

**MINUTES OF THE MEETING OF MALPAS PARISH COUNCIL
HELD ON MONDAY 13TH JUNE 2016 IN THE JUBILEE HALL AT 7 PM**

PRESENT Cllrs. John Webb, Roma Hancock, Martin Shackleton, Eric Bickley, Chris Whitehurst, Sue Griffith, Tina Barnett, Karen Meredith. The Clerk. Two members of the public and PCSO Jon Hurst attended part of the meeting. Resolved:- In the absence of both the Chairman and Vice Chairman Cllr Shackleton was nominated to act as Chairman for the meeting. Proposed by Cllr Webb and seconded by Cllr Meredith.	
34 APOLOGIES Cllrs. Charles Lowick Higgle (Chairman), Carol Broad (Vice Chairman), Adrian Waddelove, John Bickley, Jill Arden.	
35 DECLARATION OF INTERESTS Cllr Griffith declared a non-pecuniary interest in items 48.5 and 49 of the minutes. Cllr Meredith declared a non-pecuniary interest in items 48.5 and 49 of the minutes. Cllr Shackleton declared a non-pecuniary interest in items 48.5 and 49 of the minutes. Cllr Whitehurst declared a non-pecuniary interest in item 50 of the minutes. Cllr Webb declared a non-pecuniary interest in item 48.1 (16/02002/FUL) of the minutes.	
36 APPROVAL OF THE MINUTES Resolved: - The Chairman signed the minutes of the Parish Council meeting that was held on 9th May 2016 as a true and proper record. Proposed by Cllr Webb and seconded by Cllr Barnett.	
37 OPEN FORUM The following concerns were raised about planning application 16/02002/FUL - Demolition of existing building and associated outbuildings and erection of 27 sheltered housing units, communal facilities, landscaping and car parking at The Cedars Old Hall Street Malpas:- • Over development of site; • Likened the development to a 'ghetto' for older people, would prefer a pepper pot approach for housing at the site; • The proposed plans for the car park at the site are misleading; • Lack of parking provision for visitors to the site; • Proposed car parking allocation per dwelling is insufficient; • Impact on the current drainage in the village.	
38 POLICE REPORT 8.1 Report:- PCSO Jon Hurst updated the meeting as below:- • Recent warrant conducted in the village; • Burglaries at Depenbech Rise; • Increase in reports of drink drivers in the village; • Actions taken to relieve parking in the village and at the schools; 38.2 Operation Shield:- The Council considered various options to fund the kits. There is a follow up meeting with PC Gigg later this month. Resolved: - The Council agreed to support the Operation Shield initiative both in principle and financially. Proposed by Cllr Webb and seconded by Cllr Eric Bickley.	
39 FINANCIAL REGULATIONS Resolved: - The Council agreed to the following:- 39.1 Adoption of Financial Regulations	

39.2 Appointment of Ruth Shackleton as the Responsible Financial Officer
39.3 Appointment of Harper Wright as the Internal Auditor
39.4 Appointment of Cllrs Hancock, Lowick Higgie, Ardern and Meredith as Bank Signatories.
Proposed by Cllr Webb and seconded by Cllr Meredith.

40 ACCOUNTS

40.1 Payments Approved:-

Chq No	Payee	Statutory Power	Amount
074	GRANT:- Minerva Arts	s.137	£ 860.00
075	GRANT:- Opal Club	s.137	£ 150.00
076	GRANT:- Walking for Health	s.137	£ 500.00
077	GRANT:- Malpas Fair	s.137	£1,000.00
078	GRANT:- Malpas Ladies Choir	s.137	£ 500.00
079	GRANT:- Young Persons Centre	s.137	£1,300.00
080	Running Costs & Parish Meeting costs	s.111	£ 93.17
081	St Oswald's Church – replace chq 66 & 68	s.111	£ 330.00
082	Cheshire Community Action (Subs)	s.111	£ 50.00
083	CHRISTMAS: Barlows (batteries for Christmas lights)		£ 202.50
084	Victoria Jubilee Hall	s.111	£ 30.00
085	Gallery Flowers (businesses to reimburse cost of hanging baskets)	s.137	£ 375.00
086	Roma Hancock (reimburse flowers for Jill Ardern)	s.137	£ 30.00
087	N&J Owen Ltd (parish meeting costs)	s.111	£ 28.72
088	Internal Audit (Charles R Harper Wright)	s.111	£ 75.00

The Clerk's salary was paid by standing order.

Receipts Received:-

None have been received

Bank Account:-

The reconciled balance in the current bank account as at 1st May 2016 was £80,811.94. The funds are allocated as follows:-

- Parish Council - £23,610.78
- Christmas Lights Funding - £890.74;
- Fencing to rear of public toilets funding - £850.00.
- New Homes Bonus £53,351.00;
- Allotments (balance of £3,600 transferred from NHB allocation) £1,367.00;
- Neighbourhood Plan £742.42;

Resolved: - The Council agreed to the above payments. Proposed by Cllr Eric Bickley and seconded by Cllr Hancock.

40.2 To accept and sign the Annual Return for Audit including the Annual Governance Statement for External Audit purposes (see Attachment C).

Resolved: - The Council accepted and signed the Annual Return for the years ended 31st March 2016 including the Annual Governance Statement for the purpose of the External Audit. Proposed by Cllr Webb and seconded by Cllr Meredith.

41 INTERNAL AUDITOR

The Internal Auditor has submitted his report for the Annual Return for the year ended 31st March 2016. Observations include:-

- Minutes of meetings:- some attachments have not been included;
- Accounting Records:- the records clearly show the payee but are not clear

about the purpose of the payment; • When a cheque has been returned then a notation about the reissue or cancellation should be made; • Suggestion that a larger cheque book is used with a larger counterfoil to enter details.									
42 PRIORITIES FOR 2016 – 2017 – CAPITAL SCHEMES The Council suggested the following priorities for capital schemes for 2016 – 2017:- • Zebra crossing on Tilston Road; • Zebra crossing on Chester Road; • Flashing 30 mph signage on Chester Road; • Operation Shield; • Provision of a new car park; • Enhancement to the Cross; • New village signs; • Bus stops; • Village pump; • Information boards. The Council are to consider and agree the capital schemes for priority at the next meeting.									
43 INTERNAL PROCEDURES There is a meeting of the Internal Procedures Working Group on 20th June 2016 to carry out the Council Procedures as specified in the Standing Orders.									
44 PARISH MEETING Further to the Parish Meeting the Council are to look into ways of acting as a facilitator to bring local groups and organisations together to see how they can help each other.									
45 WEBSITE The Council considered quotes for printing post cards. The post cards are to be distributed locally to make residents aware of the website and also when new residents move to the village. Resolved:- The Council agreed to order 2,000 double sided postcard size cards at a cost of £88.40. Proposed by Cllr Shackleton and seconded by Cllr Webb.									
46 SURGERY ROTA 46.1 To receive update from the June surgery:- <table border="1" data-bbox="113 1554 1369 2145"> <thead> <tr> <th data-bbox="113 1554 555 1592">ISSUE</th><th data-bbox="555 1554 1369 1592">CONCERNS RAISED AND ACTION TAKEN</th></tr> </thead> <tbody> <tr> <td data-bbox="113 1592 555 1816">(i) Shuttle Bus</td><td data-bbox="555 1592 1369 1816">Concerns raised regarding service reduction with shuttle being withdrawn and as a result residents are unable to get to Wrexham. Cllr Webb has contacted CWaC officers, asking that they consider using the bus at least once a week for run to Wrexham.</td></tr> <tr> <td data-bbox="113 1816 555 1966">(ii) Pavement on Wrexham Road</td><td data-bbox="555 1816 1369 1966">Request that pavement on Wrexham Road, at Meadowvale farm is widened as part of the building works. The Clerk is send a request to the developer.</td></tr> <tr> <td data-bbox="113 1966 555 2145">(iii) Parking and obstructions on Tilston Road</td><td data-bbox="555 1966 1369 2145">Recent problems in accessing the pavement along Tilston Road; this was an issue last week due to building works/traffic cones blocking the pavement. The access is now marked out well, though road warning signs are blocking the pavement at one end</td></tr> </tbody> </table>	ISSUE	CONCERNS RAISED AND ACTION TAKEN	(i) Shuttle Bus	Concerns raised regarding service reduction with shuttle being withdrawn and as a result residents are unable to get to Wrexham. Cllr Webb has contacted CWaC officers, asking that they consider using the bus at least once a week for run to Wrexham.	(ii) Pavement on Wrexham Road	Request that pavement on Wrexham Road, at Meadowvale farm is widened as part of the building works. The Clerk is send a request to the developer.	(iii) Parking and obstructions on Tilston Road	Recent problems in accessing the pavement along Tilston Road; this was an issue last week due to building works/traffic cones blocking the pavement. The access is now marked out well, though road warning signs are blocking the pavement at one end	JW RS
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	by recreation ground.	
(iv) Design of Bovis homes	Resident complained as lacking character and out of place.	
(v) Phone Box on Church Street	Query as to the phone box on Church Street could be better used as information box / library outlet? There is a working phone installed.	
46.2 <u>To receive a verbal update on issues arising and agree any actions:-</u> See above 46.3 <u>To establish rota for July surgery:-</u> June: - Cllrs Whitehurst and Hancock.		
47 ALLOTMENTS The Clerk updated the meeting as follows:- • A meeting has taken place to go through Jackie Weaver's comments regarding the Tenancy Agreement and Site Policy. Relevant amendments have been made. • A letter enclosing the site plan, Tenancy Agreement and Site Policy has been sent to prospective allotment holders inviting them to return the paperwork with the bond payment. • Enquiry received regarding allotment availability from a resident in No Man's Heath: - a reply has been sent to advise that plots are only available to Malpas residents at present. • The Clerk has contacted Zurich Insurance to clarify insurance arrangements before the work is carried out at the allotment site. They have replied as follows:- If the councillor has done this type of work before and the council are confident that the work will be carried out correctly then Zurich will cover him under the Council's policy. They have requested that plans are drawn up of the work he intends to carry out and risk assessments are in place and documented. Zurich will not be able to cover the councillor under the Council's policy if he hasn't done this type of work before. • Removal of Polytunnel and Shed – Cllr Lowick Higgle to update.		
48 PLANNING 48.1 <u>Applications:-</u> 16/01859/FUL - Minor internal alterations, late window replacement, new window openings, new windows to matching existing, new rooflights at Cobblestones Church Street Malpas 16/01860/LBC - Minor internal alterations, late window replacement, new window openings, new windows to matching existing, new rooflights at Cobblestones Church Street Malpas 16/01779/FUL - Access ramp and handrail to Almshouses at Cholmondeley Terrace Church Street Malpas 16/01766/FUL – Proposed dwelling at Fairhurst Chester Road Malpas 16/02002/FUL - Demolition of existing building and associated outbuildings and erection of 27 sheltered housing units, communal facilities, landscaping and car parking at The Cedars Old Hall Street Malpas 16/ 01872/OHL - Install 2nd supply off existing line (retrospective) at Firdale, Wrexham Road, Malpas 16/02151/FUL - Change of use of pasture land into land for residential purposes associated with Overton Edge; Provision of a new driveway and parking area; Provision of new granite setts to existing driveway access off Whitewood Lane plus new gateways. Erection of new 2.4 metre high cedar board screen adjacent to outbuilding at Kidnal Grange at Overton Edge Whitewood Lane Overton Malpas		

16/01990/FUL - Construction of a chimney to side elevation at Hayes Lodge Church Street Malpas Resolved:- The Council agreed to accept the observations in the Planning Report for the above planning applications (see attachment). Proposed by Cllr Barnett and seconded by Cllr Eric Bickley. 48.2 <u>To consider any applications received after the agenda has been distributed:-</u> None have been received. 48.3 <u>Recent decisions by CW&C:-</u> <u>Approval:-</u> 15/05069/LBC – Old Glebe Farmhouse, Church Street, Malpas 15/05109/WAS – Stockton Hall Farm, Stockton Hall, Stockton, Malpas 16/00928/FUL – Land Rear of Holly House, Old Hall Street, Malpas 48.4 <u>To receive planning updates:-</u> Nothing to report. 48.5 <u>Bovis:-</u> Cllrs have met with Bovis Homes. Update as follows:- • Drainage issues at the site remain unresolved; • Gas supply has now been sorted; • Concerns raised regarding site workers blocking the pavements on Chester Road; • Request for fencing to be erected around all of the land at Broselake Farm.	
49 BOVIS – BUS SHELTERS Cllr Broad previously circulated a report regarding the two new bus shelters proposed through the Bovis development section 106 monies. These are for modern bus shelters with interactive electronic timetabling. During a recent site meeting with the Bovis developers and CW&C a discussion was held with regards to the shelters. CW&C are willing to allow an alternative to the proposed modern structures however there may be an additional cost involved as a result and this would fall on the Council. CW&C wish to know if the Council wish to pursue an alternative structure from the modern ones that are proposed at Chester Road and Springfield Road. The planning group felt that a modern structure on Chester Road in particular is not in keeping with the conservation area, and also queried whether a modern structure would be suitable at Springfield Road. Therefore the planning group requested that an alternative structure be considered at both of the sites. The Council agreed that they would prefer to see the bus shelters constructed out of either wood or brick. The Clerk is to liaise with the highways team responsible.	
50 CAR PARK / PARKING RESTRICITONS 50.1 <u>To agree date of Public Meeting to discuss car parking:-</u> The Council agreed to defer this item. 50.2 <u>Update:-</u> Cllr Whitehurst has arranged a meeting with CW&C to discuss various highway issues including:- • Rejuvenation of the rural regeneration strategy; • Employing a local person to enforce traffic restrictions; • Car parking; • Provision of cycle racks; • Introduce a community speed management initiative; • A travel plan for the village. It is hoped that CW&C can negotiate directly with the Recreation Ground trustees over car parking at the Recreation Ground. CW&C have received a considerable amount of money in the form of the New Homes Bonus as a direct result of the	

50.3	new developments that are taking place in the village. It is hoped that CW&C will put some of this money back into improving the infrastructure of the village. The Council agreed to request that the waiting restrictions are not enforced on Bank Holidays.	
51	PARISH INFORMATION BOARDS Artwork:- A proof has been circulated of a 'bird's eye view' line drawing of the main streets with various buildings highlighted. Cllr Whitehurst is to prepare a rough plan of the road layout on which to base a revised map. Tesco Bags of Help Grant:- The Clerk has contacted Tesco to assess eligibility for funding of the project through the Bags of Help Grant scheme. Unfortunately the project is not eligible for funding.	
52	HIGHWAYS 52.1 <u>Road Safety on Chester Road:-</u> Cllr Shackleton has met with Graham Lowe, Highways, to discuss the installation of flashing road signage on Chester Road. Solar panels would not work at the proposed locations but it would be possible to provide electricity to the panels this would incur a cost to the Council. 52.2 <u>Love Lane:-</u> Further to the reports of large vehicles causing damage to Love Lane Cllr Whitehurst suggested a change to the name of the road. The residents would need to be consulted and agreement obtained before this can be carried out. 52.3 <u>Structural Maintenance Rolling Programme (SMRP):-</u> Suggestions for schemes to be surveyed summer 2016 include:- Mastiff Lane; Oldcastle Lane following recent damage; Love Lane – beyond the pumping station; Church Street Pavements – uneven and broken paving slabs. 52.4 <u>Parking Strategy:-</u> Stakeholders are to be invited to a workshop in Malpas on 29th June to consider a borough wide strategy. The Council agreed to invite the following representatives:- • Local business representatives; • Residents living in Church Street and High Street; • Bishop Heber High; • Malpas Alport Primary School; • Prospect House; • Bovis Homes; • Doctors surgery; • Jubilee Hall; • Local churches.	
53	VILLAGE PUMP A letter has been sent to Bovis to request to locate the pump as a permanent feature on their development site.	
54	COMMUNITY PRIDE COMPETITION Gallery Flowers have quoted £20.00 plus VAT for a hanging basket. Local businesses have been contacted. An order for 15 hanging baskets has been placed with Gallery Flowers. (n.b. the businesses pay for the hanging basket).	
55	BUNTING The Village Fair Committee have arranged the erection of the bunting.	
56	ASSETS OF COMMUNITY VALUE	

The Council considered the registration of additional community assets including The Crown and The Vaults as Assets of Community Value.		
57 BOTTLED WATER	The Council agreed to donate the surplus bottled water to the Tilston 10k.	
58 CLERK'S REPORT		
(i) Broken Lock on toilet door	Reported to CW&C and is due to be repaired w/c 6/6/16 (toilets are to be closed for health and safety reasons)	
(ii) Gypsy Sites	Letter to express concern to be sent to CW&C.	
(iii) Casual Vacancy	CW&C have been advised and the notice placed in the Noticeboard.	
59 EXTERNAL CORRESPONDANCE (Incl. the RED SUGGESTION BOX located in Londis near the Post Office counter).	A list of correspondence received has been circulated to Cllrs. Letters received:- • Malpas Village Fair Committee – letter of thanks for grant. • McCarthy Stone – letter to advise of current planning application.	
60 UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES		
60.1 Recreation Ground:-	There have been complaints regarding litter and graffiti.	

The meeting closed at 9.30 p.m.

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