

**MINUTES OF THE MEETING OF MALPAS PARISH COUNCIL  
HELD ON MONDAY 14<sup>TH</sup> MAY 2018 IN THE JUBILEE HALL AT 7 PM**

<p><b>PRESENT</b> Cllrs John Webb (Chairman), Tina Barnett, John Bickley, Richard Charlton, Sue Griffith, Roma Hancock, Charles Lowick Higgie, Karen Meredith, Martin Shackleton, Sarah Thomas, Adrian Waddelove, Chris Whitehurst, Ann Woollam. The Clerk. Ten members of the public attended part of the meeting.</p>	
<p><b>1 APOLOGIES</b> Cllrs Eric Bickley.</p>	
<p><b>2 DECLARATION OF INTERESTS</b> Cllr Whitehurst declared a non-pecuniary interest in items 15.5, 15.6, 15.8 and part 2:2. Cllr Waddelove declared a non-pecuniary interest in item 15.5 of the minutes. Cllr Lowick Higgie declared a non-pecuniary interest in items 15.3, 15.5, 15.7, 15.8, 15.9, 15.11 and 15.12 of the minutes. Cllr Meredith declared a pecuniary interest in item 15.3 of the minutes. of the minutes. Cllr Webb declared a non-pecuniary interest in item 15.6 and 15.12 of the minutes.</p>	
<p><b>3. ELECTION OF CHAIRMAN FOR 2018 - 19</b> <b>Resolved:- Cllr Webb was proposed for the position of Chairman by Cllr Lowick Higgie and seconded by Cllr Hancock. Cllr Webb was duly elected as Chairman for 2018 – 19 and signed the acceptance of office declaration.</b></p>	
<p><b>4. ELECTION OF VICE CHAIRMAN FOR 2018 - 19</b> <b>Resolved:- Cllr Charlton was proposed for the position of Vice Chairman by Cllr Shackleton and seconded by Cllr J Bickley. Cllr Charlton was duly elected as Vice Chairman for 2017 – 18 and signed the acceptance of office declaration.</b></p>	
<p><b>5. ADOPTION OF CODE OF CONDUCT</b> <b>Resolved:- The Council agreed to adopt the Code of Conduct for Members adopted by Cheshire West and Chester Council on 26 July 2012 and attached at (Appendix A) as the council’s code of conduct under section 27(2) and 27(3) of the Localism Act 2011. Proposed by Cllr Lowick Higgie and seconded by Cllr Woollam.</b></p>	
<p><b>6. CHAIRMANS REPORT</b> See attached for Chairman’s Report. The Council gave Cllr Webb a vote of thanks for the past year.</p>	
<p><b>7. STANDING ORDERS</b> The Council agreed to defer this item until the Internal Procedures working group has met.</p>	
<p><b>8. FINANCIAL REGULATIONS</b> 8.1 <u>Adoption of Financial Regulations:-</u> <b>Resolved: - The Council agreed to the adoption of the Financial Regulations. Proposed by Cllr Webb and seconded by Cllr Lowick Higgie.</b> 8.2 <u>Appointment of Ruth Shackleton as the Responsible Financial Officer:-</u> <b>Resolved: - The Council agreed to the appointment of Ruth Shackleton as the Responsible Financial Officer. Proposed by Cllr Lowick Higgie and seconded by Cllr Barnett.</b></p>	

<p>8.3 <u>Appointment of Harper Wright as the Internal Auditor:-</u>  <b>Resolved: - The Council agreed to the appointment of Harper Wright as the Internal Auditor. Proposed by Cllr Lowick Higgle and seconded by Cllr Woollam.</b></p> <p>8.4 <u>Appointment of Cllrs Hancock, Lowick Higgle, Woollam, Thomas and Meredith as Bank Signatories:-</u>  <b>Resolved: - The Council agreed to the appointment of Cllrs Hancock, Lowick Higgle, Woollam, Thomas and Meredith as Bank Signatories. Proposed by Cllr Charlton and seconded by Cllr Webb.</b></p>																													
<p><b>9. APPROVAL OF THE MINUTES</b>  <b>Resolved: - Item 277.1 was amended to include “Proposed by Cllr Whitehurst and seconded by Cllr Waddelove.” The Chairman then signed the minutes of the Parish Council meeting that was held on 9<sup>th</sup> April 2018 as a true and proper record. Proposed by Cllr Waddelove and seconded by Cllr Thomas.</b>  <b>The Chairman then signed the minutes of the extraordinary minutes of the Parish Council meeting that was held on 25<sup>th</sup> April 2018 as a true and proper record. Proposed by Cllr Lowick Higgle and seconded by Cllr Shackleton.</b></p>																													
<p><b>10. OPEN FORUM</b>  The following issues were raised during Open Forum:-</p> <ul style="list-style-type: none"> <li>• St Oswalds Close:- CW&amp;C have finally cut the grassed play area however they haven't removed the grass cuttings. Residents have raked up the grass but CW&amp;C have refused to collect them. The Clerk is to contact CW&amp;C and request that the cuttings are collected and the moss is removed from the play area.</li> <li>• Harper Wright spoke on behalf of the 1<sup>st</sup> Malpas Scout Group's grant application.</li> <li>• Jackie Clegg spoke on behalf of the ATC's grant application.</li> <li>• Cathy Reynolds spoke on behalf of Malpas Community Link's grant application.</li> <li>• Nigel Shone spoke on behalf of the Malpas Cricket Club's grant application.</li> <li>• Sue Anderson spoke on behalf of The Beeches Pre School's grant application.</li> <li>• Jackie Clegg spoke on behalf of the Malpas Village Fair's grant application.</li> <li>• Marie Lumb spoke on behalf of the Cheeky Monkey's grant application.</li> </ul>	<b>RS</b>																												
<p><b>11. POLICE REPORT</b>  In the absence of the police there was no consideration of this item.</p>																													
<p><b>12. ACCOUNTS</b>  12.1 <u>Payments Approved:-</u></p> <table border="1" data-bbox="124 1727 1385 2065"> <thead> <tr> <th>Chq No</th> <th>Payee</th> <th>Statutory Power</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>182</td> <td>Running Costs</td> <td>s.111</td> <td>£ 101.96</td> </tr> <tr> <td>183</td> <td>Victoria Jubilee Hall</td> <td>s.111</td> <td>£ 44.00</td> </tr> <tr> <td>184</td> <td>Then Media (website maintenance costs)</td> <td>s.111</td> <td>£ 439.20</td> </tr> <tr> <td>185</td> <td>Nature Sign Design Ltd (church interpretation panel)</td> <td></td> <td>£1,434.00</td> </tr> <tr> <td>186</td> <td>Victoria Jubilee Hall</td> <td>s.111</td> <td>£ 52.00</td> </tr> <tr> <td>187</td> <td>Zurich Municipal (insurance)</td> <td>s.111</td> <td>£ 571.38</td> </tr> </tbody> </table>	Chq No	Payee	Statutory Power	Amount	182	Running Costs	s.111	£ 101.96	183	Victoria Jubilee Hall	s.111	£ 44.00	184	Then Media (website maintenance costs)	s.111	£ 439.20	185	Nature Sign Design Ltd (church interpretation panel)		£1,434.00	186	Victoria Jubilee Hall	s.111	£ 52.00	187	Zurich Municipal (insurance)	s.111	£ 571.38	
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188	Malpas High Street Church (room hire)	s.111	£ 20.00																		
<p>The Clerk's salary was paid by standing order.</p> <p><u>Receipts Received:-</u>  Precept:- £ 21,713.00  Allotments:- £104.00</p> <p><u>Bank Account:-</u>  The reconciled balance in the current bank account as at 1<sup>st</sup> April 2018 was £71,225.08. The funds are allocated as follows:-</p> <ul style="list-style-type: none"> <li>• Parish Council - £33,716.22</li> <li>• Christmas Lights Funding - £311.57</li> <li>• New Homes Bonus - £34,768.00</li> <li>• Allotments (balance of £3,600 transferred from NHB allocation) - £1,301.87</li> <li>• Allotment Deposits (ring fence in accounts) - £400.00</li> <li>• Neighbourhood Plan - £727.42</li> </ul> <p><b>Resolved: - The Council agreed to the above payments. Proposed by Cllr Hancock and seconded by Cllr Barnett.</b></p> <p>12.2 <u>To approve payment of Insurance:-</u>  The Council considered the insurance policy. The Clerk is to contact Zurich and enquire about the checking of assets.  <b>Resolved: - The Council agreed to approve payment of insurance. Proposed by Cllr Lowick Higgle and seconded by Cllr Thomas.</b></p> <p>12.3 <u>To approve Financial Risk Assessment:-</u>  <b>Resolved: - The Council agreed to approve Financial Risk Assessment subject to minor amendments. Proposed by Cllr Lowick Higgle and seconded by Cllr Thomas.</b></p>																					
<p><b>13 INTERNAL AUDIT</b>  The audit has now been completed and has been sent to the internal auditor.</p>																					
<p><b>14 ELECTION OF REPRESENTATIVES</b></p> <table border="1" data-bbox="204 1339 1401 1816"> <tr> <td>Burial Board</td> <td>Cllrs Hancock, Waddelove, Eric Bickley</td> </tr> <tr> <td>Cheshire Assoc. of Town and Parish Councils</td> <td>Cllrs Charlton, Woollam and Lowick Higgle</td> </tr> <tr> <td>Recreation Ground Committee</td> <td>Cllrs Griffith, John Bickley</td> </tr> <tr> <td>Young Persons Project</td> <td>Cllr J Bickley</td> </tr> <tr> <td>Planning Steering Group</td> <td>All Cllrs who are available to attend</td> </tr> <tr> <td>Victoria Jubilee Hall Committee</td> <td>Cllr Shackleton</td> </tr> <tr> <td>Financial Scrutiniser</td> <td>Cllr Webb</td> </tr> <tr> <td>Internal Procedures Working Group</td> <td>Cllrs Webb, Whitehurst, Waddelove, Hancock, Lowick Higgle, Charlton</td> </tr> <tr> <td>Community Minibus</td> <td>Cllr Meredith</td> </tr> </table> <p><b>Resolved:- The Council agreed to the above election of the above representatives. Proposed by Cllr Lowick Higgle and seconded by Cllr Meredith.</b></p>				Burial Board	Cllrs Hancock, Waddelove, Eric Bickley	Cheshire Assoc. of Town and Parish Councils	Cllrs Charlton, Woollam and Lowick Higgle	Recreation Ground Committee	Cllrs Griffith, John Bickley	Young Persons Project	Cllr J Bickley	Planning Steering Group	All Cllrs who are available to attend	Victoria Jubilee Hall Committee	Cllr Shackleton	Financial Scrutiniser	Cllr Webb	Internal Procedures Working Group	Cllrs Webb, Whitehurst, Waddelove, Hancock, Lowick Higgle, Charlton	Community Minibus	Cllr Meredith
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<p><b>15 GRANTS</b>  The Council has allocated up to £8,000.00 towards grant payments for the current financial year and has received grants requests totalling £13,927.62.</p>																					

Minerva Arts submitted a grant application which was received after 31<sup>st</sup> March therefore the Council did not consider the request.

**Resolved:- The Council considered each grant request and agreed to the following:-**

Organisation	Purpose of Grant	Grant Awarded	Proposed By	Seconded By
15.1 1st Malpas Scout Group	Renewal of lease Scout & Guide HQ	£ 840.00	Cllr Shackleton	Cllr Charlton
15.2 ATC	Laptop (to be purchased by Council)	£ 666.00	Cllr Shackleton	Cllr Hancock
15.3 Beeches Pre school	Equipment (to be purchased by Council)	£ 260.00	Cllr Shackleton	Cllr Charlton
15.4 Cheeky Monkeys	Equipment (to be purchased by Council)	£ 260.00	Cllr Shackleton	Cllr Charlton
15.5 Malpas Community Links	Malpas 100 Years On (payment of room hire)	£ 600.00	Cllr Shackleton	Cllr Lowick Higgie
15.6 Malpas Community Minibus	Insurance (to earmark if required)	£1,500.00	Cllr Thomas	Cllr Lowick Higgie
15.7 Malpas Cricket Club	150th Anniversary Celebrations	£ 400.00	Cllr Shackleton	Cllr Barnett
15.8 Malpas Fair	Gazebo (to be purchased by Council)	£ 708.00	Cllr Shackleton	Cllr Waddelove
15.9 St Oswald's Church	Electrification of Tower Clock	£1,000.00	Cllr Thomas	Cllr Charlton
15.10 Tilston Playgroup	Wooden Kitchen	£ 0.00	Cllr Shackleton	Cllr Charlton
15.11 Victoria Jubilee Hall	Trestle Tables (to be purchased by the Council)	£ 221.40	Cllr Shackleton	Cllr Thomas
15.12 Young Persons Centre	YPC Project	£1,500.00	Cllr Lowick Higgie	Cllr Shackleton

#### 16 DONATION

The Council considered a request received from North West Air Ambulance for a donation.

**Resolved:- The Council agreed to donate £1,000.00 to North West Air Ambulance. Proposed by Cllr Waddelove and seconded by Cllr Barnett. Cllr Lowick Higgie requested a named vote. All Cllrs voted in favour of the proposal apart from Cllr Lowick Higgie who voted against.**

#### 17 INTERNAL PROCEEDURES

The working group are working through the Council procedures which includes a review of the Standing Orders, Financial Regulations, Complaints Procedure and Social Media Policy.

#### 18 CHESHIRE COMMUNITY ACTION

The Council agree to defer this item.

## 19 PARISH COUNCIL PRIORITIES

The Council reviewed priorities for 2018 – 19 financial year which include parking and village appearance.

## 20 SURGERY ROTA

To receive update from May surgery:-

ISSUE	CONCERNS RAISED AND ACTION TAKEN
(i) Entrance to Old Hall Court	Complaint about the state of the entrance to Old Hall Court as road surface breaking up. Reported to Highways.
(ii) Archway entrance at Old Hall Court	Small pool of water lies in the Archway entrance after rain. No action needed as water seems away.
(iii) Pavement on Old Hall Street	Complaint about the state of the pavements on Old Hall Street / Whitchurch Road. I.e. thick mud on the pavement. Reported to Street scene.
(iv) Pavement on Wrexham Road	Complaint about the width of the pavement on Wrexham road past the Sports Club. Having to get pushchairs onto the road to make progress. Reported to Street scene.
(v) Youth Club	Friday night Youth club has recommenced with 31 youngsters in attendance. Concern about potential for further problems from the unruly village youngsters. PCSO, Jon Hurst in attendance at Surgery has agreed to address concerns raised.
(vi) Potholes on Tilston Road	Potholes on Tilston Road by Squirrel Bank. Reported to Highways.

## 21 PLANNING

### 21.1 Applications:-

18/01617/FUL - Alternative design and siting for dwelling and annexe on Plot 9 (Planning approval 16/04716/FUL) at St Joseph's College Tilston Road Malpas

Observations:- The main dwelling is of a similar size and height; the main change is that the vehicular access is moved from the front to the side. The annex has been moved closer to the walled garden boundary. It is a two bed dwelling which has been reduced in size to incorporate a garage and the garden store is now attached to the annex. The Council draw your attention to the Neighbourhood Plan in particular policies BE2, BE3, BE4 and LC1. Concerns raised about the impact of any external lighting on the surrounding countryside and would therefore wish to minimise this.

**Resolved:- The Council agreed to the above observations. Proposed by Cllr Shackleton and seconded by Cllr Lowick Higgle.**

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

None have been received.

### 21.3 Recent decisions by CW&C:-

#### Approved:-

None have been received.

### 21.4 To receive planning updates:-

Nothing to report.

### 21.5 Bovis Development:-

No update. It is hoped to reinstate site meetings with CW&C, Bovis and the parish council.

### 21.6 Malpas Alport Primary School:-

<p>No update. 21.7 <u>Chester Road Development:-</u> No update.</p>					
<p><b>22 HIGHWAYS</b> 22.1 <u>Footpath and access along Chester Road to Hampton: -</u> CW&amp;C have advised that it is out of season for them to carry out the works and have suggested that the parish council contribute towards the costs of the works. The Council agreed to write to Highways to strongly object to having to pay for the work to be carried out. 22.2 <u>Potholes:-</u> CW&amp;C are carrying out permanent repairs to the numerous potholes.</p>	RS				
<p><b>23 ALLOTMENTS</b> The allotment holders have now installed the standpipe. Mr Moon will not be renewing his lease in October.</p>					
<p><b>24 PARISH INFORMATION BOARDS</b> The parish information board has been delivered to St Oswald's church and is due to be installed.</p>					
<p><b>25 VILLAGE BOUNDARY SIGNS</b> The proof is to be re done.</p>					
<p><b>26. APPEARANCE OF MALPAS</b> Cllr Griffith gave a report regarding proposals to enhance the general appearance of Malpas including:-  <ul style="list-style-type: none"> <li>• Hanging Baskets;</li> <li>• Floral Displays in the village and on The Cross;</li> <li>• Painting the Street furniture in black;</li> <li>• Installation of four planters at the following locations - Springfields, Chester Road and on the High Street;</li> <li>• Malpas Tidy up day - Monday 21st May from 5.00 pm – 8.00 pm.</li> </ul> <p>The Council acknowledge the scheme suggested by Rhona Rathbone and recorded their thanks.  <b>Resolved:- The Council agreed purchase four planters at a cost of £400.00 plus VAT each. Proposed by Cllr Shackleton and seconded by Cllr Woollam.</b></p> </p>					
<p><b>27 MEMORIAL FOR PETER HOWELL</b> The proof has arrived today.</p>					
<p><b>28 BEST KEPT VILLAGE COMPETITION</b> See item 26.</p>					
<p><b>29 STEPS NEXT TO THE CROSS</b> The Clerk has contacted various local firms to carry out the work and is awaiting quotes.</p>					
<p><b>30 CLERK'S REPORT</b></p> <table border="1" data-bbox="129 1794 1382 2009"> <tr> <td data-bbox="129 1794 504 1928">(i) Accounts:-</td> <td data-bbox="504 1794 1382 1928"> <ul style="list-style-type: none"> <li>• Audit:- completed and sent to internal auditor</li> <li>• VAT Return:- submitted to HMRC</li> <li>• PAYE year end:- actions carried out</li> </ul> </td> </tr> <tr> <td data-bbox="129 1928 504 2009">(ii) Allotments:-</td> <td data-bbox="504 1928 1382 2009">There has been some confusion regarding allocation of plots at the site.</td> </tr> </table>	(i) Accounts:-	<ul style="list-style-type: none"> <li>• Audit:- completed and sent to internal auditor</li> <li>• VAT Return:- submitted to HMRC</li> <li>• PAYE year end:- actions carried out</li> </ul>	(ii) Allotments:-	There has been some confusion regarding allocation of plots at the site.	
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(ii) Allotments:-	There has been some confusion regarding allocation of plots at the site.				

(iii) Prospect Drive:-	Further to the recent request made by a resident who expressed concerns for the safety of children crossing the entrance to Prospect Drive (located off Tilston Road) and requested that a sign be erected to warn both drivers and pedestrians. The Clerk has contacted the owners of Prospect House and the High Street Church to request this.
(iv) The Crown:-	Building enforcement has been contacted regarding works at the Crown.
(v) Damaged road sign:-	Located top of Springfield Road reported to CW&C – will be replaced later this year when new road signs are produced
(vi) Hanging Baskets:-	Order placed with Walkers Nurseries.
(vii) Public Toilets:-	Reported to CW&C.
(viii) Road Markings:-	Request sent to Highways to repaint the road markings at the road junction of Church Street and High Street.
(ix) Entrance to Old Hall Court:-	Complaint about the state of the entrance to Old Hall Court. – Road surface breaking up. Reported to Highways
(x) Pavement on Old Hall Street:-	Complaint about the state of the pavements on Old Hall Street / Whitchurch Road as there is thick mud on the pavements. Reported to Streetscene.
(xi) Pavement on Wrexham Road:-	Complaint about the width of the pavement on Wrexham road past the Sports Club. Having to get pushchairs onto the road to make progress. Reported to Highways.
(xii) Red Lion	Email sent to request:- <ul style="list-style-type: none"> <li>• Can conditions include a planting scheme down the Well Street frontage to minimize the impact of the long brick wall?</li> <li>• Can there be a feature wattle and daub wall rather than the very small window" at present?</li> <li>• Can there be an archaeology watching brief to check the Roman Road is not under the modern Old Hall Street?</li> </ul>
<b>31 EXTERNAL CORRESPONDANCE INCLUDING SUGGESTION BOX</b>	
31.1 List previously circulated to Cllrs.	
31.2 Road Signage:- signs at Depenbech Close and Brereton Close have been damaged and need replacing.	
31.3 Toilets:- a resident has written to suggest that a notice be placed in the village to advise where people can complain to regarding the state of the toilets.	
<b>32 UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES</b>	
Nothing to report.	

**The meeting closed at 9.40 p.m.**

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

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

## **Chairmans' Report - Malpas Parish Council 2017/18.**

The Parish Council has seen a couple of changes of personnel during the year, notably Katie Norris resigning as Chair. Richard Charlton, was co-opted in April 2018.

The Parish Council has continued to represent the interests of villagers, specifically lobbying CWaC Council to attend to a range of matters across the village. Unfortunately this has to date, met with limited success. For example little progress has been made to date with our top priority car parking.

Close and positive links with Cheshire police have continued. The Parish Council were pleased to learn that the level of PCSO time allocated to the village has been increased.

During the year, many planning applications have been considered and commented on. In general our representations have been listened to and reflected in decisions made by CWaC. The requirements of our Neighbourhood plan are being recognised and taken account of.

The financial responsibilities of the Parish Council have again been effectively and efficiently administered by our clerk. The last audit producing an 'unqualified' assessment, so confirming that all processes were adhered to.

During the year the Parish council made a number of grants to local organisations, including the Young Persons centre, The Jubilee Hall, Malpas Ladies choir, Walking for Health and the new Community Minibus, which arrived in the village in December 2017

With the introduction of Community Infrastructure Levy (CIL) on new housing builds, we are anticipating an increased level of revenue in the future. The level of CIL awarded to Malpas and Overton is increased as we have a neighbourhood plan.

A modest increase in the precept was agreed for 2018/19 to enable the Parish Council to progress the agreed priorities.

The development of allotments at The Mosslands have continued, several allotments are being tended and are productive.

Individual Parish Councillors have supported a range of initiatives, these included Christmas celebrations, (lights and fair) the summer fair and a range of other activities.

Representation on committees continues, including those managing The Jubilee Hall, The Recreation Ground, The Burial Board and Malpas Community Minibus.

We have finally seen the siting of some information boards, hopefully to assist and encourage visitors.

In addition during the year the Parish Council launched an initiative to improve and enhance the appearance of the village. 20:20 Vision will include events such as 'village clean up days', alongside the siting of several planters and new boundary signs on entrances to the Village.



John Webb

Vice Chair Malpas Parish Council

Sent from my iPhone