

**Minutes of Tattenhall & District  
Parish Council Meeting  
Held Virtually via Zoom, 4<sup>th</sup> 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 2<sup>nd</sup> 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 4<sup>th</sup> May 2020  
 Monday 1<sup>st</sup> June 2020  
 Monday 6<sup>th</sup> July 2020  
 Monday 7<sup>th</sup> September 2020

Monday 5<sup>th</sup> October 2020  
 Monday 2<sup>nd</sup> November 2020  
 Monday 7<sup>th</sup> December 2020  
 Monday 4<sup>th</sup> January 2021

Monday 1<sup>st</sup> February 2021  
Monday 1<sup>st</sup> March 2021

Tuesday 6<sup>th</sup> April 2021  
Tuesday 4<sup>th</sup> 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 27<sup>th</sup> 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 44 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	<b>SC3</b>	15.00
Nest	Pension Contribution	<b>SC2</b>	53.79
Ann Wright	Salary (March)	<b>SC1</b>	869.40
HMRC	Paye/NI	<b>SC2</b>	150.96
Northwich Town Council	Closure of Playarea	<b>MA3</b>	237.60
Play Inspection Company	Operational Inspection	<b>MA3</b>	120.00
Barbour Institute	Room Hire (March)	<b>RM1</b>	76.50
MA Creative	Tatt. History Book	<b>PR1</b>	1300.00
Sanctuary	Garage Rental	<b>GAR</b>	50.40
Ann Wright	Reim. NHS Fabric Grant	<b>GRA</b>	500.00
Waterplus	Allotments Water	<b>AL1</b>	15.31
Waterplus	Glebe Meadow Water	<b>MA4</b>	7.72
SSE	Memorial Lighting	<b>CEP</b>	10.37
SPS-Shires	Payroll Month 11	<b>SC3</b>	15.00
Grants Garden Services	Grounds Maintenance	<b>MA1&amp;2</b>	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	<b>MA2</b>	216.00
C R H Wright	Internal Audit	<b>AD5</b>	75.00
Ann Wright	Salary (April)	<b>SC1</b>	756.48
HMRC	Paye/NI	<b>SC2</b>	262.40
Nest	Pension Contribution	<b>SC2</b>	52.91
Ann Wright	Reimbursements - Various	<b>AD1&amp;2</b>	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 1<sup>st</sup> June 2020, 7.30pm**

# Minutes of Tattenhall & District Youth Council Meeting Virtual, 27<sup>th</sup> 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](mailto:lmgibson1979@icloud.com)) of the Clerk ([tattenhallpc@outlook.com](mailto:tattenhallpc@outlook.com)).

All were thanked for attending the meeting.

Ann Wright 27/04/2020

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

**Tattenhall & District Parish Council**  
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