

**DRAFT MINUTES OF MALPAS PARISH COUNCIL
HELD ON MONDAY 10TH FEBRUARY 2020 IN THE JUBILEE HALL AT 7 PM**

	<p>PRESENT Cllrs. Richard Charlton (Chairman), Tina Barnett, Jackie Clegg, Michelle Lloyd, Enric Sabia Picton Hughes, Don Tulloch, John Webb, Chris Whitehurst, Michael Williams. The Clerk. The Police and one member of the public attended part of the meeting.</p>							
252	<p>APOLOGIES Cllrs Mike Boxall, Roma Hancock, Charles Higgin, Karen Meredith, Adrian Waddelove.</p>							
253	<p>DECLARATION OF INTERESTS Cllr Whitehurst applied to the Council for a dispensation to speak and take part in item 280 of the minutes. The dispensation will last until April 2020. The dispensation was granted. Cllr Clegg declared a pecuniary interest in item 258.2 of the minutes. Cllr Whitehurst declared a pecuniary interest in item 258.2 of the minutes.</p>							
254	<p>APPROVAL OF THE MINUTES Resolved: - Item 229 was amended as follows:- ‘The Council agreed to accept the proposed budget for the 2020 – 2021 financial year, as the basis for determining the precept for 2020/21. It was agreed that the final budget will be revised and updated to reflect more accurate figures after the financial year end.’ The Chairman then signed the minutes of the Parish Council meeting that was held on 13th January 2020 as a true and proper record. Proposed by Cllr Webb and seconded by Cllr Charlton.</p>							
255	<p>OPEN FORUM</p> <ul style="list-style-type: none"> • Richard Hoffman, Chairman of the VE Event, spoke to the meeting regarding the grant application. • The Council are to speak with the site foremen at the Red Lion and McCarthy Stone sites and request that contractors do not sit in their parked vehicles with their engines running for long periods of time. 	RS						
256	<p>POLICE REPORT PCSO Hurst and Mackin attended the meeting and provided the following update:- - Ongoing parking concerns in the village - fixed penalties have been issued. - There is to be a speed enforcement day in the village. - The Cheshire Rural & Wildlife Crime Team was set up a few months ago to target wildlife, rural and heritage crime. Crimes are to be reported using the 101 police number. The Council received the following police report for crimes reported in December:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Offence</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Burglary OTD</td> <td>Sports and Social club building broken into</td> </tr> <tr> <td>Criminal damage</td> <td>Malpas – Crops damaged stored in a field</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Residents are urged to report any incidents of anti-social or criminal behaviour by calling 101. 	Offence	Details	Burglary OTD	Sports and Social club building broken into	Criminal damage	Malpas – Crops damaged stored in a field	
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Criminal damage	Malpas – Crops damaged stored in a field							

257 ACCOUNTS

257.1 To approve payment of additional hours worked by the Clerk:-

Resolved:- The Council agreed to pay the Clerk for an additional 11.75 hours worked in January. Proposed by Cllr Charlton and seconded by Cllr Lloyd.

257.2 To approve accounts, payments & bank reconciliation:-

257.2.1 Payments Approved:-

Chq No	Payee	Statutory Power	Amount
297	Running Costs	s.111	£ 62.47
298	Additional Hours worked by the Clerk	lga 112-119	£ 131.84
299	Victoria Jubilee Hall	s.111	£ 44.00
300	Litter Pickers and Hi Viz Jackets		£ 367.65

The Clerk's salary was paid by standing order.

257.2.2 Receipts Received as at 31st January 2020:-

Allotment Income:- £312.00

Christmas Tree Income:- 195.00

257.2.3 Bank Account:-

The reconciled balance in the current bank account as at 1st January 2020 was £83,500.02.

The funds are allocated as follows:-

Parish Council - £25,690.86

Christmas Lights Funding - £146.40

New Homes Bonus - £53,535.50

Allotments (balance of £3,600 transferred from NHB allocation) - £1,101.27

Allotment Deposits (ring fence in accounts) - £500.00

Neighbourhood Plan - £727.42

Insurance claim - £1,798.57

Resolved: - The Council agreed to the above payments. Proposed by Cllr Webb and seconded by Cllr Tulloch.

257.3 To appoint Internal Auditor:-

Resolved:- The Council agreed to appoint Jake Gurr to carry out the annual internal audit. Proposed by Cllr Webb and seconded by Cllr Charlton.

257.4 To consider action regarding payment of grant to Young Person's Centre:-

The Clerk is to contact Margo Webb for confirmation that the second part of the grant is no longer required.

257.5 ICO:-

The Council confirmed the payment by direct debit for £40.00 in respect of the annual Data Protection fee.

258 GRANT APPLICATION PROCESS

258.1 To receive update:-

The poster to advertise the grant process has been placed on the website and noticeboard.

258.2 Malpas VE 75 Years:-

The Council has received a Grant Application for £5,000.00 from Malpas Community Links to support the event to be held in the village in May to commemorate the end of WW2.

Resolved: - The Council agreed to award a grant of up to £4,200.00 plus VAT. This is based on the following conditions:- that the Community

RS

<p>Links committee take on board suggestions made by the Council regarding the costings for the programme of events; all items of expenditure are to include VAT; request made for active reassurance that the committee are actively pursuing other forms of sponsorship; that if there are any changes to the format of the event then the Council are to be consulted and have the opportunity to reconsider the grant. Proposed by Cllr Webb and seconded by Cllr Picton Hughes.</p>						
<p>259 ANNUAL PARISH MEETING The Council agreed to hold the Annual Parish Meeting on the same evening as the business meeting in May. The meeting is to start at the earlier time of 6.30pm. All grant recipients are to be invited to attend and provide a brief presentation about how they spent the grant that they received from the Council in the 2019 – 2020 financial year. The Council agreed to invite a speaker to talk about either the Woodlands Trust or a wildlife topic.</p>						
<p>260 INTERNAL PROCEDURES 260.1 <u>To consider adoption of GDPR policy:-</u> Some amendments are required to the draft policy before it can be formally adopted by the Council. 260.2 <u>To receive update of review of internal documents:-</u> The updated list is to be circulated.</p>						
<p>261 STRUCTURE OF PARISH COUNCIL The Council considered setting up separate committees for Planning, Finance and Personnel. The Clerk is to contact CHALC to request Terms of Reference templates.</p>		RS				
<p>262 SURGERY ROTA To receive update from February surgery:-</p> <table border="1"> <thead> <tr> <th>ISSUE</th> <th>CONCERNS RAISED AND ACTION TAKEN</th> </tr> </thead> <tbody> <tr> <td>(i) Bovis Site</td> <td>Concerns regarding planting and the state of the site.</td> </tr> </tbody> </table>	ISSUE	CONCERNS RAISED AND ACTION TAKEN	(i) Bovis Site	Concerns regarding planting and the state of the site.		
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<p>263 PLANNING 263.1 <u>Applications:-</u> None have been received. 263.2 <u>To consider any applications received after the agenda has been distributed</u> None have been received. 263.3 <u>Recent decisions by CW&C:-</u> <u>Approved:-</u> 19/01681/FUL - The Old Coach House High Street Malpas 19/03783/FUL - Caravan Site Alport Farm Overton Heath Lane Overton Malpas 18/04209/FUL - Malpas Garage Old Hall Street Malpas 19/04386/FUL - 2 Beeches Villas Tilston Road Overton Malpas 263.4 <u>To receive updates:-</u> Bovis Site:- The Council agreed to contact Joanne Morrison to request a meeting to discuss the planting regime, plans to sign off the site and what is to be done about the state of the site. Chester Road:- Cllr Webb updated the meeting regarding the proposed Health Hub at the Chester Road development and requested permission to draft a letter to CGT.</p>		RS				

<p>Resolved:- The Council agreed for Cllr Webb to draft a letter to send to CGT in support of the proposed Health Hub. Proposed by Cllr Charlton and seconded by Cllr Picton Hughes.</p>	<p>JW</p>
<p>263.5 <u>Cheshire West and Chester Local Plan: Draft House Extensions and Domestic Outbuildings Supplementary Planning Document:-</u> Cllr Whitehurst is to prepare observations then circulate them to councillors for approval before they are submitted to CW&C.</p> <p>263.6 <u>Neighbouring Parish Council - 19/03765/FUL - Change of use from residential (Use Class C3) to residential institutions (Use Class C2) including external alterations at Council Houses Cholmondeley Road Hampton Malpas:-</u> Cllrs Webb and Lloyd submitted questions to be considered at the extraordinary meeting that was held by No Mans Heath and District Parish Council. Cllr Webb informed Cllrs what happened at the meeting.</p>	<p>CW</p>
<p>264 BUS SHELTER ON OLD HALL STREET No further update at present.</p>	
<p>265 ALLOTMENTS / THE MOSSLANDS</p> <p>265.2 <u>Allotment Entrance Widening:-</u> To date, only one quote has been received. Cllr Whitehurst is to follow up requests made for two further quotes.</p> <p>265.2 <u>Plots:-</u> There are currently three people on the waiting list. Contact made with next two people on the list to see if they are still interested. Plot 8 has now been rented out.</p> <p>265.3 <u>Payment of Rent:-</u> Invoices were sent to 12 allotment holders in October 2019. Three allotment holders decided not to renew their plots. The Clerk has contacted the next people on the waiting list. One of the three plots have been allocated with two remaining. The current financial situation with the allotment plots is as follows:- - Seven allotment holders have paid their plot rental. - Three allotment holders have not paid. Invoices were sent in October and reminders were sent in January to the plot holders who haven't paid. The Council agreed to ask Cllr Higgle to have a word with the allotment holders who haven't paid before giving notice terminating the agreement.</p> <p>265.4 <u>Drainage:-</u> The Council has been informed by an allotment holder that the bottom of the allotment site is flooded at present. The allotment holder has suggested that the Council hire a digger to scoop out all the debris and has offered to do the work for the PC. Cllr Whitehurst agreed to inspect the site to establish the works required.</p>	<p>CW</p> <p>CH</p> <p>CW</p>
<p>266 APPEARANCE OF MALPAS</p> <p>266.1 <u>Planters:-</u> The Clerk has met with CW&C to discuss suitability for the planters at locations on Chester Road, Wrexham Road and Old Hall Street. CW&C have confirmed that all three locations are suitable. The Clerk is to submit licence applications to CW&C for the planters.</p> <p>266.2 <u>Dog Waste Bag Dispensers:-</u> Resolved:- The Council agreed to the following actions:- (i) To purchase six dog waste bag dispensers to purchase at a cost of £118.24 plus vat per unit;</p>	<p>RS</p>

	<p>(ii) To place dog waste bag dispensers at the following locations:-</p> <ul style="list-style-type: none"> - Recreation Ground (next to the bin at the entrance – this will have to be confirmed by the Recreation Ground Committee) - Bottom of Well Street (to the left at the Give Way junction next to the litter bin). - High Street –next to the bin outside the Jubilee Hall. - Church Street – next to the litter bin / phone box. - Chester Road – next to litter bin and bench. - Springfields – at top next to litter bin and bench. <p>(iii) Cllrs Webb and Williams agreed to refill the dog waste bag dispensers for a period of six months.</p> <p>(iv) The Clerk is to apply for licences for the dog bag dispensers that are located on a public highway.</p> <p>Proposed by Cllr Webb and seconded by Cllr Charlton.</p>	RS
267	HIGHWAYS	
267.1	<p><u>Springfields:-</u> Cllr Webb, Whitehurst and the Clerk met with Highways and discussed the parking options at Springfields. CW&C advised that there is no funding available to provide off street parking for residents. This is not to say that any works to provide off street parking could be paid for by Sanctuary and local residents.</p> <p>The Council agreed to write to Sanctuary to request that dropped kerbs be installed at the properties they rent out next to the open green space on Springfields to help ease the parking.</p>	RS
267.4	<p><u>H Bars:-</u> Letters have been sent to residents to request a contribution towards the cost to install H bars outside their properties.</p>	
268	CHRISTMAS LIGHTS	
	<p>Cllr Tulloch circulated a report detailing suggestions and costings for street lighting. He is to liaise with the Christmas Steering Group.</p> <p>The Council was successful in its recent lottery grant application and have been awarded £1,000.00 towards the cost of the Christmas Event.</p>	DT
269	MALPAS COMMUNITY SAFETY ACTION GROUP	
	<p>Resolved: The Council agreed in principle to request that PCSO Hurst be trained / authorised to issue particular parking tickets. The Clerk is to contact Ken Prior at CW&C to make enquiries. Proposed by Cllr Webb and seconded by Cllr Tulloch.</p>	RS
270	COMMUNITY SPEED WATCH TRAINING	
	<p>Cllr Whitehurst updated the meeting about the Community Speed Watch rota and training.</p>	
271	LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN	
	<p>Cllr Whitehurst reported to the meeting that rural communities have been omitted from Local Cycling and Walking Infrastructure Plan.</p>	CW
272	STOREROOM	
	<p>The Clerk is to contact CW&C to request that the window is repaired.</p>	RS
273	CW&C ANNUAL PARISH CONFERENCE	
	<p>No Cllrs are to attend the CW&C Annual Parish Conference.</p>	
274	TREE PLANTING	
	<p>The Council considered action regarding tree planting in Malpas including costs, locations, types of trees including those that would not die in</p>	

	waterlogged ground at the Mosslands and associated works required. Cllr Webb stated on the advice he had been given that planting had to be done soon otherwise planted trees that had started to bud / leaf would not thrive. Resolved:- The Council agreed for Cllr Webb to order a Wild Wood Pack of Trees at £105.00 and ten to twenty young trees at an approximate cost of £10.00 - £20.00 Proposed by Cllr Webb and seconded by Cllr Barnett.	JW
275	CLIMATE EMERGENCY The Council received the report regarding recycling household waste. Resolved:- The Council agreed write to CW&C to request that they follow Malpas's lead with recycling waste. Proposed by Cllr Charlton and seconded by Cllr Webb.	RS
276	CLERK'S REPORT	
	(i) Mosslands	Providing relevant paperwork and dealing with various queries. Ongoing.
	(ii) Jubilee Clock	Rescheduled annual service - 19 th February.
	(iii) Meeting with CW&C re Car Parking	Jubilee Hall booked for 12 noon on Monday 10 th February.
	(iv) Junction bottom of Well Street	CW&C advised that they will repaint the white lines and black out the earlier set of lines. Hopefully this will improve vehicles giving way at the junction. If there is no improvement then then CW&C will consider enhancing the Give Way Sign with a backing board.
	(v) Planning	Contacted neighbouring parish council who confirmed they post all planning applications on social media.
	(vi) Charities Commission	Annual Return for 2018 – 2019 for The Mossland submitted.
	(vii) April meeting date	Confirmation of change of date for the April meeting to 20 th April as the second Monday falls on Easter Monday
	(viii) Request for H bars	Letters sent to residents to request contribution to cost.
	(ix) NP meeting	Jubilee Booked for 11 th March
	(x) Public Toilets	Complaint regarding state of public toilets in the car park reported to CW&C
277	EXTERNAL CORRESPONDANCE INCLUDING SUGGESTION BOX List previously circulated to Cllrs.	
278	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES No updates.	
279	PRESS AND PUBLIC Resolved:- To resolve to exclude the press and members of the public as the items to be discussed relate to contractual matters and employee matters. Proposed by Cllr Charlton and seconded by Cllr Tulloch.	

The meeting closed at 9.58 p.m.

NB copies of the attachments can be obtained from the Parish Clerk
Website:- <http://www.malpascheshire.org/>