



## **Goostrey Parish Council**

**The Village Hall**

**Goostrey**

**Cheshire**

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**Thursday 17<sup>th</sup> June 2021**

**DOCUMENT PACK FOR THE  
PARISH COUNCIL WORKING GROUP MEETING**

**ON TUESDAY 22<sup>ND</sup> JUNE 2021 at 7.30PM**

**VIA ZOOM**

This meeting is a Parish Council Working Group Meeting as the Council is currently operating under Delegated Authority to the Clerk. A list of items for discussion will be published on the website on Thursday 17<sup>th</sup> June 2021.

***S Jones***

**Sharon Jones, Clerk to the Parish Council.**

Residents are encouraged to attend & members of the Press are welcomed.

The Press and Public may not speak when the Council is in session unless invited to do so by the Chairman.

**Public Forum** this is normally from 7.30 to 7.45pm, however as there will be a presentation from Members of St Luke's Church and other matters withing the Public Forum the Chairman may allow a longer period.

**Zoom Meeting Link** – Click the link below to join the meeting

<https://us02web.zoom.us/j/89364067385?pwd=YXZtY3kxY2F2dG1FaEwzNWkzMm5JQT09>

**Meeting ID:** 893 6406 7385

**Passcode:** 473856

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\*Please be aware if you dial in via a landline that the rate for the call will be the national rate per minute as stated by your landline provider.\*

Participants joining by phone only can use \*6 to mute and unmute their phone or \*9 to raise their hand in the meeting

## ITEMS FOR DISCUSSION

All reports will be contained in the document pack to be issued on 18<sup>th</sup> June 2021

### Public Session

There will be a presentation by members of St Luke's Church with regard to the Planning Application (Reference 21/2774C) for the Church Extension which is to be considered under item 6. Below.

1. **Declaration of Interests:** To receive and minute any Declarations of Interests.
2. **Apologies for absence:** To receive apologies for unavoidable absence.
3. **Minutes:** To approve the Minutes of the meeting on 5<sup>th</sup> May 2021. View minutes at <https://goostrey.info/wp-content/uploads/2021/05/GPC-Minutes-05052021-draft-v3.pdf>
4. **Cheshire East Council Matters:** To receive a report on Cheshire East Council Matters. To deal with any questions by Members relating to the report and any questions by Members notified in advance to the Chairman and the CE Councillor.
5. **Committee Matters:** To receive reports from the Parish Council Committee Working Groups:
  - i. **Amenities Working Group Meeting 2<sup>nd</sup> June 2021** – see Report on **page 4**
  - ii. **Village Hall Re-Opening Date** - To confirm the date to re-open the Village Hall **page 10**
  - iii. **Village Hall Re-Opening Grant** – To consider whether the Parish Council should apply for the grant – See report on **page 12**
  - iv. **Purchase of New Phone and Phone Contract for VH Supervisor** – To consider the proposal see **page 12**
6. **Planning Matters:** To consider the following Planning Applications
  - **21/3127C** - 38, FOREST AVENUE - Proposed side extension with external treatments to existing building. Comments due by 2<sup>nd</sup> July 2021. See <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/3127C&query=577f89b0-e18a-45fa-9949-3074c64b81c3>
  - **21/2922C** – 9 LEA AVENUE - Proposed single storey side and rear extension and associated alterations. Comments due by 23<sup>rd</sup> June 2021. See <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/2922C&query=40ea26b0-7f38-4ba6-8199-5c01fca25038>
  - **21/2774C** – ST LUKE'S CHURCH – Extension. Comments due by 1<sup>st</sup> July 2021. See <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/2774C&query=cfc088d8-9d98-4c7f-a5dc-f90bad9ca6ff>
7. **Financial Payments:** To approve payments in Schedule 06/21. Includes: Salaries & expenses see Payment Schedule on **page 13**
8. **Clerk's Report** – including Actions from the Last Meeting and Correspondence received **page 14**
9. **Highways & Speedwatch :**
  - i. **Speedwatch Report** – Consider the date to resume Speedwatch Sessions
  - ii. **Report from SDU at Shearbrook, Main Road** - see **page 15**
  - iii. **Junction of Booth Bed Lane, Hermitage Lane and Main Road** – To consider the recent accidents and what could be done to alleviate the problem – See report from KM **page 16**
  - iv. **Steam Rollers** – To consider a letter from residents regarding the frequency of travel of such vehicles along Main Road – See report on **page 24**
10. **Bogbean** – To consider a potential application for asset transfer (see KPM email on **page 25** )
11. **Change of Website and E-Mail Domain/Purchase of MS Office 365 Licence** – To consider changing email provider when the Parish Council moves to the new Domain Name ( GoostreyParishCouncil.Gov.UK). See report on **page 25**
12. **Annual Governance and Return Form** – To answer any questions on the contents of the form prior to the meeting on 29<sup>th</sup> June. See completed form and papers on **page 26**

13. **Face to Face Meetings** – To consider what date face to face meetings should resume (with the exception of the meeting on 29<sup>th</sup> June to sign the annual audit)
14. **Minor Items & Items for the Next Agenda:** To take any points from Members and to note urgent items of interest
15. **Date of Next Meeting:** To confirm the date of the next Meeting – 29<sup>th</sup> June 2021.
16. **Closure of Meeting:** To formally close the Meeting.

**ITEM 5 - COMMITTEE MATTERS: TO RECEIVE REPORTS FROM THE PARISH COUNCIL COMMITTEE WORKING GROUPS:**

- i. **Amenities Working Group Meeting 2<sup>nd</sup> June 2021 – Notes from the meeting.**

**AMENITIES WORKING GROUP MEETING**

**on WEDNESDAY 2<sup>nd</sup> JUNE 2021 at 7.30 PM Via VIDEO CONFERENCE**

**NOTES FROM THE MEETING**

- 1. Chairman of the Amenities Working Group Meeting** - A Chairman for the meeting to be elected (the elected Chairman of the meeting will not necessarily be the Chairman of the Amenities Committee. The Chairman and Vice Chairman of the Amenities Committee will be elected at the first meeting of the Amenities Committee). Cllr Rathbone was elected to Chair the Meeting.
- 2. Actions from the Amenities Meeting on 7<sup>th</sup> April 2021**
  - i. Christmas Lights on the Bog Bean - Clerk to arrange a meeting for Committee Members on the Bog Bean to consider if any works are required to the Christmas Lights, when Government Restrictions are lifted sufficiently to allow the Committee Members to hold the meeting. Suggest after 12<sup>th</sup> April no more than 6 people to attend outside. **Outstanding – To be deferred to September Amenities Meeting.**
  - ii. Clerk to arrange a Zoom meeting for Councillors and the CEC Highways Officer to discuss Highways Matters. **Completed** – Report from Highways Zoom Meeting attached. **Clerk reported that she had a follow up meeting with the Highways Officer on 8<sup>th</sup> June. Any Highways issues to be notified to the Clerk by Monday 7<sup>th</sup> June.**
- 3. Annual Plan**
  - i. To review progress on the items in the Annual Plan – **see page 3**
  - ii. Village Environmental Improvements Survey Update- see reports on the web site at:  
<https://goostrey.info/document-category/reports/>  
**Cllr Rathbone reviewed the report and DR, NB and TR volunteered to join the subgroup. DR reported that shrubs had been donated from the Woodland Trust for the bank at the station.**
- 4. Village Assets** - Phone Box Update – Resident has been contacted regarding the cutting back of the hedge to enable refurbishment of the box. He had indicated it would be cut at Easter; however, it has not yet happened. **The Clerk send a reminder to the resident. The group asked the Clerk to authorise up to £100 to cut back the hedge if the resident does not respond. Clerk to obtain a quote to cut the hedge back. If it is higher Clerk will report back. Since the meeting the resident has cut back the hedge. The Clerk will now obtain two additional quotes for refurbishment of the phone box.**
- 5. Keep Britain Tidy - Great British Spring Clean** – 28<sup>th</sup> May to 13<sup>th</sup> June 2021 – This is being publicised on the website and the notice boards, do we want to sign up to be a partner? See <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>  
**We received late notification from Keep Britain Tidy having not received the original message. We have publicised it for this year. PM suggested we add it to the calendar to be reviewed in January 2022, with a view to running a campaign for action for end of March 2022.**
- 6. Senior Lunch November 2021** - To consider if it is possible for this event to go ahead and if it is feasible to organise it, or perhaps we could consider a different type of event for the Senior's this year? **The group agreed to go ahead covid regulations permitting. Clerk will provisionally book the Village Hall and the Caterer and will check pricing and cancellation arrangements. Since the meeting the Caterer has agreed to a provisional booking for 21<sup>st</sup> November 2021 (as the Christmas Lights Switch on Event is scheduled for 28<sup>th</sup> November). The caterer has indicated that pricing**

would be £13.50 per head for 100 seats and £15.00 for 60 seats (as there are the same staff overheads with either number) with a cancellation period of 2 weeks in advance. This item needs to be reviewed at the Amenities Meeting in September 2021.

7. **Report from Meeting with Highways Officer on 19<sup>th</sup> May 2021 – TR – see page 5**
8. **Tree on Booth Bed Lane nr Sandy Lane** - The tree has been reported to CEC Highways because there are bits falling off it. To discuss ideas about alternatives to the tree being felled if it is no longer viable. **See page 6 – Clerk to contact local chainsaw artists to find out if the tree is suitable for chainsaw art and if so what sort of design might be possible and the cost of the works. (Clerk to check who created the chainsaw art at Hare Hill, Alderley Edge and investigate others advertised in Mobberley and Stoke areas). The alternative would be to plant a smaller variety of tree (e.g., an evergreen oak).**
9. **The Queen's Platinum Jubilee 2022** - Consider ideas to mark the occasion. TR commented that Prince Charles is indicating that planting a tree from this autumn onwards is appropriate. A copse is also suggested. **Clerk to contact Paul Kemsley to ask if there are any sites in Goostrey where a copse could be planted. If it was an individual tree, it could not be accommodated on the Bogbean. A suggestion would be Booth Bed Green, but this would need to be considered by the working group looking at the Village Improvements Questionnaire results. Clerk also to ask VHPFF if they would consider the planting of a tree on their land.**
10. **"Remembrance" crocus** - To consider planting crocuses to commemorate those who have died during the COVID-19 pandemic. **EW suggested these are planted amongst the daffodils on Church Bank Corner. Clerk to get a quote for 400 of the crocuses and to obtain a quote for planting them. Clerk to arrange a meeting with the Vicar and members of the Amenities Committee to discuss the exact location of the planting and if any plaque is required to indicate the significance of the planting.**
11. **Correspondence – None received**
12. **Minor items and matters for the next meeting – Listed in notes.**
13. **Date of the next Amenities Committee Meeting – Wednesday 1<sup>st</sup> September 2021 at the Village Hall subject to any Government Guidelines in place at that time.**



**Goostrey Parish Council Plan for 2020-21  
Presented by Responsibility**

**Amenities Committee**

- A) Revise the Resilience Plan to take account of learnings from the Covid-19 situation Including an emergency network of support for any purpose** (e.g., extreme weather event recovery), with appropriate training (e.g., on PPE, CPR) with a mechanism to keep lists up to date. To include any learnings from Holmes Chapel and surrounding villages resilience plans.

SL and PM volunteered to undertake the review/update with support from the Clerk with a view to them producing a first revised draft by end of December 2020.

**Action:** PM to provide an updated before the next Amenities Meeting in June 2021.

**PM has finished reviewing the plan and will be sharing the updated document with SL shortly.**

- B) Get feedback from villagers on their views on what they want to see in the village for the future.**

Publish a plan to improve every area of the village. To include Church Bank/Main Road, Main Road/Booth Bed Lane, Booth Bed Lane Green, Primrose Chase, outside Main Road Newsagent and Station area.

A questionnaire will be produced by NB & TR by end February 2021

Distribution of the Questionnaire both physically and via Survey Monkey and analyse results to take place in 21/22. ***Distribution to take place wc 26<sup>th</sup> April 2021.***

**Survey complete. Working Groups set up to review the output, members of the group will be DR, NB and TR.**

**Anonymous survey results to be posted on the website with TR summary report.**

- C) Create a Plan to implement the Environmental Policy utilising the Environmental group as well as deciding what a longer-term strategy would look like.**

PM to liaise with the Environmental Group to confirm membership and to arrange joint meetings of Amenities Committee and Environmental Group in January 2021 to consider development of plan.

**Action:** PM to arrange a meeting of the Environmental group before the Amenities Meeting on 2<sup>nd</sup> June 2021.

**PM has not had time to progress this, action outstanding.**

- D) Implement the plans outlined in A, B & C (above) and make a positive difference to the village commencing 2021-22,** potentially using a village volunteer network and the owners of commercial premises for feedback and implementation.

Pending actions from items A, B & C.

- E) Define and implement visual speeding deterrents, including resolution on the proposal to install village 'gates'.**

Progressing following decision by PC at meeting on 22/09/20 to accept recommendations of report to that meeting. KM has written to CEC asking them to consider funding and implementing works.

**Action:** Clerk to chase CEC Highways regarding funding status.

**TR reported that KM was trying to secure the trial extra works money to fund this as well as the some of the Ward Councillors' budget.**

**F) Consider the potential to provide electric car/van charging points (environmental improvement) at the village hall?**

After some initial investigation there appears to be no appetite for this at the present time.

**Action:** .Review in January 2022.

**G) Investigate and implement improvements to the Booth bed Lane play area.**

- a. S106 Monies for the Booth Bed Lane Play Area** – The amount of funding has been confirmed by ANSA and is now available to be spent. The Council has agreed that the Amenities Committee will lead this project and that any contact or correspondence from ANSA and other stakeholders, should be directed to the Clerk.

**Update:** PM has written to the resident co-ordinating the project to request an update on the project status.

**PM has received a response from the co-ordinator, and they will be meeting to review the results of the last consultation. PM will review potential additional funding sources and will work with the co-ordinator to plan the way ahead. A further consultation with residents will be required once a plan of suitable options is available.**

## Report to Amenities Working Group 02 June 2021

### Zoom Meeting with CEC Local Highways Officer 19/05/2021

Present:- Libby Bowers – CEC Local Highways Officer (Responsible for highways operations issues).

Terence Rathbone & Sharon Jones

#### Issues

1. Main Road adjacent to Shearbrook - Water on Carriageway

The three-to-four-year history of water on the carriageway was discussed. LB undertook to arrange an early site meeting between United Utilities, CEC Highways and the owner of the field with a view to determining and agreeing the source of the water and next steps to resolve the matter.

2. Outside 77 Main Road – Roots of Large Tree Lifting Footway

The short-term history (child jostled from pushchair on to carriageway and adult jostled from mobility scooter on to carriageway) together with longer history of similar incidents were discussed. LB is not fully familiar with the site but will now familiarise herself with details including possible requirements of CEC Tree Officer in respect of the tree which is included in a TPO. LB to determine possible remedial works and report back.

3. Footway Station Road Red Lion to Station

The uneven condition of the footway was discussed. LB informed the meeting that the footway is in CEC Category 2 for remedial works and LB will ascertain where this section of footway is included in the programme for remedial works and inform SJ accordingly.

4. Brooklands Drive Defective Gulley Fault Report 3424583

The defective highway drainage gulley and adjacent depressions in the carriageway were discussed. LB advised that CEC has in hand early repairs to the gulley chamber and possible CCTV inspection of the gulley drain connection.

5. Church Bank/Main Road Junction Proposed Location of Planters

In December 2020 GPC submitted an application to CEC for approval to the location of two gabion planters. LB advised that a formal Licence from CEC for the positioning of each planter would incur a charge of approximately £1,000. However, in view of these high charges there are many instances of formal Licences not being completed and the applicant authority then accepts the risk that the highway authority may at a future date demand removal of the street furniture at the expense of the applicant authority. Provided proper care is taken in the location street furniture in verges so as not to interfere with visibility etc it is considered to be very unlikely that future removal would be demanded. It is recommended that GPC proceeds with the installation of the planters without formal Licences. The gabions would have the normal GPC insurance cover for such items.

6. Future Liaison

LB and SJ agreed to future catch up telephone conversations seven to ten days before each future meeting of GPC. Updates may then be reported to each meeting.



## **Amenities Working Group Meeting 2<sup>nd</sup> June 2021**

### **Oak Tree Boothbed Lane Verge**

#### **Introduction**

A mature oak tree in the highway verge of Boothbed Lane near to the junction with Sandy Lane appears to be dead. Our Chairman has reported this to CEC Highways as a health and safety issue because dead branches are dropping from the tree. There has been no response to date from CEC.

However, it has been suggested that rather than simply felling and disposing of the tree it may be possible for the standing trunk to form the basis of an item of chainsaw sculpture. The dead tree is pictured below.

The group is asked to consider if there is any appetite for support for such a sculpture or some other use of the dead tree. Any proposal would be subject to determination that the tree trunk is in a suitable condition, acceptable to CEC, obtaining estimates of cost.



**Decision Required** :- To promote (or not) investigation of creation of an item of chainsaw sculpture from the dead tree on Boothbed Lane Verge

ii. **Village Hall Re-Opening Date** - To confirm the date to re-open the Village Hall

Following the announcements from the Government on 14<sup>th</sup> June, we need to decide if we want to re-open before 19<sup>th</sup> July or not. There is an added complication in that Cheshire East is now under Enhanced Measures because of its proximity to Manchester however, I cannot find any information which states we could not re-open under Step 3 regulations because of the Enhanced Measures. Nevertheless, the School has indicated they have been given new guidelines and we need to receive feedback from them before considering offering bookings in the Hall.

We had originally planned to re-open Village Hall on or after 28<sup>th</sup> June under Step 4 regulations. As we have the new Village Hall Supervisors, Chris and Yvonne Duke, in place it would be better for them for the Hall to be open so that they can start planning towards September when the majority of hirers have indicated they want to return.

Taking into account the new staff need to be trained, we could aim to re-open on Saturday 3<sup>rd</sup> July to allow the provisional booking made to go ahead (on mother and baby class and one cycle club event). This would give Chris and Yvonne some experience of managing events.

If the School has concerns, we can delay re-opening the Main Hall until after 19<sup>th</sup> July as there are currently no provisional bookings.

We will need to implement the same cleaning regime that was used for the Elections in May when handing the hall over to the school and vice versa, but with the use of the online booking system it should be possible to minimise the necessity to do additional cleaning to when it is required, rather than just handing the Hall over to us because it is after 2pm.

We will be putting any access requirements for the hall during the week in term time into the booking system which is available for the school to view at any time. The Dukes need to become familiar with the setup in the hall and how to use the audio equipment and the stage lighting so we will need to book slots in the hall for training and familiarisation purposes, but we can keep this to a minimum if the school feels it, is an issue.

With forward planning this should work.

**Decision to be made:** The Parish Council accepts the recommendation re-open the Village Hall on 3<sup>rd</sup>/10<sup>th</sup> July for the Lounge and Bar Served and will review the re-opening of the Hall in line with any specific issues raised by the school. However, the online booking system will be used to indicate when either party is using the hall and the priorities outlined in the Joint Use Agreement for either party to be observed.

Or we choose to defer the re-opening of the Village Hall in totality until after 19<sup>th</sup> July 2021.

**Room Capacity during Social Distancing (2m or 1+m with Masks and ventilation)**

**Indoors** The rule of 6 applies, however this does not mean just 6 people can attend the event. You could have 6 people from the same support bubble and say 4 people from another support bubble, the two groups need to stay 2 metres apart and all must wear masks, except when sat down eating and drinking. There is a lot of responsibility on the organiser of the event, and private parties are not allowed the event should be run by a local charity, support group, business (Parish Council is included in the business section. If all councillors attend we would need to use the hall, but could meet in the lounge if numbers were reduced, i.e. for Committee Meetings etc [link to Gov't Guidelines](#))

**Lounge** – Up to 10 individuals can meet in the Lounge all of whom can socially distance at least 2 metres. However, this would probably be true of 10 couples as the space required would be almost the same. The capacity of the room is limited by the space needed to socially distance.

**Hall** – Up to 30 people with the same rules as for the Lounge.

**Room Hire**

- It is possible that a number of hirers would need to use the hall rather than their preference of the lounge, and this may mean they change their day or hire time.
- Committee Room – at present it is not possible to use the committee room as social distancing cannot be observed because of the size of the room.
- Lounge – for events up to 10 people (one table each spaced out to 2 metres)
- Hall – for events up to 30 people, spaced out at 2 metres or 1m +
- Toilets – use disabled toilet only if the lounge is being used. Open the other toilets with some stalls shut if the hall is to be used. Use a one in one out system and masks should help protect hirers.
- To prevent different groups mixing only hire one room at the same time
- Allow access to the kitchen, with guidelines for use.

### **Entry and exit**

Pinch points need to be identified and if possible, a one-way system introduced. Hirers need to ensure that their guests are socially distanced on the way in and way out as well as during the event. The toilets need to have a system where it is clear when they are occupied.

### **Isolation Area for suspected for anyone suspected with COVID 19 at event**

We must establish a room or area in excess of 2metres square to isolate someone who is suspected of being taking ill with COVID 19 at an event. We must also have a special COVID 19 first aid kit.

### **Village Hall Supervisor Role**

Added responsibilities would be:

- Attending the village hall for every event before and after to clean (hourly costs included in cleaning charges, but it would be an additional visit for the job holder)
- Carrying out Risk Assessments
- Replenishing Hand Sanitizers, ordering cleaning supplies.
- Collecting Track and Trace information
- Liaising with Hirers regarding their own risk assessments and their responsibilities during hires.
- Keeping up to date with COVID-19 restrictions and social distancing
- COVID-19 Signage – ensuring the VH is marked correctly, signs are in place for each hire.

- iii. **Village Hall Re-Opening Grant** – To consider whether the Parish Council should apply for the grant.

The Village Hall is eligible to apply for a Re-Opening Grant to assist with any costs associated with re-opening the facility. The funds can only be spent on the facility itself or on an event for the benefit of the community it cannot be donated to another organisation.

The amount of Grant the Village Hall qualifies for is £8,000.

Our contact at ACRE has advised that once this funding closes on 30<sup>th</sup> June 2021, it is very unlikely that any further funding will be available to Community Buildings for the next 18 months or more, regardless of the continuation of the COVIDS-19 Pandemic.

ACRE strongly advises all organisations that run Community Buildings which are eligible for the Grant to apply for it because of the uncertainty of the current situation.

- iv. **Purchase of New Phone and Phone Contract for VH Supervisor**

The VH Supervisor role requires a mobile phone and phone contract as the previous contact was cancelled during lockdown. A new phone will be required as the current mobile phones owned by the council are not capable of running the apps required to monitor the Paxton Door system or the CCTV.

In addition, the newly appointed VH Supervisor and Assistant Supervisor live in one of the areas of Goostrey with very poor mobile phone signal and therefore it will be necessary to purchase a phone contract and phone with the capability for wi-fi calling so that calls can be made and received using their home broadband connection.

The two main providers for this type of service are BT, Vodafone and O2. Business contracts are available for these providers.

Examples of the type of contract are:

BT 24-month contract - 1GB data plus, unlimited minutes and texts @ £10 a month plus VAT

Vodafone 24-month contract- 1GB data plus, unlimited minutes and text @£9.17 a month plus VAT or on a 12-month contract for £10.00 a month plus VAT.

O2 12-month contract – 4GB date plus, unlimited minutes and texts @ £12 a month plus VAT

The phone price is additional and only certain phone makes are supported.

Examples would be

Google pixel 4a @ £299 inc VAT

Samsung A20e@ 139.00 inc VAT

Motorola G10 @ £129 inc VAT

Most phones bought from BT have a 2-year warranty.

**ITEM 7 - FINANCIAL PAYMENTS**

Payment schedule to be distributed on 21<sup>st</sup> June 2021

## **ITEM 8 – CLERK’S REPORT**

### **Actions from the last meeting**

- a. Clerk to ask the Scouts to consider using biodegradable supports for future projects – ***Completed.***
- b. Clerk to add Councillor Liaison Roles to the agenda of the next Parish Council meeting (this will be the first face to face meeting after 29<sup>th</sup> June 2021).
- c. Clerk to co-ordinate a proposal for planting “Remembrance” crocuses, that the Council can agree on with Rev Buckley, EW, and TR – ***In progress with Amenities Working Group.***
- d. Clerk to liaise with Rev Buckley to find a suitable date to hold a public meeting for members of the Church to present the plans for the Church Extension in the Village Hall (on a date when there will be few or no restrictions on numbers of attendees) – ***The presentation will go ahead in the Public Forum at the Zoom GPC Working Group meeting on 22<sup>nd</sup> June 2021.***

### **Correspondence**

- a. Love Goostrey – Village Hall re-opening article
- b. Holmes Chapel Parish Council) RE: Notes from Parishes Meetings
- c. Resident Re: Chestnut trees for donation
- d. LOCAL PLAN Submission of Cheshire East Site Allocations and Development Policies Document
- e. National Association of Local Councils NALC CORONAVIRUS UPDATE
- f. ChALC Weekly Bulletins
- g. CEC [OFFICIAL] Highways Charging Feedback
- h. LOCAL PLAN [OFFICIAL] Strategic Planning Update - May 2021
- i. Sibelco - Response to Community Complaint
- j. CEC Highways Notes from the Meeting between Rob Welch, CEC Highways & Goostrey Parish Council - 21st April 2021
- k. ChALC Weekly Bulletin
- l. Cheshire Community Action Open Letter to Parish & Town Councils on Housing
- m. Resident Re: Littering on Bridge Lane
- n. Keep Britain Tidy - Great British Spring Clean
- o. CEC Planning Enforcement RE: AM Skips Bridge Lane, Goostrey
- p. Knutsford Town Council - Updating Civic List
- q. ANSA [OFFICIAL] RE: Refuse sacks
- r. Reverend Buckley Planning Meeting
- s. CEC[OFFICIAL] Changes to Parish Council Details
- t. Resident Re: Sign on Harrison Drive, Goostrey
- u. National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN
- v. Knutsford Town Council - The Mayor of Knutsford's Summer Ball Invitation
- w. Resident - Re: Parking on grass verge - 190 Main Road Goostrey
- x. Resident - Main Road - road sweeping
- y. Resident - Booth Bed Lane/Main Rd. Junction
- z. ChALC FW: New TV Series is looking for groups of people to taste & review food
- aa. PPL PRS Ltd - The Music Licence renewal - LIC-01710722-Goostrey Parish Council
- bb. Resident Steam rollers
- cc. Resident RE: Village Improvement Questionnaire Prize Draw - You're a Winner!
- dd. Resident - Frequency of heavy vehicles using Main Road in Goostrey
- ee. Goostrey Scouts - Re: Christmas Lights Switch on Event 2021

**ITEM 9 – HIGHWAYS AND SPEEDWATCH****ii. Report from SDU at Shearbrook, Main Road****Main Road Shearbrook SID Summary Data**

Month 2021	Total Number of Vehicles	% Travelling at over 35MPH	Highest Speed and time	Comments
February	20,931	24.1	61.3mph 21.00	Highest previous Speed 88.3mph 02.00 January 2021
March	27,630	23.9	60.3mph 01.00 & 18.00	
April	31,453	26.6	65mph Midnight & 07.00	
May	42,455	27	59 mph 16.00 & 23.00	

Note increasing Total Number of Vehicles for each month as new vehicle use norms establish. Examination of data indicates that peak times of day for speeding are as shown in the table below which may be used to inform the most effective times for future Speedwatch sessions.

Day of Week	Time of Day for peak numbers of speeding vehicles
Sunday	10.00 - 19.00
Monday	10.00 - 16.00
Tuesday	08.00 – 18.00
Wednesday	08.00 – 18.00
Thursday	08.00 – 17.00
Friday	08.00 – 17.00
Saturday	10.00 – 11.00 & 16.00 – 17.00

01/06/2021

- iii. **Junction of Booth Bed Lane, Hermitage Lane and Main Road** – To consider the recent accidents and what could be done to alleviate the problem

### 1. Summary

There are comparatively few accidents at the junction and the police have categorised all injuries as “slight”. However, all accidents are unwanted and there is always the potential for a fatality in the future. The most likely reasons for the accidents are speeding on Main Road (together with lack of awareness that the junction exists) and lack of care emerging from BB Lane/Hermitage (coupled with poor visibility when cars are parked either side on Main Road).

I suggest that the Parish Council decides on one of these actions (A or B or C):

- A. Commission (subject to getting a cost) a study by CE Highways/Ringway Jacobs to recommend safety improvements in ascending order of cost. The PC would then have a clear view of what is effective and allowed from a Highways ‘expert’.

**Or B.** Proceed with commissioning/undertaking the following (subject to getting costs). These are items which - in the author’s non-professional view – would be the most cost/effective:

- a) Install another vehicle activated SID or “Junction Ahead” (see picture 5 below) for traffic approaching from the A50.
- b) Add Speedwatch location to A50 side of junction if Police will allow
- c) Double yellow lines either side of the junction (but not in front of bungalows)
- d) Zig Zag lines approaching the junction
- e) Middle of junction to have a red road surface
- f) Repaint all existing white road markings (Slow/Stop and lines)
- g) Campaign to get villagers to slow down (hopefully slowing other traffic with it)

**Or C.** Do nothing further on the basis that it is impossible to stop all accidents, and safety and maintenance of highways is the responsibility of Cheshire East Council.

For A and B it is expected that all costs would need to be funded by the Parish Council.

### 2. History of Accidents at Junction

[www.crashmap.co.uk](http://www.crashmap.co.uk) shows accidents recorded by the police going back 22 years (ie 1999-June 2020 inclusive). In this period there were 11 accidents. So, on average, one ‘recorded’ accident every two years. The Police categorised the injuries in all these accidents as “slight” (ie none in the categories “serious” or fatal”). There was one further accident (probably completely in Boothbed Lane but near the junction) in March 2001 categorised as “serious”. It is accepted that there may have been other accidents not reported to the police, but there is simply no data on those.

Considering the 11 accidents:



At least 6 of the accidents involved an offside/front impact suggesting that they were collisions between vehicles turning out of Boothbed or Hermitage and colliding with a vehicle on Main Road.

7 of the accidents occurred between 11:45am and 1:45pm (ie lunch time).

2 of the accidents involved a van, 2 involved an agricultural vehicle (ie most were cars)

6 of the accidents involved drivers over 66 years of age (of which 4 were over 75 years old)

Unfortunately, there is no information about the speed of the vehicles on crashmap.

The author has made a FOI request on Cheshire East for any further accident information here.

### 3. Other Information

The speed indicator at Shearbrook tells us that almost 80% of vehicles exceed the speed limit through Goostrey (this of course includes the residents of Goostrey).

When travelling along Main Road the junction is almost 'invisible' and, despite the Stop signs, it is also not obvious when travelling along Boothbed Lane towards the junction.

The visibility splays on Hermitage Lane and Boothbed Lane are small which means that extra care and attention is needed when turning out of these roads.

There are mixed views about whether hedges/trees/fences etc reduce visibility.

Parked vehicles on Main Road either side of the junction do restrict visibility.

Discussions were held with Cheshire East Highways in 2019 and a scheme was proposed and funded by the Area Highways Group (thanks to Les Gilbert). This included new larger signs on all four of the approach roads, including new lighting on the Stop signs. Also added were new white lines along the sides of Main Road and 'slow' markings.

### 4. Key Requirements for any Proposed Works

Requirement	Comment
1. No Detriment to current safety of junction	Vital - Need to consider effects on all types of users of any new works and possible seasonal changes (eg ramps to a Speed Table may be more prone to icing than current carriageway profiles)
2.Reduce accidents	No guarantees. Can only be an estimate based on experience of designers
3. No significant detriment to the Trading Post or domestic dwellings fronting the junction	Essential for the wellbeing of the Village that the Trading Post remains successful.

	The reasonable needs of frontagers must be considered.
4. Satisfy the Highway Authority	There are a number of constructions which may have been undertaken elsewhere in the Country and possibly previously by CEC which are no longer acceptable to CEC. This constrains the practicable options available.
5. Value for Money and Affordable	Normal procurement processes by either GPC or CEC will ensure Value for Money. This junction does not satisfy the requirements of CEC for a project to have a priority for early construction in any of their investment programmes. Funding of a project by GPC would be necessary for implementation to take place at a reasonably early date. This probably rules out very high-cost options
6. Passively meet the expectations of residents	Residents' expectation is for works to reduce future accidents to near zero

## 5. Potential Solutions

### 5.1 Reduce Speeding on Main Road

Possible Solution	Pros	Cons
Renew White 'Slow' markings	Low cost	
Campaign to get residents to drive below speed limit at all times.	Low cost	A big change is required from current behaviour. Marginal effect on non-residential traffic?
Volunteer and Police speed guns at junction	Visible deterrent	Not 24x7. Needs Police approval.
Village Gates	Visible indication of village. Already designed and costed	Impact on speed? Cost is £8K.
Reduce speed limit to 20mph	Lowers severity of injuries	If people already exceed 30mph, would they slow down for 20mph sign?
More vehicle activated speed signs eg either side of junction.	Visible deterrent	Cost and verge space?

### 5.2 Increase awareness of Junction for traffic approaching along Main Road.

Possible Solution	Pros	Cons
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Different colour road surface for junction (eg red)	Raises awareness. Lower cost, no 'noise'.	Effectiveness? Colour lost through wear and when road repaired or resurfaced.
Zig zag lines (picture 3 below) or dragon's teeth	Increased awareness of junction	Colour lost through wear and when road repaired or resurfaced.
Rumble strips either side of junction	Increased awareness of junction	Noise nuisance for neighbours
Raised Junction ("speed table") – see picture 1. below	Slow traffic down. Very effective, medium cost	Noise nuisance for neighbours? CE Highways are opposed to speed bumps "because they can slow down emergency vehicles, increase traffic noise, and damage cars."
Chicanes: Narrowing of Main Road down to one lane before the junction with "give-way to oncoming traffic" stopping points on both sides (see picture 2. below)	Reduce traffic speed	Cars speeding up to get through. Cost.
Mini roundabout	Raises awareness of junction	May not be enough space and cars speed over the top. Cost is approx. £140K
Major change in road layout, with roundabout in field at Hermitage Lane corner	Awareness of junction	Very high cost
Traffic Lights	Awareness of Junction	Very High Cost

### 5.3 Improve visibility for turning out of BB Lane and Hermitage Lane.

Possible Solution	Pros	Cons
Double yellow lines on Main Road to reduce parking	Increase visibility for cars emerging from Boothbed Lane. Relatively low cost.	Urbanisation of village. May not be effective if not 'policed'. Absence of cars in front of bungalows may cause traffic to go faster.
Removal of hedges/fences at junctions	Increased visibility	Hedges/fences are privately owned – can a compulsory order effect this?

Removal of Trees either side of Hermitage Lane	Increased visibility	TPOs and do they really affect visibility?
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#### 5.4 Improve awareness of 'Stop' requirement on BB Lane and Hermitage.

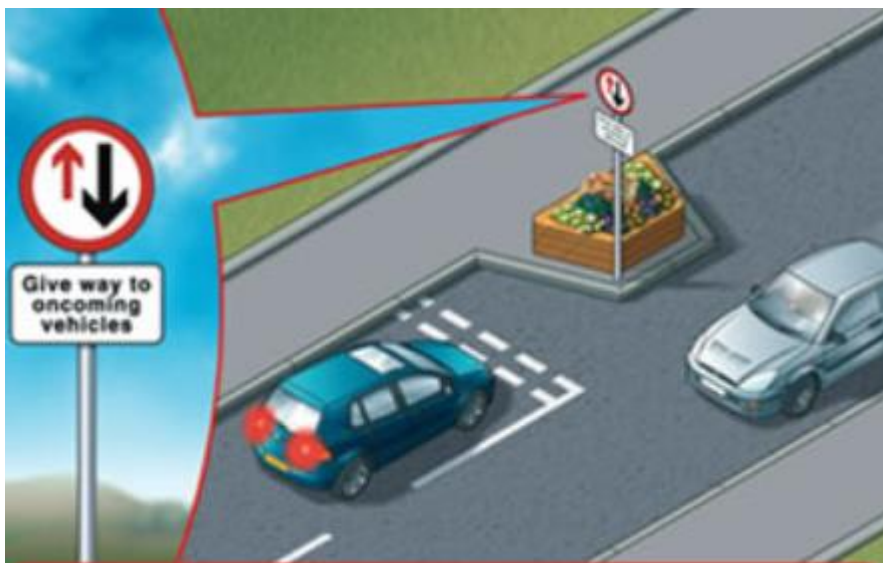
Possible Solution	Pros	Cons
Renew white lines and road markings	Low cost	
Zig zag lines or dragon's teeth	Increased awareness of junction	Colour lost through wear and when road repaired or resurfaced.
Mini roundabout	Raises awareness of junction	May not be enough space for this and cars speed over the top. Cost is at least £140K
Change in road layout, with roundabout in field at Hermitage Lane corner	Awareness of junction	Very high cost
Traffic Lights	Awareness of Junction	Very High Cost

## Pictures

### 1. Speed Table



### 2. Chicane



### 3.

#### 4. Zig Zags/Coloured surface



Pictures from:

<https://www.trafficchoices.co.uk/traffic-schemes/speed-table.shtml>

## 5. Vehicle Activated "Junction Ahead" Sign



[http://www.pwssigns.com/list.aspx?str\\_Search=junction+ahead&str\\_SelectedIndex=0&str\\_SearchType=1](http://www.pwssigns.com/list.aspx?str_Search=junction+ahead&str_SelectedIndex=0&str_SearchType=1)

- iv. **Steam Rollers** – To consider a letter from residents regarding the frequency of travel of such vehicles along Main Road

In the past week the Council has received two emails from residents on Main Road, complaining at the frequency of steam rollers being driven along Main Road. It appears the drivers of the vehicles meet at the Crown most weekends.

The residents' complaints refer specifically to the vibration caused by the vehicles and the sudden appearance of cracks in the walls of their properties.

The local Police Constable was consulted, and he confirmed there was nothing to stop the drivers of the vehicles driving on any road providing they are qualified to drive the vehicles, they are taxed as historic vehicles, they are insured, and they have complied with the relevant boiler testing, unless they were causing a nuisance and that would be defined as driving continuously up and down the road over a considerable period of time.

The residents are asking if the Council can provide any advice or assistance in this matter



## **ITEM 10. BOGBEAN – TO CONSIDER A POTENTIAL APPLICATION FOR ASSET TRANSFER**

Email from Cllr K Morris to all Councillors dated 15<sup>th</sup> June 2021

“My understanding is that we can apply for it to be a Village Green regardless of who owns it or leases it, provided we can prove that “local people have used the land without secrecy, force or permission for at least 20 years for lawful sports and pastimes”. If successful (and CEC might object as they have done elsewhere) that would give it some more protection.

However, it should be noted that the Neighbourhood Plan has already categorised the Bogbean as a “Designated Local Green Space” and it is therefore already protected by both the NP and the NPPF.

But, as we know, anything can be overturned at an Appeal and there are plenty of examples of supposedly protected ‘Green Belt’ land where housing developments have been allowed.

The only absolute method of protection is outright ownership which CEC seems reluctant to hand-over. I suggest that we enter the process with a view to trying to get outright ownership, but if that’s not possible the PC may consider that the limited extra protection is not worth the extra costs? “

## **ITEM 11. CHANGE OF WEBSITE AND E-MAIL DOMAIN/PURCHASE OF MS OFFICE 365 LICENCE – TO CONSIDER CHANGING EMAIL PROVIDER WHEN THE PARISH COUNCIL MOVES TO THE NEW DOMAIN NAME (GOOSTREYPARISHCOUNCIL.GOV.UK).**

The new domain name for the Parish Council email account and web site, “GoostreyParishCouncil.Gov.UK”, has been approved and created.

The proposed system of migrating to the new domain name for the Parish Council email account is to retain [Parishcouncil@goostrey.info](mailto:Parishcouncil@goostrey.info) with Netwise (our current providers) and to create the new account [Clerk@GoostreyParishCouncil.Gov.UK](mailto:Clerk@GoostreyParishCouncil.Gov.UK) with a new and more resilient email provider.

The two accounts would run in parallel for say 3 months to allow the Clerk to inform all relevant contacts that the email address has changed, and all the emails are saved to the iCloud for future access. At the end of this period the [Parishcouncil@goostrey.info](mailto:Parishcouncil@goostrey.info) email account will be deleted.

The proposal is that the Council Purchase one MS 365 Business Standard Licence which includes Microsoft hosted email, a full set of Microsoft Office applications, including Word, PowerPoint, Excel, Publisher and Outlook. With additional features of an MS Teams Licences, and access to 1TB or One Drive Cloud storage and SharePoint.

This licence allows installation of the software on up to 5 devices. This would cover the iMac and PC in the Parish Office and the Laptop used by the VH Supervisor. The Clerk has her own licence for use when she is not in the Office.

The Clerk also has her own person Zoom licence which she intends to continue with. This would allow the Council to Cancel the current Zoom licence and the Clerk would be willing to arrange any PC meetings using her own Zoom account if the Council did not want to use the Teams Licence included with the MS Office Licence. The Parish Council Zoom Licence currently costs £11.99 per month plus VAT.

Holmes Chapel Parish Council use the Microsoft Hosted Email and the MS Office 365 Business Standard Licence. They have an additional licence for the Assistant Clerk, which is a Basic licence which includes fewer applications but does include email.

The MS Office 365 Business Standard Licence can be purchased on an annual basis via a card payment. The cost is £112.80 + VAT per annum.

A MS Office 365 Business Basic Licence costs £45.60 + VAT per annum, this would be suitable for the VH Supervisor’s laptop if the Council considered this necessary.

**ITEM 12****Annual Governance and Accountability Return 2020/21 Part 3**

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:**

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### **Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21**

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### **Publication Requirements**

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
<b>L.</b> If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
<b>M.</b> The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY