

**MINUTES OF MALPAS PARISH COUNCIL  
HELD ON MONDAY 9<sup>TH</sup> MARCH 2020 IN THE JUBILEE HALL AT 7 PM**

	<p><b>PRESENT</b> Cllrs. Tina Barnett, Mike Boxall, Charles Higgie, Jackie Clegg, Michelle Lloyd, John Webb, Adrian Waddelove (Vice Chairman), Chris Whitehurst, Michael Williams. The Clerk. Four members of the public attended part of the meeting.</p>												
<b>283</b>	<p><b>APOLOGIES</b> Cllrs Richard Charlton (Chairman), Roma Hancock, Enric Sabia Picton Hughes, Karen Meredith, Don Tulloch.</p>												
<b>284</b>	<p><b>DECLARATION OF INTERESTS</b> Cllr Whitehurst previously applied to the Council for a dispensation to speak and take part in item 308 of the minutes. The dispensation will last until April 2020. Cllr Clegg declared a pecuniary interest in item 289.2 and 295.1 of the minutes. Cllr Whitehurst declared a pecuniary interest in item 289.2 of the minutes. Cllr Waddelove declared a pecuniary interest in item 289.2 of the minutes. Cllr Williams declared a pecuniary interest in item 300 of the minutes.</p>												
<b>285</b>	<p><b>APPROVAL OF THE MINUTES</b> <b>Resolved: - The numbering is to be slightly amended. After the amendments have been made the Chairman is to sign the minutes of the Parish Council meeting that was held on 10<sup>th</sup> February 2020 as a true and proper record. Proposed by Cllr Webb and seconded by Cllr Williams.</b></p>												
<b>286</b>	<p><b>OPEN FORUM</b></p> <ul style="list-style-type: none"> <li>Mrs Rachel Williams and Mrs Gillian Valentine spoke to the meeting regarding a request to purchase Christmas Lights for the village. The Council are to formally consider the request at a future meeting.</li> <li>Mr David Curry spoke to the meeting about planning application 20/00554/FUL - Single storey extension to canteen at Bishop Heber High School Chester Road Malpas and parking concerns at the school.</li> </ul>												
<b>287</b>	<p><b>POLICE REPORT</b> PCSO Hurst sent his apologies. The Council received the following police report for crimes reported in February:-</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 35%;">Offence</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Burglary dwelling</td> <td>Malpas – 10 Shipping containers broken in to</td> </tr> <tr> <td>Burglary OTD</td> <td>Malpas – 2 Shipping containers broken in to</td> </tr> <tr> <td>Criminal damage</td> <td>Malpas – Dogs worrying livestock one sheep killed</td> </tr> <tr> <td>Burglary dwelling</td> <td>Overton – Garage broken in to</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Residents are urged to report any incidents of anti-social or criminal behaviour by calling 101.</li> </ul>			Offence	Details	Burglary dwelling	Malpas – 10 Shipping containers broken in to	Burglary OTD	Malpas – 2 Shipping containers broken in to	Criminal damage	Malpas – Dogs worrying livestock one sheep killed	Burglary dwelling	Overton – Garage broken in to
Offence	Details												
Burglary dwelling	Malpas – 10 Shipping containers broken in to												
Burglary OTD	Malpas – 2 Shipping containers broken in to												
Criminal damage	Malpas – Dogs worrying livestock one sheep killed												
Burglary dwelling	Overton – Garage broken in to												
<b>288</b>	<p><b>ACCOUNTS</b></p> <p>288.1 <b>To approve payment of additional hours worked by the Clerk:-</b> <b>Resolved:- The Council agreed to pay the Clerk for an additional 14.25 hours worked in January. Proposed by Cllr Higgie and seconded by Cllr Webb.</b></p> <p>288.2 <b>To approve accounts, payments &amp; bank reconciliation:-</b></p> <p>288.2.1 <b>Payments Approved:-</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">Chq No</th> <th style="width: 40%;">Payee</th> <th style="width: 20%;">Statutory Power</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td>301</td> <td>Running Costs</td> <td>s.111</td> <td>£ 72.40</td> </tr> </tbody> </table>			Chq No	Payee	Statutory Power	Amount	301	Running Costs	s.111	£ 72.40		
Chq No	Payee	Statutory Power	Amount										
301	Running Costs	s.111	£ 72.40										

302	Additional Hours worked by the Clerk	LGA 112-119	£ 159.89		
303	Victoria Jubilee Hall	s.111	£ 138.60		
304	Glasdon - Dog Bag Dispensers	Litter Act 1983	£ 851.33		
305	F Morrey Ltd (trees)	Highways Act 1980 s96	£ 341.00		
<p>The Clerk's salary was paid by standing order.</p> <p>288.2.2 <u>Receipts Received as at 29<sup>th</sup> February 2020:-</u>  Allotment Income:- £840.00  Allotment Deposit:- £50.00  Christmas Tree Income:- £255.00</p> <p>288.2.3 <u>Bank Account:-</u>  The reconciled balance in the current bank account as at 1<sup>st</sup> February 2020 was £82,822.30.  The funds are allocated as follows:-  Parish Council - £25,025.14  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 - £715.42  Insurance claim - £1,798.57</p> <p><b>Resolved: - The Council agreed to the above payments. Proposed by Cllr Higgle and seconded by Cllr Barnett.</b></p>					
<p><b>289 GRANT APPLICATION PROCESS</b></p> <p>289.1 <u>To receive update:-</u>  Local groups / organisations are invited to apply for grants from the Council. All grant applications are to be submitted by 31 March 2020. Posters have been placed on noticeboard and on social media. Previous grant applicants are to be invited to the Parish Meeting in May to update the Council with how they spent the grant they received in 2019.</p> <p>289.2 <u>Malpas VE 75 Years:-</u>  The event is still planned to go ahead.</p>					
<p><b>290 ANNUAL PARISH MEETING</b>  The meeting is to start at the earlier time of 6.30 pm on Monday 11<sup>th</sup> May 2020. All organisations who received grants in the 2019 – 2020 financial year are to be invited to attend and provide a brief presentation about how they spent the grant.</p>					
<p><b>291 INTERNAL PROCEDURES</b>  <u>To consider adoption of GDPR policy:-</u>  <b>Resolved: - The Council agreed to adopt the GDPR policy paperwork. Proposed by Cllr Higgle and seconded by Cllr Webb.</b></p>					
<p><b>292 STRUCTURE OF PARISH COUNCIL</b>  The Council considered setting up separate sub-committees for Planning, Finance and Personnel. The Clerk has contacted CHALC to request Terms of Reference templates. CHALC have advised they don't have templates for these and suggested that in the first instance that the Council prepares an outline of what they want each of them to deal with and CHACL will help draft them. The Clerk is to contact a neighbouring parish council for copies of their Terms of Reference for sub-committees.</p>					RS
<p><b>293 SOCIAL MEDIA</b></p>					

Cllrs were reminded of the Council's Social Media Policy and requested to be mindful what they post on social media in a personal capacity. This is to avoid misrepresentation and undermining the Council's authority. A recent post that was made by a Cllr on Facebook regarding a Council matter resulted in causing unnecessary distress to another Cllr at their place of work.

In the absence of any formal resolution Councillor Higgle was asked to reflect on how his online activities are causing the Clerk and Councillors to waste much time and energy unnecessarily and he was advised that, without any improvements on his part in the future, the Council is likely to want to investigate whether a more robust response might be possible to clarify to the public our respective roles and responsibilities.

The Clerk and the Chairman should release all media and social media content. As a Parish Council, it is important to have an active, responsive and interesting Council presence on the internet so as to engage with parishioners. Therefore, the parish council needs to promote the official website as much as possible. In future, should Cllrs intend to share this information on social media they are requested to direct members of the public to the official website of Malpas Parish Council for information rather than using personal accounts to post / share information.

**294 SURGERY ROTA**

There was a very low attendance at the surgery. The Council are to consider whether to continue with the monthly surgery and whether to change the date of the monthly Council meeting at the April meeting.

To receive update from March surgery:-

ISSUE	CONCERNS RAISED AND ACTION TAKEN
(i) Minutes	Query regarding publication of minutes.

**295 PLANNING**

295.1 Applications:-

20/00554/FUL - Single storey extension to canteen at Bishop Heber High School Chester Road Malpas

**Resolved:- The Council agreed to support the application and request that the work be carried out during the school holidays. Proposed by Cllr Whitehurst and seconded by Cllr Webb.**

20/00669/FUL - Front extension to create porch. Side and rear two storey extension at Ebnal Bank Ebnal Lane Malpas

**Resolved:- The Council draw attention to policy BE3 of the Neighbourhood Plan which deals with extensions and alterations. CW&C have declared a climate emergency, with this in mind the Council would expect this to be taken into consideration when the application is determined regarding energy sources etc. Proposed by Cllr Webb and seconded by Cllr Whitehurst.**

295.2 To consider any applications received after the agenda has been distributed

None have been received.

295.3 Recent decisions by CW&C:-

Approved:-

19/00919/S73 - Land Opposite West End Cottage Church Street Malpas

19/04080/FUL - Meadow Trough Farm Wrexham Road Cuddington

18/04462/FUL - Land To The South of Berwyn View, Church Street Malpas

295.4 To receive updates:-

295.5	<p>Church Street:- The Council are to query the situation regarding affordable housing for the site on Church Street.</p> <p>Chester Road:- There is a meeting later this month to discuss the provision of a medical centre at the site.</p> <p><u>The Crown:-</u> The Council agreed not to make any comments regarding the planning issues.</p>	
296	<p><b>ALLOTMENTS / THE MOSSLANDS</b></p> <p>296.1 <u>Plots:-</u> Work is ongoing regarding the allocation of the vacant plots.</p> <p>296.2 <u>Payment of Rent:-</u> Cllr Higgle has spoken with two of the allotment holders regarding their outstanding invoices. One is due to serve notice to the Council and the other is due to pay.</p>	
297	<p><b>APPEARANCE OF MALPAS</b></p> <p>297.1 <u>Dog Waste Bag Dispensers:-</u> Six dog bag dispensers have been ordered and delivered. Applications for licences have been submitted to CW&amp;C to install the dog bag dispensers at the below locations no 2 - no 6:-</p> <ol style="list-style-type: none"> <li>1. Recreation Ground - next to the bin at the entrance</li> <li>2. Bottom of Well Street next to the litter bin</li> <li>3. High Street – next to the bin outside the Jubilee Hall</li> <li>4. Church Street – next to the litter bin / phone box</li> <li>5. Chester Road – next to litter bin and bench</li> <li>6. Springfields – at top next to litter bin and bench</li> </ol> <p>A notice will be placed for a period of 28 days before the dog bag dispensers can be installed.</p> <p>CW&amp;C have agreed to install the dispensers free of charge. The Recreation Ground Committee has written to grant permission to install a dispenser at the Recreation Ground (a licence is not required as it is private land).</p> <p>The Clerk has yet to receive a reply from CW&amp;C regarding the supply of dog bags.</p> <p>297.2 <u>Planters:-</u> The licences and location maps for the three planters that are to be located at Chester Road, Wrexham Road and Old Hall Street Licences have been submitted to CW&amp;C</p> <p>297.3 <u>Village Spring Clean Up:-</u> Cllr Williams volunteered to co-ordinate the village spring clean with ward Cllr Rachel Williams. The Clerk is to clarify the insurance cover requirements. Cllr Webb agreed to contact The Lion at Malpas to request support,</p>	RS JW
298	<p><b>HIGHWAYS</b></p> <p>298.1 <u>Springfields:-</u> Representatives of the Council have met with the Highways Department and discussed the parking options available at Springfields. CW&amp;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 should they wish to do so.</p> <p>The following options have been considered:-</p> <p>(i) <u>Waiting Restrictions:-</u> With regards to imposing waiting restrictions, CW&amp;C have advised that it is a difficult location as some of the properties do not have off street parking</p>	

	<p>provision. Therefore, if waiting restrictions were imposed it would potentially displace parking to other areas on the estate.</p> <p>(ii) <b>Emergency Services Access:-</b> It was stated at the meeting that there were no issues with attendance of emergency services at any of the properties, as they would simply access the specific houses via the grassed area.</p> <p>(iii) <b>Dropped Kerbs:-</b> <b>Private Properties:-</b> In order to facilitate their private parking needs, private residents can apply to CW&amp;C to have dropped kerbs installed. This which would then allow them to park within their own property boundary (the resident would have to pay for the cost to do this.) <b>Sanctuary Housing Properties:-</b> The Council is in the process of writing to Sanctuary Housing to request that dropped kerbs be installed at their properties that are next to the open green space on Springfields to help ease the parking.</p> <p>(iv) <b>Parking on the Grassed Area:-</b> The grassed area is a registered green space and as such has to be protected. There could potentially be a 0.6 metre strip of grasscrete or similar material with a low-level barrier to protect the green space. Please note, this would not be able to provide additional parking. However, the cost to purchase the grasscrete and to install it would have to be met by the residents as there is no funding available (please note Highways advised that the approximate cost for recommended grasscrete is in excess of £100.00 per square metre plus installation costs).</p> <p>298.2 <b><u>20 mph Speed Limit:-</u></b> The Council has received a request to increase public awareness of the recently implemented 20mph speed limits throughout the village and agreed to the following:-</p> <p>(i) Information Campaign to local residents, businesses and schools by way of publicising the speed limit on the website and in the Parish News.</p> <p>(ii) Signage:- The Council are to obtain costs for 20 mph speed signs to be stuck onto the bins on roads in the 20 mph zone.</p>	<b>RS</b>
<p><b>298</b></p>	<p><b>BUS SHELTER</b> CW&amp;C have advised that if the Parish wishes to relocate the bus stop, the following needs to be given due consideration:</p> <p>(i) The bus stop at The Crown is rarely obstructed by parked vehicles, so passengers are able to board and alight directly onto the pavement. At the proposed location, opposite a convenience store, this ease of access would likely be compromised. Boarding and alighting directly onto the road is not ideal and could cause particular problems to those with mobility issues.</p> <p>(ii) To mitigate point (i), a bus stop clearway could be marked (at a cost) but this would reduce the available car parking at the location by three or four spaces. This may not be welcomed by residents or the convenience store operator. (The Council would need to liaise with Highways and consult with residents / businesses regarding any proposals to install a bus stop clearway).</p> <p>(iii) There would be cost implications for moving the bus stop sign and removing the current bus stop road markings.</p> <p>(iv) Highways would need to confirm that the proposed bus shelter location is acceptable.</p> <p>(v) Be aware that a bus shelter, with seat, near a convenience store, may be attractive to local youths and could become a gathering point.</p>	

	<p>(vi) The proposed location is very close to the bus stops at the end of Springfield Drive (less than 100m away). The Clerk is due meet later this week with Ward Cllr Rachel Williams and representatives from Highways to discuss the proposed location for the bus shelter and actions required.</p>			
<b>300</b>	<p><b>CHRISTMAS LIGHTS</b> The Council agreed to defer this item to the April meeting as the 2020 – 21 budget is yet to be agreed.</p>			
<b>301</b>	<p><b>CLIMATE EMERGENCY</b> Update as follows:-</p> <ul style="list-style-type: none"> <li>- Recycling:- a letter is to be sent to lobby CWAC over the poor coverage of their kerbside recycling.</li> <li>- Littler Picking Equipment:- the order for the equipment has been placed and has been delivered.</li> <li>- Exhibition in Jubilee Hall – it is hoped that the Council can organise an exhibition in the Jubilee Hall in 2020 - 21 and showcase suppliers of renewable energy, energy services and new non-fossil fuel options for home heating and electricity generation. The intention will be to encourage local businesses to participate and to help reduce Malpas’ dependency on fossil fuels.</li> </ul>			
<b>302</b>	<p><b>TERRACYCLE CO-ORDINATOR</b> Marie Lumb, who set up the recycling scheme in Malpas, has decided it has become too onerous and she would like to hand over to someone else. Cllr Boxall is to clarify with her as to whether she is to continue with the litter picking operation. The Council formally thanked Marie Lumb for her work as terracycle co-ordinator in the village.</p>			
<b>303</b>	<p><b>TREE PLANTING</b> Twenty young trees and one hundred assorted whips and tree seedlings were purchased and a working party assembled to plant most of these on Saturday 29 February. Although a number of owners of prominent public / communal land were asked if they would like their sites planted, there was only one positive response from Malpas Alport Primary School. Consequently, twelve trees were planted in front of the school and the other eight were planted at the Mosslands, where about seventy-five of the whips / seedlings were also planted, many in areas that have become very wet over recent months. As well as helping to absorb moisture, this planting should, in time, absorb carbon dioxide from the atmosphere. By publicising this activity, the Council can also raise awareness in the Parish and encourage individuals to follow the Council’s example. The Council thanked Cllrs Webb and Whitehurst for purchasing the trees and arranging the planting session, and also to the Cllrs and their family members who helped with the planting. The trees are to be added to the Council’s insurance policy.</p>			
<b>304</b>	<p><b>CLERK’S REPORT</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"> <p>(i) Cuddington parish</p> </td> <td> <p>An email regarding the proposed merger has been sent to Cuddington Parish meeting further to correspondence with CW&amp;C:- To proceed with a merger, CW&amp;C needs to undertake a Community Governance Review. The review will consist of a public consultation for Cuddington and Malpas Parish residents to see if they support the merger.</p> </td> </tr> </table>	<p>(i) Cuddington parish</p>	<p>An email regarding the proposed merger has been sent to Cuddington Parish meeting further to correspondence with CW&amp;C:- To proceed with a merger, CW&amp;C needs to undertake a Community Governance Review. The review will consist of a public consultation for Cuddington and Malpas Parish residents to see if they support the merger.</p>	
<p>(i) Cuddington parish</p>	<p>An email regarding the proposed merger has been sent to Cuddington Parish meeting further to correspondence with CW&amp;C:- To proceed with a merger, CW&amp;C needs to undertake a Community Governance Review. The review will consist of a public consultation for Cuddington and Malpas Parish residents to see if they support the merger.</p>			

	<p>Community Governance have advised that CW&amp;C have a budget for the Community Governance Review so there should be no costs to Malpas Parish Council.</p> <p>CW&amp;C would formally write to all residents in Cuddington to ask if they wish to merge with Malpas Parish Council and to make them aware that by merging with Malpas their Council Tax would be subject to a Local Council Tax Charge. The Parish Council can write to residents to explain the reason for merging the two councils to justify the additional charge.</p> <p>Should Cuddington Parish Meeting wish to merge with Malpas Parish Council then Cuddington would be expected to have a representative sitting on Malpas Parish Council which would mean increasing the number of parish councillors from 14 to 15.</p> <p>The process would take best part of a year as it has to be approved by the full council at CW&amp;C and also have the support of the residents.</p>
(ii) Jubilee Clock	The annual service to be rescheduled later in the year to October due to a problem with the cherry picker.
(iii) Tilston Road Speed Limit	A reply is due from CW&C further to a request sent for the national speed limit reduction on rural roads be reduced to 40 mph.
(iv) Internal Auditor	Jake Gurr has been instructed to carry out the internal audit
(v) Malpas Young Persons Centre Grant	MYPP have advised that they have been unable to open the centre on an additional evening for the senior group. This was the main reason for requesting the additional £1,500.00 from the Parish Council. Therefore, as it stands the grant is currently no longer required by MYPP. However, should circumstances change in the future then MYCC would make a further grant application to assist achieving this aim.
(vi) Highways	Complaints / suggestions regarding various highways issues including:- use Clayhole Croft for parking; turn the island in the road into a mini roundabout on Chester Road as it is impossible for lorries to turn into Tilston Road (coming from Hampton); vehicles causing an obstruction as parking next to the Cross and outside Strands on Church Street; complaint regarding the layout of the car parking spaces outside the chemist as cars are often sticking out making it difficult for larger vehicles to pass; queried whether the emergency vehicles would be able to drive safely up Church Street due to parked vehicles.

	(vii) Litter Pickers etc	Orders have been delivered and checked off before being delivered to Ward Cllr Rachel Williams.	
	(viii) H Bars	Placed order for properties on Church Street.	
	(ix) 20 mph Speed Limit	Complaint received as people are ignoring the new 20 mph speed limits throughout the village and various suggestions made to increase awareness. The Council are to look at purchasing stickers to change the speed sign on bins to 20 mph in the streets where the speed limit has reduced.	
	(x) Meeting with Highways	Room 1 booked 16 <sup>th</sup> March.	
<b>305</b>	<b>EXTERNAL CORRESPONDANCE INCLUDING SUGGESTION BOX</b> List previously circulated to Cllrs.		
<b>306</b>	<b>UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES</b> No updates.		
<b>307</b>	<b>PRESS AND PUBLIC</b> <b>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 Waddelove and seconded by Cllr Webb.</b>		
<b>308</b>	<b>CAR PARKING IN THE VILLAGE</b> The next meeting with Highways is on Monday 16 <sup>th</sup> March 2020 to progress potential car parking sites in the village.		
<b>309</b>	<b>CLERK'S WORKING HOURS AND ADDITIONAL HOURS</b> The Council received the following report from Cllr Charlton:- The Clerk has completed the first month's worksheet supplied by CHALC to support an evaluation on salary banding as well as a guide to where hours are worked. Cllr Charlton has recommended that after the second month's worksheet (March) is completed that the Council ask CHALC to calculate the salary band and receive other feedback on hours worked, and contractual requirements. The Clerk has had to work more than ten hours a week again over the month of February for the Council. The Clerk and the Chairman have discussed certain business priorities and tasks that should be completed in the additional hours worked. As has been raised on several occasions, the Clerk cannot guarantee additional hours beyond the contracted ten will be available in any given week. As usual, the Clerk will submit any need for additional hours to the Chairman for approval and priorities will be identified. This will mean non-urgent tasks will be delayed.		
<b>310</b>	<b>PROTOCOL FOR THE DEATH OF A SENIOR NATIONAL FIGURE</b> Cllrs Whitehurst and Webb are pressing for a meeting with Canon Ian Davenport to establish a working group to produce a parish action plan to manage the protocol for the death of a senior national figure.		
<b>311</b>	<b>ALLOTMENTS</b> The Council has received two quotes to carry out works required at the allotment site. Further clarification is required regarding the quotes. <b>Resolved:- The Council agreed to defer the decision to a working party consisting of Cllrs Waddelove, Whitehurst and Boxall. The working party is to obtain clarification of the works as specified in the quotes and to make a decision regarding the contract. The Clerk is to then place the order. Proposed by Cllr Webb and seconded by Cllr Clegg.</b>		



**The meeting closed at 9.10 pm.**

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

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