



# Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 1<sup>st</sup> April 2019

## **PRESENT**

### Councillors

Chairman – E. Sadler-Williams

P. Black

G. Blackhurst

S. Chapman

D. Haynes

A. Scarratt

N. Sharp

G. Spencer

C. Weaver

### Non-Parish Councillors

Public – 9

CW&C Councillor Mike Jones

**RESOLVED 19/137** – that Cllr. Sadler-Williams be appointed chairman for the meeting in the absence of the chairman and vice-chairmen.

## **APOLOGIES**

Cllr. L. Jones – Family commitment.

Cllr I. Keeping – Family commitment.

Cllr. J. Kershaw – Family commitment.

Cllr. N. Matthews – Family commitment.

Cllr. A. Pritchard – Work commitment.

Cllr L. White – Family commitment.

## **DECLARATION OF INTERESTS**

No interests were declared.

## **PUBLIC PARTICIPATION**

### Police Report

PCSO Jon Hurst reported that it had been quiet in Tattenhall, he confirmed he would be circulating the police newsletter as soon as possible and that it would include details of future police surgeries including an evening surgery held at Dragon Hall.

It was noted he would be holding a bike marking session on Sunday 7<sup>th</sup> April, 10am until 12 outside the Barbour Institute.

### Operation Shield

PCSO Hurst confirmed delivery of the kits was not where he hoped it would be with around 730 kits still to deliver as such he asked the Parish Council if they would be happy with kits being hand delivered through the letter box of each home with a letter explaining how the kits were funded and providing his and PC Gigg's contact details for if residents required help using the kit. This will greatly speed up the delivery of the remaining kits.

Councillors agreed they were happy for kits to be delivered in this way, it was also agreed kits would be offered to those attending the CLT drop-in session on the 3<sup>rd</sup> April.

The Chairman thanked PCSO Hurst for attending the meeting.

### Open Spaces

A resident of Tattenhall stated he would welcome the availability of more open space in the village.

## **MINUTES**

**RESOLVED 19/138** - that the Chairman signs, as a correct record the circulated minutes of the Parish Council meeting on the 4<sup>th</sup> March 2019.



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### CLERK'S REPORT

Councillors noted the Clerk's report, pages 128 and 129 of the Minutes. The Clerk confirmed since circulating the agenda the letter confirming the transfer of the CCTV equipment to the Post Office had been sent.

It was also reported that a letter had been received confirming that the letter to the Chief Constable, regarding night monitoring of the A41, had been received and forwarded to Road Policing Support Manager.

### PLANNING

#### i) Planning Register

Councillors noted the planning register, pages 20 to 22 noting the appeal of application 18/03187/FUL extension at 22 Covert Rise had been dismissed.

**RESOLVED 19/139** – that council submit the following comments in relation to the below planning application:

**19/01137/TPO – Various tree works** – Brook Hall, Chester Road, Golborne Bellow, CH3 9AH. No objection, the Council noted 6 new trees had recently be planted in that location.

#### ii) Update on Enforcement Matters

The council noted enforcement matters as listed on the planning register.

### NEIGHBOURHOOD PLAN

The Council noted the notes of the first neighbourhood plan review, pages 130 and 131 of the Minutes Book. It was noted the meeting had agreed to proceed with the re-designation of the Neighbourhood Plan area to match the Parish boundary. It was reported the working group has now started the process of reviewing the plan and updating it.

### COMMUNITY (Link) ROOM

Councillors noted the notes of the meeting held on the 19<sup>th</sup> March pages 132 and 134 of the minutes book. It was noted that working group has agreed to form a Charitable Incorporated Organisation (CIO) to run the community room which will have 4 or 5 members including school, parish council and community representatives. It was noted the 1 year lease proposed by CW&C was not acceptable for a CIO, as such a minimum 5 year lease was being sought. It was noted that the CIO would require some start-up funding to cover insurance costs and the separation of the intruder alarm.

It was noted the working group's priority was to establish a holiday club for the summer holidays.

### CHESTER ROAD PARKING

No update received from CW&C.

### SPEED LIMITS (NOT 20MPH)

No update received from CW&C.

### A41 BUS SERVICE (SCHOOL)

Councillors noted the letters received from CW&C and Helms regarding the A41 service used by pupils travelling to the Bishop Heber High School. It was agreed to monitor the service particularly from September and the new academic year.



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### **20MPH SIGNAGE**

It was noted that CW&C highways officers had said due to purdah they were not able to meet Parish Council representatives as such they would proceed with erecting the signs as proposed. They had confirmed if the Parish Council was not happy with the signs locations once erected they would consider moving them.

Highways has also confirmed they need to remove 3 street light planters to erect the signs, Councillors strongly objected to this as signs had been erected in Tarporley without the removal of the planters. It was agreed the Clerk should request justification of the inclusion of the High Street where the average speed was recorded at 30.6mph which is contrary to the 20mph policy.

### **BEST KEPT VILLAGE UPDATE**

It was reported that the Best Kept Village Volunteers meeting had been well attended and that a number of people had volunteered to tidy and clean areas of the village.

**RESOLVED 19/140** – that council agree a budget of up to £120 towards plants for the planters in the village.

**RESOLVED 19/141** – that council agree a budget of up to £150 towards equipment including litter pickers.

### **SQUIRREL TRAIL**

It was reported that over 10 groups/businesses had signed up to have a Squirrel some were making their own but the majority were requesting the wooden cut of squirrel to decorate. It was recognised that Bolesworth Estates new brand launch is scheduled for June 11<sup>th</sup> and their Squirrel may have to be erected after this date. It was agreed that where possible Squirrels to be erected between the 1<sup>st</sup> and 8<sup>th</sup> June, squirrels to be varnished would be collected by the 20<sup>th</sup> May.

It was agreed wooden squirrels would be provided free of charge to community groups and organisations, families and individuals would be asked to contribute £10 towards their wooden squirrel and businesses would be asked to contribute £20.

**RESOLVED 19/142** – that council agree a budget of up to £160 towards the squirrel trail.

### **YOUTH SHELTER**

The Clerk reported she had obtained a quote for painting the Youth Shelter. It was agreed to see if the Community Payback Team could paint the youth shelter, it was noted they would require access to a WC, as such it was agreed to ask the Church if access could be given to their WC.

### **MILLENNIUM POSTS**

The Council noted the Millennium Mile signpost survey produced in November 2017.

**RESOLVED 19/143** – that council set a maximum budget of £1000 to carryout works and replace the marker posts on the Millennium Mile and the authority by delegated to the Clerk to undertake these works in consultation with Councillors Kershaw and Sadler-Williams.

### **GRANTS**

It was noted that the Tattenhall over Fifties (Tofs) wished to amend their grant application to fund a trip to the Wedgewood Museum and Factory Shop due to lack of funding to undertake the Manchester Ship Canal Cruise.

**RESOLVED 19/144** – that council agree the revised grant application..



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### ACCOUNTS & PAYMENTS

#### i) Year End Accounts 2019-2020

**RESOLVED 19/145** – that council accept the year end accounts page 13 of the Cash Book noting the following additional payments received: £50 Tattenhall Business Association donation towards the Green Dogs Walkers Scheme and interest paid £11.27 resulting in a closing balance of £68,169.51 for the 2019-2020 financial year.

#### ii) Accounts & Payments

**RESOLVED 19/146** – that the Council approve accounts and payments as circulated on page 14 of the Cash Book including the following:

To whom paid	Particulars	Amount
Sanctuary Housing	Garage rental (1 <sup>st</sup> month)	46.52
Ann Wright	Salary (March)	659.84
Shires	Payroll Services	12.00
Barbour Institute	Room Hire	36.88
Ann Wright	Reimbursements – various	122.58

#### iii) Additional Invoices

**RESOLVED 19/147** – that the Council approve payment of the following invoices received after publication of the agenda:

To whom paid	Particulars	Amount
Nest	Pension	17.98
Topwood Ltd	Shredding	81.00
Ann Wright	Postage	22.03

**RESOLVED 19/148** – that council approved a monthly direct debit of £50.40 for garage rental. It was noted that the grant had not been paid to Tattenhall History Group as they had not got an active bank account as such the Council were asked to hold their funding including from other sources totalling £1300 to pay for the Armistice Book.

**RESOLVED 19/149** – that the council hold the funds for the History group and pay invoices up to the amount received, it was noted the Parish Council would not be able to claim back the vat on this project.

#### iv) Payroll

**RESOLVED 19/150** – that the Council appoint Shires to continue to provide payroll services for the 2019-2020 financial year.

Signed .....

Dated .....



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The meeting closed at 8.35 pm

Ann Wright 02/04/2019

**The next scheduled PARISH COUNCIL MEETING is the  
Annual or First Meeting of the Council  
on Monday 13<sup>th</sup> May 2019, 7.30pm  
Barbour Institute.**



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## Meeting 4<sup>th</sup> March 2019 - Action List

Action	Date	Comments	Completed
<u>Parking Restrictions</u>	04 01 19	Formal Consultation published – deadline 01 03 19	April Agenda
	25 03 19	Requested update for April Meeting	
<u>Speed Limits</u>	18 02 19	Formal Consultation published – deadline 15 03 19	April Agenda
	05 03 19	Requested update for April Meeting	
<u>Community Room Meeting – Meeting Tuesday 9<sup>th</sup> March</u>	19 02 19	Circulated meeting agenda. Draft Constitution Draft Advert List policies Contact DG on fall-back position.	April Agenda
<u>20mph Sign Location</u>	05 03 19	Requested assessments etc	April Agenda
	11 03 19	Circulate response and info	
	18 03 19	Requested meeting with officers	
	19 03 19	Meeting reminder to CG	
	21 03 19	Highways 'purdah response' – circulated Requested call from CG	
<u>Open Space</u>	11 02 19	Requested call from SD	
	19 02 19	Requested call from SD	
	21 03 19	Emailed SD call request	
<u>A41 School Bus Overcrowding</u>	18 02 19	Letters emailed to KC & JEJ CW&C, MJ, Aintree & DC Heber.	April Agenda
	21 02 19	KC confirmed receipt.	
	18 03 19	Circulated KC response to Councillors.	
<u>Gritting Routes Request</u>	15 02 19	Emailed formal request to KC - Frog Lane, Rocky Road and Tattenhall Road.	
	18 02 19	Letter confirmed ref:2144565 Emailed KC for date of review and site meeting.	
	20 03 19	Emailed KC requested date of review & meeting	
<u>Bolesworth Rd/Rocky Lane Junction</u>	18 02 19	Contact ENG – visibility/mirror ref:2144577	
	05 03 19	Update – awaiting inspector	
<u>Smithfield Pond</u>	21 03 19	Spoke to MB at Redrow agreed to email info. request.	
	25 03 19	Circulated response.	
<u>A41 Policing Request</u>	21 03 19	Letter posted to Chief Constable Darren Maitland	Completed
<u>BKV Volunteers Meeting</u>	04 03 19	Circulated meeting info.	April Agenda
	13 03 19	Circulated meeting reminder.	
	23 03 19	Meeting	
<u>Speed Indicator Device - SID</u>	21 03 19	Contacted DR for list of approved sites. Volunteers Booking after May	
<u>Neighbourhood Plan Review</u>	05 03 19	Contacted RM on document retention	
	05 03 19	Circulated suggested meeting date.	
	18 03 19	Emailed meeting date – agenda to follow.	



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	25 03 19 26 03 19	Meeting Requested map of Council area	
<u>War Memorial Lighting</u>	05 03 19 13 03 19	Contacted GM for advice Repairs undertaken	
<u>Church Bank &amp; Rosemary Road</u>	07 12 19 08 02 19  13 02 19 14 02 19	Met SB requested kerb markers Submitted email request or kerb markers – ref:214450 Highways message unadopted road. Reported to MM Bolesworth	
<u>Squirrels Trail</u>	12 02 19 15 02 19	Collected wood Wood dropped off for squirrel drawing	April Agenda
<u>CCTV</u>		Transfer CCTV to Post Office	
<u>Allotments Gate - Repair</u>	04 01 19	Cancelled request for works made 10 07 18 Requested new quote different company.	Completed
<u>Planning SO &amp; Protocol on website</u>	26 03 19	Posted on website	Completed
<u>Green Walker's Scheme</u>	15 02 19 18 03 19	Collected Posters from School Scheme launched	
<u>Noticeboard</u>			
<u>Grants</u>	14 03 19 15 03 19	Grants paid Outstanding grant payments made	Completed & April Agenda
<u>Office</u> - give notice & confirm date to CLT & Council	27 03 19	Office move	Termination date 31 03 19
<u>Parish Meeting</u>	  01 03 19	Book Hall –30 <sup>th</sup> May from 7.30 Arrange refreshments Invited speaker	April Agenda
<u>Village Cup</u>	04 03 19	Seek nominations – deadline 25 03 19 Posted on FB & Website	April Agenda
<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>Housing Numbers</u>		Awaiting Housing Monitor	<b>July/Sept Agenda</b>
<u>Planning</u>	05 03 19	Submitted comments	Completed
<u>Payments</u>	05 03 19	Payments don (except grants)	Completed
<u>Play Area Inspections</u>	04 03 19 18 03 19	Inspection Inspection	
<u>Sanctuary Garage Rental</u> – Confirm rental	06 03 19 25 03 19	Site meeting LJ collected keys	Completed
<u>Clear Culvert</u>	24 01 19	Requested quotes x5	May Agenda
<b><u>OTHER ITEMS</u></b> Blocked Drain Rosemary Row	05 02 19	Reported ref:4855946	

### 2019 – Objectives

- Establish FACE BOOK page – completed 21 01 19.
- Establish Weekly Surgeries – commencing 15 02 19.
- Promote Local Elections – on-going
- Promote understanding of Code of Conduct.





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**Notes of Tattenhall Neighbourhood Plan Review Meeting  
Barbour Institute, Tattenhall  
25<sup>th</sup> March 2019**

**PRESENT**

Tattenhall & District Parish Council

Doug Haynes, Iain Keeping, Esther Sadler-Williams, Graham Spencer, Carol Weaver.

Tattenhall Wildlife Group (TWiG)

Andrew Hull

Bolesworth Estate

Carol Rouse, Tom Wallbank.

Cllr. Weaver chaired the meeting.

**APOLOGIES**

Peter Weston.

**DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

No interests declared.

**BACKGROUND**

It was noted there had been some debate as to when the review should take place with the Plan stating it should be reviewed every 5 years. It was agreed to review the Plan on the anniversary of it being made in 2014. It was also noted that the government had been slow providing direction on how to review Plans.

Also since the publication of the Plan the Parish boundaries had been changed meaning the designated Plan area no longer reflects the Parish Council area.

**DESIGNATED AREA**

It was reported that this is a relatively simple process, the new area needs to be submitted to CW&C who will undertake a 6 week consultation.

It was agreed the Clerk would contact CW&C to obtain map of the Parish Council area.

It was noted that CW&C are unlikely to publish the consultation until after the 2<sup>nd</sup> May elections.

**RESOLVED** – the group resolved to proceed with the re-designation of the Plan area based on the Parish Council area.

**REVIEW OF PLAN**

It was noted that if only the wording and context of the Plan are changed this would be submitted to CW&C for public consultation and then go an independent examiner for review, if however policies are changed the Plan would need to go out to referendum.

It was noted that a number of areas in the Plan are now out of date including the Foreword.

It was understood that funding was available from Localities for reviewing neighbourhood plan, also the Parish Council has agreed a budget (£1500) to undertake these works.

It was discussed how the revised Plan would be presented, it was suggested a new Plan document would be produced which would include an appendix of the changes rather than creating document of the changes which would need to be read in conjunction with the existing





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Plan document. It was suggested residents could be asked to provide new photographs for the updated plan.

It had been noted that some of the Plan policies do not conform to the CW&C Local Plan 2 policies, Rosie Morgan (CW&C Principal Planning Officer, Planning Policy team) had agreed to work with the group to address these policies. She along with CW&C legal team will review all the proposed changes to the Plan to make sure they are legal and that the Plan remains a robust planning policy document.

It was agreed the following areas need to consider when reviewing the Plan:

- Changes in the Village and its facilities
- Housing Needs Survey results
- Introduction of the Canal Conservation area
- Updating maps
- Correct errors in original Plan
- Explicit support of a railway station at Newton By Tattenhall
- Open space – noting the under provision of recreation space in Tattenhall.

It was noted that the plan period from 2010-2030 is based on the CW&C Local Plan dates and cannot be changed, as such the Plan would need to be reviewed when CW&C review their Plan.

It was noted that Mr Justice Supperstone's comments and conclusion of the judicial review of the plan provide a key document on the Plan and its context which should be included in the revised Plan.

### **FUTURE ACTIONS**

It was agreed the Foreword would be reviewed at the end of the review process.

It was agreed the group would review pages 6, 7 and 8 for the next meeting – all comments to be sent in advance to Cllr. Weaver.

### **NEXT MEETING**

Wednesday 17<sup>th</sup> April 2019 at 7.30pm  
Barbour Institute.

Ann Wright 26/03/2019



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

**PRESENT**

Park Primary School

Sam Evans, Yvonne Morgan (Business Manager).

Parish Council

Pat Black, Carol Weaver, Ann Wright (Clerk)

Other

CW&C Cllr. Mike Jones

Mr Evans chaired the meeting.

**APOLOGIES**

Tim Whitehall & Bob Blackhurst.

**DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

Cllr. Pat Black – Trustee of Barbour Institute.

Cllr. Carol Weaver – granddaughter in school.

**AGREE NOTES OF MEETING 26<sup>TH</sup> FEBRUARY 2019**

The notes were agreed as a true and proper record.

**STRUCTURE & ROLE OF COMMITTEE**

The following points were raised with regard to creating a committee responsible for running the community room:

It was suggested the working group seeks to create a Charitable Incorporated Organisation (CIO) which would function in a similar way to a limited company but would be registered with the Charities Commission rather than Companies House, it was noted this would be similar to a Parent-Teacher Association (PTA).

It was noted that to form a CIO there would need to a constitution developed. Once members had been appointed to the CIO they would need to look at policies, insurance and opening a bank account.

It was noted the school has a newsletter going out soon which can be used to advertise for volunteers to join the committee.

It was noted that it was important to develop the committee based on the principle of decisions by consensus, and members rather than representing the school or Parish Council were appointed to run the room for the community.

It was agreed that the Committee should have a minimum of 4 members.

Constitution

It was agreed that the constitution would include the objectives of the committee which will include:



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To establish a community use room.

To run and maintain run the room for the benefit of the community.

Once the constitution has been agreed the committee can be registered with the Charities Commission and will obtain a charity number.

It was agreed the Clerk would obtain a draft constitution and circulate to the group for comment before the next meeting where the constitution can be agreed.

It was noted draft constitutions can be obtained from ACRE and the Charities Commission website.

### Volunteers

It was agreed an advert needs to be developed to call for volunteers to form the committee.

There will need to be someone acting as treasurer, as well as an administrator and someone to manage bookings.

It was agreed the advert should stress the need to establish a holiday club as a priority.

It was agreed the Clerk would draft an advert for circulation.

### Lease

It was noted the proposed 12 month lease would not be accepted for a CIO; it would need to be a minimum of 5 years to be accepted by the Charities Commission.

It was agreed that the constitution needs to include a clause regarding actions if the committee was to fold to protect the community use of the room, possibly reverting the management of the room jointly to the school and Parish Council.

It was agreed the Clerk would contact David Grainger for advice on this matter.

### Policies

It was noted the CIO will require a raft of policies including safeguarding.

It was agreed the Clerk would list the policies retained by the Barbour Institute and that these would be compared with school policies.

### Insurance

It was agreed that school business manager would contact the school's insurance provider to see if cover can be extended to cover the CIO and the cost.

The cost could then be included with the service charges for the room.

It was noted that the committee will need to obtain the necessary licences to play music etc.

### Intruder Alarm

The cost for separating the alarm is still to be obtained. It was noted there is no need to separate the fire alarm.

### Funding

It was noted some start-up funding will be required to establish the CIO including to separate the alarm, it was noted some funding may be available through CW&C and members' budgets.



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### Risk Assessment

It was noted that a risk assessment will be required for the room and also that the reputation risk to the school of the use of the community room will need to be addressed.

### Holiday Club

The group agreed that priority be given to having a holiday club in the room during the summer holiday.

It was noted that any company appointed to provide the club should take childcare vouchers. It was agreed to contact CW&C to provide a list of possible providers.

### **NEXT STEPS**

Covered in above agenda item.

### **NEXT MEETING**

Wednesday 22<sup>nd</sup> May 2019 at 6.30pm  
Tattenhall Park Primary School.

Ann Wright 20/03/2019