

MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 18TH MAY 2026.

PRESENT:

Councillor R Ford (Chairman)
Councillor N Poole (Vice Chairman)
Councillor P Buckley
Councillor M Butler
Councillor S Dutton
Councillor C Edwards
Councillor E Lush (Cheshire West and Chester Council Councillor)
Councillor A Sheppard
Councillor P Twigg
Councillor M Williams

IN ATTENDANCE:

3 Members of the Public
Parish Council Clerk – Mr M Hassall

26/018 ELECTION OF CHAIRMAN

RESOLVED: that Councillor Ford be appointed Chairman for the coming year.

26/019 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Ford signed the Declaration of Acceptance of Office.

26/020 APOLOGIES AND REASONS FOR ABSENCE

None

26/021 ELECTION OF VICE CHAIRMAN

RESOLVED: that Councillor Poole be appointed Vice Chairman for the coming year.

26/022 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL

RESOLVED: that the following be appointed for the coming year:

PLANNING COMMITTEE

All Councillors.

FINANCE WORKING PARTY

Councillors M Butler, R Ford, E Lush, A Sheppard, M Williams

KING GEORGE V PLAYING FIELD WORKING PARTY

(To work with the Clerk to ensure that the day-to-day management of the field was covered and to advise Council and/or the charity on any issues requiring attention)
Councillors P Twigg, M Williams

STREETCARE WORKING PARTY

Councillor R Ford, Vacancy

ADVISORY WORKING PARTY

Councillors R Ford, N Poole, P Twigg

PUBLIC FOOTPATH WORKING PARTY

Councillors P Buckley, A Sheppard, M Williams

GRANTS FOR LOCAL ORGANISATIONS WORKING PARTY

Councillors M Butler, S Dutton, R Ford, N Poole

SETTLEMENT SPATIAL PLAN WORKING PARTY

All Councillors

SOCIAL MEDIA

Councillor S Dutton – Administrator

Clerk – Moderator

26/023 APPOINTMENTS TO OTHER GROUPS/ ORGANISATIONS

RESOLVED: that the following be appointed for the coming year:

COMMUNITY CENTRE MANAGEMENT COMMITTEE

Councillors C Edwards, N Poole

TARVIN EDUCATIONAL FOUNDATION

Councillor M Williams

CHESHIRE ASSOCIATION OF LOCAL COUNCILS

(Parish Forums)

All Councillors

26/024 KING GEORGE V PLAYING FIELD COMMITTEE

A Committee for the King George V Playing Field Charity (Registered Charity No 1083973) to meet with the main users of the Playing Field. The purpose of the committee is to provide face to face contact between all parties and provide an opportunity for issues to be shared. The main users of the field are expected to share an update on their work at each meeting.

RESOLVED: that the following be appointed for the coming year:

Councillors P Twigg, M Williams. Councillor Twigg to act as Chairman of the Committee.

26/025 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS

26/025.1 New Written Requests for Dispensations

There were no new requests.

26/025.2 Declarations of Interest

Members were invited to declare any Disclosable Pecuniary or other Interest in any item of business on the agenda and, if necessary, leave the meeting prior to discussion of that item. Councillor Twigg declared an interest in planning application 26/01102/PIP as she was the agent for the application, acting on behalf of Planning Angel Ltd, and indicated that she would leave the room for that item. Councillor Buckley declared an interest in minute 26/029 as he lived along High Street. Councillor Edwards declared an interest in minute 26/033.5 as she lived along Lower High Street. Councillor Dutton declared an

interest in planning application 26/00262/PIP as she lived close to the land. Councillor Ford declared an interest in planning application 26/01102/PIP as he lived close to the land. No other declarations were made.

26/025.3 Members Declaration of Interests

Councillors were reminded that they should ensure that their Members Declaration of Interests was up to date.

26/026 OPEN FORUM

A resident had expressed concerns about planning application 26/01321/S73. Obscure glass had been removed from a window and replaced with clear glass which in his opinion was a clear breach of a planning condition. He had asked Council to support the concerns by objecting to the application.

26/027 MINUTES OF THE MEETING HELD ON 27TH APRIL 2026.

RESOLVED: that the minutes of the meeting held on 27th April 2026 be signed by the Chairman of the meeting as a correct record.

26/028 REPORTS ON MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27TH APRIL 2026 NOT COVERED BY THE AGENDA

Tarvinonline (Previous Minute 26/009)

The meeting noted that the Clerk had updated Tarvinonline who had then forwarded the survey results to date but not commented on the progress that Council had made. The working party were planning to meet again in June.

26/029 PLANNING MATTERS

26/029.1 Planning Applications

RESOLVED: that the following comments be made on the planning applications submitted:

26/01102/PIP - Land at Tarporley Road, Tarvin CH3 8NF

Comment: No Objections

26/01321/S73 - Extensions including ground floor utility room, porch, and conservatory, first floor extension, and erection of detached double garage. - Variation of condition 6 (first floor window of east elevation) of 02/00126/FUL

Comment: We object to the proposal. There was a reason for the condition being put in place and nothing has changed. This is a serious breach of the original decision. The fact that foliage has grown up over a period of time is immaterial, it is not permanent and can easily be removed at any time. There is both a physical and perceived loss of privacy.

26/029.2 Notices

26/00642/FUL - First storey side extension, new ensuite window to side, and covered canopy to front – 6 Heath Drive, Tarvin - **PERMISSION**

26/00570/FUL - Single storey detached garage and home office – Thornleigh, Shay Lane, Tarvin - **PERMISSION**

26/00932/FUL - First floor side extension - 14 Broom Crescent, Tarvin – **PERMISSION**

26/00262/PIP - Erection of one dwelling, Land at Tarporley Road, Tarvin - **PERMISSION**

26/029.3 Settlement Spatial Plan

26/029.3.1 The working party had met with the contractor online on 11th May.

26/029.3.2 The meeting considered Council's Financial Regulations and the draft Regulations to be considered later in the meeting. The requirement to obtain competitive prices need not apply to:

contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes.
- ii. repairs to, or parts for, existing machinery or equipment.
- iii. works, goods or services that constitute an extension of an existing contract.
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

RESOLVED (26/029.3.2.1): that Council begin to update the Neighbourhood Plan with immediate effect.

RESOLVED (26/029.3.2.2): that the contractors quote of £19,500 plus VAT be accepted

RESOLVED (26/029.3.2.3): that the reasons for accepting the price without negotiation were that Council was already working with the contractor on the Settlement Spatial Plan, other Councils within Cheshire West and Chester Council were using the same contractor for very similar work, they had a particular expertise of the area and its requirements, and the need to give the work done quickly to benefit residents in the Parish.

RESOLVED (26/029.3.3): that the final meeting of the Settlement Spatial Plan working party be held on 1st June 2026.

RESOLVED (26/029.3.4): that Councillors Dutton and Twigg prepare a document for the working party meeting highlighting what needed to be covered.

26/029.4 Kelsall and Willington Neighbourhood Plan

Kelsall and Willington were in the process of updating the Neighbourhood Plan (NP) which was made in 2016. At the time their NP Area included a small area in Oscroft that was in Tarvin Parish (Commons Farm). This was in Kelsall Parish when the NP project started and the Area was designated in 2013, but Cheshire West and Chester Council conducted a review of administrative boundaries, and this small area was moved to Tarvin Parish in 2015. It was discussed at the time and the Parish Councils agreed that this would stay within the Kelsall and Willington NP Area to avoid delays to both Neighbourhood Plans.

RESOLVED: to accept a proposal from Kelsall Parish Council that the small piece of land (Commons Farm) is removed from the Kelsall and Willington Neighbourhood plan and moved to the Tarvin Parish Neighbourhood Plan when it is updated.

26/029.5 Tarvin Neighbourhood Plan

RESOLVED: to aim to transfer the small pieces of land in the Huxley Neighbourhood Plan that are in Tarvin Parish to the Tarvin Neighbourhood Plan

26/030 KING GEORGE V PLAYING FIELD

26/030.1 Tennis Club correspondence.

An update was not expected from the contractor until early June.

26/030.2 Bowling Club Correspondence

The meeting noted that Water Plus had yet to acknowledge/respond to the Clerk even though they had a letter from the Bowling Club authorising him to communicate on their behalf.

26/030.3 Village Fete

The meeting was reminded that the field had been booked for the Village Fete to be held on 13th June.

26/031 SPECIAL PROJECT PUBLIC FOOTPATHS

Councillor Williams reported that:

26/031.1.1 The working party were waiting to hear from the Borough Council Rights of Way Officer as he had been on holiday.

26/031.1.2 She had attended an online meeting about crowdfunding and provided details and mentioned other possible sources of funding.

When applying for crowdfunding support applicants must raise 25% of the funds required and 20 backers (people or groups who support the project by giving a small amount each) would be required.

There was insufficient time to apply for this round of funding but there may be a further round in September.

26/031.1.3 It was likely that the working party would start with the footpath between Tarvin and Oscroft.

26/031.2 Councillor Butler reported that he had spoken with a local landowner who would be happy for stiles to be replaced by kissing gates on his land.

26/032 PARKING IN TARVIN VILLAGE CENTRE

The Clerk had received a copy of the petition mentioned at the previous meeting. It had been signed by approximately 240 people – mainly residents from Tarvin and nearby villages and was headed “We the undersigned wish to action our request for improvement to parking facilities on High Street, Tarvin between the Red Lion Public House and the bus-stop adjacent to the Cobbles, High Street, Tarvin

Improvement to parking availability would improve access to businesses on this section of High Street, Tarvin – e.g. parking slots designated.”

The meeting considered different possibilities including asking Highways to look at removing the two bus stops in the centre of the village. Whilst this would probably only add space for two more vehicles to be parked it could reduce congestion on the High Street and shouldn't have a detrimental effect on those using buses due to there being other bus stops very close by.

RESOLVED (26/032.1): that the petition be sent to Highways along with a letter requesting support from Highways in improving parking and traffic flow along Tarvin High Street. The letter would include reference to visits from an Enforcement Officer, bus stops being removed, and that Council was consulting with residents on this issue.

RESOLVED (26/032.2): that this matter be highlighted in the next edition of the newsletter.

26/033 NEWSLETTER

RESOLVED: to delay publication until the end of June when articles on the updating of the Neighbourhood Plan could be included.

Suggestions for articles included the Neighbourhood Plan, Councillor vacancy, Tarvinonline, parking, bus stops, and reporting potholes and other road issues.

26/034 FINANCIAL STANDING ORDERS

RESOLVED: that draft financial standing orders based on the Model Draft Regulations published by the National Association of Local Councils be approved.

26/035 COUNCILLOR VACANCY

The meeting noted that a notice publicising the vacancy had been published on 29th April. The Clerk would again advertise the vacancy, this time with the post to be filled by co-option, on 21st May if ten electors had not called an election.

26/036 CLERK'S REPORT/CORRESPONDENCE

26/036.1 The following e-mail correspondence had been forwarded to Councillors who were provided with an opportunity to comment on them.

- a. Cheshire Association of Local Councils – E Bulletins
- b. Publication of the Christleton and Littleton Neighbourhood Development Plan
- c. Seizing the opportunities for Cheshire and Warrington: Message from Nick Walkley, Interim Chief Executive
- d. Planning Member training session 28th April presentation slides
- e. Copy of Cycling Matters! Spring 2026 Issue
- f. Invitation to Civic Sunday 24th May
- g. How I've been working for you - Aphra Brandreth MP update.

26/036.2 Recorded Crime

The meeting noted that in March 2026 there had been 6 recorded crimes in Tarvin Parish – 2 Violence and Sexual Offences (1 Platts Lane Tarvin, 1 Gibson Close), 1 Drugs Related (Grosvenor Road), 1 Anti-Social Behaviour (Millside Close), 1 Public Order (Fairfax Avenue), 1 Other Crime (Hockenhull Lane)

26/036.3 Quarterly Meetings with the Police (Previous minute 25/173.1j – January 2026)

The meeting noted that PC Harrison had written to the Tarvin and Kelsall Ward Clerks stating that “due to current demands, it has not been possible to realistically arrange this, therefore James Hannath our PCSO will be taking the lead and be in touch with the relevant details.”

26/036.4 Rota for Correspondence

The meeting noted that the following rota had been forwarded to Councillors on 1st May 2026.

Week Commencing	Week Commencing	Week Commencing
26th April Cllr E Lush	14th June Cllr C Edwards	26th July Cllr A Sheppard
3rd May Cllr N Poole	21st June Cllr S Dutton	2nd Aug Cllr M Williams
10th May Cllr P Twigg	28th June Cllr R Ford	9th Aug Cllr P Buckley
17th May Cllr A Sheppard	5th July Cllr E Lush	16th Aug Cllr C Edwards
24th May Cllr M Williams	12th July Cllr N Poole	23rd Aug Cllr S Dutton
31st May Cllr M Butler	19th July Cllr P Twigg	30th Aug Cllr R Ford
7th June Cllr P Buckley		

26/036.5 Complaint regarding Speeding along Lower High Street

A Lower High Street resident had written expressing concerns about excessive speed by motorists. She would like to see either speed bumps, additional signage, or raising bollards at the top so only buses can get through. She believed that most of the culprits were using Lower High Street as a cut through to avoid the A51/A54 roundabout. The comments from the resident were noted and while Councillors agreed that many motorists were probably using Lower High Street as a cut through, they were entitled to do so.

RESOLVED (26/036.5.1): that the Clerk ask Highways and the Police for the outcome of the most recent speed check along Lower High Street

RESOLVED (26/036.5.2): that the concerns regarding Lower High Street be included in the letter to be sent to Highways.

26/037 FINANCIAL MATTERS**26/037.1 April 2026 Payments and Payments between meetings**

Councillor Ford had confirmed in writing that all payments had been made as approved by Council.

26/037.2 Invoice from Oliver and Co

An invoice had been received from Oliver and Co, and circulated to Councillors, for work that had been done regarding the land on which the war memorial stood. Councillor Twigg had considered the figure excessive under the circumstances and had asked them to review the charge, which they were in the process of doing.

Councillor Twigg was thanked for her work.

RESOLVED: that the new invoice for £710 plus VAT be paid on receipt.

26/037.3 RESOLVED: that the following payments be authorised, and that payments be made by internet banking:

Payee and Detail	Amount to be paid inc. VAT	Amount net of VAT (charge against budget)	Budget Provision available before payment
Payroll May 2026	1,610.71	1,610.71	27,087.19

26/037.4 Direct Debits/Other Payments

The meeting noted the following direct debit payments:

British Telecom Plc – 27th April 2026 – Telephone and Internet April 2026 – two venues – £357.47. The meeting noted that BT had acknowledged the overcharge and a credit was being issued.

Sage Global Services Ltd – 8th May 2026 - Payroll Software May 2026 - £13.20

Water Plus – 30th April 2026 - Water King George V Playing Field – Account Month to 10th April 2026 - £39.34

Water Plus – 1st May 2026 - Water King George V Playing Field – Account to 10th March 2026 - £31.42

26/038 LIST OF OUTSTANDING ITEMS

The list was noted.

26/039 ITEMS FOR PUBLICATION

Councillor Lush offered to provide notes of the meeting for publication.

26/040 USE OF MICROPHONES

RESOLVED: that the Clerk obtains a quote for twelve lapel microphones, or similar, and one open microphone for use in Council meetings.

26/041 DATE OF NEXT MEETING – Monday 22nd June 2026 – 7.15pm - Edna Rose Room, Tarvin Community Centre