

**MINUTES OF MALPAS PARISH COUNCIL MEETING
HELD ON MONDAY 13TH DECEMBER 2021
IN THE JUBILEE HALL AT 7.00PM**

	PRESENT Cllrs Tina Barnett, Mike Boxall, Richard Charlton, Morgan Granger, Charles Higgle, Pauline Hood, Santa Makuza, Sherrie Roberts Abdelaziz, John Webb (Chairman), Chris Whitehurst, Michael Williams. The Clerk. One member of the public attended part of the meeting.
178	APOLOGIES Cllrs Karen Meredith, Adrian Waddelove.
179	DECLARATION OF INTERESTS Cllr Higgle declared a non-pecuniary interest in items 192 and 202. Cllr Whitehurst declared a non-pecuniary interest in item 201.
180	APPROVAL OF THE MINUTES <u>Minutes of the Parish Council Meeting on 8th November 2021:-</u> Resolved:- The Chairman is to sign the minutes of the Parish Council Business Meeting held on 8th November 2021 as a true and proper record. Proposed by Cllr Charlton and seconded by Cllr Barnett.
181	OPEN FORUM Mr Simon Kettle, Planning Agent, spoke to the meeting about the Council's planning report for planning application 21/04515/FUL - Alterations and extension to existing stables to create a single residential dwelling, erection of detached carport/outbuilding at Levoy Sunnyside Malpas.
182	POLICE REPORT The police report had been circulated previously. There are ongoing issues with speeding and parking in the village. Residents are urged to report all incidents of anti-social or criminal behaviour by calling 101.
183	CASUAL VACANCIES 183.1 <u>Update:-</u> The Returning Officer at CWaC has advised that two candidates were nominated for election. Therefore, a contested election will not take place and they are both duly elected as Parish Councillors. The Council welcomed the new Councillors, Pauline Hood and Santa Makuza. CWA C confirmed that the Council can co-opt to fill the third vacancy. 183.2 <u>Co-option:-</u> A notice has been posted on the website and noticeboard inviting eligible candidates to apply to be co-opted to fill the remaining vacancy.
184	ACCOUNTS 184.1 <u>Co-op Community Grant:-</u> The Council has received a cheque for £150.00 from the Co-op. This is in respect of the Community Grant that the Clerk applied to pay for gifts for the Christmas event. Resolved:- The Council noted the receipt of the cheque for the grant and formally agreed to the expenditure to pay for gifts for the Christmas event. Proposed by Cllr Granger and seconded by Cllr Charlton. 184.2 <u>Christmas:-</u> Details of expenditure for the Christmas event are listed in item 184.3.

184.3 To approve payments:-

Chq No	Payee	Statutory Power	Amount
425	CHRISTMAS:- Amberon (road closure for Christmas event)	s.137	£1,002.00
426	CHRISTMAS:- Grotto gifts (paid from Co-op Grant)	s.137	£ 150.00
427	YOU Media (printing costs for CAN event)	s.111	£ 109.32
428	Running Costs	s.111	£ 76.32
430	HMRC (employers NIC)	lga 112-119	£ 172.56
431	Walkers Nurseries (Christmas Trees to be reimbursed)	s.137	£ 643.44
432	Walkers Nurseries (planters and refills)		£2,282.94
433	CHRISTMAS:- Spark Medial Ltd	s.137	£ 469.20
434	CHRISTMAS:- Zurich Insurance (insurance cover for event)		£ 288.96
435	Victoria Jubilee Hall (room hire £66.00 / CAN Event £232.00)	s.111	£ 298.00
436	Allotments Deposit refund:- S Maslen	s.137	£ 50.00
437	Allotments Deposit refund:- M Lewis	s.137	£ 50.00

The Clerk's salary was paid by standing order.

Resolved:- The Council agreed to the above payments.

Proposed by Cllr Granger and seconded by Cllr Boxall.

184.4 Receipts Received as at 1st November 2021:-

No receipts have cleared in the bank account as at 1st November 2021.

184.5 Accounts and Bank Reconciliation:-

The summary of Receipts and Payments was previously circulated.

The reconciled balance in the current bank account as at 1st November 2021 was £159,394.88.

The funds are allocated as follows:-

Parish Council - £42,061.01

Christmas Event 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

184.6 Budget Setting:-

Cllr Boxall circulated a report about preparing to set the budget and the precept for the 2022 – 2023 financial year. The report included the following issues which are to be considered by the Council:-

- Is the Council happy that the car park be entirely funded from the Council's NHB / CIL reserves;
- Has the Council completed the list of business priorities for the 2022 – 23 financial year;
- Are the cost estimates for the business priorities reasonable;
- Does the Council have sufficient reserves to cover unforeseen events;
- Are there any reasons to expect the running costs to be significantly different for the 2022 – 23 financial year.

	There will be a meeting at 1pm on Tuesday 4 th January 2022 to review the current financial position and to prepare the financial budgeting data for the Council's meeting in January. Cllrs are welcome to attend.
185	BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2022 / 2023 It was agreed to add planning for the Queen's Platinum Jubilee (2-5 June 2022) to the list of Business Priorities
186	ELECTION OF REPRESENTATIVES <u>Personnel Committee:-</u> Resolved:- The Council agreed to appoint Cllrs Hood and Makuza to sit on the Personnel Committee. Proposed by Cllr Higgle and seconded by Cllr Roberts Abdelaziz.
187	INTERNAL PROCEDURES The Council agreed to defer the item regarding the review / amendments of Council policies until April.
188	COMMUNITY GOVERNANCE Resolved:- The Council agreed to formally notify CWaC that Malpas Parish Council wish to request to merge with Cuddington Parish. Proposed by Cllr Higgle and seconded by Cllr Whitehurst.
189	PLANNING 189.1 <u>Planning Applications:-</u> 21/04146/FUL - : Replacement of windows north east (facing Old Hall Street) and north west (facing the High Street) aspect of the property at Old Hall Residential Home Old Hall Street Malpas Observations:- Malpas Parish Council would make the observations as below: - Background Factors: Within settlement boundary; Conservation area. - Material considerations against development:- Potential impact on wider community - Potential impact on the Conservation Area. Although the Old Hall is not a listed building, the Council would want reassurance that the Conservation Officer is satisfied with the proposed style of replacement windows - 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. - It is noted that in the proposed side elevation drawing the conservatory is missing. Is this being removed and if so has permission been given. Resolved:- The Council agreed to accept the above planning observations. Proposed by Cllr Higgle and seconded by Cllr Roberts Abdelaziz. 21/04312/FUL - Replacement of entrance door from timber to white powder coated aluminium door with automatic controls at 1 The Cross Church Street Malpas Observations:- Malpas Parish Council supports this application because:- - Background Factors: Within settlement boundary; Conservation area. - Relevant Neighbourhood Plan Policies:- BE3 and SF1 - Positive aspects of development:- Potential benefits to the community include Improved accessibility for wheelchair users; elderly and pushchairs. - Material considerations against development:- Potential impact on neighbours - Potential visual impact; Potential impact on wider community:-Visual impact; 1, The Cross lies within the Malpas Conservation area, the style of the proposed door is not similar to the existing windows. - 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. Resolved:- The Council agreed to accept the above planning observations. Proposed by Cllr Higgie and seconded by Cllr Roberts Abdelaziz. 21/04515/FUL - Alterations and extension to existing stables to create a single residential dwelling, erection of detached carport/outbuilding at Levoy Sunnyside Malpas Observations:- The Planning Report was circulated prior to the meeting. Cllrs discussed the report and agreed to that it needs to be amended. Resolved:- The Council agreed for the Clerk to make amendments to the report as discussed. The report is then to be circulated to the Council for approval before it is submitted to Planning. Proposed by Cllr Higgie and seconded by Cllr Charlton. <u>189.2 To consider any applications received after the agenda has been Distributed:-</u> No new applications have been received. <u>189.3 Recent decisions by CWaC:-</u> <u>Approved / Decided:-</u> 20/04826/S73 - Land At The Sycamores Old Hall Street Malpas 20/04830/FUL - The Tithebarn Church Street Malpas 20/04831/LBC - The Tithebarn Church Street Malpas 21/00211/FUL - Wrexham Road Farm Wrexham Road Malpas 21/01478/FUL - (Neighbouring Parish) - The Mill, Hampton 21/02086/FUL - 34 Springfield Road Malpas 21/03599/FUL - Laurel Bank Surgery Old Hall Street Malpas 21/03697/CAT - Castle Hill Mound Church Street Malpas <u>189.4 Planning Policy Process:-</u> Cllr Whitehurst circulated a report proposing minor changes to the current process that is used to deal with planning applications. This is to be formally considered at the January meeting.
190	SURGERIES The report was noted.
191	HIGHWAYS There is no update regarding the Pilot Average Speed Camera Scheme. The Clerk is to request an update.
192	ROAD SAFETY The Council discussed whether to make a donation to purchase high viz jackets for every child at Malpas Alport Primary School so as to ensure sure that the children are safe whilst walking to and from school and to encourage children to walk to school. Whilst agreeing that road safety, particularly for young children is very important, the Council agreed to contact CWaC to request that they carry out an evaluation / assessment of the site on Chester Road for a Lollipop person. The Council also agreed to engage in dialogue with the school regarding road safety for pupils.
193	COMMUNITY RESILIENCE PLAN Cllr Charlton has been in contact with Rob Ruddock to develop a Community Resilience Plan for the village. He is to arrange a meeting of the Safety Action Group to make progress with the plan. The Plan would cover what actions the Council would take in the event of a severe weather emergency
194	CLIMATE EMERGENCY EXHIBITION Cllr Boxall updated the meeting regarding the Climate Emergency Exhibition which took place on Saturday 20th November in the Jubilee Hall. The event was a success with a variety of exhibits; approximately 80 people attended the event; Councillors were thanked for their help on the day. It was agreed that further events should be arranged in the future to continue to promote actions to counter the climate emergency but with more biscuits next time!

	The Council formally thanked Cllr Boxall for organising the event.								
195	MALPAS CHRISTMAS MARKET AND CHRISTMAS LIGHTS Cllr Williams provided feedback from the event. The Council formally thanked everyone involved in making the event a success.								
196	APPEARANCE OF MALPAS 196.1 Dog Bag Dispensers:- The licence for the dispenser on Leech Lane was advertised for 28 days from 01/12/21. The dispensers have been added to the insurance schedule at no extra cost. 196.2 Bus Shelter – Old Hall Street:- CWaC have placed a notice for the bus shelter s115e license on Old Hall Street on 01/12/21. The Council has received a enquiry from the residents living at Old Hall to query the location as their water meter is located on the pavement. 196.3 Bench on Chester Road:- The licence for the bench was advertised for 28 days from 01/12/21. 196.4 New Planters:- Planters now installed at the agreed locations. They have been added to insurance schedule at no extra cost.								
197	APPROACH TO COMMUNITY SERVICES Councillors considered a paper from Cllr Boxall asking whether the Council should take the lead in developing a long term vision for the village and a plan for the provision of community services. It was agreed that this was an appropriate role for the Council and that any work needed to include dialogue with other groups/organisation already provided components of this service. Cllr Boxall is to lead the project; Cllrs Roberts Abdelaziz, Whitehurst, Higgle, Makuza and Webb offered to assist.								
198	DEFIBRILLATOR The Council supported in principle Cllr Williams proposal to purchase a defibrillator to be located at the Jubilee Hall. The Council is to undertake a survey of existing Defibrillators in the village to establish their location and accessibility before taking further action.								
199	SOCIAL MEDIA AND COMMUNICATIONS Resolved:- The Council agreed for Cllr Roberts Abdelaziz to set up a Facebook page for Council information and to liaise with Cllr Whitehurst to ensure consistency with the Council's website. Proposed by Cllr Charlton and seconded by Cllr Higgle.								
200	WEBSITE The Council noted the report circulated by Cllr Whitehurst regarding an independent accessibility audit of the Community Website and agreed no further action was needed at this time.								
201	QUEEN'S PLATINUM EVENT Cllr Whitehurst spoke to the meeting regarding the Queen's Platinum Event taking place 2 nd June to 5 th June 2022. This included the level of Parish Council's involvement with Community Links. Resolved:- The Council agreed to support and work with Community Links to provide planning and financial support for the Queen's Platinum Event. Proposed by Cllr Roberts Abdelaziz and seconded by Cllr Granger.								
202	THE QUEEN'S GREEN CANOPY Cllrs Higgle and Whitehurst are to look at locations in the village to plant trees for the Queen's Green Canopy.								
203	CLERK'S REPORT <table><tr><th>No.</th><th>Item</th><th>Update</th></tr><tr><td>203.1</td><td>Allotments</td><td>Update:- Plot No 1 – rent received Plot No 2 – rent received Plot No 3 – rent received</td></tr></table>			No.	Item	Update	203.1	Allotments	Update:- Plot No 1 – rent received Plot No 2 – rent received Plot No 3 – rent received
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		Plot No 4 – rent received Plot No 5 – plot is vacant as not fit to rent Plot No 6 – plot is vacant as not fit to rent Plot No 7 – rent is due to be paid online Plot No 8 – Tenant has given notice; Chairman of Allotments Association has confirmed that the bond can be returned; plot is to be advertised. Plot No 9 – rent received Plot No 10 – Tenant has given notice; Chairman of Allotments Association has confirmed that the bond can be returned; plot is to be advertised. Plot No 11 – rent is due to be paid online Plot No 12 - rent received The rent has been paid into the bank account and is due to appear on the next bank statement when the accounts will be updated.
203.2	Christmas	Update:- - Members Grant:- Applied for £1,300.00 from the Ward Councillor's Member's Budget to cover the cost of the road closure and the first aid. CWaC have sent a remittance advice to confirm payment. This will appear on the next bank statement. 2.2 Liability insurance cover for £10 million :- Cost is £288.96 (Zurich insurance) - Temporary events licence for the day:- CWaC confirmed. Highways Closure:- Payment sent to Amberon and CWaC confirmed. - First Aid for event:- order placed - Letters sent to Residents living with in the road closure to be notified of the event and road closure. -Co-op Community Grant:- Applied for a community donation of £150.00 for the Christmas event from the Co-op. A cheque for £150.00 has been received. This has been used to pay for gifts for the grotto.
203.3	United Utilities	United Utilities Vyrnwy Aqueduct Maintenance Programme - Introduction to scheme – virtual meeting held on Monday 15 th November.
203.4	Climate Emergency Event	Placed order for leaflets and posters with YOU media. Jubilee Hall confirmed cost of room hire . Posters sent to local Parish Councils.
203.5	Poll Cards	Advised CWaC not required should there be an election.
203.6	Planning	In September, the Council received a complaint regarding inaccurate information contained in the Council's planning report for planning application 21/02750/FUL - Demolition of existing outbuildings and erection of single and two storey rear extensions at 3 Moss Villas Old Hall Street Malpas. The report incorrectly stated that work on the development had started with the outbuildings being already demolished without planning permission being granted. The Council has previously written to CWaC to request that the observations that were previously submitted are updated accordingly to remove this statement. The applicant has since written to the Council as the comments have not been removed from the CWaC Planning Portal.

			A reply has been sent to resident to advise that CWaC has written to confirm that the Parish Council's report dated 10.08.2021 has been removed from the public website as requested.
	203.7	Toilet Block	Reported:- - two windows at the rear of the block are both rotten, and need replacing - the downspout at the rear of the building is missing and the drainage grid is blocked so rain water is running down the side of the building making it damp.
	203.8	Training	Attended Council Tech Forum Summit training session.
204	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX List previously circulated to Cllrs.		
205	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES 205.1 Cubs:- The Council thanked the Cubs for decorating the lampposts. 205. Housing:- The Council discussed problems encountered of renting properties in the local area. It was suggested that the Council contact neighbouring Parish Councils to see if they are experiencing similar issues and to consider making a joint approach to CHALC and CWaC for support.		
	PART TWO		
206	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 Charlton and seconded by Cllr Higgie.		

The meeting closed at 9.15 p.m.

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