

# MALPAS PARISH COUNCIL

THE MEETING OF MALPAS PARISH COUNCIL WILL BE HELD ON  
THURSDAY 29<sup>TH</sup> FEBRUARY 2024

IN MALPAS COMMUNITY CHURCH, MALPAS AT 7.00PM

NO	AGENDA	Presented By																		
1.	APOLOGIES	Clerk																		
2.	DECLARATIONS OF INTEREST Councillors to declare any interest under the following categories: Pecuniary interest, Outside Bodies interest and family, friend or close associate interest	Stg Item																		
3.	APPROVAL OF THE MINUTES To approve the minutes of the meeting held on 25 <sup>th</sup> January 2024	Stg Item																		
4.	OPEN FORUM Malpas residents can raise issues with the Parish Council in open discussion	Stg Item																		
5.	INTERNAL PROCEEDURES To receive update regarding reviewing / amending the Council policies	Stg Item																		
6.	CASUAL VACANCY To receive update	Stg Item																		
7.	POLICE REPORT To receive update	Stg Item																		
8.	<p>ACCOUNTS</p> <p>8.1 <u>Payments:-</u> To approve the following payments and any other payments that are due:-</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Details</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>R Shackleton</td> <td>Running Costs</td> <td>TBC</td> </tr> <tr> <td>HMRC</td> <td>PAYE / National Insurance</td> <td>TBC</td> </tr> <tr> <td>Victoria Jubilee Hall</td> <td>Room hire</td> <td>£28.00</td> </tr> <tr> <td>Malpas Community Church</td> <td>Room hire</td> <td>Tbc</td> </tr> <tr> <td>Then Media</td> <td>Tier 1 hosting and support for Parish Council website</td> <td>£24.00</td> </tr> </tbody> </table> <p>8.2 <u>Receipts:-</u> To record any receipts received and note returned receipt</p> <p>8.3 <u>Accounts 2023 - 24:-</u> To receive receipts and payments including bank reconciliation</p> <p>8.4 <u>ICO:-</u> To confirm payment of annual Data Protection fee by direct debit</p> <p>8.5 <u>Internal Audit:-</u> To appoint internal auditor</p> <p>8.6 <u>Grant Process:-</u> To agree any actions required</p>	Payee	Details	Amount	R Shackleton	Running Costs	TBC	HMRC	PAYE / National Insurance	TBC	Victoria Jubilee Hall	Room hire	£28.00	Malpas Community Church	Room hire	Tbc	Then Media	Tier 1 hosting and support for Parish Council website	£24.00	Clerk
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9.	BUSINESS PRIORITIES AND PROJECTS - WORK PLAN 2022 / 2023 To receive any updates regarding business priorities and projects for the next financial year (2024 – 2025)	Stg Item																		

10.	<p><b>PLANNING</b></p> <p>10.1 <u>Planning Applications:-</u>  24/00109/FUL - Conversion and extension of the former village hall to create 2 semi-detached dwellings Former Village Hall Church Street Malpas  24/00534/TPO - Oak (T1) - Reduce crown by 5-6m at The Old Rectory Church Street Malpas  24/00089/FUL - The erection of one detached dwelling at land to the rear of Church Walk Church Street Malpas</p> <p>10.2 <u>To consider any applications received after the agenda has been distributed</u></p> <p>10.3 <u>Recent decisions by CW&amp;C:-</u>  <u>Approved / Decided:-</u>  23/03340/FUL - Hillcrest Chester Road Malpas  <u>Refused:-</u>  22/03492/FUL - Corner Cottage Overton Heath Lane Overton Malpas</p> <p>10.4 <u>CWaC Local Plan:-</u>  To receive report and agree action on the CWaC Local Plan Evidence Base Consultation 2024</p>	KM
11.	<p><b>MONTHLY SURGERY</b>  To receive and note report (previously circulated)</p>	Stg Item
12.	<p><b>THE MOSSLAND – LEGAL</b></p> <p>12.1 <u>Annual Return for 2022 -23:-</u>  To receive report</p> <p>12.2 <u>Charity Commission:-</u>  To receive update regarding enquiry made about trustees</p> <p>12.3 <u>Trust Deed Document:-</u>  To receive update from Hill Dickinson regarding the preparation of the Trust Deed Document and agree any action</p>	Clerk
13.	<p><b>THE MOSSLAND – SITE WORKS</b></p> <p>13.1 <u>Install new footpaths within the allotment site:-</u>  To receive report and to consider and agree action to draw down s106 funds</p> <p>13.2 <u>Install locked gate at the entrance to the allotment plots:-</u>  To receive report and to consider and agree action to draw down s106 funds</p> <p>13.3 <u>Gates at Main Entrance to the Allotment Site and Car Park:-</u>  To receive report and to consider and agree action regarding purchase and installation of gates</p> <p>13.4 <u>Resurface Car Park:-</u>  To receive report and to consider and agree action</p> <p>13.5 <u>Security for the Ponds at the Allotment Site:-</u>  To receive report and agree actions including risk assessment and purchase of Lifebuoy Ring to be installed</p> <p>13.6 <u>Signage at Allotment Site:-</u>  To receive report and agree action regarding purchase and erecting safety signage</p> <p>13.7 <u>Hedging at Allotment Site:-</u>  To receive report and agree action regarding purchase of hedging</p> <p>13.8 <u>Allotments:-</u>  To receive update regarding vacant plots</p>	Clerk
14.	<p><b>SLOW DOWN FOR MALPAS</b>  To receive report and agree any actions</p>	BS

15.	HIGHWAYS:- 15.1 <u>Speed Limit:-</u> To receive and consider request whether to instruct CWaC to carry out an assessment for 30 mph speed limit to be implemented after Chorlton Villas, Whitchurch Road, Malpas 15.2 <u>Flooding:-</u> To receive report on flooding on the road to No Mans Heath	MW  CH
16.	CHESTER ROAD CROSSING / PAVEMENT To receive response from CWaC and agree any actions	Clerk
17.	HIGH STREET CAR PARK To receive update and agree any action	MW
18.	THE CROSS To receive updates regarding quotes and specifications to clean and repoint the steps surrounding the Cross and to agree any action(s)	Clerk
19.	APPEARANCE OF MALPAS 19.1 <u>Street Furniture:-</u> To receive update and agree any actions 19.2 <u>Bus Shelter Old Hall Street:-</u> To receive update and agree any actions 19.3 <u>Planters and Hanging Baskets:-</u> To receive update and agree any actions 19.4 <u>Jubilee Clock:-</u> To receive report and consider action regarding the Annual service	Clerk
20.	EVENTS COMMITTEE 20.1 <u>Set Up Events Committee:-</u> To consider setting up an Events Committee (this would be a committee of the Parish Council) and to agree any actions required 20.2 <u>Terms of Reference (TORs):-</u> To consider and agree adoption of TORs 20.3 <u>Council Representation of the Events Committee:-</u> To consider and agree which Councillors will sit on the Events Committee 20.4 <u>Bank Account:-</u> To consider setting up a separate bank account for the Events Committee and to agree any actions required 20.5 <u>Underwriting:-</u> To consider and agree action for the Council to underwrite the Village Fair	OL
21.	WEBSITES 21.1 <u>Parish Council Website:-</u> To promote launch of the new Parish Council website 21.2 <u>Community Website:-</u> To consider and agree action regarding the community website	Clerk  CW
22.	MALPAS JOINT BURIAL COMMITTEE To receive report and agree action	MW
23.	TREES To receive report and agree planting trees in the village	CH
24.	CHESHIRE RECORD OFFICE To receive report regarding the GEM Project	CW
25.	CLERKS REPORT To receive report	Clerk
26.	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX	Clerk

	(The RED SUGGESTION BOX located in Londis near the Post Office counter)	
27.	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES	Cllrs

\*Stg Item:- Standing Item

Signed By: - Ruth Shackleton (Clerk) Date: - 23<sup>rd</sup> February 2024

**Members of the public are encouraged to submit questions via email and also to confirm their attendance prior to the meeting.**

Please contact the Clerk by email, [malpaspc@hotmail.com](mailto:malpaspc@hotmail.com) or phone 01948 770678.

Website: [www.malpasparishcouncil.org.uk](http://www.malpasparishcouncil.org.uk)

**From October 2023 the Parish Council will meet on the last Thursday of the month in the Malpas Community Church, Malpas (unless otherwise stated on the agenda).**

**2024 Meeting Dates:-**

Thursday 25<sup>th</sup> January  
Thursday 29<sup>th</sup> February  
Thursday 28<sup>th</sup> March  
Thursday 25<sup>th</sup> April  
Thursday 30<sup>th</sup> May  
Thursday 27<sup>th</sup> June  
Thursday 25<sup>th</sup> July  
Thursday 29<sup>th</sup> August  
Thursday 26<sup>th</sup> September  
Thursday 31<sup>st</sup> October  
Thursday 28<sup>th</sup> November

**There is no scheduled meeting in December**

**Useful links to Cheshire West and Chester Council: -**

- **Streetcare, Highways and Regulatory Service issues:** [Report it | Cheshire West and Chester Council](#)  
If you have reported an issues and require an update please use the Cheshire West and Chester Council's status checker – [Report it status checker – Case status – Self \(cheshirewestandchester.gov.uk\)](#)
- **Flooding:** [Flooding | Cheshire West and Chester Council](#)
- **Community Flood Resilience Planning:** [Community Flood Resilience Planning | Cheshire West and Chester Council](#)
- **Planning:** [See or comment on planning applications | Cheshire West and Chester Council](#) or [Apply for planning permission | Cheshire West and Chester Council](#)
- **Other ways to access council services:** [Other ways to access council services | Cheshire West and Chester Council](#)
- **Complaints and feedback:** [Complaints and feedback | Cheshire West and Chester Council](#)