

**MINUTES OF ANNUAL MEETING OF MALPAS PARISH COUNCIL
HELD ON WEDNESDAY 26TH MAY 2021
IN THE JUBILEE HALL (UPSTAIRS) AT 7.00PM**

	<p>PRESENT Cllrs Tina Barnett, Richard Charlton, Jackie Clegg, Morgan Granger, Charles Higgle, Gordon McGregor Reid, Karen Meredith, Sherrie Roberts Abdelaziz, John Webb, Chris Whitehurst, Michael Williams. The Clerk. One member of the public attended part of the meeting.</p>
1	<p>APOLOGIES Cllrs Mike Boxall, Michelle Lloyd, Adrian Waddelove.</p>
2	<p>DECLARATION OF INTERESTS Cllr Webb declared a non-pecuniary interest in items 15.4 and 16.3 of the minutes (wife is Trustee and Chair of the committee / Board) and items 15.7 and 16.2 of the minutes (trustee and Chair the charity). Cllr Higgle declared a non-pecuniary interest in item 16.5 of the minutes (member of Malpas and District Sports Club). Cllr Charlton declared a non-pecuniary interest in item 16.5 of the minutes (director of Malpas and District Sports Club). Cllr Whitehurst declared a non-pecuniary interest in item 15.3 of the minutes (Chairman of the Malpas Recreation Ground Trust Management Committee) and Item 16.2 of the minutes (wife is treasurer of the Community Minibus Management Committee). Cllr Williams declared a non-pecuniary interest in item 16.5 of the minutes (wife is a member of the Malpas clean up group).</p>
3	<p>ELECTION OF CHAIRMAN FOR 2021 - 2022 Resolved:- Cllr Webb was proposed for the position of Chairman by Cllr Williams and seconded by Cllr Charlton. Cllr Webb was duly elected as Chairman for 2021 – 22 and is to sign the acceptance of office declaration.</p>
4	<p>ELECTION OF VICE CHAIRMAN FOR 2021 - 2022 Resolved:- Cllr Boxall was proposed for the position of Vice Chairman by Cllr Webb and seconded by Cllr Meredith. Cllr Boxall was duly elected as Vice Chairman for 2021 – 22 and is to sign the acceptance of office declaration.</p>
5	<p>ADOPTION OF CODE OF CONDUCT 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 Barnett and seconded by Cllr Higgle.</p>
6	<p>APPROVAL OF THE MINUTES <u>Minutes of the Parish Council Business Meeting on 12th April 2021:-</u> Resolved:- Item 591.1.1 is to be amended to include "Cllr Whitehurst declared a pecuniary interest in item 595.1.1. of the minutes". The Chairman is to then sign the minutes of the Parish Council Business Meeting held on 12th April 2021 as a true and proper record. Proposed by Cllr Higgle and seconded by Cllr Williams.</p>
7	<p>CHAIRMANS REPORT See attached for Chairman's Report. The Council formally thanked Cllr Waddelove for term as Chairman. Cllr Higgle suggested that the report be amended to include some positive news in the village. The Council are to ask Cllr Waddelove if he will consider amending his report.</p>
8	<p>INTERNAL PROCEDURES 8.1 <u>To agree adoption of COVID 19 Risk Assessment:-</u> Resolved: - The Council agreed to adopt the COVID 19 Risk Assessment.</p>

	<p>Proposed by Cllr Clegg and seconded by Cllr McGregor Reid.</p> <p>8.2 <u>To agree adoption of the Council's Standing Orders:-</u> Resolved: - The Council agreed to adopt the Standing Orders. It was noted that they need to be amended in order to align with the Financial Regulations. Proposed by Cllr Charlton and seconded by Cllr Granger.</p>																																				
<p>9</p>	<p>FINANCIAL REGULATIONS</p> <p>9.1 <u>Adoption of Financial Regulations:-</u> Resolved: - The Council agreed to adopt the Financial Regulation. Proposed by Cllr Whitehurst and seconded by Cllr Meredith.</p> <p>9.2 <u>Appointment of Ruth Shackleton as the Responsible Financial Officer:-</u> Resolved: - The Council confirmed the appointment of Ruth Shackleton as the Responsible Financial Officer. Proposed by Cllr Clegg and seconded by Cllr Meredith.</p> <p>9.3 <u>Appointment of Bank Signatories:-</u> Resolved: - The Council confirmed the appointment of Cllrs Williams, Higgle, Barnett, Meredith and the Clerk Ruth Shackleton as Bank Signatories. The Council agreed to add Cllr Granger as a bank signatory. Proposed by Cllr Webb and seconded by Cllr Williams.</p> <p>9.4 <u>Adoption of Financial Risk Assessment:-</u> Resolved: - The Council agreed to adopt the Financial Risk Assessment. It was noted that they need to be amended so as to align with the Financial Regulations. Proposed by Cllr Whitehurst and seconded by Cllr Williams.</p>																																				
<p>10</p>	<p>OPEN FORUM</p> <p>Mr Nigel Shone spoke to the meeting in support of the grant application for Malpas Cricket Club.</p>																																				
<p>11</p>	<p>POLICE REPORT</p> <p>The police report had been circulated previously and was noted. Concerns were raised regarding speeding traffic on Chester Road and Tilston Road. Residents are urged to report all incidents of anti-social or criminal behaviour by calling 101.</p>																																				
<p>12</p>	<p>ACCOUNTS</p> <p>12.1 <u>To approve payment of Insurance:-</u> The Council discussed insurance arrangements for the village event. Resolved: - The Council agreed to the payment of the insurance. Proposed by Cllr Higgle and seconded by Cllr McGregor Reid.</p> <p>12.2 <u>To approve payments:-</u></p> <table border="1" data-bbox="172 1563 1501 1933"> <thead> <tr> <th>Chq No</th> <th>Payee</th> <th>Statutory Power</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>374</td> <td>Internal Audit (Jake Gurr FCA)</td> <td>s.111</td> <td>£ 95.00</td> </tr> <tr> <td>375</td> <td>CHALC (training)</td> <td>s.111</td> <td>£ 25.00</td> </tr> <tr> <td>376</td> <td>Then Media Ltd (website)</td> <td>s.111</td> <td>£ 439.20</td> </tr> <tr> <td>377</td> <td>Running Costs</td> <td>s.111</td> <td>£ 79.42</td> </tr> <tr> <td>378</td> <td>Clerks Salary - April (payment for additional hrs)</td> <td>lga 112-119</td> <td>£ 159.86</td> </tr> <tr> <td>379</td> <td>HMRC (mth 2 2021 - 2022 financial year)</td> <td>lga 112-119</td> <td>£ 40.00</td> </tr> <tr> <td>380</td> <td>Zurich Insurance</td> <td>s.111</td> <td>£ 710.14</td> </tr> <tr> <td>381</td> <td>Smith of Derby (clock maintenance)</td> <td></td> <td>£ 302.40</td> </tr> </tbody> </table> <p>The Clerk's salary was paid by standing order. Resolved:- The Council agreed to the above payments Proposed by Cllr Charlton and seconded by Cllr Granger.</p> <p>12.3 <u>Receipts Received as at 30th April 2021:-</u> Refund of Grant from Scouts - £195.00</p>	Chq No	Payee	Statutory Power	Amount	374	Internal Audit (Jake Gurr FCA)	s.111	£ 95.00	375	CHALC (training)	s.111	£ 25.00	376	Then Media Ltd (website)	s.111	£ 439.20	377	Running Costs	s.111	£ 79.42	378	Clerks Salary - April (payment for additional hrs)	lga 112-119	£ 159.86	379	HMRC (mth 2 2021 - 2022 financial year)	lga 112-119	£ 40.00	380	Zurich Insurance	s.111	£ 710.14	381	Smith of Derby (clock maintenance)		£ 302.40
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12.4	<p>CW&C - Members Budget Christmas Lights - £2,996.00 CIL - £5,805.80 Christmas Trees -£75.00 Precept - £27,476.00</p> <p><u>Bank Account:-</u> The reconciled balance in the current bank account as at 30th April 2021 was £171,263.89. The funds are allocated as follows:- Parish Council - £56,046.42 Christmas Lights Funding - £146.40 New Homes Bonus - £28,949.83 Community Infrastructure Levy (CIL):- £80,510.85 Allotments (balance of £3,600 transferred from NHB allocation) – (£116.40) Allotment Deposits (ring fence in accounts) - £750.00 Neighbourhood Plan - £678.22 Insurance claim - £1,798.57 Will Legacy:- £2,500.00</p> <p>Resolved:- The Council accepted the reconciled bank balance as detailed above and the summary of receipts and payments as previously circulated. Proposed by Cllr Charlton and seconded by Cllr Granger.</p>															
13	<p>BANK ACCOUNT The Council considered opening a second bank account with another bank in order to protect funds as the FSCS protection is only up to £85k. The Clerk is to look into opening two bank accounts and report at the next meeting.</p>															
14	<p>ANNUAL AUDIT</p> <p>14.1 <u>To agree the Fixed Asset register:-</u> Resolved: - The Council agreed to approve the Fixed Asset Register. Proposed by Cllr Charlton and seconded by Cllr Roberts Abdelaziz.</p> <p>14.2 <u>To approve the Annual Governance Statement:-</u> Resolved: - The Council approved and signed the Annual Governance Statement for the year ended 31st March 2021 for the purpose of the External Audit. Proposed by Cllr Higgle and seconded by Cllr Charlton.</p> <p>14.3 <u>To approve the year end accounts, explanation of variances and audit summary 2020-2021 and to approve the Annual Return for year ended 31st March 2021:-</u> Resolved: - The Council approved and signed the year end accounts, explanation of variances and audit summary 2020-2021 and approved the Annual Return for year ended 31st March 2021 for the purpose of the External Audit. Proposed by Cllr Charlton and seconded by Cllr McGregor Reid.</p> <p>14.4 <u>Internal Audit:-</u> The Council received the Internal Auditors report and noted the issue raised regarding the funds in the Council's current account as they exceed the amount currently covered under the government's compensation scheme (FSCS). Appropriate action will be taken.</p>															
15	<p>ELECTION OF REPRESENTATIVES</p> <table border="1" data-bbox="172 1877 1500 2136"> <tr> <td data-bbox="172 1877 293 1921">15.1</td> <td data-bbox="293 1877 948 1921">Burial Board</td> <td data-bbox="948 1877 1500 1921">Cllrs Higgle and Waddelove</td> </tr> <tr> <td data-bbox="172 1921 293 1966">15.2</td> <td data-bbox="293 1921 948 1966">Cheshire Assoc. of Town & Parish Councils</td> <td data-bbox="948 1921 1500 1966">Cllrs Roberts Abdelaziz and Higgle</td> </tr> <tr> <td data-bbox="172 1966 293 2047">15.3</td> <td data-bbox="293 1966 948 2047">Recreation Ground Committee</td> <td data-bbox="948 1966 1500 2047">Cllrs Roberts Abdelaziz and Williams</td> </tr> <tr> <td data-bbox="172 2047 293 2092">15.4</td> <td data-bbox="293 2047 948 2092">Young Persons Project</td> <td data-bbox="948 2047 1500 2092">Cllr Williams</td> </tr> <tr> <td data-bbox="172 2092 293 2136">15.5</td> <td data-bbox="293 2092 948 2136">Victoria Jubilee Hall Committee</td> <td data-bbox="948 2092 1500 2136">Cllr Lloyd</td> </tr> </table>	15.1	Burial Board	Cllrs Higgle and Waddelove	15.2	Cheshire Assoc. of Town & Parish Councils	Cllrs Roberts Abdelaziz and Higgle	15.3	Recreation Ground Committee	Cllrs Roberts Abdelaziz and Williams	15.4	Young Persons Project	Cllr Williams	15.5	Victoria Jubilee Hall Committee	Cllr Lloyd
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15.5	Victoria Jubilee Hall Committee	Cllr Lloyd														

15.6	Financial Scrutiniser	Cllr Boxall
15.7	Malpas Community Minibus	Cllr Webb
15.8	Internal Procedures Working Group	Cllrs Whitehurst, Waddelove and Boxall

**Resolved:- The Council agreed to the above election of the above representatives.
Proposed by Cllr Higgle and seconded by Cllr Meredith.**

The Council are to consider at the June meeting whether to continue with the following:-

15.9	Planning Committee	5 councillors
15.10	Personnel Committee	5 councillors
15.11	Finance Committee	5 councillors

The Council are to consider membership of the Neighbourhood Plan Steering Group and Climate Emergency Steering Group at the June meeting.

16 GRANT PROCESS

The Council considered the following requests for grants :-

No.	Organisation	Project	Amount
16.1	Hope House	Purchase of a cuddle bed	£1,000.00
16.2	Malpas Community Minibus Association	Insurance Contribution	£ 900.00
16.3	Malpas Young Persons Project	Malpas Young Persons Project	£1,500.00
16.4	Malpas Community Clean up	Village Clean Up	£ 362.00
16.5	Malpas Cricket Club	Replacement Cricket Sight Screens	£2,500.00
	TOTAL		£6,262.00

16.1 Hope House:-

Resolved:- The Council agreed to defer a decision until a response is received to the questions that were sent.

Proposed by Cllr Granger and seconded by Cllr Barnett.

16.2 Malpas Community Minibus Association:-

Resolved:- The Council agreed to award a grant of £900.00 towards insurance.

Proposed by Cllr Clegg and seconded by Cllr Barnett.

16.3 Malpas Young Persons Project:-

Resolved:- The Council agreed to award a grant of £1,500.00 towards the Malpas Young Persons Project.

Proposed by Cllr Higgle and seconded by Cllr McGregor Reid.

16.4 Malpas Community Clean up:-

The Council are to invite the applicant to attend a meeting to answer further questions regarding the application.

16.5 Malpas Cricket Club:-

Resolved:- The Council agreed to award a grant of £2,000.00 towards replacement cricket sight screens.

Proposed by Cllr Roberts Abdelaziz and seconded by Cllr McGregor Reid.

17 INTERNAL PROCEDURES

The working party is to review the council's internal procedures and policies.

18 PARISH COUNCIL PRIORITIES

Cllr Whitehurst previously circulated a list of Council priorities. This is to be re-visited and the Council are to consider which projects can be delivered.

19 PLANNING

19.1 Planning Committee:-

The Council noted the minutes of the meeting of the Planning Committee held on Tuesday 4th May 2021.

19.2	<u>To consider any applications received after the agenda has been Distributed:-</u> None have been received.
19.3	<u>Recent decisions by CW&C:-</u> Approved:- 20/02216/LBC - Overton Manor, Overton Heath Lane, Overton,
19.4	<u>Delayed Meeting with Bovis:-</u> Cllr Web has met with the Bovis site foreman. The Clerk is to follow up the requests with head office.

20	CLERK'S REPORT	
	No.	Item
	Update	
	20.1	Planters
		CW&C advised licences are due to be issued.
	20.2	Dog Bag Dispensers
		Objection received regarding dispenser for Church Street. Clerk has met with CW&C to discuss alternative locations (e.g. footpath behind the old Parish Rooms, footpath behind Parbutts Lane and Leech Lane). CW&C are due to advise. Licences for other locations are due to be issued.
	20.3	Cuddington Parish Meeting
		Cuddington Clerk advised that they haven't had a Parish meeting since Autumn 2019 due to Covid, therefore topic has yet to be fully discussed.
	20.4	Bench on Chester Road
		Information has been received and forwarded to Cllr Higgle to share with resident. Resident has chosen a bench. The Clerk is to progress the matter with Highways.
	20.5	Village Event
		Contacted Zurich Insurance regarding insurance cover for the event.
	20.6	St Oswalds Close
		Ongoing enquiry with CW&C regarding grass cutting.
	20.7	Tilston Road concerns at St Josephs
		Replied to resident regarding concerns raised
	20.8	Church Street complaint
		Replied to resident regarding concerns raised
	20.9	Jubilee Clock
		The annual service has been carried out.
	20.10	Police
		Email sent to the PCSO regarding complaints regarding vehicles ignoring the one way system signage in Oldcastle and to request that the police look into the issue and take appropriate action.
	20.11	Meetings
		Letter sent to MP, Edward Timpson, to request his support in getting legislation through parliament to enable virtual meetings to continue after 7 th May 2021. NALC request for Call for Evidence Survey completed.
	20.12	Hanging Baskets
		Order placed with Walkers Nurseries.
	20.13	Planters
		Order placed with Walkers Nurseries.
	20.14	Planning Enforcement
		Reported that Bovis resident using green corridor for trampoline.
	20.15	Trees
		All Christmas trees have now been paid for.
	20.16	New Councillor Induction
		Arrangements made for meeting.
	20.17	COVID 19 Risk Assessment
		Risk Assessment prepared for return to face to face meetings.
	20.18	Allotments
		Plot 5 is lettable. Contacted interested parties on the waiting list.

	20.19	Street Furniture	Instructed Well Farm Joinery to carry out works as agreed as April meeting.
	20.20	Training	Booked 2 places to attend Using Facebook to enhance your Council's Communication on 2nd June.
21	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX List previously circulated to Cllrs.		
22	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES There was no consideration of this item.		
	PART TWO		
23	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 and are of a sensitive nature. Proposed by Cllr Meredith and seconded by Cllr Higgle		
24	CAR PARKING IN THE VILLAGE The new Councillors were briefly brought up to date with the project. There is an urgency to meet with CW&C to progress the project as there is a time limit on the availability of the CW&C funding for the project. Concerns were raised regarding the funding from CW&C to carry out the works as there is a shortfall. Questions were raised regarding how long it has taken to instruct the solicitor, David Swaffield, to act as the 'honest broker'. Cllr Whitehurst confirmed that negotiations with the vendors for the purchase of the land are due to start this week. The Council agreed to invite David Swaffield to the next meeting.		
25	PERSONNEL COMMITTEE The lack of a meeting of the Personnel Committee has meant that matters have not been progressed. Cllr Waddelove had previously sent a draft job description to the Clerk for comments. The Clerk responded to note that the draft job description is virtually the same as the current job description. A number of questions were asked which Cllr Waddelove has yet to respond to.		

The meeting closed at 9.15 pm.

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

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

Annual Parish Meeting

(this followed immediately after the Annual Meeting)

In the absence of any Parishioners the meeting closed.