

DISLEY PARISH COUNCIL

Richard Holland *Disley Parish Clerk*

Tel: 01663 762726

Email: admin@disleyparishcouncil.org.uk

Web: www.disleyparishcouncil.org.uk

Twitter: [@disleypc](https://twitter.com/disleypc)

4th March 2021

Public Notice

Meetings of Disley Parish Council

The following meeting will take place **online** on
Thursday 11th March 2021 at 3.00pm.
Ordinary Meeting of Disley Parish Council

Public Participation at Council meetings during Coronavirus pandemic

Members of the public are welcome to attend the on-line meeting. The link to join the meeting is available by emailing: admin@disleyparishcouncil.org.uk.

Members of the public without internet access who wish to make a comment or ask a question at the meeting, can provide it in writing to the Parish Offices at Disley Community Centre. Comments or questions need to be submitted by **5.00pm on Monday 8th March 2021**. All comments and questions received will be read out at the meeting for Council consideration.

The agenda for this meeting is attached to this notice and further information (including permissible meeting papers) is available from the Parish Clerk on 01663 762726, at clerk@disleyparishcouncil.org.uk, or on the Parish Council website at www.disleyparishcouncil.org.uk

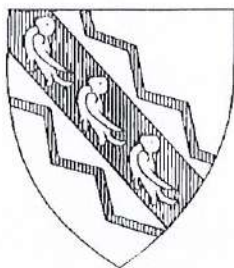
Richard Holland
Parish Clerk

A G E N D A – P A R T 1

1	To receive any Apologies for Absence.
2	To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.

Items highlighted in grey require a Council resolution.

Council Office: Disley Community Centre, off Buxton Old Road, Disley, Cheshire SK12 2BB VAT Reg. No. 158 6603 43



DISLEY PARISH COUNCIL

Richard Holland *Disley Parish Clerk*

Tel: 01663 762726

Email: admin@disleyparishcouncil.org.uk

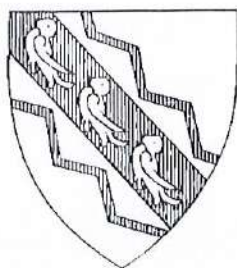
Web: www.disleyparishcouncil.org.uk

Twitter: [@disleypc](https://twitter.com/disleypc)

3	Public Forum
4	To receive Chair's Report
5	To agree as a true and accurate record, the minutes of the Council Meeting held on 11 th February 2021.
6	To receive Cheshire East Councillors' Report
7	<p>To receive and consider Appendix D - the Disley Parish Council Projects List and associated reports.</p> <p>7.1 Leisure Facilities Improvements</p> <p>7.1.1 To note the actions from a Parish Council meeting with ANSA regarding the Newtown Changing Rooms Project.</p> <p>7.1.2 To note a letter from the Cheshire East Council regarding the possible asset transfer of the Danehill Close/Bentside Play Area.</p>
8	To receive an update on Disley & Newtown cycling initiatives.
9	To note a letter sent to Cheshire East Council regarding Active Travel initiatives.
10	To consider the government roadmap out of lockdown announced on 22nd February 2021 and its impact on Disley Parish Council activities.
11	To consider a review of the Disley & Newtown Parish Strategy 2020-2023. Deferred from February Council Meeting.
12	To receive an update report on the activities of the Friends of Disley Station.
13	To note a letter from Cheshire East Council regarding the conclusion of the New Homes Bonus Scheme.
14	To note an email regarding the Poynton Area Community Partnership (PACP) provision of laptops to Disley Primary School.
15	To consider the Parish Council Risk Assessment Action Plan for 2021.

Items highlighted in grey require a Council resolution.

Council Office: Disley Community Centre, off Buxton Old Road, Disley, Cheshire SK12 2BB VAT Reg. No. 158 6603 43



DISLEY PARISH COUNCIL

Richard Holland *Disley Parish Clerk*

Tel: 01663 762726

Email: admin@disleyparishcouncil.org.uk

Web: www.disleyparishcouncil.org.uk

Twitter: [@disleypc](https://twitter.com/disleypc)

16	To consider quotes for a 3-year insurance renewal agreement.
17	To consider a report on Disley Parish Council bank and savings accounts.
18	To note a financial statement to 28/02/2021.
19	To note payment of Accounts as listed on Appendix A (1)
20	To approve payment of Accounts as listed on Appendix A (2)
21	To note Planning Comments from 1 st March 2021
22	To consider Planning Applications as listed on Appendix. B.
23	To note Planning Decisions as listed on Appendix. B.

AGENDA – PART 2

24	To consider the Disley Parish Council Business Continuity Plan for 2021.
25	To consider a review of Disley Parish Council land assets.
26	To consider an update on proposals for the Albert Hotel.

Items highlighted in grey require a Council resolution.

Council Office: Disley Community Centre, off Buxton Old Road, Disley, Cheshire SK12 2BB VAT Reg. No. 158 6603 43

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 11TH FEBRUARY 2021 VIA MICROSOFT TEAMS**

<u>Present:</u>	Cllrs. Adams, Mrs Birchall, Mr. Birchall, Brownbill, Hutchins, Pattison and Windsor. Start time: 3.05pm
2533	<u>To receive any Apologies for Absence.</u> No apologies were received.
2534	<u>To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.</u> No declarations were received.
2535	<u>Public Forum</u> Two members of the public were in attendance. A resident addressed the meeting in reference to Planning Application 21/0013M, 13 Sheard Hall Avenue. He confirmed that there were no plans to build a new dwelling on adjacent land and that the application only covered extending the current building. He further reported that the existing building line on the road was not being extended although this may have not been clear from the plans. The resident expressed his wish to maintain good relations with his neighbours. Councillors agreed to move Item 24 – Planning Applications, forward on the agenda to allow the resident to hear the Councils' views.
2536	<u>To consider Planning Applications as listed on Appendix. B.</u> <div> <div>21/0013M</div> <div>Two storey front and side extension, with single storey rear extension. 13 Sheard Hall Avenue, Disley SK12 2DE</div> </div> <div> <div>Comments</div> <div>Disley Parish Council would request Cheshire East Planning to refer to the Disley & Newtown Neighbourhood Plan (Policy BE2 – Character and Design); to request greater clarity regarding dimensions on the existing and proposed site plans and undertake a site visit to gain a proper appreciation of the neighbours' concerns which have been raised.</div> </div> <div> <div>21/0124M</div> <div>Rear first floor extension and new roof 20 Hilton Rd, Disley SK12 2JU</div> </div> <div> <div>Comments</div> <div>Disley Parish Council has concerns about this application on the basis of insufficient parking spaces. The property is located in a small cul-de-sac.</div> </div>
2537	<u>To receive Chair's Report</u> Cllr. Pattison highlighted a new HS2 consultation currently underway but commented that it had no real relevance to Disley.

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 11TH FEBRUARY 2021 VIA MICROSOFT TEAMS**

	<p>Cllr. Pattison outlined the details of a meeting she, Cllr. Brownbill and the Clerk had attended with NT Lyme in relation to visitor parking issues at Lyme entrances and on the A6. The Parish Council had agreed to raise these issues with the new Police Chief Inspector and the Police Highways Safety Officer and that a further meeting would be held shortly.</p>
2538	<p><u>To agree as a true and accurate record, the minutes of the Council Meeting held on 14th January 2021.</u> Proposed: Cllr. Adams Seconded: Cllr. Mr Birchall Unanimously agreed</p>
Resolved	<p><i>That the minutes of the Council Meeting held on 14th January 2021 are a true and accurate record.</i></p>
2539	<p><u>To receive Cheshire East Councillors' Report</u> Cllr. Murphy had been invited to the meeting and had been invited to submit a report but no report had been received.</p>
2540	<p><u>To receive and consider Appendix D - the Disley Parish Council Projects List and associated reports.</u> <u>Air Quality and Highways Improvements</u> <u>To receive an update on car charging points and cycle racks</u> Cllr. Mr Birchall provided an overview of the report and highlighted the positive response received from the Co-op. He said he would chase the other organisations over the next few weeks. Cllr. Mr Birchall asked councillors for their input into request letters for other commercial organisations in the village who could assist with car charging points and cycle racks. Cllr. Adams suggested that these organisations be asked to refer to their environmental policies. Cllr. Pattison clarified that the small car park at the station was owned by Cheshire East and not the Parish Council.</p>
	<p><u>To consider a Cheshire East Council Air Quality Action Plan consultation.</u> The Clerk was asked to advertise this consultation through the Parish Councils' social media etc. Cllr. Mr Birchall reported that he had informed the Air Quality and Highways Improvements Group of the consultation. Cllr. Brownbill raised the issue of air quality around the New Mills crossroads and asked if a new Air Quality Monitoring Area could be requested. Cllr. Pattison replied that this junction was in High Peak but needed to be taken forward by the A6 Corridor cross-border group. Cllr. Mr Birchall agreed to draft a response to the consultation on behalf of the Parish Council and include reference to public transport, Disley Railway Station and local air quality initiatives and that this would be forwarded to councillors for comment ahead of the 12th March deadline.</p>

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 11TH FEBRUARY 2021 VIA MICROSOFT TEAMS**

	<p>Cllr. Mr Birchall and other councillors were requested to attend the virtual drop-in session on 22nd February.</p> <p>Proposed: Cllr. Pattison</p> <p>Seconded: Cllr. Windsor</p> <p>Unanimously agreed</p>	
Resolved	<p><i>That Cllr. Mr Birchall would draft a response to the consultation on behalf on the Parish Council and include reference to public transport, Disley Railway Station and local air quality initiatives and that this would be forwarded to councillors for comment ahead of the 12th March deadline.</i></p>	
	<p><u>To note the Disley Parish Council response to Cheshire East Highways report on outstanding works requests.</u></p> <p>Cllr. Brownbill was thanked for preparing this response.</p>	Noted
	<p><u>To note an update from Cheshire East Highways regarding improvements on Redhouse Lane.</u></p> <p>Cllr. Pattison reported that she had asked for sight of the design once available.</p>	Noted
	<p><u>To note an update from Cheshire East Highways regarding improvements on Buxton Old Road.</u></p> <p>Cllr. Pattison commented that these works had originally been planned as part of Phase 3 A6/MARR mitigation works. She raised concerns that this work and the new lights at the Ram Green would be funded from the mitigation budget and proposed to request costings information from Cheshire East Highways.</p> <p>Proposed: Cllr. Brownbill</p> <p>Seconded: Cllr. Adams</p> <p>Unanimously agreed</p>	
Resolved	<p><i>That Cllr. Pattison would request costings information from Cheshire East Highways regarding the new lights at the Ram Green and the road improvements on Buxton Old Road.</i></p>	
	<p><u>To note a Parish Council letter sent to Cheshire East regarding a request for 20mph speed restrictions.</u></p> <p>Cllr. Pattison reported that an acknowledgement had been received to this letter.</p>	Noted
	<p><u>Environmental Impact Review</u></p> <p><u>To consider an email from Bollington Town Council regarding air quality monitoring and the possibility of collaborative working.</u></p> <p>Cllr. Brownbill queried if a collaboration was necessary given that Disley had an Air Quality Monitoring Area. Cllr. Pattison suggested that the</p>	

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 11TH FEBRUARY 2021 VIA MICROSOFT TEAMS**

	<p>Parish Council should focus on the Disley area and commented that Bollington had far fewer HGV issues. She added that it may be worth waiting until after the CEC Air Quality consultation had been completed. Cllr. Mrs Birchall highlighted the necessity to measure particulates which Cheshire East are not doing and that she would investigate the monitoring equipment. Cllr. Adams said any data collection would need to demonstrate its usefulness to Cheshire East and Dept. for the Environment.</p> <p>The Clerk was requested to respond to Bollington and a decision on the purchasing of monitoring equipment would be deferred until April.</p> <p align="right">Deferred</p>
	<p><u>Leisure Facilities Improvements</u></p> <p><u>To receive a verbal update from Cllr. Pattison regarding a third-party proposal for a forest school in Newtown.</u></p> <p>Cllr. Pattison outlined the forest school proposal and reported that there would be more information in the spring.</p> <p align="right">Received</p>
	<p><u>To note a letter from the Parish Council to Cheshire East regarding the possible asset transfer of the Danehill Close/Bentside Play Area.</u></p> <p>Cllr. Pattison reported that an acknowledgement had been received and that she would update The Friends of Danehill Close Play Area with progress.</p> <p align="right">Noted</p>
	<p><u>Village Health & Well-being</u></p> <p><u>To note a Parish Council initiative for phone conferencing for isolated residents.</u></p> <p>Cllr. Windsor expressed support for this initiative and Cllr. Hutchins suggested that Books on Wheels clients could be approached to take part. Thanks were given to council officers for pursuing this worthwhile initiative.</p> <p align="right">Noted</p>
	<p><u>To note a Healthwatch Cheshire East report on public views on health and care during Covid-19 in Bollington, Disley and Poynton.</u></p> <p>Cllr. Adams commented that the report only included IT-literate residents and that the views of all residents should be secured. As the consultation is on-going, councillors were encouraged to add their views on-line.</p> <p align="right">Noted</p>
2541	<p><u>To receive an update on Disley & Newtown cycling initiatives.</u></p> <p>Cllr. Mrs Birchall reported that she had contacted Cheshire East councillor, Cllr. Jos Saunders, for support with the Disley to Poynton cycle route and that this was due to be discussed at a Poynton Town Council</p>

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 11TH FEBRUARY 2021 VIA MICROSOFT TEAMS**

	<p>meeting shortly. Cllr. Mrs Birchall also reported that NT Lyme were supportive as it would encourage cycle visitors to the park.</p> <p align="right">Received</p>
2542	<p><u>To consider a Cheshire East consultation on Active Travel initiatives.</u> Cllr. Pattison expressed disappointment that Disley had been excluded from the Active Travel initiatives and that the schemes were all in towns. Cllr. Brownbill highlighted that the proposed Tytherington cycle lane improvements were practically identical to those requested for the A6. It was proposed that Cllr. Brownbill draft a response the CEC Chief Executive expressing the Parish Council's disappointment and referring to the Tytherington scheme. This should be cc'd to Cllr. Crane and Cllr. Murphy. Proposed: Cllr. Mr Birchall Seconded: Cllr. Adams Unanimously agreed</p>
Resolved	<p><i>That Cllr. Brownbill draft a response the CEC Chief Executive expressing the Parish Council's disappointment and referring to the Tytherington scheme.</i></p>
2543	<p><u>To note a response from Cheshire East Council to Disley Parish Council's letter regarding the Household Waste Recycling Centre Review.</u> Cllr. Pattison reported that an acknowledgement had been received and that this would be considered by CEC Cabinet in March.</p> <p align="right">Noted</p>
2544	<p><u>To note a Parish Council email to PRIDE regarding on-going funding for village planting.</u> Cllr. Pattison reported that an on-line meeting had been booked with PRIDE. Cllr. Mrs Birchall asked for clarification if the £500 contribution was to be reviewed annually or was on-going. The Clerk agreed to check the previous minutes. Addendum – Council resolved on 10th December 2020, that a budget of £500 p.a. be set aside for PRIDE planting.</p> <p align="right">Noted</p>
2545	<p><u>To consider a response from St. Marys PCC regarding Red Lane drainage.</u> Cllr. Pattison noted the thanks received for the £400 contribution. Cllr. Mrs Birchall stated that the request for the Parish Council to purchase drainage services on behalf of the PCC could not legally be undertaken. Cllr. Pattison would respond to the PCC regarding this. Councillors were asked to suggest any other sources of funding open to the PCC. Proposed: Cllr. Hutchins Seconded: Cllr. Mrs. Birchall Unanimously agreed</p>

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 11TH FEBRUARY 2021 VIA MICROSOFT TEAMS**

Resolved	<i>That Cllr. Pattison would respond to the PCC that the request for the Parish Council to purchase drainage services on its behalf could not legally be undertaken.</i>
2546	<u>To note an update from the Chair of the Poynton Partnership (PACP) regarding the NE Cheshire Parishes Highways & Enforcement Group.</u> <div style="text-align: right;">Noted</div>
2547	<u>To receive a verbal update from Cllr. Pattison regarding Cheshire East Council Town and Parish Council Engagement sessions.</u> Cllr. Pattison reported that Cheshire East Executive Director of Place, Frank Jordan, had given an overview of the new Cheshire East Council Corporate Plan, housing, highways and asset transfers etc. The Director of Finance had also spoken regarding potential cost-saving measures and transfer of services and assets to town and parish councils. Cllr. Pattison also reported that towns and parishes had asked for details of Cheshire Easts' service level agreements and that she would request that air quality be added to the agenda for the next meeting.
2548	<u>To consider a consultation on the High Lane Village Neighbourhood Forum Development Plan.</u> Cllr. Brownbill commented that the High Lane plan expressed very similar concerns to the Disley & Newtown Neighbourhood Plan in terms of traffic, cycle routes, and reducing HGVs. The High Lane plan also had concerns that the new M60 extension would bring more traffic into the area. Cllr. Pattison highlighted that a proposed High Lane railway station was debatable as it did not seem to fit with the Greater Manchester Transport Plan. Several general rail transport issues were then discussed and it was agreed that a Friends of Disley Station update be added to the March meeting agenda. Cllr. Adams wondered how the High Lane plan fitted in following the decision of Stockport MBC to develop their own local plan, separately from Greater Manchester. Cllr. Brownbill suggested a strategic approach to air quality and traffic was required. It was proposed that Cllrs. Brownbill and Pattison prepare a draft response on behalf of the Parish Council and that the Clerk promote the plan to residents through the Council's social media. Proposed: Cllr. Pattison Seconded: Cllr. Adams Unanimously agreed
Resolved	<i>That Cllrs. Brownbill and Pattison prepare a draft response to the High Lane Village Neighbourhood Forum Development Plan on behalf of the Parish Council and that the Clerk promote the plan to residents through the Council's social media.</i>
2549	<u>To note a report on Cheshire East CCTV incidents for Quarter 3, 2020.</u>

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 11TH FEBRUARY 2021 VIA MICROSOFT TEAMS**

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 11TH FEBRUARY 2021 VIA MICROSOFT TEAMS**

	1437	BACS/290121 /RHOLLAND	Richard Holland - Ranger vehicle annual service	£141.14
	1438	BACS/020221 /SHIRES	Shires Pay Services Ltd - Payroll services - December 2020 + Amendment	£71.28
	1439	BACS/290121 /STEPHENS	Stephensons - Covid face masks	£21.48
	1440	DD/110121/ OPUS	Opus Energy Ltd - Community Centre electricity - 21/11/2020 to 21/12/2020	£279.25
	1441	DD/110121/S WALEC-1	SSE Swalec - Electricity - Newtown Changing Rooms 30/09/2020 to 22/12/2020	£31.73
	1442	DD/110121/S WALEC-2	SSE Swalec - Electricity - Fountain Square - 30/09/2020 to 22/12/2020	£61.20
	1443	DD/120121/A LLSTAR	Allstar - Fuel card admin fee	£3.58
	1444	DD/200121/ CNG	CNG Limited - Community Centre gas charges - December 2020	£237.49
			Salaries and Wages	£2,907.55
				£3,754.70
				Noted
2556	To approve payment of Accounts as listed on Appendix A (2)			
	Trans	Cheque	Payee	Amount
	1445	BACS/120221 /WESTCO	Westcotec Ltd - Speed Indicator Device	£3,960.00
	1446	BACS/120221 /DRAINAGE	Drainage Consultants Ltd - Clearance of blocked drains at DPC car park at Rams Head	£288.00
	1447	BACS/120221 /TOMLINSON	A H Tomlinson Parbans Ltd - Timber for Gritstone Trail, tools, bench repair materials	£255.59
	1448	BACS/120221 /COUNTRY	Country Solutions - Mole clearance from Newtown	£120.00
	1449	BACS/120221 /HRICHARD	Helen Richards - 2 x toilet seats for Community Centre	£173.45
	1450	BACS/120221 /RHOLLAND	Richard Holland - Councillor emails, website hosting, mileage claim	£38.65
	1451	DD/220121/S WALEC	SSE Swalec - Electricity - Parish Streetlighting - 02/12/2020 to 04/01/2021	£93.75
	1452	DD/250121/BI FFA	Biffa Waste Services Ltd - Trade waste and recycling - 26/12/2020 to 22/01/2021	£104.69
	1453	DD/280121/BI FFA	Allstar - Council van fuel + Admin fee	£82.28

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 11TH FEBRUARY 2021 VIA MICROSOFT TEAMS**

	1454	DD/290121/BT -1	British Telecommunications Plc - Telephone services 01663 764019 - Jan, Feb, March 2021	£5.52
	1455	DD/290121/BT -2	British Telecommunications Plc - Broadband services - Jan, Feb, March 2021	£86.40
				£5,208.33
	Proposed: Cllr. Mrs Birchall Seconded: Cllr. Brownbill Unanimously agreed			
Resolved	<i>That payment of Accounts of £5,205.33 as listed on Appendix A (2) are approved.</i>			
2557	<u>To note Planning Decisions as listed on Appendix. B.</u> No decisions to note.			

The meeting concluded at 17.05pm

Signed: _____

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Air Quality and Highways Improvements	To improve village air quality and reduce traffic volumes, speeds, anti-social driving and parking issues.	Cllr. Steve Birchall	Cllr. Sue Adams Cllr. Simon Brownbill Cllr. Jackie Pattison	28/09/2020 - Cllr. Mr. Birchall - Councillors and members of the roads group have been sent analysis of SEMMMS report. Efforts being made to get the actual traffic count from Stockport MBC via freedom of information requests. CEC are going to undertake a traffic count in the village. 04/08/2020 - Cllr. Mr. Birchall - The SEMMMS review report has now been published. I intend to read it and write my views on it, I will let all councillors have a copy of these. Various people are trying to forward cycling. As regards anything else the Covid 19 crisis is far from over and contemplating anything else at this time is in my opinion premature.
Business community/economic development	To promote trade between Disley businesses and promote Disley as a business venue.	Cllr. Simon Brownbill	Cllr. Steve Birchall Cllr. Jean Windsor Parish Clerk	02/03/2021 - Cllr. Brownbill - DPC continues to supply local business with information on COVID support and advice via the Disley Traders Facebook Group. 03/02/2021 - Cllr. Brownbill - No further actions 28/09/2020 - Cllr Brownbill - The business project team met virtually 22.09.20 and agreed to invite traders to a virtual meeting 01.10.20 to discuss; the new Village Ranger service, future trading - challenges & opportunities. Adapting to future workstyles. Christmas activity
Community Centre improvements	To consider and implement potential improvements to the Community Centre	Cllr. Sue Adams	Cllr. Cath Birchall Cllr. Jackie Pattison	03/03/2021 - Cllr. Adams - New flooring for kitchen in community hall due to be fitted 8/9 March. One person invited to quote for new cupboards decided that the job is too big for him. Awaiting another quote. Makes sense to get this done during lockdown. 02/02/2021 - Cllr. Adams - Currently obtaining further quotes for new cupboards in community hall. Makes sense to get this done during lockdown
Community Transport Scheme	To monitor on-going effectiveness of the Community Transport Scheme	Cllr. Sue Adams	Cllr. Cath Birchall Cllr. Jean Windsor Admin Assistant	06/01/21 - Cllr. Adams - Improvements list to be reviewed when national 03/03/2021 - Cllr. Adams - On hold. Weekly shopper may be able to restart 17th May with restricted numbers. A full programme of bus trips will restart if restrictions are removed 21st June. These dates are assuming that government roadmap out of lockdown does not change. 02/02/2021 - Cllr. Adams - On hold. Bus has done one trip to Poynton for Covid vaccinations. Available if needed but transport for vaccinations being provided by Good Neighbours as required.
Environmental Impact Review	To reduce the impact of the Council's activities on the environment and encourage environmental awareness in the village.	Cllr. Steve Birchall	Cllr. Jackie Pattison Parish Clerk	06/01/21 - Cllr. Adams - Weekly shopper trip on hold during national 04/08/2020 - Cllr. Mr. Birchall - Cllr. Pattison has discussed her tree planting ideas (at Newtown) with me, which I am fully supportive of. FODS are taking forward various ideas at the station, bike racks and car charging points. As regards anything else the Covid 19 crisis is far from over and contemplating anything else at this time is in my opinion premature. 26/11/2019 - Cllr. Mr. Birchall - Brief discussion between Cllr. Pattison and Cllr. Mr. Birchall on 19/11/19 re the green agenda, trees, green planting, anti-plastic policies and other council's written green policies

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Ginnel from Car Park to Market Street renovation	To improve the appearance and accessibility of the footpath across the brook from the car park to Market Street.	Clr. Jackie Pattison	Parish Clerk	<p>02/03/2021 - Clr. Pattison - No update</p> <p>03/02/2021 -Clr. Pattison - Awaiting advice from DPC solicitor re ownership</p> <p>06/01/2021 -Clr. Pattison - No further update</p> <p>30.11.20 - Clr. Pattison - No further update</p> <p>29/09/2020 - Clr. Pattison - Awaiting response from solicitor re ownership of ginnel.</p>
Leisure Facilities Improvements	To improve the facilities and environment at Arnold Rhodes, Newtown and Bentside Playing Fields and consider new initiatives such as a skate park.	Clr. Jackie Pattison	Clr. Sue Adams Clr. Cath Birchall Clr. Simon Brownbill Clr. Dominic Hutchins	<p>02/03/2021 - Clr. Pattison - Newtown - Notes from meeting with ANSA submitted to Council on 11/03/2021. Danehill Close Play Park - Meeting with CEC to discuss asset transfer on 29/03/2021.</p> <p>03/02/2021 - Clr. Pattison - Newtown - meeting with ANSA to discuss final snagging prior to handover to DPC. Danehill Close Play Park: Letter sent to CEC to express interest in transfer of asset.</p> <p>06.01.21 - Clr. Pattison - Completion works at Newtown changing rooms awaited & meeting requested with ANSA and CEC portfolio holder, Clr Mick</p> <p>02/03/2021 - DPC has taken over responsibility of Community Centre planting from PRIDE. A programme of village bench renovations is underway.</p> <p>02/02/2021 - Clr. Windsor - Rangers have removed the cotoneaster bushes from the front of the Community Centre in preparation for improvements and in a joint venture with Disley Footpaths Society have begun re-surfacing the start of the Gritstone Trail at Disley Station.</p> <p>06/01/2021 - Clr. Windsor - No further update.</p>
Streetscene	To improve the look and feel of the village environment encompassing the village centre and park and play areas.	Clr. Jean Windsor	Clr. Sue Adams Clr. Simon Brownbill Village Rangers	<p>01/03/2021 - Parish Clerk - Report on effects of government Covid roadmap on DPC circulated to councillors. Litterpick pencilled in for Sat 10th April 2021.</p> <p>01/02/2021 - Parish Clerk - No update but Community Litter Pick to be considered for March/April 2021.</p> <p>05/01/2021 - Parish Clerk - DPC Christmas initiatives generally very well-received. Selfie Wall generated over 40 resident interactions. All further events on hold due to national lockdown.</p> <p>30/11/2020 - Parish Clerk - Christmas Extravaganza cancelled - various</p>
Village Events	To develop and monitor a broad range of Community Events.	Parish Clerk	Clr. Cath Birchall Clr. Simon Brownbill Clr. Jackie Pattison Clr. Jean Windsor Admin Assistant	<p>03/03/20201 - Clr. Adams - Successful pilot of teleconference calls with two groups of 4 people. Both groups booked for the following week and the scheme will be publicised in the e-bulletin, In Touch (St Mary's Church newsletter) and other appropriate places. Good Neighbours continue to provide transport for vaccinations (Poynton and Macclesfield) as needed.</p> <p>02/02/2021 - Clr. Adams - Street coordinator scheme continues. Some amazing examples of people providing long term support to vulnerable people. Will re-start coffee mornings when restrictions lifted.</p> <p>06/01/21 - Clr. Adams - Four Christmas themed coffee mornings held in</p>
Village Heath & Well-being	To improve the village Heath & Well-being through new initiatives such as social isolation reduction	Clr. Sue Adams	Clr. Dominic Hutchins Clr. Jean Windsor Parish Clerk	

Newtown Changing Rooms Project - Notes from meeting on 3rd February 2021.

Present – Matt Smith (ANSA), Stuart Barber (ANSA) Jackie Pattison (DPC), Richard Holland (DPC)

1. Drainage

- Silt traps not included in quote from Keble Heath. ANSA to establish the cost of installing necessary silt traps.
- Rodding eyes already in place are to be fitted with concrete surrounds.
- Natural ventilation issue of drainage system acknowledged. Not currently compliant with Building Regs.
- ANSA to approach Marvtech for alternatives of creating an external structure to cover outside pipework and isolation switch etc against to relocate pipework and switch etc inside the main unit.
- DPC to see design and detail of external structure, prior to acceptance.
- Narrow metal drainage supports not robust enough for external location. Agreed that suitably robust frame fixed to concrete to be installed.
- Surface water from the roof will not be collected in a gutter and downpipe system.
- Metal trash guards to replace plastic vermin guards in swale agreed.

2. Changing room internals

- Marvtech to change internal doors for solid timber, fire-door grade doors.
- Agreed that changing room seating be modified and increased.

3. Documentation

- A Building Regulation Completion Certificate will be provided.
- Maintenance schedule for drainage and structure will be provided.
- Handover file of drawings, operation manuals, electrical certificates, written guarantees etc will be provided.

4. Financials

- Approx. £8,000 contingency available from project budget.

5. Guarantees

- ANSA to confirm guarantees from Keble Heath and Marvtech and revert to DPC.
- Snagging period to be extended due to Covid.

6. Miscellaneous

- ANSA to return or supply replacement RSJs for small storage unit base.
- ANSA to carry out rotavating and reseeding of new landscape banking.



Working for a brighter future together

Cllr Jackie Pattison
Disley Parish Council
Disley Community Centre

By email: admin@disleyparishcouncil.org.uk

Westfields
Middlewich Road
Sandbach
Cheshire
CW11 1HZ
01270 686640
Frank.Jordan@Cheshireeast.gov.uk

DATE: 18 February 2021

Our Ref: FJ/AM/10802649

Dear Cllr Pattison

Re: Play park on Danehill Close

Thank you for your letter dated 3 February 2021.

We confirm your expression of interest, and shall consider in line with the proposed Community Asset Framework discussed at the Engagement Session.

We would welcome the opportunity to meet with you to discuss the play park, and to explain the process that will form part of the future policy. We shall contact you to arrange.

Yours sincerely

Frank Jordan
Executive Director of Place

OFFICIAL

Richard Holland

From: Simon Brownbill
Sent: 12 February 2021 18:21
To: O'DONNELL, Lorraine
Cc: brendan.murphy@cheshireeast.gov.uk; laura.crane@cheshireeast.gov.uk; Richard Holland
Subject: Active Travel Measures Tranche 2 – Response from Disley Parish Council

Dear Lorraine,

I am writing on behalf of Disley Parish Council regarding Tranche 2 of the Active Travel Measures. We reviewed the proposals at our February Ordinary meeting.

We welcome the continued efforts to bring accessible, safe, cycling and walking routes to residents across the area. We were however disappointed to see that the proposed Disley scheme was not on the list for Tranche 2.

We noted that a very similar proposal had been put forward for Manchester Road, Tytherington. That scheme also turns a advisory cycle lane into a permanent cycle lane, with accompanying light barriers (wands). The scheme is also of similar length, and like the A6 in Disley, acknowledges the narrowness of the road in places. Notably, Councillors familiar with both routes feel that the only difference is that the Tytherington scheme enjoys lighter traffic and fewer cyclists.

Furthermore, we note that in the currently active Local Transport Delivery Plan consultation, CEC reference improved cycling provision to address traffic issues along the A6 in Disley. Presumably, this would be done at the expense of Cheshire East taxpayers at that time those works are undertaken.

Given the similarities with the scheme currently being proposed in Tytherington, and the opportunities to secure funding now, we would like to understand why the Disley scheme did not make the list. We have a strong cycling lobby in the community many of whom have made representations to Cheshire East directly. We would appreciate being in a position to onward communicate those reasons to them.

Sincerely,

Simon Brownbill

Sent from Mail for Windows 10

ITEM 10.

To consider the government roadmap out of lockdown announced on 22nd February 2021 and its impact on Disley Parish Council activities.

Following an initial assessment of the Government document '*Covid-19 Response – Spring 2021*' the following notes outline how the proposed steps may impact Disley Parish Council activities:

1. Step 1 8th March 2021

- Recreation outdoors with your household or 1 other person is allowed.
 - ***No impact on DPC.***

29th March 2021

- Outdoor sport and leisure facilities can open.
 - ***DPC can open the Arnold Rhodes outdoor gym and tennis courts and the Station Ballcourt.***

Rule of 6 or two households outdoors

- ***It is proposed to hold a litter pick on Saturday 10th April under the same "open" timings as implemented in September.***

2. Step 2 Not before 12th April 2021

- Indoor activities for children can start (up to 15 parents)
 - ***Baby Ballet, St. Mary's Tots and Messy Church may be able to resume in the Community Centre.***
- Indoor leisure starts but for individuals only.
 - ***No impact on DPC.***
- Libraries and community centres can open but can only be visited alone or with household.
 - ***Scope to open Council Office more frequently to visitors but staff to continue to work from home where possible. Consider opening Tuesday and Wednesday morning in line with the Library.***
 - ***12-person Coffee Mornings to be recommenced as support groups.***

3. Step 3 Not before 17th May 2021

- Maximum 30 people outdoors.
 - ***Consider outdoor coffee morning or invitation event.***
- Adult indoor group sports and exercise classes start.
 - ***Tai Chi, Line Dancing etc can resume in Community Centre.***

Consider restarting Community Bus shopping trips – 4 passengers per trip.

Police and crime commissioner elections will go ahead on 6th May. Community Centre is a polling station.

Staff advised to continue to work from home where possible.

4. Step 4 Not before 21st June 2021

- No limits on events
 - ***Start to plan Remembrance Sunday, Christmas Extravaganza and post-Covid community event.***
 - ***Re-open Community Centre fully.***
 - ***Restart a full programme of community bus trips.***

ITEM 13



Working for a brighter future together

Executive Office
Westfields
c/o Municipal Buildings
Earle Street
Crewe
CW1 2BJ

Tel: 01270 686640
Frank.Jordan@Cheshireeast.gov.uk

DATE: 1 February 2021

OUR REF: NT/FJ

Dear Chair

New Homes Bonus Conclusion

On 22 February 2018 the Council set aside a fund of £1m (2018 to 2019) as part of the Medium-Term Financial Strategy, to allow local people to engage with how services are delivered within their communities. This resource was more commonly referred to as the New Homes Bonus (NHB) Community Scheme

New Homes Bonus was allocated to Cheshire East Council to reflect the net increase in properties since 2010. The bonus is a government policy and was intended to be a permanent feature of the Local Authority Finance Settlement.

The scheme provided an opportunity for local third sector organisations to apply for funds based on the needs of the community to improve outcomes.

In 2020 a total of 222 applications were received for the NHB fund which accumulated to a total of £7,464,406 funding requests. Recommendations were made for 43 of those applications to be approved which accumulated to £1,024,246.

A review of the scheme has been undertaken and there are many lessons we have learned. The impact of the projects has provided some very positive outcomes that has benefited the communities and its infrastructures. There have been some wonderful success stories highlighting the positive outcomes that local communities have been able to achieve and support the residents of Cheshire East.

OFFICIAL-SENSITIVE

The Council's Medium Term Financial Strategy highlighted the possibility of a second scheme running in 2021/22. However due to unprecedented events experienced by all, and significant changes in priorities and affordability of services, a decision has been undertaken not to continue with the second phase of the NHB scheme.

This will be disappointing to many but there are other opportunities such as the community grants scheme or community asset transfers, discussed at the recent Place Engagement Sessions with Town & Parish Councils, that can support local initiatives.

Yours sincerely

A handwritten signature in black ink, appearing to read 'F Jordan', written over a horizontal line.

Frank Jordan
Executive Director – Place and Deputy Chief Executive

OFFICIAL-SENSITIVE

Richard Holland

Subject: FW: PACP laptop provision to Disley Primary School

From: Richard Holland
Sent: 24 February 2021 17:42
To:
Cc:
Subject: Laptop provision to Disley Primary

Hi Heather and Louise

I trust you are both well.

Further to your recent communications with Helen regarding pupil laptop provision, I am delighted to be able to report that the Poynton Area Community Partnership (PACP) has made 4 refurbished Lenovo laptops available for Disley Primary. I appreciate that the recent government roadmap for the reopening of schools may reduce the immediate urgency for laptops but I am sure that the units will find a very good home at Disley Primary.

The PACP have requested that the devices remain the property of the school and the school issues them to students who need them, and returns them to school as and when their need is reduced - so they can be used as a school-wide resource. The device has Windows 10 installed but we understand the licence will fall under the school's Windows licence.

In terms of recognition, any feedback from the school would be greatly appreciated as the PACP need to demonstrate the benefit that their project offers and it would also to support a bid they intend to submit to Cheshire East Council for funding to provide more laptops in the very near future. Also, because of the feedback they need to demonstrate, any possible appreciation from parents/guardians of the recipients, might also help. These would, of course, be anonymous.

I am due to collect the units on Monday 1st March and wondered if anyone would be available at the school that day to accept delivery. If so, if you could confirm a time, I will try and work around it.

If you have any questions regarding the above, please do not hesitate to contact me.

Kind regards

Richard

Richard Holland
Disley Parish Clerk
Email: clerk@disleyparishcouncil.org.uk
Phone: 01663 762726
Website: www.disleyparishcouncil.org.uk
Twitter: @disleyPC
Facebook: [@disleyparishcouncil](https://www.facebook.com/disleyparishcouncil)

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Score	Action to be taken	Responsibility & Action by	Action by date completed
Ref		Impact			
Allotments					
446 Environmental	Vermin.	Medium Low	3	Clerk	01/05/2021
<i>To control and minimise impact.</i>					
Define responsibility for standards of hygiene/cleanliness etc. of site.					
Enforce conditions of tenancy agreement.					
Carry out regular physical inspection.					
Instigate appropriate action to deal with any identified problems.					
311 Environmental	Vandalism of sites.	Medium Low	3	Clerk	31/12/2021
<i>To minimise the risk of loss/damage/injury arising from vandalism.</i>					
Regular monitoring of sites with, where appropriate, the assistance of allotment society or relevant body.					
Consider physical improvements to sites.					
Liaison with local policing teams in the areas affected.					
301 Environmental	Loss / Damage to water supply.	Medium Low	3	Clerk	01/05/2021
<i>To maintain adequate water supply and minimise loss/damage arising there from.</i>					
Define responsibility for maintenance of water supply.					
Ensure regular site inspections include checks on water supply to confirm adequacy of supply and that there is no wastage.					
Ensure that system is in place to report and rectify all faults.					
Maintain such arrangements as necessary with local contractor.					

15.15.15

214 Environmental	Untidy Plots.	Medium	3	Carry out 2021 Allotment Inspection visits - Spring and Autumn. All tenants have signed agreements with defined levels of upkeep. System of warning letters in place. Attend Association AGM. Regular liaison with Allotment Association Chair and Secretary.	Administrator	01/05/2021
	<i>To ensure that site is maintained to the required/acceptable standard.</i>	Low			Administrator	
	Define responsibility.					
	Carry out periodical site visits.					
	Enforce requirements of tenancy agreement.					
	Notify allotment holder in writing of problem & serve notice if the standard of cultivation is not to an acceptable standard.					
	Liaise where appropriate with allotment society.					
215 Environmental	Build up of non-compostable rubbish	Medium	3	Carry out 2021 Allotment Inspection visits - Spring and Autumn. All tenants have signed agreements with defined levels of upkeep. System of warning letters in place. Attend Association AGM. Rangers can remove rubbish if necessary.	Administrator	01/05/2021
	<i>To maintain high standard of cleanliness and minimize risk.</i>	Low			Clerk	
	Enforce controls in tenancy agreement.					
	Ensure that the conditions regarding the removal of waste are contained within the tenancy agreement.					
	Make arrangements for removal if the enforcement process proves to be unsuccessful.					
	Consider provision of skip facility.					
52 Environmental	Accumulation of rubbish.	Medium	3	Carry out 2021 Allotment Inspection visits - Spring and Autumn. All tenants have signed agreements with defined levels of upkeep. System of warning letters in place. Attend Association AGM	Administrator	01/05/2021
	<i>To maintain acceptable standards for site.</i>	Low			Administrator	
	Ensure responsibility for site maintenance defined.					
	Enforce conditions of tenancy agreement.					
	Maintain liaison with allotment society.					
	Ensure that periodical site inspections carried out.					
	Ensure facilities are provided for the control and removal of compostible waste.					
	Ensure that it is the tenants responsible for the removal of all other waste.					
448 Environmental	Vandalism.	Medium	3	Police allotment security meeting organised in April 2016. New fencing installed at Hagg Bank and Springfield sites. New "No Entry" signs installed at all sites. Continue close liaison with Allotment Association. Local PCSO regularly patrols sites.	Clerk	31/12/2021
	<i>To minimise the risk of loss/damage/injury arising from vandalism.</i>	Low			Clerk	
	Carry out periodical site inspection.					
	Review security.					
	Maintain liaison with law enforcement agencies.					
	Instigate legal action against perpetrators where appropriate.					
	Ensure that periodical site visits are carried out.					
	Notice served when necessary.					

310 Physical	Unoccupied Plots.	Medium	Low	3	Contact people on the waiting list for each plot and verify if they wish to remain on the waiting list. Advertise in eBulletin if necessary. Regularly maintain the waiting list. Allotment application form process in operation.	Administrator	31/12/2021
	<i>To control and minimise empty allotments.</i>						
	Currently there is an extended waiting list. The waiting list is updated as and when new applications received. The time taken to re-let plot varies dependant on the time potential tenants take to respond to correspondence and the time of year.						
212 Physical	Public Injury as a result of contractor.	Low	Medium	3	Check contractor insurance documents when engaged. Inspect working practices. Possible new fencing at Hagg Bank in 2020.	Clerk	27/04/2018
	<i>To minimise risk to allotment holders and others when contractor on site.</i>						
	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.						
60 Physical	Security.	Medium	Low	3	New Agreements issued in Dec 2016. Police allotment security meeting organised in April 2016. New fencing installed at Hagg Bank and Springfield sites. New "No Entry" signs installed at all sites. Continue close liaison with Allotment Association. Local PCSO regularly patrols sites. All sites have padlocked gates. Plot holders encouraged not to leave valuables e.g. tools on site.	Define responsibility for maintenance of Clerk	31/12/2021
	<i>To ensure security of site and equipment.</i>						
	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are in place to safeguard council assets.						
445 Physical	Personal injury.	Low	Medium	3	Check sites at allotments inspection visits. Post H & S posters on allotment notice boards "No Entry" signs in place. Raise H & S at Association AGM All plot holders automatically have insurance through Association membership	Clerk Clerk	30/06/2021
	<i>To minimise risk.</i>						
	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Ensure that all parties are aware of the relevant Health and Safety legislation. Carry out periodical examination of allotment environment.						

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plans for Disley Parish Council

Assessment year: 2021

Risk / Hazard		Likelihood & Score		Responsibility & Action by		Action by date completed	
Ref	Requirement / Control	Impact	Action to be taken	Action by	Action completed		
Bus Shelters							
89	Administration/Legal	Absence of Highway Authority Licence.		Clerk	30/06/2021	<input type="text"/>	
87	Environmental	Cleaning of Bus Shelters.	To ensure that the authority has all necessary licences. Maintain register of licence requirements. Carry out periodical review.	Clerk	30/04/2021	<input type="text"/>	
88	Environmental	Vandalism.	To maintain high standards of health, safety and cleanliness. Define responsibility and standards for regular cleaning. Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained. Graffiti removed by professional cleaning company as and when required.	Clerk	31/12/2021	<input type="text"/>	
702	Physical	Maintenance of Bus Shelters.	To minimise the risk of loss/damage/injury arising from vandalism. Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Clerk	31/12/2021	<input type="text"/>	
			To ensure that Bus Shelters are maintained to the appropriate standards. Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Clerk			

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 2. Action by person - the name or names of the persons taking the relevant actions.
 3. Action by date - the proposed date that this action should be completed by.
 4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

LCRS 7. Action Plans for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Score	Action to be taken	Responsibility & Action by	Action completed by date
Ref		Impact			

Code of Conduct

356 Administration/Legal	Failure to maintain / update Register of Interests/Gifts	Medium Low	3	New Councillors elected in May 2019 - all issued and signed for CEC Code of Conduct. Clerk attended Code of Conduct training in March 2019. Standing Orders & Financial Regs (including Model Code of Conduct) are reviewed and reissued annually to all councillors. Pecuniary/personal/prejudicial interest declaration introduced at Council meetings. Members offered Code of	Chairman	14/05/2021
--------------------------	--	---------------	---	---	----------	------------

To maintain records of members Declarations of Interest

Ensure all members are aware of their statutory responsibilities.
Maintain appropriate registers.
Under the Localism Act 2011 all members have signed a Grant of Dispensation form.
Pecuniary interests need to be declared and minuted; ensure that members are asked to leave the meeting. Non disclosable interests (of no financial benefit to the members) should be minuted if they have been declared by a member prior to the meeting.

No of issues listed: 1

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Ref	Likelihood & Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Community Centres							
140 Environmental	Vandalism.		Medium	3	Annual Community Centre Risk Assessment undertaken.	Clerk	27/03/2021
	To minimise the risk of loss/damage/injury arising from vandalism.						
	Review security and monitor all areas on a regular basis						
	Maintain liaison with local enforcement agencies.						
	Define a policy for dealing with antisocial behaviour.						
432 Financial	Instigate legal action against perpetrators where appropriate.		Medium	3	All Community Centre costs are included in the annual budget setting process.	Finance manager	31/12/2021
	Inadequate budget provision.		Low		Capital reserves are available to cover unexpected costs.	Finance officer	
	To ensure that service provision is included in budgetary process.						
	Ensure that anticipated costs are adequately provided for in Budgetary process.						
	Council approval to be sought for any unexpected expense to be met from reserves.						
16 Physical	Security of buildings		Low	3	Annual Community Centre Risk Assessment undertaken.	Clerk	31/03/2021
	To maintain a high standard of security.						
	Allocate responsibility for security/control of premises.						
	Define policy and provide for security.						
	Staff employed or contract with service provider in place.						
Appropriate staff training complete.							
Detailed schedules/records maintained.							
Liaison with local enforcement agencies maintained.							

0	Physical	Maintenance of buildings.	Low	3	Weekly equipment checks are carried out and recorded by Caretaker.	Clerk	31/12/2021
		<i>To ensure that council property is properly maintained and minimise loss/damage/injury.</i>	Medium		Annual Risk Assessment undertaken.	Clerk	
		Define responsibility for maintenance.			PAT testing, boiler testing, extinguisher testing, alarm testing etc. all up to date.		
		Maintain detailed records of work scheduled and completed.					
		Carry out regular inspections of all buildings.					
		Ensure that proper contractual arrangements are in place for specialist/other services.					
		Arrange adequate insurance cover.					
141	Physical	Maintenance of equipment.	Low	3	Weekly equipment checks are carried out and recorded by Caretaker.	Clerk	31/12/2021
		<i>To ensure that all equipment is properly maintained.</i>	Medium		Annual Risk Assessment undertaken.	Clerk	
		Ensure that equipment is properly maintained through regular inspection/servicing.			PAT testing, boiler testing, extinguisher testing, alarm testing etc. all up to date.		
		Ensure that proper maintenance records are complete and up to date.					
		Ensure that responsibility is defined and any training requirement is complete.					
0	Physical	Fire.	Low	4	Annual Fire Risk Assessment of Community Centre carried out by Caretaker.	Clerk	30/12/2021
		<i>To safeguard against fire risk.</i>	High		Fire measures included as part of the Phase 1 Community Centre Project in 2017.	Clerk	
		Ensure Health/Safety testing complete.			Weekly, recorded fire tests carried out.		
		Ensure appropriate staff training.			Staff fire training undertaken in 2018.		
		Provide for strict security/control of combustible materials held by Council.			Annual fire drill required.		
		Provide appropriate extinguishers etc.			Fire Risk Assessment carried out by Cheshire Fire Authority in 2019. No		
		Ensure appropriate signage in place.					
		Ensure appropriate regulations/controls in hire documentation.					

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 2. Action by person - the name or names of the persons taking the relevant actions.
 3. Action by date - the proposed date that this action should be completed by.
 4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action completed
---------------	-----------------------	---------------------	-------	--------------------	----------------------------	------------------

Crime Prevention - CCTV

0 Physical Vandalism.

Medium Low 3

Clerk

31/03/2022

To minimise risk arising from vandalism/antisocial behaviour.

Maintain efficient and effective security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.

Community Centre CCTV installed in 2018 - Correct signage installed inside and outside building.
Local PCSO shares offices with Parish Council.
Footage of anti-social behaviour shared with Police.

Clerk

No of issues listed: 1

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS.

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Score	Action to be taken	Responsibility & Action by	Action by date completed
Ref		Impact			

Data Protection

37 Administration/Legal Breach of confidentiality.

To ensure that statutory requirements are met.

Arrange Registration under the Data Protection Act.
Formalise Procedure for dealing with Confidential Data.

Medium	3	DPC is registered with Information Commissioners Office.	Clerk	31/03/2021
Low		Data Protection Policy reviewed in 2017.	Clerk	

Full GDPR audit undertaken in 2018
2020/21 interim internal audit identified additional measures. Cybersecurity Policy introduced, password management reviewed, Clerk undertook cybersecurity training.

No of issues listed: 1

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS).

LCRS 7. Action Plans for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Score	Action to be taken	Responsibility & Action by	Action by date completed
---------------	-----------------------	--------------------	--------------------	----------------------------	--------------------------

Drainage

146 Environmental Flooding.

Medium

High

5

Clerk

30/06/2021

To minimise risk arising from flooding.

Define responsibility for dealing with floods.

Ensure that effective arrangements are in place to deal with any council responsibility.

Administrator

159 Physical

Maintenance of ditches & drains.

Low

High

4

Clerk

31/12/2021

To ensure provision for council responsibility.

Define responsibility for maintenance.

Ensure that appropriate arrangements are in place to deal with any council responsibility.

Clerk

Review budget provision for maintenance and repair of Council drains.
Consider insurance policy.
Some budget put aside for annual inspection of Newtown drains.
Budget allocated for drainage improvements at Newtown.

No of issues listed: 2

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard		Likelihood & Score		Responsibility & Action by		Action	
Ref	Requirement / Control	Impact	Action to be taken	Action by	by date	Action completed	
<u>Employment of Staff</u>							
358	Professional	Low Medium	3	Chairman	31/03/2022		
To avoid problems arising from loss of key personnel.							
Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.							
Job descriptions reviewed annually. Staff appraisal carried out annually. Clerk undertook appraisal and motivation training in 2018. Resilience Plan includes provision for loss of key staff. Insurance includes key person insurance Good skills transfer between Clerk and Admin Assistant							
352	Professional	Low High	4	Clerk	30/06/2021		
Attacks on Personnel.							
To protect staff.							
Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to take all relevant safe guides and precautions.							
Introduced a Lone Working Policy as all officers can be working alone at different times. Texts at end of shifts. Insurance reviewed annually. PCSO office in same building. Office doors kept locked. Consider purchase of panic alarms Offices currently closed due to Covid. Low level of cash kept in office and all in the safe.							

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
---------------	-----------------------	---------------------	-------	--------------------	----------------------------	----------------	------------------

Investments

198 Financial Inappropriate investment

Low Medium 3

Finance officer

31/03/2021

To ensure integrity of investment.

Define policy and responsibility for investment of council funds.
Record details/approval of all investments in council minutes.
Ensure regular report to council

Finance manager

Standing Orders and Financial Regs contain DPC financial controls.
All expenditure and financial decisions minuted at Council meetings.
Monthly and quarterly finance reports and budget comparisons submitted to Council.
Annual internal and external audits undertaken.
Clerk to attend Auditor training course in 2020

No of issues listed: 1

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS.

LCRS 7. Action Plans for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Score	Action to be taken	Responsibility & Action by	Action completed by date
---------------	-----------------------	--------------------	--------------------	----------------------------	--------------------------

Land

20 Environmental Fly tipping

Medium 3

Low

Council sites are visited regularly by Rangers or Clerk.

Land Rental Agreements include clauses relating to disposal of waste.

Legal advice taken for fly tipping.

Flytipping on public land is removed by DPC Rangers or ANSA

Clerk Clerk

31/03/2022

To minimize risks associated with fly tipping.

Define policy/responsibility for site control/security.

Enforce conditions of tenancy agreement.

Carry out periodical site inspection.

Provide proper facilities for control and removal of waste.

Liaise with police/other authority where necessary.

No of issues listed: 1

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked) (not recorded on LCRS .

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action completed
---------------	-----------------------	---------------------	-------	--------------------	----------------------------	------------------

Meeting of the Council

36	Administration/Legal	Failure to comply with new Regulations /Legislation	Medium Low	3	Covid-19 has added many new restrictions and guidelines which are difficult to keep up with. DPC membership of ChALC, SLCC, CVS and other local networking groups which provide up to date information. General awareness of on-going restrictions.	Clerk	31/03/2022
All Meetings open to everyone.							
Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. The members also subscribe to appropriate publications which provide information on new regulations and legislation. Encourage staff networking.							

No of issues listed: 1

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS.

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Score	Action to be taken	Responsibility & Action by	Action completed by date
Ref		Impact			

Newsletters

0	Environmental	Failure to deliver and litter	Medium Low	3	Distribution undertaken by church volunteers. Specified routes for each distributor. No "non-delivery" complaints received. Newsletter also available around village and on-line	Clerk	31/03/2021
<i>To minimise litter arising from newsletter distribution.</i>							
Determine policy for distribution.							
Prepare written conditions for service providers.							
Test distribution arrangements.							
Take appropriate action against offenders.							

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Score	Action to be taken	Responsibility & Action by	Action completed by date
Ref		Impact			

Open spaces

433	Environmental	Fly tipping	Medium Low	3	Open spaces are regularly patrolled by PCSO. Open Spaces are regularly visited by DPC Rangers or Clerk Flytipping is either removed by Rangers or reported to ANSA for removal. List of regular fly-tipping hotspots maintained.	Clerk	31/03/2022
To minimise the impact of fly tipping and associated health/safety risk.							
Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/bye-laws as appropriate. Regular liaison with local enforcement agencies.							
0	Environmental	Vandalism	Low Medium	3	Confirm which open spaces are regularly patrolled by PCSO and which are not. Open Spaces are regularly visited by DPC Rangers or Clerk All graffiti is photographed, reported to the Police and removed. Dangerous vandalism made-safe immediately.	Clerk	31/03/2022
To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.							

No of issues listed: 2

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard		Likelihood & Score		Responsibility & Action by		Action by date completed	
Ref	Requirement / Control	Impact	Action to be taken				
Play Areas							
0	Administration/Legal	Medium Low	3	Monthly inspections carried out by Handyman and records kept. Annual independent ROSPA inspection carried out and records kept. Handyman received ROSPA Play Area inspection training in 2018. Any complaints/injuries recorded and thoroughly investigated. Remedial actions highlighted to Council and acted upon. New DPC Ranger requires ROSPA	Clerk	31/03/2022	<input type="text"/>
<i>To maintain a register of complaints/injuries and action taken.</i>							
<i>To ensure that proper records of all complaints/injuries are maintained.</i>							
0	Physical	Medium Low	3	Monthly inspections carried out by Handyman and records kept. Annual independent ROSPA inspection carried out and records kept. Handyman received ROSPA Play Area inspection training in 2018. Any complaints/injuries recorded and thoroughly investigated. Remedial actions highlighted to Council and acted upon. DPC play areas due for investment in	Clerk	31/03/2022	<input type="text"/>
<i>To ensure play surfaces & equipment are in a safe condition.</i>							
<i>Define responsibility for regular inspection of play areas.</i>							
<i>Define responsibility for and ensure regular inspection of play equipment & play surfaces</i>							
<i>Arrange periodical inspection and report by suitably qualified ROSPA inspector.</i>							
<i>All high and medium risks identified in the RoSPA report are actioned and removed. Low risk items are also removed unless the level of expenditure involved is considered too high for the level of the risk identified.</i>							

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 2. Action by person - the name or names of the persons taking the relevant actions.
 3. Action by date - the proposed date that this action should be completed by.
 4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

LCRS 7. Action Plans for Disley Parish Council

Assessment year: 2021

Risk / Hazard Ref	Requirement / Control	Likelihood & Score		Action to be taken	Responsibility & Action by		Action by date completed	
		Impact	Score		Action by		by date	completed

Provision of Office Accommodation

0	Physical	Fire	Low	4	Annual Fire Risk Assessment of Community Centre carried out by Caretaker.	Clerk	31/03/2022
		To safeguard against fire risk.	High		Fire measures included as part of the Phase 1 Community Centre Project in 2017.	Clerk	
		Ensure Health/Safety testing complete.			Weekly, recorded fire tests carried out.		
		Ensure appropriate staff training			Staff fire training undertaken in 2018.		
		Provide for strict security/control of combustible materials held by council.			Annual fire drill undertaken.		
		Fire alarm tested weekly.			Fire Risk Assessment carried out by Cheshire Fire Authority in 2019. No		
		Fire drills held on a regular basis					
		Provide appropriate fire extinguishers are in place					
357	Technical	Defective Electrical Equipment/Machinery	Low Medium	3	Annual PAT testing undertaken in September.	Clerk	28/09/2021
		Ensure maintenance agreement/contract in place where appropriate.			5-year electrical tests undertaken.	Clerk	
		Allocate responsibility for local repair/maintenance.			Main switch in lockable cabinet.		
		Restrict access to qualified personnel only.			Health and Safety File maintained		
		Arrange regular inspection to ensure that any statutory obligations are met.					
		Ensure that PAT is carried out regularly by a competent qualified person.					
		Ensure that the appropriate records maintained.					

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 2. Action by person - the name or names of the persons taking the relevant actions.
 3. Action by date - the proposed date that this action should be completed by.
 4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard		Likelihood & Score		Responsibility & Action by		Action by date completed	
Ref	Requirement / Control	Impact	Action to be taken	Action by	by date	completed	
Public buildings and Village hall							
262	Physical	Medium	3	Clerk	31/03/2022		
	Security of premises and contents	Low	New fire and intruder alarms installed in 2017. Metal shutter door fitted. CCTV installed in 2018 Asset Register maintained CCTV, fire and intruder alarms and fire extinguishers all have service/maintenance agreements in place.	Clerk			
	<i>To safeguard council assets.</i>						
	Define policy for security of premises and equipment Maintain asset register and photographs of all items of any value together with a digital back up copy. Allocate responsibility for security/control of equipment. All offices/premises are locked outside working hours. Letting agreements are in place with a condition to secure building on departure.						
263	Physical	Low	3	Clerk	31/03/2022		
	Maintenance of buildings	Medium	Health and Safety Risk Assessment documentation - COSHH reports, PAT testing, boiler testing etc. in H & S File 5 year electrical test undertaken in 2018. Caretaker on-site daily. Community Centre occupied by Parish Officers Library H & S assessments carried out periodically.	Clerk			
	<i>To ensure proper maintenance of premises and minimize risk of loss/damage/injury.</i>						
	Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Detailed records kept of all work scheduled/completed. That each building is individual risk assessed.						
264	Physical	Low	4	Clerk	31/03/2022		
	Fire	High	Annual Fire Risk Assessment of Community Centre carried out by Caretaker. Fire measures included as part of the Phase 1 Community Centre Project in 2017. Weekly, recorded fire tests carried out. Staff fire training undertaken in 2018. Annual fire drill undertaken Fire Risk Assessment carried out by Cheshire Fire Authority in 2019. No	Clerk			
	<i>To safeguard against fire risk.</i>						
	Ensure Health/Safety testing complete. Ensure appropriate staff training Ensure a strict 'no smoking' and 'no naked flame' policy operates throughout all council buildings. Provide for strict control of combustible materials held by the council. Provide appropriate extinguishers etc.						

To minimise the risk of loss/damage/injury arising from vandalism.

Maintain efficient and effective security.

Maintain liaison with local enforcement agencies.

Take action as appropriate against offenders.

Metal shutter door fitted.
CCTV installed in 2018
Close liaison with PCSO

Clerk

Submitted to council:

No of issues listed: 4

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS.

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Likelihood & Score	Responsibility & Action by	Action completed
Ref	Requirement / Control	Action to be taken	Action by

Shelters & Seats

0	Administration/Legal	Provision of inadequate standard of seating.	Medium	3	Register of benches maintained Schedule of bench repairs started in 2020/21. On going.	Clerk	31/03/2021
		<i>To minimise risk arising from provision.</i>	Low			Clerk	
		Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers.					
		Ensure that all prospective donors are provided with copy of policy prior to acceptance.					
		Carry out inspection of all seating prior to acceptance.					
		Arrangements will be made for safe and secure installation.					
0	Environmental	Vandalism	Medium	3	Assets regularly visited by Handyman or Clerk. Issues reported directly to PCSO.	Clerk	31/03/2021
		<i>To minimise the risk of loss/damage/injury arising from vandalism.</i>	Low				
		<i>To minimise risk arising from anti-social behaviour.</i>					
		Maintain liaison with enforcement agencies.					
		Determine policy for dealing with offenders.					

Submitted to council:

No of issues listed: 2

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plan/s for Disley Parish Council

Assessment year: 2021

Risk / Hazard		Requirement / Control		Likelihood & Score		Responsibility & Action by		Action by date	
Ref				Impact	Action to be taken			by date	Action completed
203	Environmental	Failure to provide lighting		Low Medium	3	Faults reported to Cheshire East and Issues Log reviewed regularly. DPC lights had full audit and inspection in 2020. Next audit due in 2023. Issues reported to Stockport Electrical. Programme of repairs and LED replacements in place. Additional lights added to schedule.	Clerk Clerk	31/10/2022	<input type="text"/>
Monitor Service Level Agreement with major authority on a regular basis Report any faulty lights as soon as possible Monitor service performance and enforce agreement conditions.									

No of issues listed: 1

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

- How to complete (individual risk section):
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 2. Action by person - the name or names of the persons taking the relevant actions.
 3. Action by date - the proposed date that this action should be completed by.
 4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

LCRS 7. Action Plans for Disley Parish Council

Assessment year: 2021

Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
---------------	-----------------------	---------------------	-------	--------------------	----------------------------	----------------	------------------

Web Sites

0 Administration/Legal	Lack of visibility of visitor numbers.	Medium	3	Check data collection method of number of website visitors	Clerk	28/06/2021	
To maintain adequate statistics.		Low			Clerk		
Ensure that a web site statistics package is available on site.							
Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting.							
Ensure that examination of detail is an integral part of the process.							

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Jackie Pattison

Signed by responsible Finance officer: Richard Holland

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 2. Action by person - the name or names of the persons taking the relevant actions.
 3. Action by date - the proposed date that this action should be completed by.
 4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS.

Richard Holland

Subject: Disley Parish Council - Pen Underwriting Limited - Insurance Renewal [Contact Ref: 2079346]

Attachments: Disley Parish Council - Pen Underwriting Limited Schedule 2021.pdf; Disley Parish Council - Pen Underwriting Limited Invoice 2021.pdf; comparison sheet.pdf; Statement of Demands and Needs.pdf; Pen Underwriting Limited - Policy Summary.pdf; Disley Parish Council - Pen Underwriting Limited Statement of Fact 2021.pdf; Radar Cover.pdf; Disley Parish Council - Employers Liability Certificate 2021.pdf; Pen Underwriting Limited - Summary of Policy Changes.pdf

Subject: Disley Parish Council - Pen Underwriting Limited - Insurance Renewal [Contact Ref: 2079346]

Dear Richard,

Please find renewal attached which includes terms from three separate insurers for consideration. Terms from Pen (AXA) still remain the most competitive option based on cover and premium and the rate can be fixed for three years if you wish.

The renewal for Disley Parish Council is due on 1st April 2021.

Disley Parish Council Renewal Summary

Based on the information we hold, we have assessed your demands and needs as those of a Council wishing to insure the risks shown, at the levels of cover set out in the attached schedule of insurance, with a reputable insurer and at a cost effective premium.

In preparing our recommendation for Disley Parish Council we undertook a full review of our panel of insurers and the below table summarises the quotations we were able to obtain:

Insurer	Insurer Premium	Administration Fee
Pen Underwriting Limited	£3,145.37	£50.00
Hiscox	£4,025.13	£50.00
Ecclesiastical	£3,966.90	£50.00
Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate		

Our recommendation is that you accept the Pen Underwriting Limited quotation to meet the demands and needs of Disley Parish Council.

Pen Underwriting Limited is a company within the Gallagher group and acts on behalf of a number of insurers. We always aim to treat you fairly and we manage all potential conflicts in accordance with our Terms of Business.

	Insurer Premium	Administration Fee	Total Premium
Annual Policy with Pen Underwriting Limited	£3,145.37	£50.00	£3,195.37
3 Year Long Term Agreement Option with Pen Underwriting Limited	£3,145.37	£50.00	£3,195.37

Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate

Quote Reference	2079346
Cover Period	1st April 2021 to 31st March 2022

Long Term Agreement Option

In order to ensure rate stability, Disley Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with **Pen Underwriting Limited**, at an LTA premium of £3,195.37. This means Disley Parish Council will commit to keep their policy with Pen Underwriting Limited for the period of the LTA, which will expire on 31st March 2021.

In return Pen Underwriting Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding 40% , **releases** Disley Parish Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

Renewal Comparison

	Premium
This Year's Annual Premium	£3,145.37
Last Year's Annual Premium	£2,733.20

We have included last year's annual premium so that you can see how it has changed. If you have made any changes to the policy in the last 12 months, that altered the premium, this is reflected.

Index linking is currently calculated at 3% for both buildings and contents. Please contact the office should you not wish to index link these items.

The difference in annual premium will also be as a result of any rate changes applied by the recommended insurer and the index linking of any items insured against loss or damage.

Kind regards,

Client Director, Community



Area of Cover		Sums Insured/Limits		
		Pen Underwriting Limited via Axa	Hiscox	Ecclesiastical
Public Liability		£10,000,000	£10,000,000	£10,000,000
Including	Hirers Liability	£5,000,000	£5,000,000	£2,000,000
	Libel & Slander	£500,000	£500,000	£250,000
	Motor No claims Excess & Bonus	£250 each	£250 each	n/a
Employers' Liability		£10,000,000	£10,000,000	£10,000,000
Officials & Trustees Liability		£500,000	£500,000	£500,000
Employee Dishonesty		£150,000	£150,000	£150,000
Legal Expenses		£500,000	£100,000	£250,000
Personal Accident		£100,000/£500pw	£100,000/£500pw	£50,000/£250pw
Property Damage				
Including	Defibrillators & Cabinets	£5,000	£5,000	£5,000
Business Interruption				
Including	Loss of Revenue	£10,000	£10,000	£10,000
	Increased Cost of Working	£10,000	£10,000	£10,000
	Key Person Cover	£250pw up to max £2,500 pa	£250pw up to max £2,500 pa	£400pw up to 26 weeks
Contents (away from premises)		£5,000	£5,000	£5,000
Money		£2,500	£1,000	£1,000
Internet & Email		£500,000	£50,000	n/a
Crisis Management		£500,000	£25,000	n/a

To consider a report on Disley Parish Council bank and savings accounts

Background

Disley Parish Council currently has £195,072.95 saved in short and long-term investment accounts. The Council also has a surplus of approx. £42,000 in an RBS easy access account. These savings are currently invested as follows:

Bank/Building Society	Account	Interest	Amount
Cambridge & Counties Bank	3-year fixed Business Bond (Matured 19/02/2021)	1.70%	£42,072.95
Cambridge Building Society	Council Saver	0.10%	£68,000.00
Nationwide Building Society	Business Instant Saver	0.05%	£85,000.02
Royal Bank of Scotland	Business High Int.	0.01%	Approx. £42,000.00
Total			£237,072.95

The Council has reserves allocated to short/medium term capital projects of £85,000.00. Therefore, adequate funds for these will need to be accessible from short-term accounts. It is proposed that the balance can be invested in medium/long term accounts. It should be noted that interest rates are currently extremely low and that returns will not be large.

The Council's operational income and expenditure will continue to be transacted through the linked RBS Current and High Interest accounts.

Proposals

1. Transfer maturing Cambridge & Counties 3-year Bond to new C & C 5-year Bond and transfer surplus from RBS High Interest account to this bond. Owing to the maturity date, this transaction has already been undertaken.
2. Transfer Nationwide Instant Saver to Nationwide 1-year saver.

Bank/Building Society	Account	Notice	Interest	Amount
Cambridge & Counties Bank	5-year fixed Business Bond	No withdrawals	1.15%	£84,072.95
Cambridge Building Society	Council Saver	2 x withdrawals per month	0.10%	£68,000.00
Nationwide Building Society	Business 1 Year Saver	No withdrawals	0.30%	£85,000.02
Total				£237,072.95

The Council is asked to consider the above proposals.

Richard Holland - Parish Clerk
26th February 2021

Richard Holland

Subject: FW: Cambs and County - Fixed Rate Bond Maturity Notification - 15011117

From: Savings <Savings@ccbank.co.uk>

Sent: 18 February 2021 14:21

To: Richard Holland <clerk@disleyparishcouncil.org.uk>

Subject: RE: Cambs and County - Fixed Rate Bond Maturity Notification - 15011117

Good afternoon Richard,

Thank you for your email.

I can gladly confirm that we have now processed your maturity instructions, which will reflect on the date of your maturity.

I can confirm that the amount of £84,072.95 will be rolled over into a 5 Year Fixed Rate Bond at 1.15%, as requested.

Should you have any questions at all, please let me know.

Kind regards

Customer Services Officer



Tel: 0344 225 3939
Fax: 0116 254 4637
www.ccbank.co.uk

Charnwood Court
5B New Walk
Leicester
LE1 6TE

payphones. Calls may be recorded for training purposes and to improve the service we provide.

Financial Statement - Cashbook

Statement between 01/04/20 and 28/02/21 inclusive.

Balances at the start of the year

Ordinary Accounts

Current A/C + High Int. A/C	£19,663.55
Petty Cash	£200.00

Short Term Investment Accounts

Nationwide Business Instant Saver	£85,000.02
The Cambridge Building Society	£68,000.00

Long Term Investment Accounts

Cambridge & Counties Bank	£41,367.77
Cambs & Counties Bank - 5-year Bond	£0.00
Total	£214,231.34

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
110 Precept	155,272.00	0.00	155,272.00
120 VAT reclaimed	8,271.98	0.00	8,271.98
125 Grant Awards	20,774.23	0.00	20,774.23
130 Rental Income	8,821.63	0.00	8,821.63
135 Petty Cash Replenishment	0.00	0.00	0.00
140 RESERVE - Community Transport	294.65	0.00	294.65
150 Other Income	1,034.49	204.66	1,239.15
190 Bank Interest	127.39	0.00	127.39
191 Investment Account Interest	87.91	0.00	87.91
192 Long-term Investments Interest	705.18	0.00	705.18
193 Nationwide BS Transfer	0.00	0.00	0.00
200 Community Centre	4,183.90	0.00	4,183.90
Council Total	199,573.36	204.66	199,778.02
Total Receipts	199,573.36	204.66	199,778.02

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
215 Salaries Inc Pensions	78,015.95	0.00	78,015.95
220 Staffing Expenses	1,331.13	284.45	1,615.58
225 General Administration	9,792.73	810.09	10,602.82
230 Street Lighting	2,509.12	332.30	2,841.42
231 Streetlighting - Capital Expenditure	1,400.00	280.00	1,680.00
240 Allotments	225.15	9.31	234.46
260 Parish Maintenance	5,401.10	990.02	6,391.12
261 Winter Gritting Provision	0.00	0.00	0.00
265 Church Grounds Maintenance	0.00	0.00	0.00
270 Land Administration	1,717.50	343.50	2,061.00
280 Playground Upkeep	1,230.66	149.72	1,380.38
281 Play Area & Playing Fields Capital Expenditure	0.00	0.00	0.00
282 RESERVE - Newtown Improvements	750.00	150.00	900.00
285 Tourism	70.00	0.00	70.00
290 RESERVE - Community Grants	1,238.76	0.00	1,238.76
300 RESERVE - Community Transport	2,013.38	180.79	2,194.17

Financial Statement - Cashbook

Statement between 01/04/20 and 28/02/21 inclusive.

310 Handyman Vehicle	1,207.43	135.41	1,342.84
400 Community Centre	7,110.80	954.12	8,064.92
401 Caretaker Salary	7,626.42	0.00	7,626.42
405 RESERVE - Community Centre Capital Exp.	405.00	81.00	486.00
406 RESERVE - Ginnel improvements	0.00	0.00	0.00
407 RESERVE - Newtown Capital Expenditure	0.00	0.00	0.00
410 RESERVE - Community Transport - Capital expenditure	0.00	0.00	0.00
415 RESERVE - Handyman Vehicle capital expenditure	0.00	0.00	0.00
420 Bank Charges	0.00	0.00	0.00
500 Hanging Baskets	4,450.00	890.00	5,340.00
600 Village Events	4,484.48	808.41	5,292.89
660 CCTV Contribution	3,799.90	759.98	4,559.88
670 RESERVE - Neighbourhood Plan	0.00	0.00	0.00
Council Total	134,779.51	7,159.10	141,938.61
Total Payments	134,779.51	7,159.10	141,938.61

Financial Statement - Cashbook

Statement between 01/04/20 and 28/02/21 inclusive.

Closing Balances

Ordinary Accounts

Current A/C + High Int. A/C	£34,797.78
Petty Cash	£200.00

Short Term Investment Accounts

Nationwide Business Instant Saver	£85,000.02
The Cambridge Building Society	£68,000.00

Long Term Investment Accounts

Cambridge & Counties Bank	£0.00
Cambs & Counties Bank - 5-year Bond	£84,072.95
Total	<u>£272,070.75</u>

Not all the accounts have been reconciled exactly to the end date on this statement.

Reserve Balance	
Footpath CC-Market Street	£20,000.00
Community Centre Development	£16,924.63
Community Transport - Ops Fund	£2,466.30
Allotment Deposits	£524.35
Community Grants	£1,987.72
Working Balance Reserve	£38,818.00
Unallocated Capital Expenditure	£66,539.28
Election/Referendum Reserve	£2,000.00
Community Bus Depreciation	£9,000.00
Newtown Playing Fields	£3,500.00
Arnold Rhodes Playing Fields	£10,000.00
Reserves total	<u>£171,760.28</u>

ITEM.14.

Disley Parish Council

Expenditure transactions - approval list

Start of year 01/04/20

APPENDIX .A. (1)

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1459	BACS/2402 21/WATER P-1	£46.12	240	04/02/21	United Utilities/Waterplus - Hagg Bank Allotment water charges - 14/10/2020 to 02/02/2021	£46.12
1460	BACS/2402 21/WATER P-2	£103.11	400/7	04/02/21	United Utilities/Waterplus - Community Centre water and wastewater charges - 14/10/2020 to 02/02/2021	£103.11
1461	BACS/2402 21/SLCC	£36.00	220/3	16/02/21	SLCC - Creating Accessible Word and PDF documents course	£36.00
1462	BACS/0503 21/SHIRES	£57.02	220/5	05/02/21	Shires Pay Services Ltd - Payroll services - February 2021	£57.02
1463	BACS/2402 21/STOCK ELE	£2,040.00		16/02/21	Stockport Electrical Services Ltd - Streetlighting - 4 x LED replacements + repairs	£2,040.00
1		£1,680.00	231		Supply and install of 4 x new LED heads	
2		£360.00	230/2		Streetlighting repairs	
1464	BACS/2402 21/AWARD	£23.00	225/18	09/02/21	Award Cleaning Services - Window Cleaning	£23.00
1465	BACS/2402 21/SMART HEA	£86.40	400/3	16/02/21	Smart Heat NW - Repair to Community Centre taps	£86.40
1466	DD/120221 /ALLSTAR	£3.58	300/1	12/02/21	Allstar - Fuel card admin fee	£3.58
1467	DD/090221 /OPUS	£181.69	400/6	09/02/21	Opus Energy Ltd - Community Centre electricity - 21/12/2020 to 21/01/2021	£181.69
		£6,846.55			Salaries & Wages	
Total		£9,423.47				

Signature

Signature

Date

ITEM. 20.

Disley Parish Council

Expenditure transactions - approval list

Start of year 01/04/20

APPENDIX . A. (2)

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1468	BACS/1203 21/WATER PLU	£142.33	400/7	01/03/21	United Utilities/Waterplus - Community Centre annual surface water and highways drainage	£142.33
1469	BACS/1203 21/SCART ER	£51.82	260	01/03/21	Stephen Carter - Bench paint, roof tiles and wood filler	£51.82
1470	BACS/1203 21/TOMLIN SO	£59.60	260	01/03/21	A H Tomlinson Parbans Ltd - Wood for bench repairs	£59.60
1471	BASC/1203 21/ALLOTM EN	£210.00	240	01/03/21	Disley Allotment Association - 30 x £7.00 Allotment Association membership fee	£210.00
1472	BACS/1203 21/DISLEY PC	£1,400.00	265	01/03/21	Disley PCC - Contribution to church grounds maintenance	£1,400.00
1473	BACS/1203 21/RHOLLA ND	£190.63		02/02/21	Richard Holland - Councillor emails, website hosting, websitr domain, silt trap. Paint	£190.63
1		£21.00	225/6		Councillor emails - 24/01/2021 to 23/02/2021	
2		£14.95	225/17		Website hosting - 25/02/2021 to 25/03/2021	
3		£15.00	225/17		Website domain name renewal	
4		£73.16	260		Silt trap for Rams Head drain	
5		£66.52	260		Paint for benches	
1474	DD/220221/ CNG	£294.07	400/5	22/02/21	CNG Limited - Community Centre gas charges - January 2021	£294.07
1475	DD/220221/ BIFFA	£104.69	400/10	22/02/21	Biffa Waste Services Ltd - Trade waste and recycling - 23/01/2021 to 19/02/2021	£104.69
1476	DD/190221/ SSE	£77.75	230/1	19/02/21	SSE Swalec - Electricity - Parish Streetlighting - 05/01/2021 tp 01/02/2021	£77.75
Total		£2,530.89				

Signature

Signature

Date

21/0542M	<i>Proposed single storey side and rear extension to existing residential property</i>
	25 Buxton Old Road, Disley SK12 2BB
Comments	DPC has no objection to this application.
21/0509M	<i>Demolition of existing garage and erection of a single-storey rear extension, two-storey side extension.</i>
	17 Hilton Road, Disley SK12 2JU
Comments	DPC has no objection to this application.
21/0644M	<i>Permission sought for changes to Approved App 19/5100M. Retrospective permission sought for changes to two storey rear extension element. Permission also sought for alterations to front glazed feature element.</i>
	Holly House, Homestead Road, Disley SK12 2JN
Comments	DPC is concerned that a new window has been installed on the side elevation without consent. DPC commented on application 19/5100M 'DPC requests CEC to ensure that all planning conditions are met', so it is disappointing to see this retrospective application. DPC suggests that opaque glass would be appropriate in this window.

Appendix B	Planning Applications	
21/0679M	Proposed improvements to existing sporting facilities including resurfacing of existing Astro Turf with 3G surface, provision of new Tennis Court/Multi Use Games Area (MUGA), replacement fencing, repositioning of existing lighting columns and associated improvements.	
	<i>Disley Amalgamated Sports Club, Jacksons Edge Road, Disley SK12 2JR</i>	
Comments		
21/0901M	First floor extension over existing garage flat roof, alterations to existing porch, and new door and window to ground floor gable elevation	
	<i>90 Chantry Road, Disley SK12 2BG</i>	
Comments		
Decisions		
20/4934M	Proposed 2 storey front side and first floor rear and single storey side garage extension – granted subject to 4 conditions	
	<i>7 Coppice Avenue, Disley SK12 2LS</i>	
20/5696M	Integral garage conversion and new porch - granted subject to 5 conditions	
	<i>28 Storey Road, Disley SK12 2BF</i>	
20/5703M	Integral garage conversion to a habitable room - granted subject to 5 conditions	
	<i>26 Storey Road, Disley SK12 2BF</i>	