



**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD
ON TUESDAY 24th NOVEMBER 2020 at 7.30pm by VIDEO CONFERENCE**

Present: Cllrs Morris (KM)(Chairman), Rathbone (TR)(Vice-Chairman), Beckham (NB), Lord (SL), Morgan (PM), O'Donoghue (IO'D), Roberts (DR), Ross (CR), Sulej (JS) and Williams (EW)

In attendance: Sharon Jones, Clerk to the Council, Cllr Kolker (CEC) and one member of the public.

10.20.1. Declaration of Interests: There were no interests declared.

2. Apologies for absence: Apologies for unavoidable absence were received from Cllrs Lord & Williams.

3. Minutes: To approve and sign the Minutes of the meeting on 27th October 2020.

Motion -Resolved: *The Parish Council accepts the minutes of the Parish Council Meeting on 27th October 2020 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.

- **Waste Site** – AK had received an email from the planning officer saying that there had been further contact with the Environment Agency. There is no permit from the Environment Agency and therefore it is difficult to see how Planning can be granted without the permit.

PM commented that the Planning Permission should come before the EA Permit. There is still no set date for the application to be heard at the Strategic Planning Board.

- **Recycling Consultation** – Sites at Middlewich and Knutsford. Contract at an end in 2023, and the aim will be to reduce costs going forward so it is important that Councils and residents respond by 5pm on 4th January 2021. CR commented that there has been an increase in fly tipping since the charges for building rubble were implemented at the recycling centres. If the aim is to close further sites it is likely to increase fly tipping further.

Action: Clerk to circulate details of the Recycling Consultation and Transport and Car Parking Consultations to all councillors.

- **Special Council** meeting to change the system of government from the current cabinet system to a committee system
- **Contact Tracing Service** - The Council are starting the contact tracing service this week. It does not compete with the NHS track and trace system but is to help provide support for people who are self-isolating.

5. Committee Matters: To receive reports from the Parish Council Committees (all minutes are available at <http://goostrey.info> under the Parish Council Documents menu item.

- Amenities Committee Meeting – 10th November 2020** – Cllr Rathbone highlighted the purchase of a new bench for Booth Bed Lane, a new Speed Indicator device to replace the broken unit on Booth Bed Lane and that the contractor to provide Graveyard Maintenance and Grass Cutting has now been selected. **Motion:** *The Parish Council resolved to accept the minutes of the meeting of 10th November and all the resolutions therein.*

S106 Monies for Booth Bed Lane Play Area - Cllr Morgan summarised the report in Appendix 11/20, page A2). The actions were approved as part of the Finance Committee Minutes in Item 5 iii).

- ii. **VHMC Meeting – 3rd November 2020** - Cllr Beckham announced that the Committee were working towards re-opening the Village Hall at the beginning of April 2021 and will be contacting hirers in February 2021.
 - o **Motion:** *The Parish Council resolved to accept the minutes of the meeting of 3rd November and all the resolutions therein.*
- iii. **Finance Committee Meeting – 17th November 2020** – Cllr Morgan highlighted that since the Planning Meeting the Council has received notification from the External Auditor for the successful completion of the Audit for 2019/20.
 - o **Motion:** *The Parish Council resolved to accept the minutes of the meeting of 17th November and all the resolutions therein.*

The Chairman thanked the Clerk for all her work in reaching a successful audit.

6. Planning Matters: To receive a report from the Planning Committee Meeting on 24th November 2020. KM.

- i. **Revised Publication Draft of SADPD** – To review the draft response document (see Appendix 11/20, page A3). **Motion:** *The Parish Council resolved to submit the draft SADPD response to Cheshire East Council.*

7. Financial Payments: To approve payments in Schedules 11/20. Includes: Salaries & expenses (payment schedules are available at <https://goostrey.info>).

- o **Motion :** *The Parish Council resolved to approve the payments listed on Schedule 11/20.*

8. Clerk’s Report – including Actions from the Last Meeting and Correspondence received See Appendix 11/20 item 11.20.08 Clerk’s Report in Appendix 11/20.

9. Highways & SpeedWatch – To receive reports on any items of interest – TR & CR

- i. SpeedWatch Report November 2020 – TR drew members attention to the report provided (see Appendix 11/20, page A4 i) Speedwatch Report) and indicated that SpeedWatch session were suspended for the time being due to Government Restrictions.
- ii. Response from CEC Highways regarding Average Speed Cameras – TR reported that CEC Highways had responded and confirmed that CEC Highways and the Police will not support the installation of average speed camera in villages such as Goostrey as they feel the installations may be seen as money generating initiatives. They are only approved on specified A roads.

CM commented that CEC Highways had filled in a number of the potholes on Hermitage Lane.

10. Police Matters To inform the PC of any key recent developments and to answer Councillors’ questions - TR. There were no items to report.

11. Budget & Precept

- A. Budget 2021/22** - To consider the recommendation of the Finance Committee to approve the Budget for 2021/22 as laid out in the 3-year budget report (see Appendix 11/20 page A5)

Motion: The Parish Council resolved to approve the budget for 2021/22 as laid out in the 3-year budget report (see Appendix 11/20 page A5).

- B. Precept 2021/22** - To consider the recommendation of the Finance Committee to approve the precept for 2021/22 as laid out in the 3-year budget report (see Appendix 11/20 page A5)

Motion: The Parish Council resolved to approve the precept of £44,337 for the year from 1st April 2021 to 31st March 2022 , with the proviso that the if the final tax base calculation, to be approved on 16th December, increases the council tax for band d

properties from the rate in 2020/21, the precept figure can be adjusted to ensure there is no increase to band d council tax.

- 12. Confidentiality of Correspondence/Emails** – To consider creating guidelines for Council correspondence/emails. See the draft proposal for an e-mail disclaimer for all Parish Council email accounts in Appendix 11/20, page A7.

Motion: *The Parish Council resolved to adopt the e-mail disclaimer.*

Action: Clerk to produce instructions for including the disclaimer in e-mails and distribute to councillors. If councillors have difficulties the Clerk can carry out the procedure for them.

- 13. Minor Items & Items for the Next Agenda:** To take any points from Members and to note urgent items of interest.

- i. JS raised the issue of vans being parked in the Village Hall/School Car Park overnight.

Action: Clerk to contact the School to find out what can be done to prevent the vans being parked in the Car Park.

- 14. Date of Next Meeting:** To confirm the date of the next Meeting – 15th December 2020.

- 15. Closure of Meeting:** The Chairman closed the meeting at 20:20.

Public Session



There were no comments from members of the public.

Minutes of the meeting remain draft until approved at the next meeting of the Council.

APPENDIX 11/20**ITEM 11.20.8. - CLERK'S REPORT****Actions from Last Meeting**

- a. Clerk to write to the Chairman of the VHPFF inviting him to present the status of the Bowling Hut project at the Parish Council Meeting in March 2021. **Completed:** The Chairman of the VHPFF has confirmed he will present at the March 2021 meeting.
- b. Clerk to advise councillors of the copy deadline for the Parish Council Newsletter. **Completed.**
- c. Clerk to add item to the newsletter asking residents to provide vehicle registration and haulier details when reporting incidents of lorries travelling through Goostrey so that these can be verified with Sibelco. **Completed.**
- d. IO'D to make enquiries to find out if the complainant would be willing to contact the Clerk to make a formal complaint. **Completed.** The complainant has declined to formalise the complaint.

Correspondence

- a. CEC Highways - RE: Fwd: CEC Highways Enquiry Received - Enquiry 3405263 27/10/2020
- b. Ward Councillor RE: AM Skips 28/10/2020
- c. SLCC SLCC Daily Digest - 28/10/2020
- d. CEC Planning RE: 20/4110C - Brickbank Farm, Goostrey - Agricultural Machinery Shed 29/10/2020
- e. Manchester Time Trials Cycle Time Trials 29/10/2020
- f. ChALC Weekly Bulletin 30.10.2020 30/10/2020
- g. National Association of Local Councils  CHIEF EXECUTIVE'S BULLETIN 30/10/2020
- h. Ward Councillor Highways Organisation Structure FW: 31/10/2020
- i. National Association of Local Councils  CORONAVIRUS UPDATE 02/11/2020
- j. LOCAL PLAN [OFFICIAL] STRATEGIC PLANNING UPDATE - OCTOBER 2020 02/11/2020
- k. Mandy Shaw St Luke's Cheshire Hospice 03/11/2020
- l. Highways Correspondence [OFFICIAL] 537) Average Speed Cameras 03/11/2020
- m. CEC - National Safeguarding Week Training and Activities 05/11/2020
- n. SLCC SLCC Daily Digest - 05/11/2020 05/11/2020
- o. Information Commissioner's Office Latest news from the ICO 05/11/2020
- p. Scouts RE: Christmas Lights Switch On Sun 08/11
- q. Resident: Complaint about a notice in a shop window Sun 08/11
- r. Chalc Annual Meeting 2020 - Start time 7pm Mon 09/11
- s. CEC - Parish Precept Arrangements & Taxbase 2021/22 Tue 10/11
- t. CEC Trading Standards RE: Complaint about a notice in a shop window Thu 12/11
- u. Goostrey Footpaths Group Damage to Mill Lane Bridge
- v. LOCAL PLAN Cheshire East planning policy documents: consultation extended

ITEM 11.20.5. – COMMITTEE MATTERS**i. Amenities Committee Meeting – 10th November 2020****a. Booth Bed Lane Play Area S106 – Update**

As the amount of funding has been confirmed by ANSA and is now available to be spent. The council needs consider the following items:

1. **Who will contact Ansa to request they start up the project?** There is a time limit for spending the S106 funding, therefore, the project needs to proceed as quickly as possible.

Actions:

- PM to contact ANSA to find out how to start the project and find out how we utilise revenue funds for maintenance of the existing equipment (see site visit report below)
 - Clerk and PM to investigate additional funding streams.
 - PM to feedback to the Amenities Committee before actioning item b.
2. **Who will contact the residents currently working on the project the way forward? Action:** PM and the Clerk to contact the people involved with the project to find out how far they have progressed with ideas for spending the funds.
 3. **Who will be the lead for the PC for interactions with ANSA?** It was suggested that the Amenities Committee should be the lead for the project and that any contact or correspondence from ANSA and other stakeholders, should be directed to the Clerk.

BOOTH BED LANE PLAY AREA – SITE VISIT WITH ANSA ENVIRONMENTAL SERVICES 23/11/2020

Met with Matt and Eddy from Ansa to talk through any conditions associated with the s106 money and to discuss thoughts around the use of the money and other issues – key points:

- The s106 money was paid in August 2020 so has five years from receipt until expiry
- Roughly £20k is allocated to informal play and £20k to formal play
 - The informal play money could be spent elsewhere if we had any such informal areas but we haven't. Examples of use could be a path around the BBL play area field (made from recycled aggregate – could be around £20k)
- £20k for formal play could provide a statement piece of equipment
- Could access Landfill Tax Funding (successfully accessed elsewhere locally recently) to a maximum of £100k
 - s106 money cannot be used as the release funding
 - Would need just over 10% of the grant from other sources to receive the grant (if the PC put in £10k could release up £100k)
 - Ansa can't do the installation but could do the procurement which would work up the package we would apply for
 - Would need a larger public consultation if applying for LFT funds
- Some works we may consider essential – re-working of entrance gate (starting to look rickety) and provide a fence to prevent children running into the road (Highways issue?)

Possible way forward (as discussed at Finance)

- Now the money has been received, meet with those community representatives who have been working on this to:
 - Share understanding of processes, s106 funding etc.
 - Understand
 - progress to date
 - aspirations for the size of scheme
 - possible sources of external funding (Landfill Tax, PC, other sources)
 - Develop an overarching group governance structure and discuss/assign roles and responsibilities
 - Develop an initial project plan and task list with assignment of actions
 - Present the outcome of these discussions to the Amenities Committee and constitute a sub-committee to oversee the project
 - Crack on

PM 23/11/2020

ITEM 11.20.6. – PLANNING MATTERS

i. **Revised Publication Draft of SADPD** – To review the draft response document.

Proposed Comments on the Revised Publication Draft of the SADPD**Policy PG8 Paragraph 2.4**

The definition of 'LSC' is inconsistent in different parts of the SADPD for Goostrey:

In the 'Housing Completions and Supply Summary' document it states that there have been 12 total completions in Goostrey. However, this 'LSC' definition only includes completions in Goostrey village and excludes completions in the rest of Goostrey Parish as well as excluding completions in Cranage, Twemlow and Swettenham. The latter are defined as 'Other Settlements and Rural Areas'. This document is referred to throughout the SADPD as a basis for calculations, for example in ED05 para 3.2 and ED30 para 4.6, it is also referenced in the Local Plan (Appendix A).

However, in the 'Goostrey Settlement Report' (ED30), the 'LSC' is defined differently, as LSOA's E01018411 and E01018412. These areas include the entire Parishes of Goostrey, Cranage and Swettenham. The SADPD therefore is unsound as it either understates the completions in the LSC (Housing Completions and Supply) or it overstates the population number and number of existing dwellings (ED30), depending on which SADPD definition of LSC is used.

A further inconsistency arises from ED06 paragraph 2.85 which states that Cranage "currently remains part of the Holmes Chapel settlement boundary".

It doesn't make sense and is inconsistent for Cranage to be categorised in 'Other Settlements and Rural Areas' outside the Goostrey LSC (in the Housing and Completions document) but inside Goostrey LSC (in ED30) and as part of Holmes Chapel (in ED06), which are all referenced by the SADPD.

The ONS Population for Goostrey Parish at mid-2017 (E0401094) is stated as 2,058 (compared to the 3,800 number stated in ED30). Goostrey Neighbourhood Plan uses the ONS figures for Goostrey Parish as this is the Designated Area. The Neighbourhood Plan is currently the most up to date planning document for Goostrey as it was adopted after the Local Plan.

Overall, we assert that it is illogical to include neighbouring parishes in the definition of Goostrey LSC and it is inconsistent with other parts of the SADPD and the Local Plan and therefore ED30 should use the Goostrey Parish ONS figures (ie a population of 2,058).

Policy PG8 Paragraph 2.4

Any proposed development on Goostrey sites (ED 30, SUB2144 and CFS 178 Land off Main Road) would conflict with Policy HER9 (as well as Local Plan Policy SE14). This was demonstrated by the dismissal of appeal APP/R0660/W/15/3129954 in 2016 by the Secretary of State, due to the adverse effect on Jodrell Bank. The same applies to sites CFS 296/FDR2251/PBD2704 (Land adjacent to 51 Main Road Goostrey) where applications have been dismissed at the following appeals: APP/R0660/W/16/3166025 and APP/R0660/W/19/3224057. This conflict with Policy should be noted in the Comments in Table 5 of ED30 on page 20.

Policy HER 9

We fully support the protection of the Jodrell Bank Observatory, which has been designated by UNESCO as having World Heritage Status for its Outstanding Universal Value. The UNESCO listing includes the fact that it is an operational scientific facility with an international reputation.

Policy HOU12 Housing Density

We disagree with the policy requirement for a housing density of 30dph or higher in LSC's. Goostrey is a village in the Open Countryside with existing much lower density so the landscape and townscape character would be expected to dictate lower (not higher) densities. The Goostrey Neighbourhood Plan Policy HOU7 (which is an adopted part of the Local Plan) states that "Densities for new developments should not exceed 15dph". The evidence for 15dph was accepted by the Inspector including the evidence that the average density across Goostrey village is only 12.8dph. This should be noted in ED30.

ITEM 11.20.09 – HIGHWAYS & SPEEDWATCH**i. Goostrey Parish Council Speedwatch Report 16/10/2020 – 04/11/2020**

DATE & TIME	LOCATION	LOW SPEED MPH	TOP SPEED MPH	NUMBER OF VEHICLES LOGGED	TOTAL NUMBER OF VEHICLES PASSING
16/10/2020 08.30- 09.30	MAIN ROAD BOGBEAN	35	37	2	276
14/10//2020 08.30 – 09.30	MAIN ROAD BOGBEAN	35	43	2	284
20/10/2020 08.30 – 09.30	MAIN ROAD BOGBEAN	35	35	3	242
21/10/2020 17.25 – 18.25	MAIN ROAD BOGBEAN	35	40	1	275
23/10/2020 08.30 – 09.30	MAIN ROAD BOGBEAN	35	36	3	157
26/10/2020 08.30 – 09.30	MAIN ROAD BOGBEAN	35	39	5	97
28/10/2020 08.30 – 09.30	MAIN ROAD BOGBEAN	35	35	1	152
02/11/2020 08.30 – 09.30	MAIN ROAD BOGBEAN	35	-	Nil	206
04/11/2020 08.30 – 09.30	MAIN ROAD BOGBEAN	35	36	1	235
				18	1924

Report to Parish Council November 2020

Speedwatch Activity Summary GPC Current Year To-date

Speedwatch sessions continued to be held up 4th November using the revised procedures to comply with Corona protection requirements. Since the beginning of the Council year in April 2020 fifty-six sessions have been held. A total of 8713 vehicles have been monitored with 151 vehicles logged at 35mph and above. The maximum speed monitored is 47 mph (highest speed in this report period 43 mph). In this report period 0.9% of the vehicles monitored were travelling at 35mph and above. The comparative figures for 2019 and 2018 were 2.6% and 2.4% respectively. Sessions have now been suspended during COVID-19 lockdown and are programmed to resume after lockdown is lifted.

GOOSTREY PARISH COUNCIL DRAFT BUDGET for 2020/21, 2021/22, & 2022/23
updated 11th November 2020 at 22:45

SUMMARY	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22	Year 2022/23
Total Income	£63,973.00	£64,823.00	£65,637.00	£55,752.00	£63,812.00
Projected Spend	£63,674.00	£64,823.00	£67,137.00	£62,680.55	£63,360.89
Excess over budget	£299.00	£0.00	-£1,500.00	-£6,928.55	£451.11
RECEIPTS	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23
4405 Precept Payment	£44,012.00	£44,012.00	£44,012.00	£44,337.00	£44,337.00
Village Hall Lettings	£18,000.00	£19,000.00	£20,000.00	£10,000.00	£18,000.00
4006 Performing Rights Recharge	£261.00	£261.00	£225.00	£165.00	£225.00
4450 Bank interest	£1,000.00	£800.00	£600.00	£400.00	£400.00
4407 Lunch Ticket Sales	£700.00	£750.00	£800.00	£850.00	£850.00
4422 Wayleave	£0.00	-	-	-	-
4475 Exceptional income	£0.00	£0.00	£0.00	£0.00	£0.00
3003 VAT Refund	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL RECEIPTS	£63,973.00	£64,823.00	£65,637.00	£55,752.00	£63,812.00
Parish Council	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23
Administration					
7601 Audit and accountancy	£500.00	£1,000.00	£800.00	£900.00	£900.00
7901 Bank Charge	£25.00	£25.00	£25.00	£325.00	£25.00
7510 Computer	£300.00	£400.00	£300.00	£300.00	£300.00
7502 Telephone & Broadband	£450.00	£450.00	£450.00	£500.00	£500.00
7602 Website	£300.00	£350.00	£375.00	£350.00	£400.00
7504 Office supplies/printing/postage	£1,000.00	£1,500.00	£1,000.00	£1,000.00	£1,000.00
8204 Insurance	£1,200.00	£1,200.00	£900.00	£800.00	£900.00
7603 Legal & Professional Fees	£1,000.00	£500.00	£1,250.00	£0.00	£500.00
7605 Subscriptions	£900.00	£1,000.00	£1,000.00	£1,100.00	£1,100.00
7050 Councillors Expenses & General Expenses	£300.00	£300.00	£100.00	£100.00	£100.00
7512 Accounting system	£300.00	£500.00	£312.00	£750.00	£350.00
7550 Parish Magazine	£250.00	£250.00	£280.00	£280.00	£280.00
7580 General	£500.00	£500.00	£200.00	£0.00	£200.00
TOTAL Administration	£7,025.00	£7,975.00	£6,992.00	£6,405.00	£6,555.00
Donations					
TOTAL Donations	£4,500.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00
* Implement Grant Funding Policy					
Salary & Expenses					
Clerk's Expenses	£200.00	£100.00	£100.00	£100.00	£100.00
7000 Clerks Salary (£13.08 per hour)	£9,500.00	£9,000.00	£13,500.00	£13,164.00	£13,558.92
7006 Employers NIC for Clerk	£600.00	£800.00	£1,000.00	£1,030.00	£1,060.90
7015 Training	£1,000.00	£2,000.00	£500.00	£500.00	£500.00
TOTAL Salary & Expenses	£11,300.00	£11,900.00	£15,100.00	£14,794.00	£15,219.82
TOTAL PARISH COUNCIL	£22,825.00	£24,875.00	£27,092.00	£26,199.00	£26,774.82
Amenities	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23
Maintenance - Village					
5002 Village maintenance (inc Grass cutting)	£500.00	£2,000.00	£2,065.00	£1,500.00	* £1,730.40
5010 Street Furniture & Repairs	£500.00	£1,727.00	£850.00	£1,000.00	£1,000.00
5001 Graveyard Maintenance	£3,500.00	£3,000.00	£3,000.00	£3,596.00	* £4,202.40
5003 Rose Day Stand & Toilets	£0.00	£250.00	£750.00	£650.00	£750.00
VE Day 75th Anniversary Event	-	-	£500.00	-	-

TOTAL Maintenance - Village	£5,000.00	£6,977.00	£7,165.00	£6,746.00	£7,682.80
Parish Projects					
5760 Speedwatch	£1,000.00	£1,400.00	£800.00	£800.00	£800.00
5750 Senior Citizens' Lunch	£1,600.00	£1,750.00	£1,900.00	£1,950.00	£2,000.00
6202 Christmas Lights (Bogbean)	£1,500.00	£700.00	£750.00	£800.00	£800.00
6203 Planters/plants	£540.00	£560.00	£1,000.00	£1,000.00	£1,000.00
TOTAL Parish Projects	£4,640.00	£4,410.00	£4,450.00	£4,550.00	£4,600.00
TOTAL Amenities	£9,640.00	£11,387.00	£11,615.00	£11,296.00	£12,282.80
Village Hall	Budget 2018/19	Budget 2019/20	Budget 2020/21	Budget 2021/22	Budget 2022/23
VH Expenses					
5004 VH Improvements	£2,500.00	£1,500.00	£1,000.00	£1,000.00	£1,000.00
5005 VH Recharge	£13,000.00	£13,000.00	£13,000.00	£13,000.00 *	£11,000.00
5006 VH Performing Rights	£261.00	£261.00	£225.00	£165.00	£225.00
5008 VH General Maintenance	£1,500.00	£3,200.00	£1,500.00	£1,500.00	£1,500.00
5007 VH School Kitchen Hire fee	£100.00	£100.00	£125.00	£125.00	£125.00
Advertising/ Entertainment Budget			£500.00	£500.00	£500.00
TOTAL VH Expenses	£17,361.00	£18,061.00	£16,350.00	£16,290.00	£14,350.00
VH Salary & Expenses					
7001 VH Supervisor Salary (£10.00 per hour)					
7010 Staff Expenses					
7005 VH Clerk Salary (£13.08 per hr)					
7002 VH Cleaner Salary					
7012 Caretaker Services Pay					
TOTAL VH Salary & Expenses	£13,848.00	£10,500.00	£12,080.00	£8,895.55	£9,953.27
TOTAL Village Hall	£31,209.00	£28,561.00	£28,430.00	£25,185.55	£24,303.27
TOTAL	£63,674.00	£64,823.00	£67,137.00	£62,680.55	£63,360.89
Spend from Reserves	Spend 2018/19	Spend 2019/20	Spend 2020/21	Spend 2021/22	Spend 2022/23
Village Gates Project				TBA	
Village Amenity Improvement Plan				£2,500.00	£2,500.00
Speed Indicator Device X 1					
New Bench					
Office & Committee Room Windows					£4,000.00
Loft extension and new stairs				£5,000.00	
New Windows for VH	£3,750.00	£3,750.00			
Election Fee	£3,500.00	£7,000.00	£7,000.00	£7,000.00	£7,000.00
VH Recharge 2017/18	£12,000.00	£13,000.00	£13,000.00	£13,000.00	£11,000.00
TOTAL	£19,250.00	£23,750.00	£20,000.00	£20,000.00	£18,000.00
Not included in budget for precept.					

ITEM 11.20.12 - CONFIDENTIALITY OF CORRESPONDENCE/EMAILS – To consider creating guidelines for Council correspondence/emails.

- i. To consider implementing a disclaimer as part of the auto signature on all Parish Council e-mail accounts, to include the Clerk's and Councillors Accounts. (This can be implemented for councillors by the Clerk if necessary).

The following is an example of the Cheshire East Council email disclaimer.

Joe Bloggs

Clr J Bloggs

Cheshire East Council

Telephone: 01477 760000

Confidentiality: This email and its contents and any attachments are intended only for the above named. As the email may contain confidential or legally privileged information, if you are not the above named person or responsible for delivery to the above named, or suspect that you are not an intended recipient please delete or destroy the email and any attachments immediately.

Security and Viruses: This note confirms that this email message has been swept for the presence of computer viruses. We cannot accept any responsibility for any damage or loss caused by software viruses.

Monitoring: The Council undertakes monitoring of both incoming and outgoing emails. You should therefore be aware that if you send an email to a person within the Council it may be subject to any monitoring deemed necessary by the organisation from time to time. **The views of the author may not necessarily reflect those of the Council.**

Access as a public body: The Council may be required to disclose this email (or any response to it) under the Freedom of Information Act, 2000, unless the information in it is covered by one of the exemptions in the Act.*

Legal documents: The Council does not accept service of legal documents by email.

To find out how we use your information see our privacy notice.

https://www.cheshireeast.gov.uk/council_and_democracy/council_information/website_information/privacy-notices/privacy-notice.aspx

*For an FOI exemption to apply we would need to determine that the information is commercially sensitive or disclosure is not in the public interest, but these conditions can be time sensitive so, something that is commercially sensitive today may not be in a month's time. See the detail on the ICO page <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

The Goostrey Parish Council version could be shorter if the Council considers that any of the sections are not required and we can replace the link to the privacy notice with a link to our own which is on our web site. It is suggested that the sections highlighted in yellow are essential the other two are optional