

**Minutes of Tattenhall & District
Parish Council Meeting
Barbour Institute, 7th October 2019**

PRESENT

Councillors

Chairman – I. Keeping

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

Non-Parish Councillors

Public – 8

PCSO Jon Hurst

APOLOGIES

G. Blackhurst – unwell

A. Scarratt – work commitment
(CW&C Cllr Mike Jones)

DECLARATION OF INTERESTS

E. Saddler-Williams declared a pecuniary interest in item 19 as a resident of Oaklands Avenue, she confirmed she would leave the room and take no part in the discussion.

L. Jones declared an interest in Item 9, Allotments as her family has an allotment.

D. Haynes declared an interest in Item 6, planning application 19/03159/FUL as a resident of Wood Lane.

PUBLIC PARTICIPATION

Police Report

Confirmed that PC Ged Gigg had joined the new Rural Police Team which would be based part time at Dragon Hall. PC Steve Gardner is now the beat manager for Farndon, Malpas and Tattenhall.

It was agreed a letter of thanks be sent to PC Gigg for all his hard work and support as the beat manager for Tattenhall over the last 5 years.

Rocky Lane Flooding

A resident reported that there was a major issue with flooding on roads to the south and west of the village and there had been a number of occasions over the summer when the roads had been flooded and Rocky Lane had been impassable.

He asked the Parish Council to put pressure on CW&C to resolve these issues and broker a meeting with the Bolesworth Estate and Highways to discuss these on-going problems. He suggested the Parish Council write to Handley and District Parish Council and ask what actions are being taken to resolve the flooding at the end of Frog Lane.

Gritting

It was noted from the Council Action List the Clerk had still not had a response from Highways regarding gritting routes in Tattenhall.

It was reported by a member of the public that CW&C are currently reviewing their gritting routes.

It was suggested the more individuals who report issues to CW&C the more likely action will be taken to address these issues especially matters publicised on social media.

Oaklands Avenue

A resident of Oaklands Avenue requested that the Parish Council look at ways to



protect the open plan nature of Oaklands Avenue noting that the properties have covenants on them prohibiting the erection of walls, hedges or fences higher than 18 inches. It was also noted that covenants are not considered in planning.

MINUTES

RESOLVED 19/212 - that the Chairman signs, as a correct record the circulated minutes of Parish Council meeting held on the 2nd September 2019.

ACTIONS LIST

Councillors noted the Clerk's report, pages 202 to 204 of the Minutes.

PLANNING

1) Planning Register

Councillors noted the planning register, pages 35 to 37, noting application 19/02727/FUL, 3 Oaklands Avenue had been approved since the agenda had been published.

2) Planning Applications

RESOLVED 19/213 – that council submit the following comments in relation to the below planning applications:

19/03221/LBC - Addition of summer house to garden, Laurel Bank, High Street, Tattenhall, CH3 9PX.

1. The materials, roof, windows and doors to be used will match current materials used in the main house and nearby garage
2. The application and materials comply with the neighbourhood plan and Village design statement
3. There are no overlooking issues.
4. The Parish Council supports this application.

19/00241/FUL – Garage conversion, Gatesheath Lane, Golborne Bellow, CH3 9AS.

1. The materials, roof, windows and doors to be used will match current materials used in the main house.
2. The application and materials comply with the neighbourhood plan and Village design statement
3. There are no significant overlooking issues.
4. There are no access issues
5. The Parish Council asks that conditions are put in place so that the building remains auxiliary to the main property.
6. The Parish Council supports this application.

19/03159/FUL – Extension to & change of use of agricultural building to kennels for personal dogs – Lanes Farm, Wood Lane, Tattenhall, CH3 9AD.

1. A site visit has been made
2. Applicant already has kennels on site housing dogs.
3. We feel this is a commercial application and thus the application is not correct or complete as there is no design and access statement.
4. The Parish Council cannot support this application in its present format.
N.B. Should the application be approved by planning in its current state we would strongly advise that the conditions should be attached with regard to sound-proofing.



3) Applications received since the publication of the agenda

It was agreed to review application 19/03539/FUL and agree comment by email before the next meeting.

Cllrs Matthews and Wilson are the lead planners for this month.

TRANSPORT TO BISHOP HEBER HIGH SCHOOL (Bus Services)

It was reported that the CW&C scrutiny committee had met on the 19th September and that the meeting had been attended by a number of parents from Tattenhall including Cllrs Gibson and Wilson and that CW&C were well aware of the issues of the village being split by the current policy.

It was noted that an additional bus had been added to the service reducing the overcrowding, the Clerk had contacted CW&C for confirmation of this and whether the additional bus would be in place permanently but to date had received no response.

HOUSING MONITOR

It was reported the Housing Land Monitor had not yet been published, it was noted the 2018 monitor had been published in November 2018.

ALLOTMENTS

It was noted that currently 2 (half) plots are vacant on the allotments colony at Gatesheath and that the Clerk had received complaints that weeds were spreading from these plots to other plots on the site. It was understood not all plots were filled at the private site on Bolesworth Road.

It was agreed to meet with the committee responsible for the Bolesworth Road colony and consider a parish wide leaflet advertising plots on both sites and stressing the benefits of having an allotment

It was agreed to meet with allotment holders to discuss the situation and ways forward including possibly reconfiguring the allotments to reduce their size and also provide access to machinery onto the site.

CW&C ENFORCEMENT POLICY CONSULTATION

RESOLVED 19/215 – that Council respond to the consultation by strongly objecting to the principle of devolving powers for enforcement to Parish Councils for the following reasons:

The training and employment of enforcement officers will put a financial strain on Parish Council forcing them to increase their precept.

This will result in an additional element of double taxation on town and parish councils who fund enforcement officers while unparished areas received enforcement from CW&C.

The Parish Council believes the employment of enforcement officers will conflict with its role to support its community and will lead to conflict with the residents it relies upon as volunteers to support community events and activities.

WORKING GROUP TERMS OF REFERENCE

It was noted that working groups will agree the scope of their works or in the case of task and finish groups the scope will be agreed by the Parish Council.

RESOLVED 19/216 – that Council approve the working groups terms of reference as circulated, pages 205 to 206 of the minutes book.



OPEN SPACES WORKING GROUP

1) School Letter

The Council noted the letter from the Chairman of the Governors at the Park Primary school which stated that the governors had made the unanimous decision that the school was unable to permit public access to the playing field outside of school hours for ad hoc use due to security, health and safety and budget constraints. However organised and established community groups could apply to the governors to use the field on a regular basis.

It was noted that the governors' decision is contrary to the Policy DM36 of the CW&C Local Plan Part which supports school playing fields being brought back into community use.

It was agreed that the Open Spaces working group should meet with the governors to discuss the matter further and gain a better understanding of the situation.

It was agreed to write to CW&C Cllr Jones and request his support in the matter particularly with regard to implementation of the CW&C policy.

2) Open Space Working Group Notes

The Council noted the notes and actions of the Open Spaces Working Group which was held on the 18th September 2019, pages 207 to 208 of the minutes book.

It was reported that before the Parish Council meeting the working group had met with representatives of Sport Tattenhall at the Flacca to discuss the possibility of increasing community use of the Flacca for ad hoc sport and games. The possibility of constructing a multi-use games area (MUGA) on an unused section of land was discussed and will be investigated further.

A representative of Bolesworth Estate had confirmed they do not have any land available as all their land is tenanted.

SPINNEY

It was noted at the Open Spaces Working Group meeting it had been agreed to meet with CW&C Rangers who manage Caldy Valley Nature Park to discuss ways of managing and utilising the Spinney and the grassed area next to it.

It was agreed to include TWiG in the discussions.

COMMUNITY SAFETY WORKING GROUP

The Council noted the notes and actions of the Community Safety Working Group, pages 209 to 210 of the minutes.

COMMUNITY PRIDE WORKING GROUP

The Council noted the notes and actions of the Community Pride Working Group, pages 211 to 212 of the minutes.

It was emphasized that all councillors need to be active in helping with village maintenance.

REMEMBRANCE SUNDAY

It was reported that the police had withdrawn support for the Remembrance Day parades and road closures as such the Clerk had obtained a price from a traffic management company however since booking the traffic management company CW&C has said they may be able to provide traffic management however this had to be confirmed.

It was agreed the Clerk contact the traffic management company to see if there was a cancellation fee and what the latest date was for cancelling them.

RESOLVED 19/217 – that Council appoint JTM Signs to undertake the road closure



for Remembrance Sunday at a cost of £300 plus vat should CW&C be unable to provide traffic management for the event.

It was noted there are a number of people in Tattenhall who are able to carry out road closures in the future and there is also training available for volunteers to obtain the necessary qualifications.

CHRISTMAS EVENTS

1) Events

The Council noted that the Lantern Parade will be on Friday 6th December and that the Christmas parties will be on Saturday 14th December, volunteers are required for both events.

It was noted an email had been received from the School PTA suggesting the lantern parade could start from the school following the Christmas Fair. It was agreed this was possible and to meet with the PTA to discuss this.

2) Christmas Entertainer

RESOLVED 19/218 – that the Council booked Paul Storey magic and puppets for the Christmas parties at a cost of £350, including a £50 deposit.

3) Budget

RESOLVED 19/219 – that Council budget up to £350 for party gifts and wrapping paper, refreshments.

HIGHWAYS MATTERS

1) Chester Road Parking & Speed Limits (not 20mph)

The Clerk had received an update from Highways officer that he expects to take the objections reports to the senior highways manager and have a decision on both matters by the end of this week.

2) Rocky Lane Flooding

The Clerk reported that she had contacted the Highways officer requesting a meeting to discuss the matter. The Officer had agreed to attend a meeting but had confirmed further works and investigations were taking place on Rocky Lane as such it would be better to meet following those works.

It was agreed Cllr Keeping would attend the meeting along with Mr Thomson and that representatives of Bolesworth Estate would also be invited to attend.

4) Drop Kerbs

It was reported this had been discussed by the Community Safety working group and that a list of prioritised areas requiring dropped kerbs had been previously developed. It was noted that a meeting has been arranged with the highways officer for Thursday 10th October to look at the drop required in the High Street.

5) Harding Avenue & Chestnut Grange Road Junction

This matter will also be looked at the meeting with the Highways officer on the 10th.

Cllr Saddler-Williams left the meeting and took no part in the following discussion.

OAKLANDS AVENUE

The Clerk reported she had contacted CW&C planning to seek their advice on the best way to protect the open aspect of Oaklands Avenue from development including permitted development and was awaiting a response.

It was noted that a policy could be considered as part of the Neighbourhood Plan review.

Cllr Saddler-Williams re-joined the meeting.



PLAY AREA ZIP WIRE

It was noted that the zip wire was now being repaired free of charge by WE Parsons. The Clerk had also asked them to replace the spring buffer at the landing end of the zip wire noting they had provided the cheapest quote for these works.

RESOLVED 19/220 – that the Council pay WE Parsons £488 plus vat for replacing the buffer spring.

ACCOUNTS & PAYMENTS

1) Accounts & Payments

RESOLVED 19/221 – that the Council approve the payments as listed on page 32 of the Cash Book:

Countrywide	Play area grass cuts (August)	344.89
Barbour Institute	Room Hire (August)	10.00
Grants Gardening Services	Grass Cut	108.00
NatWest	Bank Charges	12.40

RESOLVED 19/222 – that the Council approve accounts and payments as circulated on page 33 of the Cash Book:

Ann Wright	Salary (September)	869.40
Pam Marsden	Salary (September)	43.20
HMRC	Tax & NIC	161.76
Ann Wright	Reimburse – stall & SLCC conference	25.00
PKF Littlejohn LLP	External Audit	360.00
Amenity Tree Care Ltd	Spinney Works	504.00
Countrywide	Play area grass cuts (September)	344.89
Water Plus	Allotments Water	7.42
Nest	Pension Contribution	76.00

2) Additional Invoices

No additional invoices had been received.

3) Finance Working Group

The Council noted the notes of the working group and agreed the amendments to the budget as listed pages 213 to 215 of the minutes book.

4) Conclusion of Audit

It was noted the audit had been completed and that the only matter raised was that the Council had answered yes to a question reaction to the publication of electors rights for the 2017-2018 audit when the answer should have been no. It was noted no matters of concern were highlighted with regard to the actual accounts.

The Chairman circulated a photograph album with photographs of all the squirrels which had been taken by a resident of Ravensholme Court and given to the Parish Council as the resident had really enjoyed doing the trail with her dog.

PART 2

RESOLVED 19/223 – that the Council move in private session to consider the following agenda items.

MILLENNIUM MILE

RESOLVED 19/227 – that the Council purchase the 4 replacement posts and direction boards from the supplier if Spurstow.

It was noted the clerk was awaiting a price from Bolesworth Estate for installing the posts.



BRACKETS

Matter deferred to November meeting.

Signed

Dated

The meeting closed at 9.10pm

Ann Wright 08/10/2019

**The next scheduled PARISH COUNCIL MEETING
is on Monday 4th November 2019, 7.30pm
Barbour Institute.**



Action List from 2nd September Meeting

Action	Date	Comments	Completed
<u>Zip Wire</u>	30 09 19	Works Commencing	
<u>Memorial</u>	12 09 19 13 09 19	Emailed Invites and posted on website & FB Displayed notice on NB.	Completed
<u>Speed Indicator Device - SID</u>		Advertise for volunteers Set date for Training set dates for using SID	
<u>School Transport Letter</u>	04 09 19 10 09 19	Letter of complaint regarding policy – draft to IK & LG. acknowledgement received.	Completed
<u>PROW</u>	17 09 19	Contact CW&C to clarify responsibilities inc Millfield & FP6 (Spinney)	Completed PROW – Nov Agenda
<u>Defib. Phone & Cabinet</u>	03 09 19	Contacted RS for purchase info. Contacted TM ask if connect to Spar phone line – confirmed. Awaiting Proces	
<u>Glebe Meadow Grant Application</u>	03 09 19 26 09 19	Contacted TWiG to agree process Contacted TWiG to agree process	
<u>Website Updates Councillors</u>	11 09 19	Councillors details on website inc interests forms. Emailed CW&C Cllrs incorrect on website CW&C confirmed will amend website	Completed
<u>White Line reinstatement – chase.</u>			Completed
<u>Bunting Brackets – contact BE</u>	04 09 19 12 09 19	On CP agenda Contacted Knutsford, Winsford, Neston & CW&C.	
<u>Parking Restrictions & Speed Limits</u>	25 08 19 12 09 19 19 09 19 26 09 19	Requested update Spoke SB decision still with line manager will chase up. Met BT – awaiting quote BE provide quote awaiting date to meet.	
<u>Community Room Meeting –</u>		Next meeting 18 th September	
<u>Millennium Mile</u>	04 09 19 26 09 19	Emailed Cllrs for suppliers contacts Emailed to obtain Quotes	
<u>Open Space</u>	03 09 19 18 09 19	Emailed PB meeting date Meeting	Oct Agenda



<u>A41 School Bus Overcrowding</u>		Monitor	Oct Agenda
<u>Gritting Routes Request</u>	24 06 19	Emailed again	
<u>Neighbourhood Plan Review</u>		Invites Groups – CLT, TWiG, Business Alliance Advertise for members Update website inc ToF R	On-Going
<u>Church Bank & Rosemary Road</u>	06 05 16 09 19	Emailed SB for update Emailed SB for update Meeting SB 10 09 19	On-Going
<u>Spinney Fence – price removal</u>	12 06 19 12 09 19 16 09 19	Emailed Cllrs for contacts Emailed companies for quote Emailed risk assessment and asked for works confirmation works agreed. Resent above Works to completed November	
<u>Planning</u>	03 09 19 03 09 19 09 09 19	Comments submitted Circulated 19/03187/FUL Circulated 19/03227/FUL	
<u>Noticeboard</u>			
<u>Housing Numbers</u>		Awaiting publication of Housing Monitor	October Agenda
<u>Payments</u>	03 09 19 03 09 19	Payments made Circulated maintenance invoice for approval	
<u>Play Area Inspections</u>	03 09 19 02 09 19 12 09 19 16 09 19	Confirmed ¼ inspections with Play Inspection Company Inspection undertaken. Circulated inspection rota. Circulated completed inspection rota.	
<u>Maintenance</u>		Tender document prep.	
		<u>Actions from Community Pride WG Meeting</u>	
<u>Terms of Reference</u>	27 09 19	Draft Completed	October Agenda
<u>Ward Walks Programme & Routes</u>	30 09 19	Contacted SC for info.	
<u>School Party Dates</u>	05 09 19 12 09 19	Contacted admin requesting party dates circulated to WG dates (19 th Dec)	Completed
<u>Spinney</u>		To go on October Agenda	October Agenda
<u>BKV Awards</u>	05 09 19 11 09 19	Booked LW, ESW & LJ places Booked GB place	Completed
<u>Christmas Trees</u>	11 09 19 11 09 19 19 09 19	Emailed order requesting details of Millfield tree height. Emailed GM asking height of Millfield Tree last year Confirmed order for 25 foot tree	Completed
<u>Christmas Lights</u>	25 09 19	Emailed details to councillors Order 5 additional matching sets	



<u>VE Day</u>	05 09 19	Public meeting 18 th November 2019, 7.30pm Booked main hall BI Poster & Invites	
		<u>Actions from Community Safety WG Meeting</u>	
<u>School Transport</u>	24 09 19	Emailed KC at CW&C update on transport provision	
<u>Drop Kerbs</u>	24 09 19	Meeting with SB agreed 10 10 19 at 10am (Post Office)	
<u>Drop Kerbs</u>		GB to find if drop kerb list	
<u>Fungal Growth</u>	25 09 19 25 09 19	Photograph taken of growth. Reported to CW&C ref:4881769	
<u>Emergency Plan</u>		CW & GB to update contacts	
<u>Emergency Plan</u>		Emailed CW&C emergency plan guidance	
<u>Emergency Plan</u>		Check and restock emergency bags	
<u>Gullies</u>		Contact CW&C & WW check gullies are regularly cleared.	
<u>REPORTED FAULTS</u>	02 09 19	Reported Drain by Newall Close inc smell to WW & Highways ref:4879305	

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



Working Group Terms of Reference

Working Groups Objectives

To assist with the delivery of responsibilities, operations, projects, events and services as directed by the Parish Council.

Composition

Working Group composition and membership to be agreed by the Parish Council and will normally include:

- At least 2 Parish Councillors – one of which will act as chairman of the group.
- Stakeholder representatives.
- Where appropriate: specialist advisors, CWAC Council officers, Ward Councillor and volunteer residents of the Parish.
- The Clerk may provide administrative support to a Working Group but would not be a member of a Working Group.

Scope of work

The Working Groups will undertake such actions as are necessary to fulfil the objectives assigned by the Parish Council, including for example:

- Investigations
- Evaluations
- Consultations with specialist advisors and consultants
- Devising solutions, projects, specifications
- Inviting and evaluating tenders and quotations
- Managing delivery of projects, events and services

Working Groups MUST:

- Follow the Parish Council Code of Conduct, Policies and Procedures
- Report progress and any meetings held to the Parish Council regularly as an agenda item.
- Provided written summary notes from Working Group meetings for inclusion in the Parish Council Minutes Book, clearly identifying any areas where there are recommendations and Parish Council decisions to be made.
- Refer any decisions that could commit or affect Parish Council expenditure, policy or decisions to the Parish Council meetings.
- Notify to the Clerk any requests to add items to the Parish Council meeting agenda, along with a clear statement of any decisions to be taken, at the latest 8 days before the meeting.

- Be open and transparent in there workings.

Working Groups MUST NOT:

- Agree any Parish Council expenditure
- Sign any contracts or other documents on behalf of the Parish Council
- Represent themselves as speaking on behalf of the Parish Council.

Considered at October 7th Parish Council Meeting
Reviewed May 2020

Notes of Open Space Working Group Meeting Boys Room, Barbour Institute 18th September 2019

PRESENT

Parish Council

Iain Keeping, Cindy Parry, Ann Wright (Clerk)

Bolesworth Estate

Carol Rouse

Cheshire West & Chester Council

Pam Bradley, Rural Localities Manager.

APPOINTMENT OF CHAIRMAN

It was agreed Iain Keeping would chair the working group.

LAND IDENTIFICATION & REQUIREMENTS

It was noted that since 2011 CW&C have produced 2 separate reports using different (complex) methodology which have identified a need for additional open space in Tattenhall.

The 2011 report identified Gorsefield as being underused and as a priority.

It was thought development of this site was unlikely due to the narrow access path.

Action – Pam Bradley to investigate what plans there are for this land.

The more recent report which informed the Local Plan Part 2 looked at overall provision for Tattenhall as a service centre and made no mention of Gorsefield. The report concluded all rural service centres are underprovided for in terms of open space.

The report stated there were no allotments within Tattenhall, it was noted that was not true as there are allotments off Bolesworth Road. (The Gatesheath Allotments are outside Tattenhall).

Action - Pam Bradley confirmed she would try to obtain a bigger copy of the map used in the report and also find out how the report can be updated.

It was noted the report is only a snap shot of the situation at the time when the report is written.

It was not clear what the definition was of recreation ground in the report.

It was noted the loss of approximately 2 hectares of heavily used play and open space to the Primary School had been acutely felt by the community and there was continued pressure of the Parish Council to find alternative land for informal sport and recreation.

It was noted there is a football pitch and cricket pitch at the Flacca which is run and managed by Sport Tattenhall, in the past people have been dissuaded from using the football pitch for 'kickabouts' due to the wear and tear caused as the pitch is used for league matches.

It was noted that access to a large area of land in or near Tattenhall is very limited.

It was noted a letter had been sent to the Primary School requesting access to the playing field outside school times, possibly on a trial basis over the summer holiday. The school had confirmed they were unable to fully reply to this request until the Governors next met in September but that it was not possible to allow access over the summer for health and safety reasons. No further response has been received to date.

The importance of dog walker for health and wellbeing was noted, particularly for older residents.

It was noted policy DM36 of the Local Plan Part 2, play and pitch strategy seeks to increase access to open space by increasing access to school playing fields etc by communities.

It was asked if there was currently any 'dog parks' in CW&C.

Action - Pam Bradley agreed to investigate this.

It was noted due to its isolated nature Gorsefields would not be suitable as a dog park.

It was noted that Bolesworth owns the majority of land in and around Tattenhall but do not sell land, it was also noted that all their land is currently occupied by tenants who are using or working the land.

Action – Clerk to contact Sport Tattenhall to arrange a meeting with the working group to discuss the Council's and their vision for the future.

Caldy Valley Nature Park was given as an excellent example of open space and it was suggested there is land near the Redrow estate which could be developed in this way and linked to footpaths to the marina, ice cream farm etc.

It was agreed this type of project could attract grant funding and youth involvement.

It was noted that this area of land is identified in the Local Plan Part 2 for development of houses if Tattenhall does not achieve its housing numbers.

It was suggested the Spinney could be developed in the same way as the nature park and the green space next to it could also be utilised more.

It was noted that CW&C have a 'Time Credit Scheme' where volunteers on projects can earn credits toward vouchers for activities.

Action – Pam Bradley to arrange a site meeting with Caldly Valley Nature Park rangers to look at what would be possible at the Spinney and also the green space next to it.

The Chairman thanked all for attending the meeting.

NEXT MEETING

TBC

Ann Wright 19/09/2019

Notes of the Community Safety Working Group Meeting

Barbour Institute

23rd September 2019

PRESENT

Parish Council

Georgina Blackhurst, Neil Matthews, Ann Wright (Clerk)

Other

John Ramsden, Graham Spencer, Carol Weaver

Apologies received from Jonny Kershaw & Graham Marsden.

Appointment of Chairman for the working group

Georgina Blackhurst was appointed Chairman of the working group.

Working Group Terms of Reference

The group noted that a generic terms of reference for all the working groups was to be developed which can be tailored to each group.

Working Group Remit

The Group considered the remit of the working group and identified the following:

- Highways Matters including speed limits.
- School Transport – safety including overcrowding and student pick up points.
- Police & Homewatch.
- Residents' safety particularly of vulnerable groups.
- Review of Community Emergency Plan.

It was noted that the group should focus on prevention and look at improving communication so that residents know where they can find information and who to contact.

4) Updates.

a) Safety of School Transport

It was understood that CW&C have put on an additional bus on to the Bishop Heber High School which has reduced overcrowding. It was reported that last year CW&C had agreed to monitor the overcrowding by putting inspectors on the buses regularly but had only ever done this once.

It was noted that the CW&C Scrutiny Committee are reviewing the school transport policy and are expected to report back in the next 6 weeks.

Action – Clerk to obtain an update on the school transport provision from Tattenhall to the Bishop Heber High School.

b) Disability access

The Clerk reported that Highways officers has looked at the route from the center of the village out to Gifford Lea and had raised some concerns regarding the scheme but had offered to meet on site to discuss the possibilities.

Action – Clerk to arrange a site meeting with the Highways officer.

It was reported that Cllr Lesley Jones had requested drop kerbs on the October agenda as there were a number of places where those in mobility scooters are forced along the busy roads due to the lack of drop kerbs.

It was noted that a prioritised list of places where dropped kerbs had been drawn up in the past.

Action – Georgina Blackhurst to see if list is still available.

c) Implementation of Speed limits on approach roads

The Clerk reported she was still awaiting an update from Highways regarding the implementation of the speed limits which the Parish Council has requested. It was understood these had been delayed by CW&C officers having to implement the 20mph roll out across the Borough.

d) Footpaths – vegetation; overgrown paths; gutters, leaves etc

It was noted that public rights on way will be on the Council's November agenda and it would be helpful to agree a policy towards footpath maintenance.

e) Mirrors on junctions

The Clerk reported she had contacted CW&C Highways department regarding the use of mirrors who had confirmed that, CW&C follow the Department for Transport stance and discourage traffic mirrors from being placed on the highway. Mirrors will not be authorised by CW&C for use in 30mph limit areas or at road junctions, which would encourage a large number of people to rely solely on the mirror.

f) Other issues

It was noted there was a large fungal growth on the Oak Tree next to the bus shelter on The Park play area.

Action – Clerk to report the Tree to CW&C.

5) Review of the Community Emergency Plan.

Action – Georgina Blackhurst and Carol Weaver to review contact numbers and people listed in the plan to make sure it is up to date.

Action – Clerk to contact CW&C to obtain an update on community emergency plan guidance.

Action – All emergency bags (2) to be checked and where necessary new supplies obtained.

It was agreed a new location to keep the second bag which allows public access in an emergency needed to be identified.

It was noted that one of the biggest risk in Tattenhall is flooding.

Action – Clerk to contact CW&C & Welsh Water to check that gullies are regularly cleared.

6) To agree next steps inc. future meeting dates.

It was agreed to look at adding a page on the Council's website including contact details and responsibilities of different agencies for use by residents.

Actions listed above to be completed.

The meeting closed at 8.25pm

NEXT MEETING
TBC

Ann Wright 25/09/2019

Notes of Community Pride Meeting Barbour Institute 4th September 2019

PRESENT

Pat Black Georgina Blackhurst Lesley Jones Lisa White.
Clerk – Ann Wright

Apologies were noted from Louise Gibson and Anne McGrath.

Appointment of Chairman

Lisa White was appointed Chairman for the group.

Functions of Working Group

Action – to develop a terms of reference for all working groups which can be tailored for the specific group's activities and remit.

It was agreed the Community Pride Working Group would have 2 functions:

1) Parish Maintenance to include:

- Scheduled 'ward walks' around Tattenhall, an action list would be created during each walk which would then be monitored.

It was agreed that **all Councillors** should be involved in these walks and village maintenance.

Action – Clerk to obtain previous walks information from Sheila Chapman.

- To create a tender document of maintenance (land) to go the Council for approval before going out to tender.

Action - Pat Black to locate previous tender documents which included cutting of path from Ravensholme Court to the Church Steps.

- To create a rolling programme of assets (benches, bins etc) maintenance.

2) Event Organisation to include:

- Organisation of annual events including Remembrance Day, Christmas Events.
- Organisation of one off events e.g. VE Day celebrations 2020.

Upcoming Events

Remembrance Sunday 10th November 2019

It was noted the Parish Council is only responsible for the refreshments.

It was noted that Mr Bish (Royal British Legion) was in the process of contacting the WI regarding the sound system and would also contact the uniformed groups.

Lisa White confirmed the BI had been booked.

Action - Clerk to contact Cheshire Police to confirm road closure.

Action – Lisa White to speak to David Bish regarding attendance of local member of the military to attend the act of remembrance.

Action – Parish Council to obtain 1 wreath.

Christmas 2019

Lantern Parade 6th December 2019 from 5pm

Lisa White confirmed she had booked the BI and had spoken to Paul Kerr regard Father Christmas calling at the event – it was agreed if possible this would take place after the parade. It was agreed hot chocolate, mince pies and mulled wine would be served after the parade.

The following route and carolling stops were agreed:

- Meet at Millfield

- Take Millfield/Flacca path to near Barbour Square & stop for carolling
- Past Alison's up Church Bank to Church
- Church to Ravensholme Court & stop for carolling
- Chester Road to High Street to Barbour Institute

Action – Lisa White to contact the Church

Action - Clerk to contact Alison's regarding supply of hot chocolate

Action – Clerk to contact Anne McGrath regarding mulled wine

Children's Christmas Parties

Lisa White confirmed she had booked the BI for Saturday 14th December.

There will be 2 parties, 0 to 5 year olds and 6 to 11 year olds. It was agreed to provide a carton on drink and bagged biscuits/snack as the children leave.

Action – Lesley Jones & Lisa White to investigate entertainers who can possibly include party games for the younger age group.

Action – Lisa White to check who is erecting the grotto, possibly ask Ditzzy Rose.

It was agreed the tickets would be give out on the following dates:

Tuesday 26th November 4.30-6.00pm

Friday 29th November 3.00-4.30pm

Brackets for Bunting & Christmas Lights

It was agreed the Clerk should continue to try to obtain addition quotes for the erection of brackets to hold Christmas lights and bunting to be considered at the Council's October meeting.

Christmas Lights

Action – Clerk to order an addition 5 sets of lights for the smaller trees.

Action – Clerk to order Christmas trees noting that the large tree must be no more than 18 foot in height.

Squirrel Trail

It was agreed the Squirrel Trail would be run again in 2020 and that it would be themed and included competitions for the best business, family and child's squirrel.

It was agreed to run the trail from mid/end July to the end of August.

VE Day Celebrations 2020

It was agreed to hold a public meeting at the BI on Monday 18th November and invited groups to attend and start to arrange events for the weekend. It was agreed to advertise the meeting as widely as possible and also invite various community groups to attend and get involved.

It was noted the Guides had already contact the Parish Council expressing an interest in getting involved.

It was noted that bunting should be up for the weekend and remain up for the summer.

BKV Awards Evening

Action – Clerk to book places for Lesley Jones, Esther Saddler Williams and Lisa White.

NEXT MEETING

TBC

Ann Wright 05/09/2019

**Notes of Finance Working Group Meeting
Barbour Institute
16th September 2019**

PRESENT

Doug Haynes
Clerk – Ann Wright

Iain Keeping

Andy Scarratt

Norman Sharp

Apologies were noted from Pat Black.

Appointment of Chairman

Iain Keeping was appointed Chairman for the group.

Review of 2019-2020 spend and predicted spend against budget and to consider adjustments to budget.

The group reviewed the budget and spend to date and predicted year end spend and made a number of adjustments shown on the attached budget.

To consider adjustments to future years budgets.

Discussed as part of above agenda item

To consider moving money to CCLA savings accounts.

It was agreed Andy Scarratt would review CCLA and make a recommendation.

To agree future actions.

It was agreed to present to revised budget to the Council at the October agenda

Budget Calculations 2019-2020

Expected Income

Income	Amount
Allotments	£300
Vat	£3,000
Total	£3,300

Expected Expenditure

Item	2019-20 Budget	2019-2020 Adjusted	2020- 2021 Budget	2021-2022 Budget2	2022-2023 Budget
Salary (Clerk & Watering) & NI	9800.00	12500.00	12750.00	13005.00	13266.00
Admin Clerk's Expenses (£650) Audit Fee (£270) insurance (£920) Photocopying & Printing (£50) Stationery (£250) Legal & Professional (£500) Election (£500) Website (£80)					
Chairman's Allowance (£200)	3420.00	3420.00	2500.00	2575.00	2652.00
Subscriptions CCA (£50) Foothpaths (£10) SLCC (£130) ChALC (£600)	790.00	150.00	200.00	200.00	200.00
Room Hire (inc Refresh.) Room Hire (£700) Meeting Room & Equipment (£450)					
Refreshments (£300)	1450.00	1450.00	2000.00	2060.00	2122.00
Training	500.00	500.00	500.00	500.00	500.00
Maintenance 1 - General	1660.00	1500.00	2000.00	2250.00	2500.00
Maintenance 2 - Play Area Maintenance & Inspections (£1500) Grounds Maintenance (£2400)					
Rent (£1)	3901.00	7220.00	3500.00	3605.00	3713.00
Play Area - Refurbishment			5000.00	10000.00	15000.00
Maintenance 3 - Land Glebe Meadow Maintenance (£3500) Glebe Meadow Water (£59)					
Spinney & Trees (£4000)	7559.00	1500.00	8000.00	8240.00	8490.00
Allotments	200.00	1110.00	300.00	350.00	400.00
Community Safety	12000.00	12000.00	2000.00	2000.00	2000.00

Community Events & Pride					
Community Events (£4000)					
Electricity - Trees & Lighting (£240)					
Xmas Decorations & Events (1400)					
Community Pride (£800)					
BKV Entry (£50)	6490.00	6490.00	5000.00	5000.00	5000.00
CLT	1200.00	500.00	2000.00	2000.00	1000.00
Grants & Donations					
Parish News Donations (£450)					
Church Yard Maintenance (£1000)					
Poppy Wreath (£100)					
Millfield Mowing (£350)					
Clock Maintenance (£160)					
Community Funding (£2000)	3900.00	7000.00	4000.00	5000.00	6000.00
Neighbourhood Plan	1000.00	1000.00	1500.00	0.00	0.00
Misc	5315.00	2000.00	3000.00	3090.00	3180.00
Election			1800.00	500.00	1000.00
Visitor and Business Improvement			2000.00	2000.00	2000.00
Community Safety - speed limits			9000.00	4000.00	2000.00
Equipment			500.00	500.00	500.00
Total	59185.00	58340.00	67550.00	66875.00	71523.00

Expected 2018-2019 Carry forward

£71,000