

**Minutes of Tattenhall & District
Parish Council Meeting
Held Virtually via Zoom, 4th May 2020**

PRESENT

Councillors

Chairman – I. Keeping

| | | | | |
|-------------|-------------|-----------|--------------------|----------|
| P. Black | S. Chapman | L. Gibson | D. Haynes | L. Jones |
| J. Kershaw | N. Matthews | C. Parry | E. Sadler Williams | |
| A. Scarratt | L. White | | | |

Non-Parish Councillors

CW&C Cllr. Mike Jones

Public – 1

APOLOGIES

G. Blackhurst – Family commitment

N. Sharp – technical issues

DECLARATION OF INTERESTS

Cllr. Chapman declared a pecuniary interest in planning application 20/01108/FUL and agreed not to take part in the meeting when that matter was discussed.

PUBLIC PARTICIPATION

No matters raised.

MINUTES

RESOLVED 20/273 - that the Chairman sign, as a correct record the circulated minutes of Parish Council meeting held on the 2nd March 2020 when possible. It was noted no meeting was held in April 2020 due to Covid-19.

PLANNING

1) Planning Register

Councillors noted the planning register, pages 51 and 52.

20/01194/LDC, Domestic garden land, The Cider House, Chester Road, Tattenhall, CH3 9AH.

RESOLVED 20/274 - that the following observations be submitted:

No objection, land has been a domestic garden for at least 10 years.

2) Planning applications received following publication of the agenda

20/01108/FUL, Alterations to and replacement of windows and doors and retrospective consent for the erection of garden shed, Oak Cottage, Rosemary Row, Frog Lane, Tattenhall, CH3 9QB.

RESOLVED 20/275- that the following observations be submitted:

No objection as the application is in accord with Tattenhall and District Neighbourhood Plan and Village Design Statement.

The replacement windows in natural wood will greatly enhance the property and are in keeping with the Conservation area. The bricks to be used aim to match the existing brickwork.

The shed is a retrospective application and is small and tucked away at rear of property.

20/01366/FUL, Conversion of barn into additional accommodation, Woodhouse Farm, Back Lane, Tattenhall, CH3 9NJ.

RESOLVED 20/276- that the following observations be submitted:

The Parish Council supports this application, which is in accord with Tattenhall and District Neighbourhood Plan.

This application relates to the remodelling of a redundant farm building. It calls for the creation of an indoor swimming pool at one end and the creation of a two bedroom flat for stable personnel use at the other. There is already adequate parking provided for the current stable staff, so no extra parking needs to be provided.

3) Lead Planning Councillors

It was noted that Councillors Black and Jones are the lead planning Councillors until June.

POLICIES & DOCUMENTS

It was noted that the Clerk has reviewed all the Council's policies and documents and they have been circulated to and amended by Councillors in advance of the meeting.

RESOLVED 20/277 that the Council approved the following policies and documents including the training record for 2019-2020:

| Policy | Date | Last Reviewed | |
|--|-------------|---------------|---|
| Code of Conduct | 2012 | May 2019 | No change |
| Complaints Procedure | May 2018 | May 2019 | Addition of table |
| Community Emergency Plan | Jan 2015 | | Update agreed March 2020 Submitted to CW&C |
| Community Engagement Policy | August 2018 | May 2019 | Minor Amendments |
| Council Standing Orders | | May 2019 | No change |
| Discipline & Grievance Procedures | Oct 2018 | May 2019 | Amended & Recirculated |
| Equality & Diversity Policy | June 2018 | May 2019 | Minor Amendments |
| Financial Regulations | | May 2019 | No change |
| Grant Awarding Policy | Sept 2018 | May 2019 | Amended |
| Health & Safety Policy | Oct 2018 | May 2019 | No change |
| Information & Data Protection Policy | May 2018 | May 2019 | No change |
| Email & Address Contact Privacy Notice | May 2018 | May 2019 | |
| Publication Scheme | Nov 2018 | May 2019 | No change |
| Risk Management | | May 2019 | Revised & New Format |
| Register of Assets | June 2018 | May 2019 | Updated |
| Training Policy (Councillors & Staff) | Nov 2018 | May 2019 | Minor changes |

ANNUAL REPORT

RESOLVED 20/278- that the Council delegate authority to the Clerk to complete and publish the Annual Report for 2019-2020 online following consultation with Councillors by email.

ANNUAL MEETING DATES & ROTA

RESOLVED 20/279 - that the Council agreed the rota as circulates including the following meeting dates for 2020-2021:

Monday 4th May 2020
 Monday 1st June 2020
 Monday 6th July 2020
 Monday 7th September 2020

Monday 5th October 2020
 Monday 2nd November 2020
 Monday 7th December 2020
 Monday 4th January 2021

Monday 1st February 2021
Monday 1st March 2021

Tuesday 6th April 2021
Tuesday 4th May 2021

It was noted that while the Council is only able to meet virtually, it will decide whether to proceed with monthly meetings based in the business to be transacted.

YOUTH COUNCIL

It was reported that the first meeting of the Youth Council had taken place virtually on Monday 27th April, draft minutes page 297 of the Minutes Book. It was noted that the first meeting had been very positive and the some of the young people were producing posters to promote the council.

FINANCIAL AUDIT (AGAR) 2019-2020

i) Year End Accounts

RESOLVED 20/280 – That the council agree the year end accounts for 2019-2020 as circulated, page 40 of the Cash Book, including the following payments:

| | | |
|-------------------|---------------------|--------|
| Shires (SPS) | Payroll Services | 28.50 |
| Shires (SPS) | Payroll Services | 15.00 |
| Barbour Institute | Room Hire (Feb) | 106.17 |
| PM & JH Miles | Xmas Trees 2019 | 315.00 |
| Ann Wright | Reim. CV Flyer | 80.00 |
| CW&C | Park Rent 2020-2021 | 1.00 |
| Ann Wright | Reim. ZOOM | 14.39 |
| NatWest | Bank Charges | 12.00 |

ii) Audit Summary

RESOLVED 20/281 – That the council agree the audit summary for 2019-2020 as circulated, pages 41 and 42 of the Cash Book.

iii) Asset Register

RESOLVED 20/282 – That the council agree the Asset Register as circulated.

iv) Internal Auditor's Report

It was noted that the internal auditor although raising no matters of concern had made the following suggestions. That Section 1 Line 6 implies that the internal auditor should be involved on a couple of occasions during the year and that the councillors may want to consider appointing a new internal auditor soon and then have a couple of spot checks/reviews during the course of the year - not just after the year end. It was agreed to appoint a new internal auditor and look to have a half year review of the accounts.

Secondly, budgeting is about both income and expense, and, in the case of a PC, earmarking as well. That is why the document that was circulated before the precept setting is important as evidence of due consideration being given to the process of deciding the precept. He therefore suggested that in future this document becomes part of the minutes or, at least, the internal audit package.

v) Risk Assessment

RESOLVED 20/283 – That the council agree the risk assessment as circulated.

vi) Annual Governance Statement

RESOLVED 20/284 – That the council agree all points on the Annual Governance Statement 2019-2020 as circulated page 43 of the cash book.

vi) Accounting Statements 2019-2020

RESOLVED 20/285 – That the council approve the accounting statements as circulated page 44e of the Cash Book.

ACCOUNTS & PAYMENTS

1) Accounts & Payments

RESOLVED 20/286 – that the Council approve the payments as listed on page 45 of the Cash Book:

| | | | |
|-------------------------|------------------------|-------|---------|
| SPS-Shires | Payroll Month 12 | SC3 | 15.00 |
| Nest | Pension Contribution | SC2 | 53.79 |
| Ann Wright | Salary (March) | SC1 | 869.40 |
| HMRC | Paye/NI | SC2 | 150.96 |
| Northwich Town Council | Closure of Playarea | MA3 | 237.60 |
| Play Inspection Company | Operational Inspection | MA3 | 120.00 |
| Barbour Institute | Room Hire (March) | RM1 | 76.50 |
| MA Creative | Tatt. History Book | PR1 | 1300.00 |
| Sanctuary | Garage Rental | GAR | 50.40 |
| Ann Wright | Reim. NHS Fabric Grant | GRA | 500.00 |
| Waterplus | Allotments Water | AL1 | 15.31 |
| Waterplus | Glebe Meadow Water | MA4 | 7.72 |
| SSE | Memorial Lighting | CEP | 10.37 |
| SPS-Shires | Payroll Month 11 | SC3 | 15.00 |
| Grants Garden Services | Grounds Maintenance | MA1&2 | 270.00 |

2) Additional Invoices

RESOLVED 20/287 – that the Council approve the additional invoices received since publication of the agenda:

| | | | |
|------------------------|--------------------------|-------|--------|
| Grants Garden Services | Grounds Maintenance | MA2 | 216.00 |
| C R H Wright | Internal Audit | AD5 | 75.00 |
| Ann Wright | Salary (April) | SC1 | 756.48 |
| HMRC | Paye/NI | SC2 | 262.40 |
| Nest | Pension Contribution | SC2 | 52.91 |
| Ann Wright | Reimbursements - Various | AD1&2 | 23.98 |

3) Insurance 2020-2021

RESOLVED 20/288 – that the Council resolve to continue insurance cover with Norris and Fisher at a cost of £640.29.

4) Regular Payments

RESOLVED 20/289 – that the Council resolved that the following regular payments be approved for 2020-2021:

Nest - pension contributions, approx. £54 (monthly direct debit)

Southern Electric – memorial lighting approx. £12 (monthly direct debit)

Waterplus – allotment & glebe meadow water approx. £15 (monthly direct debit)

Sanctuary Housing – Garage rental £50.40 (monthly direct debit)

Information Commissioners Office – Data registration £35.00 (annual direct debit)

The meeting closed at 8.10pm.

Signed

Dated

Ann Wright 05/05/2020

The next meeting of the **PARISH COUNCIL MEETING TBC**
is on Monday 1st June 2020, 7.30pm

Minutes of Tattenhall & District Youth Council Meeting Virtual, 27th April 2020

PRESENT

Youth Councillors

Amelia Anna Beth Carys Oliver

Parish Councillors

Louise Gibson

Clerk – Ann Wright

Cllr Gibson welcomed all to the meeting, and explained that this was the first meeting of the Youth Council and that the meeting would cover the following points:

- What the Youth Council is all about
- How to get more people involved including boys and the older age groups.
- To start thinking about what needs improving in the village for young people

It was reported that the Parish Council see the Youth Council as being really important and that it can provide a voice and give the views of young people living in and around Tattenhall.

It was hoped that once the Youth Council has become established that it will run itself with its own chairman, clerk and treasurer but will still have the support of Councillor Gibson, other Councillors as well as the Clerk.

It was discussed how to get more young people interested and involved with the Youth Council and agreed that it would be good to hold an event.

It was agreed that holding or being involved with a 'Friday @ the Flacca' evening would be a good idea.

Action – Clerk to contact Flacca regarding when these evenings are likely to start again and if the Youth Council can get involved.

It was agreed an alternative to the Flacca would be to use the new Community Room at The Park Primary School and top provide food and relaxed activities.

It was agreed that posters and fliers need to be created to promote the Council.

Action – Amelia, Beth & Carys to look at designing posters and fliers.

The Youth Councillors were asked to consider what they would like to see in the village and talk about this with their friends to get more ideas and it was also noted that the Parish Council may allocated funding to the Youth Council to spend on the project and as such they can have a real impact as a Youth Council.

It was agreed to hold the next meeting in a month, time to be agreed, and that the members could alternate chairing the meeting.

Anyone who thinks for an agenda item to discuss at the next meeting to contact Louise Gibson (lmgibson1979@icloud.com) of the Clerk (tattenhallpc@outlook.com).

All were thanked for attending the meeting.

Ann Wright 27/04/2020

**The next scheduled YOUTH COUNCIL MEETING
is on Monday 25th May 2020, Time TBC, Virtual (Zoom) Meeting**