

**MINUTES OF MALPAS PARISH COUNCIL MEETING  
HELD ON THURSDAY 27<sup>TH</sup> NOVEMBER 2025  
IN VICTORIA JUBILEE HALL, MALPAS AT 7.00PM**

	<p><b>PRESENT</b> Cllrs Oliver Adam, Tina Barnett, Tony Dickenson, Charles Higgin, Julie James Collins, Karen Meredith, Dave Parry, Kirsty Parry, Michael Williams (Chairman). The Clerk. Ward Cllr Rachel Williams Nine members of the public attended part of the meeting.</p>
187.	<p><b>APOLOGIES</b> Cllrs Alan Moore (holiday), Oryan Lightning (personal reason), Susie Powell (holiday), Martin Shackleton (personal reason).</p>
188.	<p><b>DECLARATION OF INTERESTS</b> There were no interests declared.</p>
189.	<p><b>APPROVAL OF THE MINUTES</b> <u>Minutes of the Parish Council Meeting on 30<sup>th</sup> October 2025:-</u> <b>Resolved:- The Council approved the minutes of the Parish Council Business Meeting held on 30<sup>th</sup> October 2025 as a true and proper record.</b> <b>Proposed by Cllr K Parry and seconded by Cllr Dickenson.</b></p>
190.	<p><b>OPEN FORUM</b></p> <ul style="list-style-type: none"> <li>- Planning:- members of the public expressed concerns about the plans to build more houses in the village especially on the land for sale that is owned by Chester Diocese off Wrexham Road. Concerns were raised regarding the lack of local infrastructure to support future development in the village e.g. highways, doctors surgery, sewage capacity, primary and secondary schools etc. Ward Cllr Williams informed the meeting that the CWaC Local Plan is currently being revised; she is discussions with other ward councillors whose parishes are going through similar experiences with large scale planning applications; she explained the difference between green belt and green open spaces (Malpas does not have a green belt, it does have green open spaces). It was suggested that Malpas Parish Council form an alliance with neighbouring rural Parish Councils to discuss potential collective actions, including the creation of a petition to submit to CWAC regarding concerns over future development. The Council discussed allocating funds to be used towards professional advice. It was mentioned that some years ago one of the village elders spoke with Chester Diocese and managed to persuade them against selling local land that is owned by the Diocese for development. It was suggested that someone could approach the Diocese again and make a similar request.</li> <li>- Speed Limit in Oldcastle:- Andrew Alderson spoke to the Council to request support for a reduction in speed limit in Oldcastle. The Council offered to carry out a speed gun exercise in the area to help obtain data.</li> </ul>
191.	<p><b>CASUAL VACANCY</b> CWaC has sent a new Notice of Election for the one vacancy. The Clerk has clarified the situation regarding co-opting to fill the vacancy.</p>
192.	<p><b>POLICE REPORT</b> The police report was circulated previously. The Clerk is in the process of making arrangements for the next police cluster meeting; this may be delayed due to a recent change in personnel.</p>

*Residents are urged to call 101 to report all incidents of anti-social or criminal behaviour.*

**193. ACCOUNTS**

193.1 To approve the following payments:-

The Council agreed to make the following online payments:-

Payee	Stat Power	Amount
<b>Parish Council Bank Account – Payments</b>		
Running Costs / reimburse body cam	s.111	£ 259.92
HMRC - PAYE mth 8	lga 112-119	£ 168.93
Then Media	s.111	£ 24.00
The Accounts Centre – payroll services	s.111	£ 12.00
PKF Littlejohn LLP	s.111	£ 504.00
Barlows (UK) Ltd street lights - inspect / put up / take down		£2,400.00
<b>Events Committee Bank Account – Payments</b>		
You Media		£ 183.99
Thomas Pugh Electrical		£ 91.82
Marquees (reimburse R Shackleton)		£1,199.88
Snow machine from Amazon (reimburse R Shackleton)		£ 85.99
Cash for Float and Grotto expenses		£ 300.00

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 Adam.**

193.2 Receipts Received as at 1<sup>st</sup> November 2025:-

CIL:- £4,519.53

Members Budget:- £1,590.00

193.3 Accounts and Bank Reconciliation:-

The summary of Receipts and Payments was previously circulated.

The reconciled balance in the current bank account as at 1<sup>st</sup> November 2025 was £294,799.97

The funds are allocated as follows:-

Parish Council - £36,957.57

New Homes Bonus - £23,265.78

Community Infrastructure Levy (CIL):- £231,179.48

Allotment Maintenance funds (ring fenced in accounts):- £87.83

Neighbourhood Plan:- (£284.28)

Christmas Tree (to be reimbursed) – (£124.28)

CCTV donations (to be reimbursed) – (£200.05)

Members Budget (balance after paid for road closure) - £125.00

S106 allocated to allotments - £3,792.92

193.4 Bank Account:-

Ongoing.

193.5 Internal Audit:-

The current internal auditor, Jake Gurr, has informed the Council that he is retiring therefore the PC will have to source a new internal auditor. The Clerk is making enquiries with other local Parish Council's. Cllrs are to inform the Clerk if they know anyone who would be willing to carry out the role.

**194. EXTERNAL AUDIT**

PKF Littlejohn LLP have now completed the audit and sent the following:-

*"We have completed our review of the Annual Governance & Accountability Return (AGAR) for Malpas Parish Council for the year ended 31 March 2025. On 29 September 2025, we issued an 'interim' report in respect of our review of Malpas Parish Council's AGAR for the*

	<p>year ended 31 March 2025. We explained the reasons that we were unable to certify completion of the review at that time.</p> <p>We are now able to certify completion of the review. The final external auditor report and certificate is included for your attention as another attachment to the email containing this letter, along with a copy of Sections 1 and 2, on which our report is based, and a copy of our 'interim' Section 3 report.</p> <p>The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.</p> <p>The external auditor report given in Section 3 of the Annual Governance &amp; Accountability Return requires amendments as follows:</p> <p>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.</p> <p>Section 2 Box 1 of the current year does not agree to the prior year Box 7. This is due to the inclusion of a joint Burial Committee for the first time. The burial board has been in existence for many years; however, during 2024/25 it was identified that it was not legally constituted. Action has been taken to address this. The newly formed Malpas Joint Burial Committee held its first meeting in December 2024 and an apportionment of its income and expenditure has been included in respect of 2024/25. The difference of £22,224 is due to the treatment of the inclusion of the opening position of Malpas Joint Burial Committee for the first time in 2024/25.</p> <p>Other matters not affecting our opinion which we draw to the attention of the authority: The responses given in Section 1, Box 9 and Section 2, Boxes 11a and 11b are not consistent. The trust fund is currently recorded as having 4 individuals as trustees and not the council as a whole. The council is seeking advice to rectify the situation via amendment to the governing documents to ensure the records held by the Charity Commission are accurate.</p> <p><b>External auditor certificate 2024/25:</b></p> <p>We certify that we have completed our review of Sections 1 and 2 of the Annual Governance &amp; Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.”</p> <p>The Clerk confirmed that the following actions have been carried out in respect of the External Auditors report:-</p> <ol style="list-style-type: none"> <li>1. The final external auditor report and certificate have both been published on the Council's website and noticeboard.</li> <li>2. The trust fund was recorded as having 4 individuals as trustees; this has since been updated to the Council as a whole.</li> <li>3. The Clerk is in correspondence with CCA and is seeking advice to rectify the situation via amendment to the governing documents to ensure the records held by the Charity Commission are accurate.</li> </ol>
195.	<p><b>BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2026 / 2027</b></p> <p>The top priorities remain the car parking project, village appearance, updating the Neighbourhood Plan and the blue plaques.</p>
196.	<p><b>PLANNING</b></p> <p>196.1 <u>Planning Applications:-</u></p> <p>Cllr Higgle suggested that the Council reconsider their opposition to 25/01940/FUL – Land at Old Hall Street, and submit further objections regarding sewage capacity; health facilities and local schools.</p> <p>The Council agreed to invite Mr Roberts to the January meeting to discuss drainage concerns in the village.</p>

	<p>196.2 <u>To consider any applications received after the agenda has been distributed:-</u>  25/03347/PDQ - Conversion of 2 agricultural barns into 7 dwellings at The Hollies Farm Old Hall Street Malpas  <b>Observations:-</b>  The Council made no observations.  25/03531/S73 - Removal of condition 3 on planning permission 6/22170 and condition 3 on planning application 6/24804 - to remove agricultural occupancy at Manton Sunnyside Malpas  <b>Observations:-</b>  The Council made no observations.</p> <p>196.3 <u>Recent decisions by CW&amp;C:-</u>  Approved:- 25/02402/CAT - Laurel Bank Old Hall Street Malpas</p> <p>196.4 <u>Future Developments:-</u>  The Council considered and agreed to take a proactive approach to future developments in the village including the proposed residential development on land to the East of Chester Road, Malpas and the sale of church land off Wrexham Road, Malpas.  A meeting is to be arranged to invite representatives from neighbouring rural Key Service Centre Parish Councils to look to form an alliance of rural Parish Councils to discuss potential collective actions, including the creation of a petition to submit to CWAC regarding concerns over future development.</p>
<p><b>197.</b></p>	<p><b>NEIGHBOURHOOD PLAN STEERING GROUP (NPSG)</b></p> <p>197.1 <u>Neighbourhood Plan:-</u>  Cllr Meredith has been in contact with Urban Village Enterprise regarding planning support to the Council's Neighbourhood Plan. There are several options:-  1/ Do nothing and rely on the current plan - this is out dated, does not cover all the Parish and will not carry much weight.  2/ Adopt all the recommendations in the review including going for a second public consultation - this will delay the process of getting the plan adopted considerably as the statutory consultation process is 6 weeks then the plan has to be reviewed a consultation document produced before submission to CWAC. The plan would then be safe from the possibility of legal challenge at inspector stage.  3/ Adopt all the recommendations and submit the plan without a second public consultation.  4/ Amend the plan in line with some of the reconditions and submit it to CWaC.  <b>Resolved:- The Council agreed to adopt the recommendations in the review including going for a second public consultation with the revised changes. This could take place in early 2026 and then submitted to CWaC who will carry out the various surveys and consultation before being submitted to the Inspector.</b>  <b>The Council agreed to allocate a budget up to £10,000.00 towards consultancy fees to update the Neighbourhood Plan.</b>  <b>Proposed by Cllr Meredith and seconded by Cllr James Collins.</b></p> <p>197.2 <u>Meeting with CWaC:-</u>  Rob Charnley, Planning officer at CWaC, has offered to attend a meeting with the Council to discuss planning issues; it was agreed to hold the meeting on Tuesday 13<sup>th</sup> January at 6.00 pm.</p>
<p><b>198.</b></p>	<p><b>MONTHLY SURGERY</b>  Cllr Higgle informed the meeting of lighting concerns on Church Street and vehicles going the wrong way up Well Street.</p>
<p><b>199.</b></p>	<p><b>THE MOSSLAND</b>  Cllr Higgle suggested that the Council ask CWaC if they carried out any tests on the water before the ponds were installed at The Mossland.</p>

200.	<p><b>HIGHWAYS (INCL SLOW DOWN FOR MALPAS / SPEEDWATCH)</b></p> <p>200.1 <u>Speedwatch:-</u> Cllr D Parry advised there have been no Speedwatch exercises have taken place recently. The body cam has been ordered.</p> <p>200.2 <u>B5395 Speed Limit:-</u> There was no consideration of this item. The Council agreed to invite a representative from Agden Parish Meeting to the February meeting.</p> <p>200.3 <u>Speed Restrictions in Oldcastle:-</u> The Council considered the request to support a reduction in the speed limit in Oldcastle. <b>Resolved:- The Council agreed in principle to support the request for a reduction in speed limit in Oldcastle; the Clerk is to contact CWaC with regards to arranging for a survey and agreed to a budget of £1,500.00 towards the cost of the survey.</b> <b>Proposed by Cllr Higgie and seconded by Cllr James Collins.</b></p> <p>200.4 <u>Quarterly Meeting:-</u> The next quarterly meeting with Highways is 9<sup>th</sup> December. Cllrs are to advise of any outstanding highway issues and provide the reference number by 30<sup>th</sup> November.</p>				
201.	<p><b>MALPAS JOINT BURIAL COMMITTEE (MJBC)</b></p> <p>Cllr D Parry updated the meeting as follows:-</p> <ul style="list-style-type: none"> <li>- MJBC has made substantial savings on their insurance premium by switching from NFU to Zurich.</li> </ul>				
202.	<p><b>APPEARANCE OF MALPAS</b></p> <p>202.1 <u>Floral Displays:-</u> Cllr Powell is making enquiries with Walkers regarding floral displays for the lampposts and the planters, The Council is to obtain permissions from CWaC regarding putting floral displays on the lampposts. The Clerk is to follow this up with CWaC.</p> <p>202.2 <u>Street Orderly:-</u> The Council discussed instructing a street orderly to carry out routine maintenance in the village. Cllrs Powell, D Parry and K Parry have met to discuss tasks to be carried out; these include litter picking, clearing the gullies, cleaning the road signs, water the hanging baskets, weeding etc. This will considered when the Council set the 2026 / 27 precept at the January meeting.</p>				
203.	<p><b>BT RED PHONE BOX, CHURCH STREET</b></p> <p>Cllr Williams has spoken with the school about displaying artwork in the phone box who are keen to get involved.</p>				
204.	<p><b>CCTV EXTENSION</b></p> <p>The Council is to yet to request permission for the CCTV to be installed at the old Co-op; once permission has been obtained then the Council will go ahead and place the order with Barlows to carry out the work.</p>				
205.	<p><b>CLAYHOLE CROFT</b></p> <p>No update.</p>				
206.	<p><b>EVENTS COMMITTEE</b></p> <p>206.1 <u>Christmas Event 2026:-</u></p> <table border="1" data-bbox="181 1951 1461 2063"> <tr> <td data-bbox="181 1951 475 2024">Christmas Trees and lights</td> <td data-bbox="475 1951 1461 2024">Numbers obtained from businesses and residents for the trees; the trees are due to go up w/c 24<sup>th</sup> November.</td> </tr> <tr> <td data-bbox="181 2024 475 2063">Street Lights</td> <td data-bbox="475 2024 1461 2063">The High Street lights have been put up.</td> </tr> </table>	Christmas Trees and lights	Numbers obtained from businesses and residents for the trees; the trees are due to go up w/c 24 <sup>th</sup> November.	Street Lights	The High Street lights have been put up.
Christmas Trees and lights	Numbers obtained from businesses and residents for the trees; the trees are due to go up w/c 24 <sup>th</sup> November.				
Street Lights	The High Street lights have been put up.				

		Application has been submitted to CWaC for the licence for street lighting (there is likely to be a cost this year). Letters have been sent to request permissions from property owners who have the lights attached to their properties. Ward Cllr Williams requested that the lights be used on the Jubilee Hall and at the Nisa; the Council agreed to the request.
	Gazebos	12 gazebos have been ordered and delivered.
	Road Closure	Core has advised the cost for the road closure is £1,590.00; the order placed. Application made to the Ward Members Budget to pay for the cost of the road closure.
	Events Licence	Responded to various queries regarding the application; CWaC have approved the licence for the event.
	206.2 <u>Summer Fair 2026:-</u> The Council is to have an informal meeting to discuss plans.	
<b>207.</b>	<b>MALPAS QR HISTORY TOUR</b> There were no updates.	
<b>208.</b>	<b>RECYCLING BLISTER PACKS</b> The recycling blister box has been delivered and is now sited in Nisa.	
<b>209.</b>	<b>CLERK'S REPORT</b>	
	<b>No.</b>	<b>Item</b>
	209.1	Remembrance Service
		<b>Update</b>
	209.1	Order placed for a wreath for fallen animals.
	209.2	CCTV Extension
		Permission due - Once obtained to instruct Barlows to extend the CCTV in the village to install £3,532.60 plus VAT to include extending to the High Street, Chester Road and Church Street.
	209.3	Allotments Assoc
		Invoices sent to tenants.
	209.4	External Audit
		Various queries raised with the audit; responses submitted.
	209.5	Casual Vacancy
		Clarified the situation regarding co-opting to fill the vacancy.
	209.6	Street orderly
		Provided info and template to working party.
	209.7	Walkers
		Advised no to trees and to tiered planters.
	209.8	Church Land
		Letter sent to MP re church land.
	209.9	CWaC planning session
		In process of arranging meeting with CWaC.
	209.10	Church land
		Looking into registering land in Malpas as a green open space.
<b>210.</b>	<b>EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX</b> List previously circulated to Cllrs.	
<b>211.</b>	<b>UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES</b> There was no consideration of this item.	
<b>212.</b>	<b>Part 2 - PRESS AND PUBLIC</b> There was no consideration of this item.	

**The meeting closed at 8.50 p.m.**

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