

**Minutes of Tattenhall & District Parish Council  
Annual or First Meeting  
Held 6<sup>th</sup> May 2025 at the Barbour Institute.**

**PRESENT**

Councillors

Chairman – J. Kershaw

J. Bailey      P. Black      R. Carden      D. Darnborough      C. Elliott

I. Keeping      P. Kerr      N. Matthews      R. Smith      B. Wilson

Clerk – Ann Wright

CW&C Cllr Mike Jones

Public – 5

**Appointment of Chairman**

**RESOLVED 25/358** –That the Council appoint Cllr Kershaw as Chairman for the 2025-2026 year.

**Appointment of Vice Chairmen**

**RESOLVED 25/359** –That the Council appoint Cllr Smith and Cllr Matthews as Vice Chairmen for the 2025-2026 year.

**Apologies**

S. Chapman – Family commitment

A. Scarratt – Family commitment

N. Sharp – Health reasons

**RESOLVED 25/360** –That the Council agree apologies received from Cllr Sheila Chapman.

**RESOLVED 25/361** –That the Council with deep regret confirm that Cllr Sharp does not continue as a Councillor.

**Declaration of Interests**

Cllr Matthews declared a pecuniary interest in planning applications relating to Manor Farm and Birch Tree Farm and confirmed he would leave the meeting when the matters are discussed.

**Parish News**

It was agreed to include the Chairman's report in the Parish News with a link to the full Annual Report on the website.

**Councillor Vacancy**

It was noted the Becky Jones has stood down from the Council the statutory notice has been displayed. It is hoped the Council will be able to co-opt at the next meeting in July.

**Public Participation**

VE Day

David Bish reported that a wreath will be laid at the War Memorial at 11.15am on Thursday 8<sup>th</sup> May to mark the 80<sup>th</sup> Anniversary of VE day.

**Minutes**

**RESOLVED 25/362** –That the Council approve the minutes of the meeting held on the 3<sup>rd</sup> March and the extraordinary meeting held on the 27<sup>th</sup> March.

**Annual Report**

**RESOLVED 25/363** –That the Council agree the Annual Report to be published online and advertised on social media and in the Parish News.

## Council Calendar

**RESOLVED 25/364** –That the Council agree the calendar for 2025-2026.

## Working Groups, Committees & Appointments

**RESOLVED 25/365** –That the Council agree the following appointments:

|                                             |                                                                                                                      |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Community Room</b>                       | Pat Black, Richard Carden, Christine Elliott, Paul Kerr.                                                             |
| <b>Events inc. Christmas</b>                | Members to be agreed for each event.                                                                                 |
| <b>Flooding Working Group</b>               | John Bailey, Iain Keeping, Jonny Kershaw, Annette Macdonald, Neil Matthews, CW&C Cllr Mike Jones, Bolesworth Estate. |
| <b>MUGA &amp; Green Gym</b>                 | Richard Carden, Iain Keeping, Jonny Kershaw, Neil Matthews. (plus public)                                            |
| <b>Neighbourhood Plan Review</b>            | Pat Black, <i>Sheila Chapman (CLT)</i> , <b>Iain Keeping</b> , Neil Matthews, plus public members.                   |
| <b>Open Spaces</b>                          | Iain Keeping, Paul Kerr.                                                                                             |
| <b>Risk Assessments / Management Review</b> | John Bailey, <b>Iain Keeping</b> , Robert Smith.                                                                     |
| <b>Play Area Inspections</b>                | Christine Elliott, Iain Keeping, Andy Scarratt, Brent Wilson, Jonny Kershaw.                                         |

| <b>Lead Councillors</b> |                         |
|-------------------------|-------------------------|
| <b>Allotments</b>       | Andy Scarratt           |
| <b>Finance</b>          | Andy Scarratt           |
| <b>Orchard</b>          | Andy Scarratt           |
| <b>PROW</b>             | Paul Kerr               |
| <b>Staffing</b>         | Pat Black, Iain Keeping |
| <b>Towpath</b>          | Paul Kerr               |
| <b>Youth</b>            | Paul Kerr               |

| <b>Outside Bodies</b>        |                |
|------------------------------|----------------|
| <b>Barbour Institute</b>     | Paul Kerr.     |
| <b>Transition Tattenhall</b> | Richard Carden |

## Planning

### 1) Planning Register

Councillors confirmed the planning register as circulated, pages 176 to 178.

It was noted that application 22/00194 although approved at CW&C Planning Committee has not yet been formally approved. It is understood that negotiations are still taking place regarding legal and S106 agreements.

### 2) Planning Applications

25/00807/FUL, Retrospective change of use from equestrian hay store to flight simulator business (Class E) – Peckforton Stables, Back Lane, Tattenhall, CH3 9NJ.

**RESOLVED 25/366** –That the Council submit a comment of support.

Cllr Matthews left the meeting while the following 2 applications were discussed,.

24/02202/FUL, Change of use of existing caravan storage building to retail use (Use Class E), Manor Farm Shop, Newton Lane, Golborne Bellow, CH3 9AY.

**RESOLVED 25/367** –That the Council resubmit previously made comments.

**RESOLVED 25/368** –That the Council report the static caravan which has been installed on the Manor Farm Campsite to CW&C enforcement

25/01302/PDR & 25/01303/PDR, Change of use of agricultural building to flexible commercial hotel use (C1), Birch Tree Farm Newton Lane Golborne Bellow CH3 9AY.

**RESOLVED 25/369** –That the Council submit no comment for both applications.

### 3) Enforcement matter Ford Lane

It was reported a number of caravans have been put on land between the canal and the Brock Holes which have been in situ for a long period of time.

**RESOLVED 25/370** –That the Council report the caravans to CW&C enforcement.

**RESOLVED 25/371** –That the Council report the caravans near Oakfield Farm to CW&C enforcement.

It was agreed the Clerk request an update on outstanding enforcement issues.

### 4) Lead Planners

The following lead planners were noted until the July meeting, Cllrs Elliott, Kerr & Matthews.

## **Flooding Working Group**

The meeting noted the notes of the Flooding Working Group which met on the 23<sup>rd</sup> April, from page 461 of the Minutes. The Clerk confirmed she is in the process of arranging some drop-in sessions for people to highlight areas of flooding including at the Church Fete.

## **Planning & Development**

### 1) Letter

**RESOLVED 25/372** –That the Council send the proposed letter to leader of CW&C Council, Cllr Gittins, and Aphra Brandreth MP.

### 2) Priorities & Community Infrastructure List

It was agreed that the Neighbourhood Plan Working Group work on creating a list of priorities in consultation with other organisations in the village.

## **Neighbourhood Plan**

It was reported the Regulation 14 consultation has now concluded and the responses now need to be reviewed.

## **Youth Shelter**

**RESOLVED 25/373** –That the Council paint and tidy the youth shelter.

## **Financial Audit (AGAR) 2024-2025**

### 1) Year End Accounts & Audit Summary 2024-2025

**RESOLVED 25/374** – That the Council agree the year end accounts and audit summary as circulated, pages 8 to 11 of the cash book.

### 2) Internal Audit Report

It was reported the Internal audit report was not yet available as such the council will call a meeting in June to approve this and the accounting statements.

### 3) Annual Governance Statement 2024-2025

**RESOLVED 25/375** – That the Council agree the Annual Governance Statement 2024-2025 page 12 of the Cash Book.

### 4) Accounting Statements 2023-2024

To be considered at the June meeting.

## **Accounts & Payments**

### **1) Accounts & Payments**

**RESOLVED 25/376**—That the Council approve the accounts, payments and bank reconciliation as circulated, page 14 of the Cashbook including the following payments:

|                    |                                |         |
|--------------------|--------------------------------|---------|
| Barbour Institute  | Room Hire - March              | 42.00   |
| A. Wright          | Salary - March                 | 1214.80 |
| Groundwork UK      | N-Plan Grant repayment         | 1006.96 |
| Y. Keeping         | Reim: blister box lock         | 4.99    |
| HMRC               | Paye/Nl - Feb                  | 159.99  |
| Shires Accountants | Payroll                        | 1.80    |
| A. Wright          | REIM: Cloudnext, Zoom, Postage | 96.06   |
| NatWest            | Main Account - Bank Charge     | 10.85   |
| HMRC               | Paye/Nl - March                | 213.14  |

### **2) Additional Invoices**

**RESOLVED 25/377** – That the Council approve the following payments:

|           |                      |         |
|-----------|----------------------|---------|
| A. Wright | Salary – February    | 1214.60 |
| HMRC      | Paye/Nl              | 213.14  |
| Nest      | Pension contribution | 88.46   |

### **3) Insurance**

**RESOLVED 25/378** – That the Council agree a 3-year deal with Clear Councils for insurance.

### **4) Regular Payments**

**RESOLVED 25/379** – That the Council agree in advance the following regular direct debit payments:

Nest - pension contributions

SSE – Memorial power

Waterplus – Allotments water

Sanctuary – Garage Rental

Information Commissioners Office – data registration

### **5) Payments**

**RESOLVED 25/380** – That the Council delegate authority to the Clerk to make online payments including those between meetings once approved by email by a minimum of 2 cheque signatories.

### **6) Sandstone Scouts Grant Application**

Cllr Kerr declared an interest in this Item and left the meeting while the item was discussed.

**RESOLVED 25/381** – That the Council award a grant of £500 towards the Sandstone Scouts kitchen project.

### **7) Clerk's Pay Scale**

**RESOLVED 25/382** – That the Council adjust the Clerk's pay, SCP 31, to the rate agreed from April 2024, back dated to April 2024.

## **Towpath Project**

It was noted that Cllr Kerr and the Clerk had met with representatives of the Canals and Rivers Trust who had agreed to draw up a design for the towpath from where it ends in

Christleton to beyond the Marina at a cost of £10k. The Trust has agreed to fund £5k of the project and CW&C Cllr Jones had agreed to fund £2500 from his members budget and CW&C Cllrs Parker and Williams, Christleton and Huntington Ward had agreed to contribute the remaining £2500.00. The Clerk is waiting for the Trust to confirm the cost of creating the plan from the marina to Beeston.

It was noted that there is stretch of the towpath is a designated wildlife area with rare orchids which need to be protected.

#### Annual Subscriptions

**RESOLVED 25/383** – That the Council agree to join the Mid-cheshire footpath society.

#### **Christmas Celebrations 2025**

It was agreed that the Christmas Market and Tractor Run would take Place on Friday 28<sup>th</sup> November. It was noted that parking on one side of the High Street will need to be suspended for the event, Dutton's have provided an estimate of £500 to manage this.

**RESOLVED 25/384** – That the Council agree a budget of up to £2k for the event excluding the Christmas lights.

#### **Annual Parish Meeting**

It was agreed hold the Annual Meeting in September inviting a range of speakers, the date to be confirmed based on the availability of the Hall.

#### **Tattenhall Park Primary School Update**

Nicky Bolton headteacher confirmed that the school is consulting on joining the Cheshire Academy Trust (CAT). She stated they are consulting on this as it will provide support and investment in teacher training which is no longer provided by CW&C. She confirmed the Trust allows members schools to retain their own identity and community relationships. It was confirmed CW&C will retain ownership of the land and will provide the Trust with a 125-year lease of the site.

It was confirmed new doors are being installed to allow the Community Room to be more easily used outside school hours.

The meeting closed at 8.42pm.

Ann Wright  
07/05/2025.

#### **Next scheduled Parish Council Meeting**

Monday 2<sup>nd</sup> June 2025 at 7.30pm  
Venue TBC

## **Notes of Flooding Working Group Meeting.**

Wednesday 23<sup>rd</sup> April 2025.

### **PRESENT**

Parish Council - Iain Keeping, Jonny Kershaw (Chairman), Neil Matthews.  
Cheshire West & Chester Council (CW&C) - Cllr Mike Jones, Gareth Owen.  
Other – Annette Macdonald (Resident), Francis Steer (Bolesworth).  
Ann Wright (Clerk)

### **Scope & Actions**

The meeting discussed the need to understand the current situation, what actions are required to resolve issues and identify our objectives.

The following three objectives were discussed:

- Mitigate existing flooding issues.
- Future proof to prevent future flooding issues
- Water quality.

It was noted that a lot of agencies are involved with flooding all with different remits.

Concern was voiced that CW&C's flood risk plan is broad brush covering the whole Borough. It was discussed that there is a legal responsibility for the Plan to change as rain fall changes noting that the rain fall now is different to that from 5 years ago.

It was discussed that surface water has become a bigger issue in Tattenhall with roads becoming impassable following moderately heavy rain. Additional large developments could potentially increase these issues with more green fields being built over.

It was suggested the group should collect evidence and identify land that is at risk of flooding which is likely to be developed and feed this information into CW&C.

Concern was expressed that mitigation works which have taken place may have exasperated problems in the village. It was noted these works were led by the Environment Agency (EA) and that they should provide information on the impact of these works.

It was reported that the Bolesworth Estate has been working to create a flooding strategy.

The need to gather information from all the agencies involved was stressed and that the Parish Council should facilitate this.

Concern was voiced that residents do not have faith that the measures put in place by developers to prevent flooding will be adequate. However, it was highlighted how difficult it would be for the Group to challenge expert views and technical reports.

It was confirmed that the national mapping of flood areas has just been updated.

### Flooding Types & Responsibility

It was noted that there is a need to fully understand the different types of flooding and who has responsibility for the different areas.

Fluvial Flooding or River Flooding is the responsibility of EA.

The Lead Local Flood Authority (LLFA), CW&C is responsible for surface and ground water flooding.

Sewerage flooding is dealt with by Welsh Water or United Utilities who are private companies who do not normally share information.

### Greenfield Sites

Water runoff is calculated for green field sites taking into account the number of houses to be built and the soil type. The developer has to provide measures to hold the runoff for it to release into the water courses.

It was highlighted that it is important that residents understand who and how to report flooding.

It was suggested that CW&C provide a quarterly update on flooding works in Tattenhall.

#### Castlefields Flooding

It was reported that the flooding of properties on Castlefields has not been fully resolved yet and the property owners are taking legal action against Redrow.

It was noted that risk assessments multiply the likelihood of the risk in this case flooding and the resulting harm and that the harm done by flooding is devastating.

#### Flood & Water Management Act 2010

It was noted that pressure needs to be put on the Government to enact Schedule 3 of the above Act, which would mean that the local authority would have to adopt the surface water attenuation systems or sustainable drainage systems.

Before the local authority adopted any system they would need to monitor and inspect it to confirm it had been built to the agreed standard. This currently does not happen especially when the attenuation tanks are below ground.

#### Old Mill Place

It was noted that Old Mill Place flooding is from 3 sources:

- 1 – Ground water following the stopping of extraction.
- 2 – Overflowing of the Mill Pond.
- 3 – Surface water.

#### Responsibility

Main water courses – landowner has a riparian responsibility to keep water courses clear enforced by EA.

Non-main Rivers - landowners have a riparian responsibility to keep water courses clear enforced by CW&C.

Culverts – CW&C Highways.

#### Gullies

It was noted that CW&C has maps available online which show all the gullies but do not have plans for pipework.

It was confirmed that gullies are cleansed according to the risk and that this is assessed through live data and the frequency of cleansing can alter.

#### Highways Flooding

It was suggested that the parish council collect information about where and when roads flooded with photographic evidence, and this be forwarded to Gareth Owen who can access historic rainfall.

#### Funding

It was noted that United Utilities and Welsh Water have funding for surface water projects.

It was stated that Welsh Water are happy to share information on their network and spills.

#### Strategic Flood Assessment

It was confirmed that CW&C is currently undertaking the level 1 assessment it will only undertake Level 2 assessments if development is likely in flood zones.

#### Water Quality

It was discussed whether water quality should also be one of the priorities for the working group. Particularly given issues of discharge from the sewerage treatment plant on Chester Road.

#### Former Railway

The continued flooding of the former railway line was raised. It was agreed to forward photographs of the flooding which 90% of the year is 10 ft deep to Gareth Owen to raise with network rail.

It was suggested landowners impacted by this flooding pursue a First Tier Tribunal.

It was questioned if the filling in of the former railway line and the resulting flooding was causing the flooding on Chester Road near the former railway bridge.

### Section 19 Report

Gareth Owen was requested to provide an update on the actions identified in the Section 19 Report.

### Aims & Objectives of the Group

- To collect information on flood areas from the community
- To gain an understanding of causes of flooding
- Understand possible solutions
- Action solutions

All actions to be undertaken in consultation with residents and stakeholders inc. EA, centered on the Neighbourhood Plan designated area.

The Parish Council will hold consultation events for residents to identify areas prone to flooding.

### CW&C Sandbag Policy

It was confirmed that CW&C has a new detailed sandbag policy which in most cases states the property owner is responsible for protecting their property from flooding.

### Next meeting

Tuesday 2<sup>nd</sup> September 2025, 7pm, Venue TBC.

Ann Wright  
Clerk to Tattenhall & District Parish Council  
24/04/2025

### **Information Links:**

- Here is a link to the Council's Drainage and Flooding webpages ([Drainage and flooding | Cheshire West and Chester Council](#)). The sandbag policy is under the 'Preparing for a Flood' heading.
- Link to Main River map - [Statutory Main River Map](#)
- Link to a First Tier Tribunal (previously the agricultural land tribunal) regarding the issue by the old railway line - [Agricultural land and drainage disputes: apply to a tribunal - GOV.UK](#)