



# Minutes of Tattenhall & District Parish Council Meeting Barbour Institute, 2<sup>nd</sup> September 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-William
N. Sharp	L. White	M. Wilson		

### Non-Parish Councillors

Public – 8

CW&C Councillor Mike Jones

## **APOLOGIES**

A. Scarratt – work commitment.  
(PCSO Hurst)

## **DECLARATION OF INTERESTS**

No interests were declared.

## **PUBLIC PARTICIPATION**

### Community Defibrillator

It was reported that although there are a large number of defibrillators in Tattenhall they are all within buildings which are closed during different times of the day as such the Patient Participation Group and Tattenhall First Responders asked that the Parish Council fund a cabinet so that a defibrillator could be stored outside allowing 24/7 public access. It was reported that the Spar was willing to house the cabinet and relocate their defibrillator into it. It was noted the Tattenhall First Responders will continue to carry out the weekly checks and pay from replacement pads and batteries as required out of their fundraising.

### Tattenhall Road Gully

A resident stated they were pleased the open gully on Tattenhall Road had been fenced off.

### Home to School Transport

The Parish Council was asked to consider sending a letter to CW&C supporting parents following recent experiences regarding home to school transport to the Bishop Heber High School. It was reported that the eligibility to free home to school transport was a 'moving feast' based on birth rates, housing developments and school admission numbers which changed year on year. It was reported that approximately 13 families had been told they were not eligible for transport to the Bishop Heber based on CW&C admission numbers which were incorrect. It was noted that CW&C's current policy splits the village between a number of schools, other authorities including Cheshire East and Oxfordshire have introduced policies to prevent this. It was noted there are 25 11 year olds starting the Bishop Heber this Wednesday the majority of whom have not received any information which bus to catch. Also those students who are expected to catch the public bus service have to pay the bus fare and claim back the fare from CW&C afterwards as passes have not been sent out.

### Newton Development Sites

A resident asked the Parish Council if the Council were monitoring the developments in Newton. It was noted that this was the role of the CW&C planning department.

### Play Inspection Training

Cllr Keeping presented certificates to Councillors Gibson, White, Wilson and himself who had attended the play inspection training along with the Clerk.



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## MINUTES

**RESOLVED 19/201** - that the Chairman signs, as a correct record the circulated minutes of Parish Council meeting on the 1<sup>st</sup> July 2019.

## ACTIONS LIST

Councillors noted the Clerk's report, pages 189 to 190 of the Minutes.

## PLANNING

### 1) Planning Register

Councillors noted the planning register, pages 31 to 34.

### 2) Planning Applications

**RESOLVED 19/202** – that council submit the following comments in relation to the below planning applications:

**19/02934/FUL** - 5 Stables, tack rooms & retrospective changes to the siting of the riding arena approved 16/2934/FUL – Peckforton Stables, Back Lane, Tattenhall.

Support as application complies with Policy 3 of the Tattenhall & District Neighbourhood Plan.

**19/03014/FUL** – Demolition of existing conservatory & reception of single storey side & rear extension.

No Objection.

**19/03028/FUL** – Single Storey rear extension – Castle View, High Street, Tattenhall, CH3 9PX.

No Objections.

### 3) Applications received since the publication of the agenda

No further applications had been received.

It was noted Cllrs Parry and Saddler Williams are the lead planners for this month.

## COMMUNITY LAND TRUST (CLT)

It was reported that NWD Architects have now completed the planning application, this will be reviewed by the CLT at their meeting next week for approval before submission to CW&C.

Board members are meeting with Equity Housing who are registered social housing provider who specialise in small scale rural developments to discuss a potential partnership.

It was noted that the Parish Council is still holding funds for the CLT which had been given as a grant from CW&C to help fund the feasibility of the project, it was noted the 12 month deadline for spending the funding has now passed as such a meeting had taken place with Rachel Rens from CW&C to obtain an extension for use of the funding.

It was agreed once the planning application had been approved by the CLT board it would be circulated to the Parish Councillors by email for informal approval before the application is submitted by the Parish Council on behalf of the CLT. If councillors have any concerns relating to the application they were asked to notify the Clerk as soon as possible after receiving the plans.

## GLEBE MEADOW

### 1) Maintenance Update

It was reported that both Barnfields and Glebe Meadow had now both been cut and that to aid with future maintenance the best solution would be to have livestock graze the areas.

### 2) Restoration

It was noted that the Ha-ha is in need of restoration to allow livestock to graze Glebe Meadow and that there were grants which were available to assist with this work and that TWiG had



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confirmed they were happy to work with the Parish Council to obtain these grants and restore the Ha-ha and meadow.

**RESOLVED 19/203** – that council work in partnership with TWiG to apply for funding from the Heritage Lottery Fund, Awards for All to restore Glebe Meadow including the Ha-ha.

### 3) Volunteers

Cllrs Keeping and Kershaw volunteered to get involved with this project, it was also agreed to advertise for volunteers to also get involved including in the actual restoration works.

### **TRANSPORT TO BISHOP HEBER HIGH SCHOOL (Bus Services)**

It was noted that as was highlighted in public participation this was a highly complex issue and that it was almost impossible to know which was the closest school when applying for school places as this was based on CW&C published admission numbers which this year were incorrect.

It was reported that this year CW&C had allowed all new year 7 students free school transport however they had stated that next year they would revert back to policy.

It was noted that in Cheshire East and Oxfordshire the Local Authorities had introduced policies to prevent villages being split between different schools, this is known as a 'Contiguous Village Policy'.

It was noted that siblings have been allocated on different buses.

It was reported by CW&C Cllr. Jones that CW&C officers are investigating adopting a contiguous village policy, he stated the confusion this year had been caused by Bishop Blue Coat school raising their admission numbers against CW&C advice, these numbers had been withdrawn in the last 3 to 4 weeks which has caused massive delays in allocation of school transport.

**RESOLVED 19/204** – that Council write to CW&C Scrutiny Committee supporting the introduction of a contiguous village policy allocating all families to the same school and highlighting the need for admissions and school transport policy be based on the same method of measurement of distances.

It was noted the Parish Council had previously discussed concerns regarding overcrowding of the school buses including public transport buses, it was agreed to continue to monitor this although it was understood there were now 2 school buses plus 2 public transport buses in operation through Tattenhall.

It was agreed to review both the provision of transport and the overcrowding at the Council's October meeting.

### **HOUSING MONITOR**

It was noted the Housing Land Monitor which provides detailed information on the supply of housing land across the borough, including annual completion rates, housing commitments and five year land supply had not yet been published and was expected during September.

### **VILLAGE MAINTENANCE**

It was reported that preparations for the Best Kept Village Competition had identified a number of areas where additional maintenance was required in the village as such it was suggested that the Community Pride Working Group review areas in the village where maintenance is required and draw up tender documents which include the youth shelter and play area grass cutting, weed killing, allotments maintenance etc. This document will come back to the Council for approval before going out for tender so a contractor or contractors can be appointed for the



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2020-2021 year.

It was agreed that the Clerk would contact CW&C to clarify their responsibilities including the maintenance of public rights of way particularly the path past The Spinney (FP6) and the path from the Millfield to the Flacca.

### **COMMUNITY DEFIBRILLATOR**

**RESOLVED 19/205** – that Council purchase a cabinet and emergency phone to house the defibrillator at the Spar on the High Street.

### **GREEN DOG WALKERS SCHEME**

It was noted there are now 42 members with 56 dogs signed up to the scheme. A second survey had now been carried out in June and this had shown a substantial reduction in the amount of dog mess in the village particularly on the permissive path at the Flacca. The next survey will be in January 2020.

### **HIGHWAYS MATTERS**

Chester Road Parking & Speed Limits (not 20mph)

No update available.

### **SQUIRREL TRAIL**

It was noted the Squirrel Trail will end on the 6<sup>th</sup> September after which date the money raise for the North West Air Ambulance will be published.

It was noted that the cost of the Trails, materials, printing and varnishing was £688, however £565 had been recovered through sponsorship of the guides and payments from families and Businesses for Squirrels, although one business had not yet paid for their squirrel, as such the cost to the Council had been £123, money raised to date for the Air Ambulance was £1136.54 although the final total would not be known until after the 6<sup>th</sup> September.

It was reported the trail had been very well received and that the Community Pride Working Group would discuss the future of the Trail at their meeting.

### **NEIGHBOURHOOD PLAN**

#### 1) Update

It was reported that it had become clear that the terms of reference for the neighbourhood plan group required updating as they were not fit for purpose with a number of named members who were no longer involved, as the Parish Council is the qualifying body to make and review the neighbourhood plan it was felt the group should be formed as a Committee of the Council. It was noted that the Parish Council should have been monitoring the plan against planning application decisions and that this would feed into the review of the plan.

#### 2) Terms of Reference & Committee

It was noted the terms of reference were based on government guidance.

**RESOLVED 19/206** – that the Council adopt the terms of reference as circulated pages 191 to 194 of the minutes and establish a Committee to undertake the review of the Neighbourhood Plan.

#### 3) Committee Membership

It was noted that Cllrs Haynes, Keeping, Matthews and Saddler Williams will be on the Committee on behalf of the Parish Council, it was agreed there should be a representative from TWiG and Bolesworth estate, it was also agreed that other community groups should be invited



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to join including representatives of the Business Alliance and the Community Land Trust, it was further agreed to advertise for other community groups which would like to be involved.

### **PURCHASE OF BENCH**

It was noted that a resident had suggested one of the memorial benches should be relocated to the opposite side of the road by the interpretation board, it was agreed this was not appropriate, the Council agreed given the number of the benches in that area including on the Millfield that it would not purchase an additional bench at this time.

### **MEMORIAL**

It was noted the works to correct the plaque had now been completed and that CW&C Cllr Mike Jones had provided a grant of £500 towards these works which had been received. It was noted the plaque would be formally unveiled on Friday 20<sup>th</sup> September at 10.30am and that Mr Jenkin's nephew would be in attendance along with Mr Bish who had served in the Royal Army Medical Corps (RAMC) as had Mr Jenkins, refreshments would be available at the Village Market in the Barbour Institute afterwards.

It was reported that there was a plaque dedicated to Mr Jenkins in what was the church which served the then Deva Hospital (Countess of Chester) although this is now a physio centre the plaque is still in place and visible.

### **PLAY AREA ZIP WIRE**

It was noted that the zip wire was still out of action following Playdale identifying the structure had been installed incorrectly despite a number of attempts to contact the installation company at the start of the summer this had not been successful however the clerk had now spoken to the company who were contacting Playdale for more information.

### **PLAY AREA INSPECTIONS**

**RESOLVED 19/207** – that the Council appoint the Play Inspection Company to undertake carryout 3 additional inspections per year (in addition to the annual inspection) so that the area is professionally inspected on a quarterly basis at a cost of £300.

### **ACCOUNTS & PAYMENTS**

#### 1) Accounts & Payments

**RESOLVED 19/208** – that the Council approve the payments as listed on page 31 of the Cash Book made since the July meeting:

Cumbria Clock Company	Clock Service	186.00
Countrywide	Playarea cuts June	344.89
Yvonne Keeping	Book (prize)	8.76
Grants Gardening Services	Grass Cuts x2	108.00
NM Sharp	Laquer Squirrels	153.39
Nest	Pension Contribution	53.79
Shires	payroll services	15.00
HMRC	Tax & NIC	199.56
Ann Wright	Salary (July)	869.40
Pam Marsden	Salary (June & July)	194.40
Barbour Institute	Room Hire (July)	64.17
Grants Gardening Services	Grass & Hedge Cut	138.00
Countrywide	Play areas cuts July	344.89
Ann Wright	Reimbursement -	89.06





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PJ Hellmers	Glebe & Barnfields Cut	285.00
Ditzzy Rose Makery	Workshops x2 (funded)	400.00

**RESOLVED 19/209** – that the Council approve accounts and payments as circulated on page 31 of the Cash Book:

Tattenhall PCC	Room Hire	70.00
Sanctuary Housing	Garage Rental	50.40
SSE	Memorial Lights	10.55
WaterPlus	Water - Allotments	7.57
Nest	Pension Contribution	53.79
Calibre Metalwork	Memorial Alterations	1050.00
Ann Wright	Salary (August)	869.40
Pam Marsden	Salary (August)	86.40
HMRC	Tax & NIC	172.56
Ann Wright	Reimburse - stall	40.00
Shires	payroll services	30.00
CW&C	Uncontested Election Fee	213.00
ICO	Data Registration	40.00

**2) Additional Invoices**

**RESOLVED 19/210** – that the Council pay NWD Architects £5700 towards invoice 12703 on behalf of the Community Land Trust using the remainder of the CLT funding held by the Parish Council.

**PART 2**

**RESOLVED 19/211** – that the Council move in private session to consider the following agenda items.

**MILLENNIUM MILE**

It was agreed to obtain additional quotes for supply and installation of the replacement millennium mile posts and to consider these at the October meeting of the Council.

Signed .....

Dated .....

The meeting closed at 9.00pm

Ann Wright 03/09/2019

**The next scheduled PARISH COUNCIL MEETING  
is on Monday 7<sup>th</sup> October 2019, 7.30pm  
Barbour Institute.**



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### Action List from 1<sup>st</sup> July Meeting

Action	Date	Comments	Completed
<u>Memorial</u>	04 07 19	Confirmed quote	Completed
	18 07 19	Plaque to be removed	
	15 08 19	plaque reinstalled	
<u>Memorial Grant Application</u>	22 07 19	Submit application £500	Completed
	25 07 19	Request confirmation grant received	
	05 08 19	Chased up decision	
	19 08 19	Grant received	
<u>Speed Indicator Device - SID</u>		Advertise for volunteers Set date for Training set dates for using SID	
<u>School Letter</u> <u>Public/holiday access to field</u>		Awaiting Governors formal response.	October
<u>Footpath – Millfield to Flacca</u>		TW, Bolesworth to look if they can undertake the work.	Completed
	16 07 19	emailed TW for update.	
	18 07 19	Volunteers (JK, IK, IW) clear path.	
<u>Gifford Lea - Opening</u>	01 07 19	Confirmed IK attending	Completed
<u>Gifford Lea - Parish Meeting 2020</u>	01 07 19	Declined invite.	Completed
<u>Rookery Road Tree - Report</u>	04 07 19	Reported – Ref 4872262	Completed
	09 07 19	Email confirmed works completed	
	11 07 19	Posted on FB	
<u>20 mph speed limit</u>	04 07 19	Emailed Eng. request 20mph update	Completed
	05 07 19	Confirmed in force from 14 June circulated to Cllrs. Posted on FB	
<u>School Warning Signs</u>	04 07 19	Emailed school regarding concerns asked only out at dropping off and picking up times.	Completed
	05 07 19	School confirmed receipt of email.	
<u>Parking on Pavement</u>	04 07 19	Emailed PCSO Hurst	Completed
<u>Website Updates</u> <u>Councillors</u>			On-Going
<u>White Line reinstatement – chase.</u>			
<u>Spare Bin</u>	05 06 19	Contacted NS no bin in storage	Completed
<u>Bunting Brackets – contact BE</u>	22 05 19	Emailed Bolesworth	
	22 05 19	Emailed Gifford Lea (meeting 07 06 19)	
<u>Parking Restrictions &amp; Speed Limits</u>	06 05 19	Requested update	Sept Agenda
	12 06 19	Requested update	
	25 08 19	Requested update	
<u>Community Room Meeting –</u>		Next meeting 18 <sup>th</sup> September	
<u>Millennium Mile</u>	31 05 19	Met ESW & JK	Sept Agenda
	30 07 19	Contacted companies for supply & installation quotes	
	06 08 19	Met Ringway on site	



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<u>Open Space</u>	24 07 19 01 08 19	Letter sent to CEO of CW&C Updated PB Arranging meeting for September	Oct Agenda
<u>A41 School Bus Overcrowding</u>		Monitor	Sept Agenda
<u>Gritting Routes Request</u>	24 06 19	Emailed again	
<u>Neighbourhood Plan Review</u>			On-Going
<u>Church Bank &amp; Rosemary Road</u>	06 05 19	Emailed SB for update	On-Going
<u>Spinney Fence – price removal</u>	12 06 19	Emailed Cllrs for contacts Emailed companies for quote Risk assessment to be provided and works agreed.	
<u>Planning</u>	04 07 19 04 07 19 05 07 19 05 07 19 16 07 19 19 07 19	Comments submitted Reported works to enforcement PL128851321 Circulated Response Submitted B&RS comments to Inspector. Circulated 19/017 14/LDC comments to Cllrs. Submitted comments.	Completed Completed
<u>Noticeboard</u>			
<u>Housing Numbers</u>		Awaiting publication of Housing Monitor	September
<u>Payments</u>	02 07 19 16 07 19	Payments made Additional payments made	Completed
<u>Play Area Inspections</u>	24 07 19	Inspection undertaken.	
<u>Youth Shelter Paint</u>			Completed
<u>Maintenance</u>	12 05 19	Met Grant Howard to confirm works also cut back tree by zip wire.	September Agenda
<u>REPORTED FAULTS</u>			
<u>Overgrown Hedges</u>	02 08 19 02 08 19 02 08 19	Portico - Emailed TW at Bolesworth Hedge right of waste centre – reported to CW&C ref: 4875916 Hedge by Fairhurst obstructing pavement Ref: 4875926	

### 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  
Terms of Reference Neighbourhood Plan Review Committee**

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### **Purpose**

The Neighbourhood Plan Review Committee, the qualifying body, supports the Parish Council to carry out the following tasks:

- Monitor the performance of the Neighbourhood Plan annually using the methodology adopted by Cheshire West and Chester Local Plan annual monitoring
- Review the policies of the Neighbourhood Plan making changes depending on the results of the annual monitoring report.
- Investigate and identify support for the monitoring and review of the Neighbourhood Development Plan.
- Identify sources of funding and complete applications forms to be signed off by the Parish Council
- Take responsibility for planning, budgeting and monitoring expenditure on the review of Neighbourhood Development Plan and report back to the Parish Council on these matters.
- Decisions on expenditure are to be made in accordance with the Parish Council Finance Regulations.
- Liaise with relevant authorities and organisations to make the Neighbourhood Development Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and monitoring information to be used.
- Be responsible for the analysis of any survey, as well as the production and the distribution of monitoring reports and surveys.
- Report back to the Parish Council as necessary or at least every three months on progress, issues arising and outcomes.

### **Membership of the Committee**

The Committee will be formed primarily from local volunteers who reside or work in the designated area. The group should be representative by consisting of a cross-section of local people and elected members or officers of the Parish Council.

The Committee has delegated powers and may form Working Groups or subcommittees to undertake various aspects of the work involved in the monitoring and review of the Neighbourhood Development Plan.



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The Committee will be supported by senior officers of Cheshire West and Chester Council. The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011. Group - Community Planning Guidance

The Committee can comprise:

### **Parish Councillors**

- Individuals who are resident in the designated area
- Individuals who work in the designated area.
- A representative of an agreed local community group
- A representative of an agreed local business
- A representative of an agreed Local land-owner

Members of the committee will have voting rights and the Chairman a casting vote under section 13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989

Consultants without voting rights may also be members of the committee.

Members of the Committee are appointed by resolution of Tattenhall & District Parish Council.

New Committee members may join during the year if authorised by Parish Council.

### **Meetings**

- The Committee shall normally meet monthly (but every two months as a minimum), or as may be required.
- Three Members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater (as per standing orders)
- At least three clear days' notice of meetings shall be sent to members via email, and appropriate to, each individual member. Whenever possible, notices of meetings should detail the matters to be discussed.
- The Clerk shall keep a record of meetings, and circulate notes to Committee members and the Parish Council in a timely fashion. Minutes should also be placed on the Parish Council Website Neighbourhood Plan page in draft form as soon as possible after the meeting and within one month of the meeting.
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Committee and made available to the public via notice boards/websites.
- All meetings of the Committee will be open to the public and public participation will be allowed.
- Copies of the Parish Council's Code of Conduct will be available at all Neighbourhood Plan (NP) Review meetings.



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## Defining Roles

- The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per standing orders) or as soon as reasonably practicable thereafter.
- Wherever possible all other members should have a specific role, to be agreed by the Committee. (For details see Roles & Relationships.)
- Each member should declare their capacity (one only) for membership, either resident in the designated area, working in the designated area, Parish Councillor, representing an agreed local community group, local business, local landowner or consultant.

## Roles & Relationships

- Parish Council insurance will cover the previously agreed activities of the Committee and volunteers, but Committee members, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached.
- Parish Councillors who are also members of the Committee, will act as a liaison between the two bodies and provide a regular report to the Parish Council, for endorsement.
- The Parish Council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the Committee, which may include, but not limited to:-
  - Data gathering
  - Consultations
  - Making recommendations
- The make-up and purpose of Working Groups will be regularly reviewed by the full Committee
- It is expected that all Committee members abide by the principles and practice of the Parish Council Code of Conduct (annex to be added) including declarations of interest.

## Working Groups

- The Committee will establish such Working Groups as it considers necessary to carry out the functions specified by the Committee.
- Each Working Group will appoint a lead person who will report back to the Committee on the monthly meetings. (A representative will be nominated from the Working Group if the lead person is unable to make a Committee meeting).



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### Finance

- All grants and funding will be applied for and held by the Parish Council, who will ring-fence the funds for Neighbourhood Development Plan Review purposes only.
- Notification of all planned expenditure will be submitted to the Parish Council for approval before actual costs are incurred.
- The Clerk shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget.
- Volunteers who wish to claim expenses should refer to the Parish Council expenses policy.
- The Clerk will report back to the Sub-Committee and the Parish Council on planned and actual expenditure for the project.
- Orders for expenditure should be issued by the Clerk in accordance with the Council's Finance Regulations.
- Invoices will be made out in the name of the Parish Council who will pay them at their next scheduled Parish Council meeting.
- Members of the community who are involved as volunteers with any of the Working Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of monitoring or reviewing the Neighbourhood Development Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.

### Review of the Committee

The terms of reference of the Review committee shall be reviewed annually by the Parish Council at the Annual (First) meeting of the Parish Council.