



Goostrey Parish Council

The Village Hall

Goostrey

Cheshire

CW4 8PE

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Thursday 22nd April 2021

DOCUMENT PACK FOR THE MEETING OF THE PARISH COUNCIL

TO BE HELD ON

TUESDAY 27th APRIL 2021 at 7.30pm by VIDEO CONFERENCE

Zoom Meeting Link – Click the link below to join the meeting

<https://us02web.zoom.us/j/81290895071?pwd=aWRsU2NrUkhLN3FnS2h2VTllQ1Rndz09>

Meeting ID: 812 9089 5071

Passcode: 448426

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Participants joining by phone only can use *6 to mute and unmute their phone or *9 to raise their hand in the meeting

AGENDA

- 04.21.1. Declaration of Interests:** To receive and minute any Declarations of Interests.
- 2. Apologies for absence:** To receive Apologies for unavoidable absence.
- 3. Minutes:** To approve and sign the Minutes of the meeting on 23rd March 2021. Minutes on website. View Minutes at <https://goostrey.info/wp-content/uploads/2021/04/GPC-Minutes-23032021-draft-v1.pdf>
- Motion 1:** The Parish Council accepts the minutes of the Parish Council Meeting on 23rd March 2021 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.
- 5. Committee Matters:** To receive reports from the Parish Council Committees:
- i. **Finance Committee Meetings on 29th March & 6th April 2021**
View Minutes of the Meeting on 29th March at <https://goostrey.info/wp-content/uploads/2021/04/Finance-Minutes-06042021-Draft-v1-with-appendices-Public-version.pdf>
View Minutes of the Meeting on 6th April at <https://goostrey.info/wp-content/uploads/2021/04/Finance-Minutes-06042021-Draft-v1-with-appendices-v3-Public-version.pdf>
 - o **Motion 2:** The Parish Council resolves to approve the minutes of the Finance Management Committee Meetings on 29th March & 6th April 2021, and all the motions and actions therein, including the draft year end accounts and budget vs actual report for the year from 1st April 2020 to 31st March 2021.
 - ii. **Amenities Committee Meeting on 7th April 2021**
View Minutes of the Meeting at <https://goostrey.info/wp-content/uploads/2021/04/Amenities-Committee-Minutes-v1-draft.pdf>
 - o **Motion 3:** The Parish Council resolves to approve the minutes of the Amenities Committee Meeting on 7th April 2021, and all the motions and actions therein.
 - iii. **Staff Committee Meeting on 15th April 2021** – View Minutes of the meeting at <https://goostrey.info/wp-content/uploads/2021/04/Staff-Committee-Minutes-15042021-draft-v1.pdf>
 - o **Motion 4:** The Parish Council resolves to approve the minutes of the Staff Committee Meeting on 15th April 2021, and all the motions and actions therein.
- 6. Planning Matters:** To consider the following Planning applications
- **21/1797C** - 2, MAIN ROAD - Addition of dormer structures to front and rear elevations to include amendment to roof pitch and associated internal alterations. Comments due by 29th April 2021.
- 7. Financial Payments:** To approve payments in Schedule 04/21. Includes: Salaries & expenses see Payment Schedule in document pack **on page 5**
- i. **Defibrillator Batteries and pads** - To approve the purchase of 2 defibrillator batteries at a cost of £230.00 + VAT each and one set of adult pads @ £44.00 + VAT. One is indicating it is running low and the other will need replacing by September.
 - ii. **Motion 5:** The Parish Council approves the payments listed on Schedule 04/21.
- 8. Clerk's Report – including Actions from the Last Meeting and Correspondence received** (See Appendix 04/21 item 04.21.08 Clerk's Report on **page 4**)

9. **Highways & Speedwatch** – To receive reports on any items of interest – TR & CR
 - i. **Speedwatch Report** - There is no new data to report as Speedwatch Sessions remain suspended and resumption will be considered when the Cheshire East Council area is designated something better than COVID-19 Tier 2.
 - **SDU at Shearbrook, Main Road - Summary Report March 2021** – See report on **page 6**
 - ii. **Meeting with CEC Highways on 21st April 2021** - To receive a report from the meeting – TR/KM
 - iii. **Water on Main Road** – Update - TR
10. **Police Matters:** To receive a report of any key recent developments and to answer Councillors’ questions – TR.
11. **New Bowling Hut** – To consider a motion regarding the Parish Council funding for the project.

Motion 6: Following representations at the Parish Council meeting on 23rd March 2021, the Parish Council resolves to withdraw the ‘in principle’ decision to donate £10,000 towards a new VHPFF bowls club building. The Parish Council remains willing to consider a future application for a donation when there is agreement between the bowls club committee and the VHPFF trustees on the way forward.
12. **Scheme of Delegation** – To review the Scheme of Delegation to be put to the council at the Annual Meeting of the Council on 5th May 2021 – See proposal on **page 7**.
13. **Parish Council Domain Name for Website and E-Mail** – To consider changing the current domain Goostrey.info to GoostreyParishCouncil.gov.uk - See report on **page 8**.
14. **Minor Items & Items for the Next Agenda:** To take any points from Members and to note urgent items of interest
 - i. **ChALC Meeting with Highways on 27th April 2021** – To receive a verbal report from the meeting – KM
 - ii. **Friends of Goostrey Station** – To receive a report from DR – See report on **page 9**.
15. **Date of Next Meeting:** To confirm the date of the next Meeting – 5th May 2021.
16. **Closure of Meeting:** To formally close the Meeting.

APPENDIX 04/21

ITEM 04.21.08. - CLERK'S REPORT

Actions from Last Meeting

- a. Clerk to arrange a Finance Committee Meeting on 29th March 2021, to resolve the insurance issues.
Completed - see minutes of the Finance Meeting on 29th March 2021 on the website.
- b. Water on Main Road - Clerk to write to Cheshire East Highways to request they resolve the situation.
Completed – as yet there has been no response.
- c. Clerk to add an item to review the Parish Council's donation to the Bowling Club at the April Parish Council Meeting with input from the Finance Committee. **Completed.**
- d. Clerk to draw up an agenda for the Annual Meeting to include election of Chairman, Vice-Chairman, and members of Committees.
- e. Clerk to draw up the scheme of delegation for review at the April Parish Council meeting.
- f. Cllr Morgan was actioned to review the Gigabit Broadband information and report back to the Council.

Correspondence

- a. ChALC - Zoom Discussion about speeding - some clarifications 23/03/2021
- b. ACRE - Restart Grant and Additional Restrictions Support Grant (ARG): April 2021 23/03/2021
- c. BRUCE, Fiona Re: Cheshire East SAPD 23/03/2021
- d. National Association of Local Councils NALC ONLINE EVENTS 24/03/2021
- e. Resident Re: Re: Cheshire East SAPD 24/03/2021
- f. Goostrey Primary Admin RE: Buildings Insurance for the School and Village Hall 24/03/2021
- g. INSURANCE TEAM (EAST) [OFFICIAL] RE: GOOSTREY PRIMARY SCHOOL MAIN ROAD GOOSTREY CW4 8PE
Fw: Buildings Insurance for the Village Hall 24/03/2021
- h. CCR FOI Investigation Team - Information request (ref: 11271741) Re CEC Building Insurance
- i. Came and Co - Renewals FW: Confidential: Goostrey Parish Council - Pen Underwriting Limited - Insurance
Renewal [Contact Ref: 40554316] - Revised Renewal Terms 24/03/2021
- j. PKF Littlejohn CH0081 Goostrey Parish Council - 2020/21 AGAR external auditor instructions
- k. SLCC Daily Digest - 25/03/2021 25/03/2021
- l. CEC Highways - Meeting Regarding the Goostrey Station Bridge Traffic Scheme 26/03/2021
- m. Resident Street signs and possible fly posting 29/03/2021
- n. ACRE Community Building & Village Hall Updated Information. 29/03/2021
- o. Holmes Chapel Parish Council Notes from Parishes Meetings 31/03/2021
- p. Mail from resident re Littering 01/04/2021 **Comment:** IO'D has visited the resident and Clerk has sent
information regarding grants for hedging.
- q. Community & Voluntary Services Cheshire East CVS Membership renewal 01/04/2021
- r. Resident re Chestnut trees for donation 04/04/2021
- s. Insurance Broker re: Goostrey Parish Council - OSR - Cyber Quotation 06/04/2021
- t. PCSO Chadwick RE: Registration Plate Identification Cameras & Speed Watch 07/04/2021
- u. Residents Re: Village hall planting 09/04/2021
- v. CEC Chief Executives Office [OFFICIAL] Death of HRH Duke of Edinburgh 09/04/2021 579 KB
- w. ChALC FW: HRH Prince Philip 10/04/2021
- x. payphones@bt.com Read: Adopted Phone Box Wed 14/04
- y. Legal RE: Contracts of Employment Review Wed 14/04
- z. ChALC Weekly Bulletins
- aa. Resident Re: Goostrey Play area S106 £40k funds for development Sat 17/04
- bb. CEC[OFFICIAL] RE: Electricity and Oil Charges for the year 2020/21 Mon 12:13
- cc. Resident Re: Gigabit Internet Tue 17:32

ITEM 04.21.07. - FINANCIAL PAYMENTS – PAYMENT SCHEDULE TO BE INSERTED

ITEM 04.21.09. - HIGHWAYS & SPEEDWATCH - To receive reports on any items of interest – TR/CR**i. Speedwatch Report**

- **SDU at Shearbrook, Main Road - Summary Report March 2021** (with revised data for February 2021)

Month	Total Number of Vehicles	% Travelling at over 35MPH	Highest Speed and time	Comments
February	20,931	24.1	61.3mph 21.00	Highest previous Speed 88.3mph 02.00 January 2021
March	27,630	23.9	60.3mph 01.00 & 18.00	

Revised 02/04/21

ITEM 04.21.12. - SCHEME OF DELEGATION - To review the Scheme of Delegation to be put to the council at the Annual Meeting of the Council on 5th May 2021

1.0 BACKGROUND

The COVID-19 legislation allowing Parish Council meetings to be held virtually comes to an end on 6th May 2021. This means that from 7th May 2021 the Government will expect that all Parish Council Meetings are carried out in person, following any Government Restrictions in place at that time.

Meetings indoors will not be possible due to Government Restrictions, until 17th May 2021 and it is likely that any guidelines in place at that time would not allow the flexibility required to hold a Parish Council meeting giving access to the public effectively unless hybrid meetings are used which require the councillors to be present, but members of the public can attend virtually.

Given that not all councillors will have received their vaccinations by 17th May 2021, and it may not be possible or practical to hold hybrid meetings as specialist equipment is needed to facilitate such a meeting, it is likely a properly convened meeting of the Council will not take place until after 21st June 2021.

The Council needs to consider how it will operate between 7th May and 21st June.

Lawful decisions can only be made by Full Council or in accordance with section 101 of the Local Government Act 1972, which allows for the majority of functions to be delegated to a committee, sub-committee, or officer. It is not lawful for councillors to exercise a function on behalf the council outside a lawfully duly convened council, committee, or sub-committee meeting.

To facilitate the lawful and efficient operation and continuation of council function during this period, it is recommended that council approves a temporary delegation of authority to the Parish Clerk. This will lawfully give her the power to make decisions which would otherwise be taken by council or committee.

2.0 RECOMMENDATION

It is recommended that Council considers passing a motion at the Parish Council Meeting on 5th May 2021 as follows:

That until either:

- a. The government advises that virtual meetings can resume, or
- b. Government restrictions are eased sufficiently for meetings to take place safely.

The Clerk be authorised to exercise any function that would normally be exercised by Full Council or a committee excepting any which statute prescribes may only be exercised by Full Council.

That this authority be subject to the following conditions:

- i. No decision shall be made which would constitute a permanent change in established policy
- ii. No decision shall be taken prior to the Clerk having sought counsel from the Chairman or Vice-Chairman and the relevant committee's Chairman and/or Vice-Chairman
- iii. Should the Clerk or the Chairman or Vice-Chairman or the relevant committee Chairman or Vice-Chairman consider it appropriate, the Clerk shall prepare a report on a proposed decision and circulate it to all members of a committee or the council by email and no decision shall be taken prior to all members having indicated their view or one calendar week having passed.
- iv. A record of all decisions made under this authority shall be kept and reported to all members by email weekly and to the first relevant meeting
- v. Where authority is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution, any conditions attached thereto shall continue to have effect.

3.0 CONNECTED MATTERS

The council is still required to approve the Annual Governance and Accounting Review (AGAR) by 29th June, this approval must take place at a Full Council meeting. ^{1 - Local Government Act 1972 Schedule 12 7(2)}

Draft Agenda for Annual Meeting of the Council on 5th May 2021

1. Elect a Chairman
2. Elect a Vice Chairman
3. Declarations of Interest
4. Apologies for absence
5. Minutes of the Meeting of 29th April 2021
6. Cheshire East Council Matters
7. Motion to suspend standing Order 5. Ordinary Meetings item K section v, vi, viii to xxi (inclusive) until the next meeting of full council.
8. Motion to approve the Scheme of Delegation to the Clerk

ITEM 04.21.14 - PARISH COUNCIL DOMAIN NAME FOR WEBSITE AND E-MAIL – To consider changing the current domain Goostrey.info to GoostreyParishCouncil.gov.uk

There have been some issues with a number of emails from the Parish Council email account going straight into recipient's spam folders in recent months. Chasing up replies to these mails is time consuming and there is a risk that important mails are not reaching the addressees in a timely manner. There are potentially a number of reasons for our mails going into spam, and our email supplier has already tried to resolve this by adjusting some settings on our current domain. It is also possible that the .info suffix on our domain name Goostrey.info may be seen by recipient's email systems as an indicator of junk mail. On investigation it seems that very few Parish Councils use a .info suffix on their domain names, they are mostly .org.uk, or .gov.uk.

Parish Councils are eligible to use .gov.uk domain names which can be requested from the Secretary of State. These domains are subject to a number of rules including website design guidelines which domain owners must adhere to. However, a .gov.uk domain name does indicate the local government connection and a number of local Parish Councils are using these domains (e.g., Holmes Chapel).

If we changed the domain name for the email address it would also be appropriate to apply it to the web site for continuity otherwise, we would need to pay for two domain names annually.

Our current domain name costs approx. £20 per year.

A .gov.uk domain name (e.g., GoostreyParishCouncil.gov.uk) would cost £110 for the first year (this includes a £50 set up fee) and £60 for subsequent years.

Our current website provided is authorised to set up the .gov.uk domain, prices are the same or more from other providers.

Motion: The Parish Council resolves to purchase a .gov.uk domain name for use with the Parish Council website and email account at a cost of £110 + VAT.

ITEM 04.21.15 – MINOR ITEMS AND ITEMS FOR THE NEXT AGENDA - To take any points from Members and to note urgent items of interest

ii. **Friends of Goostrey Station** – To receive a report from DR

The FOGS are pleased to announce that the rental of the refurbished ticket office is progressing well. A rental agreement has been prepared Northern Rail which has been reviewed by the prospective tenants (Debbie Goldsmith and Sian Jones) and comments fed back to Northern Rail – a revised agreement will be available by the end of April/early May and if the content is acceptable, it is anticipated that Debbie and Sian will be able to move in soon after.

The Friends of Goostrey Station are also pleased to announce that they have secured full funding for the acquisition and installation of two lockable display cabinets in the Manchester to Crewe line waiting area. A number of groups will benefit from this funding. The artwork generated by the Primary School pupils is exhibited in this waiting area. The provision of sealed, lockable display cabinets will preserve their artwork from adverse weather conditions e.g., damp/wind and will stop any vandalism to the paintings etc.

The second group will benefit from this funding are the rail users; the exhibitions put on by the school have been well received and a number of positive comments have been received by the school. Our Community Rail officer has commented that the long-standing relationship between the FOGS and the Primary School is outstanding and has in the past been the basis of several awards that the group has received, both regionally and nationally.

Finally, the acquisition and installation of a covered cycle rack at the station is also progressing well. Following discussions with Northern Rail, the FOGS have reviewed various options and have sent in their preferred shelter design/cycle capacity and have requested helmet storage and CCTV. At this stage, the installation date hasn't been confirmed but should be completed in a couple of months.

Comments from the prospective tenants:

"What we hope to build is an exciting creative space where we can not only house both our working studios but also hold a host of workshops, exhibitions and educational activities both with and for the local community. Once we are in there will be a bit of work to do initially on the space before we can have the public inside, but we are already planning ideas and we are really hopeful this can be a real benefit to the local people, including the primary school. The Old Ticket Office is such a wonderful building, and we can't thank those people, both at FOGS and the Parish Council, enough for all their help in getting this venture off the ground. Hopefully we can act as guardians of the building after the wonderful work that's already been done on its restoration and really engage people locally. These are very exciting times!"

Cllr D Roberts
22nd April 2021