

**MINUTES OF MALPAS PARISH COUNCIL MEETING
HELD ON MONDAY 11TH OCTOBER 2021
IN THE JUBILEE HALL AT 7.00PM**

	PRESENT Cllrs Mike Boxall, Richard Charlton, Jackie Clegg, Charles Higgie, Karen Meredith, Sherrie Roberts Abdelaziz, John Webb (Chairman), Chris Whitehurst, Michael Williams. The Clerk. Rob Ruddock, Planning and Exercising Officer for Joint Cheshire Emergency Planning Team. No members of the public attended the meeting.
117	APOLOGIES Cllr Morgan Granger.
118	DECLARATION OF INTERESTS Cllr Webb declared a non-pecuniary interest in item 136.
119	APPROVAL OF THE MINUTES <u>Minutes of the Parish Council Meeting on 13th September 2021:-</u> Resolved:- The Chairman is to sign the minutes of the Parish Council Business Meeting held on 13th September 2021 as a true and proper record. Proposed by Cllr Higgie and seconded by Cllr Williams.
120	OPEN FORUM Rob Ruddock, Planning and Exercising Officer for the Joint Cheshire Emergency Planning Team, spoke to the meeting about Community Resilience Plans. This matter to be discussed and action agreed at the November meeting.
121	POLICE REPORT The police report had been circulated previously and was noted. Concerns regarding anti-social behaviour on Cross o'th' Hill are to be reported to the PCSO. Residents are urged to report all incidents of anti-social or criminal behaviour by calling 101.
122	CASUAL VACANCIES A Notice of Vacancy has been posted for the two casual vacancies caused by the resignations of Cllr McGregor Reid and Cllr Lloyd. The Returning Officer has advised that they have received the necessary request from 10 electors for an election. In the event of the election being contested, the poll will take place on Thursday 9th December 2021. The Council are to decide whether Poll Cards are to be issued. Full details of the timetable of proceedings can be found on the Parish Council's website.
123	INTERNAL PROCEDURES Cllrs Boxall, Waddelove and Whitehurst are set a date to meet to review / amend the Council policies and report back to the December meeting. Cllr Charlton was invited to contribute towards creating a scheme of delegation for statutory and devolved duties for the Clerk and Parish Councillors.
124	ELECTION OF REPRESENTATIVES The Clerk is to clarify the legal status of the Personnel Committee. Cllr Webb is to contact Cllr Waddelove to enquire whether he wishes to continue to sit on the Personnel Committee.
125	AUDIT PKF Littlejohn LLP, the External Auditor have written to advise that they have completed their review of the AGAR for Malpas Parish Council for the year ended 31st March 2021.

The External Auditor Report and Certificate detail the following matters arising from the review:-

External Auditor Report 2020 / 21:-

“Except for the matters reported below, on the basis of our 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.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Financial Officer before being presented to the authority for approval.”

“Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has correctly responded ‘No’ to Section 1 Box 4 on the findings reported in the 2019/20 External Auditor Report and Certificate.

As was the case for 2019/20, 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. Delays have been experienced in resolving this matter due to Covid; however, it is recommended that the smaller authority continues its efforts to establish the legal status of the potential trust fund and act on relevant advice, once received.”

The External Auditor Certificate 2020/21 certifies that they have completed their review of Sections 1 and 2 of the AGAR, and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31st March 2021.

Arrangements have been made to publish the certified AGAR (Sections 1, 2 and 3) on the Parish Council website.

The ‘Notice of Conclusion of Audit’ which details the rights of inspection, in line with the statutory requirements has been published on the Parish Council website and posted on the Parish Council noticeboard.

The Council noted the report.

126 ACCOUNTS

126.1 To approve payments:-

Chq No	Payee	Statutory Power	Amount
410	Running Costs	s.111	£ 46.58
411	Clerks Salary - Sep (payment for additional hrs)	lga 112-119	£ 159.86
412	HMRC (mth 7 2021 - 2022 financial year)	lga 112-119	£ 40.00
413	Victoria Jubilee Hall (room hire)	s.111	£ 80.50
414	GRANT:- Malpas Girls Football Club	s.137	£ 500.00
415	VOID		
416	DONATION:- Royal British Legion	s.137	£ 100.00

The Clerk’s salary was paid by standing order.

Resolved:- The Council agreed to the above payments.

Proposed by Cllr Higgle and seconded by Cllr Charlton.

126.2 Receipts Received as at 30th August 2021:-

CW&C (Members Budget – funding towards Wildflowers planting scheme) – £850.00
Village Integration Event - £185.00

126.3 Accounts and Bank Reconciliation:-

The summary of Receipts and Payments was previously circulated.

	The reconciled balance in the current bank account as at 30th September 2021 was £163,689.95 The funds are allocated as follows:- Parish Council - £46,356.08 Christmas Lights Funding - £146.40 New Homes Bonus - £28,949.83 Community Infrastructure Levy (CIL):- £80,510.85 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:- £2,500.00 126.4 <u>Budget to Date:-</u> The Council received the six month budget to date figures as at 30th September 2021 and forecast figures to 31st March 2022. 126.5 <u>Zoom:-</u> Resolved:- The Council agreed not to renew the Zoom subscription. Proposed by Cllr Clegg and seconded by Cllr Higgie.
127	BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2022 / 2023 To construct outline plans and draft budgets for proposed business priorities for the next financial year:- 127.1 Car Parking:- Cllr Webb informed the meeting that both he and Cllr Whitehurst are happy to continue to lead the project in partnership with CWaC officers and Ward Cllr Rachel Williams. 127.2 Climate Emergency:- Cllr Boxall is the lead on the project; proposed business priorities for 2022 / 23 will be considered after the Climate Emergency event in November. 127.3 Road Safety:- Cllr Whitehurst is the lead on the project; the outline plans and draft budgets will be prepared after the Traffic Plan has been presented to the village. 127.4 Village Appearance:- Cllr Williams agreed to lead on the project. 127.5 Collaboration opportunities with the Jubilee Hall:- Cllr Boxall is the lead on the project; he advised there is a meeting scheduled with the Jubilee Hall Committee to discuss plans. 127.6 Engaging with young people in the village:- Cllr Webb has made enquiries with CWaC and requested for a Cllr to volunteer to lead on the project.
128	SURGERIES The Council agreed to hold joint monthly surgeries with the Ward Councillor and police on the first Saturday of the month at the Jubilee Hall. The Clerk is to book the room for November 2021 to March 2022.
129	PLANNING 129.1 <u>Planning Applications:-</u> 21/03648/LDC - The parking provision at The Stables to be solely for use of the residents / occupants of The Stables at The Stables Church Street Malpas Observations:- The Council objects to this application because: - Background Factors:- Within settlement boundary; Conservation area. - Material considerations against development:-

Potential impact on neighbours - The proposal would remove parking from the Hayes Lodge which would create a Highway safety hazard and displace neighbours cars that are already parked on Church Street in this area.

Potential impact on wider community:- The proposal would remove 2 off road parking spaces from the Hayes Lodge which could potentially create a Highway safety hazard in an already congested area.

- Other relevant information:- Section 4 of the Planning Officer report dated 10th September 2008 relevant to planning application 08/01210/FUL that granted permission for The Stables property to be constructed, states the proposal would remove parking from the Hayes Lodge which would generate a Highway safety hazard.

Condition 10 of the planning permission granted for the Stables development (08/01210/FUL) states in the interests of Highway safety 4 parking spaces should be provide with the development.

A previous planning application 21/00120/S73 with the objective of obtaining a similar result was objected to by the Parish Council. It is noted that this application was subsequently withdrawn.

The Parish Council objected to it on highways safety issue.

The Parish Council also notes that the three declarations associated with this application refer to no cars being parked in the garden area.

However the aerial view, clearly illustrates that vehicles have been parked in the garden area contrary to the declarations submitted in support of this planning application.

- Malpas Parish 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.

Resolved:- The Council agreed to accept the above planning observations.

Proposed by Cllr Whitehurst and seconded by Cllr Meredith.

129.2 To consider any applications received after the agenda has been Distributed:-

21/02750/FUL - Demolition of existing outbuildings and erection of single and two storey rear extensions at 3 Moss Villas Old Hall Street Malpas

Resolved:- The Council noted this includes is a slight amendment to the original planning application and agreed to resubmit the previous amended observations.

21/04077/LBC - Single storey and first floor rear extensions at The Nest Old Hall Street Malpas

Resolved:- The Council this application is for the Listed Building Consent for previous planning application 21/02754/FUL and agreed to resubmit the previous observations.

129.3 Recent decisions by CW&C:-

Approved:-

20/03648/FUL - Ebnal Farm Ebnal Lane Malpas

20/04253/FUL - 11 Springfield Road Malpas

129.4 Planning Process:-

Cllr Meredith suggested that all new planning applications be posted on Facebook with a link to the CWaC planning portal for members of the public to submit any representations.

It was suggested that the draft Planning Report for each planning application be posted on the Council's website and that members of the public make any comments to the Council.

	These comments would be taken into consideration and could be included before the final Planning Report is submitted to the Planning Department. The suggested revised process to be circulated prior to the next meeting. 129.5 <u>Duchy Homes Development on Chester Road:-</u> Ward Cllr Williams is due to meet with the developers. 129.6 <u>Consultation:-</u> Ward Cllr Williams has submitted the following, Withins Close and Waterfield Road, for the new development street name suggestions in respect of 21/00181/NEWDEV - Chester Road.
130	HIGHWAYS 130.1 <u>Church Street Speeding Complaints:-</u> The Council received a report regarding vehicles speeding through traffic light section on Church Street and agreed to request that enforcement is carried out by the PCSO. 130.2 <u>Speeding Issues Consultation:-</u> The Council considered participating in the Speeding Issues Consultation pilot scheme working with the Police and Crime Commissioner (PCC) and agreed to express an interest in principle in the pilot scheme.
131	SPEEDWATCH There is a remote training session scheduled to take place. The Council are to hold an actual session using the speed gun.
132	APPEARANCE OF MALPAS 132.1 <u>Planters:-</u> Resolved:- The Council agreed to place an order with Walkers Nurseries to refill the four existing planters at a total cost of £200.76 plus vat (£50.19 per planter). Proposed by Cllr Charlton and seconded by Cllr Webb. 132.2 <u>Dog Bag Dispensers:-</u> Update:- - Four of the dispensers have been installed by CWaC; - Cllr Whitehurst confirmed that the Recreation Ground Committee will make arrangements to install the 5th dispenser at the site. - With regards to the siting of the 6th dispenser, CWaC have advised that the following locations are unsuitable - the footpath behind the old Parish Rooms and the footpath behind Parbutts Lane. This is due to the absence of a waste bin nearby. CWaC have confirmed that Leech Lane is acceptable. - Cllrs Higgle and Williams agreed to refill the dispensers. Resolved:- The Council agreed to site the 6th Dog Bag Dispenser at Leech Lane. Proposed by Cllr Charlton and seconded by Cllr Webb. 132.3 <u>Old Hall Street Bus Shelter:-</u> Wood samples for the bus shelter were circulated. The Council agreed for the bus shelter to be stained mid brown with green roofing.
133	MALPAS CHRISTMAS MARKET AND CHRISTMAS LIGHTS Update as follows:- - Application made for £1,300.00 from the Ward Councillor's Member's Budget to cover the cost of the Highways Closure for the event and the First Aid cover. - Contacted Zurich for quote for liability insurance with a cover of £10 million for the event. - Application made for a temporary events licence for the day. - To apply for temporary alcohol licence. - Arrangements in progress regarding the Highways Closure and First Aid for the event. - Residents living within the road closure are to be notified. The Council were informed of the additional costs to hold the event. Resolved:- The Council agreed to allocate £1,500.00 towards the additional costs for the event as follows:- Insurance Cover – amount to be confirmed; Additional cost for

	First Aid - £91.00; Temporary Alcohol Licence - £21.00; Costs to put up and take down the street lighting - £1,000.00. Proposed by Cllr Boxall and seconded by Cllr Charlton.		
134	REMEMBRANCE SUNDAY Cllr Williams updated the meeting regarding the arrangements for the road closure on Remembrance Sunday which may involve some unavoidable cost.		
135	CLIMATE EMERGENCY EXHIBITION Cllr Boxall updated the meeting regarding the Climate Emergency Exhibition which is to take place on Saturday 20 th November in the Jubilee Hall. Zurich Insurance has confirmed that the Council's current policy will cover the event and a risk assessment is required for the event.		
136	CWaC COMMISSIONING PLANS The Council agreed to write a letter to CWaC regarding their recent U turn on funding for Malpas OPAL Club.		
137	THE QUEEN'S GREEN CANOPY This item was deferred.		
138	FIRE SERVICE RECOGNITION Resolved:- The Council agreed to send a letter of congratulation to John Hibbert who retired recently from the Fire Service after 21 years' service. Proposed by Cllr Higgie and seconded by Cllr Meredith.		
139	LOYALTY APP This item was deferred.		
140	CLERK'S REPORT		
	No.	Item	Update
	140.1	The Mossland	The draft Statutory Declaration was circulated previously to Councillors. A request has been sent to have sight of the exhibits before the document is finalised. The solicitor has advised that he will be going to arrange for the necessary scanning assistance and capacity; when completed the 'final' document will be made available to the Council.
	140.2	Planters	Order placed with Walkers Nurseries for four new planters.
	140.3	Bus Shelter – Bovis	CWaC has advised that the hard standing and raised kerbs at the bus stop on Springfield Road will be installed w/c 11th October (subject to suitable weather conditions). CWaC will order a shelter which should be installed towards the end of October.
	140.4	Bench on Chester Road	Followed up request with CW&C to approve the s115e licence. When the licence has been approved, arrangements can be made to purchase and install the bench.
	140.5	New Bank Account	Paperwork due to be finalised before submitting the form to Co-op Bank.
	140.6	Allotments	As requested, information has been sent to Chairman of the Allotments Association. Annual rental invoices and allotment paperwork are to be sent to tenants. The Council are to consider the request to pay for a digger to carry out work at the allotment site.
	140.7	Climate Emergency Event	A room booking has been made at the Jubilee Hall on Saturday 20 th November for the Climate Emergency Exhibition.

	140.8	United Utilities	The Clerk is to request suggested dates for a virtual meeting with United Utilities to discuss the Vyrnwy Aqueduct Maintenance Programme.
	140.9	CCA	Membership form and payment sent.
	140.10	Poppy Wreath	Order placed.
	140.11	High Street Car Park	Request sent to CWaC to repaint the white lines for the car parking bays in the High Street Car Park. CW&C advised that the High Street Car Park is currently being looked at for amendments and the markings will be sorted with the bigger scheme.
	140.12	AGAR	The certified AGAR has been published on the Parish Council website. The 'Notice of Conclusion of Audit' which details the rights of inspection, in line with the statutory requirements has been published on the Parish Council website and posted on the Parish Council noticeboard.
	140.13	Road Markings	Request sent to CW&C regarding white Lines on Church Street, Malpas - both at the Give Way junction and going up Church Street - have faded considerably which is hazardous for traffic using Church Street, especially with the current traffic lights which are in operation. CW&C advised they will look at refreshing the road markings on Church Street when the lining contractor is next in the area and when it is safe to do so.
141	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX List previously circulated to Cllrs.		
142	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES 142.1 Burial Ground Committee:- Cllr Waddelove had submitted a report previously by email. 142.2 ATC Squadron:- Cllr Clegg informed the meeting that the Squadron have had to sell the minibus due to the lack of funds.		
143	HELP FOR LOCAL BUSINESSES The Council considered the following requests and agreed to take no further action:- - That the Council request that parking restrictions are not enforced for the time being. The move of the Co-op has eased parking on High Street considerably. Congestion is not a problem at the moment. - That the Council write to the MP requesting that Business Rates are abolished, or failing that, suspended until High Streets get back on their feet.		
	PART TWO		
144	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 Higgie and seconded by Cllr Clegg.		

The meeting closed at 9.30 pm.

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

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