

**MINUTES OF MALPAS PARISH COUNCIL MEETING  
HELD ON MONDAY 10TH OCTOBER 2022  
IN THE VICTORIA JUBILEE HALL, MALPAS AT 7.00PM**

	<p><b>PRESENT</b> Cllrs Mike Boxall (vice Chairman), Richard Charlton, Roger Clifford, Charles Higgle, Pauline Hood, Santa Makuza, Adrian Waddelove, John Webb (Chairman), Chris Whitehurst, Michael Williams. The Clerk. One member of the public and the police attended part of the meeting.</p>
141	<p><b>APOLOGIES</b> Cllrs Tina Barnett, Morgan Granger, Karen Meredith, Sherrie Roberts Abdelaziz.</p>
142	<p><b>DECLARATION OF INTERESTS</b> Cllr Whitehurst declared a non-pecuniary interest in item 164 of the minutes. Cllr Williams declared a non-pecuniary interest in item 158 of the minutes. Cllr Webb declared a non-pecuniary interest in item 164 of the minutes.</p>
143	<p><b>APPROVAL OF THE MINUTES</b> <u>Minutes of the Parish Council Meeting on 12<sup>th</sup> September 2022:-</u> <b>Resolved:- The Chairman is to sign the minutes of the Parish Council Meeting held on 12<sup>th</sup> September 2022 as a true and proper record.</b> <b>Proposed by Cllr Boxall and seconded by Cllr Williams.</b></p>
144	<p><b>OPEN FORUM</b> There was no consideration of this item.</p>
145	<p><b>CASUAL VACANCY</b> Roger Clifford has expressed an interest in being co-opted onto the Council. <b>Resolved:- The Council agreed to co-opt Roger Clifford to fill the Casual Vacancy; he duly signed the Acceptance of Office.</b> <b>Proposed by Cllr Charlton and seconded by Cllr Waddelove.</b></p>
146	<p><b>POLICE REPORT</b> PCSO Angie Griffiths attended the meeting. Speeding concerns in the village were discussed; the police are taking action as and when possible. Other concerns raised included inconsiderate parking in the village; drug use and an abandoned vehicle in the High Street Car Park. PCSO Jon Hurst is due to return to work this month. Residents are urged to report all incidents of anti-social or criminal behaviour by calling 101.</p>
147	<p><b>EXTERNAL AUDIT</b> The Council noted the following:- - There was a further query from the External Auditor regarding the variance on the AGAR for Box 4. A detailed explanation has been provided. - The External Audit Report has been returned and circulated to Councillors. This stated:- “On our basis of review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.” On the ‘Other matters not affecting our opinion which we draw to the attention of the authority’ the External Auditor added the following statement:- “As was the case for 2019/20 and 2020/21, the smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 9, but, it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to resolve this matter. It is recommended that the smaller authority continues its efforts to establish the legal status of the potential trust fund and act on the relevant advice, once received.”</p>

- The Notice of Conclusion of Audit has been posted on the website and the noticeboard.

## 148 ACCOUNTS

### 148.1 To approve payments:-

Chq No	Payee	Amount
497	HMRC (Sep PAYE and NIC)	£ 73.33
498	Running Costs	£ 77.71
499	Victoria Jubilee Hall	£ 66.00
500	PKF Littlejohn LLP (external audit fee)	£ 240.00
501	Void	Void
502	Walkers Nurseries Chester Ltd	£ 75.92
503	Amberon (Remembrance Sunday road closure)	£ 648.00
504	CWaC (uncontested election charge)	£ 475.63
505	DONATION:- Royal British Legion (poppy wreath)	£ 100.00

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 Makuza.**

### 148.2 Receipts Received as at 1<sup>st</sup> September 2022:-

Allotments deposit and fees:- £62.50.

### 148.3 Accounts and Bank Reconciliation:-

The summary of Receipts and Payments was previously circulated.

The reconciled balance in the current bank account as at 30<sup>th</sup> September 2022 was £168,701.03

The funds are allocated as follows:-

Parish Council – £46,390.08

Christmas Event Funding - £125.40

New Homes Bonus - £25,648.00

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

Allotment Deposits (ring fenced in accounts):- £550.00

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

Neighbourhood Plan:- -(£5.78)

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

Will Legacy:- £1,623.00

Bench for Chester Road:- £659.00

### 148.4 Budget to Date:-

The Council received the Budget to Date as at 30<sup>th</sup> September 2022 and the forecast figures to 31<sup>st</sup> March 2023. More information was requested for future Budget to Date spreadsheets where the figures were stated as under / over budget.

## 149 BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2023 / 2024

The Council agreed to the following business priorities and projects: \_

- (i) Car Park (in progress)
- (ii) Road Safety (ongoing)
- (iii) Village Appearance (ongoing)
- (iv) Collaboration with the Jubilee Hall (no further progress but the Council is looking to work with other local organisations)
- (v) Working with young people (no further progress)
- (vi) Cost of Living (ongoing)

## 150 PLANNING

### 150.1 Planning Applications:-

22/03297/S73 - Residential development for up to 57 dwellings, the provision of a Community Health Hub and open space - Removal of conditions 18 (future

connection) and 19 (BREEAM completion) and vary condition 5 (phasing plan) of planning permission 17/04664/OUT at Land Off Chester Road Malpas

**Observations:-**

The Council has serious concerns regarding this planning application. Further information and clarification of the situation is required before submitting the planning observations in respect of this planning application.

**Resolved:-**

**The Council agreed to the following:-**

- **To request an extension for the submission of the Council's planning observations.**
- **To ask Ward Cllr Rachel Williams to request that the planning application is considered by the full Planning Committee.**

**Proposed by Cllr Webb and seconded by Cllr Waddelove.**

22/03179/FUL - Single storey extension to canteen (Re-submission of approval 20/00554/FUL) at Bishop Heber High School Chester Road Malpas

**Observations:-**

The Council would make the observations as documented below:

The Council supports this application despite the loss of car parking spaces.

Background Factors:- Open countryside

Relevant Neighbourhood Plan Policies:- BE3

Positive aspects of development:- None identified

Potential impact on neighbours:- None identified

Potential impact on wider community:- Removal of 7 car park spaces potentially forcing more vehicles onto the public highway in a location that is already heavily congested.

Other relevant information for consideration:

- Whilst the Parish Council would support the expansion of the Canteen facility, it notes with huge concern that the site plan attached to this proposed development indicates the loss of 7 car parking spaces.
- It is also noted that a proposed car park plan indicates the provision of 3 new spaces; however the Council would challenge that these spaces already exist on the site and are not new provisions.
- Current parking outside the Bishop Heber High School on Chester Road and the Oathills Estate already presents severe road safety hazards during school attendance times and further cars forced off site and onto the local highway network can only exacerbate the situation.
- The Council like CW&C, 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.

22/03242/FUL - Replacement of existing single sash windows with double glazed versions at Holly House Old Hall Street Malpas  
and

22/03243/LBC - Replacement of existing single sash windows with double glazed versions at Holly House Old Hall Street Malpas

**Observations:-**

The Council would make the observations as documented below:

The Council supports this application because:

Background Factors: Within settlement boundary; Conservation area; Listed Building

Relevant Neighbourhood Plan Policies:

Potential benefits to the community: Some reduction in carbon emissions.

Potential impact on neighbours: None identified

Potential impact on wider community: Potential impact on the public realm in High Street and Well Street

Other relevant information for consideration:-

- The Council supports any development that will reduce the carbon footprint of any property.
- This dwelling is located in the Malpas Conservation area, and as such the Council would that those windows in the public realm of High Street and Well Street retain the same visual character and appearance that currently exists.
- The Council notes that the Design and Access statement for this proposed development states that the new sashes will be manufactured entirely from sustainably sourced Sapele hardwood; this regarded as appropriate material for use in the Malpas Conservation area
- The Council would want to ensure that the Conservation Officer is satisfied that the materials used, and proposed works are in keeping with the character of the area and that it doesn't have a negative impact on the setting of this Grade II listed building or any other listed buildings/Character buildings in the immediate vicinity.
- The Council like CW&C, 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.

22/02825/FUL - Conversion of existing ground floor retail shop use and existing upper floor residential flat into residential, demolition of rear flat roof shop storage area to provide residential garden, demolition of one and half storey rear outbuildings and erection of semi-detached dwellings with garden and form car parking with access off Lanceley Court at Shepherds Supermarket Old Hall Street Malpas

**Observations:-**

The Council would make the amended observations as documented below:

The Council objects to this application after careful consideration of the observation given below and in particular, the over development of the site.

If CWaC Planning Authority is minded to approve the application the Council would request that the following conditions be included:

- Given that potential historic setting close to High Street the Council would request that a watching brief when ground works for the construction of the semi-detached dwellings takes place
- That all vehicular access is from Lanceley Court as detailed in the Heritage, Design, and Access Statement. No vehicle access to the rear of the property should be granted from the High Street, and the gate to the High Street should be of a type to allow passage for pedestrian/wheelchair/pushchairs only.

Background Factors: Within settlement boundary; Conservation area; Listed Building

Relevant Neighbourhood Plan Policies: SF1, BE1, BE3, BE4, BE5, LC2, SF3

Potential benefits to the community: Loss of empty shop on the High Street.

Potential impact on neighbours: Increase in parking on High Street.

Potential impact on wider community: Increase in on street parking; Loss of a retail shop

Other relevant information for consideration:

- In addition, the Council regards the proposal for two detached dwellings in the conservation area as over development of this small site.

	<ul style="list-style-type: none"> <li>- The Council would also request that an archaeology watching brief is undertaken during the ground works due to the proximity of the development site to the High Street.</li> <li>- The Council would also request that the bay window feature facing the High Street Public realm on the second floor of the existing building is retained. Reason: to retain the existing character of the original building as indicated in figure 5 of the Design and Access Statement.</li> <li>- As this is in the conservation area the Council would want to ensure that CWaC's Conservation Officer is satisfied that the materials and proposed works are in keeping with the character of the area and that it doesn't have a negative impact on the setting of this listed building or any others in the immediate vicinity.</li> <li>- The Heritage, Design and Access Statement talks about flood lights. The Council is concerned about the effects of light pollution and would like to ensure that down lights be used. The Council also note that there is no mention of electric charging points or waste bins or cycle storage facilities.</li> <li>- It is also noted that this application makes no reference to the Neighbourhood Plan or its policies contained therein.</li> <li>- The Council like CW&amp;C, 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.</li> </ul> <p><b>Resolved:- The Council agreed to accept all the above planning observations. Proposed by Cllr Charlton and seconded by Cllr Williams.</b></p> <p>150.2 <u>To consider any applications received after the agenda has been Distributed:-</u> None have been received.</p> <p>150.3 <u>Recent decisions by CW&amp;C:-</u> <u>Approved / Decided:-</u> 22/00971/FUL - Rosecroft Parbutts Lane Malpas <u>Prior Approval required and approved:-</u> 22/02836/PDQ - Hollowood Farmhouse Mates Lane Edge Malpas <u>Refused:-</u> 21/03070/FUL - Stockton Gate Cottage Stockton Hall Lane Stockton Malpas</p> <p>150.4 <u>Archway Homes:-</u> A representative of Archway Homes is due to attend the November meeting to present plans of the proposed site development for the field between Greenfields Lane and Lynchet Road.</p>
151	<p><b>MONTHLY SURGERY</b></p> <p>151.1 <u>October surgery:-</u> No report was circulated.</p> <p>151.2 <u>Future Surgeries:-</u> The Council considered whether to continue with monthly surgeries. <b>Resolved:- The Council agreed to continue to hold monthly surgeries until April 2023. The Clerk is to book the Jubilee Hall. Proposed by Cllr Whitehurst and seconded by Cllr Higgle.</b></p>
152	<p><b>HIGH STREET CAR PARK</b></p> <p>The legal process to purchase the land has started.</p>
153	<p><b>ALLOTMENTS</b></p> <p>153.1 <u>Plot Allocation Update:-</u></p> <ul style="list-style-type: none"> <li>- Plot No 11 is yet to be reallocated.</li> </ul>

	<p>153.2 <u>Annual Rent:-</u> The invoices for 2022 – 2023 have been sent to the allotment holders</p>
154	<p><b>APPEARANCE OF MALPAS</b> 154.1 <u>Street Furniture Update:-</u> Dog Bag Dispensers:- The dispenser has now been installed on Leech Lane. The dispenser outside the Jubilee Hall has been fixed. The Council are to apply for a s115e licence at the bottom of Well Street to be located next to the dog waste bin as the previous site was unsuitable. Bench on Chester Road:- The bench has now been installed. Village Pump:- The Clerk is in contact with Bovis regarding the installation of the pump at the Bovis site. They are looking at a more simpler plinth design from their technical department and will update when possible. Planters:- Order placed with Walkers Nurseries to refill the seven planters in the village at a cost of £50.19 plus VAT per planter. 154.2 <u>Bus Shelter – Old Hall Street:-</u> Paul Williams has sent a sample of larch as an alternative wood to be used for the bus shelter. The Council agreed for the bus shelter to go ahead using larch wood.</p>
155	<p><b>DEFIBRILLATOR</b> Cllr Williams is making arrangements with the defibrillator and cabinet.</p>
156	<p><b>THE CROSS</b> 156.1 <u>Modern Steps located to the left hand side of the Cross:-</u> CWaC have already confirmed that based on their findings and the evidence presented, that it is the responsibility of Highways to maintain the steps in accordance with the Council's Code of Practice for Highway Safety Inspections. The Clerk is to contact Highways to request that they carry out a safety assessment of the steps. 156.2 <u>Steps which surround The Cross:-</u> The Clerk is to contact Historic England (HE) regarding the sandstone steps on which The Cross stands on and enquire regarding the following:-  <ul style="list-style-type: none"> <li>- To request consent as it is a scheduled monument and requires consent for any works.</li> <li>- To write to explain what is required and send photos.</li> <li>- The Inspector will then decide whether the work can go ahead (this may require a site visit) and whether consent can be granted.</li> <li>- Further quotes will have to be obtained to carry out the work</li> </ul> There are small grants available, which are dependent on the Inspector's decision.</p>
157	<p><b>REMEMBRANCE SUNDAY</b> Update:-  <ul style="list-style-type: none"> <li>- The road closure application has been submitted to CWaC for the Remembrance Parade.</li> <li>- The Clerk has contacted Zurich who have confirmed that provided the event involves fewer than 500 people at any one time and the event has been risk-assessed then the event should be covered under Public Liability.</li> <li>- The Clerk has prepared Risk Assessment which has been sent to CWaC with the application to hold the event.</li> <li>- Amberon have sent the invoice for the road closure.</li> <li>- Cllr Higgle offered to lay the wreath on behalf of the Council at the Remembrance Service.</li> </ul> </p>
158	<p><b>CHRISTMAS</b> Update:-  <ul style="list-style-type: none"> <li>- Event and Alcohol licences:- applications in progress.</li> <li>- Insurance:- contacted Zurich Insurance for liability insurance.</li> <li>- Christmas Street lighting:- contacted Barlows to request a quote to erect and take down the lights.</li> </ul> </p>

	- Christmas Trees:- confirmed order with Walkers Nurseries; arrangements to contact businesses / residents in progress.								
159	<p><b>WEBSITE</b></p> <p>Then Media has quoted that the Parish Council package is £100.00 plus VAT to setup a website and then £20.00 per month to host and support (total £240.00 plus VAT). The Council considered whether to have a separate website dedicated to Council business in addition to the Community website.</p> <p><b>Resolved:- The Council agreed to set up a separate website dedicated for Parish Council business at a cost of £100.00 plus VAT to setup a website and then £20.00 per month to host and support (total £240.00 plus VAT).</b></p> <p><b>Proposed by Cllr Charlton and seconded by Cllr Higgle.</b></p>								
160	<p><b>COUNCIL COMMUNICATION STRATEGY</b></p> <p>The Council are to ask Cllr Roberts Abdelaziz for an update.</p>								
161	<p><b>COMMUNITY RESILIENCE PLAN (CRP)</b></p> <p>Cllr Charlton is in the process of obtaining quotes for supplies as detailed in the CRP.</p>								
162	<p><b>PARISH ON LINE DATA RECORDING SYSTEM</b></p> <p>Cllr Whitehurst had previously circulated a presentation regarding Parish On Line Data Recording System.</p> <p><b>Resolved:- The Council agreed to look into the system and see if it could be incorporated into the new Council website.</b></p> <p><b>Proposed by Cllr Charlton and seconded by Cllr Higgle.</b></p>								
163	<p><b>CYCLE LOCKERS</b></p> <p>Cllr Williams is due to provide an update at the next meeting.</p>								
164	<p><b>MALPAS COMMUNITY MINIBUS</b></p> <p>Cllr Webb had previously circulated a report regarding the current use of the minibus; the future options and the longer term sustainability of the minibus service. Various options are currently being considered by the Committee.</p>								
165	<p><b>FIREWORKS DISPLAY</b></p> <p>There are potential issues with the availability of fireworks; the Council agreed to shelve the project for 2022.</p>								
166	<p><b>TREE PLANTING IN THE PARISH</b></p> <p>Cllr Higgle reported that the plans for the Council to plant more trees in the parish seem to be stalling and suggested that it be included on planning applications with the desire to see removed trees replaced on a two for one basis. He suggested that the Mossland site could be used to plant more trees.</p> <p>The Council agreed to register an interest in the Community Orchard Package.</p>								
167	<p><b>FRACKING</b></p> <p>Cllr Higgle previously circulated a letter to send to MP Edward Timpson regarding fracking.</p> <p><b>Resolved:- The Council agreed to write to MP Edward Timpson to register concerns about fracking in the local area and to request his support against fracking in the local area.</b></p> <p><b>Proposed by Cllr Higgle and seconded by Cllr Boxall.</b></p>								
168	<p><b>2023 MEETING DATES</b></p> <p>The Council agreed to the following meeting dates for 2023:- 9<sup>th</sup> January; 13<sup>th</sup> February; 13<sup>th</sup> March; 10<sup>th</sup> April; 8<sup>th</sup> May; 12<sup>th</sup> June; 10<sup>th</sup> July; 14<sup>th</sup> August; 11<sup>th</sup> September; 9<sup>th</sup> October; 13<sup>th</sup> November; 11<sup>th</sup> December.</p>								
169	<p><b>CLERK'S REPORT</b></p> <table border="1"> <thead> <tr> <th>No.</th> <th>Item</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>169.1</td> <td>Chester Road Crossing</td> <td>CWaC have contacted Bovis regarding the change of use of S106 monies to allow a Zebra crossing on Chester Road (the</td> </tr> </tbody> </table>			No.	Item	Update	169.1	Chester Road Crossing	CWaC have contacted Bovis regarding the change of use of S106 monies to allow a Zebra crossing on Chester Road (the
No.	Item	Update							
169.1	Chester Road Crossing	CWaC have contacted Bovis regarding the change of use of S106 monies to allow a Zebra crossing on Chester Road (the							

			s106 was originally allocated towards the provision of a pavement on Chester Road). Bovis are going to discuss the request and get back to the council. CWaC are to advise as and when there is an update.
	169.2	S.106 for Sports playing field	The Clerk has chased up CWaC and been advised that the funds are due to be paid in October.
	169.3	Poppy Wreath	Order placed for wreath with Royal British Legion.
	169.4	Hedge @ cemetery	Reply sent to CWaC to advise matter is in hand and the hedges are due to be cut back.
	169.5	NP Meeting	Room 1 in the Jubilee Hal booked for meeting on 3rd November.
<b>170</b>	<b>EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX</b> List previously circulated to Cllrs.		
<b>171</b>	<b>UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES</b> No updates.		
<b>172</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 are of a sensitive nature.</b> <b>Proposed by Cllr Higgle and seconded by Cllr Williams.</b>		

**The meeting closed at 9.10 p.m.**

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