

MALPAS PARISH COUNCIL

THE MEETING OF MALPAS PARISH COUNCIL WILL BE HELD ON
THURSDAY 29TH FEBRUARY 2024

IN **MALPAS COMMUNITY CHURCH, MALPAS AT 7.00PM**

NO	AGENDA	Presented By																		
1.	APOLOGIES	Clerk																		
2.	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																		
3.	APPROVAL OF THE MINUTES To approve the minutes of the meeting held on 25 th January 2024	Stg Item																		
4.	OPEN FORUM Malpas residents can raise issues with the Parish Council in open discussion	Stg Item																		
5.	INTERNAL PROCEEDURES To receive update regarding reviewing / amending the Council policies	Stg Item																		
6.	CASUAL VACANCY To receive update	Stg Item																		
7.	POLICE REPORT To receive update	Stg Item																		
8.	ACCOUNTS 8.1 <u>Payments:-</u> 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>£28.00</td></tr> <tr> <td>Malpas Community Church</td><td>Room hire</td><td>Tbc</td></tr> <tr> <td>Then Media</td><td>Tier 1 hosting and support for Parish Council website</td><td>£24.00</td></tr> </tbody> </table> 8.2 <u>Receipts:-</u> To record any receipts received and note returned receipt 8.3 <u>Accounts 2023 - 24:-</u> To receive receipts and payments including bank reconciliation 8.4 <u>ICO:-</u> To confirm payment of annual Data Protection fee by direct debit 8.5 <u>Internal Audit:-</u> To appoint internal auditor 8.6 <u>Grant Process:-</u> To agree any actions required	Payee	Details	Amount	R Shackleton	Running Costs	TBC	HMRC	PAYE / National Insurance	TBC	Victoria Jubilee Hall	Room hire	£28.00	Malpas Community Church	Room hire	Tbc	Then Media	Tier 1 hosting and support for Parish Council website	£24.00	Clerk
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9.	BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2022 / 2023 To receive any updates regarding business priorities and projects for the next financial year (2024 – 2025)	Stg Item																		

10.	PLANNING 10.1 <u>Planning Applications:-</u> 24/00109/FUL - Conversion and extension of the former village hall to create 2 semi-detached dwellings Former Village Hall Church Street Malpas 24/00534/TPO - Oak (T1) - Reduce crown by 5-6m at The Old Rectory Church Street Malpas 24/00089/FUL - The erection of one detached dwelling at land to the rear of Church Walk Church Street Malpas 10.2 <u>To consider any applications received after the agenda has been distributed</u> 10.3 <u>Recent decisions by CW&C:-</u> <u>Approved / Decided:-</u> 23/03340/FUL - Hillcrest Chester Road Malpas <u>Refused:-</u> 22/03492/FUL - Corner Cottage Overton Heath Lane Overton Malpas 10.4 <u>CWaC Local Plan:-</u> To receive report and agree action on the CWaC Local Plan Evidence Base Consultation 2024	KM
11.	MONTHLY SURGERY To receive and note report (previously circulated)	Stg Item
12.	THE MOSSLAND – LEGAL 12.1 <u>Annual Return for 2022 -23:-</u> To receive report 12.2 <u>Charity Commission:-</u> To receive update regarding enquiry made about trustees 12.3 <u>Trust Deed Document:-</u> To receive update from Hill Dickinson regarding the preparation of the Trust Deed Document and agree any action	Clerk
13.	THE MOSSLAND – SITE WORKS 13.1 <u>Install new footpaths within the allotment site:-</u> To receive report and to consider and agree action to draw down s106 funds 13.2 <u>Install locked gate at the entrance to the allotment plots:-</u> To receive report and to consider and agree action to draw down s106 funds 13.3 <u>Gates at Main Entrance to the Allotment Site and Car Park:-</u> To receive report and to consider and agree action regarding purchase and installation of gates 13.4 <u>Resurface Car Park:-</u> To receive report and to consider and agree action 13.5 <u>Security for the Ponds at the Allotment Site:-</u> To receive report and agree actions including risk assessment and purchase of Lifebuoy Ring to be installed 13.6 <u>Signage at Allotment Site:-</u> To receive report and agree action regarding purchase and erecting safety signage 13.7 <u>Hedging at Allotment Site:-</u> To receive report and agree action regarding purchase of hedging 13.8 <u>Allotments:-</u> To receive update regarding vacant plots	Clerk
14.	SLOW DOWN FOR MALPAS To receive report and agree any actions	BS

15.	HIGHWAYS:- 15.1 <u>Speed Limit:-</u> To receive and consider request whether to instruct CWaC to carry out an assessment for 30 mph speed limit to be implemented after Chorlton Villas, Whitchurch Road, Malpas 15.2 <u>Flooding:-</u> To receive report on flooding on the road to No Mans Heath	MW CH
16.	CHESTER ROAD CROSSING / PAVEMENT To receive response from CWaC and agree any actions	Clerk
17.	HIGH STREET CAR PARK To receive update and agree any action	MW
18.	THE CROSS To receive updates regarding quotes and specifications to clean and repoint the steps surrounding the Cross and to agree any action(s)	Clerk
19.	APPEARANCE OF MALPAS 19.1 <u>Street Furniture:-</u> To receive update and agree any actions 19.2 <u>Bus Shelter Old Hall Street:-</u> To receive update and agree any actions 19.3 <u>Planters and Hanging Baskets:-</u> To receive update and agree any actions 19.4 <u>Jubilee Clock:-</u> To receive report and consider action regarding the Annual service	Clerk
20.	EVENTS COMMITTEE 20.1 <u>Set Up Events Committee:-</u> To consider setting up an Events Committee (this would be a committee of the Parish Council) and to agree any actions required 20.2 <u>Terms of Reference (TORs):-</u> To consider and agree adoption of TORs 20.3 <u>Council Representation of the Events Committee:-</u> To consider and agree which Councillors will sit on the Events Committee 20.4 <u>Bank Account:-</u> To consider setting up a separate bank account for the Events Committee and to agree any actions required 20.5 <u>Underwriting:-</u> To consider and agree action for the Council to underwrite the Village Fair	OL
21.	WEBSITES 21.1 <u>Parish Council Website:-</u> To promote launch of the new Parish Council website 21.2 <u>Community Website:-</u> To consider and agree action regarding the community website	Clerk CW
22.	MALPAS JOINT BURIAL COMMITTEE To receive report and agree action	MW
23.	TREES To receive report and agree planting trees in the village	CH
24.	CHESHIRE RECORD OFFICE To receive report regarding the GEM Project	CW
25.	CLERKS REPORT To receive report	Clerk
26.	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX	Clerk

	(The RED SUGGESTION BOX located in Londis near the Post Office counter)	
27.	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES	Cllrs

*Stg Item:- Standing Item

Signed By: - Ruth Shackleton (Clerk) Date: - 23rd February 2024

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 phone 01948 770678.

Website: www.malpasparishcouncil.org.uk

From October 2023 the Parish Council will meet on the last Thursday of the month in the Malpas Community Church, Malpas (unless otherwise stated on the agenda).

2024 Meeting Dates:-

Thursday 25th January
Thursday 29th February
Thursday 28th March
Thursday 25th April
Thursday 30th May
Thursday 27th June
Thursday 25th July
Thursday 29th August
Thursday 26th September
Thursday 31st October
Thursday 28th November

There is no scheduled meeting in December

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 2023 / 2024	Lead
Car Parking	
The Cross	
Chester Road pavement	CW
Village Appearance	

The Mossland	
Community events	
Communication with parishioners	

List of the Section 106 funds available:-

Ref	Local Ward	Planning Ref	Detail of Agreement	Infrastructure type	Amount available
464	Malpas	12/01032/EXT	Commuted sum: towards play/open space within the area - £7,870	Play/Open space	£7,870.33
552	Malpas	19/01974/S73	Highways £10,000.00: towards the provision of a vehicle activated advanced speed warning sign on Old Street, Malpas	Highways	£10,000.00
574a	Malpas	17/04664/OUT	Highways: Traffic Management measures in Malpas	Highways	£7,922.68
574c	Malpas	17/04664/OUT	£47,196.00 towards improvements to park/recreational land at Tilston Road playing field.	Open space	£7,499.05
574c	Malpas	17/04664/OUT	Public Open Space: (1) £6,686.10 towards improvements to youth play facilities at Malpas Recreational Ground	Play	£7,087.26
574c	Malpas	17/04664/OUT	£6,253.47 towards improvements at Mossland (Whitchurch Road) allotment site	Allotments	£6,253.47
492	Malpas	13/0213/OUT	Provision of Footpath (£65k) on Chester Road between the Fire Station and Leech Lane & traffic regulation order contribution	Highways	£68,298.58
97	Malpas	04/00543/FUL	Commuted Sum: Definition "To improve facilities in the immediate Locality" – Play and open space	Play & Open Space	£7,259.10
273	Malpas	04/00526/OUT	Public Footpath: Public Footpath Improvements within the vicinity of the site	Missing Footpath link – Chester Road	£15,000.00
492	Malpas	13/0213/OUT	(£7.5k) towards review and amendment of TRO and improvements to bus stops on High St Malpas	Highways	£7,500.00
422	Malpas	12/01313/FUL	Affordable Housing anywhere in the borough	Affordable Housing	£16,715.30
456	Malpas	11/04630/OUT	Affordable Housing anywhere in the borough	Affordable Housing	£10,383.10

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.	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
4.	LOCAL COUNCIL AWARD SCHEME

List of Emails forwarded to Councillors:-

Date Received	Details of Email
19/01/24	Procurement Threshold Changes from 1 January 2024 – Information
	ChALC Weekly Bulletin 19.01.24
25/01/24	Cheshire West and Chester Council's Home Upgrade Grant scheme for off-gas properties
26/01/24	ChALC Weekly Bulletin 26.01.24
26/01/24	REMINDER: West Cheshire Town and Parish Council Conference - RSVP by February 23 rd
29/01/24	REMINDER: West Cheshire Town and Parish Council Conference - RSVP by February 23 rd
31/01/24	NALC NEWSLETTER
	Planning CWaC:- 21/00223/EMCOU - Land Off Overton Heath Lane - Venue
	FREE Science and STEM Workshops Wednesday 21st February at Malpas Young Persons Centre delivered by Inspire by Sbarduno
01/02/24	NALC newsletter
	Buckingham Palace Garden Party 2024
	Police: Retail & Business Crime Conference
02/02/24	ChALC Weekly Bulletin 02.02.24
	United Utilities Vyrnwy Aqueduct Modernisation Programme (VAMP) Stakeholder Update - January 2024
05/02/24	TRO7764 Old Hall Street, Malpas
06/02/24	NALC EVENTS
	REMINDER! ChALC Online Training: INDUCTION FOR COUNCILLORS AND CLERKS 13th and 15th February
08/02/24	NALC CHIEF EXECUTIVE'S BULLETIN
09/02/24	ChALC Weekly Bulletin 09.02.24

12/02/24	Public Libraries Consultation (until 2 April 2024) The consultation included the following for Malpas Library:- • Summary of Changes Reduced by 3 hours. (Open at 3pm both days instead of 1:30pm) • Reasons Library is inside a school and has low usage between 1-3pm due to inaccessibility when school is on lunch and when school transport is arriving for the end of the day
13/02/24	NALC events
15/02/24	NALC CHIEF EXECUTIVE'S BULLETIN
	HAVE YOU BOOKED YOUR PLACE YET? West Cheshire Town and Parish Council Conference : Wednesday 6th March 2024 - 5.15pm to 9pm
	Working together for a Wilder Cheshire and Warrington
	Peak Cluster Project: Online Briefing Session - Tuesday 27th February 6pm to 7pm
	D-Day 80
16/02/24	ChALC Weekly Bulletin 16.02.24
19/02/24	NALC EVENTS
21/02/24	NALC bulletin

List of Letters received:-