



Goostrey Parish Council

The Village Hall

Goostrey

Cheshire

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DOCUMENT PACK

FOR THE MEETING OF THE PARISH COUNCIL

TO BE HELD ON

TUESDAY 26th OCTOBER 2021 at 7.30PM IN THE VILLAGE HALL LOUNGE

AGENDA

- 10.21.1. 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 28th September 2021. See the minutes of the meeting at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/10/GPC-Meeting-Minutes-28092021-draft-v2-incl-appendices.pdf>
Motion: The Parish Council accepts the minutes of the Parish Council Meeting on 28th September 2021 and the confidential report as a true records of the meeting.
- 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 Committees:
 - i. Amenities Committee Budget Meeting on 6th October 2021** – See Minutes of the meeting at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/10/Amenities-Budget-Meeting-06102021-Draft-Minutes-v1-with-attachments.pdf>
Motion: To agree to go ahead with the Seniors Lunch event on 21st November 2021, for 60 people with a ticket price of £8.50 per head.
Motion: To approve a donation to the Scouts of £600 to run the Christmas Lights Switch On event on 28th November 2021.
 - ii. Finance Committee Meeting on 5th October 2021** – See minutes of the meeting at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/10/Finance-Committee-Meeting-Minutes-05102021-draft-v1-with-appendices-web.pdf>
Motion: To approve the minutes of the meeting on 5th October 2021 including the Budget vs Actual report and the Unaudited Accounts for the period from 1st April 2021 to 30th September 2021.
 - iii. VHMC Budget Meeting on 11th October 2021**– see minutes of the meeting at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/10/VHMC-Budget-Meeting-Minutes-11102021-draft-v1-plus-attachments-web.pdf>
Motion: To approve the recommendation of the VHMC to make hirers responsible for COVID-19 cleaning of the rooms and facilities hired as stated in the report in the pack.
Motion: To approve the quote for works to the floor in the cupboards under the stage in the amount of £150 as stated in the report in the pack.

6. Planning Matters:

- i. To receive consider the following planning applications:
 - **21/5404C** – 4 New Platt Lane - Construction of single storey rear extension, front porch, and alteration to windows. Comments due by 11th November 2021.
See - <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/5404C>
 - **21/5158T** - Dovecot, Church Bank – Works to TPO Trees. To be decided under delegated authority to the Planning Officer.
See - <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/5158T>
- 7. Financial Payments:** To approve payments in Schedule 10/21. **Includes:** Salaries & expenses see Payment Schedule. **See page 3**
Motion: The Parish Council approves the payments listed on Schedule 10/21.
- 8. Clerk’s Report** – including Actions from the Last Meeting and Correspondence. **See page 4**
- 9. Highways & Speedwatch**
 - i. **Speedwatch Report** – To receive the Speedwatch Report – TR (**See page 5**)
 - **SDU at Shearbrook, Main Road - Summary Report September 2021 – See page 6.**
- 10. Police Matters** – To consider any matters related to local policing - TR
- 11. Casual Vacancy** – To consider the application to fill the Casual Vacancy
Motion: To co-opt a new member to the council to fill the Casual Vacancy.
- 12. LCAS Gold Award Registration Fee** - To consider registering for the LCAS Gold award at a cost of £50.00.
- 13. Document Retention** – To agree the confidential disposal of the documents listed on **page 6**, which is in line with the Council’s Document retention policy.
- 14. Clerks Hours** – To consider changing the Clerk to 85 hours and fixed pay for the remainder of her contract as Clerk/RFO.
- 15. Community Engagement and Communication Policy** - To adopt the new policy on **page 7**.
- 16. Minor items and items for the next agenda.**
- 17. Date of Next Meeting – Tuesday 23rd November 2021**

ITEM 10.21.07 – FINANCIAL PAYMENTS**Payment Schedule 10/21**

To be inserted on 25th October 2021

ITEM 10.21.08 – CLERK’S REPORT

Actions from the Last Meeting

- a. Clerk to follow up with the Highways representative to obtain the report and information on SID’s.
- b. NALC Policy Consultation Briefing: Local Nature Recovery Strategies – Clerk to submit the response with the addition of references to local wildlife and ecological groups with expertise could be added e.g., Bat Conservation, Wild Trout Trust, and other local conservation organisations.
- c. Report from the CEC Code of Conduct Meeting - Clerk to collect any comments before 15th November 2021.

Correspondence

- a. SLCC Daily Digest - 29/09/2021 29/09/2021 224 KB
- b. National Association of Local Councils - NEW PUBLICATION 30/09/2021 172 KB
- c. Mid Cheshire Against HS2 - HS2 Potential Impact Video from MCAHS2 30/09/2021 77 KB
- d. Chris Davenport Free Safeguarding Training Session 30/09/2021 159 KB
- e. ELECTORAL INFORMATION [OFFICIAL] RE: Casual Vacancy - Goostrey Parish Council
- f. ChALC Speeding Issues Consultation - Further Update and Offer 01/10/2021 1 MB
- g. ChALC Re: Speeding Issues Consultation - Further Update and Offer 02/10/2021 90 KB
- h. PCSO RE: [EXTERNAL] PCSO Surgery on Saturday 2nd October ~[OFFICIAL]~ 04/10/2021
- i. Cheshire Community Action -Free Safeguarding Training Sessions 04/10/2021 158 KB
- j. National Association of Local Councils - NALC STAR COUNCIL AWARDS 2021 04/10/2021 162 KB
- k. SLCC Daily Digest - 04/10/2021 04/10/2021 163 KB
- l. Northwich TC - 988 GPC – planting & weeding 04/10/2021 242 KB
- m. Information Commissioner's Office ICO Registration confirmation of payment 04/10/2021
- n. National Association of Local Councils- NALC ONLINE EVENTS 05/10/2021 184 KB
- o. National Association of Local Councils - NALC NEWSLETTER 06/10/2021 201 KB
- p. NetWiseUK Email phishing scams are on the rise - Please be vigilant 06/10/2021 85 KB
- q. JOYNSON, Sharon [OFFICIAL] RE: Goostrey Village Hall 06/10/2021 265 KB
- r. Resident Re: Role of councillor 06/10/2021 75 KB
- s. National Association of Local Councils - NALC EVENTS 07/10/2021 186 KB
- t. JOYNSON, Sharon [OFFICIAL] Updates 08/10/2021 4 MB
- u. Goostrey Primary Head RE: Item for School Newsletter Tue 12/10 83 KB
- v. Trees East - 21/4428T Tue 12/10 145 KB
- w. SLCC Daily Digest - 13/10/2021 Wed 13/10 225 KB
- x. Resident Re: Role of councillor 06/10/2021 75 KB
- y. Highways Officer Re: Goostrey Highways matters Mon 23:16 88 KB
- z. Sharon Hulse Cottle - A question about promoting a local friendship group Wed 6:28 116 KB
- aa. Highways Safety Officer RE: Junction of Main Road with Boothbed and Hermitage Lanes
- bb. Deborah Goldsmith Fwd: Grant application 15:46 72 KB
- cc. (Cranage Parish Council) FW: Neighbourhood Plan 15:52 58 KB
- dd. Resident – Aircraft Noise – To consider if any action should be taken in relation to this matter**

ITEM 10.21.09 – HIGHWAYS AND SPEEDWATCHi. **Speedwatch Report** – To receive the Speedwatch Report**GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT 17/09/2021 – 15/10/2021**

DATE & TIME	LOCATION	LOW SPEED MPH	TOP SPEED MPH	NUMBER OF VEHICLES LOGGED	TOTAL NUMBER OF VEHICLES PASSING
17/09/2021 08.30- 09.30	MAIN ROAD SHEARBROOK	35	39	9	238
24/09/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	40	7	262
20/09/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	38	7	241
30/09/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	42	6	303
04/10/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	42	6	259
07/10/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	38	6	305
11/10/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	37	6	258
15/10/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	38	7	268
			TOTAL	54	2134

Report to Parish Council October 2021

Speedwatch Activity Summary GPC Current Year To-date

Speedwatch sessions resumed on 26th July 2021 having been suspended on 4th November 2020 due to Covid 19 issues. Twenty sessions have been held. A total of 4073 vehicles have been monitored with 105 vehicles logged at 35mph and above. The maximum speed monitored is 42 mph.

In this report period 2.5% of the vehicles monitored were travelling at 35mph and above. The comparative figures for 2020 and 2019 were 1.1% and 3.2% respectively.

The Police and Crime Commissioner is proposing a Pilot Scheme for the installation of Average Speed Cameras in four village locations in Cheshire. An expression of interest in taking part in this Pilot Scheme has been submitted on behalf of the Parish Council.

TR 15/10/2021

Main Road Shearbrook SID Summary Data – September 2021

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	
June	34,485	26	63.3mph 16.00	
July	34,239	29.5	59mph 13.00, 20.00,22.00, 24.00 & 24.00	
August	35,902	22.1	64mph 13.00	
September	34,981	21.1	67.2mph 19.00	

Note for September Data – Total number of vehicles appears to have stabilised at about 35,000. Approximately 7,300 vehicles were travelling at 35mph and above in the month which gives an average 245 vehicles per day.

01/10/2021 Report for October 2021 GPC meeting.

ITEM 10.21.13 DOCUMENT RETENTION – To agree the confidential disposal of the documents listed below, which is in line with the Council’s Document retention policy.

The council’s Document Retention Policy can be found at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/03/GPC-Document-Retention-Policy-DRAFT-v3-23-February-2021.pdf>

And the Document Retention Policy Annex at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/03/GPC-Document-Retention-Policy-Annex-A-v4-23-February-2021.pdf>

Documents to be disposed of via Confidential Shredding Service

- Financial document prior to 1st April 2014
 - Cheque Book Stubs
 - Paying In Books
 - Bank Statements
 - Village Hall Booking Forms and Invoices
 - Village Hall Diaries
- Planning Applications after 1st April 2009 (all applications since this date are online)
- Employee records for staff who left the council before 1st April 2014 (with the exception of pension records)
- General Correspondence – More than one year old if no longer relevant and subject to GDPR.
- Neighbourhood plan questionnaires

ITEM 10.12.15 – COMMUNICATIONS AND COMMUNITY ENGAGEMENT POLICY - To adopt the new policy.

The current policy is at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2020/07/Community-Engagement-Policy-V2.pdf>

This policy covers some communication items but does not include social media. The policy statement 2.2 is also incorrect as we did not finalise and complete the Communication policy.

It is proposed that the current policy is updated with the statements and changes as highlighted in the new draft policy below.

Motion: To adopt the updated Communication and Community Engagement Policy.



GOOSTREY PARISH COUNCIL

Communication and Community Engagement Policy

REVISION DATE

October 2021

REPLACES POLICY

May 2020

POLICY STATEMENT

Introduction

Goostrey Parish Council recognises the need to consider the impact of its actions on others and the surrounding environment. Whilst the Parish Council cannot force any individual or group to become involved it can, and shall, make it easier and more attractive for them to do so.

- 1.1 The Council considers that the community of Goostrey comprises
 - a. All residents of the parish
 - b. All users of Parish Council services
 - c. All those who work, or own a business within Goostrey
 - d. All young people who live/go to school in Goostrey
 - e. All voluntary organisations, clubs and societies as well as groups or organisations representing sections of the community.
- 1.2 The Council recognises that other bodies are crucial to the quality of life in Goostrey it will maintain the strong working relationships with Cheshire East Council, Manchester Airport, Jodrell Bank Observatory, the Police and local Parish and Town Councils.
- 1.3 The Council defines communication as the process of informing the community about decisions that have been made or the passing on of information.
- 1.4 The Council defines engagement as involving the community to help form opinion and review decisions.

- 1.5 The Council is always open to receiving both positive and negative feedback and has a commitment to encouraging the community to engage with the Council.
- 1.6 All communications will avoid gobbledegook, jargon and misleading public information.

Communication

- 2.1 The Parish Council website is the primary source of information on the Council for the community and will be kept up-to-date with content routinely monitored. The Council aims to actively publish a wide range of information on the council and its activities.
- 2.2 The Council will make best possible use of social media, see 3.1.- 3.3 below.
- 2.3 The Council will prepare, when appropriate, press releases to be sent to local news providers.
- 2.4 The Council will utilise the Parish Council and Village Notice Boards.
- 2.5 The Council will continue to develop its newsletter.
- 2.6 The Council shall routinely consider options for improving communication with the community.

Social Media

- 3.1 The council recognises that social media is an effective means of communication and will operate a number of social media channels as part of its communications. The official channels used by the council are:
 - Twitter - Goostrey PC – www.twitter.com/goostreypc
 - Facebook – Goostrey Village Hall <https://www.facebook.com/goostreyvillagehall2021>
- 3.2 Social media messages will be non-political, uncontroversial, and used to promote and highlight the village.
- 3.3 The council aims to use social media to support two-way communication with the community but recognises that it is not always appropriate to respond to every message/comment, publicly or otherwise. For complex issues users should be referred to traditional forms of communication e.g., email or telephone.

Engagement

- 4.1 The Council shall continue to set aside time at every Council and Committee meeting (excluding Personnel) for members of the public to address the Council.
- 4.2 The Council shall continue to develop the Annual Town Meeting with an aim of increasing attendance and providing a venue for open community discussion.
- 4.3 The Council shall continue to provide opportunities for members of the public to discuss issues with councillors.
- 4.4 The Council shall continue to appoint members to represent the Council on community organisations as requested.
- 4.5 The Council shall continue to utilise social media and its website for receiving and responding to comments from the community.

Consultation

- 5.1 When the Parish Council is seeking views on a specific project or idea it will consult with the community.
- 5.2 Whilst the majority of consultations will be open to the whole community it may on occasion consult with specific stakeholders only.
- 5.3 When planning a consultation, the Council will identify the key stakeholders for that specific consultation exercise to ensure they are directly consulted.

- 5.4 Consultations will be publicised as widely as possible and will have a defined end date for submissions.
- 5.5 The Council will be clear about why it is consulting and how the consultation will be used in the Council's decision-making process.
- 5.6 The timing of consultations will be considered for example to coincide with events or to avoid clashes with holidays.
- 5.7 The Council shall consider the format of the consultation which may include:
- a. Open consultation on the Council website
 - b. Consultation documents at key venues around the village
 - c. Direct consultation (e.g. letters/leaflets/social media etc)
 - d. Focus groups
 - e. The use of consultation engagement events:
 - i. Public meetings
 - ii. Exhibitions
 - iii. Stalls in the village hall and at events etc

IMPLEMENTATION

Parish Council takes the lead in the community engagement process.

MONITORING

The policy will be monitored by the Clerk and the Council as a whole.

POLICY APPROVAL

Council Minute 10.21.15 – Communication and Community Engagement Policy

POLICY REVIEW DUE

October 2023