

CHAPEL-EN-LE-FRITH PARISH COUNCIL



TOWN HALL
CHAPEL-EN-LE-FRITH
HIGH PEAK, DERBYSHIRE, SK23 0HP

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www.chapelpc.org



Office Hours: Monday-Friday 9.00 to 12.30

27 May 2020

Dear Councillor,

You are hereby summoned to attend an **ORDINARY MEETING** of the Parish Council to be held on **Tuesday 2 June 2020 at 7.30pm.**

Remote Meeting: Meeting ID: 844 1479 5282

Meeting Password: 197779

After prayers have been said and Apologies for absence have been given, the business to be transacted will be as follows: -

1. Declaration of Interests
2. Open Forum – Public Participation
3. To appoint a Vice Chairman
4. To receive the Minutes of the Full Council Meeting held on 3 March 2020
5. To receive the Minutes of the Planning Committee held on 4 March, 26 May 2020 and decisions taken on 31 March and 28 April 2020.
6. To receive the Minutes from the Footpaths Working Group held on 10 March and 21 April 2020.
7. To consider any matters arising from the above Minutes
8. To rescind the scheme of delegation to the Clerk expect for the payment of accounts and to hold virtual meetings in accordance with the Corona Virus legislation and return financial regulation limits.
9. To incorporate the Coronavirus regulations into the Standing Orders until May 2021 or such time as the government revises or revokes the legislation.
10. To agree delegation of the Minor Maintenance Scheme to the Footpaths Working Group
11. Chapel West Ward Casual Vacancy
12. Covid-19 Business support grant
13. To agree support to the new shop front grant scheme
14. Report on Chapel Leisure Centre Skype meeting

Clerk to the Council – Suzan E. Stockdale

15. Parks and Open Spaces

- Proposal from Chapel Bowling Club to open the Bowling Green
- To agree the appointment of a casual member of staff
- To agree the removal of three trees in Chapel Memorial Park due to ash dieback

16. Allotment Sites

- Email from T Boothman

17. Schedule of Accounts presented for payment and confirmation of payments agreed on 3 April and 5 May 2020.

18. To agree the Annual Return and note the date of the Internal Audit on 8 June 2020.

19. To agree the opening of an Amazon business account

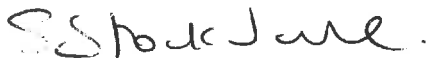
20. Correspondence

- Email St Thomas Becket Church
- Cllr Gourlay letter of apology

21. Press Releases

22. Date of next meeting

Yours sincerely,



Mrs SE Stockdale
Clerk to the Council

Suzan Stockdale is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Jun 2, 2020 07:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/84414795282?pwd=TS9yTUplEOG1rM2FVNE8yeHVnaGhrZz09>

Meeting ID: 844 1479 5282

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One tap mobile

+12532158782,,84414795282#,,1#,197779# US (Tacoma)

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+1 253 215 8782 US (Tacoma)

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CHAPEL-EN-LE-FRITH PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON 3 MARCH 2020

- Meeting Held:** Tuesday 3 March 2020 of the Annexe of the Town Hall, Chapel-en-le-Frith
- Present:** Councillor L McCarthy in the Chair
Councillors J Adshead, Mrs H Batterbee, P Bann, Mrs C Cobb, T Dales, N Gourlay, Mrs L Green, C Lawley, C Sizeland and S Young.
- In Attendance:** Mrs S E Stockdale – Clerk to the Council
- Apologies:** Councillor FP Harrison and Mrs S Walters
Rev Colin Pearson
PC S Lomas

There were three members of the public and no members of the press present.

20/402 Declarations of Interest

The following declarations of interest were made:

Councillor C Sizeland – Leys Allotment site as an adjoining land owner
Councillor C Sizeland – his wife is a substitute Councillor on the High Peak Borough Council Development Control Committee.

20/403 Police Matters

PC Lomas was not able to attend the meeting as he had been called to an incident prior to the commencement of the meeting. He advised that he will forward his report to the Clerk.

It was reported that 60 residents have expressed an interest in Community Speedwatch and three training sessions have been organised.

It was also reported that 641 residents have responded to the Neighbourhood Watch leaflets and there will now be a meeting at the Town Hall on 24 March 2020 at 7pm for street coordinators. Councillor Bann and Dales expressed their thanks to all who had helped with the delivery of the leaflets.

It was reported that there has been recent incidents of attempted burglary in Chapel-en-le-Frith.

The bus shelter on Manchester Road, Chapel-en-le-Frith has been vandalised and this has been reported to Derbyshire County Council.

20/404 Open Forum

A resident spoke in the Open Forum about School children causing a disturbance on Church Brown on their way home from School. It was agreed that this was a matter that should be referred to the local Safer Neighbourhood Police Team.

20/405 MP, County Councillors and Borough Councillors

Councillor Lawley gave a report on behalf of the MP:

- Robert Largan MP will be holding his next Surgery at Morrison's on 7 March 2020
- He has been elected to the Transport Select Committee
- He has recently visited Todbrook Reservoir and was asked to look at raised water levels in Combs Reservoir
- He has helped with the evacuation of a local resident from Wuhan
- He is liaising with the Health Secretary over Stepping Hill hospital
- He now has an office on Market Street in Whaley Bridge

It was noted that the Council passed a resolution some years ago to allow the MP free use of the Annexe in the Town Hall for the purpose of holding surgeries.

Councillor Young gave a report on behalf of the County Councillor:

- An initial survey had been undertaken on Church Brow regarding the highway surface and a more in depth inspection will now take place.

Councillor Young reported that High Peak Borough Council have re-scheduled the meeting regarding CCTV cameras and drainage work will be undertaken at Miry Meadow Car Park in relation to the installation of a EV charging point.

20/406 Matters relating to Highways, Public Footpaths, and Public Services and Parish Improvements

Members had received a presentation from MEMRAC who are bidding for funding to open the Buxton to Derby Rail line. It was noted that Peak Rail have also made a bid for funding in this respect.

It was agreed that a meeting will be arranged with MEMRAC after 16th March 2020 when the funding situation will be clearer.

It was agreed that the Amenities Committee will be asked to consider information received from the Councils Insurers in relation to the proposed 'flying litter bin'.

The Committee were asked to consider consequential damage/liability, siting and health and safety implications in relation to the emptying of the bin.

It was agreed that the Council would consider a campaign to 'take litter home' in the spring.

The Council have received an initial report from DEFRA on land at Brookside Pastures as an interested party.

It was agreed that as this was a technical document dealing with the management of the land the Council would not comment. However, it was noted that the drainage problems on the land are exacerbated by a blocked culvert on the railway and that this should be highlighted.

20/409 Minutes of the Full Council meeting held on 4 February 2020

Minutes numbered 20/360 to 20/385 were presented.

RESOLVED: That the Chairman be authorised to sign the Minutes as being a true and correct record.

20/410 Minutes of the Planning Committee held on 5 February 2020

Minutes numbered 20/386 to 20/391 were presented.

There was an omission in the minutes that the Council would make representation on a planning appeal at Bowden Hall in relation to the historic bell.

RESOLVED: That the Chairman be authorised to sign the amended Minutes as being a true and correct record.

20/411 Minutes of the Regeneration Committee held on 11 February 2020

Minutes numbered 20/393 to 20/398 were presented.

RESOLVED: That the Chairman be authorised to sign the Minutes as being a true and correct record.

20/412 Matters Arising from the above Minutes

Councillor Gourlay proposed and Councillors Dales seconded a motion that the Council purchase eight planters as detailed in the Regeneration Committee minutes subject to receiving grant funding from High Peak Borough Council.

RESOLVED: That the Council purchase eight planters as detailed in the Regeneration Committee minutes subject to receiving grant funding from High Peak Borough Council.

It was agreed that confirmation should be sought from the High Peak Borough Council Regeneration Officer in respect of proposals made in the Regeneration Committee minutes in relation to funding.

It was agreed that Mr Davidson is asked to give his broadband presentation to all members who are interested prior to a Full Council meeting.

20/413 Neighbourhood Plan and Community Plan

The Council have been contacted by residents of Bank Hall Drive in relation to the stone gate posts in the Local Green Space that are being removed. This matter is being dealt with by High Peak Borough Council.

20/414 Economic regeneration

No matters to report.

20/415 Outside Bodies

No matters to report.

20/416 Town Hall and 47/49 Market Street

No matters to report.

20/417 DALC

Members were circulated with a copy of the DALC training programme.

20/418 Parks and Open Spaces

High Peak Borough Council have advised that the service provided in relation to the inspection of play equipment has been transferred Alliance Environmental Services which is a conglomeration of High Peak Borough Council, Staffordshire Moorlands Borough Council and East Cheshire Borough Council.

It was agreed that the Council continue with this new company to undertake monthly inspections of the Councils Play Equipment in line with Insurance conditions.

20/419 Allotment Sites

Members were informed that inspections of the allotments will take place before 31 March 2020 and a report will be made to the April Full Council meeting detailing the number of vacant plots.

20/420 Correspondence

- Parish and Town Council Liaison Forum
- Letter from J Lomas and J Chapman

It was noted that permission has to be sought from Derbyshire County Council who are the Highway Authority prior to the placement of grit bins on or adjacent to the highway.

Derbyshire County Council will supply piles of grit adjacent to the highway if requested.

20/421 Parish Council Monthly Newsletter

Councillor McCarthy proposed and Councillor Dales seconded a resolution that the Council should publish a monthly newsletter after each Full Council Meeting.

RESOLVED: That Councillors Mrs Cobb and McCarthy will take this forward with the Clerk and prior to any newsletter being published it will be sent to all members.

20/422 Visits to local business

It was agreed that the following local business be approached to see if they would be amenable to a visit from the Council:

- Cemex
- Buxton Water
- Federal Mogul
- Street Crane
- NoMow
- Leander Architectural

20/423 Schedule of Accounts presented for payment.

Cheques numbered 008809 to 008820 were presented amounting to £9,759.65.

RESOLVED: That the cheques be signed and the accounts to which they relate be paid.

Cheque number 008818 for £6,420.58 payable to High Peak Borough Council is for election costs in May 2019:

- Chapel East Ward - £2,429.06
- Chapel West Ward - £3,991.52

20/424 Additional RBS Bank Account to enable internet banking

RESOLVED: That the Council open an additional bank account with the Royal Bank of Scotland to enable internet banking. That the Council apply for a charge card with the F & GP Committee agreeing a policy for its use.

20/425 Committee Dates

The Clerk and Chairman of the following committees were asked to organise meeting dates:

- Amenities, Communications and Town Hall Committees

20/426 Any Other Business (For discussion only)

It was noted that Derbyshire County Council will only consider requests to keep street lights on all night that are part of the partial night lighting scheme if the request is made by the Police on community safety grounds.

20/427 Press Releases

- New monthly newsletter
- Neighbourhood Watch meetings
- Speedwatch
- Recent attempted burglaries

The Chairman closed the meeting at 21.10 hours.

CHAIRMAN

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the Meeting of the Planning Committee held on 4th March 2020 in Town Hall, Chapel-en-le-Frith.

Present: Councillor P Bann in the chair
Councillors C Cobb, L Green, FP Harrison, C Sizeland
and S Walters

In Attendance: Mrs E Howe – Assistant Clerk

Apologies: None.

20/428 Public Speaking

No members of the public were present

20/429 Election of Chairman

The first item of business transacted was the election of Chairman. Councillor Bann proposed and Councillor Walters seconded that Councillor Cobb be elected as Chairman.

RESOLVED: That Councillor Cobb be elected as Chairman of the Planning Committee for the period of 12 months.

Councillor Cobb took the Chair.

20/430 Appointment of Vice Chairman

Councillor Green proposed and Councillor Cobb seconded that Councillor Bann be elected as Vice Chairman.

RESOLVED: That Councillor Bann be elected as Vice Chairman of the Planning Committee for the period of 12 months.

20/431 Plenary Powers

Applications seeking Planning Permission or Approval to carry out developments at locations within the Parish.

The Committee considered in turn three applications to carry out developments within the Parish and it was **RESOLVED:** That the following comments be sent to the relevant Planning Authority.

HPK/2020/0045

52 Eccles Road, Chapel-en-le-Frith

Single storey front garage extension

No Objection

HPK/2020/0001

86 Hallsteads, Dove Holes

Extend existing dropped kerb

No Objections

HPK/2020/0059

11 Horsefair Avenue, Chapel

Retrospective application for front and rear dormer windows

Cllr Green declared an interest.

No Objection

20/432 Appeals

None.

20/433 Notifications

Permission

HPK/2019/0498 – 14 The Crescent, Chapel-en-le-Frith

HPK/2019/0461 – 120 Manchester Road, Chapel-en-le-Frith

HPK/2019/0479 – Railway Cutting to South of Barmoor Clough Tunnel, Dove Holes.

HPK/2019/0480 – Barmoor Clough Tunnel South End, Higher Hallsteads, Dove Holes.

HPK/2017/0406 – 117 Hallsteads, Dove Holes

Refusal

None.

20/434 Correspondence

It was reported a communication has been received from the Peak Park Parishes Forum regarding 'Thriving and Sustainable Communities'. The committee agreed it had no comments to make.

20/435 Any Other Business (For discussion only)

The Assistant Clerk suggested members of the Planning Committee meet to walk around the Conservation Areas checking for any possible planning enforcement issues.

CHAPEL-EN-LE-FRITH PARISH COUNCIL

Minutes of the Meeting of the Planning Committee held on 26th May 2020 via Zoom.

Present: Councillor C Cobb in the chair
Councillors J Adshead, P Bann, C Sizeland and S Walters

In Attendance: Mrs E Howe – Assistant Clerk

Apologies: Cllr Green and Cllr Harrison

21/1 Public Speaking

One member of the public was present during the zoom meeting.

21/2 Plenary Powers

Applications seeking Planning Permission or Approval to carry out developments at locations within the Parish.

The Committee considered in turn nine applications to carry out developments within the Parish and it was RESOLVED: That the following comments be sent to the relevant Planning Authority.

HPK/2020/0141

The Cress, Whitehough Head Lane, Whitehough

Proposed change of use of domestic property to provide expansion of the existing public house.

No Objection.

The committee welcome expansion of local businesses.

NP/HPK/0420/1139

Benneston Hall, Unnamed Road from Higher Hallsteads to Sparrowpit.

Removal or variation of condition 2 of NP/HPK/1116/1139

No Objection.

NP/HPK/0420/0298

Chestnut Centre, Sheffield Road, Chapel

Removal of some animal enclosures, demolition of ticket office, removal of overspill car park, erection of one residential dwelling, installation of package

treatment plant, change of use of land around the site to residential, reinstatement of parkland, works of hard and soft landscaping and other works incidental to the application.

Objection, the Planning Committee request a site visit be undertaken to fully assess the impact a new dwelling would have on the area especially the woodland.

The committee have concerns regarding the requested change of use of land to residential.

NP/HPK/0420/0301

Chestnut Centre, Sheffield Road, Chapel

Conversion of the large barn to one residential dwelling, conversion of the small barn to ancillary accommodation/holiday accommodation to Chestnut Farmhouse, internal and external works to the barns and house, change of use of the associated land to residential, reinstatement of parkland, works of hard and soft landscaping and other works incidental to the application.

Objection, the Planning Committee request a site visit be undertaken to fully assess the impact the proposed would have on the area.

The committee have concerns regarding the requested change of use of land to residential.

NP/HP/0420/0302

Chestnut Centre, Sheffield Road, Chapel

Listed building consent - Conversion of the large barn to one residential dwelling, conversion of the small barn to ancillary accommodation/holiday accommodation to Chestnut Farmhouse, internal and external works to the barns and house, change of use of the associated land to residential, reinstatement of parkland, works of hard and soft landscaping and other works incidental to the application.

Objection, the Planning Committee request a site visit be undertaken to fully assess the impact the proposed would have on the area.

The committee have concerns regarding the requested change of use of land to residential.

HPK/2020/0137

6 Poplar Terrace, Chapel

Erection of one a storey garage

No Objection, committee felt it may improve the overall appearance of the area.

NP/HPK/0420/0355

Barns at Pinfold Far, Unnamed Road from Peaslow Lane to Bagshaw Hall, Bagshaw

Demolition of later extensions and conversion of barn and workshop to dwelling.

No Objection.

Cllr Adshead joined the Zoom meeting.

HPK/2020/0047

Natural Stone, Land adjacent to Sheffield Road, Chapel

New industrial Unit

Cllr Sizeland declared an interest and was returned to the Zoom waiting room whilst the application was discussed.

Object.

The proposed does not meet the requirements listed in policy EP2 of the adopted Neighbourhood Plan.

Policy EP6 of the adopted Neighbourhood Plan is site specific:

Site ES1 Former Longson's Transport Yard:

- No unacceptable impact on neighbouring properties through noise, vibration, smell, smoke, dust, fumes, lighting, litter, traffic and other disturbance, and no unacceptable impact on residential amenity including consideration of hours of operation.
- Minimisation of opportunities for crime and anti-social behaviour
- Improving the access from either Sheffield Road or Buxton Road.
- The neighbouring historic Peak Forest Tramway must not be protected in the form of a buffering zone.
-

The proposed application does not confirm to site specific policy ES1 of the Neighbourhood Plan, the Committee have concerns regarding the effluent, noise, disturbance to neighbouring properties, proposed access to the site and object to the proposed building by virtue of its scale, colour and visibility.

The Committee require the existing wall at the entrance to the site be reinstated promptly.

HPK/2020/0146

11 Thomas Meadows, Chapel

Rear single storey extension

No Objection.

21/3 Appeals

None.

21/4 Notifications

Permission

HPK/2020/0086 – 21 Woodlands Road, Chapel
HPK/2020-0078 – 6 Twayblade Crescent, Chapel

Refusal

None.

21/5 Correspondence

None.

21/6 Any Other Business (For discussion only)

None.

21/7 Part 2 – Planning Non Compliance

The meeting closed at 8.23pm.

CHAIRMAN

NOTES FROM PLANNING MEETINGS – 31st March 2020 & 28th April 2020

Attached.

Notes - Planning Committee Decisions taken on 31st March 2020.

The Planning Committee considered the following applications via email and reported any concerns to the Chairman of the Planning Committee.

The majority decisions were upheld and the Committee had no objections.

HPK/2020/0086

21 Woodlands Road, Chapel-en-le-Frith

Conversion of existing detached garage.

No Objection

HPK/2020/0093

Barn Cottage, Ashbourne Lane, Chapel-en-le-Frith

Two storey side extension, single storey rear extension and alterations of an existing opening to provide patio doors.

No Objection

Notifications

Permission

NP/HPK/0120/0023 – The Jays, Lesser Lane, Combs

HPK/2020/0030 – Walton House, Unnamed Road from Eccles Rd to Coal Yards, Chapel

HPK/2020/0013 – 8 Becketts Wood, Chapel

HPK/2020/0035 - 19 Little Horderns, Horderns Road, Chapel

HPK/2020/0046 – 71 Horsefair Avenue, Chapel

HPK/2020/0005 – 9 Wains Close, Dove Holes

HPK/2020/0028 – 20 Brookside Road, Chapel

HPK/2019/0574 – 2 Summerfield, The Avenue, Combs

HPK/2019/0557 – 4 St Anns Close, Chapel

HPK/2019/0581 – 1 Hollins Drive, Chapel

Notes - Planning Committee Decisions taken on 28th April 2020.

The Planning Committee considered the following applications via email and reported any concerns to the Chairman of the Planning Committee.

The majority decisions were upheld and the Committee had no objections.

HPK/2020/0114

Bank Hall, Chapel-en-le-Frith

New agricultural unit/stable

No Objection

Notifications

Permission

HPK/2020-0001 – 86 Hallsteads, Dove Holes

NP/HPK/0120/0023 – The Jays, Lesser Lane, Combs

HPK/20200059 – 11 Horsefair Avenue, Chapel

HPK/2020/0045 – 52 Eccles Road, Chapel

Refused

HPK/2019/0454 – Bowden Hall, Bowden Lane, Chapel

HPK/2019/0453 – Bowden Hall, Bowden Lane, Chapel

CHAPEL-EN-LE-FRITH PARISH COUNCIL COMMUNITY PLAN FOOTPATHS WORKING PARTY

Minutes of the Meeting on Tuesday 10 March 2020 at 7pm in the Annexe, Town Hall, Market Street, Chapel-en-le-Frith.

Present:	Cllr Chris Sizeland (Chair) Andy Boundy Sandra Higgins Liz McCormick	David Benning Tony Brackenbury Mave Morrison Peter Soden
Apologies:	John Brook Alastair Carrington Cllr Nigel Gourlay Rob Thompson	Joanne Carrington Sue Stockdale (Parish Council Clerk) Cllr Stella Walters

1 Formalities Action

1.1 Apologies for absence

Received as noted above.

1.2 Attendee names and contact details

Attendance forms were circulated.

1.3 Declarations of Interest

Attendees were asked to declare any interests.

Cllr Chris Sizeland owns two footpaths. One on the route and one just off it.

2 Minutes of the Meeting held on 28 January 2020

2.1 Amendments

Add another line to terms of reference "The emphasis will be on implementing the Proposed Extensions to the Warmbrook and Peak Forest Tramway Trails describe in the Summary Report, March 2018 and formally adopted by the Parish Council".

Para 3.1 Should be confirm a permanent route rather than agree. Delete bit about not agreeing to be taken forward.

Para 3.3 Trust does not own the land, it is Mr & Mrs MacDonald. We believe the Trust is responsible for the tunnel.

Para 3 Rob Thomson expressed concern about poor maintenance.

2.2 Matters arising

Approved, with amendments noted above. Signage matters are included in the agenda.

3 Peak Forest Tramway Trail

3.1 Tramway overview report

David Benning clarified this report was not about the interim route, which did not exist when report was written. Highlights from the report are:

- This is a report on a previous report commissioned by High Peak Borough Council.
- The route should be attractive, safe and easy to use by both local residents and visitors.
- The route needs to go to Whaley Bridge to connect with other transport links.
- The original report did not consider how to cross the road safely at Sheffield Road. This is seen as a significant omission of a difficult issue.
- The original report pointed out that whole route would need to have Bridleway status as it is to be used by cyclists.
- A cost of £2.34m was originally estimated, but this considered to be too low as some costs have not been included.

3.2 Proposed route agreed by High Peak Borough Council

David Benning continued where he left off at the last meeting explaining the proposed rural route on Plan RR1. There are still some areas of land for which ownership is unknown.

Plan RR2 relates to the urban route through Chapel. There are also issues with crossing the road as the original plan for a new crossing is now not possible and there is a proposed development along the route (Planning App no HPK/2020/0047 by Natural Stone Surfaces).

3.3 To consider interim route for Tramway Trail

The interim route is for walkers only.

- W1 is the walking route that was originally proposed, similar to a previous route promoted by High Peak Borough Council in a Tramway Trail leaflet.
- W2 is the same as the urban route on Plan RR2. This is to be amended.
- W2 modified is proposed as a better alternative way onto the tramway, and there is a safer crossing option with a refuge in the middle of the road. A further modified version is to be prepared.
- W3 follows the rural route on Plan RR1 and is nearly all on existing public footpaths, but part would need access permission.
- W4 is the as the final version apart from the A6 bridge crossing.

DB

Since the last meeting the section from Chapel Milton has been walked and permission has now been obtained in writing from Derbyshire County Council to place stickers on lamposts to mark the route. Again, the main issue is where to cross the road. There are also access problems for buggies and wheelchairs. The route through Burnside was agreed as the interim route. Cllr Chris Sizeland is going to put up some temporary stickers for everyone to go and follow, with comments at the next meeting.

CS
All

Action

3.4 Trail signage

It is believed that PVC own the section of the Tramway beside their works and further along. It seems it was their tree that fell on the sign and damaged it and they have previously offered to pay for the replacement. High Peak Borough Council are working on tidying up the artwork so that a replacement sign can be arranged.

David Benning commented that there are suitable lampposts available for signage. The new signs need to be compatible and not cause confusion with existing signs. There is money currently available to promote tourism in Chapel. CS to request funding for permanent signage.

CS

3.5 Additional Tramway Access Permissions

Cemex own part of the route in Dove Holes and are progressing the application for a permissive footpath over their land. Part of this section is currently waterlogged and an alternative path is precarious so work will be needed to improve any path here.

4 Warmbrook Trail and Bridge

Chapel Parish Council have written to the Trustees to ask if they have any objection to re-instating the bridge and the answer has been deferred until they have dealt with an ongoing drainage issue.

There is a problem with the road crossing as Derbyshire County Council do not want to provide the appropriate paving for the visually impaired.

5 Stodhart Tunnel Information Board

There are various issues over land ownership and road crossing. A meeting with the Trustees was suggested as they are believed to think this is a good idea for the future. English Heritage have an interest and are expected to be involved. Chris Sizeland to make contact.

CS

6 Any Other Business

7 Items for Next Meeting

7.1 Agenda items for next meeting

None.

7.2 Date of next Meeting

Tuesday 21 April 2020

The meeting closed at 20.50 pm.

CHAPEL-EN-LE-FRITH PARISH COUNCIL COMMUNITY PLAN FOOTPATHS WORKING PARTY

Minutes of the meeting on Tuesday 21 April 2020 at 7pm online via Zoom

Present: Cllr Chris Sizeland (Chair)
Jason Adhead
David Benning
Alastair Carrington
Liz McCormick
Cllr Stella Walters

Paddy Bann
Tony Brackenbury
Sandra Higgins
Peter Soden

Apologies:

Andy Boundy
Joanne Carrington
Sue Stockdale (Parish Council Clerk)

John Brook
Mave Morrison
Rob Thompson

1 Formalities Action

Chris Sizeland welcomes everyone to the first Chapel Parish Council online meeting and went through basic procedures.

1.1 Apologies for absence
Received as noted above.

1.2 Attendee names and contact details
Attendance forms were completed by Sandra Higgins.

1.3 Declarations of interest
Attendees were asked to declare any interests.

Cllr Chris Sizeland owns two footpaths. One on the route and one just off it.

2 Minutes of the meeting held on 10 March 2020

2.1 Amendments

David Benning - Para 3.1 should say what the overview report is, which is a report written in 2016 that summarises a feasibility study report commissioned by HPBC around 2003. Para 3.2 heading should say the proposed route was informally accepted as a work in progress by HPBC and DCC officers who attended a meeting. Para 3.3 should say the safer crossing option is near Sovereign Way on Hayfield Road. Para 3.3 should add that the section from Chapel Milton is to Bowden Hey Road. Para 3.4 re suitable lampposts should specify this is between Chapel Milton and Sheffield Road. Para 4 should clarify the problem road crossing is on Long Lane.

Peter Soden - Pare 3.3 action should have been Peter Soden, and not David Benning.

2.2 Matters arising

Action

The minutes were approved, with amendments noted above.

Peter Soden talked everyone through the modified maps. In particular map W2 is has been changed by adopting a route through Burnside Avenue and the path up the steps near footpath 75 has been removed. Map W3 has been changed to add an option to carry on alongside the A6 to join footpath 75 which makes a circular walk not crossing the bypass, although the preferred route remains RN1 going through the wood. Tony Brackenbury expressed concern over part of the route. The aim is that the whole length from Charley Lane to Dove Holes should be suitable for disabled access as much as possible.

It was agreed to go forward with the maps as they are now drafted.

3 Tramway trail

3.1 Interim route and trail signage

Chris Sizeland has put stickers on lampposts, which some people have seen. The stickers need to be in the right place and some experimentation may be required for where to put them. David Benning has put forward a proposed signage scheme. It was agreed that the lamp posts were the most suitable places for signs to be placed. As at the moment it is not possible for us all to go out and agree sign positions together, Chris Sizeland suggested that the Group play with the design of the artwork for the signs at home, and we could individually add, remove and reposition stickers until final places are agreed on. David Benning felt that putting up the plastic stickers to replace the temporary paper ones could need two people so would need to be deferred until movement restrictions were lifted. Permission has been obtained for the plastic signs, which could be put up when lockdown is lifted. A plan is needed to move to the eventual permanent aluminium signs, for which DCC permission is needed, but this will be delayed until after the COVID-19 situation is over. A quote has been obtained for the aluminium signs so this could be progressed now in readiness.

It was agreed to continue with the paper signs until we are able to go out as a group and replace them with the plastic ones. David Benning and Chris Sizeland to work on contacting DCC regarding the finger post scheme.

DB
CS

3.2 Additional access permissions

No reply yet from Cemex, and approaching landowners in person is not possible at the moment.

Progressing the proposed path along the side the allotments to the top of the cinder path and on the bypass embankment is to be followed up by Jason Adshead as Chris Sizeland owns the adjacent land. David Benning to assist.

DB
JA

4 Warmbrook trail and bridge **Action**

John Brook has been corresponding with Network Rail. David Benning raised the point in John's email about getting an opinion on construction, especially drainage. Peter Soden mentioned there was help available from a Scottish organisation called Paths For All. David Benning to look into the information John needs. Note that the DCC Footpaths Officer is currently re-assigned to COVID-19 duties.

DB

Chris Sizeland has heard from Seddons about the section near Rosebank, and they are transferring their green field land to a trust company to look after. Indications are that they are sympathetic towards the trail.

5 Stodhart tunnel information board

Sue Stockdale knows one of the trustees and will speak to them at the next suitable opportunity, ahead of arranging a meeting when possible.

SS

6 Any other business

Tony Brackenbury asked about the replacement sign at Whitehough. HPBC have agreed to tidy up the artwork and send it through but there may be a delay at the moment due to staffing shortages and other commitments.

David Benning spoke about report by Chris Sizeland from Forge Mill to Chinley School. Just to note for the record, when the public enquiry was held for the housing estate proposal there was a £25,000 section 106 agreement with the developer to build this footpath but the planning inspector said the footpath was not necessary, which was not the opinion of residents. The report was welcomed.

7 Items for next meeting

7.1 Agenda items for next meeting

None.

7.2 Date of next meeting

Tuesday 2 June 2020.

The first ever online Chapel Parish Council meeting closed at 8.50 pm.

Agenda Item 12

Proposed use of the Covid 19 business support grant

- To cover loss of income in relation to hiring of the Town Hall. Currently this stands at £2,988.26
- Depending on the decision regarding the opening of the Bowling Green there is a potential for a reduction in the annual rent as all the facilities will not be available and the bowling season will be reduced.
- To purchase an additional laptop for use by the Assistant Clerk to give more flexibility around home working, for virtual planning and amenities committee meetings and moving forward DALC training. Quote attached from Trusted IT.

New Shop Front Grant Scheme launched in Chapel-en-le-Frith



APPLY NOW FOR YOUR GRANT!

What is it?

New Shop Front Grant Scheme is aiming to improve the appearance of Shop Fronts as they have a considerable impact and influence on the character of the town.

This will support the growth of local businesses, improve the local environment and raise an image of the town for the local community and visitors.

What can it pay for?

This scheme will pay for shop fronts, building facades and private pavement areas in front of the conservation area shops; to make it attractive to shoppers and visitors.

How much can I get?

The total annual funding for the scheme is £8,000 and this can be increased if funds allow and are at the discretion of the Parish Council.

How to apply?

This scheme is managed by Chapel-en-le-Frith Council and, Regeneration and Economic Development Service at HPBC.


Contact your parish clerk – Mrs Stockdale clerk@chapelbc.org
or go on our website www.highpeak.gov.uk to apply.



Agenda Item 14 ~~15~~

- There is a proposal from the Chapel Bowling Club to re-open the bowling green which is attached and also guidance produced by the British Crown Green Bowling Association. This would have to be solely managed by the Bowling Club unless the Council makes addition staffing hours available.

Sue Stockdale

From: Chris Jackson < >
Sent: 21 May 2020 15:40
To: Sue Stockdale; astclerk@chapel.org
Subject: proposal to open the bowling green for club members
Attachments: Copy of BOOKING SHEET.xlsx; email from government Ministry for Sports.docx; Risk Assesment.xlsx; Government guidance on the reopening of sport.docx; Poster.pdf


Emma/Sue,

Further to my visit to the town Hall on Tuesday this week, I wish to propose the re-opening of the green subject to the following conditions and attachments. I ask if this proposal can be raised at the next committee meeting planned for the 2nd June, or indeed whether the green can be re-opened without the need for a committee meeting.

The British Crown Green Bowling Association has been liaising directly with the Government Department for Digital, Culture, Media and Sport I attach a part email from that department, confirming that they have no objections to the proposals as presented by the BCGBA
Chapel Park Bowling Club Conditions in line with BCGBA agreement with the Government Department for Sport:

- 1) Government guide lines for the commencement of sports in England which specifically includes lawn bowls (see attachment)
- 2) Chapel Park Bowling Club Risk assessment. (see attachment)
- 3) Poster to be displayed at the green to simply describe to members how the proposed process works (see attachment)
- 4) Daily booking form for the booking of 45minute slots to be forwarded weekly to the North Derbyshire Track and Trace Coordinator. (see attached)
- 5) Part copy of an email form the government approving the procedure of opening bowling greens in England.

Please don't hesitate to contact me for further information if required.

Best Regards,
Chris Jackson
Treasurer


----- Original Message -----

From: "Mark Bircumshaw" <ceo@bcgba.org.uk>

To: undisclosed-recipients;;

Sent: Friday, 15 May, 2020 At 14:31

Subject: Return to Sport Plan Approval.

Following submission to the Department Culture Media and Support for comment, our reply below.

Hi Mark,

Many thanks for sending this through. I am glad to see that guidance is in place for a safe return to crown green bowling.

Having looked at your guidance, I don't have any substantive comments. I feel that it is in line with government guidance and covers the expected criteria for a staged return to sport, including guidelines for a risk assessment.

In case you weren't aware, new government guidance on the phased return of sport and recreation was published on Wednesday:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Thanks,
Alastair

Chapel Park Bowling Club - Green opening plan – Club Risk Assess

Risk (from risk assessment)	Actions to treat risk
Social distancing	Only partake in such activities alone, with members of your household, or with one other person from outside your household, while practising social distancing
Equipment	Players should bring their own equipment, bowls, jacks and mat where possible. This should avoid inter group contact. Equipment should be cleaned prior to and after a session.
Juniors	Under 18's should only play within a household group, maximum 3 people.
Family Groups	Family groups can play together but should minimise potential contact with any other group on the green. (Single Household)
Over 70's	<p>This group have additional risks due to the nature of the virus and additional conditions should be adopted to keep everyone safe.</p> <p>Mixed age groups should be avoided until it is agreed safe to do so.</p>
Opening of buildings	Risks should be assessed once permission is agreed to open club facilities. Opening of toilets will need to be assessed separately along with facilities for handwashing and cleaning.
Spectators / Markers	As there is no competition no spectators or markers permitted
Track and Trace	A daily booking sheet will be available at the club. A weekly record of which will be forwarded to the North Derbyshire Coordinator (J Pyke)

ment - post 13th May 2020.

Date of risk review 15th May 2020

Compiled by C Jackson Date 19th May 2020

Reviewed by R Redford Date 20th May 2020

Person responsible	Timetable for implementation	Monitoring of risk
Club / Committee	Once Parish Council approve opening the green	All Players
Club / Committee	Once Parish Council approve opening the green	All Players
Club / Committee	Once Parish Council approve opening the green	
Club / Committee	Once Parish Council approve opening the green	All Players
Clubs/ Committee	Once Parish Council approve opening the green	All Players
Club / Committee	Once Parish Council approve opening the green	Club Committee
Club / Committee	Once Parish Council approve opening the green	All
Committee	Once Parish Council approve opening the green	

1. [Home](#)
2. [Coronavirus \(COVID-19\): guidance on the phased return of sport and recreation](#)

1. [Department for Digital, Culture, Media & Sport](#)

Guidance

Guidance for the public on the phased return of outdoor sport and recreation in England

Published 13 May 2020

Contents

1. [What we're doing](#)
2. [What has changed](#)
3. [Travelling for physical activity](#)
4. [Clinically vulnerable people \(such as people aged 70 and over\)](#)
5. [If you have children with you](#)
6. [Using sport facilities](#)
7. [Individual sports](#)



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This publication is available at <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

What we're doing

We are increasing people's access to outdoor physical activity for the purpose of health and wellbeing. This includes use of outdoors sports courts and facilities.

You can only exercise alone, with members of your household, or with 1 other person from outside your household while keeping 2 metres apart at all times.

For example, this means that you cannot have 5 people from 1 household plus 1 person from outside the household playing sport together. But you can have 2 people, from 2 different households, as long as they are staying a minimum of 2 metres apart.

Check in advance if the facilities you want to use have reopened.

If exercising in the countryside remember to follow the countryside code and act responsibly.

Once you are home remember to wash your hands.

If you are symptomatic, living in a household with a possible COVID-19 infection or if you are classified as extremely vulnerable on health grounds, the guidance is that you should remain at home.

What has changed

The government has announced that people can go outside more than once a day for exercise, alone, with members of their household, or with 1 person from outside of their household as long as they are following social distancing guidelines. You must still only exercise in groups of no more than 2 people, unless you are exercising exclusively with members of your household.

Outdoor sports courts and other outdoor sporting activities are permitted to reopen if those responsible for them are ready to do so and they can do so safely, following public health guidance. Indoor facilities such as clubhouses should be kept closed, apart from toilets and throughways. Clubhouse bars and restaurants can also offer take-away services (see below for more detail).

Outdoor gyms, playgrounds and outdoor swimming pools will remain closed.

Travelling for physical activity

You can now travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure. But you can travel to outdoor open space irrespective of distance. You shouldn't travel with someone from outside your household unless you can practise social distancing - for example by cycling. You should consider all other forms of transport before using public transport.

Leaving your home - the place you live - to stay at another home is not allowed.

To help keep yourself and your fellow passengers safe, you should not travel if you: are experiencing any coronavirus symptoms are self-isolating as a result of coronavirus

symptoms or sharing a household with somebody with symptoms are clinically extremely vulnerable

See the government's [safer travel guidance for passengers](#) for further information.

Clinically vulnerable people (such as people aged 70 and over)

The [advice for clinically vulnerable groups](#) remains the same. If you are in this group you are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

If you are living in a household with a possible COVID-19 infection or if you are classified as extremely vulnerable on health grounds, the [guidance](#) is that you should remain at and exercise at home

If you have children with you

You can bring your children with you to exercise. You can exercise with members of your household, and it's important that children have as many chances to be as active as possible.

If you are going out as a household group, you cannot gather with other individuals from outside your household.

But please remember that if you have children with you, you are responsible for supervising them at all times and in line with social distancing guidelines.

Using sport facilities

Sports Courts including basketball and tennis courts, bowling greens and playing spaces like golf courses (public and private) can re-open. Other outdoor sports facilities such as angling can also resume.

All forms of water sports practised on open waterways, including sailing, windsurfing, canoeing, rowing, kayaking, surfing, paddle-boarding and the use of privately owned motorised craft (in line with the guidance issued by the relevant navigation authority) are allowed.

All of these activities must only be undertaken alone, with members of your household or, providing you are following social distancing guidelines, with just 1 other person from outside your household. For example it would not be possible to form a double or Canadienne canoe, kayak or rowing boat with someone outside your household as it would not be possible to abide by the social distancing guidelines.

Outdoor gyms, playgrounds and outdoor swimming pools will remain closed due to the higher risk of close contact and touching surfaces.

Timetable for reopening

Sport facilities are now allowed to open.

Each venue, including council-owned sports facilities, will make their own decisions about when their facilities are ready to open and can be operated safely. Please check ahead on websites and social media to make sure before you arrive at a facility that it has reopened and what advice they are offering users, for example if there is a booking system.

The government has also published high level guidance for elite athletes and professional sportsmen and women, in order to allow them resume performance training under new guidance at official training venues.

Government is working with National Governing Bodies of sport to determine what additional and specific guidance may be needed in future

Sharing equipment

It is a decision for facility managers whether or not they hire out equipment.

We would expect them to follow sensible precautions and clean in between users, as well as the safely working guidance.

Where possible we recommend that you limit sharing of equipment, for example you should use your own tennis racquet, golf club or basketball, but if you do, practice strict hand hygiene.

If you are sharing equipment, including balls, you should wash your hands thoroughly before and after use.

Changing rooms

Indoor facilities, apart from toilets and through-ways should be kept closed.

Toilets and through-ways may be kept open, but guidance on hygiene should be followed.

Individual sports

Fishing

You can now go fishing but only alone, with members of your household, or with 1 other person a minimum of 2 metres apart. You should always follow social distancing guidelines when encountering others.

Tackle shops must remain closed (as most other sports shops) but can operate remotely via deliveries or 'click and collect' services.

Golf

You can play golf providing you only meet up with 1 other person from a different household and observe social distancing guidelines, remaining a minimum of 2 metres apart.

Lawn bowls and croquet

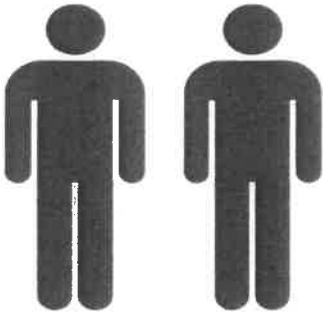
You can play lawn bowls and croquet where facilities have reopened, but you can only take part in these activities by yourself, or with members of your household or with 1 person outside of your household, as long as you are able to maintain social distancing.



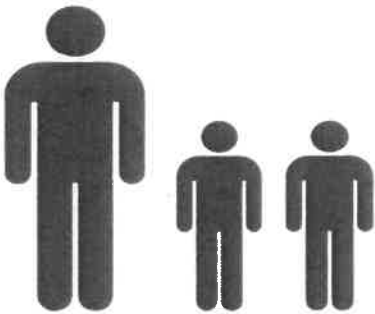
Phase 1

Green booking—only groups as below permitted on green at one time

Member books the green and plays alone, use own equipment, woods and jack. No jack just use woods.



2 Members book the green and play using own equipment and jacks. If playing together ensure you social distance and use own jack, or play separately. (Only 2 on green)



Family Member books the green and plays with family. use own equipment, woods and jack. No jack just use woods. Only family group on the green.

If I don't have a jack or a mat, (the club communal equipment **MUST NOT** be used).

- This does not preclude people from taking a timed slot
- Use anything as a target item ie. a ball of some sort, tennis ball ,another bowl, virtually anything you can think of, as the target is just that in respect of practice
- If you don't have a ball, you don't have to roll it to set a mark, you can just walk over and place the target item
- Same with a mat, utilise anything flat that will not damage the green

As this current exercise is just to get people back on the greens, the play will not be competitive, and we obviously want to get as many people back involved.



Current Government advice is that bowling greens can open from Wednesday 13th May 2020

Green opening plan – Club Risk Assessment - post corona virus (Some points for consideration).

Green opening plan – post corona virus

Date of risk review.....
 Compiled by..... Date.....
 Reviewed by..... Date.....

Risk (from risk assessment)	Actions to treat risk	Person responsible	Timetable for implementation	Monitoring of risk
Social distancing	Only partake in such activities alone, with members of your household, or with one other person from outside your household, while practising social distancing Players should bring their own equipment, bowls, jacks and mat where possible. This should avoid inter group contact. Equipment should be cleaned prior to and after a session.	Clubs/ Committee	To Be Agreed	All Players
Equipment	Under 18's should only play within a household group, maximum 3 people.	Clubs/ Committee	To Be Agreed	All Players
Juniors	Family groups can play together but should minimise potential contact with any other group on the green. (Single Household)	Clubs/ Committee	To Be Agreed	All Players
Family Groups	This group have additional risks due to the nature of the virus and additional conditions should be adopted to keep everyone safe. Mixed age groups should be avoided until it is agreed safe to do so.	Clubs/ Committee	To Be Agreed	All Players
Over 70's	Risks should be assessed once permission is agreed to open club facilities. Opening of toilets will need to be	Clubs/ Committee	To Be Agreed	All Players
Opening of buildings		Clubs/ Committee	To Be Agreed	Club Committee

This Action Plan/ Risk Assessment should be used in conjunction with advice from the Government and is intended as a guide to clubs to safely consider all the risks associated with reopening your green. This does not override your landlords right to keep the green closed



Current Government advice is that bowling greens can open from Wednesday 13th May 2020

	assessed separately along with facilities for handwashing and cleaning.			
Risk (from risk assessment)	Actions to treat risk	Person responsible	Timetable for implementation	Monitoring of risk
Spectators / Markers	As there is no competition no spectators or markers permitted	Clubs/ Committee	To be agreed	All

Use additional boxes to record any local issue that may relate you to your green

This Action Plan/ Risk Assessment should be used in conjunction with advice from the Government and is intended as a guide to clubs to safely consider all the risks associated with reopening your green. This does not override your landlords right to keep the green closed



Current Government advice is that bowling greens can open from Wednesday 13th May 2020

This Guidance is for English clubs only (at present)
Recommendations to consider before opening your green

STAY ALERT – CONTROL THE VIRUS – SAVES LIVES

Phase 1

- Limited Green Opening, Exercise and Practice (Full Social distancing must be maintained 2 metres distance)
- During Phase 1 only 1 group permitted on the green at a time
- Bowling Greens can re-open, but you should only partake alone, or with members of your household, or with one other person from outside your household, while practising social distancing.
- Club Schedule of Attendance (names, dates & times must be recorded) produced to ensure limited attendance should be maintained (record of green availability should be maintained)
- Club to appoint a central contact (To enable track and trace records should this be required)
- Only Club members allowed on a Green
- Ensure that your Insurance cover is up to date, Endsleigh Cover is dependant on membership of BCGGBA (club fee £35.00)
- Each Club will have to make their own assessment of the safety in opening your green
- Arrangements should be made to manage the social distancing and all other hygiene procedures
- You will need to ensure you have your landlord's permission to open the green if this applies
- Maintenance schedule will need to be reviewed to ensure green is available for play prior to opening
- Club Buildings and toilets to remain closed, will be reviewed as part of phase 2/3

Be aware that this guidance could change at any point and could be withdrawn if the risk level increases

This Action Plan/ Risk Assessment should be used in conjunction with advice from the Government and is intended as a guide to clubs to safely consider all the risks associated with reopening your green. This does not override your landlords right to keep the green closed



Current Government advice is that bowling greens can open from Wednesday 13th May 2020

Crown Green Bowls - The Opening of Greens

GUIDANCE FOR INDIVIDUALS:

- Only use your equipment brought from home (jacks, mats, bowls etc.)
- Sterilize equipment before and after use
- Keep strict social distancing measures in place - you must remain at a safe distance (2 metres) from people outside of your household
- Follow strong hygiene practices at every opportunity - wash your hands when you get home
- You must have permission from your club to use the green
- Your club will have an agreed process for you to agree a time for you to access the green
- Once you have completed your session, please depart as soon as you safely can to enable others to access the green.
- You may only play on green if you are a member of the club

DO NOT:

- Do not enter clubhouse, or any facility which is part of the club (including toilets)
- Do not use club equipment
- Do not organise any competitive bowls.
- Do not turn up at the green without prior agreement from your club

THINGS TO THINK ABOUT:

- Being careful about touching solid surfaces e.g. gates, seating, doors, etc.
- Wash your hands as soon as you get home, avoid touching your face and take hand sanitiser with you to use while out if possible

NOTE FOR CLUBS:

- Your Club must have written authority from the landlords of the green that you can gain access to the green under the strict guidelines laid out in this document and then follow all guidelines
- It is the clubs' responsibility to decide if your facility is open.
- Please check that your insurance is valid
- You must have a clear process for knowing who is playing at the green, make this as clear as you can for your club members to understand and abide by.
- Please place a sign in clear view of all visitors of the guidelines set out above.
- Do not use clubhouse and any toilet facilities connected with the Club, ensuring there is clear signage to state this
- Do not use club equipment

This Action Plan/ Risk Assessment should be used in conjunction with advice from the Government and is intended as a guide to clubs to safely consider all the risks associated with reopening your green. This does not override your landlords right to keep the green closed



Current Government advice is that bowling greens can open from Wednesday 13th May 2020

- Do not organise any competitive bowls - No Competition's, Leagues Matches, or Tournaments
- Only Club Members will be allowed on your Green.

Green opening plan – Club Risk Assessment - post corona virus (Some points for consideration).

Green opening plan – post corona virus

Date of risk review.....
 Compiled by..... Date.....
 Reviewed by..... Date.....

Risk (from risk assessment)	Actions to treat risk	Person responsible	Timetable for implementation	Monitoring of risk
Social distancing	Only partake in such activities alone, with members of your household, or with one other person from outside your household, while practising social distancing	Clubs/ Committee	To Be Agreed	All Players
Equipment	Players should bring their own equipment, bowls, jacks and mat where possible. This should avoid inter group contact. Equipment should be cleaned prior to and after a session.	Clubs/ Committee	To Be Agreed	All Players
Juniors	Under 18's should only play within a household group, maximum 3 people.	Clubs/ Committee	To Be Agreed	
Family Groups	Family groups can play together but should minimise potential contact with any other group on the green. (Single Household)	Clubs/ Committee	To Be Agreed	All Players

This Action Plan/ Risk Assessment should be used in conjunction with advice from the Government and is intended as a guide to clubs to safely consider all the risks associated with reopening your green. This does not override your landlords right to keep the green closed



Current Government advice is that bowling greens can open from Wednesday 13th May 2020

Over 70's	This group have additional risks due to the nature of the virus and additional conditions should be adopted to keep everyone safe. Mixed age groups should be avoided until it is agreed safe to do so.	Clubs/ Committee	To Be Agreed	All Players
Opening of buildings	Risks should be assessed once permission is agreed to open club facilities. Opening of toilets will need to be assessed separately along with facilities for handwashing and cleaning.	Clubs/ Committee	To Be Agreed	Club Committee
Risk (from risk assessment)	Actions to treat risk	Person responsible	Timetable for implementation	Monitoring of risk
Spectators / Markers	As there is no competition no spectators or markers permitted	Clubs/ Committee	To be agreed	All

Use additional boxes to record any local issue that may relate you to your green

This Action Plan/ Risk Assessment should be used in conjunction with advice from the Government and is intended as a guide to clubs to safely consider all the risks associated with reopening your green. This does not override your landlords right to keep the green closed



STAY ALERT – CONTROL THE VIRUS – SAVES LIVES

**This Club facility / building is currently closed and
therefore out of bounds.**

Toilets should remain closed

Phase one: Green re-opening



Agenda Item 16

- Email from T Boothman re the Leys Allotment site

The minute from the Full Council meeting held on 1 October 2020 is noted below when the Council previously considered this matter.

The Council need to be mindful of any decision that they may take that is not in accordance with the Chapel Neighbourhood Plan. This would have the potential for future challenges to the policies in the plan if the Council chooses to deviate from the Neighbourhood Plan that was agreed at local referendum.

20/224 Allotment Sites

Proposal to reopen the Leys Allotment site to supply allotments

The Chairman outlined the points to consider in relation to the Leys Allotment Site:

- The site is situated in an area designated for employment use in the High Peak Local Plan and Chapel-en-le-Frith Neighbourhood Plan. The Council has a duty to uphold the Neighbourhood Plan which was adopted following a public referendum.
- The Council has worked in partnership with High Peak Borough Council to bring the land forward for employment use and a financial contribution has been made towards employing Consultants.
- High Peak Borough Council have identified that there is a need for employment sites in the Parish.
- The allotment statutory status has been lifted on part of the site which is subject to providing new allotments on the remainder of the site.


It was suggested by some members that the Council had not approved the application made to the Secretary of State. It was confirmed that the Council did approve the application and the minute of the decision accompanied the application which was requested by the Secretary of State. This minute was agreed in confidential business as interested parties and land values were discussed. Now the Secretary of State has made a ruling this is in the public domain.

Councillor Gourlay proposed and Councillor Adshead seconded a motion that the Leys allotment site be re-opened to supply allotments.

Four members voted in favour and 5 against.

RESOLVED: That the Leys allotment site is not re-opened.

Sue Stockdale

From: Tim Boothman < >
Sent: 29 March 2020 19:05
To: Sue Stockdale
Subject: Allotments

Dear Mrs Stockdale

I am writing to you in reference to your letter to myself dated 9th October 2019 on the subject of my tenancy of the leys Allotment site. In your letter you clearly state that you wrote to me on the 1st October 2017 informing me that my tenancy would not be renewed and the plot had not been cultivated. I can assure you that the plot was cultivated in the spring of that year but I acknowledge keeping on top of weeds during the summer was difficult as there were no other allotment holders so the rest of the site was overrun. I notice that the Parish Council made a submission to the Secretary of State to have the allotment status removed from the site and stated that the site had been fallow since 2012. This by your own acknowledgment is factually incorrect and I have quite a number of digital photographs to prove I was growing vegetables every year as per condition of my tenancy agreement required me to do so.

You also state that your colleague made a note to say I had no time to cultivate the plot, all I can say is I have no recollection of making that comment. The last sentence refers to a plot I had in Dove Holes where my tenancy agreement was terminated in April 2004, however myself and family did not move to Chapel en le Frith until March 2005 so this cannot possibly be factually correct.

Putting all this aside I firmly believe Parish Councils best course of action would be to offer my plot back starting 1st April 2020 and to also offer other plots to anyone else who would like to have a go at growing their own vegetables. It is my understanding that the Secretary of State only removed allotment status from half the site so I believe the half that remains should be advertised by the Parish Council for allotments, an actual condition of the Allotments Act.

In conclusion I formally request Chapel en le frith Parish council grant me a plot on the leys Allotment site preferably the same plot I occupied before.

Yours Sincerely

Tim Boothman

	Direct Debits				
	Fuelgenie	Fuel	0.00	0.00	0.00
	O2	Mobile Phone Insurance	6.00	1.20	7.20
	O2	Mobile Phone charges	44.00	8.80	52.80
	Trusted IT		227.48	45.50	272.98
	Workplace Pensions	Pension administration	19.00	3.80	22.80
	Nest	Pension contributions	270.29	0.00	270.29
			£ 566.77	£ 59.30	£ 626.07
	Receipts				
	Hall Hire	1 - 26th March 2020	£1,650.85		
	Rent	Shop 47/49 Mkt Street	£550.00		
	Rent	Flat 47/49 Market Street	£525.00		
	DCC	Library Rent	£2,125.00		
			£4,850.85		
	Bank Balances as of 26th March 2020				
	Practice Call		1999.31		
	Imprest A/C		9712.67		
	SBI A/C		£ 130,610.70		
	Total		£142,322.68		

Chapel-en-le-Frith Parish Council					
Schedule of Accounts -		5th May 2020			
Cq No	Payee	Description	Net	VAT	Gross
8839	P. Brown	Mileage	117.00	0.00	117.00
8840	Cubit Ultrasonic	Lamp post testing	250.00	0.00	250.00
8841	Koncia Minolta	Photocopier rent	76.89	15.38	92.27
8842	Waterplus	Water - 47-49 Market St	102.04	0.00	102.04
8843	Waterplus	Water - Town Hall	309.25	0.00	309.25
8844	Chapel DIY	Park Supplies	95.78	19.16	114.94
8845	Stoney, Philbin & Co.	PAYEE preperation	384.50	76.90	461.40
8846	Mr N. Wetters-Gourlay	Headphones	26.95	5.39	32.34
8847	NFU Mutual	Agricultural Vehicle Insurance	660.47	0.00	660.47
8848	ESPO	Gas	522.47	104.49	626.96
8849	Total Gas & Power	Town hall eletricity	238.17	47.64	285.81
8850	Total Gas & Power	Park electricity	97.67	4.89	102.56
8851	Thomas Gilmour	Dry Stone Wall repair - Allotments	180.00	0.00	180.00
8852	HMRC	Tax & NI contributions	1471.91	0.00	1471.91
8853	Jess Wood	5 Tonnes top soil	145.83	29.17	175.00
8854	BT	Phone & Broadband	112.79	22.55	135.34
8855	Mrs S. Stockdale	ZOOM monthly subscription	5.99	1.20	7.19
8856	Dove Holes Parochial Church	Burial Ground Grant	200.00	0.00	200.00
8857	Dove Holes Methodist Church	Burial Ground Grant	200.00	0.00	200.00
8858	St Thomas Becket Church	Burial Ground Grant	700.00	0.00	700.00
8859	Town End Methodist Church	Burial Ground Grant	200.00	0.00	200.00
8860	George & Sarah Bereford Memorial Trust	Sparrowpit Play area contribution	1.00	0.00	1.00
8861	Dove Holes Tyre & Exhaust	Batteries	94.58	18.91	113.49
8862	Rigby Taylor	Park Supplies	303.07	60.61	363.68
8863	Dormakaba	Dorma Door service	164.00	32.80	196.80
			£ 6,660.36	£ 439.09	£ 7,099.45

	Direct Debits				
	Fuelgenie	Fuel	36.33	7.27	43.60
	O2	Mobile Phone Insurance	6.00	1.20	7.20
	O2	Mobile Phone charges	45.18	9.04	54.22
	Trusted IT		227.48	45.50	272.98
	Workplace Pensions	Pension administration	19.00	3.80	22.80
	Nest	Pension contributions	284.50	0.00	284.50
	HPBC	Business Rates	671.33	0.00	671.33
					£ 1,356.63
	Receipts				
	Hall Hire	1 - 30th April 2020	£450.00		
	Allotment Rent	Courses & Dove Holes	£5.00		
	Rent	Shop 47/49 Mkt Street	£550.00		
	Rent	Flat 47/49 Market Street	£525.00		
	Cemex	Sponsorship	£2,000.00		
	HMRC	VAT repayment	£4,295.44		
	HPBC	50% Precept Payment	£62,576.00		
	HPBC	Parks Grant	£56,726.00		
	HPBC	50% Council Tax Support Grant	£4,996.31		
			£132,123.75		
	Bank Balances as of 30th April 2020				
	Practice Call		1693.79		
	Imprest A/C		9712.67		
	SBI A/C		£ 239,049.31		
	Total		£250,455.77		

**Chapel en le Frith Parish Council
Financial Outturn 2019-20**

1. This report sets out the financial results for the year ended 31st March 2020.

The Council set a balanced budget for 2019/20, which was a 2% increase on the previous year, with services remaining at the same level. The Parish Rate for a Band D Property remained at £36.15 due to an increase in the number of properties in the Band.

The Precept for 2019/20 was set at £120,379. The Council Tax Support Grant received from High Peak Borough Council was £10,537.

2. Reserves, shown below;-

Election Costs		3216
Memorial Park bequest		11300
New Allotment Land		7000
Neighbourhood Plan		2000
Town Hall Reserve		35000
Memorial Park footpaths		1690
Replacement Tractor Fund		4000
Regeneration		5600
Tree Maintenance/Plants		2500
Allotment Repairs Fund		200
Parks & Open Spaces Maintenance		8800
Heritage Lottery Fund Match funding		5665
Community Awards		380
Legal Fees		500
Health and Safety		500
Chaplain Honorarium		200
Members Allowances		900
Publicity		800
Play Equipment		1500
Website		380
Staff Training		200
		92331

3. External funding

- High Peak Borough Council Regeneration Grant - £775
- Cemex – Dove Holes Hanging Baskets - £2,000.00

4. The following extracts from the Annual Return for the year ended 31st March 2020 are attached:-

- (i) Annual Return (part 1)
- (ii) Annual Governance Statement
- (iii) Income and Expenditure Account for the Year
- (iv) Balance Sheet as at 31st March 2020

The Internal Audit is taking place on 8 June 2020

5. Recommendation

It is recommended that the report be noted.

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	YES	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	YES	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2019/20

CHAPEL-EN-LE-FRITH PARISH COUNCIL

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

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

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

Date

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CHAPEL - EN - LE - KRITH PARISH COUNCIL

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

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

and recorded as minute reference:

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.chapelpc.org

Section 2 – Accounting Statements 2019/20 for

CHAPEL - EN - LE - KEITH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	110164	133770	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	116511	120379	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	117498	111680	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	101355	103564	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6911	6911	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	102137	115947	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	133770	139407	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	130657	136133	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4277291	4277291	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	58535	54384	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		NO	N.B. The figures in the accounting statements above do not include any Trust transactions.

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

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

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

as recorded in minute reference:

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

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

CHAPEL - EN - LE - WALTHAM PARISH COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2020
CELF PARISH COUNCIL

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	110,164	133,770	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	116,511	120,379	Total amount of Precept income received in the year
3 Total other receipts	117,498	111,680	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	101,355	103,564	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	6,911	6,911	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	102,137	115,947	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	133,770	139,407	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	130,657	136,133	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	4,277,291	4,277,291	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	58,535	54,384	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	48,583	48,389	310	0	GENERAL RESERVE
1	61,581	85,381	320	0	EARMARKED RESERVES
1	110,164	133,770	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	116,511	120,379	1176	101	FGP-PRECEPT
2	116,511	120,379	Total amount of Precept income received in the year		
3	0	775	1180	101	FGP-REGENERATION
3	764	70	1184	101	FGP-SUNDRY INCOME
3	10,103	10,537	1187	101	FGP-COUNCIL TAX SUPPORT GRANT
3	206	366	1196	101	FGP-BANK INTEREST
3	13,817	13,911	1284	102	TH-LIBRARY RENT
3	16,141	14,587	1286	102	TH-HIRE OF HALL
3	433	170	1289	102	TH-SUNDRIES
3	56,726	56,726	1378	103	A-GRANT PARKS & O/S
3	17,000	2,014	1380	103	A-SUNDRY INCOME
3	1,761	1,829	1389	103	A-BOWLING GREEN
3	127	0	1593	105	AL-COURSES
3	60	20	1595	105	AL-DOVE HOLE
3	-2,250	10,675	1683	106	PR-RENT RECEIVED
3	2,610	0	1684	106	PREMISES INCOME
3	117,498	111,680	Total income or receipts as recorded in the cashbook minus the Precept		
4	30,028	30,422	1101	101	FGP-CLERK'S SALARY
4	2,995	3,016	1102	101	FGP-CLERK'S NIC
4	7,646	7,646	1103	101	FGP-CLERK'S ASST SAL
4	1,137	1,535	1160	101	FGP-PENSION
4	21,216	21,997	1204	102	TH-STAFF WAGES
4	551	577	1205	102	TH-STAFF NIC
4	35,701	36,385	1304	103	A-PK & ASST WAGES
4	2,082	1,986	1305	103	A-PK & ASST NIC
4	101,355	103,564	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5	6,911	6,911	1902	109	PWLB INTEREST
5	6,911	6,911	Total expenditure or payments of capital and interest made during the year on borrowings		
6	300	0	1105	101	FGP-MEMBERS ALLCE/PHNE
6	200	0	1106	101	FGP-CHAPLAIN HONORM
6	145	359	1107	101	FGP-MEMBERS SEMINARS
6	358	527	1108	101	FGP-STAFF TRAVEL
6	20	35	1109	101	FGP-MEMBERS TRAVEL
6	149	73	1110	101	FGP-SNDRY EXPS MTNGS
6	480	0	1111	101	FGP-MEMBERS ALLCES
6	1,396	363	1118	101	FGP-HEALTH & SAFETY

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	445	48	1119	101	FGP-SNDRY OFFICE EXP
6	1,479	1,425	1120	101	FGP-PAYROLL EXP
6	1,160	1,803	1121	101	FGP-TELEPHONE & FAX
6	96	64	1122	101	FGP-CLERK HOME PHONE
6	476	485	1123	101	FGP-POSTAGE
6	707	363	1124	101	FGP-STATIONERY
6	1,031	1,029	1125	101	FGP-SUBSCRIPTIONS
6	15,787	16,889	1126	101	FGP-INSURANCE
6	287	84	1127	101	FGP-INTERNET
6	421	605	1128	101	FGP-PHOTOCOPIER
6	2,052	3,497	1129	101	FGP-COMPUTER
6	1,227	787	1132	101	FGP-PUBLICITY
6	3,912	849	1133	101	FGP-REGENERATION
6	225	0	1134	101	FGP-DOVE HOLES REGEN
6	96	126	1136	101	FGP-BUS SHELTERS
6	40	150	1140	101	FGP-STAFF TRAINING
6	0	1,082	1156	101	FGP-LEGAL FEES
6	724	724	1157	101	FGP-AUDIT FEES
6	0	6,421	1159	101	FGP-ELECTION
6	6,188	6,339	1162	101	FGP-LEISURE
6	8	4	1164	101	FGP-BANK CHARGES
6	850	120	1166	101	FGP-WEBSITE
6	6,489	6,638	1211	102	TH-BUSINESS RATE
6	969	1,072	1212	102	TH-WATER & SEWERAGE
6	6,457	7,947	1214	102	TH-HEAT & LIGHT
6	418	452	1216	102	TH-TRADE REFUSE COLL
6	302	65	1217	102	TH-CLEANING MATRLS
6	270	300	1218	102	TH-WINDOW CLEANING
6	780	34	1219	102	TH-HEALTH & SAFETY
6	305	446	1220	102	TH-TOILETRIES/SNDRES
6	266	171	1222	102	TH-CARETAKER PHONE
6	250	250	1235	102	TH-LICENCE FEES
6	2,480	390	1236	102	TH-REPAIRS STRUCTURE
6	4,818	3,154	1237	102	TH-REPAIRS INTERNAL
6	1,318	0	1239	102	TH-PAINTING/REFURBMT
6	0	2,743	1242	102	TH-HEATING MAINTNCE
6	1,984	1,655	1243	102	TH-EQUIPMENT MNTCE
6	199	205	1244	102	TH-TOWN HALL CLOCK
6	288	0	1247	102	TH-NEW CLEANING EQUIP
6	335	116	1250	102	TH-OTHER EXPENSES
6	0	-60	1257	102	TH 47/49
6	630	637	1314	103	A-HEAT & LIGHT
6	932	1,006	1316	103	A-TRADE REFUSE
6	40	0	1321	103	A-TELEPHONE SERVICE
6	1,073	735	1333	103	A-PUBLIC NOTICE BRDS
6	4,708	19,796	1336	103	A-BLDGS/GROUNDS MTCE

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	1,321	1,757	1337	103	A-PLANTS/TREE CUTNG
6	503	2,725	1338	103	A-CHRISTMAS TREE
6	1,296	1,930	1339	103	A-EQUIP/MACHINE REPS
6	5,460	2,432	1340	103	A-PLAY EQUIPMENT
6	235	88	1341	103	A-PROT CLOTHNG/EQUIP
6	0	700	1342	103	A-NEW EQUIPMENT
6	1,115	1,532	1343	103	A-TRACTOR FUEL/MTCE
6	626	0	1344	103	A-TRACTOR INS/RF TAX
6	1,451	401	1350	103	A-PARKS SUNDRIES
6	336	0	1539	105	A EXPENSES
6	100	100	1549	105	AL-ANNUAL COMP/MISC
6	12,244	9,772	1642	106	PR-MAINTENANCE
6	1,880	2,508	1761	107	S137-GRANTS
6	Total other payments	102,137	115,947	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	
7	Balances carried forwrd	133,770	139,407	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	1,405	2,000	201	0	PRACTICE CALL A/C
8	5,931	9,714	202	0	IMPREST ACCOUNT
8	123,121	124,171	203	0	SPECIAL INTEREST A/C
8	200	249	210	0	PETTY CASH ACCOUNT
8	Total Cash & Investments	130,657	136,133	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	4,277,291	4,277,291	9	0	Total Fixed Assets
9	Total Fixed Assets	4,277,291	4,277,291	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register	
10	58,535	54,384	10	0	Total Borrowings
10	Total Borrowings	58,535	54,384	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)	



CELF PARISH COUNCIL

Bank - Cash and Investment Reconciliation as at 31 March 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2020	PRACTICE CALL ACCOUNT	1,999.52	
30/03/2020	Imprest A/c	9,713.88	
31/03/2020	SPECIAL INTEREST ACCOUNT	124,171.28	
			135,884.68

Other Cash & Bank Balances

248.76

136,133.44

Receipts not on Bank Statement

0.00

136,133.44

Closing Balance

All Cash & Bank Accounts

1	PRACTICE CALL A/C	1,999.52	
2	IMPREST ACCOUNT	9,713.88	
3	SPECIAL INTEREST A/C	124,171.28	
	Other Cash & Bank Balances	248.76	
	Total Cash & Bank Balances		136,133.44

CELF PARISH COUNCIL**Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2020**Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	133,769.97	139,406.87
101	DEBTORS	2,494.80	685.75
105	VAT REFUNDS	2,360.36	4,295.44
	Less Total Debtors	4,855.16	4,981.19
515	PAYE & NIC DUE	1,638.88	1,545.18
517	SUPERANNUATION DUE	103.72	162.58
	Plus Total Creditors	1,742.60	1,707.76
	Equals Total Cash and Bank Accounts	130,657.41	136,133.44
201	PRACTICE CALL A/C	1,404.71	1,999.52
202	IMPREST ACCOUNT	5,931.12	9,713.88
203	SPECIAL INTEREST A/C	123,121.46	124,171.28
210	PETTY CASH ACCOUNT	200.12	248.76
	Total Cash and Bank Accounts	130,657.41	136,133.44

CEL F PARISH COUNCIL**Income and Expenditure Account for Year Ended 31 March 2020**

31 March 2019		31 March 2020
	Income Summary	
116,511	FGP-PRECEPT	120,379
206	FGP-BANK INTEREST	366
<u>116,717</u>	Sub Total	<u>120,745</u>
	Operating Income	
10,867	ADMINISTRATION	11,382
30,391	TOWN HALL	28,668
75,487	AMENITIES	60,569
187	ALLOTMENTS	20
360	PREMISES	10,675
<u>234,009</u>	Total Income	<u>232,059</u>
	Running Costs	
82,063	ADMINISTRATION	86,869
49,696	TOWN HALL	48,151
57,173	AMENITIES	72,111
436	ALLOTMENTS	100
12,244	PREMISES	9,772
1,880	SECTION 137	2,508
6,911	PWLB	6,911
<u>210,403</u>	Total Expenditure	<u>226,422</u>
	General Fund Analysis	
48,583	Opening Balance	48,389
<u>234,009</u>	Plus : Income for Year	<u>232,059</u>
282,592		280,448
<u>210,403</u>	Less : Expenditure for Year	<u>226,422</u>
72,189		54,026
<u>23,800</u>	Transfers TO / FROM Reserves	<u>6,950</u>
<u>48,389</u>	Closing Balance	<u>47,076</u>

09/04/2020

CELF PARISH COUNCIL

08:49

Balance Sheet as at 31 March 2020

31 March 2019

31 March 2020

Current Assets		
2,495	DEBTORS	686
2,360	VAT REFUNDS	4,295
1,405	PRACTICE CALL A/C	2,000
5,931	IMPREST ACCOUNT	9,714
123,121	SPECIAL INTEREST A/C	124,171
200	PETTY CASH ACCOUNT	249
<u>135,513</u>		<u>141,115</u>
135,513	Total Assets	141,115
Current Liabilities		
1,639	PAYE & NIC DUE	1,545
104	SUPERANNUATION DUE	163
<u>1,743</u>		<u>1,708</u>
133,770	Total Assets Less Current Liabilities	139,407
Represented By		
48,389	GENERAL RESERVE	47,076
85,381	EARMARKED RESERVES	92,331
<u>133,770</u>		<u>139,407</u>

The above statement represents fairly the financial position of the authority as at 31 March 2020 and reflects its Income and Expenditure during the year.


Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Sue Stockdale

From: Colin Pearson <>
Sent: 18 May 2020 14:01
To: Chapel Parish Council Assistant Clerk; Sue Stockdale
Subject: St Thomas Becket Church

Dear Emma & Sue,

St Thomas Becket Church - £700 Churchyard Grant

On behalf of the PCC of St Thomas Becket Church, please pass on our sincere thanks to the Parish Council for the generous grant of £700 towards the upkeep of the churchyard.

The grant is always appreciated, but is especially so this year as income has been affected by church closure. We acknowledge too the increase of £200 from last year. It is most welcome, thank you.

Best wishes,

Colin.

Rev'd Colin Pearson
Priest in Charge, St Thomas Becket, Chapel-en-le-Frith
Area Dean, Peak Deanery.
Tel. 01298 - 938200

Ashworth House
Long Lane
Chapel-en-le-Frith
High Peak
SK23 0TF

28 January 2020

Dear Sue

After reading your letter to the Chairman about how my actions have affected you, I feel strongly that I owe you an apology. Your powerful and heart-felt letter has indeed given me pause for thought and as soon as I read it I knew I should reach out to you.

My closest friends will agree that I can fail to recognise how my determination to get things done makes others feel – the phrase "bull in a china shop" springs to mind. I regret that you have felt the force of that.

My intent was never to make you uncomfortable in any way and I am sorry to learn that you felt I behaved in an unacceptable manner. I was trying to do what I do believe is the right thing by the council, a body that I believe is vital to our town.

If I overstep in future, please let me know – and I will do my utmost to be more sensitive in the way I work with you.

Wishing you nothing but the best

Nigel

