



**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD
ON TUESDAY 23rd JULY 2019 at 7.30pm in the VILLAGE HALL, LOUNGE**

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

In attendance: Sharon Jones, Clerk to the Council, Cllr A Kolker, CEC and 6 residents

- 07.19. 1. Declaration of Interests:** There were no interests declared.
- 2. Apologies for absence:** Apologies for absence were received from Cllrs Lord and Williams.
- 3. Minutes:** To approve & sign the Minutes of the meeting of 25th June 2019.
Motion: To approve Minutes of the meeting of 25th June 2019
Resolved: *The Minutes of the Meeting of the 25th June 2019 were accepted as a true record of the meeting.*
- 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.
Cllr Kolker reported on the following items:
- **Full CEC Council Meeting** – The Independent disciplinary committee that investigates any disciplinary issues with the CEO was highly criticised by the opposition. However, now the opposition is in power the Independent Disciplinary Committee has been approved to continue to provide this role.
 - **HS2** – The redevelopment of Crewe in relation to HS2. There are a number of documents up for consultation, please respond to the consultation if you feel you wish to.
 - **Section 106 monies** – very little listed for Goostrey, most were for the Gladman development which did not go ahead so these were not operated. The traffic management for Swanwick Hall has a s 106 of £5000 to regulate parking in the vicinity of Booth Bed Lane. This is in relation to an application for a business at Swanwick Hall some years ago and a scheme has never been developed. As the situation has now changed the money would no longer be available. S 106 monies cannot be used to repair school premises.
 - **Station Bridge** – DM there does not seem to be anything happening with the project at present. The current status is that a new design is awaited which is acceptable to all parties. **Action:** AK to feed back that there have been a number of near misses on the bridge and to find out why this is not progressing.
- 5. Committee Matters:** To receive reports from the Parish Council Committees:
- **Finance Committee Meeting 2nd July 2019:**
 - **Update to Costs for Village Hall Stage Lighting Project**
Following a site survey by the preferred supplier new items of expenditure have been identified as follows:
Carry out an R&D Asbestos Survey in the ceiling void in the main hall £300.00 + VAT
Installation Costs increased for equipment hire to work at height and to purchase chain to support the new lighting bars - £250.00 +VAT
Total Cost increase £550.00 + VAT
Total Cost of Project £4755.46 +VAT

Motion: The Finance Committee requests that the Parish Council approves the Finance Committee's choice of preferred supplier and costs for the project of £4755.46 + VAT

Resolved: *The Parish Council resolved to approve the project costs of £4755.46 + VAT*

- **Financial Regulations** - Further to the Finance Committee meeting on 2nd July, the Clerk has established the council is permitted to change the figures in paragraph 11.1 h (below).

The Parish Council's Financial Regulations can be found at:

<https://goostrey.info/wp-content/uploads/2018/04/GOOSTREY-PARISH-COUNCIL-Financial-Regulations-10-Apr-2018-v2.pdf>

Page 13 paragraph 11.1 h. currently reads - "When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,000 and above £200 the Clerk (or RFO) shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply."

The recommendation from Nalc is that these figures (in red) are reviewed annually and agreed by the council.

Motion: The Finance Committee recommends that the Parish Council approves the increase of the figures in paragraph 11.1.h in the Financial Regulations to £3000 and £500 respectively.

Resolved: *The Parish Council resolved to approve the increases recommended.*

- **Motion:** To approve the Budget vs Actual Report for the period from 1st April – 30th June 2019

Resolved: *The Parish Council resolved to approve the Budget vs Actual Report*

- **Motion:** To approve the Unaudited Accounts for the period from 1st April – 30th June 2019

Resolved: *The Parish Council resolved to approve the Unaudited Accounts.*

- **Motion:** To approve recommendations for grant payments in the table below:

Project	Organisation	Amount requested	Amount recommended
The Young Persons Wildlife Project	1 st Goostrey Scouts	£200.00	£200.00
Projector Screen & Table	Goosfest	£994.40	Withdrawn
New Football Kit	Goostrey Juniors Football team	£459.00	£150.00
Rose Day Mobile Toilets	Goostrey Rose Festival	£800.00	£800.00
Portable Display Stand	Goostrey Parish Archive	£595.00 + VAT	£357.00

Resolved: *The Parish Council resolved to approve grant awards in the table above.*

- Approval of the Donation of £750 to the Royal British Legion.

Resolved: *The Parish Council resolved to approve the donation to the British Legion of £750.00.*

- Approval of Capital Projects – Village Hall Tables and Chairs

Motion: To approve the proposal to purchase new tables and chairs for the Village Hall from Egan Reid at a cost of Egan Reid – £5,715.45 + VAT (plus £100 + VAT to unpack, place furniture and recycle packaging) and to dispose of the existing chairs and tables by recycling them via a local children's charity.

Resolved: *The Parish Council resolved to approve the purchase of the new tables and chairs for the Village Hall from Egan Reid for £5815.45 + VAT and the disposal of the old tables and chairs by recycling them via a local charity.*

- **Staff Committee Meeting 10th July 2019**

- **Work Place Pensions** – The Clerk will need to reassess all staff in regard of their eligibility for work place pensions. This will be carried out in September 2019.

6. Planning Matters To review the outcome of the Planning Meeting 23rd July 2019 at 7.00pm.

The Chairman made a report from the Planning Meetings on 23rd July 2019 (the minutes of the meeting are available on the web site).

7. Financial Payments: To approve payments in Schedule 07/19. Includes: Salaries & expenses.

- **Motion:** To approve 07/19 Schedule of payments.
- Chairman and Vice Chairman (or any other councillor) to sign the 07/19 Schedule of Payments.
Resolved: *The Parish Council resolved to approve the payments on the Payment Schedule for 07/19.*

The payment schedule was signed by the Chairman and Vice-Chairman.

8. Clerk's Report - Actions from Last Meeting

- AK to find out why Goostrey have not yet had a meeting with Strategic Planning. **Completed**
- AK to provide an explanation of S106 Expenditure at CEC.
- Clerk to circulate the address of the Village Hall Facebook site.
- The Clerk and the Chairman were actioned to review Standing Orders in the light of any new legislation and report back to the Council at the June meeting. This item is deferred to the July meeting. **Completed**
- Clerk to investigate the use of Facebook by the Parish Council. In progress, using the VH Facebook page as a learning experience. Information to be posted on PC Facebook and Twitter account – **Action:** Clerk to add item to July agenda.
- Clerk to log the footway damage caused by a tree on Main Road. **Completed**
- Clerk to arrange for the plan to be sent to CE Emergency Planning and to make a list of people to receive a paper copy of the plan.
- Clerk to arrange a defibrillator training session for councillors. The Clerk reported that there would be a “know your numbers”, event in the Village Hall on 9th September, where people can get their blood pressure checked and there will also be a demonstration of the defibrillators. Full training to be arranged.

Correspondence – See Appendix 07/19

9. Highways & Speedwatch: To consider any Highways & SpeedWatch matters and to take any appropriate action.

Highways – Re the suggestion of the pull in/lay-by at the bungalows on Main Road. Plus Dane housing has offered a contribution £15,000.00 towards the potential project with an expected budget of £45,000.00. This is a lot of money to provide parking for 7 cars. CR recommended that this matter was not taken forward at this stage. **Action:** Clerk to write to Plus Dane Housing and thank them for the offer of the donation towards the cost and ask them to request residents use the parking at the rear of the bungalows wherever possible.

Motion: To replace batteries in the SDU's at a cost of £200.00 + VAT

Resolved: *The Parish Council resolved to approve the cost of £200.00 + VAT to replace the SDU batteries.*

SpeedWatch -TR directed the members to the report in the document pack. The PCSO is training 3 new members at the school at the end of the month.

10. Local Policing – TR mentioned the robbery at the Post Office. There is CCTV and the police are hoping that that will help their investigation.

DR mentioned that there had been an incident with a quad bike for which a number of police and emergency services attended.

11. Standing Orders - To approve the updates to Standing Orders

Resolved: *The Parish Council resolved to approve the updated version of Standing Orders (published on the web site).*

Resolved: *The Parish Council resolved to approve the creation of a Policy for filling Councillor Vacancies.*

Action: Clerk to put forward a draft policy for approval at the September meeting.

- 12. Code of Conduct** - To adopt the updated Code of Conduct. The version of the CEC Code of conduct received from Chalc was not customised to Parish Councils therefore the revised version customised for Parish Councils by CEC needs to be officially adopted. The customisations do not affect the declarations of acceptance or the register of interests made by the councillors at the May 2019 meeting in any way as only minor items have been removed from the Code of Conduct and no additions have been made.
Resolved: The Parish Council resolved to adopt the updated version of the Code of Conduct (published on the web site).
- 13. Training Policy** – To approve the updated training policy.
Resolved: The Parish Council resolved to approve the updated training policy (see updated policy published on the website.)
Action: Clerk to identify courses/briefing notes and publish for councillors and staff.
- 14. Village Hall Window Replacement – Update to Costs for Village Hall Window Replacement**
Since the last Parish Council Meeting an update to the cost for this project has been received following a project meeting. The additional costs are for removal and disposal of materials containing asbestos and for replacing white panels with glazed units in the Lounge and Hall the total cost of the project to replace the windows has now increased to £3075.88 + VAT.
Motion: The Finance Committee requests that the Parish Council approved the additional expenditure for this project and approves the new project cost of £3075.88 + VAT
Resolved: The Parish Council resolved to approve the project cost of £3075.88 + VAT.
- 15. Environmental Working Party** - PM reported that the “Wild About Goostrey” initiative had been very popular and that a number of projects had been completed and some awards plaques would be going up shortly.
- 16. Communications** - To consider using social media as a communications medium and to consider guidelines for communications using social media.
Proposal -The proposal is to consider using Facebook and Twitter in addition to the web site to disseminate information from the Parish Council.
Policy - If the Parish Council chooses to use these two examples of social media the Parish Council should implement a Communications Policy which should contain guidelines and procedures for the Parish Council use of social media.
Motion 1: The Parish Council approves the use of Facebook and Twitter as a means of communication.
Resolved: The Parish Council resolved to approve the use of Facebook and Twitter as a means of communication.
Motion 2: The Parish Council approves the setting up of a working party to draft a communications policy including guidelines for the use of social media.
Resolved: The Parish Council resolved to approve the setting up of a working party to draft a communications policy including guidelines for the use of social media.
Cllrs Morris, Roberts and Sulej volunteered to join the working party. The Clerk also joined the working party and was asked to contact two members of the public to ask if they would also join.
Action: Clerk to arrange the first meeting of the working party.
- 17. Minor Items & Items for the Next Agenda:** To take any points from Members and to note urgent items of interest;
- **Consider purchase of Tablets for use in Parish Council Meetings** – Last year the Parish Council agreed to purchase tablets for use in meetings by those councillors who do not have their own. Cllrs Rathbone and Sulej said they would use a tablet if the Parish Council purchased one for them.
Action: Clerk to put forward a proposal to be added to the agenda of the September meeting.
 - **Bluedot Feedback** – There was little feedback other than there was no road closed sign on Bomish Lane this year which caused some confusion. **Action:** Clerk to report lack of a road closed sign on Bomish Lane to Bluedot.
- 18. Date of Next Meeting:** To confirm the date of the next Meeting – 24th September 2019.

19. PART TWO - MEMBERS OF THE PRESS AND PUBLIC ARE ASKED TO RETIRE.

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

- **Staff Matters**

Motion: Following the completion of a satisfactorily completing a probationary period of 6 months, it is proposed to approve the permanent appointment of Janet Keates to the position of Village Hall Supervisor.

- **Resolved:** *The Parish Council resolved to approve the permanent appointment of Janet Keates to the Role of Village Hall Supervisor with immediate effect.*

KM also mentioned that the Staff Committee would be looking to implement an annual performance review for all staff.

20. Closure of the Meeting: The meeting closed at 20: 40**Public Forum**

A resident asked if local burglaries would be notified to residents. KM replied that individuals concerned might not want the burglary publicised. **Action:** Clerk to publicise advice for people going away and find out what advice the police give to residents in these circumstances (perhaps a Cheshire Police feed).

These minutes will be submitted for approval at the next meeting. Until then they are draft minutes.

APPENDIX 07/19**ITEM 07.19.08 CLERKS REPORT - Correspondence List**

- a. Knutsford Mayors Office Mayor of Knutsford Summer Events Update 25/06/2019
- b. CTS Services Re: Verge opposite the crown 25/06/2019
- c. Chalc -Additional Introduction to Local Councils Training session 25/06/2019
- d. Rural Touring Theatre/Goosfest FW: VH lighting upgrade 25/06/2019
- e. School Concert Toilet facilities for concert 27th June 25/06/2019
- f. CEC Highways [OFFICIAL] RE: Lights on Station Bridge 28/06/2019
- g. CTS Service - Invoice for work carried out at the Village Hall 28/06/2019
- h. CEC Planning - [OFFICIAL] RE: Applications 19/2426C & 19/2427C - Blackden Manor, Goostrey 28/06/2019
- i. Communities (East) [OFFICIAL] Connected Communities Newsletter 28/06/2019
- j. Resident - Re: [OFFICIAL] RE: Applications 19/2426C & 19/2427C - Blackden Manor, Goostrey 28/06/2019
- k. Rose Festival Committee - RE Rose Day 30/06/2019
- l. SLCC Cheshire Branch - 17 July 10am - Northwich Town Council 01/07/2019
- m. Engie - Window Works 01/07/2019
- n. Connected Communities -[OFFICIAL] New 10 Minute Shake Up campaign resources now available 02/07/2019
- o. Electrician - RE: 3 core 1.0mm cabling for LED stage lighting 03/07/2019
- p. SLCC Membership News Bulletin - 3rd July 2019 03/07/2019
- q. Goosfest RE: Grant awarding policy draft 03/07/2019
- r. CE Strategic Plannng [OFFICIAL] RE: SADPD 03/07/2019
- s. Love Goostrey - Bluedot 04/07/2019
- t. Hassall Free Gardens Re: Box Hedge Balls maintenance
- u. Engie RE: Window Designs 04/07/2019
- v. Goostrey Primary Admin RE: Window Designs 04/07/2019
- w. Information Commissioner's Office Latest news from the ICO 04/07/2019
- x. Connected Communities - [OFFICIAL] Know your Numbers! Blood Pressure Training-05/07/2019
- y. Blue Dot 2019 – information for residents 05/07/2019
- z. Jodrell Bank - JODRELL BANK IS NOW A UNESCO WORLD HERITAGE SITE 07/07/2019
- aa. Goostrey Primary Head RE: SpeedWatch 08/07/2019
- bb. SLCC Cheshire Branch Conference - BOOK NOW 09/07/2019
- cc. Goostrey Primary Admin RE: ACM 10/07/2019
- dd. Cheshire Voluntary Service - GRIPP assurance 10/07/2019
- ee. CEC (Facilities Management) -[OFFICIAL] RE: Goostrey Community Hall - Window replacement project 11/07/2019
- ff. Goostrey Primary Admin RE: Disposal of Tables and Chairs from the Hall 11/07/2019
- gg. Chalc ChALC Training Sessions 15/07/2019
- hh. Goostrey Primary Admin RE: Safety Compliance 16/07/2019
- ii. OATES, Kevin RE: Updated Community Resilience Emergency Plan for Goostrey 16/07/2019
- jj. PCSO RE: Speedwatch Sessions 16/07/2019

Chairman: *Cllr Ken Morris*

Parish Clerk: *Sharon Jones*