

**MINUTES OF MALPAS PARISH COUNCIL MEETING  
HELD ON THURSDAY 25<sup>TH</sup> SEPTEMBER 2025  
IN VICTORIA JUBILEE HALL, MALPAS AT 7.00PM**

	<p><b>PRESENT</b> Cllrs Oliver Adam, Tina Barnett, Charles Higgie, Karen Meredith, Alan Moore, Dave Parry, Kirsty Parry, Susie Powell, Michael Williams (Chairman). Ward Cllr Rachel Williams. The Clerk. No members of the public attended the meeting.</p>																					
128.	<p><b>APOLOGIES</b> Cllr Tony Dickenson (personal reason), Julie James Collins (personal reason), Oryan Lightning (personal reason), Martin Shackleton (personal reason).</p>																					
129.	<p><b>DECLARATION OF INTERESTS</b> Cllr Williams declared a pecuniary interest in item 156 as he is a member of the Recreation Ground Committee. Cllr Powell declared a pecuniary interest in item 156 as she is a member of the Recreation Ground Committee. Cllr Higgie declared a pecuniary interest in item 156 as he was a member of Malpas Joint Burial Board.</p>																					
130.	<p><b>APPROVAL OF THE MINUTES</b> <u>Minutes of the Parish Council Meeting on 31<sup>st</sup> July 2025:-</u> <b>Resolved:- The Council approved the minutes of the Parish Council Business Meeting held on 28<sup>th</sup> August 2025 as a true and proper record.</b> <b>Proposed by Cllr Moore and seconded by Cllr Adam.</b></p>																					
131.	<p><b>OPEN FORUM</b> Ward Cllr Williams updated the meeting as follows:- - Speed limit on B5395 is due to be implemented during the 2026 – 27 financial year.</p>																					
132.	<p><b>CASUAL VACANCIES</b> CWaC has sent the new Notice of Election for the one vacancy; this has been posted on the website, Facebook page and noticeboard. An email was sent to a resident who expressed an interest in joining the Council.</p>																					
133.	<p><b>POLICE REPORT</b> The police report was circulated previously. Police cones are now positioned outside the Bishop Heber High School. <i>Residents are urged to call 101 to report all incidents of anti-social or criminal behaviour.</i></p>																					
134.	<p><b>ACCOUNTS</b> 134.1<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 colspan="3"><b>Parish Council Bank Account – Payments</b></td></tr><tr><td>Running Costs</td><td>s.111</td><td>£ 77.22</td></tr><tr><td>HMRC - PAYE mth 6</td><td>lga 112-119</td><td>£ 198.33</td></tr><tr><td>Then Media</td><td>s.111</td><td>£ 24.00</td></tr><tr><td>The Accounts Centre – payroll services</td><td>s.111</td><td>£ 12.00</td></tr><tr><td>CWaC – TENS Licence Fee</td><td></td><td>£ 21.00</td></tr></table> <p>The Clerk’s salary was paid by standing order. <b>Resolved:- The Council agreed to the above payments.</b> <b>Proposed by Cllr Higgie and seconded by Cllr Meredith.</b> 134.2 <u>Receipts Received as at 1<sup>st</sup> September 2025:-</u> None received.</p>	Payee	Stat Power	Amount	<b>Parish Council Bank Account – Payments</b>			Running Costs	s.111	£ 77.22	HMRC - PAYE mth 6	lga 112-119	£ 198.33	Then Media	s.111	£ 24.00	The Accounts Centre – payroll services	s.111	£ 12.00	CWaC – TENS Licence Fee		£ 21.00
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	<p>134.3 <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 1<sup>st</sup> September 2025 was £209,288.22  The funds are allocated as follows:-  Parish Council - £44,178.74  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</p> <p>134.4 <u>Bank Account:-</u>  Ongoing.</p> <p>134.5 <u>Donation:-</u>  <b>Resolved:- The Council agreed to make a donation of £100.00 towards the poppy wreath.</b>  <b>Proposed by Cllr Higgle and seconded by Cllr Adam.</b></p> <p>134.6 <u>Laptop:-</u>  The Council considered the purchase of a new laptop for the Clerk.  <b>Resolved:- The Council agreed in principle to pay up to £750.00 for a new laptop for the Clerk.</b>  <b>Proposed by Cllr Higgle and seconded by Cllr Moore.</b></p>
135.	<p><b>EXTERNAL AUDIT</b>  PKF Littlejohn LLP has received the audit paperwork; and has written to request further information regarding the MJBC loan, staff costs and The Mossland.  The report will be circulated to Councillors for consideration when it has been returned.</p>
136.	<p><b>BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2025 / 2026</b>  These are the car parking project, village appearance, updating the Neighbourhood Plan and the blue plaques.</p>
137.	<p><b>PLANNING</b></p> <p>137.1 <u>Planning Applications:-</u>  137.1.1 25/02398/FUL - Agricultural cattle building and attenuation pond for surface water (retrospective) at Hollowood Farmhouse Mates Lane Edge Malpas  The Council made no observations.</p> <p>137.2 <u>To consider any applications received after the agenda has been distributed:-</u>  None have been received.</p> <p>137.3 <u>Recent decisions by CW&amp;C:-</u>  Approved:-  25/02170/FUL - 17 Waterfield Road Malpas</p> <p>137.4 <u>Shropshire Homes:-</u>  Ward Cllr Williams is arranging a meeting with the planning officer regarding the planning application for Shropshire Homes.</p>
138.	<p><b>NEIGHBOURHOOD PLAN STEERING GROUP (NPSG)</b>  Cllr Meredith updated the meeting regarding the request from CWaC to ensure that the Neighbourhood Plan policies are checked against EU laws. A request was made for a budget of £5,000.00 to instruct a professional to carry out the work to ensure that the Neighbourhood Plan policies are compliant with EU laws.</p>

	<p><b>Resolved:- The Council agreed to a budget of £5,000.00 to instruct a professional to carry out the work to ensure that the Neighbourhood Plan policies are compliant with EU legislation.</b></p> <p><b>Proposed by Cllr Meredith and seconded by Cllr Moore.</b></p>
139.	<p><b>MONTHLY SURGERY</b></p> <p>No one attended the September surgery.</p> <p>The new time for the surgery is 3.00 pm – 4.00 pm.</p>
140.	<p><b>THE MOSSLAND</b></p> <p><b>THE MOSSLAND</b></p> <p>140.1 <u>Update regarding s106 funding for allotments and agree to expenditure of the funds:-</u></p> <p>The agreement sent by CWaC has been signed and returned; monies are due imminently and will be available to purchase the items as detailed in the list provided by the Allotments Association.</p> <p><b>Resolved:- That the Council agree to expenditure of the s106 as per the schedule.</b></p> <p><b>Proposed by Cllr Moore and seconded by Cllr D Parry.</b></p> <p>140.2 <u>Constitution:-</u></p> <p>The Council considered the suggested amendments to The Mosslands Allotment Association Constitution as circulated previously.</p> <p><b>Resolved:- That the Council agree to the suggested amendments and to nominate Cllr Adam to represent the Council in the Allotments Management Committee.</b></p> <p><b>Proposed by Cllr Moore and seconded by Cllr D Parry.</b></p> <p>140.3 <u>Car Park resurface:-</u></p> <p>This item was deferred.</p> <p>140.4 <u>Maintenance of Site:-</u></p> <p>The Allotments Association has struggled to get a contractor to quote to carry out the work to top / cut the grass at the bottom of the allotment site; CWaC has suggested a contractor who may be able to provide a quote for the work.</p> <p>140.5 <u>Pond Creation:-</u></p> <p>The Council received the following report regarding creation of an additional pond at The Mossland:-</p> <p>CWaC is looking to create an additional fifth pond at the Mossland site. This was presented to the Council for formal consideration and agreement.</p> <p>If the Council is in agreement, the pond works can be undertaken by a contractor who knows the site well as he created the other ponds there. The works themselves will likely take a day.</p> <p>CWaC usually suggest that wildlife ponds are at least 200m<sup>2</sup>, though with this site, there is scope for it to be bigger than this if preferable. In the past, they've had landowners meet the contractor onsite ahead of the works to mark out the area for the pond, as that is easier to visualise.</p> <p>As with the other ponds onsite, CWaC would suggest that this pond has gradually sloped banks, with a deeper section (approximately 1.5m) in the middle – this makes the pond safer for people and wildlife.</p> <p>The pond will have a range of benefits including:</p> <ul style="list-style-type: none"> <li>• Biodiversity enhancement - Ponds attract a variety of species, including amphibians, insects, birds, and mammals, enriching the ecological value of the site</li> <li>• Natural pest control - Amphibians such as frogs and toads feed on pests like slugs and insects (e.g., that may be a problem in the allotments), reducing the need for chemical intervention.</li> </ul>

	<ul style="list-style-type: none"> <li>Flood alleviation – The pond will help to alleviate flooding on the site (which is very wet, particularly in the winter months), by holding a large volume of water that would otherwise sit at surface level and cause flooding.</li> </ul> <p>CWaC would suggest completing the pond works this autumn, before the field gets too wet.</p> <p><b>Resolved:- That the Council agree to the creation of the fifth pond and to advise CWaC accordingly.</b></p> <p><b>Proposed by Cllr Higgle and seconded by Cllr Meredith.</b></p> <p>140.6 <u>Hedges:-</u> The Allotments Association have requested that the hedges are cut back at the site (n.b. this is the PC's responsibility. They have received a quote of approximately £160.00 - £200.00 to cut the hedges (based on 4 – 5 hours work at £40.00 per hour).</p> <p><b>Resolved:- That the Council agree the proposed works to the hedges at a cost up to £200.00.</b></p> <p><b>Proposed by Cllr Moore and seconded by Cllr Adam.</b></p> <p>140.7 <u>Charity Commission:-</u> The Clerk has written to a legal firm, as suggested by the Charity Commission, and to Cheshire Community Action to request advice regarding the trustees and creating a new governing document. The legal firm was unable to assist; Cheshire Community Action is yet to respond. Cllr Moore is to work with the Clerk to create a governing document for The Mossland including the trusteeship.</p>
<b>141.</b>	<p><b>HIGHWAYS (INCL SLOW DOWN FOR MALPAS / SPEEDWATCH)</b></p> <p>141.1 <u>Speedwatch:-</u> Cllr D Parry updated the meeting about the incident that took place during a recent Speedwatch session. At a Speedwatch session, over 50 vehicles were recorded speeding in the period of one hour. This information was passed onto the police who only sent warning letters to some of the owners of the speeding vehicles. Cllr D Parry is to make further enquiries regarding this.</p> <p>141.2 <u>B5395 Speed Limit:-</u> The Council has received a request from Agden Parish Meeting for a contribution towards the proposed reduction in speed limit on the B5395. A representative is due to attend the October meeting to discuss the request with the Council. Ward Cllr Williams updated the meeting as the speed limit is due to be implemented in the 2026 – 27 financial year; she is contributing £2,000.00 from her Members Budget towards the cost of the scheme. CWaC is due to fund 50% of the cost of the scheme. CWaC is yet to confirm the cost.</p>
<b>142.</b>	<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>- Two TPO requests that have been submitted to CWaC.</li> <li>- The recent volunteer day went well and another is scheduled to take place before the end of the year.</li> <li>- There is a meeting of MJBC on Thursday 1<sup>st</sup> October.</li> <li>- A further payment has been paid towards the loan.</li> </ul>
<b>143.</b>	<p><b>APPEARANCE OF MALPAS</b></p> <p>143.1 <u>Floral Displays:-</u></p>

	<p>The Clerk met with CWaC on 05/09/25 to discuss planters. CWaC would consider increasing the height of the current planters in the High Street (i.e. to add a tiered effect) and a new planter at the junction of the High Street and Chester Road. The Clerk has contacted Walkers Nurseries, who supplied the black planters, to ask if the current planters can be adapted, and if so, the cost etc.</p> <p>The Clerk suggested having planters next to the Cross as the top of the steps. CWaC were not opposed to this and require further details (n.b. there is now a charge to apply for a Highways licence for any street furniture (this used to be free to parish councils).</p> <p>The Clerk is to look into the costs and viability of hanging baskets for the lampposts and is to send Cllr Powell information regarding the styles of planters available. Cllr Powell is to prepare a visual of what is required along with costings for the Council to consider and agree.</p> <p><b>143.2 Planters:-</b></p> <p>The three planters on the edge of the village require attention. The Council agreed to make enquiries to have them clad in the same style as the ones in the village. The Council considered the arrangements for replanting the seven planters during winter.</p> <p><b>Resolved:- That the Council agree to place an order with Walkers Nurseries for the seven planters to be refilled with a tree and a selection of winter pansies.</b></p> <p><b>Proposed by Cllr Williams and seconded by Cllr Higgle.</b></p>
<b>144.</b>	<p><b>BT RED PHONE BOX, CHURCH STREET</b></p> <p>The Clerk has placed the order to carry out painting of phone box. The Council is to consider and agree action regarding insurance cover once the work has been carried out and a decision made regarding the use of the box.</p>
<b>145.</b>	<p><b>CCTV EXTENSION</b></p> <p>Barlows has sent a quote for £3,532.60 plus VAT to extend the CCTV in the village to include extending to the High Street, Chester Road and Church Street. The Council considered applying to the Police Crime Commissioners SWAP fund.</p> <p><b>Resolved:- That the Council agree to the following:-</b></p> <ul style="list-style-type: none"> <li>- <b>To apply to the Police Crime Commissioners SWAP fund for a grant towards the cost of the CCTV.</b></li> <li>- <b>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 subject to permissions being granted by the properties to attach the equipment to.</b></li> </ul> <p><b>Proposed by Cllr Moore and seconded by Cllr D Parry.</b></p>
<b>146.</b>	<p><b>CLAYHOLE CROFT</b></p> <p>Cllr Williams has contacted Pronin to carry out the drainage works at the site and was advised that work is due to start at the end of October.</p>
<b>147.</b>	<p><b>EVENTS COMMITTEE</b></p> <p><b>147.1 Christmas Event:-</b></p> <p><b>147.1.1 Trees:-</b></p> <p>The Council has asked Jons Davies for a price to supply the trees.</p> <p><b>147.1.2 Lighting:-</b></p> <p>The Clerk has obtained three quotes for forty sets of bright white lights to go on the Christmas trees and for 10 sets of the bright while icicle lighting to go across the street (this for additional locations at the top of the High Street and Church Street.</p> <p><b>Resolved:- That the Council agree to purchase forty sets of bright white lights to go on the Christmas trees and for 10 sets of the bright while icicle</b></p>

	<b>lighting to go across the street from Lite Ltd at a cost of £2,820.00 plus VAT. Proposed by Cllr K Parry and seconded by Cllr Adam.</b>		
147.1.3	<u>To consider purchase of gazebos for both the Christmas and Summer Events:-</u> <b>Resolved:- That the Council agree to purchase twelve gazebos (six for the Christmas Event and six for the Summer Event) up to the value of £114.00 per each gazebo (this is to be paid from the Events Committee funds).</b> <b>Proposed by Cllr Moore and seconded by Cllr Meredith.</b>		
147.1.4	<u>To agree of road closure and to apply for funding from the Members Budget to pay for the costs:-</u> Core is yet to advise the cost for the road closure; once this has been confirmed the Council is to apply to the Ward Members Budget to pay for the cost to cover the road closure.		
147.1.5	<u>Update:-</u> <ul style="list-style-type: none"><li>- Street Lights:- Meeting with Barlows to discuss requirements; once agreed then the Clerk will apply to CWaC for the licence to erect street lights across the highways (there is likely to be a cost this year) and to write to the property owners who have the lights attached to their properties letters to request permissions.</li><li>- Risk Assessments:- these have been updated.</li><li>- Event Plan:- this has been updated.</li><li>- Insurance:- contacted Council's insurers who have confirmed cover for the event.</li><li>- Temporary Event Notice – TEN – has been applied to CWaC for.</li></ul>		
147.2	<u>Summer Fair 2026:-</u> Cllr Moore advised that the Jubilee Hall insurance would not cover the Soapbox Derby event but has provided the details of an insurance company who cover one off events.		
<b>148.</b>	<b>REMEMBRANCE SUNDAY</b> The form has been submitted to CWaC to hold the parade. St Oswalds is to advise of the timings of the rehearsal for the service. Ward Cllr Williams updated the meeting regarding arrangements for the parade.		
<b>149.</b>	<b>MALPAS QR HISTORY TOUR</b> There were no updates.		
<b>150.</b>	<b>RECYCLING BLISTER PACKS</b> The Clerk has contacted regarding payment and delivery with the company who provide the boxes and is waiting for them to reply.		
<b>151.</b>	<b>DATES FOR 2026 MEETING</b> The dates for the Council meetings in 2026:- Thursday 29 <sup>th</sup> January Thursday 26 <sup>th</sup> February Thursday 26 <sup>th</sup> March Thursday 30 <sup>th</sup> April Thursday 28 <sup>th</sup> May Thursday 25 <sup>th</sup> June Thursday 30 <sup>th</sup> July There is no scheduled meeting to take place in August Thursday 24 <sup>th</sup> September Thursday 29 <sup>th</sup> October Thursday 26 <sup>th</sup> November Thursday 10 <sup>th</sup> December (this is scheduled to be a short agenda)		
<b>152.</b>	<b>CLERK'S REPORT</b>		
	<b>No.</b>	<b>Item</b>	<b>Update</b>
	152.1	Bus Shelter – Old Hall Street	Chased CWaC for an update for the bus stop road clearway markings to be relocated to the new location.

			CWaC advised they have chased with term maintenance contractor and it is expected to be completed within the week commencing 29 <sup>th</sup> September 2025.
	152.2	VAS Old Hall Street	CWaC advised that the supplier, TWM, has recently been taken over and this can now be progressed. Support received from Laurel Bank to install the device on lighting column 27.
	152.3	Zebra Crossing	CWaC advised that the works are being progressed currently, for completion in 25-26 financial year. The scheme will also include faded markings in the vicinity of the crossing (school keep clear and bus stop). CWaC have advised it will be undertaken as part of their schedules which have varying delivery timescales dependent on the type of works.
	152.4	MJBC VAT	Internal transfer of £3,090.29 made to the MJBC bank account in respect of the VAT refund.
<b>153.</b>	<b>EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX</b> List previously circulated to Cllrs.		
<b>154</b>	<b>UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES</b> 154.1 Recreation Ground Committee:- Cllr Williams is to report back to the next meeting.		
<b>155.</b>	<b>Part 2 - PRESS AND PUBLIC</b> <b>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.</b> <b>Proposed by Cllr Meredith seconded by Cllr Adam.</b>		

**The meeting closed at 9.15 p.m.**

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