

**MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 26TH JUNE 2023.**

**PRESENT:**

Councillor R Ford (Chairman)  
Councillor E Lush  
(Vice Chairman and Cheshire West and Chester Council Councillor)  
Councillor P Buckley  
Councillor M Butler (joined the meeting during minute 23/057)  
Councillor D Howorth  
Councillor N Poole  
Councillor P Ryan  
Councillor P Twigg  
Councillor M Williams

**IN ATTENDANCE:**

2 Members of the Public  
Parish Council Clerk – Mr M Hassall  
Cheshire West and Chester Council – Councillor T Cooper

**APOLOGIES AND REASONS FOR ABSENCE:**

Councillor S Dutton (holiday)  
Councillor A Sheppard (holiday)

**23/050 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS**

**23/050.1 New Written Requests for Dispensations**

There were no new requests.

**23/050.2 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 Butler declared an Outside Body Interest in minute 23/059 as a member of the tennis club committee. He would outline the proposal and then leave the room before any discussion. (He was allowed to speak and present the proposal as it was a separate agenda item and members of the public had the opportunity to speak on this matter during the open forum part of the meeting). No other declarations were made.

**23/051 OPEN FORUM**

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

**23/052 PARISH COUNCIL MEETING**

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

**23/053 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 provided some written information on a person being considered for an honorary award and had passed it to the Chairman of the meeting.

**23/054 MINUTES OF THE MEETING HELD ON 22ND MAY 2023.**

**RESOLVED:** that the minutes of the meeting held on 22nd May 2023 be signed by the Chairman of the meeting as a correct record.

**23/055 MINUTES OF THE EXTRAORDINARY MEETING HELD ON 5TH JUNE 2023.**

**RESOLVED:** that the minutes of the meeting held on 5th June 2023 be signed by the Chairman of the meeting as a correct record.

**23/056 REPORTS ON MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 22ND MAY 2023 AND 5TH JUNE 2023 NOT COVERED BY THE AGENDA**

**23/056.1 Neighbourhood Pride Scheme – Footway Tarporley Road (Previous Minute 23/033)**

Streetcare had indicated that the work was due to start following the grass cutting in late June/early July 2023.

**23/056.2 Letter from Unsuccessful Candidate**

The resident had expressed disappointment in the outcome but asked to be kept informed of any future vacancies via co-option.

**23/057 PLANNING MATTERS**

**23/057.1 Planning Applications**

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

**23/01717/FUL** - Construction of single storey porch extension - Home Orchards, Willington Road, Weetwood

Comment: No Objection

**23/057.2 Notices**

**22/03803/FUL** - Double storey front extension and single storey side extension – 1 Heath Drive, Tarvin – **PERMISSION**

**23/01082/FUL** - Part single, part double storey rear extension, new front porch, and erection of detached single storey annex within rear garden - Cherry Tree House, Church Street, Tarvin - **PERMISSION**

**23/01121/FUL** – Single storey rear extension – 6 Millside Close, Tarvin - **PERMISSION**

**23/01426/LBC** - Application to retain works carried out on listed building for renovation and extension of existing dwellings, demolition of part of rear wall and left gable wall, in accordance with planning permission 6/20396 and 6/20397L – Retrospective – 86 High Street, Tarvin - **PERMISSION**

**23/01404/S73** - Change of use of existing vehicle workshop to retail associated with the existing petrol filling station and provision of managers flat - Variation of condition 5 (opening hours) of application 21/03484/FUL - Green Acre Garage, Church Street, Tarvin – **REFUSAL**

**23/057.3 Other**

**21/03690/FUL** - Change of Use of land for use as traveller site consisting of 1 static caravan, 3 trailer caravans, day room, septic tank, and landscaping - Land at Tarporley Road, Tarvin

**RESOLVED:** that the Clerk speak to the Planning Officer and report the outcome of the conversation at the next meeting.

## **23/058 KING GEORGE V PLAYING FIELD**

### **23/058.1 Repairs**

The rocking horse and rope ladder had been repaired on 27th May 2023.

### **23/058.2 Power Wash**

The Power Wash within the children's play area had been carried out on 5th June 2023.

### **23/058.3 Booking**

Tarvin Athletic AFC had booked the field for their annual Parents' tournament – Sunday 16th July.

### **23/058.4 Football Goal Posts** (Previous Minute 22/238.5)

Tarvin Athletic FC had provided full details of the goal posts required along with details of the Football Foundation who provide grants.

**RESOLVED:** that Councillor Twigg apply for a grant for new goal posts and make an application to the members budgets for a grant towards the cost of installation.

### **23/058.5 Co-op Application**

Councillor Twigg reported that the Co-op had been looking for applications for their next round of local community causes to raise money for and that the closing date had been 11th June 2023. An application had been made requesting funding for a "Happy to Chat" bench for the playing field. The Co-op will review all applications received and choose three projects to support in each community from October 2023 to October 2024.

## **23/059 TARVIN TENNIS CLUB – ADVERTISEMENTS**

The club were seeking permission to put some banners up on their fences promoting the club and also allowing businesses in Tarvin to promote themselves and in return they would be offering discounts to tennis club members.

**RESOLVED:** not to approve the request for banners to be put up but to allow a sturdy information board to be placed at the entrance to the tennis club or very close to it. A board similar to that on the community centre ground at the approach to the playing field would be acceptable.

## **23/060 WAR MEMORIAL/OWNERSHIP OF LAND**

### **23/060.1 War Memorial**

The approved work at the war memorial had been completed on 30th May 2023. The contractor had not charged for the extra work needed to stabilize the main shaft of the memorial. A quote of £250.00 per day had been received for the brass plaque cleaning.

**RESOLVED:** that Councillor Ryan seeks further details of the brass plaque cleaning.

### **23/060.2 Land**

A response was awaited from Cheshire West and Chester Council regarding ownership of the land.

## **23/061 ROAD SAFETY**

### **23/061.1 Signage**

Highways had apologised that the quotes for the vehicle activated signs for Tarporley Road and Shay Lane were still not available. They hoped to have them in time for the next Council meeting. Provisional plans showing the exact position of the proposed signage had been received and Highways had indicated that they would be happy to attend a site meeting if there were any queries.

**RESOLVED:** to confirm a decision on the positioning once the quotes had been received.

### **23/061.2 Meeting with Highways – Lower High Street**

A response from Highways on a date for a meeting was awaited.

### **23/061.3 Use of Speed Gun**

PCSO Hannath had said that as a rule he was no longer able to take these types of instructions from Parish Councils. They would need to be reported to the police first through Public Contact on the website ('Residents Voice'), attending a Police Surgery or 101 by phone.

### **23/062 DEFIBRILLATOR**

Councillor Ryan was waiting for updated quotes.

### **23/063 CO-OP CAR PARK**

Sheffield Mutual had confirmed that their maintenance team had visited the site and that they were awaiting quotations for repairing the wall and to make it safe.

### **23/064 ACCESS TO CHURCH FARM**

Concerns had been raised regarding parked vehicles blocking access to the farm and the properties along that drive. There had been examples of vehicles, including the milk tanker, not being able to access the drive due to the amount of vehicles parked haphazardly.

Church Farm had put a notice on Tarvinonline with the intention of educating people and installed signage on the wall at the top of the drive, but they were requesting double yellow lines between the drive and the bus stop to stop people parking there.

**RESOLVED (23/064.1):** that the Clerk ask Highways to investigate the issue.

**RESOLVED (23/064.2):** that the provision of a car park, one of the aspirations of the Neighbourhood Plan, be an agenda item at the next meeting.

**RESOLVED (23/064.3):** that Councillor Butler speak to Stagecoach to try to find out how much the bus stop in the layby on Church Street was used by people travelling by bus.

### **23/065 ROAD LEADING TO TURKEY FARM**

The road leading to the turkey farm had been partly fenced off and several complaints had been received. Highways had been informed and had visited but they had received legal representations from the party involved and so they were working through that process.

**RESOLVED:** that Councillor Twigg obtain a copy of ownership of the land from the Land Registry. Cost £6.00

### **23/066 POLICIES AND PROCEDURES**

A schedule of policies and procedures was presented to the meeting.

**RESOLVED:** that the Clerk aim to produce six documents at each of the next three meetings for consideration.

### **23/067 TIDY TARVIN – HAPPY HABITANTS**

Councillor Ford had met with the resident. His main concerns were litter left by bus stops where there were no bins.

**RESOLVED (23/067.1):** that Councillor Ford make a list of the bus stops in the Parish where there were no bins.

**RESOLVED (23/067.2):** that the Clerk ask Streetcare to install bins where they were not already placed at bus stops.

### **23/068 HONORARY AWARDS**

Cheshire West and Chester Councillor Cooper agreed to take the lead and move the application forward. The information received during the open forum would be passed to him.

## **23/069 CONSIDERATION OF POSITIONS NOT FILLED ON COMMITTEES/WORKING PARTIES**

**RESOLVED (23/069.1):** that Councillors Sheppard and Williams join the finance working party for the coming year.

**RESOLVED (23/069.2):** that Councillor Poole become Councils representative on the Community Centre Committee during the coming year.

## **23/070 CLERK'S REPORT/CORRESPONDENCE**

**23/070.1** 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 (ChALC) – E Bulletins
- b. Police and Crime Commissioner - Town and Parish Council meeting - Tuesday 27th June 2023 - Councillor Butler would be attending.
- c. Cheshire West and Chester Statement of Licensing Policy (Licensing Act 2003) - Consultation Invitation
- d. The Eddisbury Report: Leighton Hospital Crewe to be rebuilt.
- e. ChALC – Motions for the Annual Meeting
- f. ICO Newsletter – June 2023
- g. Cheshire Police Residents Voice Survey
- h. D-Day 80 – 6th June 2024
- i. e-mail from resident re visit to the u3a Art Appreciation group in Tarporley.
- j. Playground Inspection Course – Councillor Williams indicated that she would be interested in attending the course.
- k. Cheshire West and Chester Council Crowd Funding – workshop - 3pm to 4pm on Thursday 29th June – Councillor Ford would be attending.
- l. Presentation Slides and additional information from Cheshire West and Chester Council Fostering Connections session.
- m. Community Hubs – Research
- n. Cheshire West and Chester Council – online meeting with representatives from Highways – 5th July 2023 – 6 to 7pm - Councillors Ford and Ryan to attend.
- o. e-mail from Utkinton P.C. Invitation for two Councillors to attend a meeting re state of local roads - 11th July 2023 – 6pm Utkinton Village Hall. E-mail from Borough Councillor Lush regarding the state of our roads. Councillors Ford, Lush (attending as Borough Councillor), and Ryan to attend.
- p. e-mail from PCSO – largely covering Parish Councils asking him directly to carry out speeding etc.
- q. ChALC Climate Change Conference 4th July, Barnton Memorial Hall CW8 4LH – 6.30 to 9.00pm

### **23/070.2 Training**

A place had been booked for Councillor Buckley to attend the following training session: A short briefing on Planning for Town and Parish Councillors. 11th July - David Kaiserman.

## **23/071 FINANCIAL MATTERS**

### **23/071.1 May 2023 Payments and Payments between meetings**

Councillor Ford had confirmed in writing that all payments authorised by the May meeting had been made as approved by Council and that the payments shown below as paid since the last meeting had been paid as shown.

**23/071.2 RESOLVED:** that the following payments made since the May meeting be confirmed:

<b>Payee</b>	<b>Detail</b>	<b>Amount to be Paid</b>
<b>VAT</b>	<b>Net Amount to Charge against budget</b>	<b>Budget available before payment</b>
<b>Bell Stone Masonry Ltd</b>	Maintenance Work at War Memorial, as per quotation	<b>4,926.00</b>
<b>821.00</b>	4,106.00	N/A
<b>Groundforce Landscape Ltd</b>	Grass Cutting King George V Playing Field + Millennium Garden + Oscroft Green – May 2023 plus Moss Herbicide applied to the surface of the children's play area	<b>760.55</b>
126.76	633.79	4,300.00
<b>Water Plus Ltd</b>	Water King George V Playing Field – 20th April to 19th May 23 – correct closing reading	<b>17.14</b>
0.00	17.14	243.54
<b>A and C Exterior Cleaning</b>	Power Wash the children's play area on the King George V Playing Field	<b>730.00</b>
0.00	730.00	

**23/071.3 RESOLVED:** that the following payments be authorised, and that payments be made by internet banking:

<b>Payee</b>	<b>Detail</b>	<b>Amount to be Paid</b>
VAT	Net Amount to Charge against budget	Budget available before payment
<b>Wicksteed Leisure Ltd</b>	Parts for repairs to rocking horse and storm ladder	<b>305.34</b>
50.89	254.45	
<b>Mr S Burgess</b>	Installation of Wicksteed Parts	<b>240.00</b>
40.00	200.00	
<b>Cheshire Community Action</b>	Annual Membership Year to 30th June 2024	<b>50.00</b>
0.00	50.00	301.27
<b>CPRE</b>	Annual Membership	<b>36.00</b>
0.00	36.00	251.27
<b>Tarvin Community Centre</b>	Hire of Edna Rose Room for Council meetings April to June, extraordinary meeting June, and Wilkinson Lounge for presentation May.	<b>81.84</b>
0.00	81.84	231.24
<b>Mr M Hassall</b>	Clerk Expenses Qtr. to 30th June 2023. Work at Home Allowance £78.00, Postage £5.25, McAfee total protection for two Council Pcs	<b>163.24</b>
0.00	163.24	827.00
<b>Payroll</b>	June 2023	<b>1,573.42</b>
0.00	1,573.42	23,107.36
<b>HMRC</b>	PAYE and Nat Insce April to June 2023	<b>1,350.21</b>
0.00	1,350.21	21,533.94

**23/071.4 Direct Debits**

The meeting noted the following direct debit payments:

30th May 2023 – British Telecom Plc - Telephone and Internet May 2023 – two venues – £103.08

6th June 2023 - Sage Global Services Ltd – Payroll Software June 2023 - £8.40

**23/071.5 Schedule of Payments**

The Clerk was asked to see whether the schedule of payments could be presented as a spreadsheet or document showing the separate headings along one line whilst continuing to comply with the appropriate legislation.

**23/072 LIST OF OUTSTANDING ITEMS**

The report was noted.

**23/073 TOPICS FOR PUBLICATION**

Various topics were considered but most had already been published.

**23/074 DATE OF NEXT MEETING** – Monday 24th July 2023 – 7.15pm - Edna Rose Room, Tarvin Community Centre