



Goostrey Parish Council

MINUTES OF THE MEETING OF THE PARISH COUNCIL ON TUESDAY 23rd NOVEMBER 2021 at 7.30PM IN THE VILLAGE HALL LOUNGE

Present: Cllrs Morris (KM)(Chairman), Rathbone (TR)(Vice-Chairman), Beckham (NB), Freeman (AF), Morgan (PM), Roberts (DR), Ross (CR) and Sulej (JS)

In Attendance: Cllr A Kolker (CEC) and S Jones, Clerk/RFO to the Council

11.21.1. Declaration of Interests: A declarations of interest was received from Cllr Beckham declared an interest in the Planning Application for 4 Forest Avenue as it is near his home.

2. Apologies for absence: Apologies for absence were received from Cllrs O'Donoghue and Williams.

3. Minutes: To approve the minutes of the meeting on 26th October 2021. See the minutes of the meeting at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/11/GPC-Meeting-26102021-Minutes-Draft-v2.pdf>

Resolved: *The Parish Council resolved to accept the minutes of the Parish Council Meeting on 26th October 2021 as a true record of the meeting.*

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

Cllr Kolker reported that there was a parks and green spaces consultation which the council could respond to. He went on to say that the new Executive Director for Place, Jane Traverse is doing a "deep dive" of planning and enforcement area which he estimated would be available after Christmas. AK went on to say that the Planning Department is under-staffed, and that applications and enforcement queries are very slow in being processed. The Highways Speed Management Strategy review will be put out for consultation shortly. The document includes sections on Speed Indicator Devices and rural 40mph speed limits. The Jodrell Bank SPD will also be put out for consultation.

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

i. **VHMC Meeting on 2nd November 2021**– Cllr Beckham reviewed the minutes of the last meeting. See minutes of the meeting at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/11/VHMC-Budget-Meeting-02112021-Draft-Minutes-v-1-with-appendices-web.pdf>

Resolved: *The Parish Council resolved to support the VHMC decision not to permit the hiring of the Bar Servery Kitchen for commercial purposes.*

ii. **Amenities Committee Meeting on 3rd November 2021** – Cllr Rathbone reviewed the minutes of the last meeting. See Minutes of the meeting at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/11/Amenities-Committee-03112021-Minutes-Draft-v2-plus-appendices.pdf>

Resolved: *The Parish Council resolved to accept the Amenities Committee decision to discuss the proposals arising from the first meeting of the Environmental Improvements Working Group at the Amenities Meeting on 12th January 2022.*

Resolved: *The Parish Council resolved to accept the Amenities Committee decision not to progress the Gabion planter project further at this time.*

Resolved: *The Parish Council resolved to accept the Amenities committee recommendation that councillors submit a personal return to the CEC Parks and Green Spaces Strategy Consultation if they wished to do so.*

Resolved: The Parish Council resolved to accept the Amenities Committee recommendation to donate £500.00 to the Cheshire Wildlife Trust to support the purchase of 50 acres of land at Saltersford Farm, near Holmes Chapel for a “wildlife have for the Dane Valley” as it will directly benefit the residents of Goostrey.

Cllr Rathbone requested that the Parish Council agree to the purchase of a plaque to the value of £50.00 to remember those people who have been lost to COVID-19 or have experienced the loss of a family member. The plaque will be located on the bench on Church Bank corner, which is near to the 400 newly planted “Remembrance” crocuses.

Resolved: The Parish Council supported the purchase and installation of a plaque to the value of £50.00 to remember all of those who have died and have experienced personal loss and hardship during the COVID-19 Pandemic.

- iii. **Finance Committee Meeting on 10th November 2021** – See minutes of the meeting at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/11/Finance-Budget-Meeting-10112021-Minutes-Draft-v2-incl-appendices-WEB.pdf>

Resolved: The Parish Council resolves to accept the recommendation of the Finance Committee to accept Quote 1 at cost of £337.50 + VAT and appoints the supplier as Internal Auditor for the year ended 31st March 2022.

Resolved: The Parish Council resolved to support the decision of the Finance Committee to approve the donation of £30.00 to the Royal British Legion for the Remembrance Day Poppy Wreath.

Resolved: The Parish Council accepts the recommendation of the Finance Committee to increase the COVID-19 cleaning charges to £15.00 +VAT per hour, for the time taken to complete the cleaning, with a minimum charge of 1 hour.

6. **Planning Matters:** To consider the following planning applications:

- **21/5654C** - 5, Booth Bed Lane - Proposed side extension to increase existing loft conversion over new car port. Comments due by 8th December 2021. **Resolved:** The Parish Council resolved not to submit comments on this application.
<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/5654C&query=62a4c453-d6d6-44a6-8386-4659a5b4c740>
- **21/5655C** – 4 Forest Avenue – Extension of existing bungalow. Comments due by 1st December 2021. **Resolved:** The Parish Council resolved to object to the application (comments can be seen on page xx).
<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/5655C&query=62d7b358-4b4e-47d5-bb98-9b447387b35a>
- **21/5305C** – 65 Station Road - Existing first floor window changed to Juliet balcony to rear. Comments due by 24th November 2021. **Resolved:** The Parish Council resolved not to submit comments on this application.
<http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/5305C&query=50d29b8d-6039-4de0-a12a-837050118271>

7. **Financial Payments:** To approve payments in Schedule 11/21. **Includes:** Salaries & expenses see Payment Schedule on **page 5**.

Resolved: The Parish Council resolved to approve the payments listed on Schedule 11/21.

8. **Clerk’s Report** – including Actions from the Last Meeting and Correspondence. See **page 6**.

9. **Highways & Speedwatch**

- i. **Speedwatch Report** – To receive the Speedwatch Report – TR (see **page 7**)

- **SDU at Shearbrook, Main Road - Summary Report October 2021** – See **page 8**.

ii. **To Review the response from CE Highways on the Boothbed Lane/Main Road Junction**

The Chairman and Vice- Chairman summarised the report which resulted from the meeting between Cheshire East Highways and Cllrs Morris, O'Donoghue and Rathbone on 14th September 2021 (see report on **page 9-10**).

We are still awaiting the outcome of the average speed camera pilot. The items indicated in the report for action, renewed road markings, cutting back of hedges etc will be followed up by the Clerk. Cllr Roberts commented that delivery vans seem to be speeding through the village.

- 10. Police Matters** – To consider any matters related to local policing – TR reported that he had attended a meeting with the PCSO and that the Police and Crime Commissioner has funded portable Speed Indicator Devices, one for each area and that the Booth Bed Lane/Main junction would be a proposed site with approx. 12 days a year use of the new devices.

11. Budget & Precept 2022/23 – See reports on **pages 11 - 19**.

Cllr Morgan, Chair of the Finance Committee made a report to the meeting on the budget and precept setting process for this year which can be seen on page

A. Budget 2022/23 - To consider the recommendation of the Finance Committee to approve the Budget for 2022/23 as laid out in the 3-year budget report (see **pages 13 - 19**) **Resolved:** *The Parish Council resolved to approve the budget for 2022/23 as laid out in the 3- year budget report (see **pages 13-19**).*

B. Precept 2022/23 - To consider the recommendation of the Finance Committee to approve the precept for 2022/23 as laid out in the 3-year budget report (see **pages 13-19**)

Resolved: *The Parish Council resolved to approve the precept of £48,142.00 for the year from 1st April 2022 to 31st March 2023.*

ChALC Subscription – **Resolved:** *The Parish Council resolved that the Chairman would write a letter for the Clerk to send to the President of ChALC about the Council's concerns following the "Handforth" incident.*

- 12. Terms of Reference for Committees** - To adopt the Terms of Reference (TOR) for the Finance Committee and Amenities Committee. See documents on **pages 20 and 22**.

Resolved: *The Parish Council resolves to adopt the Terms of Reference for the Finance and Amenities Committees with immediate effect.*

13. Minor items and items for the next agenda

- i. **Newsletter** – To consider sending out a newsletter in January 2022.
- ii. **Manchester Airport Future Airspace project –Stage 2 'Develop & Assess' -Phase 1** – DR will attend a virtual session on 7th December and will report back to the Parish Council at the meeting on 14th December 2021.

- 14. Date of Next Meeting** – Tuesday 14th December 2021

Resolved: *The Parish Council resolved to move to Part Two of the meeting to discuss commercially sensitive issues relating to the Bogbean and confidential matters relating to the recruitment of the New Clerk/RFO.*

PART TWO

MEMBERS OF THE PRESS AND PUBLIC ARE ASKED TO RETIRE.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, as extended by the Local Government Act of 1972, the press and public are excluded from the meeting for the discussion of the undermentioned items on the grounds that the publication of the matters would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.

15. Bogbean – To receive a report from Cllr Morgan (this report is detailed in the confidential report of the meeting).

16. Staff Matters

- i. **To Approve the Appointment of the New Clerk – Resolved:** *The Parish Council approves the appointment of Mrs Emma Bambrook to the position of Clerk/RFO to Goostrey Parish Council, at Grade LC2 SCP 24 at £14.90 per hour, for 85 hours a month, and 21 days holiday per year pro rata (plus bank and public holidays), and a workplace pension (details to be confirmed). Hours, rate per hour and grade to be reviewed after 6 months. This offer is subject to Mrs Bambrook successfully completing a standard DBS check.*
- ii. **End of Probationary Period Review for VH Supervisors – Resolved:** *The Parish Council resolved to request the Clerk arranges a date for the review.*

15. Close Meeting - The meeting was closed at 9.20pm

The minutes of the meeting remain draft until they are approved at the next meeting.

ITEM 11.21.07 FINANCIAL PAYMENTS**Payment Schedule 11/21 November 2021****Payment Date**

Date	Payee	Money Out	Description	
05/11/2021	1 Staff Salaries	£1,809.02	Staff salaries for October 2021	Paid
05/11/2021	2 HMRC	£257.31	Tax & NI for October 2021	Paid
30/11/2021	3 Northwich Town Council	£367.50	Graveyard/Grass Hedge cutting for Oct 2021 inc VH Weeding	
19/11/2021	4 Plusnet	£40.98	Telephone and Broadband for November 2021	Paid
30/11/2021	5 H Bayley	£70.00	Pianist for Seniors Lunch	
30/11/2021	6 To be advised	£50.00	Plaque for Remembrance Crocuses	
30/11/2021	7 G Robinson	£900.00	Seniors Lunch Catering	
30/11/2021	8 E Williams	£9.99	Chicken Wire for Table Decorations	
19/11/2021	9 Cheshire Elite Laundry	£19.50	Laundering of table cloths	Paid
19/11/2021	10 Compute This	£145.00	New SSID for HP Laptop	Paid
30/11/2021	11 Northwich Town Council	£176.40	Crocus Planting	
19/11/2021	12 Natwest	£25.00	Safe custody hold	Paid
30/11/2021	13 NALC	£50.00	LCAS Quality Gold Registration Fee	
15/11/2021	14 Natwest	£26.75	Bankline Charges November 2021	Paid
14/10/2021	15 Vodafone	£9.60	VH Supervisors mobile October 2021	Paid
17/11/2021	16 Caxton FX	£200.00	Transfer to Caxton Card	Paid
30/11/2021	17 SDS	£169.00	Confidential Shred	
30/11/2021	18 Cheshire Wildlife Trust	£500.00	Donation for purchase of land for wildlife haven	
15/11/2021	19 Royal British Legion	£30.00	Donation for poppy wreath	Paid
		£4,856.05	inc VAT	

Receipts

Village Hall income	£150.76
Total Receipts	£150.76

Account Balances at 22nd November 2021

Current Account	£42,394.16
Santander Capital Account	£77,372.60
Skipton Capital & General	£40,865.83
Nat Savings General	£30,592.09
TOTAL	£191,224.68

Caxton Card Report November 2021

Transaction Date	Description	Amount	Description
	Balance brought forward	£192.38	
	Transfers from Current Account	£200.00	Card Top Up
19/10/2021	Amazon	£19.00	120gsm Paper for Newsletter
19/10/2021	Toner Giant	£33.80	Laser Toner Cartridge
29/10/2021	Post Office	£39.60	Stamps for Newsletter
03/11/2021	Kashflow	£28.80	Monthly Licence for Kashflow November 2021
09/11/2021	Sue Ryder Charty Shop	£6.00	3 x Glass Bowls for Seniors Lunch
	Amazon	£2.60	Skewers for Table Decorations
	Amazon	£3.95	Florists Tape for Table Decorations
	Asda	£4.00	Napkins for Seniors Lunch
	Tesco	£15.50	Bottled Water for Seniors Lunch
	Amazon	£4.95	Gold Paper for Seniors Lunch
	Hewlett Packard	£22.80	Power adapter for HP Laptop
	Spend	£181.00	
	Total Fees	£15.00	
	Total Spend inc Fees	£196.00	
	Card Balance at 22nd Nov 2021	£196.38	

ITEM 11.21.08 – CLERK’S REPORT

Actions from the Last Meeting

- a. LCAS Quality Gold Award - Clerk to add the motion required for submission to the agenda for the December or January Parish Council Meeting.
- b. 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 – **In progress**
- c. Clerk to investigate if the bus stop sign should still be at the bus stop near Bank View and if so, can a new sign be provided – **Not to be progressed as this is still a bus stop.**
- d. No response from Planning Enforcement - 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.
- e. Aircraft Noise - 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 – **Completed but no response received as yet.**

Correspondence

- a. CEC - Parish Precept Arrangements & Taxbase 2022/23 26/10/2021 146 KB
- b. National Association of Local Councils NALC NEWSLETTER 27/10/2021 191 KB
- c. CEC Highways RE: Station Road nameplate on the wall opposite church bank Goostrey
- d. National Association of Local Councils NEW PUBLICATION 28/10/2021 177 KB
- e. St Luke’s Church Re: Station Road Name Plate 28/10/2021 76 KB
- f. SLCC SLCC Daily Digest - 28/10/2021 28/10/2021 231 KB
- g. CEC[OFFICIAL] Parks Strategy Review 28/10/2021 140 KB
- h. CEC Building Control - RE: Replacement of Loft Ladder in Village Hall with movable staircase
- i. National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN 29/10/2021 305 KB
- j. andrew@eforests.co.uk Free trees for planting projects - Goostrey Parish Council, Cheshire
- k. Goostrey Rose Day 2022 01/11/2021 70 KB
- l. Follies Toilet Hire RE: Goostrey Rose Day 2022 02/11/2021 85 KB
- m. CEC Highways RE: Junction of Main Road with Boothbed and Hermitage Lanes 02/11/2021
- n. St Luke’s Church – Offer to rebuild steps opposite School from Local Builder 03/11/2021 73 KB
- o. randc@cheshireeast.gov.uk Community Governance Review (CGR) Consultation 04/11/2021
- p. St Luke’s - Words for the Remembrance Plaque 04/11/2021 65 KB
- q. Goostrey Primary Admin RE: [OFFICIAL] FW: Recharge Invoice for 2019-20 Mon 08/11
- r. Goostrey Primary Admin GTL report Tue 09/11 109 KB
- s. ChALC newsletters
- t. National Association of Local Councils CHIEF EXECUTIVE'S BULLETIN Fri 12/11
- u. CEC[OFFICIAL] Don’t miss chance to have your say in consultation on community governance
- v. PLANNING TREES RE: Request from a Resident Mon 10:18 135 KB
- w. Manchester Airport Future Airspace project –Stage 2 ‘Develop & Assess’ -Phase 1 – DR will attend a virtual session on 7th December and will report back to the Parish Council at the meeting on 14th December 2021.
- x. Cheshire Community Action – Rural Mental Health Survey. **Action:** Clerk to advertise this on the website.

ITEM 11.21.09– HIGHWAYS & SPEEDWATCH

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

GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT 18/10/2021 – 11/11/2021

DATE & TIME	LOCATION	LOW SPEED MPH	TOP SPEED MPH	NUMBER OF VEHICLES LOGGED	TOTAL NUMBER OF VEHICLES PASSING
18/10/2021 08.30- 09.30	MAIN ROAD SHEARBROOK	35	36	1	231
29/10/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	41	7	165
01/11/2021 08.30 – 09.00	MAIN ROAD SHEARBROOK	35	35	1	161
05/11/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	42	13	238
04/11/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	41	6	274
11/11/2021 08.30 – 09.30	MAIN ROAD SHEARBROOK	35	43	9	276
			TOTAL	37	1345

Report to Parish Council November 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-six sessions have been held. A total of 5418 vehicles have been monitored with 142 vehicles logged at 35mph and above. The maximum speed monitored is 43 mph.

In this report period 2.7% of the vehicles monitored were travelling at 35mph and above. The comparative figures for 2020 and 2019 were 0.9% and 2.6% respectively.

TR 11/11/2021

SDU at Shearbrook, Main Road - Summary Report October 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.

ii. **To Review the response from CE Highways on the Boothbed Lane/Main Road Junction**

SAFETY OF BOOTHBED LANE/HERMITAGE LANE/MAIN ROAD CROSS ROADS

Summary

Following another accident at the junction in June 2021 a request was made to CE Highways (see 1) and following a site meeting on 14th September, CE responded (see 2). On the question of more vehicle activated signage, Councillor Rathbone is proposing (3) that we defer consideration of any investment in a portable SID until after a suitable period in which the effectiveness of the Police unit may be assessed and the outcome of the bid to be included in PCC pilot average speed camera installation is known.

1) Request made to Cheshire East Highways Top Up Scheme on 20th July 2021

Cost Requested For:	Advice Needed
Installation of vehicle activated illuminated warning 'Junction' signs on BBL and Hermitage Lane on approach to junction. They need to be connected to the electricity supply. Use LED and 'focussed' signs to reduce glare for householders.	Positioning of signs
Improve street light at crossroad so that is brighter and positioned over the junction.	
Extend centre white line further back on BBL and Hermitage Lane and add further lining (eg yellow diagonal markings)	Type of additional warning road markings
Cut back hedge in the highways verge by 0.5 metres to the South of Main Road and to the East of Hermitage Lane	
Cut back trees on BBL in the Highways verge and potentially Hermitage so signs and junction clearer.	
Install poles for SIDs on Main Road on both sides of junction.	Positioning of SID poles

2) E-Mail Reply from Chris Hodgson (Traffic Engineer – Design, Cheshire East Highways on 2nd November 2021.

Install VAS (vehicle activated sign) on the approach to this junction

As discussed at the site meeting it would not be possible to consider the installation of such signs at this junction. It is important that the Council avoid the over proliferation of such signs on the network, which could reduce their impact in those locations where there is a history of severe and fatal collisions. There is also the issue with locating such signs on Main Road due to limited verge/footway width.

The existing signing on the approach to both stop junctions and along Main Road is highly visible to drivers and appropriate for this type of junction. As such we would not look to make any further amendments to the signing in this area at this time.

Install SIDs on Main Road, both sides of the junction

The Council do not install SIDs at this current time although the Parish Council would be able to purchase their own.

All we ask is that the SID signs only display the speed and maybe the words 'Slow down' within the led display and NOT 'Your Speed' or smiley faces etc. , only one colour shown preferably white LED and NOT to be left out for more than two weeks at any one location. These should be freestanding battery powered SIDs and can be secured by chain adjacent to fixed street furniture as long as they are not an obstruction or distraction at a critical point ie at a pedestrian crossing or junction/bend where it may take the drivers attention off the road ahead. They can only be placed on roads up to 40mph with a suitable location for the person placing it out to park their vehicle safely and not be at risk to themselves or other road users whilst maintaining the unit.

We no longer erect posts for the fixing of SID units to be placed on them permanently.

Road marking condition and additional markings

I have discussed the concerns about the condition of the road markings with Lee Glover and the local highway officer for this area. Although the existing road markings are sufficient on each approach, the condition of some of the wording and junction marking is fading. As such I have been advised that we would look to programme some refreshing of markings in spring following the winter months subject to available budgets and other priorities. Unfortunately winter weather conditions does make it difficult to install road markings at this time.

I can advise that I also raised the possibility of using a high spec of road marking to improve visibility. This will also be taken into consideration when any road marking work is undertaken.

Overgrown vegetation obscuring signs

Although the existing signing is clearly visible at this time, there was some concern that the adjacent hedges could obscure the advanced and stop signs, particularly on Hermitage Lane if not action is taken. As such the local highway officer will look to issue a s154 notice to the adjacent land owner in relation to the hedge obscuring the visibility of the signage on the approach from Hermitage Lane.

3) Update from Councillor Rathbone dated 13 November 2021

I attended the PCSO surgery this morning for the purpose of discussing the availability of portable SIDS provided by the police. PCSO advised that the Police and Crime Commissioner has recently funded the purchase of a number of portable SIDS, one for each area, including the Congleton police area of which our Dane Valley forms a part. The SIDS have been ordered, paid for and delivery is imminent. PCSOs and Officers are being asked to "bid" with details of locations for use of a portable SID. PCSO has already applied for Main Road/junction with Boothbed Lane and Hermitage Lane. PCSO is confident that this location will be included in the programme and his current best guess is approximately twelve days of use (could be 24 half days) in Goostrey per annum.

I suggest that the PC defers consideration of any investment in a portable SID until after a suitable period in which the effectiveness of the Police unit may be assessed and the outcome of the bid to be included in PCC pilot average speed camera installation is known.

ITEM 11.21.11 - Budget and Precept 2022/23

Report from Cllr Paul Morgan, Chairman of the Finance Committee

This year's budget has been a more testing process than normal

As a reminder the current precept is £44,337 which equates to £40.67 per year for a Band D property or 78ppw or 1.1ppd. For a Band G property, it is £1.56pw or 2.2 pence per day (ppd).

The Budgeting Process

This year has been the same as any other year

- Amenities and Village Hall Management Committees meet to review their budgets and build new ones reflecting projects, income projections and known costs and liabilities
- The Clerk ascertains the external pressures – inflation, the adjustment of the precept, staffing cost changes etc.
- The Financial Committee reviews the budgets and makes its suggested changes to produce the budget which is then put forward to the Council for approval.

Having gone through the first two steps of the process the following items were became apparent:

- Inflation for 22/23 is modelled as being anywhere in the range of 4%-7%. We have settled on 5% and applied this to the relevant parts of the budget for goods and services
- Staffing changes will come with increased costs – increases due to NI changes, cost of living rises and whatever increases come associated with the new Clerk have an impact.
- Income projections for the village hall, understandably, are down
- The rebasing of our budget assessed on property numbers alone would have required a 2-3% increase in Council Tax for the precept to remain the same
- Ultimately – without any financial intervention our precept would have needed to increase by around 30% to cover our aspirations, responsibilities and commitments

The Finance committee carried out the following steps

- All the budgets were reviewed and all the pressures considered
- We looked at our options –
 1. cover the deficit in full from precept – already discounted as unacceptable,
 2. cover the deficit in full from reserves – perhaps storing larger problems up for the future whilst eroding our reserves putting future projects in jeopardy
 3. Review the budgets and reduce the deficit to a position the committee considered acceptable
- The Committee opted for option 3. The updated budget with a regrettably unavoidable increase in precept of around 9% compared to the original 30%

How the Final Budget and Precept was achieved

- **The Village Hall management committee** considered options developed for an increase in lettings charges. Our charges are lower than other venues in the area but this isn't necessarily giving us the competitive advantage it might. The PC subsidises events and it is clear we will struggle to cover our costs and retain a customer base.
 - The Finance Committee reviewed the charges and did increase them slightly whilst also endorsing the committee's plan to charge differently for the post-hire caretaking activities – the costs of which would only arise if used
 - I would recommend to the VH Committee it considers an escalator of hire charges for the forthcoming years to ensure our charges remain in line with other venues

- I would also remind the VH Committee of the publicity budget to assist in the promotion of the VH and to use it to party back better
- **Changes to the Amenities Committee budget were as follows:**
 - Queens Jubilee – a one off event was moved from the revenue budget to reserves
 - Rose Day toilet hire – one of our contributions to Rose Day – was moved to the (usually underspent) donations budget
 - Some costs from planters and plants were moved (the planter aspect) to projects
 - Christmas Lights donation to the Scouts also moved from rev budget to donations
 - We also considered the ticket cost for the Senior's lunch. We are proposing to increase this slightly year on year for the next three but not to a position where it is self-funding
- **Staffing costs**
 - The Government passed on an increase in employers NI of 1.25 % which is unavoidable but has doubled the Council's NI employer's contributions
 - Our caretakers are also due a pay increase and national pay awards that are usually reflected have not been announced so precautionary amounts have been allocated
 - We have also had to take a position on the salary payments and employers pension contributions for the new clerk
- **The final council tax and precept figures**
 - The adjustments, movements and changes still resulted in an increased net budget and the suggested precept is £48,142 – an increase of £3,805 or 8.6%
 - That, on the council tax bill, will look uncomfortable next to Cheshire East Council (CEC), the police etc but in reality, it is:
 - An increase of 1.2 pence per day (ppd) on a Band D property
 - An increase of 2.3ppd on a Band H property
 - By comparison, if CEC increases its Council Tax by 5% that is 19ppd on a Band D and 38ppd for a Band H home

It is regrettable that the Finance Committee has to propose a precept increase when times are tough for a great many. For several years the PC has absorbed increases to the precept, but the scale of this year's pressures means that to do so again would store up problems for the future and jeopardise our plans for the village – we do have reserves, but they must be kept in place for emergencies and special projects not to subsidise day to day expenses and staff costs.

ITEM 11.21.11 – BUDGET & PRECEPT 2022/23

The following items were taken into consideration when drafting the budget on pages 13-17.

Items to be paid for from reserves

- Christmas Lights Display on the Bogbean - The Amenities Committee identified these need to be updated. The cost of the project is estimated at £2,000.
- The Queen's Platinum Jubilee Celebration Event – The cost of this is estimated at £1,000.

Grants and Donations budget

- Increased by from £5,000 to £6,000, however, moving the Christmas Lights Events, sponsorship of the Rose Day Toilets etc into this budget has reduced the Amenities budget by £1,650.

Increased Staff Costs

There has been a marked increase in wages costs due to additional overheads created by COVID-19, increase in the national minimum wage (6.6%) and the grading of the Clerk/RFO role. The minimum contribution for workplace pensions has increased and the Employers National Insurance contribution will increase from 1.25% to 2.5% in April 2022.

Village Hall

The Village Hall charges have been re-evaluated and a study comparing the current pricing scheme with that of comparable Halls in the area. The results indicate that the Village Hall hire charges are much lower than those of others and that most of them do not provide services other than basic cleaning and are in the main run by volunteers.

It is anticipated that the proposed charging system will increase income whilst being competitive and that service charges will be in line with the demands of each event rather than a fixed charge being applied. See details at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/11/VHMC-Budget-Meeting-02112021-Draft-Minutes-v-1-with-appendices-web.pdf> page 3.

Overheads including staff costs, oil, electricity, maintenance and other required services (legionella testing, fire alarm certificates and testing etc) are on the increase due to inflation running at between 4 and 5% currently.

Effects of increasing the Precept on Residents Council Tax Payments

If we maintain the precept at £44,337 for 2022/23 this would result in an increase to tax payers of 1.62% on their council tax and for a Band D property this would incur an increase of £0.66 per year. To increase the precept to £48,142 would represent an increase of 10.34% and for a Band D property this would incur an increase of £4.20 per year. A full list of the increases for all bands will be shown at the meeting.

Further items for consideration in relation to the Budget and Precept

The Chairman has asked that the Council considers whether or not the Council should continue to pay the annual subscription to ChALC.

Our membership of ChALC gives us access to NALC and has some benefits in reduced costs for the Local Council Awards Schemes, lower prices for training etc. However this year's subscription was £689.36 and with an increase in precept this will also lead to a higher ChALC subscription fee.

A list of the benefits of ChALC membership can be found at <https://www.chalc.org.uk/lib/F604114.pdf>

GOOSTREY PARISH COUNCIL DRAFT BUDGET for 2021/22, 2022/23, 2023/24 & 2024/25

As at 10th November 2021 post Finance Budget Meeting

<u>SUMMARY</u>	Year 2020/21	Year 2021/22	Year 2022/23	Year 2023/24	Year 2024/25
Total Income	£65,637.00	£55,752.00	£69,542.14	£63,937.00	£64,137.00
Projected Spend	£67,137.00	£62,680.55	£69,542.14	£71,590.66	£73,185.63
Excess over budget	-£1,500.00	-£6,928.55	£0.00	-£7,653.66	-£9,048.63
<u>RECEIPTS</u>	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
4405 Precept Payment	£44,012.00	£44,337.00	£48,142.14	£44,337.00	£44,337.00
Village Hall Lettings	£20,000.00	£10,000.00	£20,000.00	£18,000.00	£18,000.00
4006 Performing Rights Recharge	£225.00	£165.00	-	-	-
4450 Bank interest	£600.00	£400.00	£400.00	£400.00	£400.00
4407 Lunch Ticket Sales	£800.00	£850.00	£1,000.00	£1,200.00	£1,400.00
4422 Wayleave	-	-	-	-	-
4475 Exceptional income	£0.00	£0.00	£0.00	£0.00	£0.00
3003 VAT Refund	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL RECEIPTS	£65,637.00	£55,752.00	£69,542.14	£63,937.00	£64,137.00

Do we take some of this from reserves
Do we increase the precept and by how much

£18k lettings and £1830 caretaker (see VH charges model)
No longer recharged

				3%	3%
Parish Council	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
Administration					
7601 Audit and accountancy	£800.00	£900.00	£750.00	£772.50	£795.68
7901 Bank Charge	£25.00	£325.00	£445.00	£458.35	£472.10
7510 Computer	£300.00	£300.00	£300.00	£309.00	£318.27
7502 Telephone & Broadband & mobiles	£450.00	£500.00	£790.00	£813.70	£838.11
7602 Website	£375.00	£350.00	£400.00	£412.00	£424.36
7504 Office supplies/printing/postage	£1,000.00	£1,000.00	£1,200.00	£1,236.00	£1,273.08
8204 Insurance	£900.00	£800.00	£800.00	£824.00	£848.72
7603 Legal & Professional Fees	£1,250.00	£0.00	£0.00	£0.00	£0.00
7605 Subscriptions	£1,000.00	£1,100.00	£1,200.00	£1,236.00	£1,273.08
7050 Councillors Expenses & General Expenses	£100.00	£100.00	£100.00	£103.00	£106.09
7512 Accounting system	£312.00	£750.00	£400.00	£412.00	£424.36
7550 Parish Magazine	£280.00	£280.00	£280.00	£288.40	£297.05
7580 General	£200.00	£0.00	£0.00	£0.00	£0.00
TOTAL Administration	£6,992.00	£6,405.00	£6,665.00	£6,864.95	£7,070.90
Donations					
7401 Goosfest	*	*	*	*	*
7402 Roseday	*	*	*	*	*
7403 FOGS	*	*	*	*	*
7404 Crossing Guard	*	*	*	*	*
7405 Guides/Scouts	*	*	*	*	*
7406 Homewatch	*	*	*	*	*
7407 Friends of BB Lane PF	*	*	*	*	*
7400 Other donations	*	*	*	*	*
TOTAL Donations	£5,000.00	£5,000.00	£6,000.00	£6,000.00	£6,000.00
* Implement Grant Funding Policy					

Inflation on previous yrs budget

if we select lower quote for auditor
including Bankline and Caxton Charges
May need to increase if we choose to lease computers
approx £45 per month
need to include domain at £60 pa
4 newsletters a year inc delivery is £800
increase in premium from approx £700 to include Phone box etc
could we reduce this?

including Civic Voice. Consider not subscribing to ChALC

Scribe @ £288 plus Kashflow Payroll @£100

rose day toilets £750
Christmas lights £900

Increase by £1000

Salary & Expenses					
Clerk's Expenses	£100.00	£100.00	£100.00	£100.00	£100.00
7000 Clerks Salary (£15.37 per hour)	£13,500.00	£13,164.00	£16,717.64	£17,219.17	£17,735.75
7006 Employers NIC for Clerk 2.5%	£1,000.00	£1,030.00	£417.94	£430.48	£443.39
7015 Training	£500.00	£500.00	£1,000.00	£500.00	£500.00
Pension Contributions 3% minimum			£1,500.00	£516.58	£532.07
TOTAL Salary & Expenses	£15,100.00	£14,794.00	£18,235.58	£18,249.65	£18,779.14
<u>TOTAL PARISH COUNCIL</u>	£27,092.00	£26,199.00	£30,900.58	£31,114.60	£31,850.04

based on 88 hours a month could reduce

just for clerk, other staff costs in N

may need to increase for new clerk training (Cilca is £450 plus training)

Minimum contribution of 3% of salary for Workplace pension (Nest)

This would go up to between 11% and 11.8% for the Local Government Pe

The Employee contribution would be between 5.5% and 5.8%. All figures i

£1,838.94

11%

£1,972.68

11.80%

for the salary figure set for 2022/23

PC is not obliged to offer this scheme but if the new Clerk is already on the

			5%	3%	3%	
<u>Amenities</u>	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25	
Maintenance - Village						
5002 Village maintenance (inc Grass cutting)	£2,065.00	£1,500.00	£1,500.00 *	£1,545.00	£1,591.35	as quoted by NTC
5010 Lengthsman	£850.00	£1,000.00	£1,000.00	£1,030.00	£1,060.90	
5001 Graveyard Maintenance	£3,000.00	£3,596.00	£3,596.00	£3,703.88	£3,815.00	as quoted by NTC
5003 Rose Day Stand & Toilets	£750.00	£650.00	£0.00	£0.00	£0.00	grants
VE Day 75th Anniversary Event	£500.00	-	-	-	-	
TOTAL Maintenance - Village	£7,165.00	£6,746.00	£6,096.00	£6,278.88	£6,467.25	
Parish Projects						
5760 Speedwatch	£800.00	£800.00	£800.00	£824.00	£848.72	
5750 Senior Citizens' Lunch	£1,900.00	£1,950.00	£2,000.00	£2,060.00	£2,121.80	
6202 Christmas Lights (Bogbean)	£750.00	£800.00	£0.00	£0.00	£0.00	grants
6203 Planters/plants	£1,000.00	£1,000.00	£500.00	£515.00	£530.45	
Queen's Plantinum Jubilee Event	-	-	-	-	-	move to reserves £1000
New Christmas Lights on the Bogbean	-	-	-	-	-	move to reserves £2000
TOTAL Parish Projects	£4,450.00	£4,550.00	£3,300.00	£3,399.00	£3,500.97	
TOTAL Amenities	£11,615.00	£11,296.00	£9,396.00	£9,677.88	£9,968.22	

			5%	3%	3%
Village Hall	Budget 2020/21	Budget 2021/22	Budget 2022/23	Budget 2023/24	Budget 2024/25
VH Expenses					
5004 VH Improvements	£1,000.00	£1,000.00	£1,050.00	£1,081.50	£1,113.95
5005 VH Recharge	£13,000.00	£13,000.00 *	£10,000.00	£11,000.00	£11,000.00
5006 VH Performing Rights	£225.00	£165.00	£500.00	£500.00	£500.00
5008 VH General Maintenance	£1,500.00	£1,500.00	£2,100.00	£2,163.00	£2,227.89
5007 VH School Kitchen Hire fee	£125.00	£125.00	£125.00	£125.00	£125.00
Advertising/ Entertainment Budget	£500.00	£500.00	£525.00	£540.75	£556.97
TOTAL VH Expenses	£16,350.00	£16,290.00	£14,300.00	£15,410.25	£15,523.81
VH Salary & Expenses				3%	3%
7001 VH Supervisor Salary (£10.00 per hour)	£6,000.00	£6,202.95 **			
7010 Staff Expenses	£200.00	£200.00	£200.00	£200.00	£200.00
7004 VH Booking Clerk Salary	-	-	-	-	-
7003 VH Caretaker Salary	-	-	-	-	-
7005 VH Clerk Salary (£15.37 per hr)	£1,218.00	£1,517.60	£1,836.41	£1,891.50	£1,948.24
7002 VH Cleaner Salary	£3,162.00	-	-	-	-
7012 Caretaker Services Pay	£1,500.00	£975.00	£1,830.00	£1,884.90	£1,941.45
Employers NI Contribution 2.5%			£368.64	£379.70	£391.09
Pension Contributions			£442.37	£455.64	£469.31
TOTAL VH Salary & Expenses	£12,080.00	£8,895.55	£14,945.56	£15,387.93	£15,843.56
TOTAL Village Hall	£28,430.00	£25,185.55	£29,245.56	£30,798.18	£31,367.37

Inflation 3% consider increasing to 7%

Change contract to background plus 5 large events
Add VH Border + Summer and winter planting costs

National Minimum Wage increase 6.6%

Increase in Supervisor wages from December

% increase in Clerk's Salary for 2021 not yet known

Rate Increase to £15.00 per hour plus VAT

Increase of 1.25% from 1st April 2022

Minimum contribution of 3% of salary

<u>Spend from Reserves</u>	Spend 2020/21	Spend 2021/22	Spend 2022/23	Spend 2023/24	Spend 2024/25
Village Gates Project		TBA			
Village Amenity Improvement Plan		£2,500.00	£2,500.00	£2,500.00	£2,500.00
Office & Committee Room Windows			£4,000.00	£4,000.00	£4,000.00
Loft extension and new stairs		£5,000.00			
Queen's Platinum Jubilee Event			£1,000.00		
New Christmas Lights			£2,000.00		
Election Fee	£7,000.00	£7,000.00	£7,000.00	£7,000.00	£7,000.00
VH Recharge	<u>£13,000.00</u>	<u>£13,000.00</u>	<u>£10,000.00</u>	<u>£11,000.00</u>	£11,000.00
TOTAL	<u>£20,000.00</u>	<u>£20,000.00</u>	<u>£17,000.00</u>	<u>£18,000.00</u>	<u>£18,000.00</u>
Not included in budget for precept.					

See Separate reserves paper

Recharge 2019-20	to reserves	£4,128.30
Recharge 2020-21	to reserves	£12,353.24
	TOTAL	£16,481.54



GOOSTREY PARISH COUNCIL

AMENITIES COMMITTEE

Terms of Reference & Scheme of Delegation

1. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year. A Chairman shall serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
2. The Committee will consist of a minimum of five Councillors. A quorum of three members is required for each meeting. It will meet at least four times a year, with additional meetings as required. It will report to the Full Council Meeting following each of its meetings. To ensure coordination with other Goostrey organisations at least one, and preferably two, members of the Committee will attend the Goostrey Village Hall and Playing Fields Foundation AGM and Trustee Meetings and the Goostrey Scout Hut and Youth Facility User Group.
3. The purpose of the Committee is to look after:
 - a) Specific grassed areas in the Village (e.g., Shearbrook Bank including the verge and hedge) and others where designated by the Parish Council.
 - b) Village Planters and Planting
 - c) Graveyard Maintenance (St Luke's Graveyard nr the Village Hall)
 - d) Village Events (e.g., Seniors Lunch, Parish Council's Rose Day Stand etc)
 - e) Village Assets such as the Speed Indicator Devices, benches and notice boards (as featured in Goostrey Parish Council's Register of Assets, and to ensure that these are run and maintained for the benefit of Parishioners)
 - f) Village Archive – The Committee will liaise with the Archive Group to ensure the continued development and maintenance of the archive
 - g) Footpaths - The Committee will liaise with the Goostrey Footpaths Group to monitor the condition and maintenance of the public rights of way within the Parish
 - h) Trees – The Committee will liaise with the Goostrey Tree Warden to protect specific trees, groups of trees or woodlands in the Parish in the interests of amenity and to identify others which justify protection
 - i) Booth Bed Lane Play Area – The Committee will liaise with Cheshire East Council regarding development and maintenance issues
 - j) The Committee will, in conjunction with Goostrey residents, identify additional community assets, services or events which will enhance the quality of life for Goostrey residents and make appropriate recommendations to the Parish Council
4. The Amenities Committee is responsible spending and monitoring the Amenities budget and will make recommendations for any additional expenditure to either the Finance Committee or Full Council (whichever meets first). In November each year the Committee will recommend to the Finance Committee an appropriate budget for the next 3 financial years.
5. The Committee will be guided by the following considerations:
 - a) to provide a good range of facilities, capable of giving benefit to people of all ages
 - b) to have them inspected regularly, and maintaining them in line with the latest Health and Safety requirements

- c) to engage contractors for regular maintenance, or for development as the need arises
- 6. The Committee will communicate with parishioners by submitting news and information for inclusion in the Parish Council Newsletter, the Parish Magazine, the Parish Council Notice Boards and on the website <https://goostreyparishcouncil.gov.uk>
- 7. These Terms of Reference will be reviewed annually.

APPROVAL

Council Minute 21.11.12 Amenities Committee Terms of Reference

REVIEW DUE

May 2022



GOOSTREY PARISH COUNCIL

FINANCE COMMITTEE

Terms of Reference

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders and Financial Regulations.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year. A Chairman shall serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of six Councillors. A quorum of three members is required for each meeting. It will meet at least four times a year, with additional meetings as required. It will report to the Full Council Meeting following each of its meetings.
4. The purpose of the Committee is to:
 - a) Monitor and update the Financial Regulations and Standing Orders (as regards financial matters) and ensure that they are observed by the Council.
 - b) Monitor the financial administration of the Council.
 - c) Provide advice and guidance to the Chairs of other Committees of the Council and to the Full Council on all aspects of financial management.
 - d) In consultation with the Chair of the Council and the Parish Clerk/RFO, co-ordinate the detailed budget of the Council and recommend to the full Council the annual budget and the annual precept to be levied.
 - e) On a quarterly basis the Chair of the Finance Committee is to report to the full Council on the progress of actual expenditure compared to the budget. The RFO circulate the annual bank reconciliation to all members.
 - f) To ensure that the RFO prepares the accounts of the Council and arranges their internal and external audits.
 - g) Monitor the administration and review of day to day financial matters including internal audit of the Council's income and expenditure.
 - h) Conduct an annual review of the effectiveness of the internal audit.
 - i) Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Council's activities.
 - j) To receive advice from the RFO on all aspects of finance and financial regulations, including the investment of both operating and capital balances and any transfer into and out of the capital fund (such transfers to be subject to agreement by the full Council).
 - k) To make recommendations to the full Council, with regards to the transfer of funds from and to a particular operating budget.
 - l) Consider quarterly applications to the Council's grant budget and periodically review the procedure for making grants.
 - m) In conjunction with Full Council, consider requests for donations.
 - n) Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.
5. The Committee will communicate with parishioners by submitting news and information for inclusion in the Parish Council Newsletter, the Parish Magazine, the Parish Council Notice Boards and on the website <https://goostreyparishcouncil.gov.uk>
6. These Terms of Reference will be reviewed annually.

APPROVAL

Council Minute 21.11.12 Finance Committee Terms of Reference

REVIEW DUE

April 2022

11.21.06 – Planning Matters – To consider the following planning applications.

21/5655C – 4 Forest Avenue – Extension of existing bungalow.

Goostrey Parish Council objects to this application for the following reasons:

1. The proposed development would raise the roof ridge line above any of the other dwellings in Forest Avenue and together with its increased mass would be out of character with the other bungalows in this area. There is therefore a direct conflict with Goostrey Neighbourhood Plan Policy VDLC1 which says “b) Respect the form, layout, materials, siting, height, scale and design of the adjoining and surrounding buildings” ... and “d) Be sympathetic to the character of the local parish environment, the rural street scene, the linear and street frontage layout of development.”
2. Whilst we accept that permitted development rights allow a storey of 3.5 metres to be added, we point out that there is a restriction to this type of permission which limits such an increase to the “principal part of the house” (where principal is defined as ‘The main part of the house excluding any front, side or rear extension of a lower height (regardless of these being part of the original house or subsequent additions’). and “Engineering works must only include works within the existing curtilage of the house to strengthen existing walls and foundations”, also “Windows must not be placed in any wall or roof slope forming a side elevation of the house” and on completion “The roof pitch of the principal part of the house must be the same as it was prior to the development”. It appears to us that the application proposed is contrary to these restrictions and is therefore a long way from being a like-for-like alternative for permitted development.
3. The Rear balcony would overlook a number of neighbours and cause them a lack of privacy.
4. Demolition of the garage appears to include removal of one half of the thickness of the existing, internal party wall. It is not clear how that wall is to be made structurally safe and suitable to become an external wall to the neighbours garage? Is the boundary to be altered to allow construction of a new external wall within the land ownership of the neighbour?
5. The photograph on the front cover of the Design and Access Statement with “4 Forest Avenue” printed underneath it, is obviously 14 Forest Avenue and not number 4.