MINUTES OF MALPAS PARISH COUNCIL MEETING HELD ON THURSDAY 29TH MAY 2025 IN MALPAS COMMUNITY CHURCH, MALPAS AT 7.00PM

	IN MALPAS COMMUNITY CHURCH, MALPAS AT 7.00PM			
	PRESENT			
	Cllrs Tina Barnett, Tony Dickenson, Charles Higgie, Alan Kirkbride, Alan Moore,			
	Oryan Lightning, Dave Parry, Kirsty Parry, Susie Powell, Martin Shackleton,			
	Michael Williams (Chairman) and honorary member Nancy.			
	The Clerk. Three members of the public attended part of the meeting.			
1.	APOLOGIES			
	Cllr Julie James Collins, Karen Meredith.			
	Ward Cllr Rachel Williams.			
2.	ELECTION OF CHAIRMAN FOR 2025 – 2026			
	Resolved:- Cllr Williams was proposed for the position of Chairman by Cllr			
	Shackleton and seconded by Cllr K Parry.			
	Cllr Williams was duly elected as Chairman for 2025 – 2026 and signed the			
	acceptance of office declaration.			
3.	ELECTION OF VICE CHAIRMAN FOR 2025 – 2026			
	Resolved:- Cllr Moore was proposed for the position of Vice Chairman by Cllr			
	Williams and seconded by Cllr Dickinson.			
	Clir Moore was duly elected as Vice Chairman for 2025 – 2026 and signed the			
	acceptance of office declaration.			
4.	DECLARATION OF INTERESTS			
	Cllr K Parry declared a non-pecuniary interest in items 16.7 as she is a volunteer.			
	Cllr Shackleton declared a non-pecuniary interest in items 16.1 as he is a sponsor of			
_	Malpas Backgammon Club and 18.1.2 of the minutes as the applicant is a customer.			
5.	APPROVAL OF THE MINUTES			
	Minutes of the Parish Council Meeting on 24th April 2025:-			
	Resolved:- The Council approved the minutes of the Parish Council Business			
	Meeting held on 24 th April 2025 as a true and proper record.			
	Proposed by Cllr Moore and seconded by Cllr Williams.			
6.	CHAIRMAN'S REPORT			
	The Council noted the Chairman's Report (see attached).			
	The report is to be posted on the Council's website.			
7.	OPEN FORUM			
	Representatives from Malpas Darts Club spoke in support of their grant application.			
	A resident expressed concerns regarding the proposed planning application off Old Hall			
	Street that is due be submitted by Shropshire Homes.			
8.	CASUAL VACANCY			
	CWaC has sent the new Notice of Election. The were no candidates therefore a new			
	election will be held within 35 days of 11 th June.			
9.	POLICE REPORT			
	The minutes of the joint quarterly meetings with the police and representatives of all the			
	parish councils and parish meetings in Malpas held on 29th April 2025 were circulated.			
	Cllr Moore updated the meeting regarding the police involvement about parking outside the			
	Bishop Heber High School			
	Residents are urged to call 101 to report all incidents of anti-social or criminal behaviour.			
10.	COMMUNITY GOVERNANCE			
	The Council considered whether to reduce the number of parish councillors on the parish			
	council; it was agreed to defer this item.			

11. CODE OF CONDUCT

The Council recognises the current situation regarding Cllr Higgie's involvement in the legal system and made no judgement or comment on the matter.

Concerns were expressed regarding a lack of judgement made by Cllr Higgie relating to Council matters.

Resolved: - There was a formal request made for CIIr Higgie to temporally withdraw from the Council until legal matters have been decided so as to allow the Council to continue to operate in a normal manner.

Proposed by Clir D Parry and seconded by Clir Shackleton.

Two Councillors requested that there be a named vote.

The voting was recorded as follows:-

For:- Clirs Barnett, Dickenson, Kirkbride, Moore, Lightning, D Parry, K Parry,

Shackleton, Williams

Against:- Cllr Higgie

Abstained:- Cllr Powell

Cllr Higgie stated that he would not temporally withdraw from the Council.

12. COUNCIL REGULATIONS

12.1 To agree adoption of the Financial Regulations:-

Resolved: - The Council adopted the Financial Regulations

Proposed by Cllr Lightning and seconded by Cllr Dickenson.

12.2 To agree adoption of the Standing Orders:-

Resolved: - The Council adopted the Standing Orders.

Proposed by Cllr

Barnett and seconded by Cllr Lightning

12.3 To agree adoption of Code of Conduct:-

Resolved: - The Council adopted the Code of Conduct.

Proposed by Cllr Lightning and seconded by Cllr Dickenson.

12.4 To confirm the appointment of the Responsible Financial Officer:-

Resolved: - The Council confirmed the appointment of Ruth Shackleton as the Responsible Financial Officer.

Proposed by Cllr Lightning and seconded by Cllr Dickenson.

12.5 To confirm the appointment of Bank Signatories:-

Resolved: - The Council confirmed the appointment of Cllrs Barnett, Higgie, Meredith, Williams, and the Clerk Ruth Shackleton as Bank Signatories for Lloyds Bank and Cllrs K Parry and Kirkbride and the Clerk Ruth Shackleton as Bank Signatories for Nat West Bank.

Proposed by Cllr Lightning and seconded by Cllr Dickenson.

12.6 To approve the Financial Risk Assessment:-

Resolved: - The Council adopted the Financial Risk Assessment.

Proposed by Cllr Lightning and seconded by Cllr Dickenson.

12.7 To approve the updated Complaints Procedure:-

Resolved: - The Council adopted the updated Complaints Procedure.

Proposed by Cllr Lightning and seconded by Cllr Dickenson.

13. ACCOUNTS

13.1 Insurance:-

The Council received the quote for annual insurance cover and discussed the level of cover for The Cross.

The Council noted that organisations must formally request permission from the Council to decorate the Cross.

13.2 Neighbourhood Plan:-

The Council has not allocated an amount in the budget for the review of the Neighbourhood Plan.

Resolved: - The Council considered and agreed a budget of £5,500.00 towards the Neighbourhood Plan for the 2025 – 26 financial year.

Proposed by Cllr Shackleton and seconded by Cllr Dickenson.

13.3 The Mossland:-

Resolved: - The Council agreed to transfer fees of £300.00 that were received in the Parish Council bank account to The Mossland bank account.

Proposed by Cllr D Parry and seconded by Cllr Williams.

13.4 To approve the following payments:-

The Council agreed to make the following online payments:-

Payee	Stat Power	Amount	
Parish Council payments			
Running Costs	s.111	£ 82.01	
HMRC - PAYE mth 2	lga 112-119	£ 174.90	
Then Media	s.111	£ 24.00	
Then Media (Community website)	s.111	£ 619.20	
Victoria Jubilee Hall - room hire (parish council meeting 29/05/25)	s.111	£ 28.00	
SC Maintenance Services - wooden cladding for four planters		£ 700.00	
The Accounts Centre – payroll services	s.111	£ 12.00	
Zurich Municipal insurance	s.111	£ 912.37	

The Clerk's salary was paid by standing order.

Resolved:- The Council agreed to the above payments.

Proposed by Cllr K Parry and seconded by Cllr Dickenson.

13.5 Receipts Received as at 30th April 2025:-

Parish Council account:-

Precept:- £31,006.00

13.6 Accounts and Bank Reconciliation:-

The summary of Receipts and Payments was previously circulated.

The reconciled balance in the current bank account as at 1st May 2025 was £315.152.26

The funds are allocated as follows:-

Parish Council - £62,233.29

New Homes Bonus - £23,265.78

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

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

Neighbourhood Plan:- (£1,354.79)

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

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

13.7 Bank Account:-

The Clerk is in the process of transferring 80% of the current bank balance to the newly opened Nat West savings account.

14. ANNUAL AUDIT

14.1 To agree the Fixed Asset register:-

Resolved: - The Council agreed to approve the Fixed Asset Register.

Proposed by Cllr Lightning and seconded by Cllr Dickenson.

14.2 To approve the Annual Governance Statement:-

Resolved: - The Council approved and signed the Annual Governance Statement for the year ended 31st March 2025 for the purpose of the External Audit.

Proposed by Cllr Lightning and seconded by Cllr Dickenson.

14.3 To approve the year end accounts, explanation of variances and audit summary 2024-2025 and to approve the Annual Return for year ended 31st March 2025:
Resolved: - The Council approved and signed the year end accounts, explanation of variances and audit summary 2024 - 2025 and approved the Annual Return for year ended 31st March 2025 for the purpose of the External Audit.

Proposed by Cllr Lightning and seconded by Cllr Dickenson.

14.4 Internal Audit:-

Jake Gurr FCA is due to carry out the Internal Audit.

15. | ELECTION OF REPRESENTATIVES / COMMITTEES

Resolved:- That the Council appoints the above Councillors as listed below:-

No.	Organisation	Representatives	Proposed by	Seconded by
15.1	Malpas Joint Burial Committee	Cllrs D Parry, K Parry, Lightning	Cllr Shackleton	Cllr Williams
15.2	Cheshire Assoc. of Town and Parish Councils	Cllrs Higgie, Moore, Shackleton	Cllr Williams	Cllr Lightning
15.3	Recreation Ground Committee	Clir Powell	Cllr Shackleton	Cllr Williams
15.4	Young Persons Project	Clir Powell	Cllr Shackleton	Cllr Lightning
15.5	Victoria Jubilee Hall Committee	Clir Moore	Cllr Williams	Cllr Lightning
15.6	Financial Scrutiniser	Cllr James Collins	Cllr Williams	Cllr Lightning
15.7	Internal Procedures Working Group	Clirs Moore, Williams	Clir Shackleton	Cllr Lightning
15.8	Planning Working Group	Cllr Meredith is lead Cllr	Clir K Parry	CIIr D Parry
15.9	Personnel Committee	Cllrs James Collins, Moore, Williams	Clir Barnett	Cllr Lightning
15.10	Finance Working Group	The Group is to be disbanded	Cllr Williams	Cllr Lightning
15.11	Neighbourhood Plan Working Group	Cllrs Higgie, Meredith, Powell, Shackleton, Williams	Cllr Williams	Cllr Lightning
15.12	Climate Emergency Working Group	Cllr Williams	Cllr Lightning	Clir Moore
15.13	Social Media Moderator and Website Admin	Cllr Lightning and the Clerk	Cllr Williams	Clir Moore

15.14	Highways Working	Cllr Williams	CIIr Moore	Cllr Lightning	
	Group				

16. GRANT PROCESS

Resolved:- That the Council agrees to award the following grants.

Proposed by Cllr Shackleton and seconded by Cllr Williams.

No.	Organisation	Project	Grant
			Amount
16.1	Malpas Backgammon Club	Membership Generation	£ 500.00
16.2	Malpas Darts Group	Purchase equipment	£ 650.00
16.3	1st Sandstone Scouts Group	Bickerton Scout Hut - Kitchen Regeneration	£ 500.00
16.4	Young Persons Centre	Malpas Young Persons Project	£1,500.00
16.5	Tilston Parish Council	Tilston War Memorial Hall Community Car Park	£ 0.00
16.6	Tilston Playing Field Association	Renew three field entrance gates	£ 500.00
16.7	Opal Services (Rural West Cheshire)	GO Online in Malpas	£1,476.65
16.8	617 (Heber) Royal Air Force Air Cadets	Digital Footprint	£1,500.00
16.9	1st Malpas Scout Group	Scout Group Fundraising Equipment Project	£ 500.00
16.10	Malpas Community Minibus Association	Reducing social isolation	£1,775.00
16.11	Friday Friends Club	Support for Community Group	£ 200.00
	TOTAL		£9,101.65

17. BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2025 / 2026

These include car parking and village appearance.

18. PLANNING

- 18.1 Planning Applications:-
- 18.1.1 Rear extension with alterations to front chimney at Foxlea Wrexham Road Cuddington Malpas

Observations:-

The Council made the following observations:-

Background Factors: Open countryside

Relevant Malpas and Overton Neighbourhood Plan Policies: BE3

Relevant Local Plan Part 2 Policies: DM21 DM46-48 Potential benefits to the community: None identified Potential impact on neighbours: None identified

Resolved:- The Council approved and agreed to submit the above planning observations.

Proposed by Cllr Shackleton and seconded by Cllr Williams.

18.1.2 Appeal reference: 25/00054/REF - 24/02759/FUL - : Change of use of C3 dwelling house to 4 bed Children's home C2 at Woodhouse Grange Dymocks Mill Lane Oldcastle Malpas

Observations:-

The Council's previous observations will be submitted; the Council made no further observations.

18.2 <u>To consider any applications received after the agenda has been distributed:-</u>

None have been received.

18.3 Recent decisions by CW&C:-

Recent decisions by CW&C:-

24/02377/S73 - Land Opposite St Josephs College Tilston Road Malpas

24/03717/FUL - Green Acres Whitewood Lane Overton Malpas

24/03842/FUL - 9 Well Farm Close Malpas

25/00637/TPO - Malpas Cemetery Chester Road Malpas

25/00758/TPO - Beeches Lodge Tilston Road Malpas

25/00555/LBC - The Old Rectory Church Street Malpas

Decided:-

25/00638/CAT - Malpas Cemetery Chester Road Malpas

18.4 Street Naming:-

The Council considered their response to Official Consultation 25/00068/NEWDEV – at the Bovis Estate; the proposed name is Chathull Close, and agreed not to make any representations.

18.5 Fisher German:-

Cllr Kirkbride updated the meeting regarding the request that CWaC remove the Fisher German report from their Local Plan portal, due to the inaccurate and misreading representations.

18.6 Shropshire Homes:-

The Council noted the proposal from Shropshire Homes to build 98 homes on Old Hall Street, Malpas. An extraordinary meeting will be held should a planning application be submitted so as to give residents the opportunity to express their views.

19. NEIGHBOURHOOD PLAN STEERING GROUP (NPSG)

The was no update.

20. MONTHLY SURGERY

The following issues were raised at the May surgery:-

Complaint regarding the location of new bus shelter on Old Hall Street.

21. THE MOSSLAND

21.1 S106:-

The Council considered the request received detailing quotes for equipment and a shed from the Allotments Association to draw down s106 funds from CWaC.

Resolved:- The Council agreed to apply to draw down s106 funds from CWaC for equipment and a shed to be located at the Allotments.

Proposed by Clir K Parry and seconded by Clir Powell.

21.2 Site Visit:-

Cllrs thanked the Allotments Association for showing them around the allotment site on Saturday 17th May.

22. HIGHWAYS (INCL SLOW DOWN FOR MALPAS / SPEEDWATCH)

22.1 Speedwatch:-

Cllr D Parry updated the meeting about the recent successful Speedwatch sessions and that the police speed van has attended Chester Road. Updates have been posted on social media. Training for five new volunteers has taken place making a total of eleven volunteers. The group intend to concentrate the Speedwatch sessions on the main entrances into the village.

22.2 Speed Limit:-

The Council has received an email from Agden Parish Meeting to request support regarding speed enforcement measure on the B5395. The Clerk is to reply to advise what has been previously agreed.

23. MALPAS JOINT BURIAL COMMITTEE (MJBC)

23.1 Meeting:-

There is to be a meeting to be held with the Clerk to MJBC, Cllr D Parry, Cllr Moore and NHMD PC to consider the following:-

- 1/ Loan to be repaid to MRGC
- 2/ £5k Admin Fee
- 3/ Reporting of MJBC accounts
- 4/ Reclaiming VAT by MJBC

Recommendations will then be presented to MJBC, parish councils and parish meetings after the meeting.

23.2 Terms of Reference:-

The Council considered the amended MJBC Terms of Reference (circulated separately).

Resolved:- The Council agreed to adopt the MJBC Terms of Reference. Proposed by Cllr Shackleton and seconded by Cllr Higgie.

24. APPEARANCE OF MALPAS

Hanging Baskets:-

Cllr Powell updated the meeting regarding costings and various options for hanging baskets in the village. She has visited several shop keepers to gauge their support; there was an issue with as to who will carry out watering the plants. She is to make further enquires regarding the matter.

25. MALPAS COMMUNITY CHURCH

The Council considered the request to apply for an 'Asset of Community Value' certificate for Malpas Community Church; it was agreed not to pursue the request.

26. | CLERK'S REPORT

No.	Item	Update	
26.1	VAS Old Hall Street	Update from CWaC 11/04/25:- Due early this financial year.	
26.2	Allotments	Update:-	
	Association (AA)	- Site visit arranged for 17/05/25	
		- Resurface car park quotes - Work in progress	
		AA to advise regarding:-	
		- Amendments to constitution	
		- Locked gate at site	
		- To provide quotes for equipment etc to apply to draw	
		down s106 funding allocated to allotments	
26.3	Website	Request sent to Then Media to add Cllrs Lightning, Moore,	
		K Parry and James Collins to act as admin for the website.	
26.4	BT Phone Box	Update:-	
		CWaC has confirmed that MPC are listed for the adoption of the kiosk.	
		MPC has written to CWaC to confirm that the electricity	
		supply is to be retained (n.b. BT will maintain responsibility	
		for the power leading up to and into the service chamber	
		within the phone box itself.	
		Should an issue occur after this such as the light bulb	
		breaking, it will be the responsibility of the adoptee to call	
		someone suitable to rectify).	

27. EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX List previously circulated to Cllrs.

28. UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES

There was no consideration of this item.

29. 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 Williams.

The meeting closed at 9.05 p.m.

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

Malpas Parish Council - Chairman's Report 2024 - 25

As Chairman of Malpas Parish Council, I am pleased to present this annual report highlighting the key developments, achievements, and ongoing projects within our community over the past year.

Firstly, I would like to extend a heartfelt thank you to our Ward Councillor Rachel Williams and our Parish Clerk Ruth Shackleton. Their tireless work and commitment to Malpas are deeply appreciated, and they continue to play a vital role in supporting our parish and helping it thrive.

This year's Malpas Christmas Market was once again a resounding success. It brought together residents and visitors in festive spirit and community celebration. Special thanks must go to Rachel Williams, Gill Valentine, and all the wonderful volunteers who helped organise and deliver such a fantastic event.

On Remembrance Day, it was an honour to have our new councillor, Dave Parry, lay the wreath on behalf of the council, marking his role with dignity and respect.

The Cross Monument refurbishment has now been completed, restoring one of the village's most important historical landmarks. This project reflects our commitment to preserving the heritage and character of Malpas.

Our thanks also go to Cllr Karen Meredith, Cllr Martin Shackleton, and their team, who have dedicated significant time and effort to updating the Neighbourhood Plan. This vital document helps shape the future of our community and guides development in a sustainable and locally informed way.

I would also like to acknowledge Cllr Alan Moore and Cllr Dave Parry for their continued leadership in the "Slow Down for Malpas" campaign. The safe return of the speed gun is an encouraging development and supports our ongoing efforts to make Malpas roads safer for everyone.

The new upgraded flower tubs have brought a fresh burst of colour and charm to the village." Thanks to Cllr Julie James-Collins and family.

A new initiative that promises to enrich our local history is the QR History Project, launched by Cllr Oryan Lightning. This exciting venture will provide residents and visitors with accessible information about Malpas's heritage through modern technology.

We are also hopeful that progress on the long-awaited new car park is finally within reach. Both Ruth Shackleton and Rachel Williams are working closely with Cheshire West and Chester Council to bring this much-needed facility closer to reality.

Another significant area of progress is with the Burial Committee, where efforts are being made to bring all relevant parishes together. We are aiming to resolve the remaining legal matters and documentation to ensure smooth and fair administration across all areas involved.

Lastly, the introduction of the new multiple parish police cluster meetings is a welcome step towards greater coordination and community safety. It will enable better communication and joint working between parishes and our local police force.

In closing, thank you to all councillors, volunteers, and residents who continue to give their time and energy to Malpas. Together, we can continue to make our parish a vibrant, safe, and welcoming place to live.

Michael Williams Chairman Malpas Parish Council May 2025