

**MINUTES OF MALPAS PARISH COUNCIL MEETING
HELD ON THURSDAY 27TH MARCH 2025
IN MALPAS COMMUNITY CHURCH, MALPAS AT 7.00PM**

	<p>PRESENT Cllrs Tony Dickenson, Charles Higgle, Julie James Collins, Alan Kirkbride, Alan Moore, Oryan Lightning, Dave Parry, Kirsty Parry, Susie Powell, Martin Shackleton, Michael Williams (Chairman). The Clerk. No members of the public attended the meeting.</p>																											
263.	<p>APOLOGIES Cllrs Tina Barnett, Karen Meredith. Ward Cllr Rachel Williams.</p>																											
264.	<p>DECLARATION OF INTERESTS Cllr James Collins declared a pecuniary interest in item 278.1 of the minutes.</p>																											
265.	<p>APPROVAL OF THE MINUTES <u>Minutes of the Parish Council Meeting on 27th February 2025:-</u> Resolved:- The Council approved the minutes of the Parish Council Business Meeting held on 27th February 2025 as a true and proper record. Proposed by Cllr Shackleton and seconded by Cllr Higgle.</p>																											
266.	<p>OPEN FORUM There was no consideration of this item.</p>																											
267.	<p>CASUAL VACANCY CWaC has advised that an election has not been called.</p>																											
268.	<p>POLICE REPORT A joint quarterly meetings with the police and representatives of all the parish councils and parish meetings in Malpas is due to be held in April. <i>Residents are urged to report all incidents of anti-social or criminal behaviour by calling 101.</i></p>																											
269.	<p>ANNUAL PARISH MEETING The Council agreed to hold the Annual Parish Meeting on the same evening as the business meeting in April. The Council are to invite the organisations that the Council made grants to in 2024. There will be a presentation about the Neighbourhood Plan. The Annual Parish Meeting will start at 6.00 pm with the business meeting following straight afterwards.</p>																											
270.	<p>ACCOUNTS 270.1 <u>To approve the following payments:-</u> The Council agreed to make the following online payments:-</p> <table><tr><th>Payee</th><th>Stat Power</th><th>Amount</th></tr><tr><td>Parish Council payments</td><td></td><td></td></tr><tr><td>Running Costs</td><td>s.111</td><td>£ 78.49</td></tr><tr><td>HMRC - PAYE mth 11</td><td>lga 112-119</td><td>£ 154.58</td></tr><tr><td>Then Media</td><td>s.111</td><td>£ 24.00</td></tr><tr><td>Malpas Community Church room hire (Mar)</td><td>s.111</td><td>£ 32.00</td></tr><tr><td>My Local Solicitor Legal Fees</td><td></td><td>£ 494.00</td></tr><tr><td>The Mossland payments</td><td></td><td></td></tr><tr><td>Nick Brookes skip hire</td><td></td><td>£ 216.48</td></tr></table> <p>The Clerk's salary was paid by standing order. The Clerk informed the meeting that the Council are responsible for the PAYE arrangements for the newly appointed Clerk to Malpas Joint Burial Committee. The Clerk has contacted the Accounts Centre regarding costs to do the monthly payroll, which are £10.00 per employee.</p>	Payee	Stat Power	Amount	Parish Council payments			Running Costs	s.111	£ 78.49	HMRC - PAYE mth 11	lga 112-119	£ 154.58	Then Media	s.111	£ 24.00	Malpas Community Church room hire (Mar)	s.111	£ 32.00	My Local Solicitor Legal Fees		£ 494.00	The Mossland payments			Nick Brookes skip hire		£ 216.48
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	<p>Resolved:- The Council agreed to the above payments.</p> <p>The Council agreed to instruct The Accounts Centre to carry out the monthly payroll tasks.</p> <p>Proposed by Cllr Higgle and seconded by Cllr Dickenson.</p> <p>270.2 <u>Receipts Received as at 28th February 2025:-</u> Christmas Trees:- £132.00 Allotments Rental:- £300.00 (transferred The Mossland bank account)</p> <p>270.3 <u>Accounts and Bank Reconciliation:-</u> The summary of Receipts and Payments was previously circulated. The reconciled balance in the current bank account as at 28th February 2025 was £272,284.23 The funds are allocated as follows:- Parish Council - £36,470.29 New Homes Bonus - £23,265.78 Community Infrastructure Levy (CIL):- £212,753.94 Allotment Maintenance funds (ring fenced in accounts):- £87.83 Neighbourhood Plan:- (£284.28) Christmas Tree (to be reimbursed) – (£234.28) CCTV donations (to be reimbursed) – (£200.05) Members Budget (balance after paid for road closure) - £125.00 Allotments (to be transferred to The Mossland a/c a/c) - £300.00</p> <p>270.4 <u>Bank Account:-</u> The Clerk is in the process of opening a savings account with Nat West Bank.</p> <p>270.5 <u>Grant Process:-</u> The notice has been posted on social media; grant applications received are to be shared with Councillors.</p>
271.	<p>BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2025 / 2026</p> <p>Cllrs are working on the current projects.</p>
272.	<p>PLANNING</p> <p>272.1 <u>Planning Applications:-</u></p> <p>272.1.1 25/00637/TPO - Works to various trees - as detailed in tree report at Malpas Cemetery Chester Road Malpas Observations:- The Council made no- observations.</p> <p>272.1.2 25/00638/CAT - Works to trees as recommended in tree survey at Malpas Cemetery Chester Road Malpas Observations:- The Council made no observations.</p> <p>272.1.3 25/00758/TPO - Pine (T1) - Fell. Ash (T7)- Fell and replace with 2x standard trees, species Oak or Beech in garden space near to location of T7 at Beeches Lodge Tilston Road Malpas Observations:- The Council made the following observations:- If CWaC Planning Authority is minded to approve this application the Council would request that the following conditions be included: That all the trees felled are replaced on a 2 for 1 basis in line with the Neighbourhood Plan and CWAC Local plan. The replacement trees should be of sufficient size to ensure that they grow to maturity. Background Factors: Within settlement boundary; Conservation area Relevant Malpas and Overton Neighbourhood Plan Policies: LC4 Relevant Local Plan Part 2 Policies: DM44, DM45</p>

	<p>272.1.4 25/00555/LBC - replacement roof light at The Old Rectory Church Street Malpas</p> <p>Observations:- The Council made the following observations:- Background Factors: Within settlement boundary; Conservation area; Listed Building Relevant Malpas and Overton Neighbourhood Plan Policies: BE3, BE4, LC3 Relevant Local Plan Part 2 Policies: DM21, DM46-48 DM45, DM46 Potential impact on wider community: Rooflight is visible from the public realm</p> <p>Resolved:- The Council approved and agreed to submit the above planning observations.</p> <p>Proposed by Cllr Higgle and seconded by Cllr Lightning.</p> <p>271.2 <u>To consider any applications received after the agenda has been distributed:-</u> None have been received.</p> <p>271.3 <u>Recent decisions by CW&C:-</u> No updates.</p> <p>271.4 <u>Fisher German:-</u> There has been no response; Cllr Kirkbride is to follow up.</p>
273.	<p>NEIGHBOURHOOD PLAN STEERING GROUP (NPSG) The six week consultation starts on Monday 31st March. The flyer is to be posted on the noticeboard, social media and the Council's website; it will be distributed to households in the parish. The Council formally thanked Cllrs Shackleton and Meredith and their team for all their hard work that has gone into updating the Neighbourhood Plan.</p>
274.	<p>MONTHLY SURGERY No residents attended the March surgery.</p>
275.	<p>THE MOSSLAND The Charity Commission has replied regarding to the request to de-register The Mossland with the Charity Commission. They have stated that it is not their policy to remove charities from their register if they hold land.</p> <p>Resolved:- The Council agreed to the following actions:- - to adapt the template / model constitution (governing documents) as per the link that was sent by the Charity Commission; - to contact the LawWorks to check over the draft constitution.</p> <p>Proposed by Cllr Moore and seconded by Cllr K Parry.</p>
276.	<p>HIGHWAYS (INCL SLOW DOWN FOR MALPAS / SPEEDWATCH) Cllrs Moore and Williams attended a meeting with Highways to discuss the state of the A41. Cllr D Parry updated the meeting regarding the Speedgun training session and the need for more volunteers. Cllr Moore is to write to the Bishop Heber High School regarding parking. The Clerk has the quarterly meeting with Highways next month. Cllrs are to send any outstanding Highways issues in advance of the meeting.</p>
277.	<p>MALPAS JOINT BURIAL COMMITTEE (MJBC)</p> <p>277.1 <u>Insurance:-</u> The Clerk has contacted Zurich (the Council's insurance provider) to enquire about have a combined quote for insurance to include both Malpas Joint Burial Committee and Malpas Parish Council.</p> <p>277.2 <u>Green Bins:-</u> The Clerk has contacted CWaC to request two green recycling bins for community use.</p> <p>277.3 <u>Payroll:-</u> See item 270.1.</p>

	<p>277.4 Maintenance:- Cllr D Parry updated the meeting regarding the tree works and advised that MJBC had only received 50% of the amount requested from CWaC in respect of maintenance costs. MJBC are looking at ways to reduce costs; there is a volunteer day planned next week to help tidy up the cemetery.</p>
278.	<p>APPEARANCE OF MALPAS 278.1 Planters:- The Clerk has placed the order with Simon Collins to clad the four planters at a cost of £700.00 as agreed by Councillors via email. The Clerk is to obtain quotes from Walkers Nurseries to refill the planter and also so ask about the drainage issue with the planter that is located outside the post office. 278.2 Hanging Baskets:- Cllr Powell is to make enquiries regarding hanging baskets in the village.</p>
279.	<p>BT RED PHONE BOX, CHURCH STREET The Clerk has contacted BT regarding the red phone box located on Church Street and to enquire about Adopt a Kiosk Scheme. BT has advised that there the plans to remove the payphone was posted in the kiosk on 04/02/25. BT has formally communicated with planning authority CWaC regarding removal on 25/02/25. They are now in a 90 day consultation period to provide the council with ample time to make any objections or representations against payphone removal. Once that period has ended (due 26/05/25) and if there are no objections/ representations made, BT will then make a final decision on whether this will be put forward for removal. It then becomes available for adoption by an eligible party such as the Parish Council. As this is a Listed Kiosk, the Council must advise the Planning Department of CWaC of this intention to find out if any planning consents are needed for the adoption to take place and seek any additional planning permission for any alterations required to execute your plans for the kiosk. The Council agreed to contact BT to add their interest to adopt to the red phone box. If it is decided that this kiosk will be put forward for payphone removal, it then becomes available for adoption, and BT will send a contract to be signed and returned along with the fee of £1.00.</p>
280.	<p>CCTV EXTENSION The Council considered whether to extend the CCTV in the village. Suggested locations included Church Street, Old Hall Street and further in the High Street. Cllr Lightning is to obtain quotes. The Clerk is to enquire with CWaC about additional signage for the CCTV.</p>
281.	<p>CLAYHOLE CROFT Cllr Moore advised his wife is unable to continue with the proposed plans for Clayhole Croft; Cllr Williams suggested that the Council contact Shelly Vickers regarding the project.</p>
282.	<p>EVENTS COMMITTEE 282.1 Christmas Event:- The Clerk is to obtain samples of Christmas Tree lights. 281.2 Summer Fair 2026:- Cllr Lightning spoke to meeting about plans to hold a Soap Box Derby when the Summer Fair takes place in 2026. He has contacted Farndon Parish Council for advice and is looking into the insurance arrangements for event.</p>
283.	<p>MALPAS QR HISTORY TOUR Cllr Lightning has contacted business and residents regarding the proposed Malpas QR History Tour including costs for the blue plaques and the website. He has also met with local historian David Hayns. It is planned to roll out the QR History Tour in stages.</p>

284.	PARISH MAGAZINE PROJECT Cllr Lightning spoke to the meeting about a Parish Magazine to promote local events and local businesses. He is to make further enquiries and report back to the Council.		
285.	COMMUNITY WEBSITE The invoice for the community website is due in May (www.malpascheshire.org); this is separate to the PC website (www.malpasparishcouncil.org.uk). The Council discussed and agreed to obtain an activity report for the community website.		
286.	ST OSWALDS CHURCH The Council considered the response received from the Archdeacon of Chester regarding the Council's concerns raised about St Oswalds Church. The Council agreed for Cllrs D Parry and Higgie to meet with the Rev Arnott to discuss the concerns.		
287.	CLERK'S REPORT		
	No.	Item	Update
	287.1	VAS Old Hall Street	Update from CWaC 25/02/25:- "This is still ongoing and there are delays due to other work pressures related to drainage. Please bear with us. Expected in Early 2025-26 financial year. However, I am unable to provide an exact date at this time."
	287.2	Fisher German	Fisher German has yet to respond; a further email that has been sent.
	287.3	Community Links Grant	The Clerk has written to advise that the Council has agreed to pay up to £1,000.00 towards the cost of the road closure for the VE event.
	287.4	Allotments Association (AA)	Site Visit
			AA is due to advise of suggested dates.
			Skip Hire
			Booked Nick Brookes Skip Hire to remove rubbish left by previous allotment holder for Plot 4 (the deposit is to be used to contribute towards invoice; balance to be paid from The Mossland bank account).
			Future S106 funds available for Allotments
			CWaC has confirmed the following additional sums of s106:- <ul style="list-style-type: none"> £3,010.00 is due from a development opposite St Joseph's College, Malpas – not started yet £2,507.50 the development at Lynchet Drive – not started yet
			Vacant allotment plots
			These have been advertised on Facebook and the noticeboard.
		Amendments to constitution	AA to advise
		Locked gate at site	AA to advise
		Resurface car park	Work in progress to obtain quotes to Resurface car park - scrape current surface; - scarpe back vegetation - flatten / roll surface; - lay road plantings on surface and flatten

	287.5	Whitchurch Household Recycling Centre	Replied to resident re concerns about recent changes and posted update on noticeboard and Facebook.
	287.6	Highways meeting A41	Arrangements made regarding dates / attendees / queries for meeting.
	287.7	ICO	Enquiry sent to ICO regarding CCTV. Reply:- <i>"In response to your query, the General Data Protection Regulation (GDPR) legislation which came out in May 2018 states that organisations no longer need to let the regulator (ICO) know when they start using CCTV. You are not required to do anything."</i>
	287.8	CIL	This must be spent within 5 years, after this period the developer can request that it be returned.
288.	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX List previously circulated to Cllrs.		
299.	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES There was no consideration of this item.		
300.	Part 2 - 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 which are of a sensitive nature. Proposed by Cllr Shackleton seconded by Cllr Lightning.		

The meeting closed at 8.55 p.m.

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