



## **Goostrey Parish Council**

**The Village Hall**

**Goostrey**

**Cheshire**

**CW4 8PE**

**01477 535825**

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**19<sup>th</sup> April 2024**

### **DOCUMENT PACK FOR GOOSTREY PARISH COUNCIL MEETING on Tuesday 23<sup>rd</sup> April 2024 at 7.30pm in the Village Hall, Lounge**

**Public Forum 7.30 – 7.45pm.** - Public comments will be taken before the Meeting commences but are restricted to 15 minutes unless the Chairman allows otherwise.

#### **AGENDA**

- 1. Declarations of Interest:** To receive and minute any declarations of interests.
- 2. Apologies for Absence:** To receive apologies for unavoidable absence.
- 3. Minutes:** To accept the minutes from the Parish Council meeting on 26<sup>th</sup> March 2024 and all the decisions therein. View minutes here [Draft Minutes Goostrey Parish Council Meeting 26th March 2024](#).

**Motion:** The Parish Council resolves to accept the minutes of the Parish Council meeting held on 26<sup>th</sup> March 2024.

- 4. Cheshire East Council Matters:** To receive a report on Cheshire East Council Matters. To deal with any questions by Members relating to the report and any questions by Members notified in advance to the Chairman and the CE Councillor.
- 5. Committee Matters:** To receive reports from the Parish Council Committees:
  - a)** Finance Committee Meeting 9<sup>th</sup> April 2024. View minutes here [Finance Committee Meeting Minutes 9th April 2024](#)

**Motion:** The Parish Council resolves to accept the minutes of the Finance Committee meeting of 9<sup>th</sup> April 2024 and all the decisions therein, including the year-end statement of accounts, financial position vs. budget report and reserves position for the year from 1st April 2023 to 31st March 2024.

- 6. Planning Matters:**
  - a) To receive and agree a response to the following planning applications:**
    - [24/1203N](#) 58, MAIN ROAD, GOOSTREY, CREWE, CHESHIRE, CW4 8LG. Proposed front porch extension and new storm porch. New front bow window. Changes to cill heights and windows at front and back of altered kitchen. Comments deadline 24<sup>th</sup> April 2024.
    - [24/1272C](#) WOODSIDE COTTAGE, CROSS LANE, GOOSTREY, CW4 8DG. Proposed general purpose agricultural storage building. Comments deadline 8<sup>th</sup> May 2024.
  - b) To receive an update on the following planning matters:**
    - i.** Enforcement Request 23/00946E The Sidings, Station Road

- ii. Enforcement Request 23/00945E The Sidings, Station Road
- iii. Enforcement Request 23/00154E – Planning application 24/0688C Holly Bank Farm

- c) **Cheshire East’s Consultation on New Local Plan Documents:** To approve a working group to review the consultation documents and formulate the responses for approval by the Parish Council. View consultation at [https://www.cheshireeast.gov.uk/planning/spatial-planning/cheshire\\_east\\_local\\_plan/new-local-plan.aspx](https://www.cheshireeast.gov.uk/planning/spatial-planning/cheshire_east_local_plan/new-local-plan.aspx)

**7. Financial Payments:** To approve payments in Schedule 4/24. **Includes:** Salaries & expenses. **See page 3.**

**Motion:** The Parish Council approves the payments listed on Schedule 4/24.

**8. Clerk’s Report:** Including actions from the last meeting and correspondence. **See page 4.**

**9. Highways & Speedwatch:**

- a) **Speedwatch Report** – To receive the Speedwatch Report. **See page 5.**
- b) **SDU at Shearbrook, Main Road** – To receive the SDU Data Report. **See page 6.**
- c) **Highways Liaison Meeting** - To receive the minutes from the meeting on 5<sup>th</sup> April. **See page 7.**
- d) **SID Licencing** – To receive a report regarding the introduction of SID licencing fees by Cheshire East Council. **See page 14.**

**10. Police Matters:** To consider any matters related to local policing.

**11. Risk Assessment:** To consider any changes to the risks listed, if any change in the management of risks should be made and the recommendations of the Finance Committee. **See full Risk Assessment page 16.**

**Motion:** To approve the risk assessment for adoption by the Parish Council as part of the risk management policy.

**12. External Appointments:** To appoint a councillor as Goostrey Footpaths Group’s dedicated contact with the council.

**13. Cheshire East Council Consultations:** To consider and approve any council response to the following consultations:

- a) **Carbon Neutral Action Plan Consultation.** Deadline 31<sup>st</sup> May 2024.  
[https://surveys.cheshireeast.gov.uk/s/CarbonActionPlan/?utm\\_medium=email&utm\\_source=govdelivery](https://surveys.cheshireeast.gov.uk/s/CarbonActionPlan/?utm_medium=email&utm_source=govdelivery)
- b) **Air Quality Strategy Consultation.** Deadline 17<sup>th</sup> May 2024.  
[https://www.cheshireeast.gov.uk/pdf/Council-and-democracy/Consultations/Air-quality-strategy/Final-Draft-Air-Quality-Strategy-2024-2029.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://www.cheshireeast.gov.uk/pdf/Council-and-democracy/Consultations/Air-quality-strategy/Final-Draft-Air-Quality-Strategy-2024-2029.pdf?utm_medium=email&utm_source=govdelivery)
- c) **Statement of Licensing Policy Consultation.** Deadline 5<sup>th</sup> June 2024.  
[https://surveys.cheshireeast.gov.uk/s/LicensingPolicyConsultation/?utm\\_medium=email&utm\\_source=govdelivery](https://surveys.cheshireeast.gov.uk/s/LicensingPolicyConsultation/?utm_medium=email&utm_source=govdelivery)

**14. Minor items and items for the next agenda.**

**15. Date of Next Meeting:** Parish Council Meeting – **28<sup>th</sup> May 2024.**

Close meeting

# ENCLOSURES

## ITEM 7 FINANCIAL PAYMENTS

### Payment Schedule 4/24 April 2024

Payment Date	Payee	Money Out	Description	
05/04/2024	1 Staff Salaries	£2,277.50	Staff Salaries	Paid
05/04/2024	2 HMRC	£432.12	Tax and NI	Paid
05/04/2024	3 Nest	£194.04	Pension Payment	Paid DD
				Paid Minute
05/04/2024	4 Goostrey D Day Anniversary	£3,000.00	Grant Payment	Ref. 03.24.12
12/04/2024	5 Vodafone	£20.53	Mobile Phone Contract	Paid DD
15/04/2024	6 Natwest	£30.80	Bankline Charges	Paid
19/04/2024	7 Plusnet	£42.30	Telephone and Broad Band	Paid DD
26/04/2025	8 Yorkshire Purchasing Organisation#	£176.55	Village Hall Supplies	
			Grant Payment to support Goostrey	
26/04/2024	9 East Cheshire Hospice	£260.40	Open Gardens 2024 Printing costs.	
26/04/2024	10 Ashley Flooring and Interiors	£570.00	Main Hall Floor Maintenance Deposit	
		<b>£7,004.24</b>	<b>inc VAT</b>	

### Receipts at 16th April 2024

Precept 1st Installment	£26,290.50	
VAT	£1,203.96	
Village Hall income	£938.00	inc VAT
<b>Total Receipts</b>	<b>£28,432.46</b>	

### Account Balances at 16th April 2024

Current Account	£71,946.52
Santander Capital Account	£82,451.82
NS&I General	£60,093.39
<b>TOTAL</b>	<b>£214,491.73</b>

### Caxton Card Report 16th April 2024

Transaction Date	Payee	Amount	Description
	Balance brought forward	£716.37	
	<b>Total Spend</b>	<b>£0.00</b>	
	<b>Total Fees</b>	<b>£0.00</b>	
	<b>Total Spend inc Fees</b>	<b>£0.00</b>	
	<b>Card Load</b>		
	<b>Card Balance at 16th April 2024</b>	<b>£716.37</b>	

## Item 8 Clerk's Report

### Actions

- a) Financial and grant payments made.
- b) Village Hall Floor quote requirements updated.

### Correspondence

- a) GOODIER, Julie Planning Lists Week 2415
- b) VH Hirer Re: Invoice INV GPC353 for your events
- c) **OGBONNAYA, Chizoba RE: Goostrey Parish Council Village Hall Recharge Fri 12/04**
- d) **Sharon Angus-Crawshaw Cheshire East Town and Parish Council Network Online Event: 14th May - New Local Plan , Carbon Action Plan & Lifestyle on Prescription**
- e) CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group
- f) Enquiry Adding a local care provider to your website
- g) david@cheshiredecorators.co.uk Estimate #2890 to review | CHESHIRE DECORATORS LIMITED
- h) **Conference, Training & Education Team Managing Village Halls webinar(30/04/2024) - Joining Instructions**
- i) LOCAL PLAN A new local plan for Cheshire East: Consultation on the issues
- j) John Henry RE: Internal Audit 2023/24 05/04/2024
- k) Sarah F. Morgan Learn Live Rail Safe Friendly - letter to schools
- l) **Road Safety Speed Indicator Devices (SID) 04/04/2024**
- m) Santander GOOSTREY PARISH COUNCIL 03/04/2024
- n) CHADWICK, Russell (Councillor) FW: Russell, an update on household waste recycling centres
- o) CHADWICK, Russell (Councillor) FW: Case - Road Accident, Goostrey (ref: 24780853)
- p) **Kingsportrait UPDATE - Your order for HMK Charles III Portrait will be delivered soon**
- q) Ruth Burgess RE: Village Maintenance and Church Bank Project Contracts
- r) clerk@bradwall-in-cheshire.co.uk Bradwall Parish Council Clerk Vacancy
- s) FixMyStreet New Cheshire East FixMyStreet updates on report: 'Bomish/Cross Lane Junction'

## Item 9a Speedwatch Report

### **GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT - April 2024 Meeting**

Three volunteers have confirmed that wish to join a Speedwatch Team. Essential training of the new team of volunteers to revised National Speed Watch Procedures by the PCSO is awaiting availability of PCSO 2024.

#### **Current Position**

<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>
Lack of Trained Volunteer resources has resulted in no further sessions since last reported session on 05/01/2022					

SID data continues to demonstrate that speeding is on the increase and it is increasingly important to obtain more PCSO Trucam sessions and to continue to promote the possibility of installation of Average Speed Cameras. PCSO has recently been observed using Trucam in Goostrey Lane (over the station bridge).

TR 02/04/2024

**Main Road Shearbrook SID Summary Data March 2024 Data For April 2024 GPC Meeting**

Month	Total Number of Vehicles	% Travelling at over 35MPH	Highest Speed and time	Comments
February 2023	32,131	19.0	63.5 mph 12.00	
March 2023	35,558	22.1	56.1 mph 13.00	
April 2023	34,406	22.0	63.2 mph 12.00	
May 2023	36,748	23.0	60.5 mph 05.00	
October 2023	35,288	21.0	59.1 mph 19.00	
November 2023	33,661	18.0	60.0 mph 07.00	
December 2023	31,463	16.0	60.2 mph 07.00	
January 2024	33,538	15.0	63.5 mph 20.00	
February 2024	10,748	16.0	59.8 mph 23.00	Main Road closed to Through traffic at Shearbrook bridge for nearly three weeks.
March 2024	34,065	18.0	68.7 mph 21.00	Highest previous Speed 88.3mph 02.00 January 2021

Note for March 2024 data –Number of vehicles 34,065. Approximately 6,100 were travelling at over 35 mph.. Peak times for vehicles travelling at over 35 mph were 06.00 – 08.00 and 17.00 – 18.00 with 19 vehicles per hour.

TR 02/04/2024



# Goostrey Parish Council

## HIGHWAYS LIAISON MINUTES for the meeting on Friday 5<sup>th</sup> April 2024

**Present:** Josh Holden (JH) Local Highways Officer, Cllr. Terence Rathbone (TR), Emma Bambrook (EB) Parish Clerk

1. **Approval of the minutes of the meeting on 24<sup>th</sup> November 2023:** The minutes were approved as a true and accurate record of the meeting.
2. **Review of outstanding Highways Issues:** The items were discussed, updates provided, actions agreed where necessary and the table updated. **See updated report on page 2.**
3. **Review of issues raised since the last meeting:**
  - **Embankment at Shearbrook Bridge:** This has now been passed to the Construction Team and it was noted that this falls outside JH's remit.
  - **Damage to verges on Hermitage Lane – Reference 5587232:** Images of the damage caused to the grass verges by drivers ignoring the official diversion, when Main Road was closed, were discussed. Currently, due to budget pressures, only Category 1 defects are being pursued. The continual heavy rain has made all grass verges liable to damage where vehicles mount the verge to avoid oncoming traffic. It was confirmed that it is not possible to enforce a diversion route.
  - **Additional speed repeater signs:** JH was asked whether it would be possible for the parish council to purchase and install additional speed limit repeater signs. JH confirmed that this was possible and that they could be attached to lamp posts or sign posts as long as they were installed at a minimum height of 2.4m. It was agreed that the council would send a proposal to JH, including column numbers for lampposts and a What3Word reference in the case of sign posts.
4. **Items for next agenda:** None
5. **Date of the next Highways Liaison Meeting:** Friday 26<sup>th</sup> July at 2pm.

## Outstanding Highways Issues

Priority/Date Raised	Location	Problem/Action Requested	Ref. No.	Progress	Action	Complete?
1.	Bomish Lane/Cross Lane	Signage and road markings at this crossroad need replacing.	3486466/ 5731949	Signage has been reinstated but road markings have not. Following another recent accident this has again been reported to Road Safety.	This work was scheduled to take place 29/03/2024. Heavy rain meant this was abandoned and will need to be rescheduled. <b>* See note 4 below</b>	No
2.	Pavement outside 77 Main Road	Tree roots are causing the pavement outside 77 Main Road to be so uneven that pushchairs, scooters and mobility scooters are finding it difficult to traverse as the pushchairs etc. tip over. Alternatively, pedestrians have to go into the busy road to get past.	3390675	30/10/23 – Road Safety have put this scheme forward for funding approval for delivery in the next financial year. <b>See note 1 below.</b> There are concerns that this would leave disability scooter users mixed with other traffic for far longer than a minimum.	Although it is appreciated that this does not fall within JH's remit, he understood the concerns and agreed to mention them to Road Safety. This is still awaiting a response. It was suggested that CEC members' funding may be used to implement an extension of the pavement around the tree.	No



3.	Junctions in Goostrey particularly Boothbed, Hermitage, Main Road	Depleted white lining at most junctions in the village.		JH confirmed renewal of existing lining will take place.	This work was scheduled to take place 29/03/2024. Heavy rain meant this was abandoned and will need to be rescheduled	No
4.	Goostrey Station/Station Road	Goostrey Parish Council have, for some years, been exploring various schemes to improve pedestrian and vehicle safety over Goostrey Station Bridge. Currently pedestrians, including those with mobility problems, cross between the platforms via the bridge which has no pavement. Plans with CEC for traffic lights and a safe walkway for pedestrians on the bridge were cancelled in 2021.	4927758/ 1004083	This project has now been included in the CEC programme MA22. <b>* See note 2 below.</b>		No
5.	Goostrey Lane	Speed limits too high e.g. Goostrey Lane approaching the village from A50, New Platt Lane.	4927808/ 10040833	Email received 27/09/2023 from the Road Safety Team Leader		No

				<b>* See note 3 below</b>		
25/08/2023	Boothbed Lane	Removal of tree stump and permission to plant a new tree.		Tree stump could be removed but that permission to plant a new tree wouldn't be granted as Highways are awaiting the outcome of CEC's review of tree planting	EB to place grinding down of the tree stump on the next Amenities Committee Agenda. Decision on replacement tree deferred pending the outcome of the tree planting review.	<b>This will now be removed from the list.</b>
25/08/2023	Sandy Lane	Loose chippings causing the footpath to become uneven.		Slurry seal work to address the issue of loose chippings on the path has been placed on a list for future schemes	The budget for 2024/25 has not yet been released to the Officer.	No
25/08/2023	Main Road	Street light issues outside 79 Main Road reported March 2021. Lantern has become loose and the column isn't straight.	2626884	The lantern has been fixed and the streetlight team confirmed that another team would repair the concrete so that the	Noting that this is outside of his remit, JH agreed to follow this up. This was assessed on 16/11/2023 and a job raised to	<b>This will now be removed from the list.</b>

				light would be straight and stable. This hasn't happened.	realign column 29.	
24/11/2023	Station Road, entrance to Goostrey Station car park.	Water running onto land at Goostrey Station Car Park Entrance following the work on the pavement between The Space Invader and the station.	N/A		JH visited this site in the rain and established that the gullies were working and there was no flooding or danger to homes. Further pothole repairs have been carried out opposite the houses.	<b>EB will contact residents and this will now be removed from the list.</b>

### **Note 1 - Road Safety 30/10/2023**

The road safety team have investigated and found that the carriageway is not wide enough to allow the footpath to be widened in this location. The road safety team are designing a solution to install a 1.5m wide shared cycle lane in the carriageway for a short length, allowing mobility scooter users to join in advance of the narrow area at the tree root location and re-join the footpath shortly after. They have put this scheme forward for funding approval for delivery in the next financial year.

### **Further information provided along with a plan on 02/11/2023.**

Electric scooter users would use the advisory eastbound cycle lane (approx. 85m long) for bypassing the narrower footway esp. at the tree root obstruction. However, they will share the 3m carriageway lane with traffic for this short distance before they would rejoin the footway at a new proposed dropped kerb line, as they would if using the previous narrow footway section.

### **Note 2 - Network Rail 23/08/2023**

Having spoken to the structures engineers, they have said:

We monitor and maintain existing structures, on a limited budget. As we understand this Service Request is enquiring if we can access funding to probably build a footbridge so passengers do not have to use the road bridge to access the other platform or the carpark. This is not an ideal situation as the bridge is not wide enough for a pavement.

Having made enquires within Network Rail, other than the rail operating company who have been consulted already. The response has been that the numbers using the station and the traffic on the road is not great enough at present. If Goostrey was to be expanded with many more houses, then the situation would be re-evaluated.

The link in the email below is a little out of date and seems to refer to a lot of schemes that have already been completed, were the numbers of passengers have increased considerably.

When the railway and the station was built, the bridge was considered acceptable. We haven't made the station bigger, the numbers using the station have not got considerably larger. What has changed is the numbers of vehicles on the road (and the speed at which they travel). The safety of pedestrians on the road that crosses the railway lies with the local Highways Authority. As stated below they originally accepted this, with their proposal to put traffic lights on the bridge, but they have since cancelled that scheme due to a lack of funding. They should be pressed to move this forward.

Perhaps all traffic should be stopped by the use of an extended Pelican crossing lights, activated on request by passengers wishing to cross the bridge, again this would have to be raised with Highways Authority.

### **Note 3 - Cheshire East Highways Road Safety 27/09/2023**

Thank you for your request for Speed Management Measures on Goostrey Lane. The Council will consider your request against the Speed Management Strategy that was approved by the Highways and Transport Committee in 2022, the next steps are:

1. Your request will be logged and checked against other requests.
2. Cheshire East Highway's Road Safety Team will consider and review the site, the first step in the review process is a desk top evaluation of the location to develop a priority score. Where possible, for high scoring sites, a high-level indicative cost for the suspected solution will be developed to help prioritisation. Resources permitting, this is expected to be undertaken within 1 month of receipt of the enquiry.
1. In reviewing your request, the team will work with partner organisations to assess any issues in the locality.
3. If the location/s would benefit from educational or enforcement measure/s, one of the team will contact you.
4. You will be notified of the outcome of the assessment including if it is being considered for future funding.
5. Requests for speed management measures are prioritised for funding across the Borough annually for development.
6. Upon prioritisation, further investigations will be undertaken to understand the measures to be introduced and revise the likely costs.
7. The measures that may be introduced could range from signing and lining to amendments to the road layout. This wide range of solutions will dictate the feasibility and affordability of any proposals within the available budgets.

8. If sites are then identified as feasible and selected for funding, they will be included in the following year's annual works programme and key stakeholders will be kept informed throughout the process, this may include any statutory consultation that is required to implement.

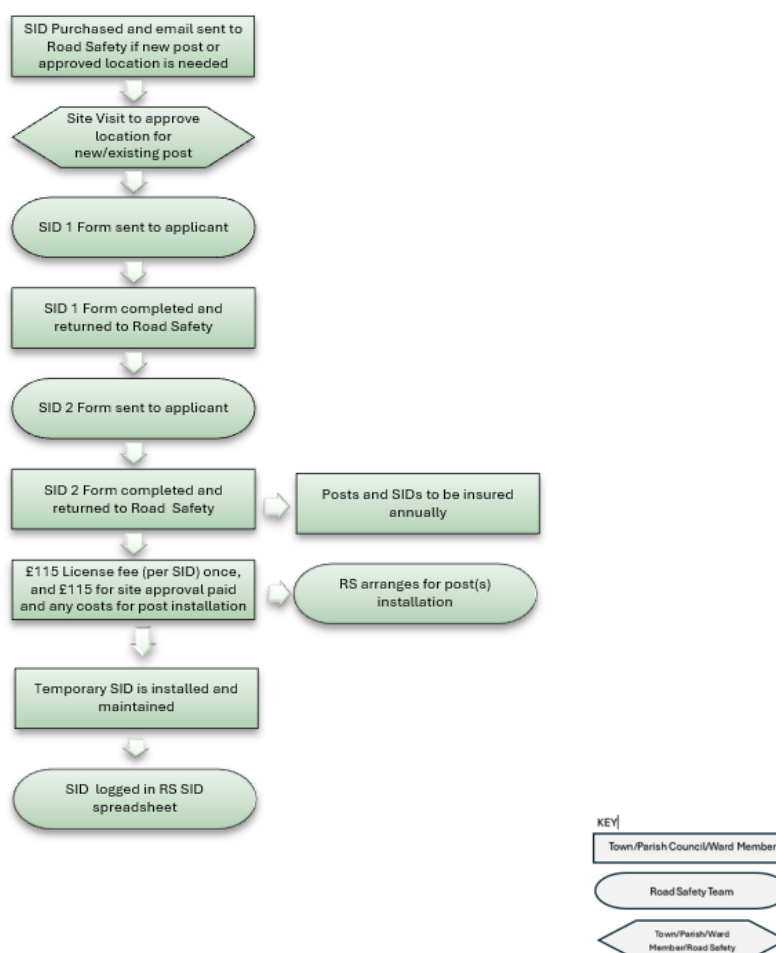
**Note 4 Cheshire East Council Road Safety – 28/03/2024**

- Letters will be sent to land owners on Bomish Lane to ask that hedges are trimmed back to improve visibility.
- It was considered that transverse marking renewal would wear out quickly given the surface flooding and mud at the cross-roads.
- A site visit confirmed that the cross-roads had more traffic flow than would be expected for a rural location and it was agreed that this junction definitely needs road safety intervention so this has been added for road safety improvement in the proposed priority list of 2024-25.

## Item 9d SID Licencing

The following information was received from the Road Safety Team (CEC) on 5<sup>th</sup> April:

We are carrying out amendments to our Cheshire East Road Safety webpage this month and in particular regarding SIDs, we have the following flowchart ready.



The 2024/25 fees and charges are shown below.

SIDs	
Initial consultation	£115
SID Licence Fee (one off payment)	£115

The Town or Parish Council are responsible for the attachment of the SID to a post.

Any legal costs associated with placement of the SID are to be covered by the Town or Parish Council. Insurance is required for the SID and post(s) used.

Therefore, can you please let me know of the number of working SIDs you currently have. Also, can you please let me know of the location of all these posts you have in place that are used for SIDs.

The following information has been provided, along with questions to clarify the situation. A response is awaited:

Goostrey Parish Council currently have five working SIDs in the following locations:

- Station Road
- Main Road, opp. The Crown
- Main Road, Shearbrook
- Boothbed Lane, adj. to the playground
- New Platt Lane

The current SIDs were approved and installed by Cheshire East Council and are covered by the Parish Council's insurance policy.

Could you confirm that the Parish Council will now have to pay £575 (£115 x 5) per SID to Cheshire East Council and that this will be a one off rather than an annual payment? Could you also confirm what the fee covers and why this charge is being introduced?

Item 11 Risk Assessment

Goostrey Parish Council

Risk Assessment

Reviewed and Updated 24<sup>th</sup> October 2023

Aim	Risk	Risk Level	Mitigation	Actions Required	Resultant Risk Level	Person Responsible
		Likelihood Impact Risk			Likelihood Impact Risk	
1. To ensure compliance with the Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.	1. Lack of knowledge of regulations and codes and powers laid down by Parliament.	1 3 3	(a) Ensure that all Councillors have copies of Code of Conduct and Standing Orders together with the "Good Councillor Guide". Highlight essential parts and provide training where required. Re-issue Annually. (b) Keep record of Councillors' and Staff Training. (c) Experienced and competent Parish Clerk/Staff	None at this time.	1 3 3	All Councillors, Parish Clerk
	2. Standing Orders out of date.	1 3 3	(a) Ensure that Standing Orders are produced, understood by Councillors, and reviewed at least once per year.	None at this time.	1 3 3	All Councillors, Parish Clerk
	3. Lack of commitment and adherence to regulations and procedures.	2 3 6	(a) Regular reference to appropriate regulations in agenda items. (b) Reports/motions put forward by Members should contain a comment by the Parish Clerk. All motions should be on the agenda at least 3 days in advance of the meeting and checked by the Clerk. (c) No delegation of responsibilities to individual Councillors (as there is no legal power).	None at this time	2 3 6	All Councillors, Parish Clerk



	4. Items/services purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	2 3 <b>6</b>	<p>(a) All purchases that need tendering to go through the Parish Clerk's Office &amp; Parish Council</p> <p>(b) Ensure that all Councillors and Clerk are aware of regulations re estimates and full tender procedures.</p> <p>(c) Review purchasing and contract procedure rules.</p> <p>(d) Adequate controls validated by regular Internal Audit</p>	None at this time.	2 3 <b>6</b>	Parish Clerk acting as Responsible Finance Officer Finance Committee
	5. Payments made without prior approval and adequate control.	1 3 <b>3</b>	<p>(a) Ensure all payments are approved in Council meetings and recorded in minutes.</p> <p>(b) Carry out monthly bank reconciliation check as required by audit.</p> <p>(c) No cash payments, the council does not maintain any form of cash Financial Regulation.6.21.</p> <p>(c) Add report on variances &gt;10% to qtly and annual report.</p> <p>(c) Clerk raises payments using the NatWest Bankline system and a councillor approves the payment. Assignment of rolls means that the Clerk cannot release payment.</p> <p>(d) All cheques must be signed by at least 2 Members plus Parish Clerk</p> <p>(e) Adequate controls validated by regular Internal Audit</p>	None at this time.	1 3 <b>3</b>	Parish Clerk acting as Responsible Finance Officer Finance Committee
	6. Lack of control of signatories to cheques.	1 3 <b>3</b>	<p>a) Keep authorised signatories to a minimum consistent with practicalities.</p> <p>(b) Signatories approved by Council</p>	None at this time.	1 3 <b>3</b>	Parish Clerk acting as Responsible Finance Officer

						Finance Committee				
	7. VAT not properly accounted for, resulting in overclaims and large demands from HMRC	1	2	2	a) Ensure Clerk has adequate knowledge of regulation by attending training courses as appropriate. (b) Seek expert knowledge where a new project or activity is undertaken to ensure compliance. (c) Adequate controls validated by regular Internal Audit (d) VAT return every quarter	1	2	2	Parish Clerk acting as Responsible Finance Officer Finance Committee	
2. To identify and regularly review the Council's priorities, using a risk based approach, to ensure these are clear and achievable.	1. Lack of knowledge of how to set objectives, set priorities, and identify risks resulting in lack of clarity, direction and appropriate allocation of resources.	3	3	9	a) All Councillors to be made aware of need for objectives and identification of risk. (b) Attend training sessions if necessary (c) Establish agreed priorities that are matched to available resources.	2	3	6	Chairman, Parish Clerk	
	2. No Risk Analysis carried out and/or steps taken to combat risks	2	3	6	(a) Review risk assessment every 6 months at Finance Committee (b) All significant proposals to provide a risk assessment	2	3	6	Chairman, Parish Clerk	
3. To influence other Council departments and Government	1. Lack of effective lines of communication with other	1	2	2	a) Allocate Councillors to champion key areas of interest (b) Attend invited events that are likely to impact the Parish	None at this time	1	2	2	All Councillors, Parish Clerk

organisations to fulfil the requirements of the Parish population	organisations		(c) Provide adequate feedback to Council			
	2. Lack of effective lines of communication with parishioners	2 3 6	<p>(a) Take every opportunity to publicise role of Parish Council.</p> <p>(b) Publish regular Parish Council newsletter</p> <p>(c) Effective use of notice boards and "fliers".</p> <p>(d) Use website to publicise Parish Council work</p> <p>(e) Use key issues to raise profile of Parish Council and to test parishioners' views.</p> <p>(f) Create of Parish Council annual plan and put to parishioners for comment.</p> <p>(g) Community Engagement Policy implemented.</p> <p>(h) Councillors copy Clerk on any significant individual resident or association/club matters</p> <p>(i) Submit regular articles to the Parish Magazine.</p>	None at this time	2 2 4	All Councillors, Parish Clerk, External Liaison Councillors.
4. To ensure that all Councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	1. Lack of education of Councillors regarding responsibility and liability.	1 4 4	<p>(a) Familiarisation with Standing Orders and Good Councillor Guide.</p> <p>(b) Councillors to be reminded annually of importance of these publications</p> <p>(b) Attend any training courses as appropriate.</p>	Continue to promote attendance of training courses by councillors	1 4 4	All Councillors

	2. Inadequate insurance cover taken out – Property, personal liability, employer’s liability, fidelity guarantee	1	3	3	(a) Review annually at Finance Committee (b) Ensure Level of fidelity cover is reviewed to ensure correct level maintained. Insurance cover increased 2022/23.	None at this time	1	3	3	Parish Clerk, All Councillors
5. To keep appropriate books of account accurately and up to date throughout the financial year.	1. Inadequate knowledge and commitment to accounting requirements	1	4	4	(a) Ensure that Responsible Financial Officer and Chairman of Finance Committee is familiar with relevant current financial regulations and include them in standing orders. (b) Responsible Finance Officer to produce quarterly financial reports as part of the Governance and Performance Monitoring Report to Finance Committee (c) Internal audit to be undertaken annually plus review of adequacy by Finance Committee. Reports to be made available to all Councillors and any recommendations to be acted upon promptly	None at this time	1	4	4	Parish Clerk acting as Responsible Finance Officer Finance Committee
	2. Bank charges unnecessarily incurred.	1	1	1	(a) Responsible Finance Officer to carry out regular inspection of books of account.	None at this time	1	1	1	Parish Clerk acting as Responsible Finance Officer
	3. Inaccuracies in recording amounts, totals in books of account, and bank reconciliations.	1	1	4	(a) Responsible Finance Officer to ensure that accounts and systems are kept in such a way that internal controls are included and activated. (b) Accounting system that performs integrity checks and balances	None at this time	1	1	4	Parish Clerk acting as Responsible Finance Officer Finance Committee

			(c) Ensure accounts reconciled each month and send copy of reconciliation to Chairman of Finance Committee (d) Regular internal audits to advise on internal controls required. (e) Ensure monthly reconciliation statements signed off by a member of the Finance Committee			
	4. Not enough money held in current account to meet liabilities.	1 3 <b>3</b>	(a) Responsible Finance Officer to carry out regular inspection of books of account.	None at this time	1 3 <b>3</b>	Parish Clerk acting as Responsible Finance Officer
	5. Cash not fully protected by FSCS protection and the most beneficial interest terms not being obtained.	1 4 <b>4</b>	(a) Ensure that balances never exceed current FSCS protection limits (b) Quarterly review to ensure that most favourable interest rates are obtained on deposit accounts.	None at this time	1 4 <b>4</b>	Parish Clerk acting as Responsible Finance Officer
	6. Inadequate control of cash receipts and payments.	1 2 <b>2</b>	(a) No cash payments made in line with Financial regulations. Cash receipts kept to a minimum.	None at this time	1 2 <b>2</b>	Parish Clerk acting as Responsible Finance Officer
	7. Debts not pursued promptly	3 1 <b>3</b>	(a) Responsible Finance Officer to monitor and act on aged debt analysis. Aged debt analysis provided by Hallmaster. (b) Internal audit checks.	None at this time	3 1 <b>3</b>	Parish Clerk acting as Responsible Finance Officer
	8. VAT claims not made promptly or made incorrectly.	1 2 <b>2</b>	(a) Ensure Clerk has up to date and appropriate and up to date VAT official Publications and knowledge.	Clerk has attended VAT training provided by ChALC and Scribe and will	1 2 <b>2</b>	Parish Clerk acting as Responsible Finance Officer

				continue to keep knowledge up to date		
9. Books of account not kept up to date/invoices not posted promptly. Receipts not banked or banked properly	1	4	4	(a) Regular checks by Responsible Finance Officer and annual check by internal auditor. (b) Responsible Finance Officer to produce quarterly financial reports for the Finance Committee.	None at this time	1 4 4 Parish Clerk acting as Responsible Finance Officer
10. Slow response to request to change bank mandates leaving Council unable to authorise cheque payments	1	3	3	(a) Keep at least 3 councillors on the list from year to year and avoid making frequent changes. (b) Move as many payments as possible to electronic on-line payments	None at this time	1 3 3 Parish Clerk acting as Responsible Finance Officer
11. Clerk taken ill or leaves without replacement.	2	4	8	(a) Key Working Procedures for use in an emergency have been documented. 2 Councillors to have joint access to passwords (b) SLCC to be used for hiring a Temporary Clerk.	Councillors have yet to test.	2 4 8 Parish Clerk acting as Responsible Finance Officer Staff Committee
12. Council unable to conduct its business due to unavailability of data	2	4	8	(a) Files backed up everyday to a different, secure, location. (b) Chairman/Vice-Chair have access to office and electronic files. (c) Important paper documents are copied and stored in different location. Fireproof safe for key documents etc. (d) Historic minute books correctly stored at County Archive.		2 4 8 Parish Clerk

	13. Not enough councillors elected following next or retained to maintain quorate council	2	3	6	(a) Advertise need for councillors in run up to elections All Councillors (b) Promote Council between elections so it is perceived as a valued body	None at this time	2	3	6	All councillors and Parish Clerk
6. To ensure that payments made from council funds and the use of assets represent value for money, are adequately managed.	1. Expenditure of funds is not prioritised and / or monitored	1	3	3	(a) At least annually review of expenditure priorities. (b) Ensure all expenditure follows grant/donation policy	None at this time	1	3	3	Parish Clerk acting as Responsible Finance Officer
	2. Use of funds not giving value for money.	2	3	6	(a) Ensure appropriate quality and price (b) Require report of how money donated has been spent and value achieved	None at this time	2	3	6	Parish Clerk acting as Responsible Finance Officer Finance Committee
	3. Charges and usage of facilities inadequate	3	2	6	(a) Maximise use of facilities by advertising etc. (b) regular review of Charges at least at budget setting time. (c) Periodic review of booking systems	None at this time.	3	2	6	Parish Clerk acting as Responsible Finance Officer
	4. Loss of money or damage to reputation through scams, phishing etc	1	4	4	(a) Clerk and councillors should be vigilant of this risk and should not respond to unsolicited and/or unexpected requests without first checking with Clerk or Chairman	None at this time.	1	4	4	Parish Clerk, all councillors

<p>7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate</p>	<p>1. Lack of knowledge of and commitment to budgetary process and Council regulations.</p>	<p>1 4 <b>4</b></p>	<p>(a) Include Financial Regulations alongside Standing Orders issued to all Councillors. (b) Parish Clerk acting as Responsible Finance Officer to advise during budgetary process.</p>		<p>1 4 <b>4</b></p>	<p>Parish Clerk acting as Responsible Finance Officer, All councillors</p>
	<p>2. Inadequate consideration of requirements for annual precept.</p>	<p>1 4 <b>4</b></p>	<p>(a) Place item on agenda early in September to remind councillors of budget process and actions required. Clerk to remind Councillors of items such as Election Costs. (b) Start consideration of calculation at least 3 months prior to submission date. (c) Creation of a 3 year financial plan linked to priorities</p>	<p>None at this time</p>	<p>1 4 <b>4</b></p>	<p>Parish Clerk, all councillors</p>
	<p>3. Inadequate internal controls with regard to monitoring expenditure.</p>	<p>1 4 <b>4</b></p>	<p>(a) Checks by Responsible Finance Officer and Internal Auditor. (b) Summary of Financial and budget progress reports to Council with payment information.</p>	<p>None at this time</p>	<p>1 4 <b>4</b></p>	<p>Parish Clerk acting as Responsible Finance Officer</p>
	<p>4. Reserves set at wrong level.</p>	<p>1 4 <b>4</b></p>	<p>(a) Monitored by RFO quarterly (b) Considered annually by Council as part of budget setting.</p>	<p>None at this time</p>	<p>1 4 <b>4</b></p>	<p>Parish Clerk acting as Responsible Finance Officer</p>
<p>8. To explore all possible sources of income and to ensure that expected</p>	<p>1. Lack of knowledge and/or</p>	<p>1 2 <b>2</b></p>	<p>(a) To be considered as part of any existing or new scheme or change of service</p>	<p>None at this time</p>	<p>1 2 <b>2</b></p>	<p>Parish Clerk, all councillors</p>



income is fully received.	commitment of possible sources of Income, e.g. grants.							
9. To ensure that salaries paid to Employees and amounts paid to Councillors and contractors are paid in accordance with council regulations, and adequately monitored.	1. Incorrect salary payments made and/or Inappropriate rate of pay made to employees.	4	2	8	(a) Clerk to have knowledge of current appropriate employee regulations (b) Contracts of employment are in place for all staff and updated as required (c) Payroll entered by Parish Clerk and checked by Staff Committee or Finance Committee (d) Review Salaries annually in line with responsibilities. (e) Performance reviews to be carried out at least annually	Budgeting now takes account of forecast increases to salaries plus any performance based increase.	2 2 4	Staff Committee Chair
	2. Tax and NI arrangements not in accordance with regulations.	1	2	2	(a) RTI payroll system -	None at this time	1 2 2	Parish Clerk acting as Responsible Finance Officer
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail	1. Late or non-submission of annual accounts.	1	4	4	(a) External Auditor sets timetable for Annual Return and sends it to the RFO.	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer
	2. Year-end accounts not prepared, inaccurate, or not in accordance	1	4	4	(a) Internal audit checks.	None at this time	1 4 4	Parish Clerk acting as Responsible Finance Officer

	with Council requirements.									
11. To identify, value and maintain all assets of the Parish Council and ensure that asset and investment registers are complete, accurate and properly maintained	1. Lack of knowledge of assets of Parish Council.	1	2	2	(a) Ascertain and record all assets for which Parish Council is responsible. (b) Update at least annually	None at this time	1	2	2	Parish Clerk, Finance Committee
	2. Assets lost or misappropriated	1	2	2	(a) Establish who is responsible for security and maintenance of each asset. (b) Asset register to be reported to Finance Committee for review at least annually.	None at this time	1	2	2	Parish Clerk, Finance Committee
	3. Inadequate or inaccurate valuation of the Council's assets	1	2	2	(a) Arrange for periodic review of valuations and arrange for professional valuation where necessary. (b) Annual check of assets vs insured value (c) Annual report to Finance Committee.	None at this time	1	2	2	Parish Clerk, Finance Committee
12. To comply with appropriate Government legislation and guidance regarding access, equality, safeguarding, data protection, FOI etc.	1. Lack of knowledge of and commitment to applicable legislation and guidance	2	4	8	(a) Parish Clerk to have knowledge of all appropriate legislation and guidance (b) Council to have all appropriate policies in place (c) CiLCA qualified Parish Clerk. (d) All councillors to be aware of policies (e) Suitable encryption, firewall, anti-virus, anti-malware on Clerk's computer and files		2	4	8	Amenities Committee, Parish Clerk, All Councillors

			(f) Amenities Committee to check external PC assets once per year (e.g. benches) (g) All councillors and staff given .gov.uk email addresses for data protection and FOI purposes							
13. To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible.	1. Lack of safety of properties, buildings & equipment	3	3	9	(a) Health and Safety Policy (b) Ensure that all current legislation and advice is held by Clerk. (c) Adequate risk assessments of assets and processes (d) Amenities Committee check condition of all assets once per year.	Health and Safety policy and risk assessments Are being reviewed by a specialist. Village Hall PAT testing arrangements have been changed to be independent of the school's contract to ensure items are not missed.	2	3	6	Amenities Committee, Parish Clerk, All Councillors
	2. Routine safety checks are not carried out	1	4	4	(a) Safety checks are done by Caretaker, Clerk or by contractors arranged by the School. (b) Record of maintained of safety checks carried out	None at this time	1	4	4	Amenities Committee, Parish Clerk, All Councillors
14. To safeguard lone working staff	1. Someone enters the building and confronts lone worker.	2	4	8	(a) Whenever possible, lone workers should keep external doors and windows locked. (b) Lone staff should carry mobile phone at all times (c) CCTV covering main entrance, door locking system	None at this time	2	3	6	All Councillors
	2. One person left alone in building after meeting, with unexpected intruder	1	4	4	(a) Chairman of meeting, or other nominated person, should ensure that there are no unauthorised people in the building before leaving and locking the door.	None at this time	1	4	4	Parish Clerk, All Staff, All Councillors, All meeting organiser

	3. Risk of confrontation as lone worker enters or leaves building	1 4 <b>4</b>	(a) Adequate external lighting (b) CCTV covering main entrance (c) Zero Tolerance Policy adopted	None at this time	1 4 <b>4</b>	VHMC
15. Unexpected disruption to village hall facilities	1. Damage to fabric of building. Loss of electricity, burst pipes.	1 5 <b>5</b>	(a) Insurance for loss of income (b) Regular inspections of electricity, pipework and fabric		1 5 <b>5</b>	VHMC

- Likelihood**
- 1 Unlikely to happen – once in 20 years or more
  - 2 Unlikely to happen – once in 10 years
  - 3 Likely to happen within the 4 year term of Council
  - 4 Very likely to happen within year or has happened recently

- Consequences of Impact**
- 1 Temporary or minor impact on Customer, finance or reputation – impact over less than a month
  - 2 Some impact on reputation and/or finances – impact less than 3 months
  - 3 Substantial impact with moderate financial or reputational consequences – impact up to a year
  - 4 Significant impact with likely large scale financial or reputational consequences – impact over more than one year

**Risk Levels if suggested actions are not carried out (Impact on Council x Likelihood)**

1-4	Overall risk is low. Regular monitoring but action not urgently required
5 - 11	Overall risk is medium. Monitoring essential and action required to mitigate risks
12 - 16	Overall risk is high. Essential action is required immediately to manage risk.
0	No recommended action at this time.