



# Minutes of Tattenhall & District Annual (First) Parish Council Meeting Barbour Institute, 13<sup>th</sup> May 2019

## **PRESENT**

### Councillors

Chairman – I. Keeping

P. Black	G. Blackhurst	S. Chapman	L. Gibson	D. Haynes
L. Jones	J. Kershaw	N. Matthews	C. Parry	E. Saddler-Williams
A. Scarratt	N. Sharp	M. Wilson		

### Non-Parish Councillors

Public – 9

CW&C Councillor Mike Jones

## **APPOINTMENT OF CHAIRMAN 2019-2020**

**RESOLVED 19/151** - that the Council appoint Iain Keeping as Chairman for 2019-2020, Cllr. Keeping signed the acceptance of office.

## **APPOINTMENT OF VICE CHAIRMAN 2019-2020**

**RESOLVED 19/152** - that the Council appoint Jonny Kershaw as Vice Chairman for 2019-2020, Cllr. Kershaw signed the acceptance of office.

**RESOLVED 19/153** - that the Council appoint Esther Saddler-Williams as Vice Chairman for 2019-2020, Cllr. Saddler Williams signed the acceptance of office.

## **APOLOGIES**

Cllr. White – family commitment.

The Chairman welcomed all to the meeting including new Councillors Louise Gibson, Cindy Parry and Matt Wilson, he also noted the presence of retired Councillors Spencer and Weaver and stated they would be very difficult to replace.

## **DECLARATION OF INTERESTS**

Councillor Chapman declared an interest as a member of the Community Land Trust board in line with the Code of Conduct she declared she would only speak on the matter during Public participation and would not vote.

## **PRESENTATION – COMMUNITY LAND TRUST PLANNING APPLICATION**

1) David Tilley of NWD Architects gave a presentation on CLT planning application which included the following points:

The CLT proposes to build three two storey properties on the larger of the two sites on Keysbrook, and one bungalow on the smaller site. It was felt this was a good scheme offering a varied mix of housing types.

The properties are designed to be easy to maintain in the future and allow for functional everyday living.

The CLT have held public drop in sessions which have attracted very positive comments about the principle and look of the properties and also had robust conversations with the CW&C Planners, they now feel they have a strong planning application to submit.

The CLT are looking for support from as many organisations in Tattenhall as possible including the Parish Council.

It was noted the scheme had been designed to comply with the Village Design Statement and Neighbourhood Plan.



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### Questions & Discussion (inc. public)

It was noted that the application is expected to be a detailed (FUL) application.

It was confirmed that the allocation policy will be agreed by the CLT with advice from CW&C and is intended to give priority to local residents or those with a connection to Tattenhall and to younger people who are being forced out of the village due to a lack of affordable properties. It was asked what heating would be provided in the properties, it was hoped the properties would take advantage of sustainable technologies but that these needed to be balanced against the available budget to build the properties, it is important the properties are future proved. The appearance of the properties was welcomed and it was noted that the Parish Council should support future planning applications for more modern looking properties, it was noted each planning application needed to be judged in context with its location.

2) **RESOLVED 19/154** - that the Council submit the planning application on behalf of the CLT and cover the submission fees from Parish Council funds.

### **PUBLIC PARTICIPATION**

#### PCSO Jon Hurst

It was reported there had only been 4 incidences reported over the last month all of which were outside the village of Tattenhall. PC Gigg had taken part in two overnight operations with support from colleagues to tackle night-time rural crime. PCSO Hurst had undertaken a successful bike marking session in the village.

Since the last meeting 659 Operations Shield kits had been delivered with 141 left to delivered, it was hoped these would be delivered by mid-June.

It was reported a new inspector had been appointed to cover the area Inspector Emma Parry who was keen to attend meetings etc.

It was asked if PCSO Hurst and the Community Safety Wardens would approach dog walkers to ask if they have dog bags with them to support attempts to reduce dog fouling in the area.

#### Tattenhall Film Night

The Chairman read an invite to Councillors to attend the next Film Night on the 22<sup>nd</sup> May to see the equipment that had been purchased from the Council's grant in action.

#### Highways & Speeding

An update was requested on the location of 20mph signage by the war memorial, it was noted these signs are due to be erected, the Council had been told if they were still unhappy with the location Highways would review it.

The Parish Council was asked to maintain pressure on CW&C Highways to carry out road marking in the village.

It was asked what the Parish Council has hoped to achieve by requesting night-time speed checks on the A41. It was confirmed it had been hoped that this would reducing speeding and dangerous driving.

The Council was asked to consider requesting the A41 be reclassified as a trunk road, as the nature of traffic on the road had not changed and had possibly worsened since the road had been reclassified.

#### Bolesworth Estate

It was reported that work is taking place to prepare the Estate and its properties for the brand launch at the horse show.

It was noted that one-way systems would not be in place for the show or Carfest as locals had not followed the system.



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Also measures had been put in place to prevent the reoccurrence of serious problems suffered by a property during previous shows, this included moving the car parking area away from the property, security and increased fencing.

### Large Lorry Issues

It was suggested the Council should consider 'don't follow your satnav' signage in the future if increasing numbers of lorries use the narrow lanes around the village including Bolesworth Road.

### **MINUTES**

**RESOLVED 19/155** - that the Chairman signs, as a correct record the circulated minutes of the Parish Council meeting on the 1<sup>st</sup> April 2019.

### **CLERK'S REPORT**

Councillors noted the Clerk's report, pages 142 and 143 of the Minutes.

### **GENERAL POWER OF COMPETENCE**

**RESOLVED 19/156** – That the council hereby confirms it meets the eligibility criteria for adoption of the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and as such adopts the General Power of Competence.

### **ANNUAL REPORT**

**RESOLVED 19/157** – That the council approve the Annual Report including the Chairman's Report and dates of meetings for 2019-2020 noting the 2020 Annual or First meeting will take place on Tuesday 5<sup>th</sup> May 2020 place due to the bank holiday.

It was agreed to ask the primary school if they would like to include a piece in the report, CW&C Cllr Mike Jones agreed to add a small article as well. The final copy will be approved by email before printing.

### **APPOINTMENTS & COMMITTEES**

**RESOLVED 19/158** – That the council make the following appointments:

Housing Officer – Cllr. G Blackhurst

Finance Working Group – Cllrs. Black, Haynes, Keeping, Scarratt, Sharp, Matthews.

Community Pride Working Group – Cllrs. Black, Blackhurst, Gibson, Jones, Sadler-Williams, White plus public member A. McGrath.

Community Safety Working Group – Cllrs. Blackhurst, Kershaw, Matthews, plus public members G. Marsden, C. Weaver.

Neighbourhood Plan & Village Design Statement Review Working Group – Cllrs. Haynes, Keeping, Matthews, Sadler-Williams, plus public members A. Hull, P. Weston, G. Spencer, C. Weaver.

Allotments Working Group – Cllrs. Jones, Scarratt.

Cheque signatories – Cllrs P. Black, S. Chapman, A. Scarratt, N. Sharp.

### **COUNCILLOR ROTA**

**RESOLVED 19/159** – That the council agree to establish a rota for 2019- 2020.

### **DOCUMENTS & POLICIES**

**RESOLVED 19/160** – That the council agree the CW&C Code of Conduct as amended



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December 2015.

**RESOLVED 19/161** – That the council agree the following policies:

Policy	Date of Next Review
Code of Conduct (as amended by CW&C 2015)	May 2019
Complaints Procedure	May 2019
Community Engagement Policy	May 2019
Council Standing Orders	May 2019
Discipline Procedure	May 2019
Equality & Diversity Policy	May 2019
Financial Regulations	May 2019
Grant Awarding Policy	May 2019
Grievance Procedure	May 2019
Health & Safety Policy	May 2019
Information & Data Protection Policy	May 2019
Email & Address Contact Privacy Notice	May 2019
Publication Scheme	May 2019
Risk Management	May 2019
Register of Assets	May 2019
Training Policy (Councillors & Staff)	May 2019

It was noted the review of the Community Emergency Plan was on-going.

It was noted that the Clerk will be providing some bite-size training sessions for Councillors before meetings over the next few months.

### **ALLOTMENTS TENANCY AGREEMENT**

**RESOLVED 19/162** – That the council agree the tenancy agreement as circulated for new allotment holders.

### **BEST KEPT VILLAGE (BKV) & SQUIRREL TRAIL**

#### 1) Squirrel Trail

There are currently 43 Squirrels registered as part of the scheme, of which 40 have been supplied by the Parish Council, costing £397 in wood only, payments/invoices raised total £350. It was agreed that the launch would be on Sunday 9<sup>th</sup> June on the Park Play Area from 2pm.

#### 2) Best Kept Village

It was reported that the entrance form had been submitted and can be found on the Council's website. The first 'Spring Clean' had taken place on Saturday and a large area had been cleared but only three bags of litter had been collected which was positive. An article had been submitted to Tattenhall Online about the event.

It was agreed the Clerk would contact CW&C about clearing the weeds in the gutters on the High Street and main parts of the village and also report the condition of the road at the junction by the The Letters Inn.

The Council agreed to remove the fence posts around the spinney.

### **LEAFLETS & LEAFLETS HOLDERS**

The Council agreed that it would not purchase additional leaflet holders, it was agreed the Clerk should seek more details about the revising and printing of the Millennium Mile leaflet



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### FINANCIAL AUDIT (AGAR) 2018-2019

i) Year End Accounts & Summary

**RESOLVED 19/163** – That the council agree the year end accounts and summary as circulated, pages 16 to 22 of the Cash Book.

ii) Asset Register

**RESOLVED 19/164** – That the council agree the Asset Register as circulated. It was agreed Cllrs. Black, Jones and Parry would review the Asset Register.

iii) Internal Auditor's Report

No matters had been raised by the internal auditor.

iv) Risk Assessment

**RESOLVED 19/165** – That the council agree the risk assessment as circulated.

v) Annual Governance Statement

**RESOLVED 19/166** – That the council agree all points on the Annual Governance Statement as circulated page 26 of the cash book.

vi) Accounting Statements 2018-2019

**RESOLVED 19/167** – That the council approve the accounting statements as circulated page 27 of the Cash Book.

### CHESTER ROAD PARKING RESTRICTIONS

The Clerk reported she had spoken to the highways officer and he is preparing a report to be submitted to senior highways officer for consideration it was hoped a decision would be available for the Council's July Meeting.

### SPEED LIMITS (not 20mph)

The highways officer is preparing a report to be submitted to senior highways officer for consideration it was hoped a decision would be available for the Council's July Meeting, noting there had been objections to the proposed speed limits which needed to be addressed.

### PLAY AREA INSPECTION TRAINING

**RESOLVED 19/168** – That the council book the site specific training with the Play Inspection Company at accost of £395 (exc vat).

### ACCOUNTS & PAYMENTS

i) Accounts & Payments

**RESOLVED 19/169** – that the Council approve accounts and payments as circulated on page 15 of the Cash Book including the following:

To whom paid	Particulars	Total
Shires	payroll services	12.00
Waterplus	Allotments Water	49.32
Ann Wright	Reimburse - Wood	221.28
WaterPlus	Glebe Meadow Water	13.29
SSE	Memorial Lights	10.55
Playdale	Aerial Runway Part	70.81
Ann Wright	Reimburse - Wood	116.94
Ann Wright	Reimburse - YS Paint	115.90
Ann Wright	Reimburse - Wood	116.94
Nest	Pension Contribution	16.99





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Ann Wright	Salary (April )	649.00
Ann Wright	Reimburse - various	44.89
Ann Wright	Reimburse - litter pick	122.50
Yvonne Keeping	Reim - laminating pouches	10.80
HMRC	Tax & NIC	11.20
Grants Gardening Services	Grass Cuts x2	108.00
<del>Barbour Institute</del>	<del>Room Hire (March)</del>	<del>90.00</del>

### ii) Additional Invoices

**RESOLVED 19/170** – that the Council approve the following invoices received after publication of the agenda:

To whom paid	Particulars	Amount
Barbour Institute	Room Hire (March & April)	148.83
Charles R Harper Wright	Internal Auditor	60.00
Shires	Payroll services	15.00
A. McGrath	Reimbursement – Plants	111.04
Ann Wright	Reimbursement – Wood & Adobe	138.08
E. Saddler-Williams	Reimbursement - paint	40.69

### iii) Subscriptions

**RESOLVED 19/171** – that the Council do not renew its membership with the Cheshire Association of Local Council

### iv) Green Dog Walkers Scheme

**RESOLVED 19/172** – that the Council approve up to £100 towards addition a dog tags.

### vi) Regular Payments

**RESOLVED 19/173** – that the Council the following regular direct debit payments for 2019-2020

Nest – pension contributions

Southern Electric – memorial lights

Water Plus – water for allotments & glebe meadow

Sanctuary – Garage rental

Information Commissioners Office- Data registration fee

## PLANNING

### i) Planning Register

Councillors noted the planning register, pages 23 to 25 including comments submitted since the last meeting and enforcement update.

**RESOLVED 19/174** – that council submit the following comments in relation to the below planning applications:

**19/01329/S73** – Variation of condition 2, planning permission 18/00238/FUL to allow alterations to the floor layout – Lavendar House, Tattenhall Road, Tattenhall, CH3 9QH

No comment.

**19/01518/FUL** - Demolition of existing conservatory & erection of part single storey, part two storey side & rear extension & front porch to replace canopy - 22 Covert Rise, Tattenhall, CH3 9HA.

Objection. The Parish Council objects to this application as insufficient changes have been made to the application since it was last refused to address the loss of light and amenity to neighbouring properties.



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The proposed extension is excessive and amounts to a 50%+ extension to the property.

### **COUNCIL GARAGE**

**RESOLVED 19/175** – that council purchase racking units for the garage up to the value of £100

### **TREE PLANTING**

It was noted Cllr White had requested this item be on the agenda, it was agreed the Clerk would ask her to circulate information by email and the item would be included on the June agenda if required.

### **PARISH MEETING THURSDAY 30<sup>TH</sup> MAY 2019**

It was agreed to provide cheese and wine at the Parish Meeting to be funded by the Chairman's allowance.

**RESOLVED 19/176** – that council move into part 2, private session to discuss the following agenda items.

### **BROOK NEWALL CLOSE**

It was agreed the Clerk contact the Environment Agency and/or Rivers Authority to request the Brook at Newall is cleared.

### **CHRISTMAS LIGHTS & BUNTING**

It was agreed the Clerk contact the Bolesworth Estate to see if they can offer assistance.

### **CLERK'S SALARY & HOURS**

**RESOLVED 19/177** – that council adjust the Clerk's salary to 2018-2019 SCP26 (new scale) from 13/05/19.

**RESOLVED 19/178** – that the Council increase the Clerk's working hours to 15 hours per week to be reviewed at annual appraisal.

Signed .....

Dated .....

The meeting closed at 9.40 pm

Ann Wright 14/05/2019

**The next scheduled PARISH COUNCIL MEETING  
is on Monday 3<sup>rd</sup> June 2019, 7.30pm  
Barbour Institute.**



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## Tattenhall & District Parish Council Meeting 1<sup>st</sup> April 2019 Action List

Action	Date	Comments	Completed
<u>Parking Restrictions &amp; Speed Limits</u>	25 03 19	Requested update for April Meeting	May Agenda
	03 04 19	Circulated update – some objections received	
	06 05 19	Requested update	
<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.	On-going
<u>20mph Sign Location</u>	02 04 19	Emailed CG for justification & not move planters (Tarp)	No further action
<u>Millennium Mile</u>	26 04 19	Meet ESW & JK	On-Going
<u>Open Space</u>	21 03 19	Emailed SD call request Spoke Sharon Marshall	On-Going
	23 04 19	Emailed SM for update Spoke Pam Bradley – awaiting contact.	
<u>A41 School Bus Overcrowding</u>		Monitor	October Agenda
<u>Gritting Routes Request</u>	20 03 19	Emailed KC requested date of review & meeting	On-Going
	24 04 19	Emailed again	
<u>Bolesworth Rd/Rocky Lane Junction</u>	18 02 19	Contact ENG – visibility/mirror ref:2144577	On-Going
	05 03 19	Update – awaiting Inspector	
	06 05 19	Checked on-line no update	
<u>A41 Policing Request</u>	21 03 19	Letter posted to Chief Constable Darren Maitland	Completed
	01 04 19	Letter to Road Policing Support Manager	
	08 04 19	Circulated response	
<u>Speed Indicator Device - SID</u>	21 03 19	Contacted DR for list of approved sites. Volunteers	On-Going
	29 04 19	Circulated approved sites	
	29 04 19	Request Tattenhall Road Site Booking after May	
<u>Neighbourhood Plan Review</u>			On-Going
<u>Church Bank &amp; Rosemary Road</u>	07 12 19	Met SB requested kerb markers	On-Going
	08 02 19	Submitted email request or kerb markers – ref:214450	
	13 02 19	Highways message unadopted road.	
	14 02 19	Reported to MM Bolesworth	
	06 05 19	Emailed SB for update	
<u>Squirrels Trail</u>		Contact Applegates & Ice Cream Farm 1 <sup>st</sup> – 8 <sup>th</sup> June erect Squirrels	On-Going
<u>Planning</u>	02 04 19	Submitted comments	Completed
	02 04 19	Circulated 19/00980/FUL	
<u>Noticeboard</u>			
<u>Grants</u>	08 04 19	Paid ToFs grants £500	Completed
<u>Parish Meeting &amp; Village Cup</u>		Book Hall –30 <sup>th</sup> May from 7.30 Arrange refreshments	May Agenda
	01 03 19	Invited speaker – confirmed	
	02 04 19		





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		Contacted WI Village cup ready Invited nominees	
<u>Play Inspection training – Identify costs and circulate to councils</u>	10 01 19	Contacted training supplier to check costs & dates in June (after elections).	Booked May Agenda
<u>Housing Numbers</u>		Awaiting Housing Monitor	July/Sept Agenda
<u>Payments</u>	02 04 19	Payments done	Completed
<u>Play Area Inspections</u>	01 04 19 02 04 19 25 04 19 26 04 19 02 05 19	Inspection Reported zip wire fault Part ordered & installation booked Inspection Inspection	
<u>Youth Shelter Paint</u>	02 04 19 05 05 19	Contacted church for use of WC Community Payback due to paint	
<u>Clear Culvert</u>	24 01 19	Requested quotes x5	May Agenda
<u>OTHER ITEMS</u>			
Covert Rise Path	05 04 19	Ref: 4862578 (reported at Surgery)	
Covert Rise Street Light (on)	05 04 19	Ref: 4862579 (reported at Surgery)	

### 2019 – Objectives

- Establish FACE BOOK page – completed 21 01 19.
- Establish Weekly Surgeries – commencing 15 02 19.
- Promote Local Elections – on-going – completed 02 05 19.
- Promote understanding of Code of Conduct



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**Tattenhall & District Parish Council**

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