

DRAFT MINUTES OF THE MEETING OF MALPAS PARISH COUNCIL HELD ON MONDAY 9TH MAY 2016 IN THE JUBILEE HALL AT 7 PM

	PRESENT Cllrs. Charles Lowick Higgie (Chairman), Carol Broad (Vice Chairman), John Webb, Adrian Waddelove, John Bickley, Roma Hancock, Martin Shackleton, Eric Bickley, Chris Whitehurst The Clerk. Six members of the public, PC Ged Gigg and PCSO Jon Hurst attended part of the meeting.	
1	APOLOGIES Cllrs. Sue Griffith, Gill Ardern, Tina Barnett, Karen Meredith. Barbara Hughes submitted her resignation from the Council.	
2	DECLARATION OF INTERESTS Cllr Whitehurst declared a non-pecuniary interest in items 16.2, 16.5, 16.6 and 23 of the minutes. Cllr Broad declared a non-pecuniary interest in items 16.1 and 16.2 of the minutes. Cllr Waddelove declared a non-pecuniary interest in item 22 of the minutes. Cllr Webb declared a non-pecuniary interest in items 16.1 and 16.2 of the minutes.	
3	ELECTION OF CHAIRMAN FOR 2016 - 2017 Resolved:- Cllr Lowick Higgie was proposed for the position of Chairman by Cllr Eric Bickley and seconded by Cllr Hancock. Cllr Lowick Higgie was duly elected as Chairman for 2016 - 17. He then signed the acceptance of office declaration.	
4	ELECTION OF VICE CHAIRMAN FOR 2016 - 2017 Resolved:- Cllr Broad was proposed for the position of Vice Chairman by Cllr Webb and seconded by Cllr Eric Bickley. Cllr Broad was duly elected as Vice Chairman for 2016 - 17. She then signed the acceptance of office declaration.	
5	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 Broad and seconded by Cllr Webb.	
6	CHAIRMAN'S REPORT See attached for Chairman's Report. Cllr Lowick Higgie formally thanked Cllr Webb for his service as Chairman.	
7	STANDING ORDERS Resolved:- The Council agreed to adopt the Council's Standing Orders. Proposed by Cllr Eric Bickley and seconded by Cllr Lowick Higgie.	
8	FINANCIAL REGULATIONS The following items were deferred to the June meeting:- 8.1 Adoption of Financial Regulations 8.2 Appointment of the Responsible Financial Officer 8.3 Appointment of the Internal Auditor 8.4 Appointment of Bank Signatories	
9	APPROVAL OF THE MINUTES The following statement was added to item 271.1 of meeting held on 11th April 2016:- "Mr Edward Reeves stated that the Trust were willing to enter into negotiations with the Parish Council towards increasing car parking capacity in the village. Mr Reeves also confirmed that any agreement would need to be subject to	

satisfactory financial arrangements. Mr Reeves added that the Trustees had given a previous commitment to consult with the village as to whether a permanent car park should be provided, but the Trustees now believed that this should be achieved through consulting the Parish Council.”
Both items 279.1.1 and 279.2 were amended to include ‘Proposed by Cllr Lowick Higgle’.

Resolved: - The Chairman then signed the minutes of the Parish Council meeting that was held on 11th April 2016 as a true and proper record with amendment as indicated in item 248. Proposed by Cllr Broad and seconded by Cllr Hancock.

10 OPEN FORUM

Car Park:- Various concerns were raised by both local residents and local businesses regarding the provision of a car park at the Recreation Ground.

11 POLICE REPORT

11.1 To receive report:-

PCSO Jon Hurst updated the meeting as follows:-

- Burglary on Tilston Road;
- Damage to vehicle in car park;
- SID device has been implemented on Tilston Road;
- Spoken with drivers about dangerous parking outside the Bishop Heber;
- Actions taken against drivers going up Well Street illegally and not stopping at the junction with Springfields.

The Council raised the following concerns / requests:-

- Request for additional police presence in the High Street due to current road closures;
- Vehicles parking on the pavement on Well Street.

11.2 Operation Shield:- PC Ged Gigg spoke to the meeting about Operation Shield.

Resolved: - The Council agreed to support the initiative. Proposed by Cllr Webb and seconded by Cllr Broad.

12 ACCOUNTS

12.1 Payments Approved:-

Chq No	Payee	Statutory Power	Amount
067	Running Costs	s.111	£ 54.85
068	Malpas Parish News – advertising	s.111	£ 30.00
069	Victoria Jubilee Hall – rent	s.111	£ 41.00
070	Then Media Ltd (Website charges)	s.111	£ 1,239.20
071	CHALC (subs)	s.111	£ 544.25
072	Zurich Insurance	s.111	£ 522.23
073	J Webb (reimburse gift)	s.111	£ 20.00

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 April 2016 was £68,075.83. The funds are allocated as follows:-

- Parish Council - £5,187.28
- Christmas Lights Funding - £890.74;
- Pedestrian Crossing funding - £5,000.00;
- 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 Lowick Higgle and seconded by Cllr Broad.																	
12.2	<u>To approve payment of Insurance:-</u> Resolved: - The Council agreed to pay £522.23 in respect of Council Insurance. Proposed by Cllr Lowick Higgle and seconded by Cllr Broad.																	
12.3	<u>To approve Financial Risk Assessment:-</u> Resolved: - The Council approved the Financial Risk Assessment. Proposed by Cllr Lowick Higgle and seconded by Cllr Broad.																	
13	INTERNAL AUDITOR The internal audit for the 2015 - 16 financial year is due to be submitted to the internal auditor.																	
14	ELECTION OF REPRESENTATIVES 2016 – 2017 <table><tr><td>Burial Board</td><td>Cllrs Hancock, Waddelove, Eric Bickley</td></tr><tr><td>Cheshire Assoc. of Town & Parish Councils</td><td>Cllrs Meredith, Broad and Higgle</td></tr><tr><td>Recreation Ground Committee</td><td>Cllrs Griffith, John Bickley</td></tr><tr><td>Young Persons Centre</td><td>Cllr Shackleton</td></tr><tr><td>Planning Working Group</td><td>All Cllrs who are available to attend</td></tr><tr><td>Victoria Jubilee Hall Committee</td><td>Cllr Eric Bickley</td></tr><tr><td>Financial Scrutiniser</td><td>Cllr Webb</td></tr><tr><td>Internal Procedures Working Group</td><td>Cllrs Webb, Whitehurst, Waddelove, Hancock, Griffiths</td></tr></table> Resolved:- The Council agreed to the above election of the above representatives. Proposed by Cllr Shackleton and seconded by Cllr John Bickley.	Burial Board	Cllrs Hancock, Waddelove, Eric Bickley	Cheshire Assoc. of Town & Parish Councils	Cllrs Meredith, Broad and Higgle	Recreation Ground Committee	Cllrs Griffith, John Bickley	Young Persons Centre	Cllr Shackleton	Planning Working Group	All Cllrs who are available to attend	Victoria Jubilee Hall Committee	Cllr Eric Bickley	Financial Scrutiniser	Cllr Webb	Internal Procedures Working Group	Cllrs Webb, Whitehurst, Waddelove, Hancock, Griffiths	
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15	INTERNAL PROCEDURES The Clerk is to set date for a meeting of the Internal Procedures Working Group to carry out the Council Procedures Council as specified in the Standing Orders.																	
16	GRANTS The Council considered the following requests for grants:- - Malpas Young Persons’ Centre - £1,300.00 - Village Fair Committee - £1,000.00 - Walking for Health - £500.00 - Minerva Arts - £860.00 - Opal Club - £150.00 - Malpas Ladies Choir - £500.00 Resolved:- The Council agreed to the following grants:-																	
16.1	Malpas Young Persons’ Centre - £1,300.00 Proposed by Cllr Shackleton and seconded by Cllr John Bickley.																	
16.2	Village Fair Committee - £1,000.00 Proposed by Cllr Shackleton and seconded by Cllr Waddelove.																	
16.3	Walking for Health - £500.00 Proposed by Cllr Broad and seconded by Cllr Webb.																	
16.4	Minerva Arts - £860.00 Proposed by Cllr Shackleton and seconded by Cllr Webb.																	
16.5	Opal Club - £150.00 Proposed by Cllr Shackleton and seconded by Cllr Broad.																	
16.6	Malpas Ladies Choir - £500.00 Proposed by Cllr Webb and seconded by Cllr Shackleton.																	

17	WEBSITE	The website has now gone live with the official launch taking place at Annual Parish Meeting on Tuesday 24th May. Cllr Lowick Higgle is to contact Nick Kennard to request that he remove the old website.	
18	PARISH MEETING TUESDAY 24th May	The Council agreed to invite the following:- Cheshire Wildlife Trust; local businesses and the police. Cllr Whitehurst has prepared a list of questions to present to the CW&C representatives who are attending the meeting.	
19	SURGERY ROTA	19.1 To receive update from the May surgery:-	
	ISSUE	CONCERNS RAISED AND ACTION TAKEN	
(i)	Old Bakery on Old Hall Street	Concerns raised. Needs tidying up. Can the Parish Council enforce action or can then Compulsory purchase the building and turn it into a studio.	
(ii)	Damage to verges on Love Lane	Cllr Whitehurst to update CWaC Highways	CW
(iii)	Tyre damaged in pothole on Mastiff Lane	Cllr Whitehurst to update CWaC Highways	CW
(iv)	Church Street closure	Concern over the lack of notice given. Also over the pothole and verge damage on Sunnyside, Oldcastle Road and Mastiff Lane. Clerk reported to Highways.	RS
(v)	Pothole	Reporting pothole/trench on Old Hall Street before Well Street, by Red Lion. Clerk reported to Highways.	RS
(vi)	McCarthy Stone	Various concerns were raised regarding the proposed development at The Cedars, Old Hall Street, Malpas.	
(vii)	Planning	Request for planning guidance. Cllr Whitehurst to advise.	
(viii)	Parking	Parking in front of dropped kerb by the Almshouses on Chester Road; blocking access for Wheelchairs. Clerk reported to Highways.	CW RS
(ix)	Speeding and Reckless Driving	Speeding and reckless driving on Oldcastle Lane near junction of Sunnyside. Issues shared with PCSO Jon Hurst in surgery meeting. Clerk to report to Highways.	RS
(x)	Fire Station Car Park	Request to provide access to the Fire Station Car Park from Leech Lane that is nearer to the Young Persons Centre than the existing access ramp and steps. Currently people would appear to be walking across a car park behind vehicles. Clerk to ask Highways.	
19.2	<u>To receive a verbal update on issues arising and agree any actions:-</u>		
	See above		
19.3	<u>To establish rota for June surgery:-</u>		
	June: - Cllrs Whitehurst and Hancock.		RS
20	ALLOTMENTS		
20.1	<u>Site Rules and Tenancy Agreement:-</u>		
	The Clerk has forwarded a copy of the Site Rules and Tenancy Agreement to Chalc for checking. A number of queries were raised. A working party of the clerk, Cllrs Webb, Meredith, Erick Bickley and Lowick Higgle are to meet to go through the queries.		

20.2	When the Site Rules and Tenancy Agreement have been amended the Clerk is to then write to the individuals who have expressed an interest in renting an allotment plot and to forward copies of the Site Rules and Tenancy Agreement. The plots will then be allocated and a meeting is to be arranged to set up an Allotments Association. <u>Work at Site:-</u> In order to comply with planning permission that has been granted further work is required at the site. This includes altering the entrance to the car park, screening of the car park and fences. Cllr Whitehurst has offered to carry out these works. The Clerk is to clarify insurance arrangements before the work is carried out. Should the insurance policy not cover these works then the Clerk is to contact Dave Adams to carry out the necessary works.	RS
21 21.1 21.2 21.3 21.4 21.5 21.6	PLANNING <u>Applications:-</u> None received <u>To consider any applications received after the agenda has been distributed:-</u> Recent planning applications have been submitted by Bovis Homes and for works at Cobblestones, Church Street, Malpas. The Council agreed to defer observations to be made by the planning working group. <u>Recent decisions by CW&C:-</u> <u>Approval:-</u> 16/00635/S73 – Land Off Greenfields Lane, Malpas 16/01075/FUL – 1 St George’s Rise, Malpas 15/03721/REM – land rear of Broselake Farm, Greenway Lane, Malpas <u>To receive planning updates:-</u> Nothing to report. <u>Bovis:-</u> Drainage issues at the site remain unresolved. <u>Planning Meetings:-</u> Cllr Broad has circulated a schedule of Planning Working Group meetings.	
22	MALPAS ALPORT PRIMARY SCHOOL The school are almost at the stage to submit plans for the proposed expansion.	
23	CAR PARK See attached for report on Malpas Car Parking Provision. The Council considered whether to form a small working group to investigate options to provide additional car parking in the village with the intention to hold a public meeting. Resolved: - The council agreed to form a small working group to investigate options to provide additional car parking in the village with the intention to hold a public meeting. The working group will consist of Cllrs Eric Bickley, John Bickley, Shackleton, Lowick Higgie and Whitehurst.	
24	PARISH INFORMATION BOARDS Nature Designs have prepared draft of map to be used on the Information Boards. The Clerk is to advise Nature Design of the amendments required.	
25 25.1 25.2	HIGHWAYS <u>Road Safety on Chester Road:-</u> Nothing to report. <u>Love Lane:-</u> The have been reports of large vehicles causing damage to Love Lane.	

25.3	Footpath:- The Council has received the following:- Highways Act 1980 Section 119: proposed diversion of Public Footpath No 1 (part) in the parish of Malpas (formerly Overton). The Council agreed to support Cllr Whitehurst's observations submitted to CW&C.	
26	VILLAGE PUMP Bovis have requested that the Council write regarding the request to locate the pump as a permanent feature on their development site and include photographs and the dimensions of the pump.	RS
27	COMMUNITY PRIDE COMPETITION The Clerk is follow up the quote that was requested for the hanging baskets.	RS
28	NEW GYPSY AND TRAVELLER SITES The Council raised concerns over the lack of consultation by CW&C regarding the proposed locations for new gypsy and traveller sites. The Clerk is to write a letter to express these concerns and to state that the local schools and doctors' surgery are already full to capacity.	RS
29	CLERK'S REPORT	
(i)	Precept	CW&C have written to confirm that the precept of £18,519.00. This has now been paid into the bank account.
(ii)	PAYE	Year end tasks completed with HMRC.
(iii)	Grant Form	Members Budget Funding evaluation form completed and to CW&C (for grant of £1,000.00 received for website)
(iv)	Post Box	Reported missing post box at Wigland.
30	EXTERNAL CORRESPONDANCE (Incl. the RED SUGGESTION BOX located in Londis near the Post Office counter). Nothing to report this month.	
31	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES	
31.1	Young Person's Centre:- The Council has received concerns regarding the closure of the Fire Station car park in the evening. The Clerk is to write to the Fire Service to request clarification as to who owns the Fire Station car park.	RS
Part 2		
32	PRESS AND PUBLIC To resolve to exclude the press and members of the public as the items relate to matters regarding sensitive commercial interests.	
33	THE MOSSLANDS The Clerk is to contact a local solicitor and request that a formal letter is written to Mr Cyril Hand to request the immediate removal of the polytunnel, shed and water butt that are located at the allotment site. If this these items are not removed then he will not be able to have an allotment and the Council will arrange for the removal of the polytunnel, shed and water butt. Any costs incurred by the Council will have to be met by My Cyril Hand. This will be stated in the solicitor's letter.	RS

The meeting closed at 9.40 p.m.

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