

MALPAS PARISH COUNCIL

THE ANNUAL MEETING (first) OF MALPAS PARISH COUNCIL WILL BE
HELD ON MONDAY 22ND MAY 2023

IN ROOMS 2 AND 3 AT THE VICTORIA JUBILEE HALL, MALPAS AT 7.00PM

NO	AGENDA	Presented By																					
1.	ELECTION OF CHAIRMAN FOR 2023 – 2024 To receive the Chairman's Declaration of Acceptance of Office	Stg Item																					
2.	APOLOGIES	Clerk																					
3.	DECLARATIONS OF INTEREST Councillors to declare any interest under the following categories: Pecuniary interest, Outside Bodies interest and family, friend or close associate interest	Stg Item																					
4.	ELECTION OF VICE CHAIRMAN FOR 2023 – 2024 To receive the Vice Chairman's Declaration of Acceptance of Office	Stg Item																					
5.	APPROVAL OF THE MINUTES To approve the minutes of the business meeting held on 17 th April 2023	Stg Item																					
6.	CHAIRMAN'S REPORT To approve the Chairmans report	Stg Item																					
7.	INTERNAL PROCEEDURES To consider review of council policies and agree action	Stg Item																					
8.	COUNCIL REGULATIONS (the documents are on the Council website) 8.1 To agree adoption of the Financial Regulations 8.2 To agree adoption of the Standing Orders 8.3 To agree adoption of Code of Conduct 8.4 To confirm the appointment of the Responsible Financial Officer 8.5 To confirm the appointment of Bank Signatories 8.6 To approve the Financial Risk Assessment	Stg Item																					
9.	OPEN FORUM Malpas residents can raise issues with the Parish Council in open discussion	Clerk																					
10.	POLICE REPORT To receive update	Clerk																					
11.	COUNCIL VACANCIES / ELECTIONS To consider and agree action regarding co-option to fill three council vacancies	Clerk																					
12.	ACCOUNTS 12.1 S106 Funding:- to receive update regarding works and to agree to transfer of S106 funding for Malpas and District Sports Club 12.2 Insurance:- to receive quotes for annual insurance cover and to agree action 12.3 CHALC:- to consider and agree whether to renew the CHALC subscription 12.4 CCTV:- to agree to place order to install CCTV in the High Street car park 12.5 To approve the following payments and any other payments that are due:- <table border="1"> <thead> <tr> <th>Payee</th><th>Details</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>R Shackleton</td><td>Running Costs</td><td>TBC</td></tr> <tr> <td>HMRC</td><td>PAYE / National Insurance</td><td>TBC</td></tr> <tr> <td>Victoria Jubilee Hall</td><td>Room Hire</td><td>£ 66.00</td></tr> <tr> <td>Malpas Community Links</td><td>Replacement cheque for the Road Closure for the Coronation celebrations</td><td>£ 990.00</td></tr> <tr> <td>Well Farm Joinery</td><td>Bus shelter</td><td>£ 3,850.00</td></tr> <tr> <td>Barlows</td><td>To put up Christmas lights and batteries</td><td>£ 2,528.20</td></tr> </tbody> </table>	Payee	Details	Amount	R Shackleton	Running Costs	TBC	HMRC	PAYE / National Insurance	TBC	Victoria Jubilee Hall	Room Hire	£ 66.00	Malpas Community Links	Replacement cheque for the Road Closure for the Coronation celebrations	£ 990.00	Well Farm Joinery	Bus shelter	£ 3,850.00	Barlows	To put up Christmas lights and batteries	£ 2,528.20	Clerk
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13.	ANNUAL AUDIT 13.1 To agree the Fixed Asset register as circulated (see Attachment C) 13.2 To approve the Annual Governance Statement (see Attachment D) 13.3 To approve the year end accounts, explanation of variances and audit summary 2022-2023 and to approve the Annual Return for year ended 31 st March 2023 (see Attachment C and D) 13.4 Internal Audit:- to receive report and agree any actions required (see Attachment D)	Clerk																																																
14.	ELECTION OF REPRESENTATIVES / COMMITTEES To review and confirm appointments:- <table><tr><td>14.1</td><td>Burial Board</td><td>3 councillors</td></tr><tr><td>14.2</td><td>Cheshire Assoc. of Town and Parish Councils</td><td>3 councillors</td></tr><tr><td>14.3</td><td>Recreation Ground Committee</td><td>3 councillors</td></tr><tr><td>14.4</td><td>Young Persons Project</td><td>1 councillor</td></tr><tr><td>14.5</td><td>Victoria Jubilee Hall Committee</td><td>1 councillor</td></tr><tr><td>14.6</td><td>Financial Scrutiniser</td><td>1 councillor</td></tr><tr><td>14.7</td><td>Malpas Community Minibus</td><td>1 councillor</td></tr><tr><td>14.8</td><td>Internal Procedures Working Group</td><td></td></tr><tr><td>14.9</td><td>Planning Working Group</td><td>5 councillors</td></tr><tr><td>14.10</td><td>Personnel Committee</td><td>5 councillors</td></tr><tr><td>14.11</td><td>Finance Working Group</td><td>5 councillors</td></tr><tr><td>14.12</td><td>Neighbourhood Plan Working Group</td><td>5 councillors</td></tr><tr><td>14.13</td><td>Climate Emergency Working Group</td><td>4 councillors</td></tr><tr><td>14.14</td><td>Social Media Moderator</td><td>1 councillor</td></tr><tr><td>14.15</td><td>Website Admin</td><td>1 councillor</td></tr><tr><td>14.16</td><td>Highways Working Group</td><td></td></tr></table>	14.1	Burial Board	3 councillors	14.2	Cheshire Assoc. of Town and Parish Councils	3 councillors	14.3	Recreation Ground Committee	3 councillors	14.4	Young Persons Project	1 councillor	14.5	Victoria Jubilee Hall Committee	1 councillor	14.6	Financial Scrutiniser	1 councillor	14.7	Malpas Community Minibus	1 councillor	14.8	Internal Procedures Working Group		14.9	Planning Working Group	5 councillors	14.10	Personnel Committee	5 councillors	14.11	Finance Working Group	5 councillors	14.12	Neighbourhood Plan Working Group	5 councillors	14.13	Climate Emergency Working Group	4 councillors	14.14	Social Media Moderator	1 councillor	14.15	Website Admin	1 councillor	14.16	Highways Working Group		Stg Item
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15.	BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2023 / 2024 To consider business priorities and projects for the current financial year	Stg Item																																																
16.	GRANT APPLICATIONS 16.1 Process:- To agree process to consider grant applications 16.2 To consider the following requests for grants :- <table><tr><td>No</td><td>Organisation</td><td>Project</td><td>Amount</td></tr><tr><td>(i)</td><td>Malpas Cricket Club</td><td>Replacement cricket scoreboard</td><td>£ 1,910.00</td></tr><tr><td>(ii)</td><td>Friday Friends Club</td><td>Lunch Outings with minibus costs</td><td>£ 200.00</td></tr><tr><td>(iii)</td><td>Malpas Community Links</td><td>King Charles III Coronation Event</td><td>£ 1,833.79</td></tr><tr><td>(iv)</td><td>Malpas Library</td><td>Summer Reading Challenge Event</td><td>£ 100.00</td></tr><tr><td>(v)</td><td>Malpas Community Minibus</td><td>Keeping the Wheels Turning</td><td>£1,000.00</td></tr><tr><td>(vi)</td><td>Malpas Young Persons Project</td><td>Malpas Young Persons Project</td><td>£1,500.00</td></tr><tr><td>(vii)</td><td>1st Malpas Scout Group</td><td>Tent replacement</td><td>£ 800.00</td></tr></table>	No	Organisation	Project	Amount	(i)	Malpas Cricket Club	Replacement cricket scoreboard	£ 1,910.00	(ii)	Friday Friends Club	Lunch Outings with minibus costs	£ 200.00	(iii)	Malpas Community Links	King Charles III Coronation Event	£ 1,833.79	(iv)	Malpas Library	Summer Reading Challenge Event	£ 100.00	(v)	Malpas Community Minibus	Keeping the Wheels Turning	£1,000.00	(vi)	Malpas Young Persons Project	Malpas Young Persons Project	£1,500.00	(vii)	1 st Malpas Scout Group	Tent replacement	£ 800.00	Stg Item																
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	(viii)	Buzz About Playgroup	Family Baking - Learn to Cook / Bake	£ 347.95	
	(ix)	Malpas Joint Burial Board	Renovation of Malpas Cemetery Lodge	£5,000.00	
	(x)	Magpie Books Storystation	Storystation	£ 550.00	
	(xi)	Malpas Bowling Club	Replace channel boards	£1,070.95	
	(xii)	Malpas Alport PTA	Keeping Safe in our Environment	£1,205.14	
	(xiii)	Jubilee Hall	New Community Kitchen replacement	£2,000.00	
			TOTAL	£17,517.83	
17.	PLANNING 17.1 <u>Planning Applications:-</u> 23/00883/FUL - Install secondary glazing panels to two windows to the rear at first and second floor level and repaint the existing metal window frames, repair and repaint front door to match existing window frames at Holly House Old Hall Street Malpas 23/00884/LBC - Install secondary glazing panels to two windows to the rear at first and second floor level and repaint the existing metal window frames, repair and repaint front door to match existing window frames at Holly House Old Hall Street Malpas 23/01151/LBC - : External alterations to alter and extend roof, addition of a chimney, alterations to windows and doors, erection of front porch, and internal alterations at The Lower Rectory Church Street Malpas 23/01218/FUL - Alterations to existing rear conservatory at The Bickerton Cross O Th Hill Road Malpas 23/01349/FUL - Construction of a Menege (Private use) at Whitewood Lane Farm Whitewood Lane Overton Malpas 23/01376/FUL - Creation of three wildlife ponds at Land At Old Hall Street Malpas 17.2 <u>To consider any applications received after the agenda has been distributed</u> 17.3 <u>Recent decisions by CW&C:-</u> <u>Approved / Decided:-</u> 22/04345/FUL - 7 Love Lane Overton Malpas 23/00431/FUL - 17 Depenbech Close Malpas 23/00448/FUL - 1 Hayside Walk Malpas 23/00843/FUL - End Barn The Hough Higher Wych Road Wigland Malpas <u>Refused:-</u> 22/04467/FUL - Oldcastle Mill Granary Oldcastle Mill Lane Oldcastle 17.4 <u>Duchy Homes, Chester Road Site:-</u> To receive update				KM
18.	NEIGHBOURHOOD PLAN To consider request for funding to allow the work to continue until the grant application process for 2023/4 has been published				
19.	MONTHLY SURGERY To consider holding monthly surgeries				Stg Item
20.	HIGH STREET CAR PARK To receive update consider whether to hold an extraordinary meeting or defer consideration of the item until the June meeting				
21.	CLOCK MAINTENANCE To consider whether to instruct Smith of Derby to carry out an annual service of the Jubilee clock and also to supply and pay for a hoist to enable them to carry out the annual service				Clerk

22.	APPEARANCE OF MALPAS 22.1 Bus Shelter Old Hall Street:- to receive update and agree any actions 22.2 Hanging Baskets:- to receive update and agree purchase arrangements 22.3 Noticeboard:- to receive quote to carry out repairs and agree action 22.4 Planters:- to agree action regarding refilling of planters	Clerk
23.	WEBSITE 23.1 Council Website:- To receive update and agree any action 23.2 Email Addresses:- To consider having standard parish council email addresses for all parish councillors 23.3 Photos:- To receive reminder to update Councillor information and photos	Clerk
24.	CLERKS REPORT To receive report	Clerk
25.	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX (The RED SUGGESTION BOX located in Londis near the Post Office counter)	Clerk
26.	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES	Cllrs
	PART 2	
	PRESS AND PUBLIC To resolve to exclude the press and members of the public as the items to be discussed relate to employment matter and are either of a contractual or sensitive nature.	Stg Item
1.	CLERK'S APPRAISAL To receive report and recommendations and agree any action	MG

*Stg Item:- Standing Item

Signed By: - Ruth Shackleton Date: - 16th May 2023
Clerk

Members of the public are encouraged to submit questions via email and also to confirm their attendance prior to the meeting. Please contact the Clerk by email, malpaspc@hotmail.com, or by telephone, 01948 770678.

The Parish Council meet at 7.00 pm on the second Monday every month in the Victoria Jubilee Hall, Malpas (unless otherwise stated on the agenda).

2023 Meeting Dates:-

Monday 12th June 2023
Monday 10th July 2023
Monday 14th August 2023
Monday 11th September 2023
Monday 9th October 2023
Monday 13th November 2023
Monday 11th December 2023

Parish Council Surgery Dates

The Surgeries take place between 10.00 am – 12.00 noon at the Jubilee Hall

Useful links to Cheshire West and Chester Council: -

- **Streetcare, Highways and Regulatory Service issues:** [Report it | Cheshire West and Chester Council](#)
If you have reported an issues and require an update please use the Cheshire West and Chester Council's status checker - [Report it status checker - Case status - Self \(cheshirewestandchester.gov.uk\)](#)
- **Flooding:** [Flooding | Cheshire West and Chester Council](#)
- **Community Flood Resilience Planning:** [Community Flood Resilience Planning | Cheshire West and Chester Council](#)
- **Planning:** [See or comment on planning applications | Cheshire West and Chester Council](#) or [Apply for planning permission | Cheshire West and Chester Council](#)
- **Other ways to access council services:** [Other ways to access council services | Cheshire West and Chester Council](#)
- **Complaints and feedback:** [Complaints and feedback | Cheshire West and Chester Council](#)

Business Priority / Project 2022 / 2023	Lead
Car Parking	JW / CW
Climate Emergency	MB
Road Safety including Chester Road crossing	CW
Village Appearance	
Collaboration opportunities with the Jubilee Hall	
Engaging with young people in the village	JW

Deferred Items:-

1.	ALLOTMENTS To consider request to install a toilet at the allotment site
2.	MOSSLANDS To update list of Trustees with the Charities Commission
3.	CHESTER ROAD CROSSING To receive report regarding update from Bovis regarding s106 funds
4.	RESILLIENCE PLAN To consider purchase of equipment
5.	VILLAGE APPEARANCE Street Furniture:- to receive update and agree any actions (See attachment for Asset Assessment checks) Village Pump:- to receive update and agree any actions
6.	ALLOTMENTS To receive update regarding quotes for footpaths and agree action

Grant Applications received for 2023:-

NO.	ORGANISATION	PROJECT	AMOUNT
1	Malpas Cricket Club	Replacement Cricket Scoreboard	£ 1,910.00
2	Friday Friends Group	Lunch Outings with minibus expenses	£ 200.00
3	Malpas Community Links	King Charles III Coronation Celebrations	£ 1,833.79
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