jupiter House, she confirmed the wall would be rebuilt using the existing bricks but would not have the current buttresses.

A resident raised concerns regarding how dangerous the junction of Bolesworth Road with Rocky Lane is due to a lack of visibility and highlighted the fact this junction has seen an increase in traffic due to the Studio on Bolesworth Road, she requested that a mirror be installed at the junction. It was agreed the Clerk would raise this issue with CW&C Highways.

## MINUTES

**RESOLVED 19/123** - that the Chairman signs, as a correct record the circulated minutes of the Parish Council meeting on the 7<sup>th</sup> January 2019.

## CLERK'S REPORT

Councillors noted the Clerk's report, pages 104 and 105 of the Minutes.

The Clerk reported she had booked a table at the Friday Country Market to hold Parish Council Surgeries from the 15<sup>th</sup> February until the end of March.

The Clerk reported that she had requested an update on Operation Shield from PCSO Jon Hurst, he had confirmed he had a meeting later in the week to discuss progress with PC Ged Gigg. He welcomed any assistance from Councillors to deliver kits, it was agreed the Clerk would circulate dates when kits are to be delivered.

## PLANNING

### i) Planning Register

Councillors noted the planning register, pages 14 and 15.

**RESOLVED 19/124** – that council submit the following comments in relation to the below planning applications:

**18/04943/S73 – Variation of conditions on planning permission 06/10196/FUL to remove condition 3 (no part of the building shall be used for living or sleeping accommodation**



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and the building shall not be used as a separate unit of accommodation) – Mayfield, Tattenhall Road, Newton by Tattenhall, CH3 9NA.

No objection subject to building remaining ancillary to main dwelling.

**19/00091/FUL - Demolition of existing garage & erection of two storey side and single storey rear extension - 15 Tattenhall Road, Tattenhall, CH3 9QQ.**

No objection.

**18/04942/FUL – Erection of New Warehouse Building (B8) – Drumlan Hall Farm, Newton Lane, Newton by Tattenhall, CH3 9NE**

No objection subject to suitable traffic management scheme.

ii) Update on Enforcement Matters

The Clerk has requested updates on the outstanding enforcement issues but had received no additional information.

### **COMMUNITY (Link) ROOM**

The Council noted the notes of the meeting held 18<sup>th</sup> January 2019, pages 106 to 108 of the minutes book.

1) Creation & Appointment of Management board/Committee

The Council agreed in principle to the creation of a management board, it was suggested the board could be made up of a representative from the school, possibly an interested parent, a representative from the Council and a representative of users of the room. It was agreed to consider the makeup of the board again in the future.

2) Funding to Split the School Alarm

A price was not yet available to split the alarm as such the matter will be considered at the Councils March meeting. It was agreed once a price is obtained CW&C should be asked to fund this as the system should have been split when the building was built.

### **FOOTPATH LIGHTING**

The Clerk reported that CW&C have confirmed they do not have the budget to install additional lighting only to maintain existing stock as such the Clerk had requested an idea of cost to install lighting. It was suggested that the path would require 4 or 5 lights which would cost in the region of £7500 plus annual energy costs estimated at £50 and maintenance costs.

**RESOLVED 19/125** – that council take no further action on this matter.

### **HIGHWAYS MATTERS**

1) Chester Road Parking

It was noted that the formal consultation or public notice had been published early in the day and that the deadline for comment to CW&C was the 1<sup>st</sup> March 2019.

2) Speed Limits

The formal consultation is expected to be published by Thursday 7<sup>th</sup> February.

3) 20mph Signage

The Council agreed to request that the 20mph signs are erected before the War Memorial when entering Tattenhall by the bridge which would allow both signs to be lined up and would not interfere with the WW1 interpretation board.

### **DISABLED PEDESTRAIN ACCESS**

A councillor reported she had received a letter from a resident highlighting the difficulties for the visually impaired when crossing Church Bank and Rosemary Row as there is no kerb edges or differentiation between the footways and roads. It was agreed the Clerk would contact



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Highways to request the installation of markers, it was noted that Rosemary Row is the property of Bolesworth Estate whose representative agreed they would look into the matter.

### **TATTENHALL GRITTING ROUTES**

A concerned resident had asked that the lack of gritted roads in Tattenhall was considered by the Council, the Clerk reported she had contacted Highways with regard to the gritting routes and had received a copy of the criteria used to include roads on the gritting routes which included the following:

- Main access roads to rural communities and villages
- Minor roads leading to houses or farms are not gritted unless we have agreed to because of special circumstances.

The Clerk had requested clarification regarding these criteria in relation to Frog Lane due to the creation of the retirement village and also Rocky Lane as a main access into Tattenhall from the south however it was confirmed there is no clear guidance on these points.

It was agreed that the Clerk should contact Highways and formally request that reviews are carried out of Rocky Lane, Frog Lane and also Tattenhall Road including the bridges which are extremely hazardous and is the route taken by the Fire Service to reach Tattenhall.

### **BUS SHELTERS**

The Clerk reported that CW&C had confirmed that the base on Bird's Lane has been installed in error and it will not become a main bus stop.

Highways have inspected the puddling by the new Tattenhall Road bus shelter but had been unable to identify the source.

It was agreed that the Clerk should request an update on the bus stop to Newton Lane where a base has been installed but nothing else.

### **BUS SERVICE TO HEBER**

It was reported that concerns had been raised regarding the overcrowding of the A41 bus service to the Bishop Heber in Malpas. It was agreed that the Clerk should write to CW&C Public Transport, Bishop Heber High School, Aintree Coachline and CW&C Cllr Mike Jones highlighting the dangerous overcrowding and seeking action to resolve this issue.

### **GREEN DOG WALKERS SCHEME**

It was noted that the school was current undertaking a poster competition for the scheme, once received the winning poster or posters would be used to promote the scheme which residents will sign up to and pledge to clean up after their dogs and will be given a florescent dog tag for their dogs to wear to promote the scheme further.

It was also reported that a meeting had been requested with the CW&C dog warden the date of which would be circulated to councillors.

**RESOLVED 19/126** – that council purchase 100 florescent dogs tags and clips £17.79

### **BEST KEPT VILLAGE COMPETITION**

It was agreed to hold a volunteers meeting on a Saturday morning in early March to encourage groups and residents to get involved with preparing the village for the competition. It was also agreed to seek community and business involvement in setting up a 'squirrel' trail in and around Tattenhall over the summer to encourage visitors to the village.



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**ACCOUNTS & PAYMENTS**

i) Accounts & Payments

**RESOLVED 19/127** – that the Council approve accounts and payments as circulated on page 11 of the Cash Book including the following:

To whom paid	Particulars	Amount
P & J H Mills	Christmas Trees	306.00
CW&C	Office Hire	416.90

ii) Additional Invoices

**RESOLVED 19/127** – that the Council approve payment of the following invoices received after publication of the agenda:

To whom paid	Particulars	Amount
Barbour Institute	Room Hire	40.75
Country Market	Table Booking (to end March)	14.00
Nest	Pension Contribution	17.98
Ann Wright	Salary (January)	659.84

**APRIL MEETING**

It was agreed to review whether to hold the April meeting due to purdah in the run up to the Local Council elections in May.

**PART 2**

**RESOLVED 19/127** – that the Council move in private session to consider the following agenda item.

**CCTV**

It was agreed to hold a meeting with businesses on the High Street and also Bolesworth Estate to discuss CCTV in the village.

Signed .....

Dated .....

The meeting closed at 8.45 pm

Ann Wright 05/02/2019

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



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### Meeting 7<sup>th</sup> January 2019 Action List

Action	Date	Comments	Completed
<u>Parking Restrictions</u> – confirm proposal	23 11 18	Requested update for meeting – SB	
	14 01 19	Circulated update	
	24 01 19	Requested update for meeting – SB	
	28 01 19	Spoke SB – consultation expected 07 02 19	
<u>Speed Limits</u>	23 11 18	Requested update for meeting – SB	
	14 01 19	Circulated update3	
	24 01 19	Requested update for meeting – SB	
	02 01 19	Spoke SB – consultation expected 07 02 19	
<u>Community Room Meeting</u> – Meeting Tuesday 15 <sup>th</sup> -January	27 11 18	Contacted MS (CW&C) for model agreement	February Agenda
	19 12 18	Contacted MS (CW&C) for model agreement	
	20 12 18	Various phone calls dates not recorded.	
	04 01 19	Contacted MS (CW&C) for model agreement inc phone call	
	08 01 19	Contacted MS (CW&C) for model agreement	
	10 01 19	X2 phone calls – promised response by 2pm 09 01 19. Circulated agenda to WG and MJ. MS agreed to attend meeting – circulated to WG	
<u>Open Space</u>			
<u>Community Assets</u> - list		Publicise for public nominations Circulate criteria	March Agenda
<u>Facebook</u>	21 01 19	Establish Facebook page	Completed
<u>Permission Letter</u>	10 01 19	Emailed confirming survey permission	Completed
<u>Path Lighting</u>	10 01 19	Request street lighting Tattenhall FP31 Burwardsley to Rean Meadow – emailed JP	February Agenda
	24 01 19	Requested update	
<u>Parish Council Grants</u>		Publicise for applications – deadline 25 03 19.	March Agenda
<u>Parish Meeting</u>		Book Hall –30 <sup>th</sup> May from 7.30 Arrange refreshments Speakers	
<u>Village Cup</u>		Seek nominations – deadline 25 03 19	April
<u>Precept</u> - submit	08 01 19	Submitted completed form by email & letter.	Completed
<u>Bus Shelters</u>	15 12 18	Birds Lane - Forwarded location details	February Agenda
	27 12 18	Reported puddle by new bus shelter	
	24 01 19	Contacted PT for update on above	
	25 01 19	PT reply – no trace hard-standing contact Highways Emailed ENG, SP & SB Checked reference 4852442 – under review	
<u>Housing Numbers</u>		Awaiting Housing Monitor	July/Sept Agenda
<u>Allotments Gate</u> – repair	04 01 19	Cancelled request for works made 10 07 18 Requested new quote different company.	
<u>Allotments</u> – meet holder regarding increase.	08 01 19 18 01 19	Contacted AS for possible dates. Met allotment holder.	Completed



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<u>Play Inspection training</u> – identify costs and circulate to councils	10 01 19	Contacted training supplier to check costs & dates in June (after elections).	Booked
<u>Bear &amp; Ragged Staff</u>	20 12 18	Circulated response bids info to Councillors	
<u>Planning</u>	08 01 19	Submitted comments	Completed
<u>Local Plan Part 2</u> - Clarification of settlement gaps and conservation area trees.	09 01 19 11 01 19	Contacted RM Circulated clarification Deadline 3 <sup>rd</sup> February 2019	
<u>CCTV</u>	22 01 19	Meeting scheduled	February Agenda
<u>Payments</u>	08 01 19	Payments done.	
<u>Operation Shield</u> Request update inc. % delivered and unused packs	17 12 18 24 01 19	PCSO provide update when returns to work mid-January. Contacted GG for update.	
<u>Armistice Book</u>			
<u>Office</u> - give notice & confirm date to CLT & Council	08 01 19	Contacted Library services	Termination date 31 03 19
<u>Noticeboard</u> – contact school	11 12 18	Conversation with YM – discuss at next meeting	
<u>Play Area Inspections</u>	11 01 19 18 01 19 28 01 19	Play area inspection – chip in wood by green slide. Play area inspection Play area inspection	
<u>Green Walker's Scheme</u>	14 01 19	Confirmed school h/w sheet	February Agenda
<u>Letters of Thanks</u> A. Keogh	10 01 19	Letter sent.	Completed
<u>Sanctuary Garage Rental</u> – Confirm rental	20 12 18 24 01 19	Completed and submitted application form. Contacted Sanctuary regarding availability	
<b><u>OTHER ITEMS</u></b>			
Fungal growth on Tree	04 12 18 24 01 19	Emailed photo to TW @ CW&C Contacted TW for update	
Tree by School - visibility	24 01 19	Emailed TW & SB (reported 1 10 18)	
White Lines – incomplete	15 01 19	Contacted RO and ENG (DT)	
Gritting Routes	24 01 19	Emailed SB, ENG cc. MJ – gritting routes update ref: 2144402	February Agenda
Rocky Lane Flooding	24 01 19	Emailed SB & ENG ref: 2144401	
<u>Clear Culvert</u>	07 01 19 08 01 19 09 01 19 24 01 19	Contacted AD & Highways Provided AD land registry plan Contacted Bovis again Requested quotes x5	February Agenda

### 2019 – Objectives

- Establish FACEBOOK page – completed 21 01 19.
- Establish Weekly Surgeries
- Promote Local Elections
- Promote understanding of Code of Conduct



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**Notes of School & Community Room Meeting  
Tattenhall Park Primary School  
15<sup>th</sup> January 2019**

**PRESENT**

Park Primary School

Sam Evans, Yvonne Morgan (Business Manager).

Parish Council

Pat Black, Ann Wright (Clerk)

Other

Bob Blackhurst (Community Representative asked by Parish Council)

CW&C Place Strategy (property) Services Maria Sellars

Mr Evans agreed to chair the meeting.

**APOLOGIES**

Carol Weaver, Tim Whitehall & CW&C Cllr. Mike Jones.

**DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

Cllr. Pat Black – Trustee of Barbour Institute.

**AGREE NOTES OF MEETING 15<sup>TH</sup> OCTOBER 2018**

The notes were agreed as a true and proper record.

**AIMS OF THE WORKING GROUP**

It was reiterated that the aim was to create a joint agreement which allows for the following:

- For the new room to be used primarily for the youth of Tattenhall.
- Use of the room by a Youth Club – which would be supervised.
- Use during school holidays especially by a Holiday Club.
- Use by Uniformed Groups.

It was noted that although the primary aim was that the room is used by young people, adults and older people would not be excluded, however if the room became very successful with competition for bookings priority would be given to young people.

**MODEL AGREEMENT**

Maria Sellars led a discussion around what needs to be included in a model agreement which included the following points:

- This agreement would simply deal with how the room will be shared/ managed it will not cover hiring terms or rates.
- During school hours which will include Breakfast Club and Afterschool Club, 7.30am to 6.15pm, the room will be available to the school.
- Outside school hours the room would be available to the community through a booking system, 6.30pm – 10.30pm.
- The above times could be amended for exceptional circumstances or one off events by negotiation.



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- During school holidays the community would have access to book the room between 7.30am – 10.30pm.
- The agreement will include a clause where the school would have access to the community room for events outside normal school hours – max of 10 days – these would need to be booked in advance, again anything about the 10 days could be negotiated.
- It was noted that the agreement needs to be between CW&C, the School and 'another body' as such it was recommended that a management board was created for the community use of the room to manage bookings etc separate from the school or Parish Council.
- It was noted that the school has a caretaker and cleaners who work during term times but do not cover holidays – this will need to be addressed.
- The agreement will cover the community room and gated outside area not the playing field, use of the field will be by negotiation with the school. It was suggested there was a need to log bookings which request the room and playing field together to see if there is a demand which needs to be addressed.

### OTHER MATTERS

- Room Capacity – it was stated the school use an 'unofficial' capacity of 40 children in the room due to noise and movement.
- Access – Need to look out how the building is accessed to avoid someone having to unlock and lock the room when it is booked.
- Pricing – Needs to cover cleaning, supplies, administration and utilities noting the room does not have a separate meter while not pricing the room out of the market.
- Alarm – It was noted the room is included on the school's alarm system, it was agreed a price would be obtained for the alarm to be separated and monitored.
- An agreement will need to be drawn up on how the charging for cleaning, utilities etc are set and the school would invoice the management board for these.
- It was noted that the car park would be available for use with the room, it was noted this is a joint use facility between the school and library.

### Management Board

It was suggested that one option may be for the management board to form a sub-group or committee of an existing association or committee in Tattenhall.

### NEXT STEPS

- Maria Sellars confirmed she would draft a basic model agreement, heads of terms for consideration by the working group.
- The management board will be referred to as The Link Room Management Committee however this name can be altered if required before the agreement is finalised.
- Governors and PC will consider appointments or method of appointing people to the management board.





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- School will obtain prices for splitting the alarm and monitoring which can be considered by the Parish Council at their next meeting on the 4<sup>th</sup> February.

### COMMUNITY NOTICEBOARD

It was noted that the missing notice board has not be found and it is believe the developer may have thrown it away, as such the Parish Council reported they have a spare large board in storage and would be willing to swap this for a smaller (A4x2) notice board for the play area which should be funded by the developer. The school agreed to look into this and report back, the Parish Council Clerk stated she was happy to contact the developer directly if that was of assistance.

The meeting closed at 8.15pm

### NEXT MEETING

Tuesday 26<sup>th</sup> February 2019.  
Tattenhall Park Primary School

Ann Wright 16/01/2019



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