



## MINUTES OF THE MEETING OF GOOSTREY PARISH COUNCIL

ON TUESDAY 26<sup>th</sup> OCTOBER 2021

**Present:** Cllrs Morris (KM)(Chairman), Rathbone (TR)(Vice-Chairman), Beckham (NB), Freeman (AF), Morgan (PM), Sulej (JS) and Williams (EW)

**In Attendance:** Cllr A Kolker, CEC and S Jones Clerk to the Council.

**10.21.1. Declaration of Interests:** To receive and minute any Declarations of Interests. Cllr Rathbone declared an interest in the planning application for 4, New Platt Lane under ITEM 6 i. Planning Matters.

**2. Apologies for absence:** To receive Apologies for unavoidable absence from Cllrs O'Donoghue, Ross and Roberts.

**3. Minutes:** To approve the minutes of the meeting on 28<sup>th</sup> 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>

**Resolved:** *The Parish Council resolved to accept the minutes of the Parish Council Meeting on 28<sup>th</sup> September 2021 and the confidential report as true records of the meeting.*

**4. Cheshire East Council Matters:** To receive a report on Cheshire East Council Matters.

Cllr Kolker reported that CEC highways had contacted him to say that the potential resurfacing of the footway between the Red Lion and the Station would be reviewed under a program of works as some stage in the future.

**Consultations** - There would be CEC Committee Meeting on 11<sup>th</sup> November to discuss the Jodrell Bank Supplementary planning document which should be available to view the week before the meeting.

The parks and green space consultation is open for comments.

**COVID-19 Mask Wearing** - A notice from the director of health has been received, asking for people to continue wearing masks in crowded spaces.

**UK 100 pledge to cut carbon emissions by 2030** – CEC has very ambitious plans to do this by 2025 timetable and already has two hydrogen powered waste lorries.

**5. Committee Matters:** To receive reports from the Parish Council Committees:

- i. **Amenities Committee Budget Meeting on 6<sup>th</sup> 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> . TR made a brief report from the meeting. The Agenda Motion was 'to agree to go ahead with the Seniors lunch event on 21<sup>st</sup> November 2021 for 60 people with a ticket price of £8.50 per head'. However, in view of the potential risks from the ongoing Covid situation, an amendment was tabled to not go ahead. The amendment was not supported (but a Covid precaution note will be given to attendees).

**Resolved:** *The Parish Council resolved to go ahead with the Seniors Lunch event on 21<sup>st</sup> November 2021, for 60 people with a ticket price of £8.50 per head.*

**Resolved:** *The Parish Council resolved to approve a donation to the Scouts of £600 to run the Christmas Lights Switch On event on 28<sup>th</sup> November 2021.*

- ii. **Finance Committee Meeting on 5<sup>th</sup> 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> . PM made a short report from the meeting.  
*Resolved:* The Parish Council resolved to approve the minutes of the meeting on 5<sup>th</sup> October 2021 including the Budget vs Actual report and the Unaudited Accounts for the period from 1<sup>st</sup> April 2021 to 30<sup>th</sup> September 2021.
- iii. **VHMC Budget Meeting on 11<sup>th</sup> 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>  
*Resolved:* The Parish Council resolved 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.  
*Resolved:* The Parish Council resolved to accept 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.  
Cllr Morgan asked if the VHMC would look at reducing carbon emissions at the Village Hall in line with the CEC initiative. Cllr Beckham agreed to consult the VHMC on this matter and report back to the Council.

## 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 11<sup>th</sup> November 2021.  
See - <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/5404C>  
*Decision:* The Parish Council resolved to make no comments on this application.
  - **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>  
*Decision:* The Parish Council resolved to submit a comment that the tree be preserved if it is viable, but would support the decision of the CEC arboriculturist.

## 7. Financial Payments: To approve payments in Schedule 10/21.

*Resolved:* 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

- **Average Speed Camera Project (PCC)** - Cllrs Morris and Rathbone have met with a councillor who is assisting the PCC with the project and who has been visiting councils who have declared an interest in taking part in the project.
- **PCSO Surgery** - TR reported he had attended the surgery on 23rd October.

## 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.

**Resolved:** It was resolved that Arthur Freeman be co-opted to the Council.

## 12. LCAS Gold Award Registration Fee - To consider registering for the LCAS Quality Gold Award at a cost of £50.00. The Clerk reported she had attended a training session with NALC on 13<sup>th</sup> October on how to submit an “Excellent” application for the LCAS Quality Gold

Award. She indicated the application must be submitted at the end of January 2022. A motion would need to be passed prior to the submission by the Council.

**Resolved:** The Parish Council resolved to register for the LCAS Gold Award a cost of £50 and for the Clerk to prepare the application.

**Action:** Clerk to add the motion required for submission to the agenda for the December or January Parish Council Meeting.

- 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.

**Resolved:** *The Parish Council resolved to accept the proposal to dispose of the documentation listed on page 6.*

**Action:** Clerk and PM to put forward a proposal to review Planning Applications prior to 2009 and to put forward a proposal to review the general correspondence stored in the loft.

- 14. Clerks Hours** – To consider changing the Clerk to 85 hours (instead of a timesheet) and fixed pay for the remainder of her contract as Clerk/RFO.

**Resolved:** *The Parish Council resolved to change the Clerk to 85 hours a month 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**.

**Resolved:** The Parish Council resolved to adopt the Community Engagement and Communication Policy.

- 16. Minor items and items for the next agenda.**

- i. **Committee Membership** - The Chairman asked Cllr Freeman if he would like to consider joining one or more of the Committees.

**Resolved:** The Parish Council approved the appointment of Cllr Freeman to the Finance Committee.

- ii. **Meeting of the World Heritage Steering Committee, Jodrell Bank on 4<sup>th</sup> November** - KM will represent the Parish Council. He is expecting to be able to see the new Visitors Centre.

- iii. **Newsletter** - KM asked if councillors had any comments on the newsletter. It was agreed that a letter would go out with the Senior’s Lunch tickets outlining the COVID-19 precautions.

KM requested that the Tree Planting item was amended to remove “As a village”.

- iv. **Telephone Box** – The Clerk asked for photos of the phone box to create an article for the website. **Action:** Clerk to investigate if the bus stop sign should still be there and if so, can we have a new sign.

**Waste Site of Bridge Lane** - A councillor had sent in a complaint regarding the frequency and anti-social hours of the skip lorries and has received no response from CEC Planning Enforcement. PM indicated that the Waste Site operator was putting in an appeal which would mean that any enforcement action would be delayed until the appeal is heard. AK confirmed that Planning Enforcement are short staffed at present.

**Action:** Councillor to let Clerk know the confirmation number acknowledgement. The Clerk can then follow up the complaint. Councillor also to report the state of the road on Blackden Lane, and then send the reference number to the Clerk.

- 17. Date of Next Meeting – Tuesday 23<sup>rd</sup> November 2021**

- 18. Meeting Closed** – The meeting was closed at 20:57

*These minutes remain draft until they are approved at the next meeting of the council.*

## 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.  
**Completed.**
- 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. **Completed.**
- c. Report from the CEC Code of Conduct Meeting - Clerk to collect any comments before 15th November 2021. **Completed.**

### 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. Cllr Morgan reported that the matter had been raised on “Nextdoor”, the reason was reported to be defective navigation equipment. A number of residents had noticed the increase in aircraft over the village. **Action:** Clerk to send a letter to Manchester Airport to indicate that the flight path had been diverted over Goostrey and to see re-assurance regarding their plans if this happens again as it is not desirable for planes to be diverted over Jodrell Bank. Clerk to inform the resident regarding the response from the Council to Manchester Airport.

**ITEM 10.21.09 – HIGHWAYS AND SPEEDWATCH**

- i. **Speedwatch Report** – To receive the Speedwatch Report

**GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT 17/09/2021 – 15/10/2021**

<b>DATE &amp; TIME</b>	<b>LOCATION</b>	<b>LOW SPEED MPH</b>	<b>TOP SPEED MPH</b>	<b>NUMBER OF VEHICLES LOGGED</b>	<b>TOTAL NUMBER OF VEHICLES PASSING</b>
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
			<b>TOTAL</b>	<b>54</b>	<b>2134</b>

Report to Parish Council October 2021

**Speedwatch Activity Summary GPC Current Year To-date**

Speedwatch sessions resumed on 26<sup>th</sup> July 2021 having been suspended on 4<sup>th</sup> 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 1<sup>st</sup> April 2014
  - Cheque Book Stubs
  - Paying In Books
  - Bank Statements
  - Village Hall Booking Forms and Invoices
  - Village Hall Diaries
- Planning Applications after 1<sup>st</sup> April 2009 (all applications since this date are online)
- Employee records for staff who left the council before 1<sup>st</sup> 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](http://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