

**MINUTES OF MALPAS PARISH COUNCIL MEETING
HELD ON MONDAY 9TH MAY 2022
IN THE VICTORIA JUBILEE HALL, MALPAS AT 7.00PM**

	<p>PRESENT Cllrs Tina Barnett, Mike Boxall, Richard Charlton, Morgan Granger, Charles Higgle, Pauline Hood, Santa Makuza, Karen Meredith, John Webb (Chairman), Chris Whitehurst, Michael Williams. The Clerk. No members of the public attended the meeting.</p>
1	<p>APOLOGIES Cllr Adrian Waddelove.</p>
2	<p>DECLARATION OF INTERESTS Cllr Meredith declared a non-pecuniary interest in item 19.1 of the minutes. Cllr Webb declared a non-pecuniary interests in item 16.1 and 16.3 of the minutes. Cllr Whitehurst declared a non-pecuniary interest in item 16.3 of the minutes. Cllr Whitehurst made a request for dispensation for item 20 of the minutes as he has a non-pecuniary interest as Chairman of Malpas Recreation Ground Committee. The dispensation was granted.</p>
3	<p>ELECTION OF CHAIRMAN FOR 2022 – 2023 Resolved:- Cllr Webb was proposed for the position of Chairman by Cllr Whitehurst and seconded by Cllr Charlton. Cllr Webb was duly elected as Chairman for 2022 – 23 and signed the acceptance of office declaration.</p>
4	<p>ELECTION OF VICE CHAIRMAN FOR 2022 – 2023 Resolved:- Cllr Boxall was proposed for the position of Vice Chairman by Cllr Webb and seconded by Cllr Whitehurst. Cllr Boxall was duly elected as Vice Chairman for 2022 – 23 signed the acceptance of office declaration.</p>
5	<p>ADOPTION OF NEW CWAC CODE OF CONDUCT The Clerk has contacted CHALC regarding concerns about the length of new Code of Conduct. CHALC has replied to advise that the new Code of Conduct tries to make clearer what behaviour is acceptable around bullying and harassment and to make the declarations of interest easier to identify and then what actions to take. Resolved:- The Council agreed to adopt the new Code of Conduct for Members as adopted by Cheshire West and Chester Council on 1 April 2022. Proposed by Cllr Webb and seconded by Cllr Charlton.</p>
6	<p>APPROVAL OF THE MINUTES <u>Minutes of the Parish Council Meeting on 11th April 2022:-</u> Resolved:- The Chairman is to sign the minutes of the Parish Council Business Meeting held on 11th April 2022 as a true and proper record. Proposed by Cllr Charlton and seconded by Cllr Williams.</p>
7	<p>CHAIRMAN'S REPORT See attached for Chairman's Report (previously circulated). The report is to be posted on the Council's website.</p>
8	<p>INTERNAL PROCEDURES Cllr Boxall previously circulated the following update:- 8.1 <u>Standing Orders:-</u> Cllr Boxall has produced and circulated a new draft set of Standing Orders based on the latest NALC template (copy attached). The Council considered the draft and agreed to limit the time of meetings to 2 ½ hours. The Clerk is to re-format the document.</p>

	<p>8.2 <u>Financial Regulations: –</u> The latest template from NALC was produced in 2020, Cllr Boxall presented a draft set of Financial Regulations to the Council which was approved in June 2020. There have been no changes to the template since that date, therefore Cllr Boxall recommended that the current version remain live for another year.</p> <p>8.3 <u>Council Policies:-</u> Cllr Boxall advised that many of the subsidiary documents on the website need to be aligned with the Standing Orders and it therefore seems right to agree the Standing Orders before spending too much time on the other documents. This can be a task for the months ahead, and could, if necessary, be shared out among Councillors to make the task more manageable. Cllr Boxall circulated an index of Council documents and suggested would be good to question whether all of these are needed and should be separately recognised.</p>												
9	<p>COUNCIL REGULATIONS</p> <p>9.1 <u>To agree adoption of the Financial Regulations:-</u> The current version is to remain live for another year.</p> <p>9.2 <u>To agree adoption of the Standing Orders:-</u> Resolved: - The Council agreed to adopt the draft Standing Orders (this is subject to reformatting and reducing the length of meetings to 2 ½ hours). Proposed by Cllr Boxall and seconded by Cllr Charlton.</p> <p>9.3 <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 Charlton and seconded by Cllr Webb.</p> <p>9.4 <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. Proposed by Cllr Webb and seconded by Cllr Williams.</p> <p>9.5 <u>To approve the Financial Risk Assessment:-</u> The Clerk is to update the current Financial Risk Assessment.</p>												
10	<p>OPEN FORUM In the absence of any members of the public there was no consideration of this item.</p>												
11	<p>POLICE REPORT PCSO Hurst is currently on sick leave. The Clerk has sent a get well message on behalf of the Council. The Clerk has enquired who is covering the role in PCSO Hurst's absence and about the planned Speedwatch event. An email has been sent to PCC John Dwyer and Chief Constable Mark Roberts regarding the handover when the time comes for the new PCSO to take over from PCSO Hurst. The Clerk is to follow up the matter and to request more visible police presence in the village due to recent incidents of anti-social behaviour. Residents are urged to report all incidents of anti-social or criminal behaviour by calling 101.</p>												
12	<p>CASUAL VACANCY There has been some interest regarding the vacancy but no further update.</p>												
13	<p>ACCOUNTS</p> <p>13.1 <u>To approve payments:-</u></p> <table border="1" data-bbox="188 1951 1517 2072"> <thead> <tr> <th>Chq No</th> <th>Payee</th> <th>Statutory Power</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>464</td> <td>Running Costs</td> <td>s.111</td> <td>£ 35.26</td> </tr> <tr> <td>465</td> <td>HMRC (PAYE and NIC)</td> <td>lga 112-119</td> <td>£ 73.13</td> </tr> </tbody> </table>	Chq No	Payee	Statutory Power	Amount	464	Running Costs	s.111	£ 35.26	465	HMRC (PAYE and NIC)	lga 112-119	£ 73.13
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466	Then Media Ltd (website)	s.111	£ 439.20
467	CHALC (annual subs)	s.111	£ 648.00
468	Glasdon (dog dispenser bags)		£ 141.49
469	Zurich Insurance	s.111	£1,026.37
470	Jake Gurr FCA	s.111	£ 120.00

The Clerk's salary was paid by standing order.

Resolved:- The Council agreed to the above payments.

Proposed by Cllr Charlton 3and seconded by Cllr Higgle.

13.2 Receipts Received as at 1st April 2022:-

CIL:- £6,715.18

13.3 Accounts and Bank Reconciliation:-

The summary of Receipts and Payments was previously circulated.

The reconciled balance in the current bank account as at 11th April 2022 was £155,986.16.

The funds are allocated as follows:-

Parish Council - £29,521.38

Christmas Event Funding - £125.40

New Homes Bonus - £28,949.83

Community Infrastructure Levy (CIL):- £89,662.76

Allotment Deposits (ring fenced in accounts):- £500.00

Allotment Maintenance funds (ring fenced in accounts):- £250.00

Neighbourhood Plan:- £678.22

Bus Shelter (Insurance Claim and Members Grant):- £3,798.57

Will Legacy:- £2,500.00

13.4 VAT Return:-

A VAT claim for the sum of £2,083.41 covering the period 1st April 2021 – 31st March 2022 has been submitted to HMRC.

14 ANNUAL AUDIT

14.1 To agree the Fixed Asset register:-

Resolved: - The Council agreed to approve the Fixed Asset Register.

Proposed by Cllr Higgle and seconded by Cllr Makuza.

14.2 Internal Audit:-

The Council received and noted the Internal Auditors report.

14.3 To approve the Annual Governance Statement:-

Resolved: - The Council approved and signed the Annual Governance Statement for the year ended 31st March 2022 for the purpose of the External Audit.

Proposed by Cllr Higgle and seconded by Cllr Makuza.

14.4 To approve the year end accounts, explanation of variances and audit summary 2021-2022 and to approve the Annual Return for year ended 31st March 2022:-

Resolved: - The Council approved and signed the year end accounts, explanation of variances and audit summary 2021-2022 and approved the Annual Return for year ended 31st March 2022 for the purpose of the External Audit.

Proposed by Cllr Charlton and seconded by Cllr Granger.

15 ELECTION OF REPRESENTATIVES / COMMITTEES

To review and confirm appointments:-

15.1	Burial Board	Cllrs Higgle, Waddelove, Hood
15.2	Cheshire Assoc of Town & Parish Councils	Cllrs Higgle and Webb

15.3	Recreation Ground Committee	Cllrs Whitehurst, Roberts Abdelaziz, Williams
15.4	Young Persons Project	Cllr Granger
15.5	Victoria Jubilee Hall Committee	Cllrs Roberts Abdelaziz, Granger
15.6	Financial Scrutiniser	Cllr Boxall
15.7	Malpas Community Minibus	Cllr Webb
15.8	Internal Procedures Working Group	Cllrs Whitehurst, Waddelove, Boxall
15.9	Planning Working Group	Cllrs Meredith, Webb, Whitehurst, Higgle, Barnett
15.10	Personnel Committee	Cllrs Webb, Charlton, Hood, Makuza
15.11	Finance Working Group	Cllrs Boxall, Whitehurst, Waddelove, Higgle
15.12	Neighbourhood Plan Working Group	Cllrs Boxall, Higgle, Whitehurst, Granger, Meredith
15.13	Climate Emergency Working Group	Tbc
15.14	Social Media Moderator	Cllr Roberts Abdelaziz
15.15	Website Admin	Cllr Whitehurst
15.16	Highways Working Group	Cllrs Webb, Whitehurst

16 GRANT APPLICATIONS

The Council considered the following requests for grants :-

No.	Organisation	Project	Amount
1.	Young Persons Centre	Running Costs	£1,500.00
2.	Victoria Jubilee Hall	Carry out repairs to windows	£1,350.00 + vat
3.	Malpas Community Minibus Assoc	Insurance and Driver Training	£1,000.00
4.	Malpas High Street Church	Relaunch church new name	£ 800.00
5.	Chorlton Lane and Cuddington WI	Hall Maintenance	£1,139.00
	TOTAL		£5,789.00

16.1 Malpas Young Persons Centre:-

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 Charlton.

16.2 Victoria Jubilee Hall:-

Resolved:- The Council agreed in principle to award a grant of £1,350.00 towards the cost to carry out repairs to windows. The Clerk is to clarify whether the Council can make a grant donation towards maintenance of the Hall.

Proposed by Cllr Higgle and seconded by Williams.

16.3 Malpas Community Minibus Association:-

Resolved:- The Council agreed to award a grant of £1,000.00 towards insurance and driver training.

Proposed by Cllr Higgle and seconded by Williams.

16.4 Malpas High Street Church:-

Resolved:- The Council agreed to award a grant of £800.00 to pay for the cost of a noticeboard.

Proposed by Cllr Meredith and seconded by Cllr Barnett.

16.4 Chorlton Lane and Cuddington WI:-

Resolved:- The Council decided not to award a grant to Chorlton Lane and Cuddington WI for hall maintenance.

Proposed by Cllr Higgle and seconded by Cllr Charlton.	
17	<p>DATE OF BUSINESS MEETING</p> <p>The Council had previously agreed to change the date of the monthly Council meeting from the second Monday of each month to the first Monday of each month with effect from July 2022. This was subject to room availability at the Victoria Jubilee Hall.</p> <p>The Victoria Jubilee Hall has since advised that the room is not available on the first Monday each month.</p> <p>The Clerk has checked the availability of other venues in the village to hold the monthly meeting on the first Monday of the month but they are all fully booked.</p> <p>Therefore the Council agreed not to change the date and meet on the second Monday of the month.</p>
18	<p>BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2022 / 2023</p> <p>The Council agreed that the business priorities are the review of the Neighbourhood Plan and the car park.</p> <p>The Council are to instruct a Neighbourhood Plan expert to look at the current plan and assist with the review.</p>
19	<p>PLANNING</p> <p>19.1 <u>Planning Applications:-</u></p> <p>22/00971/FUL - Demolition of existing conservatory, new front porch and two new timber bay windows to rear and reinstating brick arch to rear with glassed doors to garden with alterations to external shed at Rosecroft Parbutts Lane Malpas</p> <p>Observations:-</p> <p>The Council would make the observations as documented below:-</p> <p>Background Factors:- Within settlement boundary, Conservation area.</p> <p>Relevant NP policies:- BE3</p> <p>Material considerations against development - Potential impact on wider community:- Visible from the public realm</p> <p>Other Info:- The Council like CWaC, has declared a climate emergency and would expect all proposals for new developments, extensions or alterations to recognise this, specifically by ensuring properties are at least carbon neutral, avoiding the use of fossil fuels and have facilities for the charging electric vehicles.</p> <p>As this is in the conservation area the Council would want to ensure that the Conservation Officer is satisfied that the materials and proposed works are in keeping with the character of the area and it doesn't have a negative impact of the setting of the grade 1 listed church. Parbutts Lane is off Church Street. Church Street is going to be closed for an extended whilst the Church Wall is repaired and access will be very restricted for this reason it may be sensible to put in place a construction transport management plan.</p> <p>Resolved:- The Council agreed to accept the above planning observations.</p> <p>Proposed by Cllr Meredith and seconded by Cllr Webb.</p> <p>22/01197/FUL - Alterations to existing garage, carport, playroom and utility to form ancillary residential accommodation at Mount View Dymocks Mill Lane Oldcastle Malpas</p> <p>Observations:-</p> <p>The Council would make the observations as documented below:</p> <p>Background Factors: Open countryside</p> <p>Other relevant information:- The Council like CWaC, has declared a climate emergency and would expect all proposals for new developments, extensions or alterations to recognise this, specifically by ensuring properties are at least carbon neutral, avoiding the use of fossil fuels and have facilities for the charging electric vehicles.</p> <p>The footprint of the building remains the same.</p> <p>The Council was disappointed by the lack of detail with this application and would have expected to have seen a letter of support or a design and access report for a project of this size.</p>

	<p>Oldcastle, whilst in the Parish of Malpas, is not currently covered by the Neighbourhood Plan. Resolved:- The Council agreed to accept the above planning observations. Proposed by Cllr Meredith and seconded by Cllr Webb.</p> <p>19.2 <u>To consider any applications received after the agenda has been Distributed</u> No new applications have been received.</p> <p>19.3 <u>Recent decisions by CW&C:-</u> <u>Approved / Decided:-</u> 21/02430/FUL - Bank Cottage Old Hall Street Malpas 21/03012/LBC - Bank Cottage Old Hall Street Malpas 21/04312/FUL - 1 The Cross Church Street Malpas 21/05042/S73 - Ebnal Farm Ebnal Lane Malpas</p> <p>19.4 <u>Planning Review Meeting:-</u> The Council considered the report regarding the Council's handling of new planning applications. The Council are to consider TORs for the Planning Steering Group which is to include holding meetings via Zoom.</p>
20	<p>CAR PARK AT THE RECREATION GROUND The trustees of the Recreation Ground are to submit a planning application for a permanent car park with parking for twenty vehicles on land at the bottom of the Recreation Ground.</p>
21	<p>SURGERIES <u>May Surgery:-</u> Cllr Whitehurst updated the meeting with the following issues that were raised at the surgery:-</p> <ul style="list-style-type: none"> - Speeding on Church Street and request for sleeping policemen at the location. - Traffic concerns on Old Hall Street. - Speeding at Hampton roundabout on the A41. - Query regarding the closure of Church Street.
22	<p>HIGHWAYS 22.1 <u>Church Street:-</u> Cllr Webb advised that CWaC are still looking to start work to repair the churchyard wall in June, to be completed by September. Church Street will be closed to the traffic. CWaC has provided assurance on the unofficial diversion and additional verge filling.</p>
23	<p>ALLOTMENTS The Council are to complete the form with costings to draw down funds allocated towards improvements at the allotment site at The Mossland, Malpas as per the section 106 agreement for 17/04664/OUT.</p>
24	<p>COMMUNITY RESILIENCE PLAN (CRP) Cllr Charlton updated the meeting of progress of the CRP:-</p> <ul style="list-style-type: none"> - The second draft has now been circulated to stakeholders. - CWaC are happy with the draft CRP. - A meeting of the stakeholders is scheduled. - A local paramedic wishes to become involved but would require a first aid kit. - A flood hub is in situ if required.
25	<p>APPEARANCE OF MALPAS 25.1 <u>Street Furniture Update:-</u> Dog Bag Dispensers:- The Council has now received the signed licence. Arrangements are in progress to install the new one on Leech Lane and to reinstall the one on Well Street. Bench on Chester Road:- The Council has now received the signed licence. Arrangements are in progress to install the bench on Chester Road. Bus Shelter, Chester Road, Malpas:- The Clerk has instructed Paul Williams to carry out the repairs.</p>

	<p>Wooden bench @ Springfields, Malpas:- The Clerk has instructed Paul Williams to carry out the repairs.</p> <p>25.2 <u>Bus Shelter – Old Hall Street:-</u> CWaC has advised that there will have to be Traffic Management in place for when the bus shelter is installed. The Council noted the costings for the installation of the bus shelter on Old Hall Street:-</p> <table border="0"> <tr> <td>Pedestrian Walkway Including 10 barrier 2 Ped Signs & 2 Ped Ramps</td> <td style="text-align: right;">£90.00 per week + vat</td> </tr> <tr> <td>Delivery & Collection Including set up</td> <td style="text-align: right;">£90.00 each way + vat</td> </tr> <tr> <td>TM plan</td> <td style="text-align: right;">£75.00 + vat</td> </tr> <tr> <td>Total Cost</td> <td style="text-align: right;">£345.00 + vat</td> </tr> </table> <p>The NRSWA supervisor is separate and has to be on site as well or the work cannot be done; the daily charge will be £225.00.</p> <p>25.3 <u>Hanging Baskets:-</u> The Council considered actions regarding the hanging baskets in the village. Resolved:- The Council decided order and pay for ‘bee friendly’ hanging baskets on behalf of businesses who have placed orders with the Council previously. Proposed by Cllr Webb and seconded by Cllr Barnett.</p>	Pedestrian Walkway Including 10 barrier 2 Ped Signs & 2 Ped Ramps	£90.00 per week + vat	Delivery & Collection Including set up	£90.00 each way + vat	TM plan	£75.00 + vat	Total Cost	£345.00 + vat
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26	<p>THE CROSS</p> <p>26.1 <u>Steps located to the left hand side (southern side) of The Cross going up Church Street:-</u> The Clerk is in the process of contacting CWaC to request that they provide documentation to show that legal responsibility for these modern steps was passed to the Parish Council. A recent copy of the Highways Search and a copy of the minutes of the Parish Council meeting held on 9th December 1996 are to be sent to prove that CWaC own the steps that are located to the left hand side of The Cross.</p> <p>26.2 <u>The steps which surround The Cross:-</u> The Clerk is to contact a specialist craftsperson to inspect The Cross to advise of any works required and to provide a quote.</p>								
27	<p>PARISH NEWS</p> <p>There was no consideration of this item.</p>								
28	<p>DEFIBRILLATOR</p> <p>The payment has been sent to London Heaths and delivery is due by mid-May. Arrangements will then be made to install the heated cabinet and defibrillator outside the Jubilee Hall and to attach a plaque to acknowledge the benefactor. The Council discussed inviting the press to unveil the plaque and defibrillator.</p>								
29	<p>QUEEN’S PLATINUM JUBILEE EVENT 2ND – 5TH JUNE 2022</p> <p>Cllr Whitehurst circulated an update for the plans for the event and requested for volunteers to help at the event.</p>								
30	<p>SOLAR FARM</p> <p>Cllr Higgle is investigating the feasibility of having a Solar Panel Farm at The Mossland, subject to approval of the current tenant.</p>								
31	<p>CLERK’S REPORT</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Item</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>31.1</td> <td>Minutes</td> <td>Boxes of past minutes taken to be archived in Chester.</td> </tr> </tbody> </table>	No.	Item	Update	31.1	Minutes	Boxes of past minutes taken to be archived in Chester.		
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	31.2	Bus Service	Email sent to John Ellis Jones (CWaC) regarding the bus service; he has provided a presentation made by another parish council to support a request to improve the local bus service.
	31.3	Annual Parish Meeting	Invites sent to organisations who received grants in 2021-22 to attend the Annual Parish meeting and provide an update on how they spent their grant. Enquires made with the local first responder to hold a defibrillator demonstration at the Annual Parish Meeting. He advised that he is unable to attend but will reschedule the demonstration at a future date.
	31.4	S.106 funding	The Clerk has contacted the Ward Councillor to request that CWaC liaise with the Council with regards to the allocation of any future S.106 contributions.
	31.5	Grants	An email was sent to the Youth Federation to request that they submit a grant request. No response received to date.
	31.6	Malpas Minibus Grant	Email to request sight of the survey that was carried out by Malpas Community Minibus Association. This has been circulated to Cllrs.
	31.7	Dog Bags	Order placed with Glasdon for 3,000 dog bags for the dispensers; these have been delivered.
	31.8	Ward Walk	Attended Ward Walk on 27/04/22 with ward councillor, parish councillors representatives from CWaC.
	31.9	Nexus	In process of arranging site meeting regarding the planning application for the St Oswalds wall.
	31.10	Grass Cutting	Request sent to CWaC for to cut grass at St Oswalds Close. At the Ward Walk, CWaC advised grass will be cut in next two weeks and then every 3 to 4 weeks thereafter. The resident has been informed.
	31.11	Planters	Order placed with Walkers Nurseries with for the 7 planters to be refilled at a cost of £50.19 plus VAT for each planter.
32	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX List previously circulated to Cllrs.		
33	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES 33.1 Rural Health Hub:- Cllr Webb updated the meeting about the recent changes.		
	PART TWO		
34	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 are of a sensitive nature. Proposed by Cllr Meredith and seconded by Cllr Charlton.		

The meeting closed at 9.00 p.m.

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