

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 25TH APRIL 2022.**

**PRESENT:**

Councillor R Ford (Chairman)  
Councillor E Lush (Vice Chairman)  
Councillor M Butler  
Councillor D H Cotgreave  
Councillor B Dean  
Councillor S Dutton  
Councillor S Parker  
Councillor M Pochin  
Councillor P Ryan  
Councillor P Twigg

**IN ATTENDANCE:**

1 Member of the Public  
Parish Council Clerk – Mr M Hassall  
Cheshire West and Chester Council – Councillor J Leather

**APOLOGIES AND REASONS FOR ABSENCE:**

Cheshire West and Chester Council – Councillor H Tonge

**22/001 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**22/001.1 New Written Requests for Dispensations**

There were no new requests.

**22/001.2 Declarations of Interest**

Members were invited to declare any Disclosable Pecuniary or other Interest in any item of business on the agenda and, if necessary, leave the meeting prior to discussion of that item. Councillor Dutton declared a Family, Friend, and Close Associate Interest in Planning Application 22/01103/S73. Councillor Lush declared an Outside Body Interest in minute 22/012 as Chairman and Trustee of Tarvin Community Centre and as a member of the Queens Platinum Jubilee committee and confirmed that he would not take any part in that item. No other declarations were made.

**22/002 OPEN FORUM**

**RESOLVED:** that the Council meeting be adjourned for the Open Forum.

**22/003 PARISH COUNCIL MEETING**

**RESOLVED:** that the Council meeting be reconvened.

**22/004 REPORT ON OPEN FORUM** (This minute was not reported to Council in the formal meeting. It is a record of the items raised in the Open Forum)

A resident had asked whether Tarvin was liaising with neighbouring Parish Councils regarding unauthorised travellers' sites as it appeared that a new site was being set up in a field on the approach to Kelsall village where a caravan had been housed. It had been confirmed that Councils were in regular communication with each other via the Clerks. The current position regarding the site off the A51 road just outside Tarvin where Cheshire

West and Chester Council had yet to reach a decision on the second planning application, had been noted.

**22/005 MINUTES OF THE MEETING HELD ON 28TH MARCH 2022.**

**RESOLVED:** that the minutes of the meeting held on 28th March 2022 be signed by the Chairman of the meeting as a correct record.

**22/006 REPORTS ON MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 28TH MARCH 2022 NOT COVERED BY THE AGENDA**

**Christmas Tree Holders** (Previous Minute 21/217)

The work had been completed on 7th April 2022.

**22/007 CO-OPTION OF COUNCILLOR**

No applications had been received so the post would continue to be advertised.

**22/008 PLANNING MATTERS**

**22/008.1 Planning Applications**

**RESOLVED:** that the following comments be made on the planning applications submitted:

**22/00861/FUL** - Demolition of existing sunroom and creation of new garden room to form larger kitchen / dining family area. Creation of new window to front elevation - The Bothy, Pool Bank Farm, Pool Bank, Tarvin

Comment: No Objection

**22/00899/FUL** - First floor side extension – 19 Hockenhull Avenue, Tarvin

Comment: No Objection

**22/00672/FUL** – Demolition of existing conservatory, single storey rear extension, alterations to existing garage - 1 The Sheaf, Broomheath Lane, Stapleford

Comment: No Objection

**22/00746/FUL** - Single storey rear extension and conversion of garage to habitable space – 11 The Ridgeway, Tarvin

Comment: No Objection

**22/01103/S73** - Variation of condition 2 (plans) of application 21/02289/FUL - Conversion of outbuilding to form single dwelling - Long Acre Broomheath Lane Bruen Stapleford

Comment: No Objection

**22/01467/LBC** – Repairs, renovations, and alterations to Hamilton House and The Flaggs – The Flaggs, Church Street, Tarvin

Comment: No Objection

## **22/008.2 Notices**

There were no notices.

## **22/009 KING GEORGE V PLAYING FIELD**

### **22/009.1 Scout and Guide Hut – entrance to the building**

The matter had not been progressed by the Scout and Guide management group.

### **22/009.2 Zip Wire** (Previous Minute 21/220.4)

The order had been placed and the equipment would be repaired on 26th April at a cost of £618.00 plus VAT.

### **22/009.3 Rugby Tots**

The meeting noted that Rugby Tots had booked to use the field on the following Saturdays between 8.30 and 11.00am – 18th and 25th June and 9th, 16th, and 23rd July

### **22/009.4 Power Wash**

The Power Wash had yet to happen as the hose used by the contractor had been broken and a replacement was awaited.

## **22/010 RIDGEWAY PROJECT**

Councillor Ryan reported that some knee-high fencing would be installed on 7th May 2022.

## **22/011 APPLICATION FOR MODIFICATION TO THE DEFINITIVE MAP**

**RESOLVED:** that the application prepared by Councillor Ryan and two residents to ask Cheshire West and Chester Council to add a short section of the path down to the "Roman Bridges" to the definitive map be approved and that the Clerk forward all the paperwork to Cheshire West and Chester Council.

## **22/012 GRANTS TO LOCAL ORGANISATIONS**

**RESOLVED:** that the following grants be approved by Council:

Tarvin Community Woodland Trust £1,000, Tarvin Community Centre £1,000, Tarvinonline £500, Tarvin Village Fete £350, Queens Platinum Jubilee Group £250, Tarvin Christmas Festival £150, St Andrews Painters Group £150.

## **22/013 NEWSLETTER**

Various articles were suggested, and Councillor Ford indicated that he would forward the list to Councillors via email following the meeting asking for volunteers to write them.

## **22/014 NEW CODE OF CONDUCT**

The meeting was given a copy of the new Code of Conduct along with some notes taken by the Clerk from the training session that he had attended. Two Councillors were scheduled to attend the same training session on 27th April. The new code would be presented to the May 2022 meeting for adoption.

## **22/015 PARISH CLEAN UP**

Around 20 volunteers had taken part in the clean-up that had taken place in Tarvin and Oscroft on 9th April.

**RESOLVED:** that any volunteer offering to litter pick an area on a regular basis could be provided with a Council owned litter picker on a loan basis.

## **22/016 KELSALL WELLBEING HUB**

**RESOLVED:** that Council consider contributing financially towards the Hub nearer to the end of the financial year, in January 2023, when there would be a better indication of what funding was available.

## **22/017 CLERK'S REPORT/CORRESPONDENCE**

**22/017.1** The following e-mail correspondence had been forwarded to Councillors who were provided with an opportunity to comment on them.

- a. Cheshire Association of Local Councils E Bulletins
- b. PCSO Report March 2022

The meeting noted that the report included the following: "Speed Monitoring has taken place in the 20 mph zones on Hockenhull Lane, Hockenhull Avenue and Crossfields. No speeding issues were identified."

- c. ICO Newsletter – April 2022

d. Invitation from the Police and Crime Commissioners Office for the Chairman or a Councillor to attend a meeting at the Police Headquarters on Tuesday 24th May between 7 and 9pm.

The meeting noted that Councillor Ford would be attending.

e. MWH Treatment Ltd – upgrading of a number of Wastewater Treatment Works in NW Cheshire Area including Tarvin.

**RESOLVED:** that Councillors Ford, Parker, Ryan, and Twigg meet with MWH treatment Ltd

### **22/017.2 Meeting with Tarvin Athletic FC**

The Clerk had met with a representative of Tarvin Athletic. They were looking to set up a permanent base in Tarvin Parish (building and football pitch) and if they found appropriate land would like the Parish Council to work with them to make it possible.

**RESOLVED:** in principle to work with the club.

### **22/017.3 Trees/Grass Park Close**

A resident of Park Close had asked the Clerk to draw Councils attention to the following regarding the hedge and grassed area just inside Park Close:

- dying tree that Cheshire West and Chester Council had previously promised to remove
- tree that had been blown over
- hedge cutting had been missed by Cheshire West and Chester Council
- the grass had not been cut as the contractors had refused to do it because of the two fallen trees and daffodils

The meeting noted that the Clerk had reported the dying tree to Cheshire West and Chester Council in February 2022 and the other items had been reported since the e-mail had been received.

### **22/017.4 Gate linking Saxon Heath to Broomheath Lane.**

Concerns had been raised by Tarvin Community Woodland Trust regarding the difficulty people have opening the gate.

**RESOLVED:** that the Clerk write to the Management Company that maintained the area asking them to make access easier and suggest bollards as an alternative to the gate.

### **22/017.5 Grass Cutting**

There appeared to be different standards and frequencies of grass cutting in and around Tarvin and the following queries were raised:

- along Tarporley Road from the village centre to Brown Heath Farm grass appeared to be cut regularly but from Brown Heath Farm to the A51 junction that wasn't happening

- the A51 from the junction with Tarporley Road to Okell's Nursery was a well-used route by walkers. Last year this route only appeared to be cut once and complaints had been received. The route had deteriorated again due to a lack of grass cutting.
- the grass along Holme Street on the A54 where the trial for the wildflower strategy was taking place had been cut.

**RESOLVED:** that the Clerk ask Borough Councillor Leather to obtain answers to the above and also seek clarification on the general different standards and frequencies of grass cutting in and around Tarvin.

## 22/018 FINANCIAL MATTERS

### 22/018.1 March 2022 Payments and Payments between meetings

Councillor Ford had confirmed in writing that all payments had been made as approved by Council

**22/018.2 RESOLVED:** that the following payments made since the March meeting be confirmed:

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
<b>Morrall Play Services Ltd</b>	Annual Inspection of the Play Equipment on the King George V Playing Field 2021	<b>54.00</b>
9.00	45.00	0.00
<b>Wicksteed Leisure Ltd</b>	Repairs to equipment in the children's play area on the King George V Playing Field	<b>576.00</b>
96.00	480.00	0.00
<b>Groundforce Landscape Ltd</b>	Grass Cutting King George V Playing Field + Millennium Garden + Oscroft Green March 2022	<b>444.41</b>
74.07	370.34	3,600.00
<b>Jacksons Fencing</b>	Fence Posts for Ridgeway Project	<b>249.42</b>
41.57	207.85	6,362.75 NHB

**22/018.3 RESOLVED:** that the following payments be authorised, and that payments be made by internet banking:

Payee	Detail	Amount to be Paid
VAT	Net Amount to Charge against budget	Budget available before payment
<b>Cheshire Association of Local Councils</b>	Affiliation Fee Year to 31st March 2023	<b>874.44</b>
0.00	874.44	1,200.00
<b>BEB Property Services Ltd</b>	Refix/secure 7 flagpole holders on properties within Tarvin village	<b>780.00</b>
<b>130.00</b>	650.00	6,154.90
<b>Tarvin Community Centre</b>	Storage of Archives – April 22 to March 23	<b>137.40</b>
0.00	137.40	150.00
<b>Payroll</b>	April 2022	<b>1,555.26</b>
0.00	1,555.26	23,500.00

### 22/018.4 Direct Debit

The meeting noted the following direct debit payments

British Telecom Plc – 29th March 2022 – Telephone and Internet March 2022 – two venues – £103.03

Sage Global Services Ltd – 6th April 2022 - Payroll Software April 2022 - £8.40

**22/018.5 Management Accounts Year to 31st March 2022**

Management Accounts for the year to 31st March 2022 were presented and accepted.

**22/018.6 Internal Audit Report**

The report completed by the Internal Auditor was considered.

**RESOLVED:** that Council respond as follows:

Council understand and fully support the following paragraph taken from the Good Councillors Guide to Finance:

“A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low, then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.”

It was considered that whilst Council’s general reserves were only 16% that was more than sufficient on this occasion. When the budget had been set Council had Community Infrastructure Levy money and New Homes Bonus money amounting to more than £30,000 the majority of which had not been allocated to any project. In addition, there were significant earmarked reserves which could easily be used to cover any unexpected emergency.

Council considered that under the circumstances holding higher general reserves on this occasion would have meant that local electors had paid a tax which was not being used for the benefit of the community.

**22/018.7 Annual Governance Statement (Section 1)**

The Annual Governance Statement was read, completed, and signed by the Chairman of the meeting and the Clerk.

**22/018.8 Accounting Statements (Section 2)**

The Accounting Statements for the year ended 31st March 2022 were approved and signed by the Chairman of the meeting and by the Clerk confirming that the return represented fairly the financial position of the Council.

**22/019 LIST OF OUTSTANDING ITEMS**

The report was noted.

**22/020 TOPICS FOR PUBLICATION**

Co-option, playing field equipment, grants, application for modification to the definitive map, 5 bar gate.

**22/021 DATE OF NEXT MEETING** – Monday 23rd May 2022 – 7.15pm - Edna Rose Room, Tarvin Community Centre