



# Goostrey Parish Council

## DOCUMENT PACK FOR THE AMENITIES COMMITTEE MEETING ON WEDNESDAY 24<sup>TH</sup> MAY 2023

### AGENDA

1. Election of Chairman
2. Election of Vice Chairman
3. Declarations of Interest
4. Apologies for Absence
5. Minutes of the Meeting on 8<sup>th</sup> March 2023. [View Draft Minutes](#)
6. **Review of Terms of Reference:** To review and approve the committees Terms of Reference. See page 2.
7. **Tree Report:** To receive a report from the Goostrey Tree Warden
8. **To note the dates and arrangements for the following events in 2023:**
  - a) **Rose Day:** 24<sup>th</sup> June 2023. Advertisement has been purchased for the programme and arrangements have been made for the hire of the mobile toilet unit.
  - b) **The Coronation:** Presentation of commemorative mugs was made by Cllr. Freeman on Mugs 5<sup>th</sup> May 2023 to the children at the pre-school and primary school.
  - c) **Christmas Lights Switch On** – 26<sup>th</sup> November 2023.
  - d) **Seniors' Christmas Lunch** – 3<sup>rd</sup> December 2023.
9. **Budget review and monitoring:** See page 4.
10. **Annual Equipment Inspection:** To receive the results of the inspection and approve any remedial work identified. See page 6.
11. **Community Resilience Plan:** To decide whether to take part in a discussion-based exercise following the election of the new council. This is used to develop awareness about the plan through discussion.
12. **Booth Bed Lane Play Area Project:** To receive an update from PM.
13. **Environmental Improvements Project (See page 8):**
  - a) To consider and approve options for Church Bank bollards. See page 10.
  - b) To receive an update on the new bench on The Bogbean.
14. **Tree on Main Road:** To receive an update from the Clerk.
15. **Christmas Tree Lighting:** To review latest costings and receive an update from the Clerk. See page 11.
16. **Environmental Policy:** To review and approve the Council's Environmental Policy. See page 14.
17. Correspondence
18. **Minor items and matters for the next meeting**

Minor Items:

  - **Bank View Planter** – Planting and painting.
  - **Goostrey Signs** - Cleaning
19. **Date of the next Amenities Committee Meeting:** Wednesday 5<sup>th</sup> July 2023.
20. Close meeting



## ENCLOSURES

### Item 6 Terms of Reference

## **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 21.11.05 Committee Matters – Amenities Committee

**REVIEW DUE**

July 2023

Detailed Budget Summary

Cost Centre 2 (Between 01/04/2023 and 31/03/2024)

2 Amenities		Last Year 2022-2023				Current Year 2023-2024			Next Year 2024-2025				
		Receipts		Payments		Receipts			Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
29	Village Maintenance (incl gras			1,500.00	490.00				2,500.00				2,625.04
30	Graveyard Maintenance			3,596.00	3,479.00				4,000.00				4,200.04
31	Lengthsman Service			1,000.00	125.00				500.00				525.00
33	Speedwatch			800.00	55.00				800.00				840.00
34	Seniors Lunch	1,000.00	510.00	2,000.00	1,211.12	1,000.00			1,850.00			1,050.00	1,942.50
36	Planters and Plants			500.00					500.00				525.00
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>510.00</b>	<b>9,396.00</b>	<b>5,360.12</b>	<b>1,000.00</b>			<b>10,150.00</b>			<b>1,050.00</b>	<b>10,657.58</b>
<b>Summary</b>													
<b>TOTAL</b>		<b>1,000.00</b>	<b>510.00</b>	<b>9,396.00</b>	<b>5,360.12</b>	<b>1,000.00</b>			<b>10,150.00</b>			<b>1,050.00</b>	<b>10,657.58</b>

**Goostrey Parish Council**  
**Reserves Balance**  
**2023-2024**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Village Hall Projects	8,800.00				8,800.00
Village Projects	11,400.00				11,400.00
Capital General	4,606.00				4,606.00
Village Entrances Project	4,363.36				4,363.36
<b>Total Capital</b>	<b>29,169.36</b>				<b>29,169.36</b>
<b>Earmarked</b>					
Operating Reserves	69,680.00				69,680.00
Village Hall Recharge 2018-201	2,767.00				2,767.00
Village Hall Recharge 2019-202	13,000.00				13,000.00
Village Hall Recharge 2020-202	13,000.00				13,000.00
Election Fee	7,000.00				7,000.00
Village Hall Floor Refurbishmen	2,000.00				2,000.00
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	157.28				157.28
Connected Communities Fund	43.00				43.00
Christmas Lights for the Bogbez	1,626.92				1,626.92
Village Hall Recharge 2021-202	13,000.00				13,000.00
Village Hall Recharge 2022-202	10,000.00				10,000.00
Grants & Donations	7,006.81		1,928.00		5,078.81
<b>Total Earmarked</b>	<b>151,281.01</b>		<b>1,928.00</b>		<b>149,353.01</b>
<b>TOTAL RESERVE</b>	<b>180,450.37</b>		<b>1,928.00</b>		<b>178,522.37</b>
<b>GENERAL FUND</b>					35,816.29
<b>TOTAL FUNDS</b>					214,338.66

# Item 10 Annual Equipment Inspection

GOOSTREY PARISH COUNCIL ASSET INSPECTION 2023				
	NO ACTION REQUIRED			
	LOW PRIORITY ACTION REQUIRED IN STATED YEAR			
	ACTION REQUIRED			
Description	Type	Location	Comments	Suggested action
Churchill Oak Monument	Fixed	Bogbean	No issues.	None.
SID post	Fixed	Station Road	Vegetation growing behind the perspex cover on the solar panel - could obscure the panel.	Clear the vegetation out.
Seat	Fixed	Church Bank Corner	No issues.	None.
Fido Dog Bin and post	Fixed	Church Bank Corner	No issues.	None.
Road Sign Church Bank	Fixed	Church Bank Corner	No issues.	None.
Oak bollard	Fixed	Church Bank Corner	Varying states of security and rot although one replaced in 2021. Not unsafe but replacement planned.	If replacement of all is not undertaken some selective replacement could be required.
Oak bollard	Fixed	Church Bank Corner		
Oak bollard	Fixed	Church Bank Corner		
Oak bollard	Fixed	Church Bank Corner		
Oak bollard	Fixed	Church Bank Corner		
Oak bollard	Fixed	Church Bank Corner		
Oak bollard	Fixed	Church Bank Corner		
Oak bollard	Fixed	Church Bank Corner		
Oak bollard	Fixed	Church Bank Corner		
Oak Bollard	Fixed	Church Bank Corner		
Notice Board	Fixed	Old Paddock	No issues.	None.
Notice Board	Fixed	End Bank View	No issues.	None.
Notice Board	Fixed	Precinct	No issues.	None.
Notice Board	Fixed	Main Road/Boothbed Lane corner	No issues.	None.
SDU	Fixed	Opposite the Crown	No issues.	None.
Highway Mirror	Fixed	Main Road opp. Manor Ave	No issues.	None.
Planter	Fixed	Bank View	No issues.	None.
Seat	Fixed	Main Road/Bank View	No issues.	None.
Phonebox	Fixed	Main Road - Bank View	No issues.	Would benefit from a spring clean inside and out Seems okay but someone with more experience needs to check
Defibrillator	Fixed	Phone Box	No issues.	Seems okay but someone with more experience needs to check
Seat	Fixed	Bogbean - Main Road fronting	Seat slats worn and bare wood showing	Needs treating/painting.
Seat and slabs	Fixed	Bogbean - Mill Lane fronting	Removed awaiting replacement on inspection date. Two additional slabs laid for new bench.	None.
Metal Village Sign	Fixed	Bogbean	Recently repainted - no issues identified.	None.
Seat	Fixed	Shearbrook Bank	Seat slats worn and bare wood showing	Needs treating/painting.
SID Post	Fixed	Shearbrook	No issues.	None.
Concrete conical planter	Fixed	Boothbed Lane crescent	No issues.	None.
Concrete conical planter	Fixed	Boothbed Lane crescent	No issues.	None.
Concrete conical planter	Fixed	Boothbed Lane crescent	No issues.	None.
Seat	Fixed	Boothbed Lane Junction	Replaced as part of the Villages Entrances project	Remove from list
SID post	Fixed	New Platt Lane	No issues.	None.
Seat	Fixed	Boothbed Crescent	Southern seat - rotten handle and loose.	Replace the bench
Concrete conical planter	Fixed	Boothbed Lane crescent	No issues.	None.
Concrete conical planter	Fixed	Boothbed Lane crescent	No issues.	None.

Fido Dog Bin	Fixed	Booth Bed Lane	No issues.	None.
Seat	Fixed	Sandy Lane	No issues.	None.
Picnic Table 1 - northern most	Fixed	Booth Bed Play Area	A loose slat on the table top needs securing.	Needs fixed back in place.
Picnic Table 2 - closer to gate	Fixed	Booth Bed Play Area	No issues.	None.
Seat	Fixed	Boothbed Crescent	Needs treating.	Treat with wood preserver or similar.
Lighting Column (if these are the ones in the Village Hall car park)	Fixed	Village Hall car park.	No issues.	None.
Village entry sign	Fixed	New Platt Lane	No issues.	None.
Village entry sign	Fixed	Goostrey Lane (east)	Sign - no issues. Right hand post (when looking at the sign) is loose it its posthole. Not a safety issue.	None.
Village entry sign	Fixed	Goostrey Lane (west)	No issues.	None.
Village entry sign	Fixed	Boothbed Lane	No issues.	None.
Village entry sign	Fixed	Hermitage Lane	No issues.	None.
Village entry sign	Fixed	Bomish Lane	No issues.	None.
Bench	Fixed	Main Road/Boothbed Lane corne	New in 2023	None.
Bench	Fixed	Main Road/Boothbed Lane corne	New in 2023	None.
Bench	Fixed	Main Road/Boothbed Lane corne	New in 2023	None.
Slabs for the benches	Fixed	Main Road/Boothbed Lane corne	New in 2024	None.
Cascading planter	Fixed	Main Road/Boothbed Lane corne	New in 2023	None.
Bike rack	Fixed	Main Road/Boothbed Lane corne	New in 2023	None.
Slabs	Fixed	Main Road/Boothbed Lane corne	New in 2023	None.
Christmas tree lighting - base lights x 4 with cages (installed 2022)	Fixed	Bogbean	No issues - will need a clean before putting on.	None.

## Item 13 Environmental Improvements Project

### Goostrey Parish Council – Amenities Committee - Environmental Improvements Project

#### Programme Monitor

Location	Scope Prepared by Working Group	Scope Reviewed & Approved by Amenities Committee	Quotations Invited	Quotation Accepted by Amenities Committee	Start on Site	Completion	Comments
1.Church Bank	12/10/21	11/01/23	13/03/2023				Committee decided to replace oak bollards like for like.
2.Main Road/Boothbed Lane Junction	12/10/21	12/01/22	04/10/2022	25/10/2022	06/01/2023	08/02/2023	Awaiting Bee motif
3.Primrose Chase	12/10/21	11/01/23					
4.Station Area	12/10/21	11/01/23					
5.Shearbrook Bank	12/10/21	12/01/22	16/02/2022	07/09/2022		22/12/2022	
6.Boothbed Lane Green	12/10/21	11/01/23					
7.Outside Newsagents, Main Road	12/10/21	11/01/23					
8.Bogbean	12/10/21	11/01/2023	30/01/2023				Flags extended, bench to be installed when NTC



							are next on site.
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EB 16/05/2023

### **Item 13a Replacement Bollards for Church Bank**

There are currently 10 oak bollards on Church Bank that need to be replaced as they are rotten. The committee considered different designs and materials before agreeing to replacing the bollards like for like.

- Goostrey Community Shed have quoted to supply the same type of bollards for £875. This does not include installation as this work needs to be done by someone with the appropriate training and public liability insurance.
- CTS Systems have been asked to quote for the supply and installation of the bollards. Quote to follow.
- [www.iwood.co.uk](http://www.iwood.co.uk) has similar bollards for £922.92 plus £120 delivery charge. This also excludes installation. The bollards can be viewed using this link [www.iwood.co.uk](http://www.iwood.co.uk)



Goostrey Parish Council  
c/o Emma Bambrook  
By email only [clerk@goostreyparishcouncil.gov.uk](mailto:clerk@goostreyparishcouncil.gov.uk)

27<sup>th</sup> February 2023

**INITIAL ESTIMATE – FESTIVE LIGHTING HIRE & INSTALLATION SERVICE**

**Event:** Christmas Lighting, Goostrey Village Green – December 2023 to January 2024

**Outdoor Lighting:**

- To provide Festoon Lighting around the Village Green, using small, warm-white lamps, 1metre spaced, on black rubber cable. Including cabling, temporary fixings etc.  
Allowing for 130mtrs (quantity tbc)  
Including cabling, timers etc. **130 mtrs @ £3.20per metres £ 416.00**  
**Note: You will need to have some additional support poles for the festoon.**
- To up-light 4 of the Broad Leaf trees around the Green, using 100w RGB units or fixed warm-white units, positioned at the base of the trunk, shining up through the branches.  
Including cabling, timers etc. **4 trees @ £86.00 per tree £ 344.00**
- To replace the existing uplighting on the large Beech tree, with 2no 100w RGB units, positioned at the base of the trunk, shining up through the branches.  
Including cabling, timers etc. **£ 172.00**
- To wrap the large Beech tree trunk and lower large branches, with tiny warm-white pea-lights, on black rubber cable. Allowing for 200metres/2000 lamps  
Including cabling, timers etc. **Approx. £ 640.00**
- To dress the Fir tree, using approx. 20 sets of tiny warm-white pea-lights, on black rubber cable, strung vertically from the top of the tree, down to the bottom. Allowing for 200metres/2000lamps  
Including cabling, timers etc. **Approx. £ 480.00**

**Ancillary Items:**

Delivery and installation of all the lighting on a date to be confirmed in November/early December, including testing and a full hand-over of all the lights. Also including use of the Cherry Picker. Removal of all lighting in early January (Date TBC). Including transport, labour etc. **Approx. £1550.00**

**Project total excluding VAT and any extras £3602.00**

**Note:** The cost of delivery and installation is based on you having all of the items listed above. Should you decide to have fewer items, this cost will reduce accordingly.

**Note:** You may have access to a Cherry Picker, which would also reduce the cost of the delivery and installation.

**Note:** Prices quoted are on a Hire basis only, unless stated otherwise. If you require a revisit to make any adjustments or additions to the lighting systems, then an additional cost would apply. If any faults arise then we will revisit to correct the fault, however any problems caused by storm damage, wind damage or accidental damage, would not be covered. If wish to proceed with our service, please contact our office to arrange a payment as soon as possible.

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Goostrey Parish Council

Christmas Lighting – @ Goostrey Village Green

27/02/23

**Equipment Security & Damage** – please note that you (the hirer) are wholly responsible for all the equipment, in terms of theft or vandalism, malicious or accidental damage etc. at all times once delivered to the site. If damage is caused by stormy weather or by passing vehicles, delivery trucks or other contractors then any remedial work will be chargeable. Any damage, or power loss, caused by flooding of the site, waterlogging, pet damage, dog chewing, mowing/strimming etc will be chargeable. Any loss will be chargeable.

**Terms:** All the above prices are based on our site visit and on the equipment that we have assessed will be required and/or the equipment or particular effect that you have requested. If you feel that additional sets of lights are required, or you wish to expand the scheme, then additional cost will be incurred. Where a scheme involves the use of a cherry picker then it is taken that suitable access is available for this machine, to the working area of the site. If access cannot be safely achieved then parts of the project may have to be omitted. You are responsible for the provision of a suitable power source within the vicinity of the lighting scheme. It may be sensible to ask your electrician to install a dedicated outdoor power socket, on a separate circuit, to avoid potential interference with circuits inside the house or building. All equipment is supplied on a hire basis, unless specifically stated otherwise, and remains our property at all times. **All prices shown are exclusive of and subject to VAT. A deposit will be required, and payment of the full balance prior to installation date. We request that a written confirmation/order is sent to us if you would like to secure this booking.**

E. & O. E.



Goostrey Parish Council  
c/o Emma Bambrook  
By email only [clerk@goostreyparishcouncil.gov.uk](mailto:clerk@goostreyparishcouncil.gov.uk)

30<sup>th</sup> March 2023

### INITIAL ESTIMATE – FESTIVE LIGHTING SCHEME PURCHASE

**Event:** Christmas Lighting, Goostrey Village Green – Purchase Prices

#### **Outdoor Lighting:**

- To provide Festoon Lighting around the Village Green, using small, warm-white lamps, 1metre spaced, on black rubber cable. Including cabling, temporary fixings etc.  
Allowing for 130mtrs (quantity tbc)  
**Note: You will need to have some additional support poles for the festoon, supplied and erected by you.**  
**Purchase Price £5.40 per metre**
- To up-light 4 of the Broad Leaf trees around the Green, using 100w RGB units or fixed warm-white units, positioned at the base of the trunk, shining up through the branches.  
**Purchase Price for RGB units, approx. £260.00 each**  
**Purchase Price for fixed colour units, approx. £150.00 each**  
**Remote control unit for either fixture, approx. £30.00 each**
- To replace the existing uplighting on the large Beech tree, with 2no 100w RGB units, positioned at the base of the trunk, shining up through the branches.
  - **Purchase Price for RGB units, approx. £260.00 each**
  - **Purchase Price for fixed colour units, approx. £150.00 each**
  - **Remote control unit for either fixture, approx. £30.00 each**
- To wrap the large Beech tree trunk and lower large branches, with tiny warm-white pea-lights, on black rubber cable. Allowing for 200metres/2000 lamps  
**Approx. 20 x 10mtr sets of 10cm spaced lights @ £61.00 each - £1220.00**
- To dress the Fir tree, using approx. 20 sets of tiny warm-white pea-lights, on black rubber cable, strung vertically from the top of the tree, down to the bottom. Allowing for 200metres/1200lamps  
**Approx. 10 x 20mtr sets of 15cm spaced lights @ £64.00 each - £640.00**

**All prices above exclude any installation, wiring, rigging or accessories.**



## **Environmental Policy**

### **REVISION DATE**

September 2020

### **REPLACES POLICY**

December 2019

### **POLICY AIM**

The aim of this policy is to demonstrate how Goostrey Parish Council will support the long-term environmental, cultural, and economic health and vitality of the Parish, and will promote a community that is vibrant, safe, healthy, and inclusive.

### **POLICY STATEMENT**

#### **As a Parish Council:**

- We are committed to continually improving environmental performance and prevent pollution.
- We will use resources efficiently and take appropriate opportunities to minimise waste through re-use and recycling.
- We will develop environmental action plans with achievable and realistic targets which will be monitored and reviewed periodically.

#### **In its administration and activities Goostrey Parish Council will seek to:**

- Protect the environment by encouraging reducing, reusing, and recycling within our community, to save money, energy, and natural resources.
- Protect and enhance the special landscape quality of the Parish and access to the countryside;
- Protect the character, identity, and rural setting of the village;
- Enhance the quality of the built environment and heritage features;
- Protect and enhance biodiversity including habitats and protected species;
- Protect valued green spaces within the village, including the Bog Bean, and recreation areas including sports and children's play facilities;
- Protect and enhance village services and local employment opportunities;
- Enhance safety for all road users including pedestrians.

#### **In addition, the Parish Council will:**

- Seek to conserve resources where practicable;
- Aim to reduce soil, water, air, light, and noise pollution, littering and fly-tipping;
- Promote non-motorised transport;
- Raise the profile of environmental issues, within the Parish and Borough
- Encourage volunteering and engage residents in environmental projects and issues;
- Enlist public engagement to report environmental issues;
- Review planning policies and proposals affecting the Parish and their likely environmental impacts and respond as appropriate;
- Engage with local environmental agencies, councils, and planning authorities;
- Maintain an Environment Working Group to monitor implementation of this policy and bring forward environmental initiatives.

### **IMPLEMENTATION**

The Environment Working Group and Parish Clerk

**MONITORING**

The policy will be monitored by the Environment Working Group.

**POLICY APPROVAL**

Council Minute 09.20.13. LOCAL COUNCIL AWARD SCHEME – QUALITY AWARD i

**POLICY REVIEW DUE**

December 2021