

# Tarvin Parish Council

**ANNUAL REPORT**

**Year to**

**31 March 2018**



Welcome to Tarvin Parish Council's Annual Report for 2017/18. The following pages contain details of the Council's activities throughout the year, financial statements, other relevant Council information, and reports from a number of local organisations.

## **CHAIRMAN'S REPORT**

(by the Chairman of the Parish Council, Councillor Peter Ryan)

During the year we have welcomed Stephen Wiley and Helen Flynn as Councillors. Their expertise will be an asset to the Council. As a result, the Parish Council has now achieved its full complement of Councillors.

During the year the Parish Council have dealt with a multitude of issues, which briefly include:

- **The Neighbourhood Plan**

On behalf of the Parish Council the Neighbourhood Plan Steering Group Working Party, after experiencing many third-party delays with the Draft Neighbourhood Plan, are now at the stage of submission for statutory consultation. At this point we should express our thanks and appreciation to Councillor's Lush and Dean and the Steering Group Working Party for their efforts in the challenging task.

- **Community Amenity Operative**

We were pleased to appoint Mrs Fiona Brunton-Davies as Community Amenity Operative in November 2017 to litter pick and monitor related matters on the King George V Playing Field and are grateful for her work.

A big thank you to the volunteers who carried out litter picking before Fiona joined us.

- **A54 Pedestrian Safety**

The installation of a central reservation island has been approved by Cheshire West and Chester Council to improve pedestrian safety crossing the A54 to and from the properties on the north side of By-Pass Road. Cheshire West Highways had previously carried out road speed assessments which did not prove the case for a reduction to the speed limit from 40mph.

- **A51 Improvements**

The Parish Council is represented by Councillors Mike Lloyd and Rob Ford on the A51 Action Group set up by representatives of parish councils along the A51 route in Cheshire. The A51, is a strategic route. It is a part of the Transport for the North Initiative, which is a statutory body tasked to develop a strategic transport plan at a sub-national level to improve connections and grow the economy of the North of England.

- **The Great British Spring Clean Up 2018**

Took place in mid-March in both Tarvin and Oscroft on consecutive weekends, after being delayed by inclement weather. Thank you to the 25+ persons who undertook this activity and in particular to Roger Hones who took the task forward

- **CWAC StreetScene and Highways Performance**

The Parish Council continue with their efforts to monitor and ensure Highways and StreetScene discharge their responsibilities with respect to numerous instances where nothing ever appears to have happened.

Briefly, these include:

Overgrown hedges and verges, pedestrian obstructions - tree removal, street-lighting, road markings, street furniture issues, and Highway drainage issues.

- **Section 106 Money from the Taylor Wimpey Development**

Up to the time of reporting 31st March 2018 the Parish Council are endeavouring to secure the allocated £30,500 from Taylor Wimpey which currently is held by Cheshire West and Chester Council. A possible solution will be for a community led group, with Parish Council support, to investigate the practicable options where fund could be used.

- **Administration**

Internet banking now functioning to ensure the timely payments to service provider's contractors etc.

Finally, on behalf of the Parish Council, I must thank our Clerk Mike Hassall for his ongoing excellent work in the thorough and diligent manner in which he conducts the Council's business and also to my fellow Councillors, who are a multi-talented, enthusiastic, and pragmatic group who devote their time to the betterment of Tarvin Parish.

## **PARISH COUNCIL COMMITTEES AND WORKING GROUPS**

**Planning Committee** – All Councillors.

**Finance Working Party**

Councillors D H Cotgreave, R Ford, E Lush, M Lloyd, M Pochin

**Streetscene Working Party**

Councillors B Dean, R Ford, and P Ryan

**Advisory Working Party**

(Working Party established to meet with the Clerk as and when called by the Clerk to examine issues that arise between meetings where the Clerk feels that support/back up would be helpful)

Councillors D Cotgreave, E Lush, P Twigg

**King George V Playing Field Working Party**

(To work with the Clerk to ensure that the day to day management of the field was covered and to advise Council and/or the charity on any issues requiring attention)

Councillors C Jones, P Twigg

**Public Footpath Working Party**

Councillors P Ryan, B Dean, D H Cotgreave plus local resident Mr R Williams

## **PARISH COUNCIL APPOINTMENTS TO OUTSIDE ORGANISATIONS**

**Community Centre Management Committee**

Councillor P Twigg

## **Tarvin Educational Trust**

Councillor D H Cotgreave.

## **Cheshire Association of Local Councils**

(Parish Forums)

Councillors E Lush, S Wiley

## **OTHER**

### **Appointment to Tarvin Neighbourhood Plan Steering Group**

Councillors E Lush, B Dean

### **The King George V Playing Field Committee**

A Committee for the King George V Playing Field Charity (Registered Charity No 1083973) that met during the year with the main users of the Playing Field. The purpose of the committee was to provide regular face to face contact between all parties and provide an opportunity for issues to be shared. (This committee did not meet in public as it was a committee meeting of the charity, not the Parish Council) Councillors P Twigg (Chairman), C Jones, M Pochin, representatives of Tarvin Bowling Club, Tarvin Athletic Football Club, Tarvin Tennis Club, Scout and Guide Management Committee.

## **GENERAL MATTERS**

### **Financial Matters**

How We Spend Your Money – The Statement of Accounts

	Year to 31st March 2018 £	Year to 31st March 2017 £	See Note No
Balances brought forward	97,554	71,092	1
Plus Annual Precept	41,822	40,789	2
Plus Other Receipts	5,577	25,169	3
Less Staff Costs	14,330	11,918	4
Less Other Payments	56,854	27,578	5
Balances carried forward	73,769	97,554	6

#### **Notes**

1. Balances brought forward means Cash in the Bank Accounts.
2. Precept is the money the Parish Council receives from the Council Tax to carry out its duties. Each year the finance working party prepares a budget and it is then presented to a full Council meeting and either approved, or amended and approved.
3. Other Receipts covers all other income received by the Council. This year it is broken down as follows:

VAT on previous years purchases refunded by H M Customs and Excise	2,601
Council Tax Reduction Scheme Support Grant	1,742
Cheshire West – Churchyard Grant	685
Donation	500
Bank Interest	49

4. Staff Costs are the payroll costs of the employees of the Council. There were two at the end of the year. Mrs Fiona Brunton-Davies commenced her employment as Community Amenity Operative in November 2017.

5. Other Payments cover all other expenditure incurred by the Council. This includes the net cost of maintaining the King George V Playing Field, grass cutting, street lighting, Christmas lights, insurance, hire of rooms for meetings, training, printing, and grants given to local organisations. Items £500.00 and above are as follows:

Resurfacing Car Park – King George V Playing Field	13,575
CCTV + Laptop + Legal Fees	6,094
Net Cost of Maintaining Playing Field	5,960
Barrier Fence – King George V Playing Field	3,149
General Grants to Local Organisations	2,900
Neighbourhood Plan	2,781
Three Signs at Entrances to Village	2,645
Streetlighting	2,234
Insurance	1,920
Picnic Table and Safety Grass	1,415
Subscriptions – e.g. Cheshire Association of Local Councils	1,138
Telephone 1 location Internet 2 locations	901
Newsletter/Annual Report/Other Printing	790
Churchyard Maintenance Grant	685
Room Hire for Meetings	684
Mowing Contract – Oscroft Green/Millennium Garden	613
Office Supplies + Maintenance of Computers	598
Room Hire for Meetings	542
Legal Fees	500

6. Balances carried forward means cash in the bank accounts and a breakdown of the balance at 31 March 2018 is as follows:

Playground Appeal - Restricted	15,011
Youth Work - Restricted	5,762
Clerks Gratuity – Restricted	5,241
New Homes Bonus – broken down as £3,000 awaiting an invoice to cover work already completed and £15,000 to an ongoing project with Cheshire West.	18,000
Section 106 Funding	1,642
General Reserves	28,113

### Newsletter

Our newsletter (Tarvin Times) continues to be published four times a year and is delivered to all residential properties in the Parish and placed on Council's website. Parish organisations are welcome to contribute to it. Contributions should be forwarded to the Clerk.

## **Parish Council Meetings**

- All Parish Council meetings are open meetings and members of the public are most welcome to attend and listen to the debates.
- If you want to come along to a meeting but don't want to stay until the end that is not a problem. Come and join us and then leave when you wish to do so. All we ask is that you come and go quietly.
- Meetings are normally held on the 4th Monday evening each month in the Edna Rose Room in the Community Centre.
- The first 15 minutes of each meeting is a public forum where anyone can have his or her say on any local matter. The allocated time may be increased under certain circumstances
- An agenda for each meeting is placed on the Council's website and also on the noticeboards by the Red Lion in Tarvin and by the Village Green in Oscroft.
- Informal notes of meetings are normally placed on the noticeboard by the Red Lion in Tarvin within seven days of the meeting being held
- The most recent set of approved minutes are placed on the noticeboard in the Community Centre
- All approved minutes can be found on the Parish Council website

## **Websites**

The Tarvinonline website was launched by the local community on 25th June 2013 and continues to prove very popular. We are grateful to the editors who manage the site. It is completely independent from the Parish Council. The website includes daily news, a directory of over 100 Tarvin Businesses, Clubs and Services, an up-to-date calendar showcasing what is on and when, Gallery of photographs, and much more.

In August 2013 the Parish Council accepted an offer from Tarvinonline to run a parallel, but independent site within the structure of Tarvinonline. The old Parish Council website was shut down and the new one is operational. There are two ways to reach the new site, either via the Tarvinonline site or via the usual address ([www.tarvinparishcouncil.org.uk](http://www.tarvinparishcouncil.org.uk))

## **KING GEORGE V PLAYING FIELD COMMITTEE REPORT**

(by the Chairman of the Management Committee Councillor Pet Twigg)

The Committee met regularly, working together, to oversee the management and maintenance of the playing field and its users.

The playing field, bowling and tennis club facilities – together with the play area continue to be well used by residents and visitors of the Parish alike.

Repairs and maintenance to the play area equipment are ongoing and this year has included a full hot wash to the play equipment and surfaces. The hedges have been cut.

Tarvin AFC Tarvin AFC would like to thank the Parish Council for allowing them to use the King George V Playing Fields during the 2017 /18 season. Tarvin Under 13's have used the field on Saturday mornings throughout the season, and although we have had one of the worst seasons in respect of the weather for many years, the majority of games have gone ahead. In addition to this, the youngest age groups at

Tarvin (Under 5 and Under 6's) have been training on the field most Sunday mornings. Continuing with the success of previous seasons, the club has maintained its status as one of the largest in the area. We have about 350 children attending training sessions and matches, with all coaches (45 in total) holding up to date DBS checks, First Aid Certificates, Safeguarding Certificates and Level 1 Coaching badges. We continue to be challenged in delivering football activities to the volume of children looking to play, due to the lack of local facilities, and the increase in housing within the area, but appreciate the Parish Council's support of Tarvin AFC and our events.

Tarvin Tennis Club Last year the Tennis Club celebrated its 50th birthday which was marked by a dinner at the Community Centre attended by 90 members, former members and friends. It was a memorable evening. In the afternoon in glorious weather the Club held an American Tournament in which members and some former members took part.

Members are enjoying the Club's greatly improved facilities which have come a long way in the last 50 years and the Club is keen that more Tarvin residents take the opportunity to play.

The Great British Tennis Weekend held in May 2017 was a great opportunity for non-members and those new to the village to see what is available and this will be repeated in May 2018.

Tarvin Bowling Club has had a good year and has a team in the Chester and District Bowling League playing on Monday evenings. Also, a team in the Norley and District Bowling League, playing on a Tuesday afternoon - with two teams playing in the Evening League on a Wednesday evening. In addition, members play social bowls nearly every day of the week and members of the public are welcome to come and watch at any time. Anyone interested in learning or playing are very welcome to pop in and have a go.

Ongoing maintenance has included painting the new pavilion, installation of new toilet and wash hand basin plus new tiles. All hedges and shrubs have been cut back. The benches have all had a coat of preservative. The wood along 1 edge of the green has been replaced and the edge lifted.

The green is in good condition considering the wet winter and is now showing some growth.

Tarvin Beavers and Cubs – The Scout hut has undergone some refurbishment this year, with improved toilet facilities. The membership continues to thrive and offers a safe, exciting and stimulating learning environment to all those that attend.

Altogether another enjoyable year for users of the King George V Playing field, residents are reminded that the field is enjoyed by many and we can all play our part to keep it in order. The Parish Council has appointed a litter picking operative, but it would assist the community greatly if you see litter ... please don't walk by - bin it and if you see damage please report it immediately to the Clerk.

All matters of antisocial behaviour should be reported to the police (101 if a non-emergency, 999 if an emergency).

CCTV has been installed on the scout hut allowing surveillance of the car park and the playing field.

Dogs must not be let off their lead and dog fouling is an offence and threatens public health, bag it.

## **TARVIN COMMUNITY WOODLAND TRUST**

(by Dr Stuart Exell, Chairman)

It is pleasing to report that **Tarvin Community Woodland Trust (TCWT)** continues to thrive and remains sustainable at affordable cost. Much of the detail of this is contained in our twice-yearly newsletters, the latest of which is about to be delivered to all of the households in Tarvin. However, I should like to emphasise: -

- The new woodland area at Saxon Heath is beginning to look more established. Viewed from the Broomheath Lane entrance, the new green growth and blossom are looking denser and are starting to mask the acoustic fence and indeed to some extent the houses. Many young trees have been transplanted to form hedges, but I must emphasise the area is not to be a “park” and will be allowed to grow wilder. We do need patience for a few years as growth is slow but exponential. Further land acquisition for more growth is increasingly unlikely in the near term but luckily that matches the availability of our resources.
- Volunteers, members and Trustees are happy and loyal in fulfilling their responsibilities, but more participants would be better - as would more gender and ethnic diversity. Sustainability as we all age is an issue for us as it is for many voluntary organisations.
- We are fortunate in having adequate equipment assets at present but replacement, depreciation and new tools will be needed over time. Major additions this year have been the new ride on mower, a brush cutter & chipper and large storage container. Also, more time is having to be spent on equipment maintenance.
- More passive assets such as fences, gates and pathways are attracting more cost as they are used and age.
- In recent years we have placed major emphasis on looking after and planting trees and also expanding and diversifying the woodland. Looking forward we plan a more diverse approach, with some Trustees already leading moves to concentrate on nature in the round: as well as botany we will increasingly concentrate on bird and animal life. This will require investment of both effort and money but, when successful, will more than pay off in the longer term for all our users, including our school age children.
- We pay regard to the educational contribution we try to make to the whole community. We have installed an appreciable number of new explanatory boards for our users and visitors to help understanding and enjoyment of the growing asset we manage. We continue to work closely with the school, including the annual wildlife award, and have recently hosted visits to the woodland by pupils of years one and two. The support of school staff in working enthusiastically with us is much appreciated.
- In the foreseeable future we have adequate financial assets and prospects for our business plan. Our accounts show the arrangement with Taylor Wimpey lends some stability to our maintenance costs in the coming years but we are still required to raise funds annually for extra out-goings and, in particular, for development projects. We are grateful for support from: -



- ❖ Tarvin Parish Council.
- ❖ The George Heath Foundation.
- ❖ The staff of Barclays Bank.
- ❖ Our two representative councillors.
- ❖ Individual donations from village residents.
- ❖ The support of the community for our fund-raising activities – in particular the May plant sale and October coffee morning.

Finally, on a wider point, it is clear Tarvin's woodland is attracting much outside interest, with regular visitors coming from adjacent villages. We plan to encourage them to contribute modestly to its upkeep.

The Trustees again thank the Parish Council for their practical and financial support.

### **TARVIN EDUCATIONAL FOUNDATION**

(by the Parish Council representative Councillor David H Cotgreave)

The Tarvin Educational Foundation manages the endowments of the Tarvin Grammar School and is able to make grants towards secondary and further education to students residing in the Ancient Parish of Tarvin.

During the 2017 financial year awards were agreed to 32 students to a total of £9650. Most of the grants were awarded to undergraduate students on University courses. One Student received assistance towards the costs to attend a Diploma course at a local F E college. Another received a grant towards travel to a Sixth Form College, two grants to assist the purchase of a computer for Home Study were made and two to school students for School Expeditions abroad.

Assistance may also be given to young persons training for a profession or trade such as an apprenticeship. Two such grants were made in this year.

The next meeting to consider grant applications will be held in mid-September. Such applications may be made to the Clerk- D.H.Cotgreave at Brown Heath Farm, Tarvin. CH3 8NE. e-mail applications are acceptable but should show the full local postal address and a contact number. e-mail to- dhcotgreave@btinternet.com

### **TARVIN COMMUNITY CENTRE MANAGEMENT COMMITTEE**

(by the Chairman of the Management Committee Mr A Wilkinson)

The last year has been one of continued progress with a number of changes and improvements undertaken to keep the Community Centre at the heart of village life. Thanks to the hard work of the Committee and their continuing enthusiasm I am delighted to report the following.

#### **Hallmark Standard**

The Community Centre has successfully applied for and achieved the Hallmark Standard, Level 2 and 3 under the Accreditation Scheme run by Action for Communities in Rural England. Tarvin Community Centre is only the second Centre in Cheshire to achieve this level. This achievement will: -

- Reassure the community that the Centre is being run correctly and complies with all current legislation and requirements.
- Inspire the confidence of Centre users

- Encourage new committee members
- Encourage more bookings for the Centre
- Ensure funders of the Centre's professionalism

### **Upgrades and Improvements**

The Committee has continued to invest in improvements to the Centre whilst accruing funding for major improvements. The following improvements have taken place:

- The building of a Shed to allow for storage of items belonging to Centre users;
- Improved signage to make the centre more visually attractive;
- Decorating;
- Replacement of crockery (with a grant from the CW&C Members' budget)

Plans are now in hand for:

- Replacement of the ceiling in the Main Hall;
- Replacing Hall lighting with controllable and energy efficient LED units;
- Replacement of the unsafe high-level walk-ways;
- Replacement of the high-level curtains with black-out blinds

### **Caretaking**

The Committee pays for caretaking services from the CW&C outsourced company Qwest and this has proved problematical in the past with the service being provided late in the evening. However, after much discussion with and numerous representations to Qwest we have now a dedicated Caretaker (Mr Simon Shaw) who works in the mornings. This has proved to be a great improvement and Mr. Shaw is becoming an integrated member of the team

### **Challenges**

The Committee continues to work willingly to cover all that needs to be done to make the Centre run smoothly. However, the demands on an ageing Committee are starting to create problems. Attracting and utilising additional support is an ongoing problem which I recognise is shared by many village organisations. I have indicated to the Committee my willingness to continue as Chairman for a further 12 months but after that a new chairman will be required.

### **Financial Position**

- The annual Service Charge for 2017/18 is estimated at £22,974 (a final bill from CW&C is awaited)
- Running costs including licences, minor repairs and maintenance, consumables and administration expenses totalled £5,082
- Letting income in 2017/2018 was £37,473, up 2% on the previous year
- Events income was £8,599, down 2% on the previous year (this reflected a reduced involvement in the Village Fete)
- The Committee hold £38,748 in a savings account, which includes a contingency reserve of £7,500 – approximately a quarter of the total annual running costs. This is in line with our Finance Policy
- The total funds in hand at the end of 2017/18 were £67,603, the bulk of which has been accrued for the refurbishment of the Hall and Stage.

## **Conclusion**

The Community Centre continues to play an active part in village life and has established a sound administrative and financial system to ensure that it continues to do so in the future. The range of activities offered by clubs and societies is wide, and an eclectic menu of films, music, theatre and shows continues to attract people of all ages. Thanks to the support of the Parish Council and the residents of Tarvin, the future looks bright. However, the Committee, the Parish Council and the village need to be mindful of the fact that the small clouds on the horizon will not disperse by themselves.

## **WWW.TARVINONLINE.ORG**

(by Arnie Sheppard on behalf of Tarvinonline Editorial Team)

On 23<sup>rd</sup> June 2018, Tarvin Online (TOL) will be five years old. TOL has established itself as an important & respected community asset and an important source of information for the local community.

The website is the focal point of TOL and the following statistics indicate the breadth of the reach.

- Articles published since the launch – 3370
- Website visits – 312,408
- Web pages viewed – 601,771

Articles attract diverse levels of attention depending on the interest the community places on the news. A report on a temporary road closure might attract around 500 hits, the recent robbery at the Co-op 2,920 hits, while the report on a distraction burglary received 4150 hits.

All TOL articles are sent automatically to a parallel Facebook page. This has grown significantly with 837 people following the page, meaning that these people receive information from TOL Facebook directly to their own Facebook page on a daily basis. Anecdotal evidence suggest that many people access Tol via this route first and it is the Facebook page that generates most of the comments and feedback. TOL also send stories to a Twitter account, but this side of social media has been less well developed.

### **Key Developments over the Last 12 Months**

- Strengthened the number of editorial and roving reporter roles. In the process the average age of the TOL team has been significantly reduced and this is encouraging for ensuring a sustainable future.
- Our Facebook & Twitter accounts now have a dedicated Social Media Manager.
- The TOL bank account has been changed from Tarvin Parish Plan to Tarvin Online Team. This administrative change is significant in that it represents the finally severing of the umbilical cord with the Parish Plan and looking to its stand-alone future.
- TOL has initiated a project to catalogue our large archive of non-time dependent articles to create an online Village resource. A start has been made on articles relating to aspects of Tarvin's history. Work has also been done to create specific photographic galleries out of over 2400 photographs amassed over the past five years.

### **Looking to the Future**

Editorial staff holidays can create difficulties for the regular maintenance of TOL and the pressure to keep processing articles for publication can become very time consuming. Housekeeping tends to suffer under these conditions and further volunteers are needed to keep the village calendar up to date. Keeping the

Businesses, Society Clubs & Services directories up to date also takes time and would benefit from more volunteer help.

We are grateful to the regular contributors from village societies and clubs but would like to get more individual contributors involved. We would welcome volunteers who would like to share their special interests and engage with the wider community on a regular basis. Regular cookery articles have recently been trialled and local monthly gardening tips proposed

The major cost of hosting the website is currently covered by the second Big lottery grant but next year it will be necessary to find additional funding for hosting and possible website development costs.

For residents who do not use the Internet or Social Media, TOL would like to implement a development that has been very successful in Audlem village. It is a TV screen system situated at strategic sites around the village and which would scroll through abstracts of TOL articles in combination with other information about the site concerned.

### **Parish Councillors and their Contact Details** (covering the full year to 31st March 2018)

Tarvin Parish Council is comprised of a maximum of 11 Councillors. Details of Councillors who served during the year are as follows: (their contact telephone numbers, landline dial code 01829, are in brackets)

Cllr Peter Ryan (Chairman) 740576)

Cllr Edward Lush (Vice Chairman) (741468)

Cllr David Cotgreave (740231)

Cllr Ben Dean (07789 278827)

Cllr Helen Flynn (309300)

Cllr Rob Ford (740371)

Cllr Clare Jones (740186)

Cllr Mike Lloyd (741748)

Cllr Matthew Pochin (741136)

Cllr Peter Ryan (740576)

Cllr Pet Twigg (740509)

Cllr Steve Wiley (740737)

### **Cheshire West and Chester Councillors and their Contact Details**

Cllr Hugo Deynem (01829 751830) Cllr John Leather (01829 752558)

### **To contact the Parish Council:**

Write to: Mike Hassall, Clerk to Tarvin Parish Council, Roy Cottage, Townfield Lane, Tarvin CH3 8EG

e-mail Miketarvinparish@aol.com

telephone 01829 741075

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