



Goostrey Parish Council

The Village Hall

Goostrey

Cheshire

CW4 8PE

01477 535825

E-Mail: clerk@goostreyparishcouncil.gov.uk

18th May 2025

DOCUMENT PACK FOR THE GOOSTREY PARISH COUNCIL MEETING on Tuesday 24th June 2025

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 Annual Meeting of the Parish Council on 27th May 2025 and all the decisions therein. [View draft Minutes Annual Meeting of Goostrey Parish Council 27th May 2025.](#)

Motion: The Parish Council resolves to accept the minutes of the Annual Meeting of the Parish Council held on 27th May 2025.

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) Village Hall Management Committee Minutes 3rd June 2025. [View draft Village Hall Management Committee Minutes 3rd June 2025.](#)

Motion: The Parish Council resolves to accept the minutes of the Village Hall Management Committee meeting of 3rd June 2025 and all the decisions therein.

- b) Planning Committee Minutes 18th June 2025.
[View draft Planning Committee Meeting Minutes 18th June 2025.](#)

Motion: The Parish Council resolves to accept the minutes of the Planning Committee meeting of 18th June 2025 and all the decisions therein.

- c) VHPFF Meeting: To receive an update from the meeting held on 2nd June 2025. **Cllr. Lynch.**

6. **Planning Matters:** Applications may be viewed following the links below or at https://www.cheshireeast.gov.uk/planning/view_a_planning_application

- a) **To receive and agree a response to the following planning applications:**
[25/2019/HOUS](#) Buckbean Way, Goostrey, Crewe, Cheshire East, CW4 8JJ. Erection of single storey side extension, demolition of conservatory and front porch, erection of rear infill

extension, erection of new front porch, alteration of external materials and associated alterations. Comments deadline 32d July 2025.

- 7. Financial Payments:** To approve payments in Schedule 06/25. **Includes:** Salaries & expenses. See page 4.

Motion: The Parish Council approves the payments listed on Schedule 06/25.

- 8. Clerk's Report:** Including actions from the Last Meeting and Correspondence. See page 5.

- 9. Highways & Speedwatch:** See page 6.

- a) **Speedwatch Report** – To receive the Speedwatch Report.
- b) **SDU at Shearbrook, Main Road** – To receive the SDU Data Report.
- c) **Highways Liaison Meeting:** To receive an update from the meeting held on 6th June 2025. Cllr. Rathbone. See page 7.

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

- 11. Deferred Items:** To review and approve the following policies and procedures deferred from the meeting on 27th May 2025:

- a) [View the Communication and Engagement Policy](#)

Motion: The Parish Council approves the Communication and Engagement policy.

- b) [View the Complaints Policy](#)

Motion: The Parish Council approves the Complaints policy.

- c) [View the Data Protection Policy](#)

Motion: The Parish Council approves the Data Protection policy.

- d) [View the Disciplinary Policy](#)

Motion: The Parish Council approves the Disciplinary policy.

- e) [View the Equality and Diversity Policy](#)

Motion: The Parish Council approves the Equality and Diversity policy.

- f) [View the Grievance Policy](#)

Motion: The Parish Council approves the Grievance policy.

- g) [View the Zero Tolerance Policy](#)

Motion: The Parish Council approves the Zero Tolerance policy.

- 12. Standing Orders:** To review and approve the amendments to the council's updated Standing Orders made in line with NALC's updated model Standing Orders template. See page 11.

Motion: The Parish Council approves the updated Standing Orders document.

- 13. Practitioners' Guide 2025 Changes:** To note the changes to the Practitioners' Guide for the audit year 2025/26. In particular, the requirements to warrant a positive response to the new Assertion 10, Digital and Data Compliance and AGAR Accompanying Information with regard to revenue reserves. See page 37.

- 14. IT Policy:** To review and approve the council's new IT Policy. See page 46.

Motion: The Parish Council approves the council's IT Policy.

15. Privacy Policy/Notice: To review and approve the council's Privacy Policy/Notice. **See page 50.**

Motion: The Parish Council approves the council's Privacy Policy.

16. Website Accessibility: To note the results of the website accessibility audit and update to the council's Accessibility Statement. **See page 55.**

17. Strategic Plan: To review and approve the updates to the council's four year Strategic Plan. **See page 57.**

Motion: The Parish Council approves the updates to the Strategic Plan.

18. Annual Plan: To review and approve the council's Annual Plan for 2025/26. **See page 66.**

Motion: The Parish Council approves the Annual Plan 2025/26.

19. Co-option of Councillor: To note any expressions of interest or the receipt of any applications.

20. Minor items and items for the next agenda.

21. Date of Next Meeting – 22nd July 2025

Close meeting

ENCLOSURES

ITEM 7 FINANCIAL PAYMENTS

Payment Schedule 06/25 June 2025

Payment Date	Payee	Paid Out	Description	
05/06/2025	1 Staff Salaries	£2,414.81	Staff Salaries	Paid
05/06/2025	2 HMRC	£566.37	Tax and NI	Paid
06/06/2025	3 Nest	£211.20	Pension Payment	Paid DD
12/06/2025	4 Vodafone	£19.20	Mobile Phone Contract	Paid DD
13/06/2025	5 The VHPFF	£4,945.00	Grant Payment	Paid Min. Ref. 05.25.28
16/06/2025	6 Nat West	£25.85	Bankline Charges	Paid
19/06/2025	7 Plusnet	£44.49	Telephone and Broadband	DD
27/06/2025	8 ChALC	£25.00	Training - SH	
27/06/2025	9 CTS Property Services	£120.00	Lengthsman Services	
27/06/2025	10 John Worth Ltd	£114.00	Repair to leaking toilet	
27/06/2025	11 Select Window Systems Ltd	£1,800.00	Balance for Window Installation	
27/06/2025	12 Select Window Systems Ltd	£500.00	Supply and fit of cills and reveal liner	
27/06/2025	13 Follys Luxury Toilet Hire	£585.00	Mobile Toilet Unit for Rose Day	
27/06/2025	14 SLCC Enetrprises Ltd	£36.00	GDPR E-Course - Clerk	
			Asbestos Removal and Analytical	
27/06/2025	15 HSL Compliance Ltd	£2,700.00	Works	
27/06/2025	16 Cheshire Community Action	£50.00	Parish Council Membership	
27/06/2025	17 Help for Heroes	£1,328.73	Donation VE Day Event	
27/06/2025	18 Caxton	£500.00	Card Load	
		£15,985.65	inc VAT	

Receipts at 16th June 2025

Village Hall Income	£568.23	inc VAT
Santander Bank Interest	£263.86	
Total Receipts	£832.09	

Account Balances at 16th June 2025

Current Account	£69,627.42
Santander Capital Account	£82,138.07
NS&I General	£60,695.97
TOTAL	£212,461.46

Caxton Card Report 16th June 2025

Transaction Date	Payee	Amount	Description
	Balance brought forward	£403.88	
09/06/2025	1 Apple	£10.00	iCloud Storage Top Up
	Total Spend	£10.00	
	Total Fees	£0.00	
	Total Spend inc Fees	£10.00	
	Card Load	£0.00	
	Card Balance at 16th June 2025	£393.88	

Item 8 Clerk's Report

Actions

- a) Planning comments submitted.
- b) Payments made.
- c) Cllr. Morgan's Declaration of Acceptance of Office signed.
- d) Amendments to Standing Orders and Financial Regulations made.
- e) Annual Governance and Accountability Return plus additional supporting documents submitted to the external auditor.
- f) Public Inspection Period notices posted.

Correspondence

- a) bandmanager@rodehallband.org.uk Re: Goostrey Christmas Event 17/06/2025
- b) CHADWICK, Russell (Councillor) RE: Ward Member Budget
- c) Fundraise Help for Heroes
- d) Mike Wild RE: Primrose Chase Environmental Improvements Quote
- e) ChALC ChALC Weekly Bulletin 16.06.25
- f) National Association of Local Councils all-new digital edition of Local Councils Explained
- g) Adele Rylance Community Buildings Membership Renewal 2025-26
- h) FixMyStreet New Cheshire East FixMyStreet updates on report: 'Grass verges along Hermitage Lane Goostrey from nether Lea onwards'
- i) Footpaths Group FW: FOOTPATH GOOSTREY FP9 Fri 13/06
- j) ONH: Planning for GoodNeighbourhood Plan Support Program discontinued by MHCLG
- k) Cheshire East Planning Planning Application Consultation ref. 25/2019/HOUS
- l) PCSO Goostrey Village Hall
- m) NatWest Business Changes to your charges
- n) CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group Report
- o) Szilard Csiha RE: Tree Inspections
- p) Parish Archive Archive store
- q) Resident Fairway Drive Planning Application 25/1739/FUL
- r) Resident Goostrey Station sign
- s) Cheshire East Planning Planning Application Consultation ref. 25/1944/HOUS
- t) NetWiseUK Sales [Ticket ID: 813734] Website Accessibility Audit
- u) David McGifford RE: Goostrey maintenance
- v) Simon Farrall RE: Goostrey maintenance
- w) Cheshire East Planning Planning Application Consultation ref. 24/4659/FUL
- x) ChALC ChALC Weekly Bulletin 09.06.25
- y) Swift Admin Re: Quotation for tree work
- z) EVANS, Kim Revised Statement of Gambling Principles
- aa) CEHStreetworks Cheshire East Highways - Traffic Management Area Highway Group
- bb) Resident RE: PCSO Surgery
- cc) John Henry RE: Internal Audit 2024/25
- dd) Scribe SAPPP 2025 - Email and Web Compliance Confirmation
- ee) ChALC ChALC Weekly Bulletin 02.06.25
- ff) Cheshire East Planning Planning Application Consultation ref. 25/1739/FUL
- gg) SBA Automatic reply: Goostrey Parish Council AGAR 2024/25
- hh) Cheshire East Planning Planning Application Consultation ref. 25/1800/HOUS
- ii) CEHStreetworksCheshire East Highways - Traffic Management Area Highway Group Report
- jj) Goostrey Guides Re: FW: Christmas Lights Switch On 2025

GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT May 2025 For June 2025
GPC MEETING

DATE & TIME	LOCATION	LOW SPEED MPH	TOP SPEED MPH	NUMBER OF VEHICLES LOGGED	TOTAL NUMBER OF VEHICLES PASSING
21/03/25 08.30-09.15	MAIN ROAD BOGBEAN	35	36	1	248
24/04/25 08.30-09-10	MAIN ROAD BOGBEAN	35	43	3	242
21/05/25 15.00-16.00	MAIN ROAD BOGBEAN	35	39	4	287

Report to Parish Council June 2025

Speedwatch Activity Summary

Speedwatch sessions resumed with a session on 16th January 2025 led by Paddy Fagan and are now continuing to take place..

Session on 21st May 2025 4 vehicles monitored travelling at 35 mph and above. Maximum speed monitored is 39 mph 1.4% of vehicles were travelling at 35mph and above.

SHEARBROOK SID

No report for June 2025 meeting as data still cannot be downloaded but device is still displaying. Liaison taking place with TWM Ltd. Regarding repair of SID progress is slow..

TR 16/06/2025



Goostrey Parish Council

HIGHWAYS LIAISON MEETING MINUTES

for the meeting on Friday 6th June 2025

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 28th February 2025: 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 3.**

JH confirmed that a hedge notice had been issued to the owner of the property where tree branches were obscuring the light from the street lighting column at the junction of Manor Avenue and Main Road. TR advised that action had not yet been take. JH to pursue.

Potholes have been filled at Shearbrook near Dromedary Lodge but excessive water persists despite the recent dry weather. Further investigation required.

3. Embankment at Shearbrook Bridge: This has been added to the Outstanding Highways Issues table below and the update included.

4. Minor Items and Items for next agenda:

Minor Items:

- JH reported that John Denwood is now the Senior Highways Officer for the area, replacing Ian Freestone.
- JH provided the Clerk with an email contact for the person responsible at CEC for inspecting the condition/safety of trees on Highways land.
- The Clerk advised that the Amenities Committee would like to engage a contractor to undertake some work to improve the appearance of the green at Primrose Chase by removing accumulated fallen debris, removal of invasive growth, removal of low-hanging minor branches clear bases of trunks to main trees to allow grass to grow and facilitate future mowing and asked how to obtain permission for work on Highways land. JH advised that it was acceptable for this work to take place being mindful of nesting season and TPO trees.

5. Date of the next Highways Liaison Meeting: Friday 10th October 2025 at 2pm.

Outstanding Highways Issues

No.	Location	Problem/Action Requested	Ref. No.	Progress	Action	Complete?
1.	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. See note 1 below. There are concerns that this would leave disability scooter users mixed with other traffic for far longer than a minimum.	Outside of JH's remit although JH has emailed Road Safety for an update. JH hasn't received anything. He will chase a response.	No
2.	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 has now been completed and will be removed from the list.	Yes
3.	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	4927758/ 1004083	This project has now been included in the CEC programme MA22. * See note 2 below.	This is a long term project outside of JH's remit. This is kept on the list for visibility.	No

		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.				
4.	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	This work is still on the programme but won't be progressed this year unless additional funding becomes available.	No
5.	Embankment at Shearbrook Bridge	Collapse of the embankment. Barriers currently in place.		Outside of JH's remit. This has been referred to the Structures Team to arrange a survey.	JH will progress this with the Senior Highways Officer.	No

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.

Item 12 Standing Orders

NALC published new model Standing Orders in April 2025. There are changes to Model Standing Order 18 to comply with new procurement legislation and ensure consistency with Model Financial Regulations. Model Standing Order 14 has been updated to better reflect Code of Conduct requirements with 14a, b and c removed. Throughout the document the language has been changed to use gender-neutral terms to align with NALC's policy and the Civility and Respect Project. This document is the Parish Council document with changes made to reflect the new Model Standing Orders. In addition, there are some areas which require a decision by council and they are noted in the comments.



Goostrey Parish Council

Standing Orders

Draft

CONTENTS

1. RULES OF DEBATE AT MEETINGS.....	4
2. DISORDERLY CONDUCT AT MEETINGS.....	5
3. MEETINGS GENERALLY	6
4. COMMITTEES AND SUB-COMMITTEES.....	9
5. ORDINARY COUNCIL MEETINGS	10
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	13
7. PREVIOUS RESOLUTIONS	13
8. VOTING ON APPOINTMENTS.....	13
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	14
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	14
11. MANAGEMENT OF INFORMATION.....	15
12. DRAFT MINUTES.....	16
13. CODE OF CONDUCT AND DISPENSATIONS	17
14. CODE OF CONDUCT COMPLAINTS	18
15. PROPER OFFICER	18
16. RESPONSIBLE FINANCIAL OFFICER	20
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	20
18. FINANCIAL CONTROLS AND PROCUREMENT	21
19. HANDLING STAFF MATTERS.....	22
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	23
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	23
22. RELATIONS WITH THE PRESS/MEDIA	24
23. EXECUTION AND SEALING OF LEGAL DEEDS	24
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	24
25. PLANNING APPLICATIONS	24
26. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	25
27. STANDING ORDERS GENERALLY	26

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DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. Chair).

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A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in

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the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since ~~they~~ last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which ~~they~~ consider has been breached or specify the other irregularity in the proceedings of the meeting ~~they are~~ concerned by.

q A point of order shall be decided by the ~~chair~~ of the meeting and ~~their~~ decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the ~~chair~~ of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived ~~their~~ right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the ~~chair~~ of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

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3. MEETINGS GENERALLY

Full Council meetings	+
Committee meetings	*
Sub-committee meetings	**

- + a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- + b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- * c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- + d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- * e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

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g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

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i A person shall raise their hand when requesting to speak and may stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at anytime permit a person to be seated when speaking.

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j A person who speaks at a meeting shall direct their comments to the chair of the meeting.

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k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

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+ l Subject to standing order 3(m), a person who attends a meeting is
* permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

+ m A person present at a meeting may not provide an oral report or oral
* commentary about a meeting as it takes place without permission.

+ n The press shall be provided with reasonable facilities for the taking of
* their report of all or part of a meeting at which they are entitled to be present.

+ o Subject to standing orders which indicate otherwise, anything
authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).

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+ p The Chair of the Council, if present, shall preside at a meeting. If the
Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

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+ q Subject to a meeting being quorate, all questions at a meeting shall be
* decided by a majority of the councillors and non-councillors with voting
** rights present and voting.

+ r The chair of a meeting may give an original vote on any matter put to
* the vote, and in the case of an equality of votes may exercise their

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**	casting vote whether or not <u>they</u> gave an original vote.	Deleted: he
	<i>See standing orders 5(h) and (i) for the different rules that apply in the election of the <u>Chair</u> of the Council at the annual meeting of the Council.</i>	Deleted: Chairman
+ s	Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave <u>their</u> vote for or against that question. Such a	
	request shall be made before moving on to the next item of business on the agenda.	Deleted: his
t	The minutes of a meeting shall include an accurate record of the following:	
	i. the time and place of the meeting;	
	ii. the names of councillors who are present and the names of councillors who are absent;	
	iii. interests that have been declared by councillors and non-councillors with voting rights;	
	iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;	
	v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;	
	vi. if there was a public participation session; and	
	vii. the resolutions made.	
+ u	A councillor or a non-councillor with voting rights who has a	
*	disclosable pecuniary interest or another interest as set out in the	
**	Council's code of conduct in a matter being considered at a meeting is	
	subject to statutory limitations or restrictions under the code on <u>their</u>	Deleted: his
	right to participate and vote on that matter.	
+ v	No business may be transacted at a meeting unless at least one-third of	
	the whole number of members of the Council are present (a quorum is 4	
	members) and in no case shall the quorum of a meeting be less than	
	three.	
	<i>See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.</i>	

- + w **If a meeting is or becomes inquorate no business shall be transacted**
- * and the meeting shall be closed. The business on the agenda for the meeting
- ** shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may, at its annual meeting, appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - vi. shall appoint the members of a standing committee;
 - vii. shall permit a committee to appoint its own ~~chair~~ at the first meeting of the committee;

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- viii. In the event of the Chair of the Village Hall Management Committee not being a Parish Councillor the appointment must be ratified by the Parish Council.
- ix. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- x. shall determine if the public may participate at a meeting of a committee;
- xi. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xiii. may dissolve a committee or a sub-committee.

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5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The

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current **Chair** of the Council shall not have an original vote in respect of the election of the new **Chair** of the Council but shall give a casting vote in the case of an equality of votes.

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- i In an election year, if the current **Chair** of the Council has been re-elected as a member of the Council, **they** shall preside at the annual meeting until a new **Chair** of the Council has been elected. **They** may exercise an original vote in respect of the election of the new **Chair** of the Council and shall give a casting vote in the case of an equality of votes.

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- j Parish Council meetings take place at 7.30pm on the 4th Tuesday in each month with the exception of August (no meeting) and December (2nd Tuesday). Other meetings as required at the discretion of the Council and to follow the statutory notice periods.

- k Following the election of the **Chair** of the Council and Vice-**Chair** of the Council at the annual meeting, the business shall include:

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- i. In an election year, delivery by the **Chair** of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the **Chair** of the Council of **their** acceptance of office form unless the Council resolves for this to be done at a later date;

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- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference (TOR) for committees;
- a. Planning Committee – meets as necessary. [View Terms of Reference](#).
- b. Finance Committee – meets quarterly. View [Terms of Reference](#)
- c. Amenities Committee – meets bi-monthly. View [Terms of Reference](#)
- d. Village Hall Management Committee (VHMC) – meets quarterly. View [Terms of Reference](#)
- e. Staff Committee – meets as necessary. [View Terms of Reference](#).
- Additional meetings as and when required at the discretion of the Committee

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- vii. Appointment of members to existing committees;
 - a. Planning Committee
 - b. Finance Committee
 - c. Amenities Committee
 - d. Village Hall Management Committee (VHMC)
 - e. Staff Committee
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of the Council's and/or staff subscriptions to other bodies;
- xiv. Review of the Council's complaints procedure;
- xv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xvi. Review of the Council's policy for dealing with the press/media;
- xvii. Review of the Council's employment policies and procedures;
- xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Commented [EB1]: This council has historically set the timetable of meetings from Jan - Dec.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

a The Chair of the Council may convene an extraordinary meeting of the Council at any time.

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b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

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c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

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d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

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Commented [EB2]: Removal of square brackets around the term or a sub committee is assumed to have been an oversight as the option for this to apply to a committee or a sub committee has been in GPC SO's for some time.

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7. **PREVIOUS RESOLUTIONS**

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

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9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

Full Council meetings	+
Committee meetings	*
Sub-committee meetings	**

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

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- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

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"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

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- + e **If the Council's gross annual income or expenditure (whichever is**
* **higher) does not exceed £25,000, it shall publish draft minutes on a**
** **website which is publicly accessible and free of charge not later than**
one month after the meeting has taken place.

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless a dispensation **has been granted**, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which **they have** a disclosable pecuniary interest. **They** may return to the meeting after it has considered the matter in which **they** had the interest.
- c Unless a dispensation **has been granted**, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which **the councillor** has another interest if so required by the Council's code of conduct. **they** may return to the meeting after it has considered the matter in which **they** had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
- the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

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- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

Commented [EB5]: As per NALC: Sections 14 a, b and c have been removed and section 14 amended in general to reflect code of conduct requirements.

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

Deleted: <#>Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.¶
Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).¶
The Council may:¶
provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement:¶
seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter,¶
Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.¶

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b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

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- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the ~~Chair~~ or in ~~their~~ absence Vice-~~Chair~~ of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

Commented [EB6]: All planning applications and responses are recorded in the minutes and the council's responses are recorded on CEC's system. Update the SO to reflect this?

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16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint an appropriate person to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments for each quarter;
 - ii. the Council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

Commented [EB7]: NALC has made amendments to this section

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 including VAT due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council,

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the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. ~~tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;~~
- iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

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d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

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Deleted: <#>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website.¶
A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £5,336,937 for a works contract; or £820,370 for a social and other specific services contract shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.¶

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staff committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the ~~Chair~~ of Council or, if ~~they are~~ not available, the vice-~~chair~~ of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Staff committee.
- c The ~~chair~~ of Staff committee or in ~~their~~ absence, the vice-~~chair~~ shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Staff committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the

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Council's most senior member of staff (or other members of staff) shall contact the chair of the Staff committee or in their absence, the vice-chair of the Staff committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staff committee.

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- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk/RFO relates to the chair or vice-chair of Staff committee, this shall be communicated to another member of the Staff committee, which shall be reported back and progressed by resolution of the Staff committee.

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- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

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See also standing order 11.

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- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.

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- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **PLANNING APPLICATIONS**

- a The Clerk shall refer every planning application received to the next meeting of the Council or to the next meeting of the Planning Committee, if the number or

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complexity of planning applications is deemed by the Clerk and the Chair of the committee to require a separate meeting. The Council or Planning Committee determines the response by resolution at each meeting.

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- b If the Council or Planning Committee cannot determine a response between scheduled meetings without missing the comments deadline, and where a request for extension to the deadline has not been granted, the Clerk has delegated responsibility to respond on the Council's behalf to the Planning Authority. The Clerk will consult informally with the Chair of the Planning Committee and Committee Members to decide whether to convene a separate meeting or submit a "no comments" reply using the agreed delegated powers. These decisions will be ratified by resolution at the next Council or Planning Committee meeting.

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26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

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Item 13 Practitioners' Guide 2025 Changes

This is for information and no decision is required by council other than to note the changes. The new and updated documents in the pack such as the IT Policy are part of ensuring that the council remains compliant with Proper Practices. The most notable changes to the Practitioners' Guide this year are a requirement for parish and town councils to have a generic email account hosted on an authority-owned domain and a new Assertion 10, which clarifies requirements for data compliance, previously covered under Assertion 3. Clarification was subsequently issued for item 5.124 to state that under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from the requirement to appoint a Data Protection Officer. Please also not the comments on holding reserves at the bottom of page 8 AGAR Accompanying Information which is relevant to the comment that the internal auditor made in his report.

This year’s Practitioners’ Guide has the following changes (page and paragraph numbers are shown as they appear in the 2024 guide and in the new 2025 guide).

Throughout the document

- All references to JPAG have been amended to SAPPP.
- References to government departments updated to reflect any changes in name.
- All references to Parish Council(s) have been amended to smaller authority/ authorities.
- References to Chairman amended to Chair.
- All references to councillor(s) have been amended to member(s).
- Hyperlinks to legislation and guidance added.
- All references to ‘should’ in Proper Practices (Sections 1 - 3) amended to ‘must’.
- Dates updated or changed to 20XX.

SECTION ONE - PROPER PRACTICES ANNUAL GOVERNANCE STATEMENT

Introduction

2024 guide	2025 guide
Page 5	Page 5

Panel Membership updated.

Assertion 1 - Financial management and preparation of accounting statements

2024 guide	2025 guide
Page 9	Page 9
Paragraph 1.9	

Paragraph amended to include:

The proper segregation of duties means that the Chairman of the authority or of the Finance Committee should never be appointed (even on a short-term basis) either as Clerk or as RFO; other members may perform these roles, unpaid, on a short-term basis providing appropriate safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled.

2024 guide	2025 guide
Page 9	Page 9
Paragraph 1.11	

References to DLUHC changed to government or removed.

Assertion 3 - Compliance with laws, regulations and proper practices



2024 guide	2025 guide
Page 12	Page 14
Paragraph 1.26 - Email Management	Paragraph 1.47

Paragraph amended and moved to Assertion 10.

Assertion 9 – Trust Funds

2024 guide	2025 guide
Page 14	Page 14

Assertion amended to state:

Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

2024 guide	2025 guide
N/A	Page 14
N/A	Paragraphs 1.43-1.44

New paragraphs added:

- 1.43 If a local council is a sole managing trustee and has not discharged all of its responsibilities it must tick 'No'.
- 1.44 If a local council is not a sole managing trustee, it must tick 'N/A'.

2024 guide	2025 guide
Page 14	Page 14
Paragraph 1.44	Paragraph 1.45

Reference amended to 2.31

Assertion 10 - Digital and data compliance

2024 guide	2025 guide
N/A	Pages 14-15
N/A	1.47 - 1.54

*Assertion 10 added to clarify data compliance, previously covered under Assertion 3. **Note: Assertion 10 will not appear on the AGAR until 2025-26:***



Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.47 Email management - every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com.
- 1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- 1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
- 1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).
- 1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.
- 1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
- 1.53 The DPA 2018 supplements the GDPR and classifies a parish council as both a Data Controller and a Data Processor.
- 1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

SECTION TWO — PROPER PRACTICES THE STATEMENT OF ACCOUNTS

Introduction

2024 guide	2025 guide
Page 16	Page 17
Paragraph 2.9 (a)	Paragraph 2.9.1
Unnumbered	Paragraph 2.9.2
N/A	Paragraph 2.10.1

Paragraph 2.9 (a) renumbered as 2.9.1.

Paragraph titled 'Treatment of amounts refunded/reimbursed' numbered as 2.9.2.

Paragraph 2.10.1 added:

For a 'lead' authority operating a joint committee, whose accounts are prepared on a receipts and payments basis, all transactions both in and out must be recorded gross in the accounts without netting off. If the 'lead'



authority is holding balances belonging to the other authorities at the 31 March, these must be held in Ear-marked Reserves.

Line 8 - Total value of cash and short-term investments

2024 guide	2025 guide
Page 20	Page 20
Paragraph 2.22 b)	Paragraph 2.23 b.

Paragraph amended to:

be realisable at full value on demand or have a maturity end date of not more than 12 months;

Line 9 - Total fixed assets plus long-term investments and assets

2024 guide	2025 guide
Page 20	Page 20
Paragraph 2.25	Paragraph 2.26

First sentence amended to:

This cell shows the value of all the fixed assets, long-term investments and debtor long-term loans the authority owns.

Line 11 - Disclosure note re trust funds (local councils only)

2024 guide	2025 guide
Page 21	Page 21
Paragraphs 2.30-2.32	Paragraphs 2.31-2.33

Paragraphs amended to state:

- 2.31 Cell 11 requires a local council to answer 'Yes' or 'No' to whether the figures in Section 2 of the Annual Governance and Accountability Return exclude any trust transactions or balances (see paragraph 1.46 above).
- 2.32 Where a body is NOT a sole managing trustee, it must answer 'Yes'.
- 2.33 Information for authorities on a receipts and payments basis can be found in Section 5, paragraphs 5.106 – 5.116.

2024 guide	2025 guide
Page 21	Page 21
Line 11	

Text added:

These Changes to Box 11 apply to the AGAR for 2025-26 and not 2024-25

Accompanying information



2024 guide	2025 guide
Page 22	Pages 21-22
Paragraph 2.36	Paragraph 2.37

Paragraph amended to:

There is no provision in the Annual Governance and Accountability Return (AGAR) for additional notes to provide a narrative on the cause of any variance in the figures shown in the accounting statements. To address this, authorities need to provide the following accompanying information to the external auditor, where Form 3 of the AGAR is subject to review by the external auditor.

Explanation of variances

2024 guide	2025 guide
Page 22	Page 22
Paragraph 2.37	Paragraph 2.38

Paragraph amended to:

Authorities need to understand the changes in income and expenditure from year to year and their significance. The RFO needs to produce explanatory figures with a written narrative on the amount and cause of significant variances in annual levels of income, expenditure and balances shown in Section 2 of the Annual Governance and Accountability Return that provides a sufficiently detailed and meaningful analysis and explanation of the reasons for the change.

SECTION FOUR — BEST PRACTICE GUIDANCE FOR INTERNAL AUDIT

Internal Audit Checklist

2024 guide	2025 guide
Page 31	Page 31
H. Borrowing and Lending	

DMO changed to UK Debt Management Office

Bullet point 4 amended to:

Ensure that the outstanding loan liability as at 31 March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO).

SECTION FIVE — SUPPORTING INFORMATION FOR OFFICERS

AGS Assertion 3 — Compliance with laws, regulations and proper practices

2024 guide	2025 guide
Page 43	Page 47
Paragraphs 5.74-5.77	5.125-5.128

Paragraphs updated and moved to Assertion 10.

AGS Assertion 4 — Exercise of public rights

2024 guide	2025 guide
Page 43	Page 42
Paragraph 5.83	Paragraph 5.79

Bullet point 4 amended to state:

it must give a day's notice of commencement and be published together with sections 1 and 2 of the AGAR.

AGS Assertion 7 — Reports from auditors

2024 guide	2025 guide
Page 46	Page 44
Paragraph 5.105	Paragraph 5.101

Word 'external' added before 'auditors'.

AGS Assertion 9 — Trust funds (local councils only)

2024 guide	2025 guide
Page 46-47	Page 45
Paragraph 5.116	Paragraph 5.112

Additional text added to the end of the paragraph:

Where the authority finds itself in this position, it should give a 'No' response in Cell 11 which will trigger a qualification in relation to accounts preparation and a 'No' response to Assertion 9 on the Annual Governance Statement.

2024 guide	2025 guide
Page 47	Page 46
Paragraph 5.118	Paragraph 5.114

Paragraph amended to:

Meetings of the authority when it is acting as charity trustee must take place separately from those of the authority acting as the authority; it is suggested that a separate committee is established. Separate minutes must be kept. In order to avoid confusion, trust business should always be minuted separately from authority business. Separate notices and agendas for meetings should be issued.

AGS confirmation – Website

2024 guide	2025 guide
Page 47	N/A
Paragraphs 5.121 – 5.124	N/A

Section replaced.

AGS Assertion 10 — Digital and data compliance

2024 guide	2025 guide
N/A	Pages 46-47
N/A	Paragraphs 5.117 – 5.128

Section added:

- 5.117. Data protection and security - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.
- 5.118. Accountability and transparency - authority-owned email accounts provide a clear record of communications, which is essential for transparency and accountability. This helps in maintaining an audit trail and ensures all council-related communications are accessible for review if needed.
- 5.119. Consistency, trust and professionalism - it is best practice to use .gov.uk domains for smaller authorities' emails and websites (excluding parish meetings). This helps maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise. For support on setting up a gov.uk domain for your smaller authority you can follow the guidance on moving your parish council to a .gov.uk domain.
- 5.120. Having authority-owned email accounts also makes Data Subject Access and Freedom of Information Requests easier to manage.
- 5.121. Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations
- 5.122. IT Policies - An IT policy prevents misunderstandings when using IT equipment for authority business and makes sure that there can be no excuses for anyone in your authority not protecting their data or working safely. If your authority does not have a policy, you might like to use this IT policy template. It is important to personalise the template for the specific use of your authority and add links to guidance where needed. It is important to personalise the template for the specific use of your authority and add links to guidance where needed.
- 5.123. Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' websites must include an

accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.

5.124. Data Protection - To ensure compliance with data protection regulations, smaller authorities must:

- Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR.
- Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.
- Implement a Data Protection policy on data handling, storage and sharing.
- Provide regular training to ensure all staff and members are trained on data protection principles and practices.
- Secure data using appropriate technical and organisational measures to protect personal data from breaches

5.125 The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme which details the publication of information by the authority and is approved by the Information Commissioner; adoption of the Information Commissioner's Office model publication scheme meets this requirement.

5.126 In addition to this the Transparency Code for Smaller Authorities requires parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 to publish certain information set out in the code. This enables local electors and local taxpayers to access relevant information about the authority's accounts and governance.

5.127 Smaller Authorities with total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so.

5.128 Monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area.

AGAR Accompanying information

2024 guide	2025 guide
Page 56	Page 56
Paragraph 5.204	Paragraph 5.208

Paragraph amended to state:

As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is less than three months or more than twelve months of net revenue expenditure an explanation should be provided to the external auditor.



Terms of Reference

2024 guide	2025 guide
Pages 70-74	Pages 69-74

Replaced with updated version.



GOOSTREY PARISH COUNCIL

IT Policy

REVISION DATE

XXXXX 2025

REPLACES POLICY

New Policy

1. INTRODUCTION

Goostrey Parish Council has a duty to ensure the proper security and privacy of its computer systems and data. All users have some responsibility for protecting these assets.

The Parish Clerk is responsible for the implementation and monitoring of this policy.

General Principles

All employees and members should be aware of the increasingly sophisticated scams and risks posed to cybersecurity and when in any doubt should seek guidance from the Parish Clerk. As a general rule, users will never be asked to share passwords by email and users should be aware of odd language used in emails which may indicate a fraudulent email.

All users of council IT equipment must be familiar with and abide by the regulations set out in the council's 'Data Protection Policy'.

All council devices will have up-to-date antivirus software installed and this must not be switched off for any reason without the authorisation of the Parish Clerk.

All users are reminded that deliberate unauthorised use, alteration, or interference with computer systems, software or data is a breach of this policy and in some circumstances may be a criminal offence under the Computer Misuse Act 1990.

All software installed on council devices must be fully licensed and no software should be installed without authorisation from the Parish Clerk.

Training & Guidance

All employees and members will be provided with a brief overview of cybersecurity measures as part of induction and may be provided with more in-depth training as required.

2. GENERAL IT POLICY

Employees

All employees will be assigned a council email address.

Personal use of Council IT equipment is permitted but should be kept to a minimum during working hours. Reasonable use of the internet during working hours is permitted.

The council reserves the right to monitor all activity on company devices. Which may include email activity and internet usage for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring usage will mean processing personal data.

Members

All members will be provided with a council e-mail address and must use this for all council business.

Members are reminded that any e-mail sent or received in their capacity as a Parish Councillor is Council data and any e-mails may have to be disclosed following requests under the Data Protection Act or Freedom of Information Act. This includes e-mails on Personal Accounts when acting as a Councillor.

A copy of all e-mail received on the councillor e-mail accounts is kept on the server in line with the council's Data Protection and Retention Policy.

A copy of all e-mail sent from councillor e-mail accounts on the webmail is kept on the server; it is recommended that members not using webmail to access e-mail should set up a rule to ensure a copy of e-mail is kept on the server.

Members using social media in their capacity as councillors must make it clear they are speaking in a personal capacity and not representing the view of the council.

Members should ensure they are adhering to the Council's code of conduct when using social media.

Members must ensure that any personal devices used to access council systems (including email, websites and data) are password protected and access is restricted solely to the member.

3. WEBSITES & SOCIAL MEDIA

The Parish Clerk shall ensure that any websites operated by the council are regularly reviewed to ensure content is accurate and up-to-date.

Any Council social media accounts will be operated by the Parish Clerk.

Any council social media messages must be non-political, uncontroversial and used to promote/highlight the Village.

Approval must be obtained from the Parish Clerk prior to the creation of any council websites or social media accounts.

4. PASSWORD PROTECTION

All council computers and systems must be password protected to prevent unauthorised access.

- Where possible, two factor authentication should be utilised.
- Users should ensure that unattended devices are password protected.
- Where possible, generic user accounts should be avoided.
- Where users have unique access permissions and/or accounts for systems, these must not be shared with other users.
- Different passwords should be used for different devices and accounts.
- Passwords should be routinely changed.
- Passwords should not be written down or left in unsecure locations.

5. PORTABLE DEVICES

All portable devices (including tablets and mobile phones) must be protected to prevent unauthorised access. This can be by use of passwords, passcodes or other biometric measures as applicable.

Passcodes must be appropriate for the device and the level of risk that unauthorised access poses to the organisation; where devices can access council data or other systems, passcodes must be unique and not easily guessable.

Particular care must be taken when using removable media to transmit data as such media are easily lost or intercepted. Any sensitive information (including personal data, confidential documents or data which could impact on the rights or reputation of any person or organisation including the council) placed on removable media must be suitably password protected or encrypted.

6. INCIDENT REPORTING

All members and employees or must report any incidents which could pose a risk to the council's systems or data security to the Parish Clerk without delay. This includes but is not limited to:

- Lost devices
- Potential risk arising from phishing emails/websites
- Passwords having been shared
- Unauthorised access to systems

7. MISUSE OF IT

Misuse includes, but is not limited to:

- Creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material Creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
- Creation or transmission of defamatory material
- Transmission of material which in anyway infringes the copyright of another person
- Transmission of unsolicited commercial advertising material to networks belonging to other organisations
- Deliberate actions or activities with any of the following characteristics:
 - Wasting staff effort or networked resources
 - Corrupting or destroying another users' data Violating the privacy of other users
 - Disrupting the work of other users
 - Other misuse of the networked resources by the deliberate introduction of viruses/malware
- Playing games during working hours
- Altering the set up or operating perimeters of any computer equipment without authority.

- Unauthorised access, use, destruction, modification and/or distribution of council information, systems or data is prohibited

IMPLEMENTATION

Council and Parish Clerk

MONITORING

The policy will be monitored by XXX

POLICY APPROVAL

Council Minute XX.XX.XX.X

POLICY REVIEW DUE

XXXX 2026



GOOSTREY PARISH COUNCIL

Privacy Notice/Policy

REVISION DATE

September 2020

REPLACES POLICY

July 2018

POLICY AIM

The aim of this notice is to show how Goostrey Parish Council is committed to ensuring the privacy of personal information given to the Parish Council by members of the public and customers of the Village Hall.

POLICY STATEMENT

Your personal data – what is it?

“Personal data” is any information about a living individual , which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by directly using the data itself or by combining it with other information , which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data, which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Goostrey Parish Council which is the data controller and data processor for your data.

Other data controllers the council works with:

- Cheshire East Council
- Community groups
- Contractors eg Auditors, Accountants
- Other not for profit entities

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, bio metric data, data concerning sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
 - The council will comply with data protection law. This says that the personal data we hold about you must be:
 - Used lawfully, fairly and in a transparent way.
 - Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - Relevant to the purposes we have told you about and limited only to those purposes.
 - Accurate and kept up to date.
 - Kept only as long as necessary for the purposes we have told you about.
 - Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.
 - We use your personal data for some or all of the following purposes:
- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all

children and adults – at – risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;

- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use /hire of the Village Hall and its facilities .

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
 - On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.
1. The right to access personal data we hold on you
 2. The right to correct and update the personal data we hold on you
 3. The right to have your personal data erased
 4. The right to object to processing of your personal data or to restrict it to certain purposes only
 5. The right to data portability
 6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 7. The right to lodge a complaint with the Information Commissioner's Office.
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas .

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Data Breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed. In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. This investigation will be carried out by the Data Protection Lead (the Clerk) who will make a decision over whether the breach is required to be notified to the Information Commissioner. A decision will also be made over whether the breach is such that the individual(s) must also be notified.

The Parish Council will record all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under GDPR. It records the facts relating to the breach, its effects and the remedial action taken.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This Notice was last updated in June 2025.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Goostrey Parish Council

Email: clerk@goostreyparishcouncil.gov.uk

IMPLEMENTATION

Parish Clerk

MONITORING

The Parish Council

POLICY APPROVAL

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

POLICY REVIEW DUE

July 2021

Item 16 Website Accessibility

Accessibility Statement

This accessibility statement applies to the Goostrey Parish Council website which can be found at www.goostreyparishcouncil.gov.uk.

This website is run by Goostrey Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- most older PDF documents are not fully accessible to screen reader software
- some of our online forms are difficult to navigate using just a keyboard

What to do if you can't access parts of this website

If you need information on this website in a different format:

- email clerk@goostreyparishcouncil.gov.uk
- call 01477 535825

We'll consider your request and get back to you in 14 days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact clerk@goostreyparishcouncil.gov.uk

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

Goostrey Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance Status

This website is partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standard, due to the exemptions and listed below.

Non-accessible content

The content listed below is non-accessible for the following reasons.

Disproportionate Burden

PDFs and other documents

New documents added to the site since 1st June 2020 will be in accessible PDF format. Documents prior to that date will not be converted because, with one member of staff to convert the documents would be a disproportionate burden to the council.

If requests are received for documents pre 1st June 2020 to be provided these will be considered within 14 days.

Non-compliance with the accessibility regulations

Some PDF documents are scanned images of information that the council must provide on its website, for example AGAR reports and Councillor Register of Interests.

We cannot assure the accessibility of third-party PDF documents available on our website.

Content that's not within the scope of the accessibility regulations

PDFs and other documents

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services. For example, we do not plan to fix documents for meetings that took place before 23 September 2018, newsletters published before 23 September 2018.

Any new PDFs or Word documents we publish will meet accessibility standards.

Live video

We do not plan to add captions to live video streams because live video is exempt from meeting the accessibility regulations.

What we're doing to improve accessibility

We regularly review our website for accessibility issues and are improving processes to ensure that new content meets accessibility guidelines

Preparation of this accessibility statement

This statement was prepared on 28th July 2020. It was last reviewed and updated on 10th June 2025.

This website was last tested for accessibility on 9th June 2025. Testing was carried out by NetwiseUK.

This is the updated accessibility statement which is displayed on the website to reflect the website's compliance with WCAG 2.2 and the updates and improvements to the website content that have been made. Netwise, the company that provides the website, manually checked the website on 9th June and also ran a WAVE compliance test on it and found that all was well. There was a small technical error relating to an empty label field on the newsletter sign up form but they recreated that and removed the error. They confirmed that the content which has been added to the website is all compliant. Compliance with WCAG 2.2 is mostly technical and relies on website design. We are adhering to the requirements relating to things like providing meaningful titles. I check the accessibility of council documents as I go along using various tools and undertake training to keep up to date.



Goostrey Parish Council Strategic Plan 2024 - 2028

The Parish Council's Strategic Plan sets out the Council's planned projects and objectives for the years 2024 - 2028. These projects have been allocated to the appropriate committee, are either in development or have already been fully scoped and are included in the council's medium term financial planning.

Project List

No.	Project Title	Summary	Justification	Funding Requirements	Funding Source(s)	Responsible Member/ Committee	Planning period	Recommendation/ Updates
1	Village Environment Improvement Project	Public survey completed April 2021. The program of improvements is monitored and updated by the Amenities Committee as projects are brought forward for completion.	Remaining projects requiring scoping are as follows: <ul style="list-style-type: none"> • Primrose Chase • Station Area • Outside Mini Market Main Road. 	Funding from Capital Reserves. The Village Projects Reserve balance is £6,630	Adopted Parish Council Project	Amenities Committee	2024 – 2028	Primrose Chase Project has been scoped. One quote has been received so far. Permission needs to be sought for work as this is Highways land. Mini Market item to be removed as be removed as this is a small, busy space and there was little which could be changed or added.

2	Booth Bed Lane Play Area Improvements	New equipment and facilities for the play area.	Approximately £40k is available via S106 funding. Consultation with residents has taken place and the Goostrey Playground Community Project Working Group has been established, reporting to the Amenities Committee and Council. The group is working with ANSA to deliver the project.	The council has placed £10,750 in Earmarked Reserves as a third party contribution to access a larger (£100,00) FCC grant.	Adopted Parish Council Project	Amenities Committee	2025	Funding bid resubmitted for consideration in June 2025. Five companies on Cheshire East Council's preferred supplier list were asked to tender for the project. Two submissions were received. One company was selected based on outline design. Final design to be revised based on survey feedback and budget.
3	Village Gates Project	To install village gates as a visual speeding deterrent.	Data from SIDs continues to show a worrying level of speeding through the village. The installation of Village Gates would seek to control this.	Original estimate £7,000. Suggest funding from Unallocated Capital Reserves in the first instance, £4,606 available. Any underspend from the Village Entrances Project	Project in development. To be approved by Parish Council.	Amenities Committee		Project needs to be defined and approved. Clerk to contact CEC to establish whether a licence fee would be payable as part of establishing the feasibility of the project. Confirmed no licence fee payable.

				(approx. £1,234).				
4	Average Speed Cameras	To install average speed cameras in the village.	Data from SIDs continues to show a worrying level of speeding through the village. Applications to join pilot schemes have been unsuccessful in the past.	Previous estimates were costs upwards of £50,000.	Project in development. To be approved by Parish Council.	Amenities Committee	2024 to end of 2025 2026 - 2028	Continue to pursue the new PCC regarding inclusion in future pilot schemes. If the above fails then obtain technical approval for installation by Parish Council plus consideration of how this could be funded.
5	Village Survey	To identify what improvements residents would like to see following the last survey in 2021.	To provide ongoing engagement with residents and inform future project plans	Funding to be via the 3 year budget plan. Approx. £1,000	Project in development. To be approved by Parish Council.	Amenities Committee	2026 - 2027	New survey in development to inform further environmental improvement projects.

6	Repainting the Main Hall	Required to maintain the hall in good condition.	Regular repainting of at least the lower walls is required to keep the hall in good condition for the school and hirers.	£6,771.14 available in VH Maintenance reserve.	Project in development. To be approved by Parish Council.	VHMC	Summer 2025	Quotes to be obtained.
7	Installation of wall covering to protect the Chair Store in the Main Hall	Required to maintain the hall in good condition.	To provide long lasting protection for the walls and maintain cleanliness	£6,771.14 available in VH Maintenance Reserve.	Project in development. To be approved by Parish Council.	VHMC	Summer 2025	Quotes to be obtained.
8	Replacement of windows in the Parish Office, Committee Room and toilets.	Replacement of remaining single glazed windows in the Parish Office, Committee Room and toilets.	To reduce energy costs and create a warmer, more pleasant environment for hirers.	Funding earmarked in Capital reserves – Village Hall Projects of £8,800. Funding will also be sought from the Improved, Greener Community Facilities Fund which offers 75% of projects costs up to a maximum of	Adopted Parish Council Project	VHMC	March 2024 – February 2025	Completed May 2025.

				£15,000				
9	Replacement of lighting in the Parish Office and Committee Room.	Replacement of remaining fluorescent lighting in the Parish Office and Committee Room.	To move to more energy efficient LED lighting, as in the rest of the building, especially as these type of bulbs can't be replaced.	Indicative Quote £1,2000 Suggest funding through remainder of Capital reserves – Village Hall Projects.	Project in development. To be approved by Parish Council.	VHMC	2025	Further quotes to be obtained.
10	New ceiling/wall mounted projector screen for the Lounge.	To install a wall/ceiling mounted projector screen in the Lounge. Preferably operated by remote control and perhaps including the projector itself.	The Coronation wall hanging covers a wall that was used to project meeting documents. The current screen is broken and is difficult to set up. This would improve the facility for Village Hall hirers as well as the council.	Quotes to be obtained. Proposed funding from the VHMC budget – Village Hall Improvements	Project in development. To be approved by Parish Council.	VHMC		

11	Sand and reseal of the Main Hall Floor	Required to maintain the hall in good condition.	Regular maintenance is required to keep the hall in good condition for the school and hirers.	Reserves to be earmarked, possibly from the surplus VH Recharge 2021/22 reserve of £6,771.14.	Project in development. To be approved by Parish Council.	VHMC	Summer 2026	Confirmed with school that they will have funds in the budget to share costs.
12	Replacement Boiler/Main Hall Contingency	Planning required for eventual replacement of the boiler and Main Hall floor.	Forward planning for a contribution towards the eventual replacement of the boiler which is 20 years old and the original floor.	£10,000 to be earmarked from the current Unallocated General Reserve. The Finance Committee will also review any budget surplus at the end of financial year 2024/25. Increases in the Village Hall Maintenance budget line have also been incorporated into the	Project in development. To be approved by Parish Council.	VHMC	Not known.	

				VHMC 3 year budget plan to increase this reserve.				
13	Neighbourhood Plan Review	To review the Neighbourhood Plan Made in 2017.	Review will be required in light of the changes to the CEC Local Plan.	Funding from existing Earmarked reserves £12,000	Adopted Parish Council Project	Planning Committee	Timescales will depend on the completion of the Local Plan.	

Adopted at the Meeting of Goostrey Parish Council on 17th December 2024.

Objectives

Amenities Committee

1. Implement the works remaining on Environmental Improvements Plan identified by the Village Improvements Survey:
 - a) Primrose Chase
 - b) Station Area
 - c) Boothbed Lane Green - Completed

A detailed specification and scoping document will be provided for each project based on the requirements in the Environmental Improvements Plan, which will be agreed by council.

2. Define and consider the feasibility of installing village 'gates' as visual speeding deterrents.
3. Support the Goostrey Playground Community Project Group to achieve the improvements to the Boothbed Lane Play Area. S106 Funding to be committed/used by August 2025. Contributing third party funds approved by the Parish Council to secure an FCC grant.
4. Installation of Average Speed Cameras. Continue to pursue the new PCC regarding inclusion in future pilot schemes.
5. To carry out a Village Survey in order to provide ongoing engagement with residents and inform future project plans.
6. Continue to formalise ownership of The Bogbean.

Village Hall Management Committee

1. Consider the potential to provide electric car/van charging points (environmental improvement) at the village hall at regular intervals.
2. Repainting of the Main Hall. Clerk to obtain quotes and the school have confirmed that they will make a contribution to the cost.
3. Replacement of remaining single glazed windows in the Parish Office, Committee Room and toilets. Quotes have been obtained for fitting the new windows and carrying out the R&D survey for asbestos. Clerk to investigate removal of identified asbestos if possible and to include a contingency for this and any other measures required during work, such as air testing.
4. Removal of asbestos in the Village Hall where it is identified as a proactive measure for the future of the building.
5. Replacement of remaining fluorescent lighting in the Parish Office and Committee Room. Clerk to obtain quotes.
6. New ceiling/wall mounted projector screen for the Lounge. Clerk to obtain quotes.
7. Forward financial planning for a contribution towards the eventual replacement of the boiler and main hall floor.

Finance Committee

1. Review the Council's deposit accounts with a view to gaining online access to accounts and to ensure the best interest rates are obtained.

2. To consider creating a Reserves Policy.

Planning Committee

1. To fully engage with the CEC's new Local Plan consultations.
2. To review the Neighbourhood Plan in light of the changes to the Local Plan.

Staff Committee

1. To continue to encourage its staff, members and volunteers to participate in relevant training and to view ongoing training as necessary to ensuring that the Parish Council maintains the highest standards in carrying out its functions.
2. To encourage all councillors to participate in introductory and advance training offered by the Cheshire Association of Local Councils, the National Association of Local Councils, the Society of Local Council Clerks and other courses relevant to their council and committee roles.
3. The committee will ensure that there is adequate budget provision to support training for the council.

Adopted at the Meeting of Goostrey Parish Council on 17th December 2024.

Item 18 Annual Plan

The Annual Plan for 2025/26 has been created by taking projects from the Strategic Plan which committees would like to see progressed this year. It also includes work to improve the Christmas lights Switch On event and the LCAS re-accreditation.



Goostrey Parish Council Annual Plan 2025 – 2026

No.	Project Name & Aim/Objective	Actions	Responsible Person/Committee	Updates	Completion Date
1.	Booth Bed Lane Play Area Improvements. To provide new equipment and facilities for the play area.	Consultation with residents has taken place. Five companies on Cheshire East Council's preferred supplier list were asked to tender for the project. Two submissions were received. One company was selected based on outline design. Final design to be revised based on survey feedback and budget.	The Goostrey Playground Community Project Working Group reports to the Amenities Committee and Council. The group is working with ANSA to deliver the project.	Funding bid resubmitted for consideration in June 2025.	
2.	Village Environment Improvement Project – Primrose Chase. To improve the appearance of the green area by removing accumulated fallen debris, removal of invasive growth, removal	Primrose Chase Project has been scoped. One quote has been received so far. Permission needs to be sought for work as this is Highways land.	Clerk. Amenities Committee	Permission obtained from Highways.	

	of low-hanging minor branches clear bases of trunks to main trees to allow grass to grow and facilitate future mowing				
3.	Village Survey. To identify what improvements residents would like to see following the last survey in 2021. To provide ongoing engagement with residents and inform future project plans.	New survey in development to inform further environmental improvement projects.	Clerk. Amenities Committee	The Amenities Committee is currently gathering ideas which could be considered for inclusion in a new Environmental Improvements Programme. Viable proposals will then form the basis for a consultation with residents	
4.	Christmas Lights Switch On. To continue to provide a much loved community event.	Band, Santa, First Aid, gazebos and associated lighting and equipment booked.	Clerk. Amenities Committee	Exploring how a refreshment stall may be provided. Application to be submitted to CEC for permission to hold event on Highways Land and obtain relevant licences.	
5.	Repainting the Main Hall. Required to maintain the hall in good condition.	Quotes to be sought.	Clerk. VHMC		
6.	New wall covering for Chair Store in Main Hall. To provide long lasting protection for the walls and maintain cleanliness	Quotes to be sought.	Clerk. VHMC		
7.	Replacement of windows in the Parish Office, Committee Room and	Project also included removal of existing external asbestos concrete	Clerk. VHMC	Work completed. New windows installed. Minor	30 th May 2025

	toilets. To reduce energy costs and create a warmer, more pleasant environment for hirers.	cills. Work scheduled for 27 th – 30 th May 2025.		making good to take place.	
8.	Replacement Lighting in the Parish Office and Committee Room. Replacement of remaining fluorescent lighting with more energy efficient LED lighting, as in the rest of the building, especially as these type of bulbs can't be replaced.	Indicative quote obtained, further quotes to be sought.	Clerk. VHMC		
9.	LCAS Gold Award Re-accreditation. To ensure that the council continues to demonstrate best practice within the sector.	The council needs to submit application in January 2026 for accreditation in May 2026.	Clerk. Parish Council		

Approved by the Parish Council at its meeting XX.XX.XX