

# The Parish Council Of Lower Peover

Comprising

Nether Peover  
(Cheshire West and Chester)

Peover Inferior  
(Cheshire East)

Clerk to the Council: Mr. Geoffrey Parker  
5 Daisy Close  
Pickmere  
WA16 0WE  
Tel: 07842510313  
Email: [lowerpeoverpc@tiscali.co.uk](mailto:lowerpeoverpc@tiscali.co.uk)

Dear Councillor,

Parish Councillors are summoned to attend the next Parish Council Meeting which will be held at 7.30 pm on Wednesday 13<sup>th</sup> May 2020 at

<https://us04web.zoom.us/j/3630348928?pwd=SWIXN0w0Sm9WRXVrU3J2eUhUbDhBUT09>

Yours sincerely,



**Geoffrey Parker**

Clerk to the Council

## *Agenda*

<b>1.</b>	<b>To receive apologies for absence</b>
<b>2.</b>	<b>To note declarations of members' interests</b>
<b>3.</b>	<b>Public Participation: A period not exceeding 10 minutes for members of the public to ask questions or submit comments (at the Chairman's discretion)</b>
<b>4.</b>	<b>To receive and confirm the minutes of the meeting held on 11<sup>th</sup> March 2020 (attached)</b>

5.	<b>To receive a police report (attached)</b>
6.	<b>To receive news from the Unitary Authority Councillors</b>
7.	<p><b>Payroll Service</b></p> <p>a. To approve the arrangements for the provision of the Councils payroll service by S Jones Business Solutions Ltd at a cost of £80 per annum</p>
8.	<p><b>Finance</b></p> <p>a. To confirm that the community grant awarded in March 2019 to support the VE Day commemorations be re-allocated to meet the costs of community support initiatives relating the the Coronavirus pandemic</p> <p>b. To approve the renewal of the Councils insurance arranged by Came and Co for £347.05</p> <p>c. To consider further a request for financial assistance to maintain the churchyard at St Oswald’s church (attached)</p> <p>d. To approve the receipts and payments to 31<sup>st</sup> March 2020 (attached)</p> <p>e. To approve the receipts and payments to 30<sup>th</sup> April 2020 (attached)</p> <p>f. To approve payments due (attached)</p> <p>g. To note expenditure against budget to 30<sup>th</sup> April 2020 (attached)</p> <p>h. To approve the year end bank reconciliation (attached)</p> <p>i. To receive and note the Internal Audit report (attached)</p> <p>j. To consider Section 1 Annual Governance Statement 2019/2020 (attached)</p> <p>k. To approve and sign Section 1 of the Annual Governance Statement 2019/2020</p> <p>l. To consider Section 2 Accounting Statements 2019/2020 (attached)</p> <p>m. To approve and sign Section 2 Accounting Statements 2019/2020</p> <p>n. To note the criteria for exemption from external auditor review</p> <p>o. To consider whether the authority meets the criteria for exemption from limited assurance review and whether it wishes to be certified exempt for the year 2019/2020</p> <p>p. To approve and sign the exemption certificate</p> <p>q. To note that details of the arrangements for the exercise of public rights must be published before 1 September 2020.</p>
9.	<p><b>Planning</b></p> <p>a. To consider the latest planning applications</p> <p>Site Address: Woodside Cottage Foxcovert Lane Nether Peover Knutsford WA16 9QP</p>

	<p>Proposal: Single storey rear extension, detached garage and replacement outbuilding Reference Number: 20/01196/FUL</p> <p>Site Address: Unit 6 Yew Tree Farm Middlewich Road Nether Peover Northwich WA16 9QD Proposal: Variation of condition 2 (approved plans) on planning permission 15/00614/FUL - Revised proposed layout and elevation drawings Reference Number: 20/01303/S73</p> <p>b. To note responses to applications received since the last meeting.</p> <p>No notifications of planning applications were received requiring a response comments have been submitted.</p> <p>c. To note the decisions of the Planning Authority received since the last meeting .</p> <p>No decisions have been notified</p>
<p><b>10.</b></p>	<p><b>Website and IT</b></p> <p>a. To approve the data protection policy (attached)</p>
<p><b>11.</b></p>	<p><b>Parish Plan</b></p> <p>a. To receive an update on progress with the Parish Plan</p>
<p><b>12.</b></p>	<p><b>Matters for the next agenda</b></p> <p>a. To identify matters for consideration at the next ordinary meeting of the Parish Council.</p>
<p><b>13.</b></p>	<p><b>Future Meetings</b></p> <p>a. To note the date of the next meeting at 7.30 p.m. on 8<sup>th</sup> July 2020.</p>

# LOWER PEOVER PARISH COUNCIL

Clerk – Geoffrey Parker  
Telephone – 07842 510313

Chairman – Alison Painter  
Vice Chairman – Louise Corlett

## Minutes of the meeting held at 7.30pm on Wednesday 11<sup>th</sup> March 2020 at Lower Peover Primary School

### 19.117 Present Action

Cllrs Painter, Brown, Corlett, Kendall and Wilson.

In attendance: G Parker (Parish Clerk)

### 19.118 To receive apologies for absence

Apologies were received from Cllrs Dutton and Geake.

### 19.119 To note declarations of members' interests

No interests were declared.

### 19.120 To receive a presentation on the proposed development at Crown Inn Farm

Considered an update from Mr Paul Duffy of Beluga Projects on the proposed development. It was noted that

- The number of plots may be reduced from 13 to 12
- Various planning issues were under discussion with the Planning Authority.
- A planning application had not yet been submitted.
- There is an extant planning consent for B8 development
- The intention was to provide the latest broadband connectivity and possibly vehicle charging points
- The Planning Authority is expected to set condition's regarding site working covering matters such as parking and hours of work

### RESOLVED

That the information be noted.

### 19.121 Public Participation

No members of the public were present.

Signed \_\_\_\_\_

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### **19.122 Minutes of the meeting held 8th January 2020**

The minutes of the meeting held on 8<sup>th</sup> January 2020 were confirmed as a correct record and signed.

### **19.123 Minutes of the extraordinary meeting held on 30th January 2020**

The minutes of the extraordinary meeting held on 30<sup>th</sup> January 2020 were confirmed as a correct record and signed.

### **19.124 To receive a police report**

Considered police reports covering December 2019 January 2020 and February 2020. It was noted that the reports did not include the entire Parish

#### **RESOLVED**

- a. to receive a police report.
- b. that the Parish Clerk was requested to request a report that covered the entire Parish across the two Unitary Authority boundaries. **Parish Clerk**

### **19.125 To receive an update from the Unitary Authority Councillors**

No updates were received.

### **19.126 Parish Plan**

Considered an update on progress with the Parish Plan and liaison arrangements with the Parish Plan working group. It was noted that a working group of 4 residents, with 2 residents from within each Planning Authority area, had been established and that 5 workstreams had been established.

#### **RESOLVED**

- a. That a separate Parish Councillor will work with the working group on each workstream.
- b. That liaison between the working group and the Parish Council would be undertaken by those Parish Councillors.

### **19.127 Parish Clerk Contract of Employment**

Signed \_\_\_\_\_

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Vice Chairman – Louise Corlett

## **RESOLVED**

That the revised terms and conditions of the Clerk's contract of employment be approved.

### **19.128 Planning**

Considered the latest planning applications; responses to applications received since the last meeting; the decisions of the Planning Authority received since the last meeting; and the outcome of the appeal in respect of land at Foxcovert Farm, Foxcovert Lane, Lower Peover, Knutsford, WA16 9QP.

## **RESOLVED**

- a. That no comments be submitted regarding the planning application at Foxcovers, Foxcovert Lane, Lower Peover, application number 20/0671M.
- b. That it be noted that no notifications of planning applications requiring a response since the last meeting had been received.
- c. That the decisions of the Planning Authority received since the last meeting in respect of 19/02007/FUL, 19/04095/LBC, 19/03412/S73 and 19/02683/FUL be noted.
- d. That the outcome of the appeal in respect of land at Foxcovert Farm, Foxcovert Lane, Lower Peover, Knutsford, WA16 9QP be noted.

### **19.129 Sickness Absence Policy**

## **RESOLVED**

That the Sickness Absence policy be approved and adopted.

### **19.130 Equal Opportunities Policy**

**RESOLVED** That the Equal Opportunities Policy be approved and adopted.

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## 19.131 VE Day

Considered the proposal that the Parish Council provide a Community Grant towards the expenses of VE Day commemorations in the Parish between 8<sup>th</sup> and 10<sup>th</sup> May 2020.

**RESOLVED:** That the Council in accordance with its powers under section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with expenditure: -

Up to £250 towards the costs of the community commemoration of VE Day between 8<sup>th</sup> and 10<sup>th</sup> May 2020.

## 19.132 Finance

**RESOLVED:** -

- a. that the receipts and payments to 29th February 2020 be approved
- b. that payments due be approved – subject to the correction of the payee for the VE Day celebrations from “Lower Peover School Governors” to “Lower Peover Fund Raising Account”
- c. that expenditure against budget to 29th February 2020 be noted.

## 19.133 Highways and Footpaths

Considered the condition of roads and potholes in various locations in the parish and the arrangements for grass cutting on land near Free Green Lane and Barrows Brow

**RESOLVED**

- a. That Councillors report any specific problems to the relevant Highway Authority
- b. That the Parish Clerk ascertain whether the land at Free Green Lane and Barrows Brow is included within the areas

**Parish  
Clerk**

Signed \_\_\_\_\_

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covered by the Councils grass cutting contract and if so, remind the contractor of those requirements.

### **19.134 Gully Emptying**

Considered the position regarding the arrangements for gully emptying, particularly at times of heavy rainfall.

#### **RESOLVED**

That the Parish Clerk contact the relevant Highway Authority drawing attention to the Council's concerns.

**Parish  
Clerk**

### **19.135 Website and IT**

Considered the introduction of a data protection policy and options for website and domain hosting.

#### **RESOLVED**

- a. That a data protection policy be presented to the next meeting for consideration.
- b. That website and domain hosting be considered at a future meeting once alternative options had been costed.

**Parish  
Clerk**

### **19.136 Welcome Pack for New Houses in Village**

#### **RESOLVED**

That consideration of this item be deferred to a future meeting.

### **19.137 Litter Pick**

#### **RESOLVED**

That a litter pick be arranged for 25<sup>th</sup> April 2020 subject to liaison with the principal Councils. This to be publicised on the Parish Council website.

### **19.138 Tree Cutting**

Considered issues with the management of the grassed area and



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pond at Old Dalby and the possible involvement of the Wildlife Trust in conservation matters.

### **RESOLVED**

That advice be obtained from Cheshire East Council regarding the management arrangements for this site.

**Parish  
Clerk**

### **19.139 VE Day**

### **RESOLVED**

That this matter was dealt with at minute 19.131.

### **19.140 Arrangements in the event of the death of a senior national figure**

Considered local arrangements within the parish to mark the death of a senior national figure

### **RESOLVED**

To purchase a book of condolence at a cost not exceeding £50

**Parish  
Clerk**

### **19.141 Cleaning of Cheshire East Council signs and conservation signage**

Considered the condition of Unitary Council signage in the parish. b.  
To discuss maintenance of conservation signage

### **RESOLVED**

- a. That no further action be taken in respect of Unitary Council signage
  
- b. That conservation signage be considered at a future meeting

### **19.142 Phone Box Project**

Considered progress with the project to repurpose former BT phone box.

### **RESOLVED**

That 3 fresh quotations be obtained including the requirements for the contractor to obtain the necessary licence to undertake works

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on the public highway.

**Parish  
Clerk**

## **19.143** Matters for the next agenda

Considered matters for inclusion on the agenda at the next ordinary meeting of the Parish Council.

### **RESOLVED**

That the following matters be considered

Welcome Pack  
Conservation Signage  
Newsletter  
Parish Plan  
Data protection Policy

## **19.144** Future Meetings

### **RESOLVED**

- a. That the next ordinary meeting of the Parish Council be held at 7.30 p.m. on 13th May 2020.
- b. That ordinary meeting of the Parish Council in November 2020 be held on 4<sup>th</sup> November.

Parish From last report 29/02/2020	<b>Chelford</b>	<b>Lower Peover</b>	<b>Peover Superior</b>	<b>Nether Alderley</b>	<b>Ollerton &amp; Marthall</b>	<b>Plumley Toft &amp; Bexton</b>	<b>Snelson</b>
Burglaries Dwellings							
Burglaries Non-Dwellings							
Theft Other	21/03/2020 15:15 Hitchinlowes - bikes			04/03/2020 11:12 Welsh Row – theft of vehicle - 2 Arrested possible 3 <sup>rd</sup>  16/03/2020 11:46 Alderley Partk – Building Materials			
Property lost / found	21/03/2020 16:00 near to Hitchinlowes – bike not same as one as above			11/03/2020 16:05 Welsh Row – found Stolen vehicle – possible connected with above			
Suspicious Persons / Vehicles				19/03/2020 13:31 Chelford Rd – BP Garage person s activity – checked all in order	26/03/2020 18:08 Chelford Road, Marthall – male in mask	17/03/2020 17:28 A50 Toft – bike parked up – all in order	
999 Alarms all in Order	25/03/2020 01:58 Broomfield Close  25/03/2020 02:25 Chelford Road Business Premises		11/03/2020 14:26 Park Gate Avenue	01/03/2020 01:25 Whitebarn Road	04/03/2020 00:00 Ash Lane, Ollerton	22/03/2020 09:24 Plumley Moor Road Plumley	

Parish	Chelford	Lower Peover	Peover Superior	Nether Alderley	Ollerton & Marthall	Plumley Toft & Bexton	Snelson
Anti-Social Behaviour	<p>04/03/2020 00:00 Jersey Close – Animal welfare</p> <p>21/03/2020 00:30 Knutsford Road – dealt with as public order</p> <p>24/03/2020 15:41 Holmes Chapel Road – persons and dogs</p> <p>29/03/2020 11:44 Peover Lane – Closed footpath – persons and dogs</p>		<p>07/03/2020 00:00 Over Peover – report of assault – victim then refused to engage</p> <p>30/03/2020 14:00 Chelford Lane, Over Peover – persons, dogs, vehicles – parking and walking</p>			24/03/2020 16:17 Plumley Park – person drinking & children – search made no trace	
Criminal Damage	11/03/2020 16:05 Chelford – Coach Windsreen twice				22/03/2020 13:42 Marthall Lane, Ollerton - vehicle		
Animals in the Road					14/03/2020 15:53 Main Road, Ollerton – Sheep		
Traffic	20/03/2020			04/03/2020 13:40		03/03/20 09:45	

<p>Incidents, Obstruction, tree, parked vehicles etc.</p>	<p>07:00 Holmes Chapel Road – Temp road works lights not working</p> <p>28/03/2020 11:44 Holmes Chapel Road – Obstruction of entrance</p>			<p>The Wizard – temp lights stuck on red</p> <p>24/03/2020 09:24 The Wizard – vehicle had to be locked in car park due to lock down been there since 23/03/2020 – message left for owner</p>		<p>A556 – report of empty trailers in layby- no reports of stolen</p> <p>04/03/2020 11:12 A556 -trailers - notice given to be removed</p> <p>04/03/2020 13:33 A566 as above</p> <p>09/03/2020 11:07 as above still waiting for council to attend</p> <p>11/03/2020 11:57 A566 Large pot hole – Highways informed</p> <p>19/03/2020 10:31 A566 Broken down vehicle requires recovery in dangerous position</p> <p>31/03/2020 09:41 A566 report of Trailers in layby – CEC informed</p>	
<p>Police Enforcement Traffic</p>	<p>27/02 TruCam x 13</p>		<p>05/03/2020 07:56 Stocks Lane, Over Peover report of Drunk Driver Stopped just under – warned</p>	<p>07/03/2020 00:00 A34 Melrose Way – report of poss Drink Driver</p> <p>15/03/2020 15:33</p>		<p>06/03/2020 12:17 Maltkin Road, Plumley – Vehicle obstruction removed by duty garage</p>	

			14/03 TruCam x 3	A34 heading Wilmslow - Driver on their phone all over the road		07/03/2020 08:08 A556 report of road rage  11/03/2020 09:45 A50 Toft – vehicle seized no insurance	
Parish	<b>Chelford</b>	<b>Lower Peover</b>	<b>Peover Superior</b>	<b>Nether Alderley</b>	<b>Ollerton &amp; Marthall</b>	<b>Plumley Toft &amp; Bexton</b>	<b>Snelson</b>
Road Traffic Collisions						03/03/2020 19:14 Seven Sisters Lane, Toft	
Traffic Enforcement Visits no Activations		08/03 TruCam		19/03 TruCam			
<b>Other</b>				04/03/2020 13:00 Congleton Road Alarms Activated 1 x arrested possible 1 other suspects – under investigation			

No Police Surgeries at the moment however we are holding regular ask anything Chats on the Congleton Police FaceBook Site and Twitter Site this are being advised on Gawsworth & Chelford Facebook & Twitter sites #Chat

Parish From last report 31/03/2020	<b>Chelford</b>	<b>Lower Peover</b>	<b>Peover Superior</b>	<b>Nether Alderley</b>	<b>Ollerton &amp; Marthall</b>	<b>Plumley Toft &amp; Bexton</b>	<b>Snelson</b>
Burglaries Dwellings	02/04/2020 03:41 Chelford Road – attended all in order			13/04/2020 12:45 Chelford Road – checked appeared to be in order just insecure		16/04/2020 15:18 Toft Road, Toft – attempted distraction Burglary	
Burglaries Non-Dwellings						16/04/2020 06.00 - 22:00 Ullard Hall Lane, Plumley – machinery, Garden eqpt, tools	
Theft Other	26/04/2020 11:30 Dexter Place – Vehicle 26/04/2020 19:36 vehicle above found in Elmstead Road				14/04/2020 09:07 Seven Sisters Lane, Ollerton – 2 x two calf's missing		
Property lost / found						28/04/2020 12:08 A566 Plumley found two number plates in layby	
Suspicious Persons / Vehicles	14/04/2020 23:30 Wheat Moss – front door tried		23/04/2020 13:08 Stocks Lane, Over Peover – female in lone location for a while – area checked no trace	11/04/2020 10:46 Chelford Road – Male – all in order (homeless)		04/04/2020 16:13 Toft Road, Toft x males  07/04/2020 12:32 Ascol Drive Plumley 2 x males	

						30/04/2020 11:03 A566 Layby – report of two trailers been there 5 -6 weeks – already reported to the council	
<b>Parish</b>	<b>Chelford</b>	<b>Lower Peover</b>	<b>Peover Superior</b>	<b>Nether Alderley</b>	<b>Ollerton &amp; Marthall</b>	<b>Plumley Toft &amp; Bexton</b>	<b>Snelson</b>
999 Alarms all in Order	16/04/2020 15:27		26/04/2020 15:47 Chelford Lane, Over Peover		08/04/2020 15:54 Chelford Road Marthall		
Anti-Social Behaviour	09/04/2020 20:15 by the roundabout – public order  10/04/2020 11:24 Knutsford Road – drunk male		03/04/2020 16:23 Stocks Lane, Over Peover – verbal between cyclist and motorist  08/04/2020 15:54 Holmes Chapel Road – Vehicles		10/04/2020 00:42 Chelford Road Ollerton – vehicles racing  20/04/2020 10:58 Chelford Road, Ollerton – confrontation with cyclists  27/04/2020 09:44 Chelford Road, Ollerton - Cyclist confrontational with landowner private land		
Criminal Damage	03/04/2020 15:39 Alderley Road - Fences				20/04/2020 09:42 Sandlebridge Lane, Marthall – fence  29/04/2020 14:00		



					Seven Sisters Lane, Ollerton – vehicle 3 different lorry’s over the past month had bottles thrown at them in laybys from the same vehicle		
<b>Parish</b>	<b>Chelford</b>	<b>Lower Peover</b>	<b>Peover Superior</b>	<b>Nether Alderley</b>	<b>Ollerton &amp; Marthall</b>	<b>Plumley Toft &amp; Bexton</b>	<b>Snelson</b>
Animals in the Road							
Traffic Incidents, Obstruction, tree, parked vehicles etc.				17/04/2020 20:08 The Wizard, Macclesfield – Tree blocking the road – highways attended	08/04/2020 13:00 Pedley Lane, Marthall - vehicle parked on bad bend male taking pictures of a property– search made no trace  22/04/2020 11:52 Marthall Lane, Ollerton – vehicle obstruction – checked no obstruction		
Police Enforcement Traffic	13/04/2020 13:35 Knutsford Road – Driver advised re insurance					03/04/2020 23:18 Toft Road – report of poss drunk driver 03/04/2020 23:30 (as above)Toft Road 1 x arrested for drink drive	

Parish	Chelford	Lower Peover	Peover Superior	Nether Alderley	Ollerton & Marthall	Plumley Toft & Bexton	Snelson
Road Traffic Collisions					26/04/2020 09:56 Snelsons Lane, Marthall		
Traffic Enforcement Visits no Activations							
<b>Other</b>							
<b>COVID – 19 Reports</b>	<p>Holmes Chapel Road – local vehicle damaged with paint –“go home”</p> <p>Walkers and vehicles</p> <p>3 different reports of Visitors to properties staying long periods of time</p> <p>21/04/2020 16:41 – report of visitors attended all in order</p> <p>24/04/2020 15:10 not reported until</p>		<p>03/04/2020 16:08 Peover Park – Massive amount of people and vehicles coming and going – patrol attend search made no trace</p> <p>17/04/2020 11:35 Peover Park- vehicles and people – attended no trace</p>	<p>Walkers and vehicles throughout the area</p> <p>11/04/2020 12:32 Macclesfield Road – vehicles parking in layby others coned off – advised to contact council who closed the others</p> <p>13/04/2020 14:22 Macclesfield Road as above</p> <p>15/04/2020 17:02 Macclesfield Road vehicles parking the other side of cones blocking laybys – attended advisory notices</p>	22/04/2020 17:07 Ollerton- Report of persons meeting each other on regular basis		

	18.55hrs Mill Bank Lane visitors attending for long period - gone on arrival			issued 16/04/2020 17:05 Macclesfield Road vehicles have moved cones and tape to park – attended no vehicles  21/04/2020 13:41 Macclesfield Road Vehicles parking in area above – attended 1 vehicle given advisory notice			
<b>Parish</b>	<b>Chelford</b>	<b>Lower Peover</b>	<b>Peover Superior</b>	<b>Nether Alderley</b>	<b>Ollerton &amp; Marthall</b>	<b>Plumley Toft &amp; Bexton</b>	<b>Snelson</b>

No Police Surgeries at the moment however we are holding regular “ask anything Chats on the Congleton Police FaceBook Site” these are being advised on Gawsworth & Chelford Facebook & Twitter sites #Chat

Please encourage residents to: Follow us on Facebook:Gawsworth&Chelford Police Twitter: @GawsChelfordPol



or [www.cheshire.police.uk](http://www.cheshire.police.uk) with reports or Email: [Macclesfield.lpu@cheshire.pnn.police.uk](mailto:Macclesfield.lpu@cheshire.pnn.police.uk)

Mrs. Felicity Wilshaw  
(PCC Secretary)  
46, Hollytree Road  
Plumley  
Knutsford  
WA16 0UJ  
March 15<sup>th</sup> 2020

Mr. Geoffrey Parker  
Clerk to the council  
5 Daisy Close  
Pickmere  
WA16 0WE

Dear Geoffrey,

I am writing to you in my role as secretary to the PCC of St. Oswald's church, Lower Peover. It is that time of year when we are thinking about the care of the churchyard. It is customary that we ask you as a local parish council to make a financial contribution towards the grass cutting in the churchyard as the church is such a focal point in the community. We hope that you feel able to make a donation this year as you have generously done in previous years.

Thanking you in anticipation of your support.

Yours sincerely,

Felicity Wilshaw

**LOWER PEOVER PARISH COUNCIL**

SUMMARY RECEIPTS AND PAYMENTS  
PERIOD 28<sup>th</sup> February 2020 to 31<sup>st</sup> March 2020

	£			£
Opening Balance				
Barclays A/C	£13,150.40		Payments (See Below)	£1,165.30
Receipts	£0.00		Balance c/d	£11,985.10
	<u>£13,150.40</u>			<u>£13,150.40</u>
Balance b/d	<u>£11,985.10</u>			

PAYMENTS

Date	Ref	To	For	£
18/03/20	19.132	Lower Peover Fund Raising A/c	Contribution to VE commemoration	£250.00
23/03/20	19.132	SLCC	Clerk Membership fee	£43.00
23/03/20	19.132	HMRC	PAYE	£433.65
23/03/20	19.132	Clerk	Salary to 31 March 2020	£433.65
31/01/20	19.100.f	TalkTalk	email account charge	£5.00
			TOTAL PAYMENTS	£1,165.30

RECEIPTS

Date	From	For	£
	NO RECEIPTS WERE RECEIVED IN THE PERIOD		
		TOTAL RECEIPTS	£0.00

PAYMENTS FOR APPROVAL

NONE

FUNDS SUMMARY

Parish Council	£11,925.60		
Election reserve	59.50		
Total cash in bank at 31/03/2020	<u>£11,985.10</u>		
<b>Balance per Bank (31<sup>st</sup> March 2020)</b>			£11,985.10
Minus			
Payments not yet processed			£0.00
Plus			
Receipts not banked/cleared			£0.00
Balance in the cashbook			<u>£11,985.10</u>

RFO \_\_\_\_\_

Chairman \_\_\_\_\_

Date \_\_\_\_\_

Minute Ref \_\_\_\_\_

**LOWER PEOVER PARISH COUNCIL**

SUMMARY RECEIPTS AND PAYMENTS

PERIOD 01 April to 30<sup>th</sup> April 2020

Opening Balance	£				£
Barclays A/C		£11,985.10		Payments (See Below)	£5.00
Receipts		<u>£7,273.00</u>		Balance c/d	<u>£19,253.10</u>
		<u>£19,258.10</u>			<u>£19,258.10</u>
Balance b/d		<u>£19,253.10</u>			
<b>PAYMENTS</b>					
Date	Ref	To	For		£
24-04-20		Talk Talk			£5.00
				<b>TOTAL PAYMENTS</b>	<u>£5.00</u>
<b>RECEIPTS</b>					
Date		From	For		£
06-04-2020		CEC	Precept 2019/20		£1,077.00
14-04-2020		CWAC	Precept 2019/20		£6,196.00
				<b>TOTAL RECEIPTS</b>	<u>£7,273.00</u>
<b>PAYMENTS FOR APPROVAL</b>					
Payee		Description			£
St Oswald's Church PCC		Churchyard maintenance			£400.00
Came and Co		Annual Insurance Premium			£347.05
JDH Business Services Ltd		Internal Audit Fee 2019/20			£151.20
Lower Peover School Governors		Room Hire			£27.00
Parish Clerk		Homeworking Allowance			£136.00
				<b>TOTAL FOR APPROVAL</b>	<u>£1,061.25</u>
<b>FUNDS SUMMARY</b>					
Parish Council		£19,193.60			
Election reserve		59.50			
Total cash in bank at					
30 <sup>th</sup> April 2020		<u>£19,253.10</u>			
<b>Balance per Bank</b>					£19,253.10
Minus					
Payments not yet processed					£0.00
Plus					
Receipts not banked/cleared					<u>£0.00</u>
Balance in the cashbook @30 <sup>th</sup> April 2020					<u>£19,253.10</u>

RFO

Chairman

Date

Minute Ref

RECEIPTS	Budget	Out turn at 31/03/2020	%
Precept	£7,250.00	£7,250.00	100.00%
Grants	£1,000.00	£0.00	0.00%
Donations	£0.00	£381.15	
VAT Reclaim	£125.00	£201.33	161.06%
<b>TOTAL</b>	<b>£8,375.00</b>	<b>£7,832.48</b>	<b>93.52%</b>

<b>PAYMENTS</b>			
Clerks Salary	£3,000.00	£3,408.55	113.62%
Pension	£0.00	£0.00	0.00%
Clerk's mobile phone tba			
Office Expenses	£200.00	£159.09	79.55%
Software	£0.00	£0.00	0.00%
Website			
Domain registration (.gov)	£0.00	£0.00	0.00%
Website/Newsletter	£250.00	£83.00	33.20%
Newsletter	£0.00	£0.00	0.00%
Insurance costs	£330.00	£338.40	102.55%
Subscriptions	£250.00	£283.04	113.22%
Clerk Training and Conferences	£250.00	£30.00	12.00%
Administration costs/Home Office	£250.00	£0.00	0.00%
Grass and verge Cutting	£1,000.00	£840.00	84.00%
Office equipment *(use of reserves)	£500.00	£500.00	0.00%
Meeting Room Hire (S137)	£100.00	£111.00	111.00%
Community grants (Section 137)	£250.00	£250.00	100.00%
Audit Fee	£100.00	£0.00	0.00%
Repairs to fingerposts	£1,000.00	£0.00	0.00%
Environmental Projects	£2,000.00	£1,111.91	55.60%
Graveyard Upkeep	£400.00	£400.00	100.00%
Election Fees	£150.00	£90.50	60.33%
Expenses (mileage/subsidence/travel)	£100.00	£31.50	31.50%
Councillor training (added March 2019)	£500.00	£185.00	37.00%
VAT		£512.91	
<b>TOTAL</b>	<b>£10,630.00</b>	<b>£8,334.90</b>	<b>78.41%</b>

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpre be entered as negative figures.

Name of smaller authority: Lower Peover Parish Council

County area (local councils and parish meetings only): Cheshire West and Chester/Cheshire East

### Financial year ending 31 March 2020

Prepared by (Name and Role): Geoffrey Parker Parish Clerk and RFO

Date: 13/04/20

	£	£
<b>Balance per bank statements as at 31/3/2020</b>		
Current Account	<u>11985.10</u>	11985.10
Petty cash float (if applicable)		0.00
Less: any un-presented cheques as at 31/3/2020 (enter these as negative numbers)		
None	<u>0.00</u>	0.00
Add: any un-banked cash as at 31/3/2020		
None	<u>0.00</u>	0.00
<b>Net balances as at 31/3/2020 (Box 8)</b>		<u><u>11985.10</u></u>



INTERNAL AUDIT REPORT 2019/20  
LOWER PEOVER PARISH COUNCIL

The internal audit of Lower Peover Parish Council was carried out by undertaking the following tests as specified in the Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

**Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**J D H Business Services Ltd**

INTERNAL AUDIT REPORT 2019/20  
LOWER PEOVER PARISH COUNCIL

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
1	The year end reserves are 165% of the precept level. Sector guidance is that general reserves should be between 3 and 12 months of the precept.	<i>Council should review the level of reserves and where elements relate to sums set aside for schemes/projects, earmarked reserves should be established. The remaining general reserves should then be reviewed for reasonableness with reference to the sector guidance</i>	
2	Minutes record that payments are approved but there is no link with the schedule of payments that supports the approval.	<i>The total of payments approved in the payment schedule should be recorded in the minutes to improve the audit trail.</i>	
3	The fixed asset register records a value of £11177 for 2018/19 before additions and disposals are adjusted for to calculate the 2019/20 figure. However, the fixed asset figure disclosed in the 2018/19 AGAR was £10762.	<i>The council should review the 2018/19 fixed asset register to ensure the correct figure is disclosed as the comparative in the 2019/20 AGAR accounts.</i>	
4	The updated model Financial Regulations refer in section 10.) to a Purchase Order (PO) system (which would also clearly evidence the authority to spend). However, no PO system is currently in place.  Section 4.) of the Financial Regulations (FRs) for Authority to Spend require a Chair and the Clerk to	<i>If the Purchase Order section of the FRs is an accepted requirement by council, then the council should establish a sequential Purchase Order system as required by the updated model Financial Regulations and ensure Purchase Orders for expenditure up to £500 are signed by a Chair and clerk, and POs for expenditure in excess of £500 include the minute reference on the PO evidencing the committee/council authority to spend.</i>	

INTERNAL AUDIT REPORT 2019/20  
LOWER PEOVER PARISH COUNCIL

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	<p>certify expenditure up to £500 and a duly delegated committee of the council for items over £500 and the council for items over £5000. However, it is not clear from our internal audit sample testing that the Authority to Spend requirements are applied to all expenditure.</p>		

# Annual Governance and Accountability Return 2019/20 Part 2

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**To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review**

## **Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20**

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
    - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2020**.

## **Publication Requirements**

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## **Limited Assurance Review**

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2020. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide\** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? ( <i>Local Councils only</i> )		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

LOWER PEOVER PARISH COUNCIL

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: £7832

Total annual gross expenditure for the authority 2019/20: £8335

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer      Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

Signed by Chairman      Date

as recorded in minute reference:

Email of Authority

Telephone number

lowerpeoverparishcouncil@outlook.com

07842510313

\*Published web address  
<https://lower-peover.co.uk/>

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT**

# Annual Internal Audit Report 2019/20

Lower Peover Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	no petty cash held	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28/4/2020

Name of person who carried out the internal audit

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

29/4/2020

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

LOWER PEOVER PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed			'Yes' means that this authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
			✓	

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



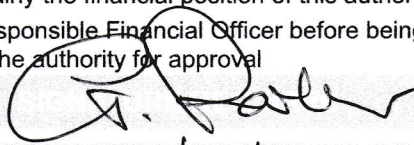
## Section 2 – Accounting Statements 2019/20 for

LOWER PEOVER PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	16184	12488	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	6500	7250	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	679	582	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	2953	3409	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	7922	4926	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	12488	11985	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	12488	11985	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	Restated 11178	12245	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.  
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

  
29/04/2020

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

# Notification of Application under the Planning Acts

**DATE:** 22 April 2020

Cheshire West and Chester Council's Development Management (Planning) Team has received an application in respect of the following:

Site Address:	<b>Woodside Cottage Foxcovert Lane Nether Peover Knutsford WA16 9QP</b>
Proposal:	<b>Single storey rear extension, detached garage and replacement outbuilding</b>
Reference Number:	<b>20/01196/FUL</b>
Case Officer:	
Ward:	Shakerley
Parish:	Nether (Lower) Peover
How to comment online:	If you want to comment on this application or view all the application documents (including supporting documentation) please use our online Public Access system at <a href="http://pa.cheshirewestandchester.gov.uk/online-applications/">http://pa.cheshirewestandchester.gov.uk/online-applications/</a> .
If you have any comments, please submit them by:	<b>14 May 2020</b> We will not determine the application before this date. If you need more time, for example where the application raises complex issues, please contact the case officer to discuss.

- To discuss this application in more detail, please contact the case officer as detailed above. If no case officer is shown, contact one of the following officers:  
  
Bethan Armstrong (Principal Planning Officer) – 01244 977738  
Steve Lewis (Principal Planning Officer) – 01244 977734  
Catherine Reay (Principal Planning Officer) – 01244 977975
- If you require paper copies of plans or other documentation, please submit all requests in writing as soon as possible to [planning@cheshirewestandchester.gov.uk](mailto:planning@cheshirewestandchester.gov.uk). Any such requests should provide precise details of the information required. If unsure, then please contact the case officer or named officers above to discuss.
- We are required by law to allow 21 days for consultation. If you need longer, then please contact the case officer or named officer above as soon as possible to discuss.
- Please note that under the Access to Information Act 1985 any comments you submit will be available for public inspection and may be copied on request.
- In the event that an appeal is made against a decision of the Council to refuse to grant planning permission for a

proposed householder development or minor commercial development, and that appeal then proceeds by way of the written representations procedure, any representations made to the Council about this application will be passed to the Secretary of State and there will be no opportunity to make further representations.

6. This notice has been served because to do so is required by one or more of the following: the Town and Country Planning (Development Management Procedure) Order 2015, Town and Country Planning (Listed Buildings and

## Searching for consultations from your in-tray

To assist with searching for consultation requests I have added the letter reference at the bottom of this document, which also appears next to each request in your in-tray, as shown here.

### Requests for consultation

Letter Reference:	Co
DC/AO665/NG0ISATE0H400	Bic

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<b>Consultee In Tray</b>	Profile Details	Saved Searches	Notified Applications	Tracked Applications
<b>In Tray</b>	Active Consultations	Previous Consultations	Consultation Search	
System	Planning			
Letter Reference <i>Planning searches only</i>	DC/AO665/NG0ISATE0H400			
Consultee Name <i>Planning searches only</i>				
Consultation Type	All			
Comment Date:		to:		
	<b>Search</b>		<b>Reset</b>	

# Notification of Application under the Planning Acts

**DATE:** 27 April 2020

Cheshire West and Chester Council's Development Management (Planning) Team has received an application in respect of the following:

Site Address:	<b>Unit 6 Yew Tree Farm Middlewich Road Nether Peover Northwich WA16 9QD</b>
Proposal:	<b>Variation of condition 2 (approved plans) on planning permission 15/00614/FUL - Revised proposed layout and elevation drawings</b>
Reference Number:	<b>20/01303/S73</b>
Case Officer:	Ms Jill Stephens 01606 288682 jill.stephens@cheshirewestandchester.gov.uk
Ward:	Shakerley
Parish:	Nether (Lower) Peover
How to comment online:	If you want to comment on this application or view all the application documents (including supporting documentation) please use our online Public Access system at <a href="http://pa.cheshirewestandchester.gov.uk/online-applications/">http://pa.cheshirewestandchester.gov.uk/online-applications/</a> .
If you have any comments, please submit them by:	<b>19 May 2020</b>  We will not determine the application before this date. If you need more time, for example where the application raises complex issues, please contact the case officer to discuss.

1. To discuss this application in more detail, please contact the case officer as detailed above. If no case officer is shown, contact one of the following officers:

Bethan Armstrong (Principal Planning Officer) – 01244 977738  
 Steve Lewis (Principal Planning Officer) – 01244 977734  
 Catherine Reay (Principal Planning Officer) – 01244 977975

2. If you require paper copies of plans or other documentation, please submit all requests in writing as soon as possible to [planning@cheshirewestandchester.gov.uk](mailto:planning@cheshirewestandchester.gov.uk). Any such requests should provide precise details of the information required. If unsure, then please contact the case officer or named officers above to discuss.
3. We are required by law to allow 21 days for consultation. If you need longer, then please contact the case officer or named officer above as soon as possible to discuss.
4. Please note that under the Access to Information Act 1985 any comments you submit will be available for public inspection and may be copied on request.

5. In the event that an appeal is made against a decision of the Council to refuse to grant planning permission for a proposed householder development or minor commercial development, and that appeal then proceeds by way of the written representations procedure, any representations made to the Council about this application will be passed to the Secretary of State and there will be no opportunity to make further representations.
6. This notice has been served because to do so is required by one or more of the following: the Town and Country Planning (Development Management Procedure) Order 2015, Town and Country Planning (Listed Buildings and

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System	Planning			
Letter Reference <i>Planning searches only</i>	DC/AO665/NGOISATE0H400			
Consultee Name <i>Planning searches only</i>				
Consultation Type	All			
Comment Date:		to:		
<b>Search</b>		<b>Reset</b>		

## LOWER PEOVER PARISH COUNCIL DATA PROTECTION POLICY

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## **Purpose**

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed its Parish Clerk as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

## **Definitions**

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

## **Data protection principles**

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay

- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

## **Processing**

### Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.



Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

#### Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

#### **Individual rights**

As a data subject, you have a number of rights in relation to your personal data.

### Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

### Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

### **Data security**

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

#### International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

#### Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of

this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Date of policy: December 2019  
Approving committee: Full Parish Council  
Date of committee meeting: 16<sup>th</sup> May 2020  
Policy version reference: None  
Supersedes: None  
Policy effective from: Immediate  
Date for next review: March 2022

— policy ends here —



# LOWER PEOVER PARISH PLAN STEERING GROUP

Building on the Foundations of the Past for a Sustainable Future



# INTRODUCTION

Lower Peover Parish Council last produced a Parish Plan in 2013. A parish plan is an in depth survey of a community undertaken by that community itself for its own benefit, to find out how it wants to see itself develop. This often can be over a five to ten year timescale but the challenge the Parish Council have set is to work on up to five key initiatives that will have deliverables with a far shorter timescale to complete (up to a maximum of one year). This will include an action plan to make sure all this actually happens. It provides an opportunity for people to take stock of their community and to decide which aspects of their community they like and wish to preserve and perhaps enhance and which aspects they do not like and want to change.

There are three core principles that define parish planning and distinguish it from other methods of community engagement. These are:

- Plans are owned, managed and led by the community. This is different from other consultations where people are asked for their views by local authorities and other service providers, largely on pre-determined projects or programmes. Parish planning provides our community with the opportunity to set its own agenda and bring about positive change without the need to wait for others to get things done.
- Everyone in the community should have an opportunity to get involved and have their say. This is achieved through Resident's Surveys. These surveys hopefully enable the production of a high quality and robust plan that has the support of everyone locally and delivers actions that are based on a sound understanding of local needs and aspirations.
- Actions will be based on evidence and address a range of different issues important to our community. Parish planning can cover social, economic, environmental and cultural issues. We can produce a plan which covers anything you want, within reason!

In order to ensure we adhere to these principles, a survey of residents was completed in 2019. The Workstreams identified below very much aim to bring to life the hopes and aspirations residents shared in that survey as well as easing concerns.

## AIMS AND OBJECTIVES OF PARISH PLANS

A Parish Plan is a guiding document, drawn up by the community, which generates a vision of the social, economic and environmental development of the Parish. It identifies local problems, issues and opportunities, sets out achievable aims for the future and provides a plan for the development of the Parish.

The recommendations as to how life in the Parish may be improved and the village itself developed are the result of input by the residents, as recorded in completed questionnaires.

The aim is not to replace established planning guidance at a County or local level but to supplement and complement that existing planning framework, so as to conserve and enhance those individual and sometimes unique local village and Parish features that the community values.



## STEERING GROUP

Early in 2020 the Lower Peover Parish Council agreed that a Steering Group be established to prepare a new Parish Plan. As mentioned earlier, the aim being to harness what residents actually want to see happen in our Village.

Four volunteer residents have come forward - Sally Aspin (SA), Tony Booth (TB), Paul Eccles (PE) and Mark Sales (MS), two representing Cheshire East residents and two Cheshire West. All are long standing Lower Peover Residents with a passion to become involved in improving the quality of life in the village still further. Two meetings were held during January and February 2020 and a number of work streams were identified. The intention is that each volunteer will lead and own their work stream shadowed by a Lower Peover Parish Councillor. In so doing the Council will be in touch and aware at all times of the outputs and actions generated and planned by these work streams. The Shadow Councillor can then advise and adjudicate as to when full council approval may be required before certain actions may be undertaken.

WORK STREAM 1. (PE)



The Steering Group felt that a more standardised and consistent approach to the responses the Lower Peover Parish Council issues in respect of planning applications, should be considered. In effect a set of rules or protocols to be drawn up that guide the nature of planning aspects that the Council considers are acceptable in our Village and those that are not.

PE has expressed a keen interest to take on this work stream and it is recommended that the shadow for this initiative be Councillor Wilson given his expertise in this area..

Paul also expressed an interest in investigating whether the land to East of the graveyard at St Oswalds Church could be improved upon in some way. It appears the land might be owned by a Wilmslow resident who we might consider approaching. The land has a footpath down through the fields to the river.

#### WORK STREAM 2. (SA)

Sally wishes to be champion of preparing a Welcome Pack both for the new residents who will soon be moving into the housing development at Swan Green and also issued to new residents who may move into our Village in the future. Councillor Dutton is the logical shadow for this initiative given his links with activities at the Church and the School and of course Sally's key role in the local WI.

George and Sally are already in contact with one another to progress this initiative.

#### WORK STREAM 3. (MS)

Mark is the proud father of two children at school in the Village and living in the Swan Green area.

Whilst previous attempts have been made by the Parish Council to develop a safer 'Walk to School' ( 'WtoS' ) solution than venturing along the narrow public footpath down Crown Lane and then tackling the Cobbles, Mark is keen to re-open this debate.

Also Mark is keen to work on a refresh for the Swan Green children's play area.

The suggested 'shadow' for this work stream be Councillor Geake given Sally's time served on the Council and through the period where WtoS was looked into as a project.

TB has helpfully pointed out that under the S106 planning approval for the Swan Green Housing Development certain funds were pledged by the developers including one of £515 per dwelling specifically for improvements to this play area. Further funds were included for education but as far as we know have not been taken up or accessed. MS will be drawing up an Action Plan to look into the best way of approaching the developers to access these funds and how they could be employed to pay for costs of improvements to the play area as well as WtoS. Once completed the Action Plan will be incorporated into the Parish Plan for sign off by the Council before work commences in earnest.

#### WORK STREAM 4. (TB)

Tony believes that LPPC Newsletters should be distributed electronically via email rather than print runs and volunteer councillors then acting as postmen. It is felt the Newsletters could then be more frequent and local residents should be encouraged to submit content for inclusion.

The last Steering Group Meeting as it happens pre-dated the Covid 19 lock down directives which has accelerated the process of doing exactly what the Steering Group intended as part of this work stream.

Databases are being set up and an extensive exercise is being undertaken to gather as many email addresses as possible. Where residents are non -digitalised the work stream aim will be to ensure a neighbour prints off and delivers newsletters and flyers that the Parish Council may issue in the future to homes where electronic delivery cannot be achieved. Longer term to develop a programme to increase the penetration of wifi/internet access across as many homes as possible in our Village. In tandem to promote 'Silver Surfing' and IT training to new internet users with help from our Business Partner 'AvA-V' and promotions of, inter alia, Library IT Training Schemes designed for early surfers.

Tony also feels the Council Website and other social media platforms should be kept right up to date with activities and events planned by the Parish Council. This is particularly apposite given the current lock down situation. There will need to be a national exit strategy but the aftershocks of this pandemic will be felt for a considerable period of time.

In response to the virus outbreak the Parish Council has already responded rapidly in setting up a Community Support Group, initially to help those in our Village who are vulnerable and may need help with shopping or obtaining medical prescriptions or even a friendly chat.

The task for this work stream from here will be to develop plans beyond the current lock down in order to keep all residents abreast of the activities planned by the Parish Council but just as important to take feedback and aspirations from residents and reflect this in its plans on a regular basis.

The suggested 'shadow' for this work stream is Councillor Corlett given Louise's knowledge of IT and involvement with social media.

#### WORK STREAM 5. (AB)

AB has volunteered to take on biodiversity as a work stream. As present there is no resident volunteer to adopt this work stream but a suggestion would be that Councillor Kendall is involved to guide the process. Initially there is potential within our Village to look into the charting and restoration of local ponds of where we are blessed with an abundance. By coincidence SA helpfully picked up and circulated information concerning an initiative driven by 'Natural England' and locally in conjunction with Cheshire Wildlife Trust. Natural England are partnering with Cheshire Wildlife Trust to create/restore ponds across Cheshire East for the conservation of Great Crested Newts.

The ponds are being created to compensate for the environmental impacts of development. The target area for the scheme incorporates most of the farmland in Cheshire East.

Land must fall within the target areas and the land management must be favourable for newts. A recent tranche of grants for this work has come to an end but our enquiries have revealed there will be new tranches coming available in the future.

Initially we have identified three ponds that may qualify and details will be submitted to the Co-ordinator of these schemes at Cheshire Wildlife Trust. Also as grants are available for up to ten ponds so further ponds/sites will be investigated. Below is one of the ponds at the corner of Mill and Foxcovert Lanes.



TIMETABLE:



Workstreams	Outputs	Deadline

<p>Planning Protocols/land improvement.</p>	<p>Consultation where necessary with other local parish councils who have already adopted such an initiative.</p> <p>Submission of draft protocols to Parish Council.</p> <p>Sign off and adoption of protocols by Parish Council.</p> <p>Investigation into planning to improve land area behind St Oswalds Church.</p>	<p>To be determined by Work Stream Champion</p>
<p>Welcome Packs</p>	<p>Mock up/draft of Welcome Pack for approval by Parish Council.</p> <p>Postal Drops</p>	<p>To be determined by Work Stream Champion</p>
<p>Children' s Environment</p>	<p>Action plan on securing funding for playground refurb and WtoS.</p> <p>Plans for the above schemes.</p> <p>Approvals by Parish Council.</p> <p>Quotations/Contractors</p> <p>Implementation Playground Scheme.</p> <p>Implementation WtoS</p>	<p>To be determined by Work Stream Champion</p>





DRAFT