

**MINUTES OF MALPAS PARISH COUNCIL MEETING
HELD ON MONDAY 11TH APRIL 2022
IN THE VICTORIA JUBILEE HALL, MALPAS AT 7.00PM**

	PRESENT Cllrs Mike Boxall, Richard Charlton, Pauline Hood, Santa Makuza, John Webb (Chairman), Adrian Waddelove, Chris Whitehurst, Michael Williams. The Clerk. No members of the public attended the meeting.																														
297	APOLOGIES Cllrs Tina Barnett, Charles Higgie, Karen Meredith, Sherrie Roberts Abdelaziz.																														
298	DECLARATION OF INTERESTS Cllr Whitehurst made a request for dispensation for item 311 of the minutes as he has a non-pecuniary interest as Chairman of Malpas Recreation Ground Committee. The dispensation was granted. Cllr Charlton declared a non-pecuniary interest in item 304 of the minutes as he is a director of Malpas and District Sports Club.																														
299	APPROVAL OF THE MINUTES <u>Minutes of the Parish Council Meeting on 14th March 2022:-</u> Resolved:- The Chairman is to sign the minutes of the Parish Council Business Meeting held on 14th March 2022 as a true and proper record. Proposed by Cllr Williams and seconded by Cllr Whitehurst.																														
300	OPEN FORUM In the absence of any members of the public there was no consideration of this item.																														
301	POLICE REPORT PCSO Hurst is currently on sick leave; the Council agreed to send him a get well message. The Clerk is to enquire who is covering in his absence. Residents are urged to report all incidents of anti-social or criminal behaviour by calling 101.																														
302	CASUAL VACANCY Another person has contacted the Council regarding the vacancy. No further update.																														
303	ACCOUNTS 303.1 To approve payments:- <table border="1" data-bbox="188 1400 1517 1769"> <thead> <tr> <th>Chq No</th><th>Payee</th><th>Statutory Power</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>456</td><td>HMRC (PAYE and NIC)</td><td>lga 112-119</td><td>£ 64.56</td></tr> <tr> <td>458</td><td>Running Costs</td><td>s.111</td><td>£ 65.23</td></tr> <tr> <td>459</td><td>MF Architecture (professional fees for car park)</td><td>LGA 1972 s124</td><td>£1,951.83</td></tr> <tr> <td>460</td><td>Victoria Jubilee Hall</td><td>s.111</td><td>£ 66.00</td></tr> <tr> <td>461</td><td>London Hearts (defibrillator)</td><td>PHA 196 s.234</td><td>£ 902.40</td></tr> <tr> <td>462</td><td>Reimburse C Whitehurst for Jubilee Event Costs (North West Medical Solutions £950.40; Flags and Flagpoles £344.70)</td><td>LGA 1972 s.145</td><td>£1,295.10</td></tr> </tbody> </table> The Clerk's salary was paid by standing order and cheque. Resolved:- The Council agreed to the above payments. Proposed by Cllr Makuza and seconded by Cllr Williams. 303.2 Receipts Received as at 1st March 2022:- Allotments Income - £93.75 Christmas Trees - £31.00 303.3 Accounts and Bank Reconciliation:- The summary of Receipts and Payments was previously circulated. The reconciled balance in the current bank account as at 14th March 2022 was £153,706.77.			Chq No	Payee	Statutory Power	Amount	456	HMRC (PAYE and NIC)	lga 112-119	£ 64.56	458	Running Costs	s.111	£ 65.23	459	MF Architecture (professional fees for car park)	LGA 1972 s124	£1,951.83	460	Victoria Jubilee Hall	s.111	£ 66.00	461	London Hearts (defibrillator)	PHA 196 s.234	£ 902.40	462	Reimburse C Whitehurst for Jubilee Event Costs (North West Medical Solutions £950.40; Flags and Flagpoles £344.70)	LGA 1972 s.145	£1,295.10
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	The funds are allocated as follows:- Parish Council - £34,007.27 Christmas Event Funding - £125.40 New Homes Bonus - £28,949.83 Community Infrastructure Levy (CIL):- £82,947.48 Allotment Deposits (ring fenced in accounts):- £450.00 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																												
304	S106 FUNDING CW&C has advised that Duchy Homes has paid some of the s106 contribution towards improvements to playing pitches at either Malpas Sports & Social Club or Malpas Sports Centre. The Council can draw the funds down on their behalf if needed. The funds can be wholly spent at one site or split between the two if required; it is a case of assessing which site needs greater funds. An invite was sent to Malpas Sports and Social Club and Malpas Sports Centre to attend the April meeting to discuss any requests / requirements before submitting a request to CWaC to draw down the s106 funds. Malpas Sports Club has replied to advise that they do not have any pitches that would qualify for this funding. Malpas Sports and Social Club has submitted a detailed report of improvements required to their playing pitches. The Council are to submit a request to draw down funds on behalf of Malpas Sports and Social Club from the s106 contribution paid by Duchy Homes. Cllr Charlton is to provide further information for playing pitches in respect of the remainder of the s106 contribution that is due. The Council are also to contact the Ward Councillor to request that CWaC liaise with the Council with regards to the allocation of any future s106 contributions.																												
305	GRANT PROCESS The Council has received the grant applications as listed below. These have been circulated to Cllrs will formally be considered by the full Council at the May meeting. The Council is to request sight of the survey carried out by Malpas Community Minibus Association. Four out of the five grant application forms were completed incorrectly. The Council considered whether to simplify the current form. <table><tr><th>No.</th><th>Organisation</th><th>Project</th><th>Amount</th></tr><tr><td>1.</td><td>Young Persons Centre</td><td>Running Costs</td><td>£1,500.00</td></tr><tr><td>2.</td><td>Victoria Jubilee Hall</td><td>Carry out repairs to windows</td><td>£1,350.00 plus VAT</td></tr><tr><td>3.</td><td>Malpas Community Minibus Association</td><td>Insurance and Driver Training</td><td>£1,000.00</td></tr><tr><td>4.</td><td>Malpas High Street Church</td><td>Relaunch new name of church</td><td>£ 800.00</td></tr><tr><td>5.</td><td>Chorlton Lane and Cuddington WI</td><td>Hall Maintenance</td><td>£1,139.00</td></tr><tr><td></td><td>TOTAL</td><td></td><td>£5,789.00</td></tr></table> The Council has received an enquiry for funding from the Youth Federation. Resolved:- The Council agreed to ask the Youth Federation to submit a grant request which will be considered with the other grant applications. Proposed by Cllr Boxall and seconded by Cllr Charlton.	No.	Organisation	Project	Amount	1.	Young Persons Centre	Running Costs	£1,500.00	2.	Victoria Jubilee Hall	Carry out repairs to windows	£1,350.00 plus VAT	3.	Malpas Community Minibus Association	Insurance and Driver Training	£1,000.00	4.	Malpas High Street Church	Relaunch new name of church	£ 800.00	5.	Chorlton Lane and Cuddington WI	Hall Maintenance	£1,139.00		TOTAL		£5,789.00
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306	DATE OF BUSINESS MEETING The Council considered whether to change the date of the monthly Council meeting from the second Monday of each month to the first Monday of each month with effect from July 2022. Resolved:- The Council agreed to change the date of the monthly Council meeting to the first Monday with effect from July 2022, subject to availability, at the Victoria Jubilee Hall. When the first Monday falls on a Bank Holiday the date of the meeting is to be held on the second Monday. Proposed by Cllr Webb and seconded by Cllr Waddelove.
307	ANNUAL PARISH MEETING The Annual Parish Meeting will take place on Monday 9th May 2022 at 6 pm / 6.30 pm (depending on attendees). An invitation has been sent to organisations who received grants during the 2021 – 2021 financial year to provide an update on how they spent the grants. The Clerk is making enquiries to holding a defibrillator demonstration.
308	CODE OF CONDUCT The Council considered adopting the CWaC new Member Code of Conduct. Cllr Boxall pointed out there were a number of typo errors in the document. The Clerk is to feed this back to CWaC. The Council are to consider adopting the CWaC new Member Code of Conduct at the May meeting.
309	BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2022 / 2023 The Council are minded to update the Neighbourhood Plan. The Clerk is to confirm with Cllr Granger that she is still happy to lead on the project. The Road Safety project has stalled due to the loss of the PCSO. The Clerk is to enquire who is covering in PCSO Hurst's absence.
	PLANNING 310.1 <u>Planning Applications:-</u> 310.1.1 - 22/00900/FUL - Two storey rear extension and first floor extension at Peacock House Oldcastle Lane Cuddington Malpas Observations:- The Council would make the observations as documented below: - Background Factors: Open countryside - Potential benefits to the community: None identified - Potential impact on neighbours: Visible from the public realm; Would need to ensure that it does not compromise or adversely affect the neighbours' amenities. - 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. Resolved:- The Council agreed to accept the above planning observations. Proposed by Cllr Whitehurst and seconded by Cllr Webb. 310.2 <u>To consider any applications received after the agenda has been distributed:-</u> 22/00971/FUL - Demolition of existing conservatory, new front porch and two new timber bay windows to rear and reinstating brick arch to rear with glassed doors to garden with alterations to external shed at Rosecroft Parbutts Lane Malpas The Council agreed to request an extension for the above planning application. 310.3 <u>Recent decisions by CWaC:-</u> <u>Approved / Decided:-</u> 21/04520/FUL - 2 Mercer Close Malpas
311	CAR PARK AT THE RECREATION GROUND Cllrs Webb and Whitehurst have met with the trustees of the Recreation Ground to discuss submission of a planning application for a permanent car park with parking for twenty vehicles on land at the bottom of the Recreation Ground.

	The trustees would meet the cost of the planning application and the installation costs. The trustees have requested for the Council's support in principle. Various concerns were raised including the lack of plans, who would use the car park and that the Council ought to be encouraging residents to walk to the village rather than drive. Resolved:- The Council agreed that they will not submit a planning application on behalf of the Recreation Ground Trustees, but will consider offering conditional support subject to sight of the proposed planning application. Proposed by Cllr Charlton and seconded by Cllr Waddelove.
312	SURGERIES <u>April Surgery:-</u> Cllr Boxall advised that no one attended the surgery.
313	HIGHWAYS 313.1 <u>Church Street:-</u> There is no update. 313.2 <u>Highways Initiative:-</u> The Clerk has followed up the Pilot Average Speed Camera Scheme and been informed that a number of potential schemes have been submitted to the Office of the PCC. The Office of the PCC have still not completed a procurement process on those schemes selected to go forward. When this has been completed then the schemes that have been selected will be advised.
314	ALLOTMENTS A poster was placed on the website, Facebook and noticeboard to advertise the vacant plots. The tenant for allotment plot no 7 has decided to continue with their tenancy. Paperwork and an invoice has been sent to the new tenant for allotment plot no10. Allotment plots 5 and 6 remain vacant as they are not in a fit state to be let.
315	COMMUNITY RESILIENCE PLAN (CRP) Cllr Charlton updated the meeting of progress of the CRP. There was a recent meeting of the stakeholders and the second draft plan has been prepared. There are multiple rooms available in the village for a hub in the event of an emergency. A telephone cascade is being prepared.
316	APPEARANCE OF MALPAS 316.1 <u>Street Furniture:-</u> The licences for the dog bag dispenser and bench have been signed, witnessed and returned to CWaC. When the licences arrives the Clerk is to make arrangements to fit the dog bag dispenser on Leech Lane, refit the dog bag dispenser on Well Street and to order and install the bench on Chester Road. 316.2 <u>Planters:-</u> The Clerk has placed an order with Walkers Nurseries to refill the planters in the village. 316.4 <u>Bus Shelter – Old Hall Street:-</u> CWaC has advised that the licence is due to be issued as the objector has said that they are happy for their representation to be withdrawn (subject to the bus shelter not covering their water meter). CWaC has requested further information on the contractor and their relevant qualifications to install the shelter in the highway and advised that the installation is undertaken via section 50 application. As part of the application CWaC will require the following:- - Works plan (for the install) - Traffic management plan - Method statement (from installer) - Risk Assessment (from installer) - Installers street works cards – both Supervisor and Operative - Signing, lighting and guarding qualifications for Traffic management installer - Liability insurance document >£5,000,000 (from installer)

	The Clerk has contacted the contractor regarding the above to request the information. Ward Cllr Williams has spoken with Amberon regarding road closure when work is carried out. The Clerk and Ward Cllr Williams have met with CWaC to go through S50 form.
317	THE CROSS 317.1 <u>Steps located to the left hand side (southern side) of The Cross going up Church Street:-</u> The modern steps that are positioned to the left hand (southern side) of The Cross are shown on the CWaC map of the adopted highways as being part of that adopted highway; therefore they are CWaC's responsibility. There are photographs dating back to before the steps were built which suggest that the area they occupy was then part of the highway although the road was not then made up. At a Parish Council meeting held on 9th December 1996, the minutes include a statement made by Mr Potts from the Highways Department:- "The area by the steps and in fact the steps are the property of the Highways Dept at County Council. This will remain so until anyone is able to produce evidence to the contrary." Resolved:- That the Council send the following information to CWaC as evidence that CWaC own the modern steps that are located to the left hand side (southern side) of The Cross:- - a copy of the Highways Search - a copy of the minutes of the Parish Council meeting held on 9th December 1996. The Council are to request that CWaC provides documentation / evidence to prove that legal responsibility for these modern steps was passed to the Parish Council. Proposed by Cllr Waddelove and seconded by Cllr Charlton. 317.2 <u>The steps which surround The Cross:-</u> At a Parish Council meeting held on 10th March 1980 the minutes state:- "The Cross:- A letter was read from Cheshire County Council saying the County Records Office has checked ownership of The Cross as confirmed by the apportionment of 1841. The Cross at that date with all the roads in the township were in the township's ownership. The Parish Council would normally succeed the township as owner, unless the Highways Authority was prepared to accept responsibility. As the Highway's Authority claims not to be responsible it was proposed by J.G. Lewis and seconded by Canon Rylands and carried that the Parish Council acknowledge ownership and insure the monument against impact, damage and public liability. It was agreed the Parish Council should proceed with arrangements for the re-pointing of the steps. Mr E H Davies proposed and Canon Rylands seconded – carried, that the estimate of J Prince, Tilston, of £300 be accepted. The cost to be met by grants from Cheshire County and Chester City Councils, the Civic Trust and public donations." The above extract supports that Malpas Parish Council is liable for The Cross and its' surrounding sandstone steps. For insurance purposes, the Parish Council has to ensure that The Cross is in a safe condition. Upon a recent inspection, it was noted that the mortar requires attention. The Conservation Department at CWaC have been contacted for advice regarding the matter. The Conservation Department has replied to advise that if there are elements of the mortar that have failed and require attention then this is likely to be considered a repair therefore would not require listed building consent. As it is the responsibility of the Parish Council to arrange for such work to be undertaken, it is advised to employ the services of a specialist craftsman who has experience in working on historic stone structures. A register of such craftspeople has been provided. Resolved:- That the Council contacted a specialist craftsman to inspect The Cross to advise of any works required and to provide a quote for any works required. Proposed by Cllr Waddelove and seconded by Cllr Charlton.

318	PARISH NEWS The date of the monthly Council meeting is to be changed in order to accommodate the Parish News copy deadline.													
319	DEFIBRILLATOR An order has been placed for a defibrillator with London Hearts. Cllr Williams is to make arrangements to obtain the cabinet from St Oswald's Church. Arrangements for the plaque are to be made after permission has been obtained from the Jubilee Hall and the equipment has been installed.													
320	QUEEN'S PLATINUM JUBILEE EVENT 2ND – 5TH JUNE 2022 Cllr Whitehurst circulated an update for the plans for the event and requested for volunteers to help at the event.													
321	BUS SERVICE A request has been sent to John Ellis Jones, CWaC, to request assistance to improve the current bus service, e.g. send a questionnaire to residents.													
322	ASSET OF COMMUNITY VALUE (ACV) The ACV for The Lion expired on 15 th September 2020. The Council considered whether to apply to re-register The Lion as an ACV and agreed not to.													
323	SOLAR FARM Resolved:- The Council agreed to ask Cllr Higgle to investigate the feasibility of having a Solar Panel Farm at The Mossland, subject to approval of the current tenant. Proposed by Cllr Boxall and seconded by Cllr Webb.													
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325	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX List previously circulated to Cllrs. 325.1 Complaints:- Cllr Hood reported to the meeting that a resident has complained about the shabby appearance of the village; lack of respect for speed limits and the poor condition of the road at Hampton.													
326	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES No updates.													
	PART TWO													
327	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 Williams and seconded by Cllr Waddelove.													

The meeting closed at 9.00 p.m.

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