

**MINUTES OF MALPAS PARISH COUNCIL
HELD ON MONDAY 14TH SEPTEMBER 2020
USING THE ZOOM PLATFORM AT 7 PM**

	<p>PRESENT Cllrs Tina Barnett, Mike Boxall (Vice Chairman), Richard Charlton, Jackie Clegg, Charles Higgle, Michelle Lloyd, Karen Meredith, Enric Sabia Picton Hughes, Don Tulloch, Adrian Waddelove (Chairman), John Webb, Chris Whitehurst, Michael Williams. The Clerk. Three members of the public attended part of the meeting. The Press were present.</p>	
411	<p>APOLOGIES There were no apologies.</p>	
412	<p>DECLARATION OF INTERESTS Cllr Whitehurst has previously applied to the Council for a dispensation to speak and take part in item 435 of the minutes. The dispensation was previously granted. Cllr Charlton declared a pecuniary interest in item 419.1.1 of the minutes. Cllr Whitehurst declared a non-pecuniary interest in item 423.2 of the minutes. Cllr Higgle declared a non-pecuniary interest in item 423.2 of the minutes.</p>	
413	<p>ELECTION OF CHAIRMAN FOR 2020 – 2021 Resolved: - That Cllr Waddelove be elected for the position of Chairman for 2020 – 21. He is to sign the Declaration of Acceptance of Office. Proposed by Cllr Webb and seconded by Cllr Charlton. The voting took place as follows:- For:- Cllrs Barnett, Boxall, Charlton, Clegg, Higgle, Lloyd, Meredith, Picton Hughes, Tulloch, Waddelove, Webb, Whitehurst, Williams. Against:- none. Abstained:- none.</p>	
414	<p>ELECTION OF VICE CHAIRMAN FOR 2020 - 2021 Resolved: - That Cllr Boxall be elected for the position of Vice- Chairman for 2020 – 21. He is to sign the Declaration of Acceptance of Office. Proposed by Cllr Webb and seconded by Cllr Whitehurst. The voting took place as follows:- For:- Cllrs Barnett, Boxall, Charlton, Clegg, Higgle, Lloyd, Meredith, Picton Hughes, Tulloch, Waddelove, Webb, Whitehurst, Williams. Against:- none. Abstained:- none.</p>	
415	<p>APPROVAL OF THE MINUTES Resolved: The Chairman is to sign the minutes of the Parish Council meeting that was held on 10th August 2020 as a true and proper record. Proposed by Cllr Higgle and seconded by Cllr Boxall. The voting took place as follows:- For:- Cllrs Barnett, Boxall, Charlton, Clegg, Higgle, Waddelove, Whitehurst, Williams. Against:- none. Abstained:- Cllrs. Lloyd, Meredith, Picton Hughes, Tulloch, Webb.</p>	
416	<p>OPEN FORUM</p>	

- Rob Bryant, resident, informed the meeting about the recent flooding at properties on the Bovis site and asked the Council for information regarding the site including the roads and drainage.
The Council are to report the blocked storm drains to CW&C.
- Emma O'Connor, Sales Consultant for McCarthy and Stone, addressed the meeting regarding the site in Malpas. McCarthy and Stone have leased a shop unit in the village which is to be used as the sales office until the site sales office is ready. McCarthy Stone are keen to get involved with the local community.
- Steve Le Good, Poppy Appeal Organiser, spoke to the meeting about the arrangements for Remembrance Sunday and suggestions how to commemorate the event due to the current restrictions.
The Clerk is to contact CHALC to see what other Parish Councils are doing.

417 CASUAL VACANCY

The Council are to contact CW&C regarding the casual vacancy as Roma Hancock is no longer a Councillor.

418 POLICE REPORT

The police report had been circulated previously.

Details of offences that occurred in and around Malpas are as follows:-

Offence	Details
Suspicious Activity Malpas Ward	Aug 2020 – 3 incidents reported in relation to an attempted dog theft

- Residents are urged to report any incidents of anti-social or criminal behaviour by calling 101.

419 ACCOUNTS

419.1 To approve accounts, payments & bank reconciliation:-

419.1.1 Payments Approved:-

Chq No	Payee	Statutory Power	Amount
328	Running Costs	s.111	£ 56.99
329	Reimburse R Charlton for Zoom	s.111	£ 28.78

The Clerk's salary was paid by standing order.

419.1.2 Receipts Received as at 30th June 2020:-

Allotment Key Deposit:- £50; Allotment rental:- £56.33

419.1.3 Bank Account:-

The reconciled balance in the current bank account as at 1st September 2020 was £ 98,626.85.

The funds are allocated as follows:-

Parish Council - £45,713.83

Christmas Lights Funding - £146.40

New Homes Bonus - £27,132.33

Community Infrastructure Levy (CIL):- £22,557.50

Allotments (balance of £3,600 transferred from NHB allocation) - £0.00

Allotment Deposits (ring fence in accounts) - £600.00

Neighbourhood Plan - £678.22

Insurance claim - £1,798.57

Resolved: - The Council agreed to the above payments.

Proposed by Cllr Higgle and seconded by Cllr Barnett.

The voting took place as follows:-

<p>419.2</p> <p>419.3</p>	<p>For:- Cllrs Barnett, Boxall, Clegg, Higgle, Lloyd, Meredith, Picton Hughes, Tulloch, Waddelove, Webb, Whitehurst, Williams. Against:- none. Abstained:- Cllr Charlton.</p> <p><u>Donation:-</u> Resolved: - The Council agreed to donate £100.00 towards the cost of a poppy wreath. Proposed by Cllr Webb and seconded by Cllr Waddelove. The voting took place as follows:- For:- Cllrs Barnett, Boxall, Charlton, Clegg, Higgle, Lloyd, Meredith, Picton Hughes, Tulloch, Waddelove, Webb, Whitehurst, Williams. Against:- none. Abstained:- none.</p> <p><u>Bank Signatories:-</u> Resolved: - The Council agreed to appoint Cllr Williams as a new bank signatory. Proposed by Cllr Higgle and seconded by Cllr Barnett. The voting took place as follows:- For:- Cllrs Barnett, Boxall, Charlton, Clegg, Higgle, Lloyd, Meredith, Picton Hughes, Tulloch, Waddelove, Webb, Whitehurst, Williams. Against:- none. Abstained:- none.</p>	
<p>420</p> <p>420.1</p> <p>420.2</p>	<p>INTERNAL PROCEDURES</p> <p><u>Terms of Reference:-</u> Resolved: - The Council agreed to the Terms of Reference for the Finance, Planning and Personnel Committees. The Council thanked Cllr Clegg for preparing the Terms of Reference. Proposed by Cllr Higgle and seconded by Cllr Webb. The voting took place as follows:- For:- Cllrs Barnett, Charlton, Clegg, Higgle, Lloyd, Meredith, Picton Hughes, Tulloch, Waddelove, Webb, Whitehurst, Williams. Against:- none. Abstained:- Boxall.</p> <p><u>Membership of Sub Committees:-</u> Resolved: - The Council agreed to membership of the Committees as follows:- Finance Committee:- Cllrs Boxall, Whitehurst, Clegg, Waddelove, Picton Hughes. Proposed by Cllr Webb and seconded by Cllr Meredith. The voting took place as follows:- For:- Cllrs Barnett, Charlton, Higgle, Lloyd, Meredith, P Tulloch, Webb, Williams. Against:- none. Abstained:- Boxall, Whitehurst, Clegg, Waddelove, Picton Hughes.</p> <p>Planning Committee:- Cllrs Meredith, Barnett, Webb, Whitehurst, Higgle. Proposed by Cllr Charlton and seconded by Cllr Picton Hughes. The voting took place as follows:- For:- Cllrs Boxall, Charlton, Clegg, Lloyd, Picton Hughes, Tulloch, Waddelove, Williams. Against:- none. Abstained:- Meredith, Barnett, Webb, Whitehurst, Higgle.</p> <p>Personnel Committee:- Cllrs Clegg, Charlton, Webb, Waddelove, Higgle. Proposed by Cllr Barnett and seconded by Cllr Meredith. The voting took place as follows:- For:- Cllrs Barnett, Boxall, , Lloyd, Meredith, Picton Hughes, Tulloch, Whitehurst, Williams.</p>	

	<p>Against:- none. Abstained:- Charlton, Clegg, Waddelove, Webb, Higgie.</p>	
<p>421</p>	<p>COMMUNICATION WITH RESIDENTS Cllr Whitehurst presented a report to the Council regarding the use of social media bringing the parish council into disrepute. Resolved:- The Chairman is to submit an article to the Parish News to explain the limited powers of the Parish Council and to provide contact details of the relevant departments at CW&C for residents to report issues / complaints. Proposed by Cllr Waddelove and seconded by Cllr Webb. The voting took place as follows:- For:- Cllrs Barnett, Boxall, Charlton, Clegg, Higgie, Lloyd, Meredith, Picton Hughes, Tulloch, Waddelove, Webb, Whitehurst, Williams. Against:- none. Abstained:- none.</p>	
<p>422</p>	<p>BUSINESS PRIORITIES The Council briefly discussed business priorities for the next financial year which included supporting the younger generation. Car Parking remains a priority for the Council. Resolved:- The Council agreed to dedicate part of the October meeting to discussing Business Priorities. Proposed by Cllr Boxall and seconded by Cllr Webb. The voting took place as follows:- For:- Cllrs Barnett, Boxall, Charlton, Clegg, Higgie, Lloyd, Meredith, Picton Hughes, Tulloch, Waddelove, Webb, Whitehurst, Williams. Against:- none. Abstained:- none.</p>	
<p>423 423.1</p>	<p>PLANNING Applications:- 20/02216/LBC - Removal of non-original windows and installation of replacement sash windows to front elevation at Overton Manor, Overton Heath Lane, Overton, Malpas Observations:- The Council had submitted the following observations previously:- This is a grade 2 listed building built around 1711. The proposal is to replace 5 windows including a bay one with wooden windows that are more in keeping with the original period of the house. The Council would want to ensure that the conservation office / listed buildings office is happy that the design and construction of the replacement windows are in keeping with the period of the property. 20/02538/PDQ - Conversion of the existing barn into a residential unit at Land Adjacent The Old Hayes Sunnyside Malpas Observations:- The Council had submitted the following observations previously:- This is a conversion of a Dutch barn into residential units. The barns were built in 1950's and are generally tin sheds with little or no foundations. The building is constructed in concrete blocks with a tin roof. The structural assessment illustrate the poor condition the barn is in. For the barn to be made into living units it would therefore have to be rebuilt. If permission is granted this would then be a new build in the rural countryside and thus contrary to STRAT 9 of CWAC local Plan part 1.</p>	

20/02535/FUL - Erection of a garden shed at Overton Meadows Beeches Close Malpas

Observations:- The Council had submitted the following observations previously:-

The PC wish to ensure that the neighbours' amenity is not affected / impacted by the erection of this shed close to their boundary wall.

20/03156/FUL - Creation of five ponds at Lower Moss Farm Higher Wych Road Wigland Malpas

Resolved:- The Council made the following observations:-

This is agricultural land and it is proposed to use 750m² to create 5 ponds. The ponds are 150 m² each. This land is adjacent to a site of special scientific interest. The Council has no objections to this application provided that the creations of the pond do not in any way cause harm to the land designated a site of special scientific interest.

Proposed by Cllr Higgle and seconded by Cllr Webb.

The voting took place as follows:-

For:- Cllrs. Barnett, Boxall, Charlton, Clegg, Higgle, Lloyd, Picton Hughes, Waddelove, Webb, Whitehurst, Williams.

Against:- none. Abstained:- none.

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

20/03024/OUT - Removal of existing outbuildings and erection of one detached dwelling at Land Adjacent To 11 Well Farm Close Malpas

Resolved:- The Council made the following observations:-

The dwelling is within the domestic curtilage of 11 Well Farm Close. The total area of the site is 715m² and the plan is to ear mark 420m² (58%) for the new dwelling. It is envisaged that there will be two car parking spaces for this dwelling. The building to be removed is a steel framed garage/workshop which was granted approval in August 1991 (6/24005).

The site is adjacent to the Malpas Conservation area and to two listed buildings. Huxley's and 11 High Street. It is also in close proximity to the Jubilee Hall which though not listed is designated a character building in the Neighbourhood Plan (see appendix D).

The Council would want to ensure that the Conservation officer is happy with this proposal. The Council would also wish to ensure that the neighbour's amenities are not adversely affected. If there are any trees to be removed that new ones are planted on a two for one basis. That there is adequate off road parking in line with CW&C's parking strategy. The Neighbourhood Plan policies that apply to this development are BE1, BE2, BE4, LC1, and H1.

The Council has significant reservations about this development.

Proposed by Cllr Webb and seconded by Cllr Meredith.

The voting took place as follows:-

For:- Cllrs. Barnett, Boxall, Charlton, Clegg, Lloyd, Picton Hughes, Waddelove, Webb, Williams.

Against:- none. Abstained:- Cllrs Whitehurst, Higgle.

423.3 Recent decisions by CW&C:-

There have been no recent planning decisions.

423.4 Government White Planning Paper:-

The Council received and considered Cllr Boxall's report regarding the Government Consultation on Planning for the Future. Cllr Boxall is to prepare a formal response on behalf of the Council.

423.5 Bovis:-

<p>The Clerk is in the process of arranging a meeting with Bovis. The following issues are to be raised at the meeting:-</p> <ul style="list-style-type: none"> - The overflow pond profile and surface water run-off. - The siting of the village Pump - The access footpaths into the rear St. Oswald's Close. - Landscaping at the site. - Parts of the wildlife corridors appear to have been annexed into private garden on the estate. <p>423.6 <u>To receive updates:-</u> The Lion:- The Council has received complaints regarding the levels of noise. This is to be reported to CW&C.</p>	
<p>424 POST CORONAVIRUS The feedback received from residents and business was circulated to the Council. Cllrs considered the responses and it was suggested that the Council's Business Priorities could include how to address recovery from the pandemic.</p>	
<p>425 CHRISTMAS The Christmas Market will not take place this year due to the pandemic. The Council are working on the Christmas Lights and trees in the village. Letters have been sent to the owners of properties on High Street and Church Street to request permission to attach Christmas Lights.</p>	
<p>426 APPEARANCE OF MALPAS To receive update and agree any action regarding the following:-</p> <ul style="list-style-type: none"> • Dog Bag Dispensers and Additional Planters:- There is no update due to the backlog. • Wild Flower Planting Scheme:- Ward Cllr Rachel Williams has written to the Council to suggest planting a wild flower scheme in the village e.g. Chester Road, Springfields and other locations in the village. The Clerk is to inform Ward Cllr Williams that the Council agree to the scheme. 	
<p>427 ALLOTMENTS 427.1 <u>Allocation Process:-</u> Update:-</p> <ul style="list-style-type: none"> - Three plots are in the process of being rented out. - There is one vacant plot. - The available plots have been advertised on the noticeboard, website and Facebook. <p>427.2 <u>Terms and Conditions:-</u> There was no consideration of this item.</p> <p>427.3 <u>Annual Rent:-</u> Cllrs Waddelove and Boxall agreed to meet with members of the Allotments Association to discuss the day to day running of the allotments.</p>	
<p>428 BUS SHELTERS / STOPS 428.1 <u>Old Hall Street:-</u> Ongoing discussions with CW&C regarding the location of the bus shelter.</p> <p>428.2 <u>Chester Road / Springfields:-</u> CW&C are due to confirm the location of the bus shelter and flags and poles.</p>	
<p>429 FLOODING The Council received a report prepared by Cllr Higgle regarding the impact of the recent flooding in the village due to storms. This affected residents living in</p>	

Springfield Avenue, Springfield Road, Well Street, Mercer Close and the Bovis estate.		
430	COMMUNITY WEBSITE	The Council received reports from both Cllr Whitehurst and Cllr Higgle regarding the Community Website. This included the new website accessibility regulations.
431	CLERK'S REPORT	Update as follows: _
	No	Item
	(i)	The Cross
	(ii)	Street Furniture
	(iii)	Internal Auditor
	(iv)	Community Champion
	(v)	External Audit
		<p>Update</p> <p>Property Information at CW&C have replied to advise that the Council do not own The Cross and there is no evidence to suggest any involvement historically. CW&C suggested that maybe the County Archivist would be able to help further.</p> <p>The Clerk is in the process of carrying out visual checks of the assets that are owned by the Council.</p> <p>An invite was sent to the Internal Auditor to attend a future meeting to discuss the process used to carry out the internal audit. The Internal Auditor has replied to advise that he does not routinely attend meetings of this nature but if there are any specific questions regarding the internal audit he is happy to cover these via email.</p> <p>The Clerk has registered with the Community Champion at CW&C.</p> <p>(i) <u>Confirmation of Receipt:-</u> The External Auditor, PKF Littlejohn, has confirmed Receipt of Documents – AGAR Part 3, 2020 for Malpas Parish Council and the AGAR is now in the queue for processing.</p> <p>(ii) <u>Intermediate Level Review:-</u> PKF Littlejohn have written to advise the following:- <i>“The Authority has been selected as part of the random 5% sample subject to intermediate level review procedures this year please could you send copies of the following additional documents which are requested for intermediate level procedures:</i> <ul style="list-style-type: none"> • <i>a copy of the relevant minutes, agenda papers and any related reports from 2019/20 to support the setting of the budget for the subsequent financial year; and</i> • <i>if the 2018/19 external auditor report included any ‘except for’ matters, copies of minutes and any agreed plan showing the corrective action taken to address these matters.”</i> </p>

			The Clerk confirmed that the relevant documentation requested has been forwarded to PKF Littlejohn.	
432	EXTERNAL CORRESPONDANCE INCLUDING SUGGESTION BOX	List previously circulated to Cllrs.		
433	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES	No updates.		
434	PRESS AND PUBLIC	Resolved:- To resolve to exclude the press and members of the public as the items to be discussed relate to employment and contractual matters. Proposed by Cllr Webb and seconded by Cllr Picton Hughes. The voting took place as follows:- For:- Cllrs. Barnett, Boxall, Charlton, Clegg, Higgle, Lloyd, Picton Hughes, Waddelove, Webb, Whitehurst, Williams. Against:- none. Abstained:- none.		

The meeting closed at 21.46 pm.

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

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