

**MINUTES OF THE MEETING OF MALPAS PARISH COUNCIL  
HELD ON MONDAY 12<sup>TH</sup> JUNE 2017 IN THE JUBILEE HALL AT 7 PM**

**PRESENT**

Cllrs Katie Norris (Chairman), John Webb (Vice Chairman), Eric Bickley, John Bickley, Sue Griffith, Martin Shackleton, Sarah Thomas, Chris Whitehurst, Ann Woollam.  
The Clerk.

**37 APOLOGIES**

Cllrs Tina Barnett, Roma Hancock, Charles Lowick Higgin, Karen Meredith, Adrian Waddelove.

**38 DECLARATION OF INTERESTS**

Cllr Whitehurst declared a non-pecuniary interest in item 46.1 of the minutes.  
Cllr Eric Bickley declared a pecuniary interest in item 51 of the minutes.  
Cllr John Bickley declared a pecuniary interest in item 51 of the minutes.

**39 APPROVAL OF THE MINUTES**

**Resolved: - The Chairman is to sign the minutes of the Parish Council meeting that was held on 8<sup>th</sup> May 2017 and the minutes of the extraordinary meeting that was held on 22<sup>nd</sup> May 2017 as a true and proper record.  
Proposed by Cllr Webb and seconded by Cllr Shackleton.**

**40 OPEN FORUM**

There were no members of the public present.

**41 POLICE REPORT**

In the absence of the police there was no consideration of this item.

**42 ACCOUNTS**

42.1 Payments Approved:-

Chq No	Payee	Statutory Power	Amount
135	Zurich Insurance	s.111	£ 547.67
136	Running Costs	s.111	£ 16.19
137	Then Media Ltd (website maintenance costs)	s.111	£ 439.20
138	C R Harper Wright (internal audit)	s.111	£ 75.00
139	Victoria Jubilee Hall	s.111	£ 79.55
140	Nature Sign Design (interpretation panels)		£3,180.00
141	GRANT:- Young Persons Centre	s.137	£1,500.00
142	GRANT:- Walking for Health	s.137	£ 500.00
143	NHB:- Malpas Cricket Club (capital grant)	s.137	£1,000.00
144	GRANT:- Malpas Ladies Choir	s.137	£ 500.00

The Clerk's salary was paid by standing order.

PAYE:-

Year end tasks have been completed online and reported to HMRC.

VAT:-

VAT claim submitted to HMRC for £1,221.54.

Receipts Received:-

None received

Bank Account:-

The reconciled balance in the current bank account as at 1<sup>st</sup> May 2017 was £55,857.98. The funds are allocated as follows:-

<ul style="list-style-type: none"> <li>•Parish Council - £8,266.32</li> <li>•Christmas Lights Funding - £846.24</li> <li>•New Homes Bonus - £44,351.00</li> <li>•Allotments (balance of £3,600 transferred from NHB allocation) - £1,367.00</li> <li>•Allotment Deposits (ring fence in accounts) - £300.00</li> <li>•Neighbourhood Plan - £727.42</li> </ul> <p><b>Resolved: - The Council agreed to the above payments. Proposed by Cllr Webb and seconded by Cllr Shackleton.</b></p> <p>42.2 <u>To approve Financial Risk Assessment:-</u>  <b>Resolved:- The Council agreed to adopt the Financial Risk Assessment. Proposed by Cllr Eric Bickley and seconded by Cllr Webb.</b></p>	
<p><b>43 ANNUAL AUDIT</b></p> <p>43.1 <u>To accept and sign the Annual Governance Statement (see Attachment D):-</u>  <b>Resolved: - The Council accepted and signed the Annual Governance Statement for the year ended 31<sup>st</sup> March 2017 for the purpose of the External Audit. Proposed by Cllr Shackleton and seconded by Cllr Webb.</b></p> <p>43.2 <u>To accept and sign the Annual Return for year ended 31<sup>st</sup> March 2017:-</u>  <b>Resolved: - The Council accepted and signed the Annual Return for the year ended 31<sup>st</sup> March 2017 for the purpose of the External Audit. Proposed by Cllr Webb and seconded by Cllr Shackleton.</b></p> <p>43.3 <u>Internal Audit:-</u>  There were no issues arising from the internal audit.</p>	
<p><b>44 INTERNAL PROCEEDURES</b></p> <p>The Council noted that two gazebos are to be added to the Fixed Asset Schedule. There is to be a follow up meeting to go through remaining Council procedures.  <b>Resolved: - The Council agreed to the following:-</b></p> <p><b>44.1 Adoption of the Standing Orders</b></p> <p><b>44.2 Adoption of the Financial Timetable</b></p> <p><b>44.3 Adoption of the Grant Application Form</b></p> <p><b>44.4 Adoption of the Grant Application Guidance Notes.</b>  <b>Proposed by Cllr Whitehurst and seconded by Cllr Webb.</b></p>	
<p><b>45 PRIORITIES FOR 2017 - 2018 – CAPITAL SCHEMES</b></p> <p>The Council considered priorities for capital schemes for 2017 – 2018 and agreed to concentrate on the provision of car parking in the village.</p>	
<p><b>46 GRANTS</b></p> <p>The Council has allocated up to £8,000.00 towards grant payments for the current financial year and has received grants requests totalling £14,000.00.  <b>Resolved:- The Council considered the following grant requests and agreed to the following:-</b></p> <p><b>46.1 Village Fair Committee – to agree to pay £890.00 in respect of the gazebos for the event.</b>  <b>Proposed by Cllr Webb and seconded by Cllr Woollam.</b></p> <p><b>46.2 Victoria Jubilee Hall – the committee have provided a programme of works.</b>  <b>The Council agreed to allocate £3,000.00 towards the cost of resurfacing the car park. The Council are to request that an invoice is sent directly to the Council for £3,000.00 plus vat when the work has been completed.</b></p>	

**Proposed by Cllr Shackleton and seconded by Cllr Woollam.**

**47 SURGERY ROTA**

47.1 To receive update from June surgery:-

<b>ISSUE</b>	<b>CONCERNS RAISED AND ACTION TAKEN</b>
(i) Springfields	Concerns were raised regarding a number of police issues, the Council agreed to write to PC Gigg and request that he attend the July meeting.
(ii) Bottle Banks need emptying	A request has been sent to CW&C to have the bottle banks emptied at Malpas and District Sports Club.

47.2 To consider whether to hold the July surgery:-

The Council agreed not to hold a surgery in July.

47.3 Surgery Rota:-

The Chairman and clerk are to establish and circulate a rota for the whole year.

**48 PLANNING**

48.1 Applications:-

17/02156/LBC - Demolition of existing rear extension, repairs to historic timber frame and infill panels, replacement of windows and doors, new rear extension, renewal of roof coverings at Old Glebe Farmhouse Church Street Malpas

17/02155/FUL - Demolition of existing rear extension, repairs to historic timber frame and infill panels, replacement of windows and doors, new rear extension, renewal of roof coverings at Old Glebe Farmhouse Church Street Malpas

**Resolved:- The Council agreed to accept the attached planning report.**

**Proposed by Cllr Webb and seconded by Cllr Shackleton.**

48.2 To consider any applications received after the agenda has been distributed:-

None have been received.

48.3 Recent decisions by CW&C:-

Approved:-

17/01830/FUL – Overton Scar Pumping Station, Whitewood Lane, Overton, Malpas

48.4 To receive planning updates:-

The McCarthy Stone appeal has been refused by the Planning Inspectorate. The agents wish to meet with the Parish Council.

48.5 Bovis Development:-

The Council agreed to invite the site manager to attend the July meeting.

**49 HIGHWAYS**

Chester Road:-

No update from CW&C regarding road signage for 30mph flashing sign. The Clerk is to write to CW&C to request an update for the installation date.

**50 BUS SHELTERS**

No update from CW&C regarding road signage for the bus shelter on Springfields.

The Clerk is to write to CW&C to request an update for the installation date.

**51 ALLOTMENTS**

- Cllrs Whitehurst and Shackleton are to look into the works required at the site.
- Allotment 11 has been allocated– insurance documents, paperwork and payment received.
- The Bishop Heber High School have expressed an interest in the allotments.

**52 PARISH INFORMATION BOARDS**

The two noticeboards have been delivered.

The Council is awaiting approval from CW&C to install the noticeboards.

The third information board is to be located at St Oswald's Church. The PCC are

	meeting to authorise the information board.	
<b>53</b>	<b>VILLAGE BOUNDARY SIGNS</b> Cllr Whitehurst is progressing the matter with CW&C.	
<b>54</b>	<b>FRIENDS OF CLAYHOLE CROFT GROUP</b> The Council has received a request to administer the group's finances. The Clerk confirmed this can be done, however, once the money is in the Council's bank account it would come under the rules of the Council which means that every transaction / payment would require full Parish Council approval. The Council agreed to administer the group's finances.	
<b>55</b>	<b>TREE AT THE OX HAYES</b> No update.	
<b>56</b>	<b>HANGING BASKETS</b> An order has been placed for the hanging baskets and they are due to be delivered.	
<b>57</b>	<b>FACEBOOK</b> The Council considered setting up a dedicated Council Facebook page. Cllrs Norris and Whitehurst are to meet to discuss the options.	
<b>58</b>	<b>AUGUST MEETING</b> <b>Resolved:- The Council agreed not to hold a business meeting in August.</b> <b>Proposed by Cllr Norris and seconded by Cllr Shackleton.</b>	
<b>59</b>	<b>CLERK'S REPORT</b> No updates.	
<b>60</b>	<b>EXTERNAL CORRESPONDANCE INCLUDING SUGGESTION BOX</b> <ul style="list-style-type: none"> <li>• List of emails received previously circulated to Cllrs.</li> <li>• Dog Fouling:- The Council has received a letter of complaint regarding dog fouling at the recreation ground. Cllr Whitehurst is due to have a meeting with residents regarding dog fouling in the village and will report back at the July meeting. The Clerk is to reply to the letter and request posters from the dog warden.</li> </ul>	
<b>61</b>	<b>UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES</b>	
61.1	Malpas Alport Primary School:- Cllr Woollam informed the meeting that she has been invited to become a community governor at the school.	

**The meeting closed at 8.55 p.m.**

NB copies of the attachments can be obtained from the Parish Clerk

Website:- <http://www.malpascheshire.org/>