

DISLEY PARISH COUNCIL

Richard Holland *Disley Parish Clerk*

Tel: 01663 762726

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4th January 2024

Dear Councillor,

You are summoned to attend an **Ordinary Meeting** of Disley Parish Council on **Thursday 11th January 2024 at 7.00pm** at Disley Community Centre.

Yours sincerely,

Richard Holland
Parish Clerk

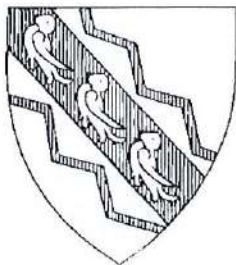
Members of the public are welcome to attend.

Members of the public wishing to make a comment or ask a question at the meeting, can email their comment, or provide it in writing to the Parish Offices at Disley Community Centre. Comments or questions should be submitted by 5.00pm on the Tuesday prior to the meeting. All comments and questions received will be read out at the meeting for Council consideration.

AGENDA – PART 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.
3	Public Forum
4	To agree as a true and accurate record, the minutes of the Council Meeting held on 14 th December 2023.
5	To receive the Chair's Report
6	To consider Planning Applications as listed on Appendix. B.
7	To note Planning Decisions as listed on Appendix. B.

Items highlighted in grey require a Council resolution.



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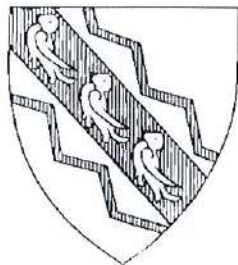
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8	To consider two resident emails received regarding parking and access issues in Newtown.
9	To receive Appendix D - the Disley Parish Council Projects List.
10	Community Transport To receive an update from Cllr. Adams.
11	Highways Maintenance and Improvements 11.1 To note an email from Cheshire East Highways regarding road safety on Mudhurst Lane.
	11.2 To note an email from Cllr. Sue Adams to Cheshire East Highways regarding speed limits in Disley.
12	Leisure Facilities 12.1 To receive an update on the Newtown Changing Rooms Project.
	12.2 To note the Parish Council response to the Cheshire East Strategic Leisure Review Consultation and a reply from Cheshire East Council.
	12.3 To note a letter from Cheshire East Council regarding Dane Hill Close Play Area.
13	Village Health & Well-being To receive an update from Cllr. Adams.
14	To receive an update on the Councillor casual vacancy at Disley Parish Council.
15	To consider the re-adoption of the Parish Council's Cyber Security Policy.
16	To consider a request for Parish Council representation on the St. Mary's Church 500 Community Panel.
17	To consider the Parish Council Meeting Schedule for 2024.

Items highlighted in grey require a Council resolution.



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18	To note Appendix C – Meetings and Events Schedule.
19	To note the findings and actions of the 2023/24 Interim Internal Audit.
20	To note a new Internal Financial Control Checklist.
21	To note Payment of Accounts as listed on Appendix. A. (1) and that all payments are made using the General Power of Competence.
22	To approve Payment of Accounts as listed on Appendix. A. (2) and that all payments are made using the General Power of Competence.
23	To receive a Financial Statement for the period to 30 th November 2023.
24	To approve Financial Budget Comparison for the period 01/04/2023 to 30/11/2023.
25	To resolve that Agenda PART 2 shall exclude the public and press for reasons that their presence would be prejudicial to the public interest due to the confidential nature of the business to be transacted or for other special reasons under Standing Order 3 (d).

AGENDA – PART 2

26	To consider a report on the proposals for the recruitment of a new Parish Clerk and Responsible Financial Officer (RFO).
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Items highlighted in grey require a Council resolution.

2341

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 14TH DECEMBER 2023 AT DISLEY COMMUNITY CENTRE**

<u>Present:</u>	Cllrs. Adams, Bowers, Brownbill, Bull, Pattison, Scale and Windsor. Start time: 7.00pm
	<u>A G E N D A – P A R T 1</u>
2652	<u>To receive any Apologies for Absence.</u> Apologies were received from Cllr. Sykes who was ill.
2653	<u>To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.</u> Cllr. Adams declared an interest in her capacity as Cheshire East Councillor. Cllr. Bull declared an interest in Item 2985, as his spouse is a Council Officer.
2654	<u>Public Forum</u> The Clerk read an email received from a resident expressing concerns for the safety of schoolchildren using the Poynton High School bus at the Ram's Head. Given the recent accident at the junction, the resident suggested that safety measures needed to be introduced to protect the children e.g. installing bollards and repainting the white lines. Cllr. Brownbill highlighted that Cheshire East Highways were reviewing the junction and planning to repaint the junction markings. Councillors also noted that both the local MP and Police & Crime Commissioner were supporting the proposal to reduce speed limits on the A6. Cllr. Bull agreed to respond to the resident, requesting permission to forward the email to Cheshire East and suggesting she could also write to David Rutley, MP directly.
2655	<u>To agree as a true and accurate record, the minutes of the Council Meeting held on 9th November 2023.</u> Proposed: Cllr. Windsor. Seconded: Cllr. Adams Unanimously agreed
<i>Resolved</i>	<i>That the minutes of the Council Meeting held on 9th November 2023 are a true and accurate record.</i>
2656	<u>To receive the Chair's Report</u> Cllr. Brownbill thanked Councillors and officers for their help with the recent Christmas Extravaganza, Remembrance Sunday and Newtown Tree Planting events. Cllr. Brownbill hoped Members who recently visited the CCTV Suite found it interesting. Cllr. Brownbill reported that the draft of the new Parish Council Strategy Document would be presented to Councillors in the New Year.

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 14TH DECEMBER 2023 AT DISLEY COMMUNITY CENTRE**

	<p>Cllr. Brownbill highlighted an invitation from Dystlegh Grange to attend a Community Brunch on 10th January. Councillors were asked to inform the Clerk if they wished to attend.</p> <p>Cllr. Brownbill wished all Members a happy Christmas and New Year.</p> <p align="right">Received</p>																
2657	<p><u>To receive Cheshire East Councillors' Report</u></p> <p>The following written report for November 2023 was received from Cheshire East Councillor, Cllr. Adams:</p> <p><i>Summary of Issues Raised by Residents</i></p> <table border="1"> <tr> <td>Highways Maintenance</td><td align="center">3</td></tr> <tr> <td>Highways Improvements</td><td align="center">2</td></tr> <tr> <td>Social Care</td><td align="center">2</td></tr> <tr> <td>Bin Collections</td><td align="center">3</td></tr> <tr> <td>Streetlighting</td><td align="center">1</td></tr> <tr> <td>Other</td><td align="center">5</td></tr> <tr> <td></td><td></td></tr> <tr> <td>Total</td><td align="center">16</td></tr> </table> <p>November has been an extremely busy month which has been dominated by the traffic issues on the A6, Buxton Old Road and Jacksons Edge Road caused by the accident at Ram Green crossroads which caused damage to a streetlighting column and the control box for the traffic lights. To make matters worse, the damage affected the power supply required for Disley Parish Council Christmas Extravaganza. I liaised successfully with Cheshire East Highways to obtain the installation of temporary pedestrian crossing lights and for re-phasing of the temporary traffic lights to improve traffic flow. I was also in regular contact with highways to expedite repair of the permanent traffic lights.</p> <p>Repairs to the road surface on Buxton Road West near the junction with Jacksons Edge Road were successfully completed making use of the temporary lights in place following the accident.</p> <p>It is anticipated that repairs will shortly be made to Buxton Road between Redhouse Lane and Greenhill Walk to deal with the folds in the road surface.</p> <p>I have been informed that draft documents have been prepared for obtaining the traffic regulation orders required for the proposed double yellow lines on Bentside Road and Coppice Lane/Coppice Avenue. I am also chasing up various other highways issues for residents. There is plenty to go at!</p> <p>I am pleased to report that I am managing to get most of the issues raised by residents resolved, although some take a lot longer than others. In particular, highways and planning issues can take many months. Last week I met with an officer from Environmental Health on site to discuss the problem of effluent in the ginnel between Market Street and the community centre car park.</p>	Highways Maintenance	3	Highways Improvements	2	Social Care	2	Bin Collections	3	Streetlighting	1	Other	5			Total	16
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	<p>We also had a very successful clean up day in Disley arranged with Peaks and Plains Housing Trust. I would like to thank everyone from Peaks and Plains and the local volunteers who helped with this. A lot of work was done on the external areas of Crabtree Court.</p> <p>Cheshire East Council currently faces serious financial challenges which make life difficult as a Cheshire East councillor. However, I am still managing to achieve many positive outcomes for Disley residents. I am always happy to receive suggestions for content from parish councillors.</p> <p>Sue Adams 6th December 2023</p> <p align="right">Received</p>
2658	<p><u>To consider Planning Applications as listed on Appendix. B.</u></p> <p>23/3054M Change of use planning application seeks permission for the first and second floor offices converted to 4 flats, x3 as 1 bed flats and 1 as a studio flat.</p> <p>13 Fountain Square, Disley SK12 2AB</p> <p>Comments Disley Parish Council objects to this retrospective planning application which has a number of inaccurate responses and comments as follows:</p> <ol style="list-style-type: none"> 1. The former NatWest bank is in the Disley Conservation Area and appears on a map of 1837. The applicant has made little reference to the significance of the building to Disley village centre. Disley Parish Council notes paragraph 199 of the NPPF which advises that the local planning authority should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible. Disley Parish Council also raises concerns about the replacement window frames which have been fitted and does not consider them in keeping with the heritage of the building. 2. DPC is concerned that the conversion of office space on the 1st and 2nd floors into 4 flats has no provision for parking. The applicant shows little understanding of the current parking situation in Disley village centre which is limited to 3 hours on the A6, in Fountain Square and in the Community Centre car park. Cheshire East Council is currently considering proposals to implement car parking charges. DPC believes that further accommodation in the village centre, without access to private parking provision, will lead to an escalation of displaced on-street parking on roads adjacent to the village which in turn will cause unmitigated issues with traffic.

Signed: _____

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	<p>3. The applicant states that there is no watercourse within 20m of the property. Please note that there is a watercourse within 8m of the rear of the property which has been subject to flooding in recent years. DPC also wishes to make CEC aware that there are a number of ancient culverts in the vicinity of the property and under Fountain Square.</p> <p>4. Contrary to the applicant's statement, the rear of the property is subject to shared ownership and has shared access.</p> <p>5. DPC has concerns that there will not be adequate space for waste and recycling provision for 4 dwellings at the rear of the property and it would not be appropriate for bins to be stored on the main pavement in Fountain Square or on the shared access area.</p> <p>6. Trees - there are a number of trees and shrubs at the rear of the property.</p> <p>7. Privacy - resident to the rear of the property will suffer loss of privacy.</p> <p>23/4194M New window to rear extension 25 Buxton Road, Disley SK12 2DZ</p> <p>Comments Disley Parish Council has no objection to this planning application.</p> <p>23/4393M Conversion of attached outbuilding to form habitable accommodation 26 Jacksons Edge Road, Disley SK12 2JL</p> <p>Comments Disley Parish Council has no comments to make on this planning application.</p> <p>Proposed: Cllr. Bowers Seconded: Cllr. Windsor Unanimously agreed</p>
Resolved	<i>That planning comments as listed above are approved by Disley Parish Council.</i>
2659	<p><u>To receive Appendix D - the Disley Parish Council Projects List.</u></p> <p align="right">Received</p>
2660	<p><u>Community Centre Improvements</u> <u>To consider a Phase 2 Project Plan and expenditure for Community Centre improvements.</u></p> <p>Cllr. Pattison provided an overview of the proposed Phase 2 works. Councillors agreed all the proposals and expenditure except for the acoustics work in the Main Hall.</p> <p>Proposed: Cllr. Bowers Seconded: Cllr. Scale Unanimously agreed</p>

Signed: _____

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Resolved	<i>That the proposals and expenditure within Phase 2 Project Plan are approved by Disley Parish Council with the exception of the acoustics work in the Main Hall.</i>
2661	<p><u>Highways Maintenance and Improvements</u> <u>To consider a resident email regarding blocked grids on Buxton Old Road and Red Lane around the Ram Green junction –</u> Cllr. Bull reported that he had responded to the resident and that Cheshire East Highways were due on site in January to assess. Cllr. Adams reported that she was continuing to campaign to get all the Jackson's Edge Road and Buxton Old Road gullies cleared. Councillors agreed that no further action was required at this stage.</p>
	<p><u>To note an update from Cheshire East Council regarding the Parking Review consultation.</u></p> <p align="right">Noted</p>
	<p><u>To note communications between Cllr. Sue Adams and Ansa Transport regarding the bus stop at Newtown.</u> Cllr. Adams confirmed that she would be chasing ANSA for an update on this issue in the New Year.</p> <p align="right">Noted</p>
	<p><u>To note an update from Cllr. Paul Bull regarding road safety improvements at the Redhouse Lane railway bridge.</u></p> <p align="right">Noted</p>
	<p><u>To note an email from Cllr. Sue Adams to Cheshire East Highways regarding the speed limit on Mudhurst Lane.</u> Cllr. Adams read an update statement from Cheshire East as follows: <i>"I confirm that Disley Parish and a local resident had requested last June 2023 a reduced 40mph speed limit on Mudhurst Lane and a holding reply was sent out. We have already assessed this road and is in our 2023 speed limit modifications list. I am aware of the white car whose driver had lost control a few days after the fatality and I agree that driver behaviour is greatly needed on Mudhurst Lane. The next step in the progress for the delivery of the selected roads from the 2023 assessed list, subject to budget prioritisation, is due to be completed in January 2024."</i></p> <p align="right">Noted</p>
	<p><u>To receive a verbal update on the drainage issues in the ginnel from the Community Centre car park to Market Street.</u> Cllr. Adams reported that a Cheshire East Environmental Health Officer will visit the site during restaurant opening hours to discuss the issue with the tenants.</p> <p align="right">Received</p>

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	<p><u>To note an update from the Police & Crime Commissioner regarding Community Speed Watch.</u></p> <p align="right">Noted</p>
2662	<p><u>Leisure Facilities</u> <u>To note communications between Cllr. Sue Adams and Ansa regarding improvement work at Dane Hill Close Play Area.</u> Cllr. Adams read an update statement from Cheshire East as follows: <i>"Thank you for your correspondence regarding Dane Hill Close Play Area Disley. Your email has been passed to me by our Chief Executive for response. Unfortunately, the delay was due to an unforeseen staff sickness. I can confirm that Cheshire East have approved their portion of this project with the funds being released to Ansa. The remainder of the improvements will now be scheduled into the works programme, however this will be weather dependent at this time of year."</i></p> <p align="right">Noted</p>
2663	<p><u>Village Events</u> <u>To note the minutes of a Village Events meeting held on 6th November 2023.</u> Cllr. Pattison thanked all who attended the successful tree planting event.</p> <p align="right">Noted</p>
2664	<p><u>Village Health & Well-being</u> <u>To note the minutes of a Village Health & Well-being meeting held on 9th November 2023.</u> Cllr. Adams highlighted that Helen Charlesworth-May, the Cheshire East Executive Director of Adults, Health and Integration, had attended the meeting and taken away some transport-related action points.</p> <p align="right">Noted</p>
2665	<p><u>To consider a Cheshire East Council Strategic Leisure Review consultation.</u> The Clerk informed the meeting of a request from Poynton Town Council for Disley Parish Council to respond to the consultation as it proposed the closure of Poynton Leisure Centre. Cllr Brownbill encouraged Members to respond individually and agreed to respond on behalf of the Parish Council. Proposed: Cllr. Scale Seconded: Cllr. Pattison Unanimously agreed</p>
Resolved	<p><i>That Cllr. Brownbill would respond to the Strategic Leisure Review on behalf of the Parish Council.</i></p>

Signed: _____

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2666	<p><u>To consider a Cheshire East Council Local Plan Draft Developer Contributions Supplementary Planning Document consultation.</u> Cllr. Pattison reported that she had assessed the document and proposed that no response was required from the Parish Council. Proposed: Cllr. Windsor Seconded: Cllr. Bowers Unanimously agreed</p>
Resolved	<p><i>That no response was required from the Parish Council to the Cheshire East Council Local Plan Draft Developer Contributions Supplementary Planning Document consultation.</i></p>
2667	<p><u>To consider a Cheshire East Council Local Plan Final Draft Environmental Protection Supplementary Planning Document consultation.</u> Cllr. Pattison reported that she had assessed the document and proposed that no response was required from the Parish Council. Proposed: Cllr. Bowers Seconded: Cllr. Windsor Unanimously agreed</p>
Resolved	<p><i>That no response was required from the Parish Council to the Cheshire East Council Local Plan Final Draft Environmental Protection Supplementary Planning Document consultation.</i></p>
2668	<p><u>To receive a verbal update on the Flexilink Bus Service in Disley.</u> Cllr. Adams highlighted a proposal from ANSA that it would run a weekly FlexiLink bus from Disley to Macclesfield/Poynton and Handforth Dean. Cllr. Adams commented that the bus had very restrictive user parameters and that she had asked ANSA to reconsider the 80+ age limit and pointed out the difficulties of using public transport for these destinations. Finally, Cllr. Adams had requested a meeting between ANSA and the Parish Council to discuss the FlexiLink service.</p> <p align="right">Received</p>
2669	<p><u>To note an Allotment Inspection Report conducted on 7th November 2023.</u></p> <p align="right">Noted</p>
2670	<p><u>To receive a verbal update on the casual vacancy at Disley Parish Council.</u> The Clerk confirmed that no request for a by-election had been received from Cheshire East Council and that the Parish Council was now free to co-opt a new Councillor. The Clerk planned to advertise the role with a deadline for applicants of 12th January 2024 and a decision being taken at the Council meeting on 8th February. In order to maintain transparency, one or two Councillors were asked to volunteer to meet with candidates and discuss the role. Cllrs. Pattison and Scale agreed to do this one evening of w/c 15th January. Cllr. Brownbill suggested that</p>

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	<p>potential candidates be encouraged to observe the Council meeting on 11th January.</p> <p>The Clerk reported that Cllr. Parry's details had been removed from the website and his email address deleted.</p> <p align="right">Received</p>
2971	<p><u>To note a letter of support from Disley Parish Council for a St. Mary's Church multi-media history tour project.</u></p> <p align="right">Noted</p>
2972	<p><u>To readopt the Disley Parish Council Standing Orders and Financial Regulations.</u></p> <p>Proposed: Cllr. Pattison Seconded: Cllr. Bowers Unanimously agreed</p>
Resolved	<p><i>That Disley Parish Council Standing Orders and Financial Regulations are readopted.</i></p>
2973	<p><u>To note Appendix C – Meetings and Events Schedule.</u></p> <p align="right">Noted</p>
2974	<p><u>To approve an update of the Parish Council Fixed Asset Register.</u></p> <p>Cllr. Pattison commented that the new Newtown Changing Rooms were not listed on the register. The Clerk agreed to seek advice on the inclusion and value to be given to the Changing Rooms.</p> <p>Proposed: Cllr. Windsor Seconded: Cllr. Pattison Unanimously agreed</p>
Resolved	<p><i>That the updated Parish Council Fixed Asset Register is approved, subject to clarification on the Newtown Changing Rooms.</i></p>
2975	<p><u>To consider a review of the Disley Parish Council Investment Strategy.</u></p> <p>Councillors agreed to transfer the Nationwide 35-day Saver Account to a 1-year Saver for an improved interest rate.</p> <p>Proposed: Cllr. Bowers Seconded: Cllr. Scale Unanimously agreed</p>
Resolved	<p><i>That the Disley Parish Council Investment Strategy review is approved and that the Nationwide 35-day Saver Account is transferred to a 1-year Saver Account.</i></p>
2976	<p><u>To consider proposed amendments to the Parish Council's Specific Reserves.</u></p> <p>The Clerk was asked to confirm the Election/Referendum Reserve. This was subsequently confirmed at £10,000.</p>

Signed: _____

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	Proposed: Cllr. Pattison Seconded: Cllr. Windsor Unanimously agreed		
Resolved	<i>That the proposed amendments to the Parish Council's Specific Reserves are approved.</i>		
2977	<u>To note Payment of Accounts as listed on Appendix. A. (1) and that all payments are made using the General Power of Competence.</u>		
	Trans	Cheque	Payee
			Amount
	2284	BACS/241123 /DUTTON	Dutton Traffic Management - Traffic management services for Disley Remembrance Sunday 12th November 2023. Including warning signs, 2 x operatives and TM Plan. £912.00
	2511	BACS/241123 /BAILEY	Bailey Street Furniture Group Ltd - 1 x Bradford Seat 2000mm - with backrest, 2 x armrests and root fixed @ £2,620.00 2 x FGP litter bins - Surface mounted @ £795.00 each To be collected from Adlington Ref: Quote - BG11153Q £5,052.00
	2521	DD/131123/A LLSTAR	Allstar - Fuel for community bus £147.86
	2522	005954	Petty Cash - Petty Cash Replenishment - September and October 2023 £119.90
	2523	BACS/241123 /AWARD	Award Cleaning Services - Community Centre Window cleaning £23.00
	2524	BACS/241123 /ARENA	Arena Group Limited - Photocopier charges from 13/08/23 - 13/11/23 £53.30
	2525	BACS/241123 /HAUNTON	Jan Haunton - Making TV display mount for the window of Disley Library £235.00
	2526	BACS/241123 /PCC	Disley PCC - Catering for Civic Sunday non 29/10/23 - 70 covers at £7.00pp £490.00
	2527	BACS/241123 /PPLPRS	PPL PRS Limited - PPI PRS royalty licences 30/11/23 - 29/11/24 £251.92
	2528	BACS/241123 /STEPH	Stephensons - Community Centre cleaning materials £140.77
	2529	BACS/241123 /ADAMS	Cllr. Sue Adams - Supplies for Warm Places events £13.00
	2530	BACS/241123 /TAYLOR	Steven Taylor - Work boots £49.98
	2531	BACS/241123 /SENIOR	Senior (Building Supplies) Ltd - Trowel - Newtown £7.18
	2532	BACS//24112 3/LONDONH	London Hearts - DHSC Public access defibrillator and locked cabinet £900.00
	2533	BACS/141123 /MINIBUS	Minibus Options/Minibusbits Ltd - Stainless steel step catch - minibus £33.12

Signed: _____

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	2534	BACS/241123 /PCC2	Disley PCC - Distribution of Disley News - Autumn/Winter 2023	£250.00
	2535	BACS/241123 /TAYLOR2	Steven Taylor - Washers for the new bins installation	£10.29
	2536	BACS/241123 /PATTISON	Cllr. J. Pattison - Curtains for Santa's grotto	£66.95
	2538	BACS/241123 /RAMSHBC	Rams Head Bowling Club - Community grant for youth bowling kits	£449.00
	2539	BACS/241123 /VIKING	Viking Direct - Stationery supplies	£85.39
	2540	BACS/241123 /WATERP1	United Utilities/Waterplus - Water bill for Hagg Bank allotment - 18/10/23 - 17/11/23	£6.67
	2541	BACS/241123 /WATERP2	United Utilities/Waterplus - Water bill and wastewater bill - community centre - 18/10/23 - 17/11/23	£43.04
	2542	BACS/241123 /CUMBRIA	The Cumbria Clock Company Ltd - Servicing the Church Clock at St Mary's Church	£234.00
	2543	BACS/241123 /PRINTAPP	Print Approved - Disley News Autumn- Winter edition	£1,097.00
				£10,671.37
				Noted
2978	<u>To approve Payment of Accounts as listed on Appendix. A. (2) and that all payments are made using the General Power of Competence.</u>			
	Trans	Cheque	Payee	Amount
	2537	BACS/151223 /HOLLAND	Richard Holland - Pop up gazebo; Microsoft 365 subscriber x 2; payment to Extravaganza entertainer	£652.20
	2544	BACS/301123 /IZETTLE	IZettle - Credit Card fees - November 2023	£5.83
	2545	BACS/151223 /PCC	Disley PCC - Donation to St Mary's Church (Santa's services at the Christmas Extravaganza)	£30.00
	2546	005955	Disley Girlguiding - Donation for their assistance at the Christmas Extravaganza	£40.00
	2547	BACS/151223 /TOMLIN	A H Tomlinson Parbans Ltd - Cable ties; screws; fixing plugs; Jeyes Fluid; bolts and screw cups	£109.67
	2548	BACS/151223 /FARLEY	Dave Farley Electrical Ltd - Labour charges to fit Christmas trees to shops in village and test lighting to Ram Green tree and Newtown tree.	£900.00
	2549	BACS/151223 /TUNNI	Tunnicliffe Signs & Graphics Ltd - Waste bin wrapper in Christmas design	£46.14

Signed: _____

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	2550	BACS/151223 /TAYLOR	Steven Taylor - Metal stakes for Christmas Extravaganza queuing systems	£29.99
	2551	DD/291123/B RITGAS	British Gas - Supply of gas from 17/10/23 - 14/11/23	£286.64
	2552	DD/281123/A LLSTAR	Allstar - Fuel for community bus and ranger vehicle	£127.67
	2553	DD/271123/SS E	SSE Swalec - Street lighting - 03/10/23 - 31/10/23	£83.59
	2554	DD/011223/SS E	SSE Swalec - Electricity - fountain lighting - 08/08/23 -31/08/23	£9.11
	2555	DD/271123/BI FFA	Biffa Waste Services Ltd - Trade waste services	£148.99
	2556	BACS/151223 /LIGHTECH	Lightech Sound & Light Ltd - Christmas Extravaganza - 1st December 2023 as quoted: Lighting - £837.00 Ancillary items - £350.00 Fireworks - £1,200.00	£2,864.40
	2557	BACS/151223 /STAYSAFE	Safe Apps Limited (StaySafe) - Annual payment for StaySafe Lone Worker Solution - 5 users	£539.28
	2558	BACS/151223 /SENIOR	Senior (Building Supplies) Ltd - Cement and limestone for the bench and other purposes	£72.90
	2559	BACS/151223 /COOP	Lauren Coop - November 2023 media assistance	£450.00
	2560	BACS/151223 /SILKFM	Cheshire Silk 106.9 - Christmas 2023 stage and DJ hosting	£1,074.00
	2561	BACS/151223 /DAVENPOR	Shaun Davenport - Refund of deposits relating to allotment plots Springfield 1A and 1B	£111.66
	2562	BACS/071223 /PAYPAL	PAYPAL - Debit Card Account - PayPal replenishment - November 2023	£464.58
				£8,046.65
		Proposed: Cllr. Adams Seconded: Cllr. Bowers Unanimously agreed		
Resolved	<i>That Payment of Accounts of £8,046.65 as listed on Appendix. A. (2) are made using the General Power of Competence and are approved.</i>			
2979	<u>To receive a Financial Statement for the period to 31st October 2023.</u>			
	Received			
2980	<u>To approve Financial Budget Comparison for the period 01/04/2023 to 31/10/2023.</u> Proposed: Cllr. Windsor Seconded: Cllr. Adams Unanimously agreed			

Signed: _____

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 14TH DECEMBER 2023 AT DISLEY COMMUNITY CENTRE**

Resolved	<i>That the Financial Budget Comparison for the period 01/04/2023 to 31/10/2023 is approved.</i>
2981	<p><u>To resolve that Agenda PART 2 shall exclude the public and press for reasons that their presence would be prejudicial to the public interest due to the confidential nature of the business to be transacted or for other special reasons under Standing Order 3 (d).</u></p> <p>Proposed: Cllr. Bowers Seconded: Cllr. Scale Unanimously agreed</p>
Resolved	<i>That Agenda PART 2 shall exclude the public and press for reasons that their presence would be prejudicial to the public interest due to the confidential nature of the business to be transacted or for other special reasons under Standing Order 1(c).</i>
	<u>A G E N D A – P A R T 2</u>
2982	<p><u>To consider budget and precept proposals for the year 2024/25.</u></p> <p>Councillors discussed the budget and precept proposals. Proposed: Cllr. Windsor Seconded: Cllr. Pattison Unanimously agreed</p>
Resolved	<i>That the budget and precept proposals for the year 2024/25 are approved.</i>
2983	<p><u>To consider proposed capital expenditure for 2024/25.</u></p> <p>Proposed: Cllr. Bowers Seconded: Cllr. Pattison. Unanimously agreed</p>
Resolved	<i>That the proposed capital expenditure for 2024/25 is approved.</i>
2984	<p><u>To note Council Officer appraisal summary for 2023.</u></p> <p align="right">Noted</p>
2985	<p><u>To consider proposed salary increments for Parish Council officers for 2024/25.</u></p> <p>Proposed: Cllr. Windsor Seconded: Cllr. Bowers 6 – In Favour, 1 – Abstention.</p>
Resolved	<i>That the proposed salary increments for Parish Council officers for 2024/25 are approved.</i>
2986	<p><u>To receive a Review of Disley Parish Council land assets.</u></p> <p>Cllr. Pattison informed the meeting that the fencing around the 5.5-acre field on Red Lane is in a poor condition and that the Parish Council had</p>

Signed: _____

2353

**MINUTES OF ORDINARY MEETING OF DISLEY PARISH COUNCIL
HELD ON THURSDAY 14TH DECEMBER 2023 AT DISLEY COMMUNITY CENTRE**

	offered a contribution to the tenant towards repairs. Cllr. Bull asked if the dam at Disley Dam is owned by the Parish Council and, if so, whether it needs surveying and maintaining. The Clerk agreed to look into this.
--	--

Received

The meeting concluded at: **8.50pm**

DRAFT

Signed: _____

[illegible]

Richard Holland

Subject: FW: Newtown Disley Issues

From: [REDACTED]
Sent: Wednesday, November 22, 2023 9:15 pm
To: Andy Bowers <andy.bowers@disleyparishcouncil.org.uk>
Subject: Newtown Disley Issues

Hi Andy

My name is [REDACTED] We spoke last week about the issues in Newtown regarding parking issue etc.

I am just letting you know of our concerns :

Cars and vans are parking on Meadowside completely on the pavements at the top of the road at the junction with the A6 where there are double yellow lines which is concerning for people with pushchairs and walking with children. Also it would mean disabled people in wheelchairs would have to go on the road which is not ideal and is extremely dangerous and I would have thought would be illegal and seems to be being completely ignored by the Police.

Regarding the parking lower down on Meadowside, I believe there was a plan to remove the grass verges but there was an objection to this, but if the council could see what damage the cars are doing to the verges they would see for themselves how the cars parking there are destroying them especially on the left hand side going down Meadowside

The entrance into Oak Avenue is also obstructed most of the time from cars not from our street but from other streets which results sometimes in not having our refuse collected on Oak Avenue, also Emergency services eg: Ambulance or Fire Service may not be able to get access if the road was obstructed by cars, which would lose vital seconds in an emergency. Would it cost a lot just to put yellow lines around the corners of Oak Avenue to stop this?? Also there is a turnaround point at the end of our Avenue which people sometimes park in, and also park over the Fire Hydrant which is a safety issue and add more time to services attending an emergency.

Lastly as regards to the Newtown Playing Fields and children's play area would it be possible for someone to adjust the slide as when it rains it collects water at the bottom of the slide and as a result the limited amount of apparatus is not being used much in wet weather, I'm sure a small adjustment would sort this problem out. As for the rest of the fields I'm not sure what has happened over the years some say that when a water main was put in all the land drains were cut and as a result most of the fields are not really useable or accessible, which could probably be improved with a few small drains in targeted areas and would improve the use of the fields for residents.

I look forward to hearing your response to this E-mail which I am hoping you share with your other council colleagues, although I know you said it may be passed on to the Highways I do hope our voice is now going to be heard on behalf of all residents in this area of Newtown.

Many Thanks [REDACTED]

Richard Holland

Subject: FW: Newtown, Meadowside road emergency vehicle access

From: [REDACTED]
Sent: Monday, January 1, 2024 1:05 PM
To: Helen Richards <admin@disleyparishcouncil.org.uk>
Subject: Newtown, Meadowside road emergency vehicle access

Hello,

Can it please be raised at the next council meeting to liaise with CEC to resolve the long standing issue of parking at the top of Meadowside in Newtown.

There is frequent issues with bin collections and residents trying to leave Oak Bank (the unadopted Road off Meadowside) and there is a serious risk that emergency vehicles may not be able to access down to the bottom of Meadowside and maple avenue.

This has been raised a number of times by multiple residents to CEC but little has been done thus far. I believe removal of grass verges has previously been suggested and was unpopular with some. However, the principal issue is near the junction.

Proper parking arrangements and restrictions are required around the top of the junction with the a6 to allow and maintain safe access. Please can the council help advocate for local residents.

Kind regards
[REDACTED]

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Disley Parish Council Environmental Improvements	To reduce the impact of the Council's activities on the environment, encourage environmental awareness in the village and improve village air quality.	Cllr. Mark Sykes	Cllr. Jackie Pattison Parish Clerk	05/12/2023 - Cllr. Sykes - No update as such other than from the beginning of the new year I intend to create a framework doc for the parish relating to waste, efficiency, travel, purchasing etc that will be updated monthly and reviewable. I've spoken with Angie in that our current website need to be updated and Simon has offered to perform that task. When that has been completed we can start rolling out these regular updates advice's and informations to residents. I will from the new year approaching all shops in the centre of Disley to get them all to invest in a hanging basket and or flower boxes towards brightening up the street scene in bloom during spring and summer.
Community Centre and environs improvements	To consider and implement potential improvements to the Community Centre, car park and ginnet.	Cllr. Jackie Pattison	Cllr. Rachel Scale Cllr. Jean Windsor Parish Clerk Community Centre Supervisor	05/12/23 - Cllr Pattison: New bench & bins now installed. Prices obtained for phase 2 of improvement works. Spreadsheet to be presented to Council on 12th Dec. 31/10/23: Cllr Pattison - Project group meeting to be held 6th Nov. Estimate rcvd for removal of ducting in rear lobby. 02/10/23: Cllr Pattison - Further quotations to be obtained for safety flooring, ceiling projector replacement windows and plumbing improvements
Community Transport Scheme	To monitor on-going effectiveness of the Community Transport Scheme.	Cllr. Sue Adams	Cllr. Andy Bowers Cllr. Jean Windsor Parish Clerk Admin Assistant	27/12/2023 - Cllr. Adams - No further update. 04/12/2023 - Cllr. Adams - Next meeting 9/1/24. 01/11/2023 - Cllr. Adams - Good programme of trips for November/December 03/10/2023 - Cllr. Adams - Notes from 14/9/23 in agenda pack. Next meeting 9/11/23 on Teams. 04/09/2023 - Cllr. Adams - Minutes from meeting 8th August included in agenda pack. Good programme of trips for September/October
Gritstone Trail Gateway		Cllr. Simon Brownbill	Cllr. Paul Bull Cllr. Jean Windsor External members: Chris Dunkerley - NT Lyme Rev. Stuart Cornes - St. Mary's Church.	03/01/2024 - Cllr. Brownbill - No further progress. We anticipate reconvening early in the new year. 31/10/2023 - Cllr. Brownbill - Inaugural meeting held on 30/10/2023 to define objectives and establish some quick wins. 05/09/2023 - Cllr. Brownbill - We are awaiting our meeting with Lyme on the 18 th to share our thoughts on this project with them in a view to finalising the agreement. Once this is done we aim to convene a meeting with

ITEM 9.

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Highways Maintenance and Improvements	To improve village road conditions and reduce traffic volumes, speeds, anti-social driving and parking issues.	Cllr. Paul Bull	Cllr. Sue Adams - CEC Councillor Cllr. Simon Brownbill Cllr. Jackie Pattison	06/12/2023 - Cllr. Bull - Well done to all involved in pushing to get repairs to electrical supply in time for Christmas Extravaganza following RTC at lights. Redhouse Lane - Network Rail has agreed to CEC proposals for footpath under railway bridge. CEC preparing contract documentation. Target date May 24. CEC Andy Simpson visiting Disley in Jan 24 (no date yet) to discuss highways issues. Resurfacing of A6 at Ram lights completed. 'Folds' in Buxton Rd E (between Dryhurst and Redhouse) planned for Dec 1st was cancelled. (Poor planning - residents cars not cleared, temp light contractor did not turn up). To be urgently re-scheduled by CEC. 01/11/2023 - Cllr. Bull - Meeting held on 25th October. Reviewed list of 05/12/23 - Cllr Pattison: Tree planting a great success. Awaiting response from Ralph Kemp at CEC re ongoing changing room issues. Leisure group meeting to be held in New Year date to be confirmed. 31/10/23: Cllr. Pattison - Tree planting to take place on 25th Nov and to be led by Cheshire Wildlife Trust. Meeting held with Disley FC & future details discussed. 02/10/23: Cllr Pattison - Grass cutting at Newtown carried out. Woodland Trust free trees to be delivered in November. DPC meeting with Dave Branton of Disley FC arranged - 18th Oct. Date for Cllr visit & project group meeting tba. Cycle stand fitted. 03/01/2024 - Parish Clerk - No further update. 04/12/2023 - Parish Clerk - Successful Remembrance and Christmas events completed. Plans for 2024 events underway. Next Project Meeting booked for 19th February. 30/10/2023 - Parish Clerk - Civic Sunday completed. Planning well advanced for Remembrance Sunday and Christmas Extravaganza. 02/10/2023 - Parish Clerk - Litter Pick completed. Meeting held on 11th Sept, notes in October agenda pack. Plans for 2024 discussed. Next meeting booked for 6th November.
Leisure Facilities Improvements	To improve the facilities and environment at Arnold Rhodes, Newtown and Bentside Playing Fields and consider new community-led initiatives.	Cllr. Jackie Pattison	Cllr. Andy Bowers Cllr. Simon Brownbill Cllr. Jean Windsor Parish Clerk	27/12/2023 - Cllr. Adams - No further update. 04/12/2023 - Cllr. Adams - Notes from 9/11/23 in agenda pack. Next meeting 11/1/24. 01/11/2023 - Cllr. Adams - Meeting 9/11/23 on Teams. Verbal update at Council meeting. 03/10/2023 - Cllr. Adams - Next meeting arranged for 9/1/24. 05/09/2023 - Cllr. Adams - Next meeting Thursday 14th September 30/07/2023 - Cllr. Adams - Meeting notes from 13/7/23 included in agenda pack. Next meeting Thursday 14th September 10-11am on Teams 02/07/2023 - Cllr. Adams - Next meeting Thursday 13th July 10-11am on Teams
Village Events	To develop and monitor a broad range of Community Events.	Parish Clerk	Cllr. Jackie Pattison Cllr. Rachel Scale Cllr. Jean Windsor Admin Assistant	
Village Health & Well-being	To improve the village Health & Well-being through new initiatives such as social isolation reduction and to encourage community volunteering.	Cllr. Sue Adams	Cllr. Paul Bull Cllr. Rachel Scale Cllr. Jean Windsor Parish Clerk External members: Clare Johnson - CEC Frances Underhill - EOLP Leah Isadora - Middlewood Practice Lisa Joslin - Cheshire East/BDP Integrated Care	

Richard Holland

Subject:

FW: Mudhurst Lane, Disley - Fatal road collision (Thursday 02/11/2023 at 22:20)

OFFICIAL

From:

Sent: 08 December 2023 10:10

To: ADAMS, Sue (Councillor) <Sue.Adams@cheshireeast.gov.uk>

Subject: FW: Mudhurst Lane, Disley - Fatal road collision (Thursday 02/11/2023 at 22:20)

You don't often get email from aki.tsakonas@cheshireeasthighways.org. [Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Cllr Sue Adams

I write in reply to your email concerning safety matters at the above-mentioned location.

I confirm that Disley Parish and a local resident had requested last June 2023 a reduced 40mph speed limit on Mudhurst Lane

and a holding reply was sent out. We have already assessed this road and is in our 2023 speed limit modifications list.

I am aware of the white car whose driver had lost control a few days after the fatality and I agree that driver behaviour

is greatly needed on Mudhurst Lane.

The next step in the progress for the delivery of the selected roads from the 2023 assessed list, subject to budget prioritisation,

is due to be completed in January 2024.

Regards

Road Safety Team Leader

Cheshire East Highways

Floor 6, Delamere House, Delamere Street, Crewe, Cheshire CW1 2LL

www.cheshireeast.gov.uk/highways

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Please consider the environment before printing this email



Richard Holland

Subject: FW: Speeding issues in Disley

From: ADAMS, Sue (Councillor) <Sue.Adams@cheshireeast.gov.uk>

Sent: Wednesday, January 3, 2024 12:11 PM

To: [REDACTED]

Cc: [REDACTED] Richard Holland <clerk@disleyparishcouncil.org.uk>;

Paul Bull <paul.bull@disleyparishcouncil.org.uk>

Subject: RE: Enquiry number 3460206 Hollinwood Road, Disley

Dear [REDACTED],

The other roads in Disley that have speeding issues are Jacksons Edge Road and Buxton Old Road. I receive regular complaints about speeding on both these roads and we have evidence from SID data to support this. The highest speeds recorded on the SID are on Jacksons Edge Road.

With regard to Lyme Park bends on the A6 in Disley, there have been a number of accidents here over the years, including several fatalities. Disley Parish Council has requested a reduction in the speed limit from 40mph to 30mph on several occasions, but these requests have always fallen on deaf ears. The reduction in the speed limit is supported by the National Trust at Lyme, by David Rutley MP and was discussed with the Police and Crime Commissioner, John Dwyer, back in August who was also supportive of a reduction in the speed limit on Lyme Park bends.

The other place where I have received several recent complaints about the speed limit is Buxton Road Newtown (A6), where there is a short stretch of the road where the speed limit is 40mph. Residents living on this stretch of the A6 experience difficulty in entering/exiting their driveways safely due to the speed of the traffic and bends in the road and I am aware of a couple of recent near misses in this area. The other problem raised by several residents is the difficulty in getting across the road safely. Residents need to do this to visit the local shop at the petrol station, and to access the Peak Forest Canal towpath for a safe walking/cycling route into Disley. They also need to cross the road to get to the bus stop if travelling towards Derbyshire. It is approximately 1300m between existing safe crossing points at Redhouse Lane and near The Swan at Newtown. There is no crossing provision whatsoever on this 1300m stretch of the A6. An additional safe crossing point would benefit between 150 and 200 households. Recently a temporary traffic island was created by cones in the middle of the road outside 196 Buxton Road Newtown (near the end of Overdale Road). These were in place for several weeks awaiting repair of a collapsed manhole cover and had the effect of slowing vehicles down. A 30mph speed limit and traffic islands would substantially improve road safety. We also need to support sustainable travel options by encouraging cycling and walking, and the canal towpath is ideal for this.

Please can I formally request that a speed limit reduction from 40mph to 30mph on the A6 Buxton Road Newtown and A6 Buxton Road West (Lyme Park bends) is considered and implemented as soon as possible? This would mean that there is a 30mph speed limit on the entire length of the A6 in Cheshire East, from the Stockport border to the Derbyshire border. This proposal has the support of Disley Parish Council, David Rutley MP and was discussed with John Dwyer last August who was also supportive of this proposal. In addition, a consistent speed limit would also be beneficial from an environmental viewpoint.

I am copying in [REDACTED] re road safety issues raised, and Disley Parish Council.

Kind regards,
Sue
Cllr Sue Adams
Disley Ward
Cheshire East Council

Richard Holland

Subject:

FW: Concerns Regarding the Proposed Closure of Poynton Leisure Centre in the Cheshire East Strategic Leisure Review Consultation 2023 - Disley Parish Council

From: Simon Brownbill <simon.brownbill@disleyparishcouncil.org.uk>

Sent: Thursday, December 28, 2023 10:01 AM

To: R AND C <randc@cheshireeast.gov.uk>

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

Subject: Concerns Regarding the Proposed Closure of Poynton Leisure Centre in the Cheshire East Strategic Leisure Review Consultation 2023 - Disley Parish Council

Dear Sir or Madam

I am writing on behalf of Disley Parish Council to express our deep concerns regarding the potential closure of Poynton Leisure Centre, as outlined in phase 2 of the Cheshire East Strategic Leisure Review Consultation 2023. Poynton Leisure Centre holds significant importance for our community, serving as the nearest Cheshire East-provided leisure facility for our residents, including school children attending Poynton High School, which shares the site.

The prospect of the closure of Poynton Leisure Centre has raised considerable apprehension among our residents and the local school community. Unlike leisure centers in Cheshire East's larger towns, Poynton serves rural communities where viable alternative leisure facilities of scale are notably absent. The closure of this center would therefore be disproportionately punitive, adversely affecting the health and well-being of numerous residents who rely on its services.

It is crucial to emphasize that Poynton Leisure Centre plays a unique and irreplaceable role in our community. The absence of comparable alternatives makes its closure particularly impactful, limiting access to essential recreational and fitness resources. The potential consequences on the health and well-being of our residents cannot be overstated. Additionally, we acknowledge the suggestion of exploring commercial operators or other entities to take over such sites. However, we would like to underscore that leisure centers in Cheshire East's larger towns may be more viable for commercial operators due to their size and demographic appeal. We strongly urge a reconsideration of the proposed closure of smaller, yet vital, centers like Poynton, which are integral to the well-being of our community and should be safeguarded.

In light of the above concerns, we respectfully request that more comprehensive consideration be given to alternative cost-saving measures, with a focus on retaining and sustaining essential community assets like Poynton Leisure Centre. Preserving the well-being and recreational opportunities for our residents should be a priority, and we trust that the decision-makers will take these considerations into account.

Thank you for your attention to this matter. We look forward to a favorable resolution that prioritises the interests and well-being of our community.

Sincerely, Simon Brownbill - Chair

Richard Holland

Subject: FW: Concerns Regarding the Proposed Closure of Poynton Leisure Centre in the Cheshire East Strategic Leisure Review Consultation 2023 - Disley Parish Council

From: R AND C <RANDC@cheshireeast.gov.uk>

Sent: Thursday, December 28, 2023 2:49 PM

To: Simon Brownbill <simon.brownbill@disleyparishcouncil.org.uk>

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

Subject: RE: Concerns Regarding the Proposed Closure of Poynton Leisure Centre in the Cheshire East Strategic Leisure Review Consultation 2023 - Disley Parish Council

Dear Simon Brownbill,

Thank you for taking the time to email your Leisure Review Consultation response to us – much appreciated.

Your consultation response will be considered alongside all others by Councillors and key decision makers, before any final decisions are made on future leisure services in Cheshire East. Your response has also been forwarded onto the Leisure Service management team for their consideration.

Your response will be published in a consultation summary report which will be published on the council's website, and which will be given to Councillors and key decision makers before any decisions are made. If you do not wish for your response to be published in this summary report please let us know.

We would also like to stress that at this time, **no proposals to reduce funding for Poynton Leisure Centre have been put forward** as part of the Strategic Leisure Review Consultation. At this stage, the council is assessing the various options for future leisure service provision, and trying to ascertain if there are alternative delivery models that might work to keep all our leisure centres open. You can view more information and give your feedback by opening this link: <https://surveys.cheshireeast.gov.uk/s/K3M65U/>

Thanks again for taking time to respond to this consultation, we very much appreciate it.

Yours sincerely,

Research and Consultation, Cheshire East Council.



Working for a brighter future together

Councillor Sue Adams

Environment and Neighbourhood Services
Westfields
c/o Municipal Buildings
Earle Street
Crewe
CW1 2BJ

www.cheshireeast.gov.uk

EnvironmentalServicesCorrespondence@cheshireeast.gov.uk

DATE: 13 December 2023 OUR REF: 23084929 YOUR REF:

Dear Councillor Sue Adams

Re: Dane Hill Close Play Area Disley

Thank you for your correspondence regarding Dane Hill Close Play Area Disley. Your email has been passed to me by our Chief Executive, David Parr, for response.

Unfortunately, the delay was due to an unforeseen staff sickness. I can confirm that Cheshire East have approved their portion of this project with the funds being released to Ansa. The remainder of the improvements will now be scheduled into the works programme, however this will be weather dependent at this time of year.

Yours sincerely

Ralph Kemp
Head of Environmental Services

OFFICIAL



DISLEY PARISH COUNCIL

Vacancy for a Parish Councillor

Would you like to get things done and contribute to the well-being of the community in Disley & Newtown?

Disley Parish Council is made up local people of varied ages, genders and backgrounds who share a common enthusiasm to improve the Disley & Newtown community.

The role of a Councillor is very wide-ranging, from discussing planning applications and organising village events, to improving health and well-being and lobbying on local issues.

Councillors receive no payment for their time.

ELIGIBILITY REQUIREMENTS: To be a Councillor you must be:

- A British, Commonwealth or EU citizen.
- Aged 18 years or over.
- In one of the following categories:
 - a) appear on the Electoral Register for the parish,
 - b) have lived in (or within 3 miles of) the parish for at least a year.
 - c) have had your main place of work within the parish for at least a year.

If you would like more information:

- *Please feel free to come along to observe the next Council meeting on **Thursday 11th January 2024** at 7.00pm at Disley Community Centre, or*
- *Join existing Councillors for an informal chat on **Tuesday 16th January 2024** at 7.30pm at Disley Community Centre. If you are interested in attending the chat, please email the Parish Clerk at: clerk@disleyparishcouncil.org.uk or phone the Council Office on 01663 762726.*

The deadline for applications is **Friday 26th January 2024**



DISLEY PARISH COUNCIL

Cyber Security Policy

Version	Date	Reviewed by:
Original Version	14/01/2021	Disley Parish Council
V2	13/01/2022	Disley Parish Council
V3	14/12/2023	Disley Parish Council

Introduction

The risk of data theft, scams, and security breaches can have a detrimental impact on the Council's systems, technology infrastructure and reputation. As a result, Disley Parish Council has created this policy to help outline the security measures put in place to ensure information remains secure and protected.

Purpose

The purpose of this policy is to:

1. Protect Disley Parish Council's data and infrastructure.
2. Outline the protocols and guidelines that govern cyber security measures.
3. Define the rules for council and personal use.
4. List the company's disciplinary process for policy violations.

Scope

This policy applies to all of Disley Parish Council's councillors, officers, remote workers, permanent and part-time employees, contractors, volunteers, suppliers and/or any individuals with access to the company's electronic systems, information, software, and/or hardware.

Confidential Data

Disley Parish Council defines "confidential data" as:

1. Unreleased and classified financial information.
2. Customer and supplier information.
3. Employees' passwords and personal information.
4. Council contracts and legal records.

Device Security

1. Council Use

To ensure the security of all council-issued devices and information, Disley Parish Council employees are required to:

- 1.1 Keep all council-issued devices, including tablets, computers, and mobile devices, password-protected (minimum of 8 characters).
- 1.2 Secure all devices before leaving their desk.
- 1.3 Obtain authorisation from the clerk before removing devices from council premises.
- 1.4 Refrain from sharing private passwords with colleagues, personal acquaintances and councillors.
- 1.5 Regularly update devices with the latest security software.

2. Personal Use

Disley Parish Council recognises that employees may be required to use personal devices e.g. mobile phones, to access company systems. In these cases, employees must report this information to management for record-keeping purposes.

To ensure company systems are protected, all employees are required to:

- 2.1 Keep all devices password-protected (minimum of 8 characters).
- 2.2 Ensure all personal devices used to access council-related systems are password protected.
- 2.3 Install antivirus software.
- 2.4 Regularly upgrade antivirus software.
- 2.5 Lock all devices if left unattended.
- 2.6 Ensure all devices are always protected.
- 2.7 Always use secure and private networks.

Email Security

Protecting email systems is a high priority as emails can lead to data theft, scams, and carry malicious software like worms and bugs. Therefore, Disley Parish Council requires all employees to:

1. Verify the legitimacy of each email, including the email address and sender name.
2. Avoid opening suspicious emails, attachments, and clicking on links.
3. Look for any significant grammatical errors.
4. Avoid clickbait titles and links.
5. Contact the Clerk regarding any suspicious emails.

Transferring Data

Disley Parish Council recognises the security risks of transferring confidential data internally and/or externally. To minimise the chances of data theft, we instruct all employees to:

1. Refrain from transferring classified information to employees and outside parties.
2. Only transfer confidential data over Disley Parish Council networks.
3. Obtain the necessary authorisation from the Clerk.
4. Verify the recipient of the information and ensure they have the appropriate security measures in place.
5. Immediately alert the Parish Council of any breaches, malicious software, and/or scams.

Richard Holland

Subject: FW: St Mary's 500

From: [REDACTED]
Sent: Wednesday, January 3, 2024 12:25 PM
To: Richard Holland <clerk@disleyparishcouncil.org.uk>
Subject: St Mary's 500

Morning Richard

Happy New Year

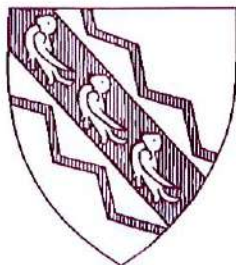
The 500 years celebration of St Mary's is now upon us, and we are looking to hold a first meeting of representatives from St Mary's and involve the wider community to ensure we do all we can during the year to promote / publicise what is a significant milestone in the history of the village. Respondents to the community survey held last year showed the heritage / history of the church is greatly valued.

As a first consideration, involving the Parish Council in this will be very important so, it would be great if a nominated Parish Councillor could join us round the table. We will also be looking to invite representatives from the History Society and Lyme Park. A church strategy group has been looking to the future of St Mary's so will probably take on the 500 year promotional role as well.

A date / time for this first meeting hasn't been set yet but will hopefully be before the end of January.

Thank you

[REDACTED]
Church warden



DISLEY PARISH COUNCIL

Richard Holland *Disley Parish Clerk*

Tel: 01663 762726

Email: admin@disleyparishcouncil.org.uk

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

Meeting Schedule 2024

Meetings to be held at Disley Community Centre

2024	January	Thurs 11 th Jan 2024	7.00pm	Council Meeting
	February	Thurs 8 th Feb 2024	7.00pm	Council Meeting
	March	Thurs 14 th Mar 2024	7.00pm	Council Meeting
	April	Thurs 11 th April 2024	7.00pm	Council Meeting
	April	Friday 26th April 2024	7.00pm	Annual Parish Meeting
	May	Thurs 9th May 2024	7.00pm	Annual Council Meeting
	June	Thurs 13 th June 2024	7.00pm	Council Meeting
	July	Thurs 11 th July 2024	7.00pm	Council Meeting
	August	Thurs 8 th Aug 2024	7.00pm	Council Meeting
	September	Thurs 12 th Sept 2024	7.00pm	Council Meeting
	October	Thurs 10 th Oct 2024	7.00pm	Council Meeting
	November	Thurs 14 th Nov 2024	7.00pm	Council Meeting
	December	Thurs 12 th Dec 2024	7.00pm	Council Meeting

APPENDIX C: Meeting and Events schedule – 11th January 2024

Date & Time	Meeting / Event	Venue
11 th January 2024 10.00am	Village Health & Well-being Project Team Meeting	Microsoft Teams
11 th January 2024 6.00pm	Policing Update Meeting	Community Centre
11 th January 2024 7.00pm	Council Meeting	Community Centre
14 th January 2024 1.00pm	Warm Spaces Film Show	Community Centre
8 th February 2024 7.00pm	Council Meeting	Community Centre

ITEM. 19.

**INTERNAL AUDIT REPORT
DISLEY PARISH COUNCIL 2023/24 INTERIM AUDIT**

The internal audit of Disley Parish Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

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

The internal audit provides evidence to support the annual internal audit conclusion on the Annual Return for local councils.

Conclusion

On the basis of internal audit work carried out, which was limited to the tests above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

INTERNAL AUDIT REPORT
DISLEY PARISH COUNCIL 2023/24 INTERIM AUDIT

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>The Council had a contract in 2023/24 for replacement street lighting for £4750 plus VAT.</p> <p>The financial regulations require that three quotations are obtained before the contract is awarded for contracts over £4000.</p> <p>Three quotations had not been obtained before the contract was awarded.</p>	<p><i>Contracts must be awarded as per the financial regulations of the Council.</i></p>	<p>The specific order in question, was for repairs and replacement streetlights. When the order was originally placed, the contract value was below £4,000. However, further lights needed to be added to the order prior to completion, pushing the value above £4,000. The Council will ensure that the value of "open" contracts of this nature will be monitored in future to ensure that if the £4,000 threshold is breached, the Financial Regulation requirements can be adhered to.</p>
2	<p>There was no evidence of detailed member checks to source documentation for annual pay increases or periodic checks of the accuracy of pricing of income invoices.</p>	<p><i>The monthly payroll should periodically be agreed on a sample basis back to source documentation such as authorised salary increases and employment contracts.</i></p> <p><i>The periodic checks carried out by members should include income sampling. The sample items should be agreed to price lists and VAT classification.</i></p>	<p>An Internal Financial Control</p> <p>Checklist has been introduced specifying that 6-monthly checks will be carried out by a member of the Parish Council who is not a member of the Finance Committee.</p> <p>The signed checklist will be presented to a meeting of the Parish Council and duly noted.</p> <p>The checklist includes random sampling of payroll and sales invoices.</p>

Internal Financial Control Checklist**1. Overview**

In order for the Parish Council to review the effectiveness of its internal financial controls, a system of random testing is required.

6-monthly checks will be conducted by a member of the Parish Council who is *not* a member of the Finance Committee.

The signed checklist will be presented at a Parish Council meeting and be duly noted.

2. Checklist

Payroll		
Employee name (1)		
Payroll date		
Payslip seen (Y/N)		
Checked against authorised Salary Increments Sheet (Y/N)		
Checked against Statement of Employment (Y/N)		
Employee name (1)		
Payroll date		
Payslip seen (Y/N)		
Checked against authorised Salary Increments Sheet (Y/N)		
Checked against Statement of Employment (Y/N)		

Sales Invoices		
Customer name (1)		
Income Transaction No.		
Transaction date.		
Prices checked against Fees and Charges Review (Y/N)		

Customer name (2)		
Income Transaction No.		
Transaction date.		
Prices checked against Fees and Charges Review (Y/N)		

Purchase Invoices		
Supplier name (1)		
Expenditure Transaction No.		
Transaction date.		
Prices checked against quote/email/contract (Y/N)		
Supplier name (1)		
Expenditure Transaction No.		
Transaction date.		
Prices checked against quote/email/contract (Y/N)		

Certified by:

Signed:.....

Date:

Noted at Council Meeting dated:.....

Disley Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

APPENDIX A. (1)

No	Payment Reference	Gross	Heading	Invoice date	Details	Cheque Total
2563	BACS/2912 23/JKIDD	£82.00	600/4	11/12/23	Jenifer Kidd - Cost of supplies for soup and a roll lunches - November and December 2023 - 82 servings	£82.00
2567	BACS/2912 23/COOP	£450.00	225/21	05/12/23	Lauren Coop - December 2023 media assistance	£450.00
2568	BACS/2912 23/HOLLA ND	£23.85		15/12/23	Richard Holland - Mileage	£23.85
3		£23.85	220/2		Mileage - December 2023	
2569	BACS/2912 23/NORTH WIC	£4,068.00	600/3	30/11/23	Northwich Town Council - Deliver, install, remove 2 x Christmas trees, provide maintenance service and install and remove lights to both trees.	£4,068.00
2570	DD/131223/ ALLSTAR	£170.13		13/12/23	Allstar - Fuel for community bus and ranger vehicle	£170.13
1		£100.12	300/1		Fuel for community bus	
2		£70.01	310/1		Fuel for ranger vehicle	
2571	DD/121223/ BT	£56.06	225/2	12/12/23	British Telecommunications Plc - Telephone Service for 01663 762726	£56.06
2572	DD/121223/ SIEMENS	£147.33	225/5	12/12/23	Siemens Financial Services - Photocopier rental charge - 12.12.23 - 11.03.24	£147.33
2573	DD/071223/ SSE	£3,342.72	400/6	07/12/23	SSE Swalec - Electricity - 03/08/23 to 14/11/23	£3,342.72
2574	BACS/2912 23/NWFIR ST	£168.00	600/3	19/12/23	North West First Aid Limited - Provision of 2 x first responders for Chrsitams Extravanga	£168.00
2575	BACS/2912 23/WATER P	£6.45	240	20/12/23	United Utilities/Waterplus - Waterbill for Hagg Bank allotment - 18/11/23 - 17/12/23	£6.45
2576	BACS/2912 23/BROUG HTO	£28.00	230/1	21/12/23	Mrs B. Broughton-Law - Contribution to lighting October - December 2023	£28.00
2577	BACS/2912 23/CID	£217.50	400/3	21/12/23	Cheshire Industrial Doors Ltd - Service sliding door and roller shutter door	£217.50
		£16,932.58			Salaries & Wages	
Total		£25,692.62				

Signature

Signature

Date

Disley Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

APPENDIX A. (2)

No	Payment Reference	Gross	Heading	Invoice date	Details	Cheque Total
2578	DD/271223/ BIFFA	£186.24		27/12/23	Biffa Waste Services Ltd - Trade waste services	£186.24
	1	£111.30	400/10		General waste disposal - 25/11/23 - 29/12/23	
	2	£74.94	400/10		Recycling waste disposal - 25/11/23 - 29/12/23	
2579	DD/281223/ ALLSTAR	£121.49		28/12/23	Allstar - Fuel for community bus	£121.49
	1	£121.49	300/1		Fuel for community bus	
2580	DD/271223/ SSE1	£31.22	280/1	27/12/23	SSE Swalec - Electricity - Newtown Changing Rooms - 12/08/23 - 30/11/23	£31.22
2581	DD/271223/ SSE2	£86.46	230/1	27/12/23	SSE Swalec - Street lighting - 01/11/23 - 30/11/23	£86.46
2582	DD/291223/ BRITGAS	£391.20	400/5	29/12/23	British Gas - Supply of gas from 15/11/23 - 12/12/23	£391.20
2583	BACS/1201 24/WATER P	£39.46	400/7	30/12/23	United Utilities/Waterplus - Waterbill and wastewater bill - community centre - 18/11/23 - 08/12/23	£39.46
2584	BACS/1201 24/TOMLIN	£63.60		12/12/23	A H Tomlinson Parbans Ltd - Supplies for fencing at Newtown Playing Fields; pliers	£63.60
	1	£52.55	282		Supplies for fencing at Newtown Playing fields	
	2	£11.05	260		Pliers	
2585	BACS/1201 24/FARLEY	£444.46		02/01/24	Dave Farley Electrical Ltd - Labour charges to install and commission defibrillator at Newtown; repairs to main Christmas tree on Ram Green	£444.46
	1	£204.00	282		Labour charges to install and commission defibrillator at Newtown	
	2	£240.46	600/3		Repairs to main Christmas Tree lights	
2586	BACS/1201 24/SLCC	£288.00	225/9	02/01/24	SLCC - Membership fee - Richard Holland	£288.00
2587	DD/271223/ SSE3	£36.39	230/1	27/12/23	SSE Swalec - Electricity - fountain lighting - 11/08/23 - 30/11/23. Includes deduction for reversed electricity charges of £7.98 from 11/8/23 - 31/08/23.	£36.39
2588	BACS/1201 24/TAYLO R	£21.60	400/3	03/01/24	Steven Taylor - Paint for Community Centre	£21.60
2589	BACS/3112 23/PAYPAL	£40.80		31/12/23	PAYPAL - Debit Card Account - PayPal replenishment - December 2023	£40.80
	1	£14.95	225/17		Website hosting - 25/12/2023 to 25/01/2024	
	2	£25.85	225/6		Councillor emails - 09/12/2023 to 08/01/2024	
Total		£1,750.92				

Signature

Signature

Date

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/23 and 30/11/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

PayPal Account	£524.83
Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£29,239.74

Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond	£86,017.75
Nationwide Business 35-day Saver	£85,685.63
The Cambridge Building Society	£38,000.37
Total	£239,668.32

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
110 Precept	164,600.00	0.00	164,600.00
120 VAT reclaimed	13,840.02	0.00	13,840.02
125 Grant Awards	0.00	0.00	0.00
130 Rental Income	2,559.24	0.00	2,559.24
135 Petty Cash Replenishment	0.00	0.00	0.00
140 RESERVE - Community Transport	7,567.30	304.76	7,872.06
150 Other Income	4,773.70	514.17	5,287.87
190 Bank Interest	625.38	0.00	625.38
191 Investment Account Interest	0.00	0.00	0.00
192 Long-term Investments Interest	0.00	0.00	0.00
193 Nationwide BS Interest	16.90	0.00	16.90
194 PayPal Account Cashback Bonus	8.67	0.00	8.67
195 Cambridge B.S. Year-end adjustment	0.00	0.00	0.00
200 Community Centre	16,450.07	0.00	16,450.07
Council Total	210,441.28	818.93	211,260.21
Total Receipts	210,441.28	818.93	211,260.21

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
215 Salaries Inc Pensions	66,832.97	0.00	66,832.97
220 Staffing Expenses	1,518.22	259.50	1,777.72
225 General Administration	13,592.07	798.59	14,390.66
230 Street Lighting	548.73	34.61	583.34
231 Streetlighting - Capital Expenditure	4,750.00	950.00	5,700.00
240 Allotments	182.79	15.56	198.35
260 Parish Maintenance	698.06	116.76	814.82
262 Grounds Maintenance	0.00	0.00	0.00
265 Church Grounds Maintenance	0.00	0.00	0.00
270 Land Administration	750.00	150.00	900.00
280 Playground Upkeep	3,256.77	625.39	3,882.16
281 Play Area & Playing Fields Capital Expenditure	0.00	0.00	0.00
282 RESERVE - Newtown Improvements	16,462.65	3,292.54	19,755.19
290 RESERVE - Community Grants	1,334.37	0.00	1,334.37

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/23 and 30/11/23 inclusive. This may include

Closing Balances

Ordinary Accounts

PayPal Account	£533.50
Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£73,300.02
	<u>£74,033.52</u>

Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond	£86,017.75
Nationwide Business 35-day Saver	£85,702.53
The Cambridge Building Society	£38,000.37
	<u>£209,720.65</u>
Total	<u>£283,754.17</u>

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

Reserve Balances

Community Centre Development	£3,629.20
Community Transport - Ops Fund	£4,640.16
Allotment Deposits	£1,330.97
Community Grants	£973.61
Working Balance Reserve	£40,380.00
Unallocated Capital Expenditure	£41,348.28
Election/Referendum Reserve	£10,000.00
Community Bus Depreciation	£18,000.00
Newtown Playing Fields	£2,574.40
Arnold Rhodes Playing Fields	£5,320.98
Cheshire East Volunteer Coordination Point Grant	£2,639.44
Cheshire East Connected Communities Centre Grant	£1,657.00
Cheshire East Warm Places	£349.88
Disley Village Defibrillator Fund	£0.00
Reserves total	<u>£132,843.92</u>

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Actual Net	Balance
INCOME				
Council				
110	Precept	£164,600.00	£164,600.00	£0.00
125	Grant Awards	£2,000.00	£0.00	£-2,000.00
130	Rental Income	£9,300.00	£2,204.84	£-7,095.16
135	Petty Cash Replenishment	£0.00	£0.00	£0.00
140	RESERVE - Community Transport	£6,450.00	£7,553.97	£1,103.97
150	Other Income	£3,420.00	£4,773.70	£1,353.70
190	Bank Interest	£50.00	£625.38	£575.38
191	Investment Account Interest	£90.00	£0.00	£-90.00
192	Long-term Investments Interest	£500.00	£0.00	£-500.00
193	Nationwide BS Interest	£250.00	£16.90	£-233.10
194	PayPal Account Cashback Bonus	£10.00	£8.67	£-1.33
195	Cambridge B.S. Year-end adjustment	£0.00	£0.00	£0.00
200	Community Centre	£21,000.00	£16,106.07	£-4,893.93
Total Council		£207,670.00	£195,889.53	£-11,780.47
Total Income		£207,670.00	£195,889.53	£-11,780.47

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Actual Net	Balance
EXPENDITURE				
Council				
215	Salaries Inc Pensions	£105,000.00	£66,832.97	£38,167.03
220	Staffing Expenses	£2,700.00	£1,518.22	£1,181.78
225	General Administration	£21,900.00	£13,525.47	£8,374.53
230	Street Lighting	£2,500.00	£548.73	£1,951.27
231	Streetlighting - Capital Expenditure	£5,000.00	£4,750.00	£250.00
240	Allotments	£1,000.00	£182.79	£817.21
260	Parish Maintenance	£5,000.00	£643.46	£4,356.54
262	Grounds Mainenance	£0.00	£0.00	£0.00
265	Church Grounds Maintenance	£1,400.00	£0.00	£1,400.00
270	Land Administration	£1,500.00	£750.00	£750.00
280	Playground Upkeep	£5,100.00	£3,256.77	£1,843.23
281	Play Area & Playing Fields Capital Expenditure	£25,000.00	£0.00	£25,000.00
282	RESERVE - Newtown Improvements	£20,000.00	£16,462.65	£3,537.35
290	RESERVE - Community Grants	£1,500.00	£1,334.37	£165.63
300	RESERVE - Community Transport	£8,800.00	£4,144.93	£4,655.07
310	Ranger Vehicle	£2,550.00	£2,019.20	£530.80
350	Electric Vehicle Chargepoints	£100.00	£0.00	£100.00
400	Community Centre	£17,000.00	£9,846.31	£7,153.69
401	Building Supervisor Salary	£18,500.00	£11,535.33	£6,964.67
405	RESERVE - Community Centre Capital Exp.	£15,000.00	£6,535.85	£8,464.15
410	RESERVE - Community Transport - Capital expenditure	£0.00	£0.00	£0.00
420	Bank Charges	£40.00	£28.03	£11.97
500	Hanging Baskets	£5,000.00	£4,221.45	£778.55
600	Village Events	£8,450.00	£2,954.83	£5,495.17
660	CCTV Contribution	£4,000.00	£3,818.89	£181.11
670	RESERVE - Neighbourhood Plan	£0.00	£0.00	£0.00
Total Council		£277,040.00	£154,910.25	£122,129.75
Total Expenditure		£277,040.00	£154,910.25	£122,129.75

Financial Budget Comparison

Comparison between 01/04/23 and 30/11/23 inclusive.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Actual Net	Balance
Total Income	£207,670.00	£195,889.53	-£11,780.47
Total Expenditure	£277,040.00	£154,910.25	£122,129.75
Total Net Balance	-£69,370.00	£40,979.28	