

**MINUTES OF MALPAS PARISH COUNCIL MEETING
HELD ON THURSDAY 30TH OCTOBER 2025
IN VICTORIA JUBILEE HALL, MALPAS AT 7.00PM**

	<p>PRESENT Cllrs Tina Barnett, Tony Dickenson, Charles Higgie, Alan Moore, Dave Parry, Kirsty Parry, Susie Powell, Michael Williams (Chairman). The Clerk. No members of the public attended the meeting.</p>																																																			
158.	<p>APOLOGIES Cllrs Oliver Adam (personal reason), Julie James Collins (work commitments), Oryan Lightning (personal reason), Karen Meredith (holiday), Martin Shackleton (personal reason). Ward Cllr Rachel Williams.</p>																																																			
159.	<p>DECLARATION OF INTERESTS There were no interests declared.</p>																																																			
160.	<p>APPROVAL OF THE MINUTES Minutes of the Parish Council Meeting on 25th September 2025:- Resolved:- The Council approved the minutes of the Parish Council Business Meeting held on 25th September 2025 as a true and proper record. Proposed by Cllr Higgie and seconded by Cllr Moore.</p>																																																			
161.	<p>OPEN FORUM There was no consideration of this item.</p>																																																			
162.	<p>CASUAL VACANCY CWaC has sent a new Notice of Election for the one vacancy. The Clerk is to clarify the situation regarding co-opting to fill the vacancy.</p>																																																			
163.	<p>POLICE REPORT The police report was circulated previously. The Clerk is to make arrangements for the next police cluster meeting. <i>Residents are urged to call 101 to report all incidents of anti-social or criminal behaviour.</i></p>																																																			
164.	<p>ACCOUNTS 164.1<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">Parish Council Bank Account – Payments</td></tr><tr><td>Running Costs</td><td>s.111</td><td>£ 91.55</td></tr><tr><td>HMRC - PAYE mth 7</td><td>lga 112-119</td><td>£ 198.53</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>Jubilee Hall - Room Hire 25/09/25; 25/10/25; 30/10/25</td><td>s.111</td><td>£ 63.00</td></tr><tr><td>CHALC – Training</td><td>s.111</td><td>£ 60.00</td></tr><tr><td>Lite Ltd - street lights and Christmas Tree lights</td><td></td><td>£3,474.00</td></tr><tr><td>DONATION:- Royal British Legion for poppy wreath</td><td>s.137</td><td>£ 100.00</td></tr><tr><td>R Shackleton - reimburse cost of laptop</td><td></td><td>£ 834.33</td></tr><tr><td>My Group (recycling box)</td><td></td><td>£ 78.54</td></tr><tr><td>Kirks's Land Agents Ltd (professional services)</td><td></td><td>£ 180.00</td></tr><tr><td>Bennetts Building & Decorating - paint phone box (paid)</td><td></td><td>£ 620.00</td></tr><tr><td>Sheds Now (paid from s106 monies AA)</td><td></td><td>£1,022.50</td></tr><tr><td colspan="3">Events Committee Bank Account – Payments</td></tr><tr><td>CWaC Licence Fee</td><td></td><td>£ 138.00</td></tr></table>	Payee	Stat Power	Amount	Parish Council Bank Account – Payments			Running Costs	s.111	£ 91.55	HMRC - PAYE mth 7	lga 112-119	£ 198.53	Then Media	s.111	£ 24.00	The Accounts Centre – payroll services	s.111	£ 12.00	Jubilee Hall - Room Hire 25/09/25; 25/10/25; 30/10/25	s.111	£ 63.00	CHALC – Training	s.111	£ 60.00	Lite Ltd - street lights and Christmas Tree lights		£3,474.00	DONATION:- Royal British Legion for poppy wreath	s.137	£ 100.00	R Shackleton - reimburse cost of laptop		£ 834.33	My Group (recycling box)		£ 78.54	Kirks's Land Agents Ltd (professional services)		£ 180.00	Bennetts Building & Decorating - paint phone box (paid)		£ 620.00	Sheds Now (paid from s106 monies AA)		£1,022.50	Events Committee Bank Account – Payments			CWaC Licence Fee		£ 138.00
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	Reimburse grotto costs (reimburse R Shackleton)	£ 567.62
	Marquees (reimburse R Shackleton)	£1,079.88
	Reimburse grotto costs (reimburse R Shackleton)	£ 83.88
	<p>The Clerk's salary was paid by standing order.</p> <p>Resolved:- The Council agreed to the above payments.</p> <p>Proposed by Cllr Williams and seconded by Cllr D Parry.</p> <p>164.2 <u>Receipts Received as at 1st October 2025:-</u></p> <p>None received.</p> <p>164.3 <u>Accounts and Bank Reconciliation:-</u></p> <p>The summary of Receipts and Payments was previously circulated.</p> <p>The reconciled balance in the current bank account as at 1st October 2025 was £296,849.47</p> <p>The funds are allocated as follows:-</p> <p>Parish Council - £42,799.99</p> <p>New Homes Bonus - £23,265.78</p> <p>Community Infrastructure Levy (CIL):- £231,179.48</p> <p>Allotment Maintenance funds (ring fenced in accounts):- £87.83</p> <p>Neighbourhood Plan:- (£284.28)</p> <p>Christmas Tree (to be reimbursed) – (£124.28)</p> <p>CCTV donations (to be reimbursed) – (£200.05)</p> <p>Members Budget (balance after paid for road closure) - £125.00</p> <p>164.4 <u>Bank Account:-</u></p> <p>Ongoing.</p> <p>164.5 <u>Budget to Date:-</u></p> <p>The Council received and noted the budget to date as at 30th September 2025.</p>	
165.	<p>EXTERNAL AUDIT</p> <p>PKF Littlejohn LLP has written to advise that they do not require any additional information from the Council in respect of the 2024 - 25 audit; however they will be raising the following two 'except for' matters in their report regarding matters in relation to the trust fund and the joint burial committee:</p> <p><i>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.</i></p> <p><i>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 inclusion of the opening position of Malpas Joint Burial Committee.</i></p> <p>PKF Littlejohn LLP are now in a position to finalise and issue our report. This will be issued early next week.</p>	
166.	<p>BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2025 / 2026</p> <p>The top priorities remain the car parking project, village appearance, updating the Neighbourhood Plan and the blue plaques.</p>	
167.	<p>PLANNING</p> <p>167.1 <u>Planning Applications:-</u></p> <p>167.1.1 25/02898/TPO - Maintenance required to beech tree. The main trunk has split</p>	

causing 2 outgrows - remove the weight bearing part of the tree as shown in photos at Chester Villa High Street Malpas

Observations:-

The Council made the following observations:-

Background Factors: Within settlement boundary; Conservation area

Relevant Malpas and Overton Neighbourhood Plan Policies: LC4

Relevant Local Plan Part 2 Policies: DM45, DM44

Potential benefits to the community: None identified

Potential impact on neighbours: None identified

Potential impact on wider community: None identified

167.1.2 25/03197/CAT - 1x cherry tree and 1x magnolia tree - request to fell both trees at Hillcrest Chester Road Malpas

Observations:-

The Council made the following observations:-

If CWaC is minded to approve the application the Council would request that the following conditions be included:

1/ That the trees are replaced on a two for one basis with sufficiently sized i.e. not saplings with rabbit guards etc to ensure that the trees have the best chance of growing 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

Potential benefits to the community: None identified

Potential impact on neighbours: Loss of carbon capture and wildlife habitat

Potential impact on wider community: Loss of carbon capture and wildlife habitat.

Other relevant information: No indication has been provided for why the trees need to be felled. The Council does not support the felling of trees unless they pose a threat to life.

167.1. 25/02092/FUL - Conversion of existing agricultural building into three residential dwellings, including a linking extension, alterations to external elevations and associated landscaping works at The Hollies Farm Old Hall Street Malpas

Observations:-

The Council would make the observations as documented below:

If CWaC is minded to approve the application the Council would request that the following conditions be included:

1/ That the 4+ dwelling has 3 car parking spaces in accordance with CWAC Supplementary Planning Document Parking Standards.

2/ That the additional Bat survey recommended in the ecological appraisal is carried out, and the recommendations implemented prior to the commencement of work.

The PC is aware that there are bats in this area.

3/ That the native species hedgerow meeting priority status along the southern boundary is preserved in accordance with the ecological survey.

4/ A bespoke biodiversity enhancement plan in relation to birds is produced to adequately compensate for the loss of nesting sites. The PC would like to see the plan produced and implemented prior to the commencement of work.

Background Factors: Open countryside

Relevant Malpas and Overton Neighbourhood Plan Policies: H2, H4, BE3, LC4, BE1, LC1 LC2

Relevant Local Plan Part 2 Policies: DM3, DM4, DM25, STRAT9, SOC2, R1, DM19, DM24

DM3, DM21 DM46-48, DM44, DM45, DM51-53 ENV7

	<p>Potential benefits to the community: None identified</p> <p>Potential impact on neighbours: Non identified</p> <p>Potential impact on wider community: It would enhance the area by repurposing rundown disused farm buildings.</p> <p>Other relevant information: The footpath from the site to the village is so narrow as to only accommodate a single line of pedestrians and the use of a pram or wheelchair is well neigh impossible.</p> <p>Resolved:- The Council agreed to submit the above observations.</p> <p>Proposed by Cllr Higgle and seconded by Cllr Moore.</p> <p>167.2 <u>To consider any applications received after the agenda has been distributed:-</u> None have been received.</p> <p>167.3 <u>Recent decisions by CW&C:-</u> Approved:- 25/02022/FUL - Malpas Fire Station Chester Road Malpas 25/02401/TPO - Laurel Bank Old Hall Street Malpas Refused:- 25/02359/TPO - Cemetery Lodge Chester Road Malpas</p> <p>167.4 <u>Other Planning Matters:-</u> Cllr Powell informed the meeting that land off Wrexham Road which is owned by the diocese is currently being marketed for sale by Fisher German. Concerns were raised regarding the current sewage capacity in Malpas as there have been evidence of pollution in Worthenbury which is believed to come from Malpas. Cllr Higgle is to arrange for a full report to be presented to the Council so further action can be taken regarding the matter.</p>
168.	<p>NEIGHBOURHOOD PLAN STEERING GROUP (NPSG)</p> <p>There was no consideration of this item.</p>
169.	<p>MONTHLY SURGERY</p> <p>The Ward Cllr has dealt with the issues raised at the surgery.</p>
170.	<p>THE MOSSLAND</p> <p>170.1 <u>s106:-</u> The s106 funding for allotments has been paid into the Council's bank account and is available to purchase the items as per the list provided by the Allotments Association. An order has been placed for the shed and 50% of the cost has been paid, once the shed has been put up the other items will be purchased.</p> <p>170.2 <u>Car Park resurface:-</u> This item was deferred.</p> <p>170.3 <u>Maintenance of Site:-</u> The contractor is due to provide a quote to carry out the work to top / cut the grass at the bottom of the allotment site. Work is due to start on the fifth pond at the site. Cllr Higgle raised concerns regarding nitrate and fertiliser levels at the Mossland. He is to arrange for a full report to be presented to the Council so as further action can be taken regarding the matter.</p>
171.	<p>HIGHWAYS (INCL SLOW DOWN FOR MALPAS / SPEEDWATCH)</p> <p>171.1 <u>Speedwatch:-</u> Cllr D Parry updated the meeting about the recent Speedwatch exercise. Arrangements are to be made to purchase the body cam.</p> <p>171.2 <u>B5395 Speed Limit:-</u> There was no consideration of this item.</p>
172.	<p>MALPAS JOINT BURIAL COMMITTEE (MJBC)</p> <p>Cllr D Parry updated the meeting as follows:-</p> <ul style="list-style-type: none"> - The Council is making enquiries to add the insurance for MJBC to the Council's current policy.

	<ul style="list-style-type: none"> - There is a possibility that the Rotary may be interested in investing in the cemetery. - There is no update regarding the legal status.
173.	<p>APPEARANCE OF MALPAS</p> <p>173.1 <u>Floral Displays:-</u> Cllr Powell spoke to the meeting about attaching floral displays to the lampposts. The Clerk is to follow this up with CWaC. The Council discussed instructing a street orderly to carry out maintenance in the village. Cllrs Powell, D Parry and K Parry are to meet and discuss tasks in the village; the Clerk is to look into the legal requirements. This will be formally considered at the next meeting including costings. The Council decided not to go with the tiered planters.</p> <p>173.2 <u>Planters:-</u> The Clerk has placed an order with Walkers Nurseries to replant all seven planters with large tree and mixed winter pansies. Cllr James Collins is due to provide a quote to clad the remaining three planters..</p>
174.	<p>BT RED PHONE BOX, CHURCH STREET</p> <p>The Council discussed displaying artwork in the phone box. Cllr Williams is to share a visual of it.</p>
175.	<p>CCTV EXTENSION</p> <p>The Council is to request permission for the CCTV to be installed at the old Co-op before placing the order with Barlows to carry out the work.</p>
176.	<p>CLAYHOLE CROFT</p> <p>Pronin is due to carry out the drainage works at the site.</p>
177.	<p>EVENTS COMMITTEE</p> <p>177.1 <u>Christmas Event:-</u> <u>Trees:-</u> An order has been placed for 40 trees with John Davies at a cost of £24.00 per tree. The Clerk is to obtain tree numbers from businesses and residents for the trees. <u>Lights:-</u> An order has been placed with Lite Ltd for 40 sets of bright white lights with the larger batteries and for additional street lights as agreed. <u>Street Lights:-</u> Barlows have quoted £2,000.00 plus VAT to put up and take down the street lights (electric testing and boxes will be extra). <u>Licences:-</u> The Council is to apply for street licence to CWaC for the street lights. <u>Core:-</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. Resolved:- That the Council agree place an order with Barlows to put up and take down the street lights at a cost of £2,000.00 plus VAT. Proposed by Cllr Moore and seconded by Cllr Williams.</p> <p>177.2 <u>Summer Fair 2026:-</u> There was no update.</p>
178.	<p>REMEMBRANCE SUNDAY</p> <p>St Oswalds has advised of the timings of the rehearsal for the service. An order has been placed for a purple poppy wreath and for a red poppy wreath.</p>
179.	<p>MALPAS QR HISTORY TOUR</p> <p>There were no updates.</p>
180.	<p>RECYCLING BLISTER PACKS</p> <p>The supplier has sent a proforma invoice.</p>

	The Clerk is to arrange delivery with the company who provide the boxes.		
181.	CLERK'S REPORT		
	No.	Item	Update
	181.1	The Mossland - Charity Commission	<p>CCA (Cheshire Community Action) has responded to the request for advice regarding the governing document for The Mossland:-</p> <p><i>"I can draw up a new governing document for The Mossland with the Parish Council as the sole trustee. Can you just let me know how the Parish Council makes decisions about The Mossland. Does it make decisions as the Parish Council as a whole or does it have a sub-committee to make those decisions?"</i></p> <p><i>I see that there are three individuals listed as trustees on the Charity Commission Register that are all Parish Councillors. Their names should be removed and Malpas Parish Council should be put on as the only trustee. Whoever submits the annual return online should be able to log in to make these changes."</i></p> <p>The Clerk has replied to CCA to advise that the Parish Council as a whole makes any decisions regarding The Mossland. Some of the land at The Mossland is rented out to a local farmer on a Lady Day Agreement and the rest is used for allotments. There is an Allotment Management Committee who run the day to day management of the allotment site. There is a separate bank account set up for The Mossland where the rent received from the tenant and allotment holders is paid into. The Clerk has updated the Charity Commission to remove the three individuals and add Malpas Parish Council as a trustee.</p> <p>CCA is due to respond.</p>
	181.2	Allotments	The annual invoices have been sent to allotment holders with a copy of the updated Allotments Constitution.
	181.3	2026 meetings	Booked Jubilee Hall.
182.	CONNECTIONS MEETING <p>Cllrs D Parry and K Parry attended the meeting and circulated the following report:-</p> <p>Communication – in response to last session & the challenges in rural areas:-</p> <ul style="list-style-type: none"> • A-Z of council services has been distributed • Special events have been run e.g. Local nature recovery, devolution, highways (40 people attended) – lots of positive interactions • Intention to carry on running events <p>Role of Rural Ambassador – champion rural communities so they can influence discussions as they understand the areas better & help projects move forward. 3 areas Rural, Chester & Other.</p> <p>Service Updates – Lot of investment to improve resident experience of council</p> <ul style="list-style-type: none"> • Regeneration Project - % of budget, diverse range of things from broadband, buildings e.g. Malpas Jubilee Hall, footpaths • Environmental Services - £2.1m investment to buy sweepers, mowers & EV vans & to train staff. Autumn hedge trimming in operation & winter improvement works due soon 		

	<ul style="list-style-type: none"> • Transport & Highways - £30m up £9.2m for highways. £12m for strategic transport scheme e.g. Buses, bikes. Community led highways improvements schemes split into 16 areas and are reviewing requests from ward councillors and are working on delivery <p>Updates from Town/Parish Councils</p> <ul style="list-style-type: none"> • All expressed frustration with planning and the scale of change hard to stomach especially without infrastructure in place • Blister pack success in Tattenhall & suggestion that this becomes part of kerbside to keep costs down • Kissing gates installed in No Mans Heath, Farndon • Grants - concerns raised that these have been paused e.g. Opal; to revamp the scheme so it is more targeted social care • CIL process raised and how much is allocated to rural areas • Beeston Station plans to re-open it • Canal / Disused railway – early stage to create a circular route for bikes, walkers etc which MPC could help with in the future • Parking – similar problems in various villages • Challenges of finding people to be part of local councils – process seen as a barrier.
183.	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX List previously circulated to Cllrs.
184.	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES BT Pole:- Cllr Powell raised concerns about the recently installed pole by BT on Church Street. She has spoken with the Ward Cllr regarding the matter as it is sited in a conservation area and it would appear that no permissions have been requested.
185.	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 Moore seconded by Cllr D Parry.

The meeting closed at 8.35 p.m.

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