



# Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

3<sup>rd</sup> December 2020

Dear Councillor,

## **Town Council Meeting – 10<sup>th</sup> December 2020**

You are summoned to attend a meeting of the Council on **Thursday 10<sup>th</sup> December 2020** commencing at **7.00pm**. This will be a virtual meeting which needs to be accessed via Zoom.

The Zoom meeting entry details are:

**Meeting ID:** 868 3252 3926

**Passcode:** 152989

[Use this link to open the Council Meeting via Zoom on Thursday 10<sup>th</sup> December 2020.](#)

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to the meeting.
- There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

D McGifford  
Chief Officer



Congleton  
**beartown**  
*where friends are made*

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## **AGENDA**

### **1. Apologies for absence**

Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

### **2. Minutes of Previous Meetings (Enclosed)**

To approve and sign the [minutes of the Council meeting held on 1<sup>st</sup> October 2020](#).

### **3. Declarations of Disclosable Pecuniary Interest**

Members are requested to declare both “non-pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.

### **4. Questions from Members of the Public**

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting including those which have been received in writing 7 days prior to the meeting.

### **5. Urgent Items**

Members may raise urgent items related to this committee but no discussion or decisions may be taken at the meeting.

### **6. Town Mayor’s Announcements (Enclosed)**

To receive any announcements by the Town Mayor and to receive a [list of the Mayor’s engagements](#).

### **7. Outstanding Actions**

To review any outstanding actions from previous meetings and to provide an update on any work in progress.

### **8. Youth Committee**

To receive questions from Members of the Youth Committee present at the meeting.

### **9. Community and Environment Committee (Enclosed)**

To receive the [minutes of the Community and Environment Committee held on 24<sup>th</sup> September 2020](#).

**10. Planning Committee** (Enclosed)

To receive the minutes of the [Planning Committee held on 17<sup>th</sup> September and 22<sup>nd</sup> October 2020](#).

**11. Finance and Policy Committee** (Enclosed)

To receive the [minutes of the Finance and Policy Committee held on 10<sup>th</sup> September 2020](#).

**12. Town Hall, Assets and Services Committee** (Enclosed)

To receive the [minutes of the Town Hall, Assets and Services Committee held on 6<sup>th</sup> August and 15<sup>th</sup> October 2020](#).

**13. Congleton recycling Centre** (Enclosed)

To comment on [Cheshire East Council's proposals on not providing a Household Recycling Site in or near Congleton](#).

**14. Cheshire East Councillors' Reports**

To suspend Standing Orders to allow Councillors from the principal authority to report on matters relating or impacting on Congleton.

**15. Budget and Precept for 2021/22** (Enclosed)

To approve the [Budget and Precept for 2021-22](#) as recommended by the Finance and Policy committee on 26<sup>th</sup> November 2020.

**16. External Auditor Report and Certificate** (Enclosed)

To receive the [External Auditor Report and Certificate for 2019/20](#) and to note any comments.

**17. Support for Congleton School Pupils -Meals in School Holidays** (Enclosed)

To agree on the [Councils support for the provision of school meals in school holidays](#).

**18. Resolution to exclude members of the press and public from items 19, 20, 21,22 and 23 due to Commercial Sensitivities**

**19. Town Centre Regeneration (Confidential)**

To receive a report about key sites in the Town Centre and to agree any actions associated with this item.

**20. Visitor Information Centre (Confidential)**

To receive a proposal from the Chief Officer relating to the Visitor Information Centre.

**21. Future Use of the Town Hall (Confidential)**

To receive an update from the Chief Officer relating to the future use of the Town Hall and to agree any actions associated with this item.

**22. Tour of Britain Cycle Race 2021 (Verbal)**

To receive a verbal update relating to the possibility of hosting the start of a stage of the Tour of Britain Cycle Race in September 2021.

**23. Block Bookings at the Town Hall – Grand Hall and Bridestones Suite (Confidential Report)**

To approve the proposal for the Chief Officer to be given delegated authority to negotiate the block booking rates stated within the report.

**To: All Members of the Council**

CC: Press 3, Burgesses 3, Congleton Visitor information Centre, Congleton Library, MP



**Congleton Town Council**

**Minutes of the Meeting of the Council held on Thursday 1<sup>st</sup> October 2020**

Conducted via Zoom – Meeting ID: 844 9884 4711

**\*\*Please note – These are draft, minutes and will not be ratified until the next meeting of the Council on 10<sup>th</sup> December 2020.**

**PRESENT:**

Sally Ann Holland (Mayor)  
Suzanne Akers Smith (Items 12-14)  
David Brown  
Russell Chadwick  
Robert Douglas  
Paul Duffy  
Suzy Firkin  
Margaret Gartside  
George Hayes  
Robert Hemsley  
Amanda Martin  
Rob Moreton (Items 1- 14)  
Denis Murphy (Deputy Mayor)  
Jean Parry  
James Smith  
Kay Wesley

**1. Apologies for absence**

Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

Apologies were received from Councillor Mark Rogan.

**2. Minutes of Previous Meetings**

**CTC/24/2021 RESOLVED** to approve and sign the [minutes of the Council meeting held on 20<sup>th</sup> August 2020](#).

**3. Declarations of Disclosable Pecuniary Interest**

Members are requested to declare both “non-pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.

Councillors Sally Ann Holland (Mayor), David Brown, Rob Moreton, Denis Murphy and George Hayes declared a non-pecuniary interest in any matters relating to Cheshire East Council.

**4. Questions from Members of the Public**

There were no questions from members of the public.

**5. Town Mayor's Announcements**

The Town Mayor drew attention to the various engagements that she had fulfilled since the last Council meeting.

**6. Outstanding Actions**

There were no outstanding actions.

**7. Youth Committee**

There were no questions received from Members of the Youth Committee present at the meeting.

**8. Community & Environment Committee**

CTC/25/2021 RESOLVED to receive the [minutes of the Community & Environment Committee meeting held on 30th July 2020](#).

**9. Planning Committee**

CTC/26/2021 RESOLVED to receive the [minutes of the Planning Committee held on 13<sup>th</sup> August 2020](#).

**10. Finance & Policy Committee**

CTC/27/2021 RESOLVED to receive the [minutes of the Finance & Policy Committee held on 2<sup>nd</sup> July 2020](#).

**11. Personnel Committee**

CTC/28/2021 RESOLVED to receive the [minutes of the Personnel Committee held on 25<sup>th</sup> June 2020](#).

**12. Additional Christmas Lights**

CTC/29/2021 RESOLVED to approve the purchase of the lights as set out in the report using company A (Lite Limited) at a cost of £8,397 with funding to be taken from the Town Council's Ear Marked Reserve and the Christmas Lights budget.

**13. Leisure Centre Development Clarification**

**CTC/30/2021 RESOLVED** to receive the clarification with regards to the leisure centre development.

**14. Urgent Items**

There were no urgent items raised

**15. Cheshire East Councillors' Reports**

To suspend Standing Orders to allow Councillors from the principal authority to report on matters relating or impacting on Congleton.

It was noted that Cheshire East Council was evaluating the impact on the SADPD planning document (Site Allocations and Development Policies Document) and that it could conflict to the emerging Congleton Neighbourhood Plan.

**16. Resolution to exclude members of the press and public from item 17 due to Commercial Sensitivities**

**CTC/31/2021 RESOLVED** to exclude members of the press and public from item 17 due to Commercial Sensitivities.

**17. Streetscape Contract**

**CTC/32/2021 RESOLVED** to approve the recommendations made by the chief Officer within the report on the Streetscape contract.

**Cllr Sally Ann Holland  
(Town Mayor)**

## **TOWN MAYOR'S ENGAGEMENTS**

### **2020**

16 <sup>th</sup> October	Vanilla In All Seasons Promotional Event
20 <sup>th</sup> October	Highways event to promote Social Distancing at Hightown
19 <sup>th</sup> October	Rotary Meeting (remote) Civic Presentation
31 <sup>st</sup> October	Rugby Club Promotion
4 <sup>th</sup> November	Tennis Club – Cheque Presentation to the Mayor
8 <sup>th</sup> November	Remembrance Sunday
11 <sup>th</sup> November	Remembrance Day
25 <sup>th</sup> November	Christmas Countdown
4 <sup>th</sup> December	Christmas Greeting Recording – Congleton Team Parish
5 <sup>th</sup> December	Rotary - Tree of Light
11 <sup>th</sup> December	Santa Fundraiser – Jollyes Pet Store
13 <sup>th</sup> December	Congleton Community Carol Service
14 <sup>th</sup> December	Talking Newspaper Recording

The Mayor also attends various other events including meetings, photo requests and grant presentation promotions.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON  
24<sup>th</sup> September 2020

Conducted via Zoom – Meeting ID 891 0354 2554

For the papers discussed at the meeting, please see the Meeting Agenda of the Community & Environment Committee 24th September 2020

**PRESENT:**

Committee members:

Kay Wesley (Chair)  
Dawn Allen  
Martin Amies  
Paul Duffy  
Margaret Gartside  
Suzy Firkin  
Amanda Martin  
Denis Murphy (Deputy Mayor)  
Jean Parry  
Sally Ann Holland (ex officio)

Non-Committee Members:

David Brown  
Russell Chadwick  
Robert Hemsley  
Robert Moreton

Also present: CTC Officers David McGifford and Jackie MacArthur  
2 Members of the Press, 1 officer from the Police, 1 officer CWA and 3 public.

**1. Apologies for absence**

Apologies for absence were received from non-committee members Councillor Suzie Akers Smith

**2. Minutes of Last Meeting**

To approve and sign the minutes of the meeting held on 30<sup>th</sup> July 2020 a correct record.

**CE/27/2021 Resolved to** approve the minutes of the meeting held on 30<sup>th</sup> July 2020 as a correct record.



### 3. Declarations of Interest

Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.

Councillors David Brown, Sally Ann Holland, Rob Moreton and Denis Murphy declared an interest as Cheshire East Councillors.

### 4. Outstanding Actions

Picked up in item 7.

### 5. Questions from Members of the Public

There were no questions raised at this meeting.

### 6. Cheshire Police

Inspector Kelly Johnson from Cheshire Police provided updates to the Committee see Appendix A for details.

### 7. Updates Paper from 30<sup>th</sup> July 2020 C&E Committee

To receive an updates paper highlighting issues raised at the previous Community & Environment Committee meeting on 30<sup>th</sup> July 2020.

**CE/28/2021 Resolved to** note the report on updates on Domestic Abuse Clinics, Increased walking and cycling, A34 Junction, Rope Walk car park and the Community Garden.

### 8. White Ribbon Working Group Update

To receive the **notes of the White Ribbon Working Group meeting held on the 5<sup>th</sup> August** and to receive an update on the accreditation for the Town Council.

**CE/29/2021 Resolved to** note the meeting report and offered congratulations to the team on their hard work securing White Ribbon Accreditation for Congleton Town Council. The team will be at the Makers Market this Saturday (26<sup>th</sup> September) encouraging more people and organisations to support the campaign.

### 9. Congleton in Bloom Working Group Notes

To receive the **notes of the Congleton in Bloom Working Group held on 24<sup>th</sup> August and 14<sup>th</sup> September 2020.**

**CE/30/2021 Resolved to** receive the notes of the working group. Chair reported on the good work carried out by the team to clear the car park of weeds, expressed disappointment that due to COVID-19 the autumn Town Tidy was cancelled and urged all households to clear the weeds in front of their homes.

#### **10. Congleton Green Working Group Notes**

To receive the notes of the Congleton Green Working Group held on 10<sup>th</sup> September 2020.

**CE/31/2021 Resolved to** receive the report. The Chair highlighted the work passed to other working groups on reducing carbon footprint for aspects of Town Council business, role of creating SMART targets, work on the e-learning platform, and investigations into options for carbon off-setting and working with Congleton Sustainable group on town-wide plans to reduce our environmental footprint.

#### **11. Health and Well Being Working Group Update**

The committee received a verbal update from the working group held on the 24<sup>th</sup> September 2020. The minutes will come to the meeting on the 5<sup>th</sup> November. The group reported continued work into the mental health provision for Congleton. Pleased to note that Mountview is not on CEC's asset disposal list.

#### **12. Integrated Transport Working Group**

Note this group will meet on Friday 25<sup>th</sup> September 2020.

#### **13. Events for 2020**

To approve the recommendations for the Remembrance Sunday and Congleton Christmas Lights Switch-on.

**CE/32/2021 Resolved** that officers should continue to organise alternatives to the normal Remembrance Sunday and Christmas related activities in a COVID-19 secure way.

#### **14. Congleton Christmas Lights Decorations**

To discuss and approve recommendations for extra decorations for Congleton Town Centre 2020.

**CE/33/2021 Resolved to** support the proposals to enhance the Christmas lights for 2020 and for a paper to go to Council on the 30/10/20 to seek approval to spend the £10k in the Ear Marked reserve for Christmas lights to achieve this.

#### **15. Sink Holes in West Heath**

To discuss and note actions to be taken to investigate the extent of the issue of sunken drains in Congleton.

**CE/34/2021 Resolved to** prepare a letter for the Mayor to sign to send to United Utilities and Cheshire East Council to understand the underlying cause of the sink hole problems and the action being taken to rectify this issue



**16. Feedback from the Health and Wellbeing Survey 2020**

To note the responses to the Health and Wellbeing Survey 2020.

**CE/35/2021 Resolved to** note the report. Suggestion made that the survey or elements of the survey should be repeated to note changes.

**17. COVID-19 Update**

To discuss any actions needed as a result of recent announcements or changes for the Congleton Community. Town Council to continue working with the community through the community leads group.

**18. Resolution to exclude the Public and Press**

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for agenda item 19 on the grounds that it involves the disclosure of private and confidential information.

**CE/36/2021 Resolved to** exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.

**19. Tour of Britain Opportunity 2021**

To discuss a request from the organisers of the Tour of Britain.

**CE/37/2021 Resolved to** explore the options further.

**Cllr Kay Wesley  
(Chair)**

## **APPENDIX A Item 6 - Report from Congleton Police**

Summary of the report given by Inspector Kelly Johnson to the Community and Environment Committee 24<sup>th</sup> September 2020

### **Congleton Beat Priorities**

#### **Team Priority: Road Safety #OpAssembles**

Extended for a further 6 weeks with the focus on Schools, and Drink Drive Campaign

- 1 Trucam per beat per week
- 2 Police Traffic Enforcement Operation per month per beat
- 1 ACTIVE Community speed watch group per beat
- Support for school pick up and drop off (every school over the period)
- ANPR targeting of known Drink/Drug Drivers

The First 6 weeks results:

- |                                       |   |
|---------------------------------------|---|
| • 731 Speeding Offences Processed     | • 16 163 (document) stop checks           |
| • 60 Road Safety Social Media Posts   | • 1 Arrest (Drink Drive)                  |
| • 2 New Community Speedwatch Grps     | • 1 Summons (No Insurance)                |
| • 3 CSW Patrols & 27 warning letters  | • 1 Traffic Offence Report (Mobile Phone) |
| • 5 Pro-Active Enforcement Operations |   |
| • 4 PCs Trained in TruCam             |   |

#### **Person Priority : Drug Dealing #OpLittle**

Extended for a further 6 weeks with new person focus

The First 6 weeks results:

- 2 Arrests (of organised crime group members) and remand in custody – awaiting trial (Congleton West)
- 1 Arrest Possession with Intent to Supply (Congleton West)
- 2 Evictions of Drug Users (Town Centre & West)

#### **Place Priority: Town Centre #OpQuell**

- Increased foot patrols for the night-time economy 22:00-02:00
- Force resources in the Town (#Big blue van)
- 8 Arrests
- 2 Dispersal Orders
- Pubwatch agreement to accept Police Generated Nominations
- 6 Police generated 12-month Pubwatch Bans & 1 lifetime ban (4 new nominations pending)
- Licensing and Covid compliance visits
- Street a week conducted Sat 19<sup>th</sup> Town centre

### ASB Hotspots

- Gawsworth – FlyTipping, joint operation planned with trading standards
- Bromley Woods and entrance/exits – Drug Dealing, work ongoing

### DV Incidents (Over CEC Cycle)

- 54 DV Incidents - 4% decrease year on year (YOY)
- 10 Sexual offences – 4% Increase YOY (not limited to DV related)

### Other

- 1 additional PCSO joining the Team from 05/10 – Pool officer
- Panna Football was provided to Bromley Community Centre
- Officers scaled for Remembrance Day and Op Treacle period despite cancellations

Area	PCSOs	PC
<b>Congleton Beat Team</b>		
Congleton East	David Bell 22921, Ashleigh Jones 23421, & Karen Linton 23440	Helen Weeks 4776
Congleton West	Ben Hooper 23259 & Amy Heath 23390	Helen Hood 3842 <b>(WFH)</b>
		Iain Bell 5337

Beat Sergeant – Paul Brunton  
Inspector – Kelly Johnston

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 17<sup>th</sup> SEPTEMBER 2020 – Via Zoom

#### PRESENT

Councillor P Duffy - Chair  
D Amies  
R Douglas  
S Firkin  
A Martin  
R Hemsley  
J Parry  
J Smith  
K Wesley

Councillor Denis Murphy who is not a member of this Committee attended and did not vote on any items. There were also several members of the public present.

#### 1. APOLOGIES

Apologies for absence were submitted from Councillors Brown.

#### 2. MINUTES

PLN/7/2021 RESOLVED: That the Minutes of the Meeting of the Committee held on 13<sup>h</sup> August 2020 be approved and signed by the Chairman as a correct record with the addition of

"the officers formally notify Cheshire East Council that Congleton Town Council wishes Cheshire East Council to formally lobby the Government through all channels available to reverse the changes recently announced by the Government in respect of Upwards Development".

#### 3. DECLARATIONS OF INTEREST

Members were reminded to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become known.

Councillors Murphy declared a "non pecuniary" interest as he is a member of Cheshire East Council but are not a member of this Committee.

Councillor Martin declared a "non pecuniary" interest due to her membership of CPRE - The Countryside Charity.



4. **OUTSTANDING ITEMS**

The Chief Officer reported that he had contacted Cheshire East for an update on the Bridge into Congleton Park. The Officer was away and due back tomorrow.

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

None received

6. **PLANNING APPLICATIONS**

PLN/8/2021 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Planning Reference	Location	Declaration of Interest	Comments
<b>1 *</b> 20/3464C	16, RYEDALE WAY, CONGLETON, CW12 3SX		No Objection
<b>2 *</b> 20/3475D	Land At, BACK LANE, CONGLETON		No Objection
<b>3</b> 20/3431C	Wood Farm, WOOD LANE, CONGLETON, CW12 3PX		No Objection
<b>4 *</b> 20/3454D	Eaton Bank Academy, JACKSON ROAD, CONGLETON, CW12 1NT		No Objection
<b>5</b> 20/3402C	5, OVERTON CLOSE, CONGLETON, CHESHIRE, CW12 1JZ		<b>REJECT – DUE TO</b> Layout and density of buildings Vehicular access Adequacy of parking Technical issues regarding the location of the sewer
<b>6 *</b> 20/3557D	80, Lambrigg, Buxton Road, CONGLETON, CW12 2DY		No Objection

<b>7 *</b> 20/3524C	68, BAILEY CRESCENT, CONGLETON, CW12 2EW		No Objection
<b>8</b> 20/3548C	12,14 & 16, WILLOW STREET, CONGLETON, CHESHIRE, CW12 1RL		No Objection
<b>9 *</b> 20/3624C	142, BOUNDARY LANE, CONGLETON, CHESHIRE, CW12 3JF		No Objection
<b>10</b> 20/3608C	Moss Cottage, BUXTON ROAD, CONGLETON, CW12 3PG		No Objection subject to review of turning circle and access onto busy road. No mature trees to be removed without plans for replacement
<b>11 *</b> 20/3592C	Meadow Brook Barn, BROOKHOUSE LANE, CONGLETON, CW12 3QP		<b>REJECT – DUE TO</b> Intrusion into the Open Countryside/Greenbelt NOTE – Plan are confusing and insufficient information is available to enable a full debate
<b>12 *</b> 20/3661C	Land Off, Goldfinch Close and Kestrel Close, Congleton. CW12 3FB		No Objection
<b>13</b> 20/3461C	41 Belgrave Avenue, Congleton, CW12 1HU		No Objection
<b>14 *</b> 20/3092C	1-12, ST STEPHENS COURT, CONGLETON		No Objection
<b>15</b> 20/3688C	HELIOSA NURSING HOME, 54, BOUNDARY LANE, CONGLETON, CW12 3JA	NP – J Smith	Two members of the public spoke in objection to the application. <b>REJECT – DUE TO</b> Layout and density of buildings Noise and disturbance from use Highway and safety issues Traffic generation Adequacy of parking Nature conservation

<b>16 *</b> 20/3738C	Radnor Park Industrial Estate, BACK LANE, CONGLETON		No Objection
<b>17 *</b> 20/3837C	33, DAVENSHAW DRIVE, CONGLETON, CW12 2FP		No Objection
<b>18 *</b> 20/3845C	Overedge, BROOKHOUSE LANE, CONGLETON, CW12 3QP		No Objection
<b>19 *</b> 20/3828C	Land to the east of Black Firs Lane and to the south of Back Lane, Somerford, Congleton		<b>REJECT – DUE TO</b> The wildlife corridors should be retained at 10 meters
<b>20 *</b> 20/3773C	17, BRUNSWICK STREET, CONGLETON, CHESHIRE, CW12 1QE		No Objection
<b>21 *</b> 20/3793C	30, DAISYBANK DRIVE, CONGLETON, CW12 1LX		No Objection
<b>22 *</b> 20/3979C	30, BACK LANE, CONGLETON, CHESHIRE, CW12 4PY		No Objection
<b>23 *</b> 20/3983C	2, DOVEDALE CLOSE, CONGLETON, CW12 2EB		No Objection
<b>24</b> 20/3964C	Land West Of, GOLDFINCH CLOSE, CONGLETON		<b>REJECT – DUE TO</b> Not a non-material amendment Landscaping approved on 16/6144C has been totally ignored with housing now built on green space. Continual attempts by the developer to build on green space on this development.



<b>25 *</b> 20/3901C	7, THE MOORINGS, CONGLETON, CHESHIRE, CW12 3RF		No Objection
<b>26 *</b> 20/3670C	1, ATKIN CLOSE, CONGLETON, CW12 4WJ		<b>REJECT – DUE TO</b> Out of keeping with surrounding area Loss of habitat Good quality hedges should be retained

7. **PLANNING APPEALS**

None to Report.

8. **LICENSING APPLICATIONS**

None to Report.

9. **SECTION 106 UPDATES**

None to Report.

10. **PLANNING ENFORCEMENT ISSUES**

The Chief Officer reported that he had contacted Cheshire East for an update on the Bridge into Congleton Park. The Officer was away and due back tomorrow.

11. **NEIGHBOURHOOD PLAN**

The Chief Officer reported that a meeting of the Neighbourhood Plan Steering Group had taken place and the aim is to progress to Regulation 14 by the beginning of October.

12. **CHANGES TO THE CURRENT PLANNING SYSTEM**

PLN/9/2021 RESOLVED: That the following response be made to the Ministry of Housing, Communities and Local Government Consultation on changes to the planning policy and regulations document dated August 2020.

Q1: Do you agree that planning practice guidance should be amended to specify that the appropriate baseline for the standard method is *whichever is the higher of* the level of 0.5% of housing stock in each local authority area OR the latest household projections averaged over a 10-year period?

Answer: No

Q2: In the stock element of the baseline, do you agree that 0.5% of existing stock for the standard method is appropriate? If not, please explain why

Answer: No

Q3: Do you agree that using the workplace-based median house price to median earnings ratio from the most recent year for which data is available to adjust the standard method's baseline is appropriate? If not, please explain why.

Answer:

- Builders may go bankrupt if they cannot sell what they have built at a price that covers their costs, so allocating more land to housing does not lower house prices.
- Larger developers will be eager to acquire more land but will, if necessary, deliberately prolong the planning application process to postpone the date when they must start to build.
- The algorithm is not the problem
- Ample planning permission are already granted and not built

Q9: Should the existing exemptions from the requirement for affordable home ownership products (e.g. for build to rent) also apply to this First Homes requirement?

Answer: No Comment

Q14: Do you agree with the approach of allowing a small proportion of market housing on First Homes exception sites, in order to ensure site viability?

Answer: Yes

Q17: Do you agree with the proposed approach to raise the small sites threshold for a time-limited period?

Answer: Strong No – as we already have a shortage of affordable and social housing.

Q18: What is the appropriate level of small sites threshold?

- i) Up to 40 homes
- ii) Up to 50 homes
- iii) Other (please specify)

Answer: Other – Remain the same

Q24: Do you agree that the new Permission in Principle should remove the restriction on major development?

Answer: No

Q25: Should the new Permission in Principle for major development set any limit on the amount of commercial development (providing housing still occupies the majority of the floorspace of the overall scheme)? Please provide any comments in support of your views.

Answer: No

- Existing permission is in use but we do not want it extended as we feel there is a current shortage of employment land with no plan in place to replace it should housing be granted on brownfield sites.

**Councillor Paul Duffy**  
**Chair**

**CONGLETON TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE  
HELD ON 22<sup>nd</sup> OCTOBER 2020 – Via Zoom**

**PRESENT**

Councillor P Duffy - Chair  
D Amies  
R Douglas  
S Firkin  
A Martin  
R Hemsley  
J Parry  
J Smith  
K Wesley

Councillors Moreton and Murphy, who are not members of this Committee, attended and did not vote on any items. There were also three members of the public present.

1. **APOLOGIES**

Apologies for absence were submitted from Councillors Brown.

2. **MINUTES**

PLN/10/2021 RESOLVED: That the Minutes of the Meeting of the Committee held on 17<sup>th</sup> September 2020 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

Members were reminded to declare both “non pecuniary” and “pecuniary” interests as early in the meeting as they become known.

Councillors Moreton and Murphy declared “non pecuniary” interests as they are members of Cheshire East Council but are not a member of this Committee.

4. **OUTSTANDING ITEMS**

The Chief Officer reported that he is still awaiting a response from Cheshire East Council regarding an update on the bridge into the park from Astbury Place. Cheshire East Councillor Robert Moreton agreed to follow this up.

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

None received

6. **PLANNING APPLICATIONS**

PLN/11/2021 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Planning Reference	Location	Declaration of Interest	Comments
<b>1</b> 20/4119T	11, ROSEVILLE DRIVE, CONGLETON, CW12 3LU	NP – A Martin	No Objection
<b>2</b> 20/4101C	Land West of Padgbury Lane, Congleton, CW12 4LR		No Comment
<b>3 *</b> 20/3969C	84, WAGGS ROAD, CONGLETON, CW12 4BT		No Objection
<b>4</b> 20/4047T	36, PARK LANE, CONGLETON, CW12 3DG		<b>REJECT – DUE TO</b> <ul style="list-style-type: none"> <li>- Insufficient reason to fell the tree</li> <li>- Lack of supporting evidence</li> </ul>
<b>5 *</b> 20/4053D	50, PARSON STREET, CONGLETON, CW12 4ED		No Objection
<b>6</b> 20/4032T	CONGLETON GOLF CLUB, BIDDULPH ROAD, CONGLETON, CW12 3LZ		No Objection
<b>7 *</b> 20/4026C	43, DELAMERE ROAD, CONGLETON, CHESHIRE, CW12 4PA		No Objection
<b>8</b> 20/4036S	Land to the North of CONGLETON BUSINESS PARK, BARN ROAD, CONGLETON		No Comment



<b>9 *</b> 20/4157C	7, SWAN BANK, CONGLETON, CW12 1AN		No Objection
<b>10 *</b> 20/4226C	14, TALL ASH AVENUE, CONGLETON, CW12 2DZ		No Objection
<b>11 *</b> 20/3787C	69, Newcastle Road, CONGLETON, Congleton, CW12 4HL		No Objection
<b>12 *</b> 20/4167C	HILLSIDE CROFT, CONGLETON EDGE ROAD, CONGLETON, CHESHIRE, CW12 3NA		<b>REJECT – DUE TO</b>  <ul style="list-style-type: none"> <li>- Development is in the green belt</li> <li>- The size of the proposed development</li> </ul>
<b>13 *</b> 20/4135D	71A, MANCHESTER ROAD, CONGLETON, CW12 2HT		No Objection
<b>14 *</b> 20/4187C	Brae Side, TUNSTALL ROAD, CONGLETON, CW12 3QB		<b>NO OBJECTION – SUBJECT TO</b> <ul style="list-style-type: none"> <li>- A condition to ensure that the annexe remains “tied to” the main house and must always be sold together</li> <li>- Building materials must to in keeping and sympathetic to the surrounding area</li> </ul>
<b>15 *</b> 20/4225C	22, TALL ASH AVENUE, CONGLETON, CW12 2DZ		No Objection
<b>16 *</b> 20/4222C	Lion And Swan Hotel, WEST STREET, CONGLETON, CHESHIRE, CW12 1JR		No Objection
<b>17 *</b> 20/4281C	40, BEATTY DRIVE, CONGLETON, CW12 2ER		No Objection

<b>18</b> 20/3974C	Land West Of, GOLDFINCH CLOSE, CONGLETON		<b>REJECT – DUE TO</b> <ul style="list-style-type: none"> <li>- loss of green corridor</li> <li>- safety issues due to the width of the bridleway</li> <li>- nature conservation</li> <li>- intrusion into open countryside/green belt</li> </ul>
<b>19</b> 20/4393T	2, TELFORD CLOSE, CONGLETON, CHESHIRE, CW12 3TR		No Objection
<b>20 *</b> 20/4410C	LAND OFF, LAMBERTS LANE, CONGLETON,		No Objection
<b>21 *</b> 20/4473C	UNIT 4, Holland Business Park, RIVERDANE ROAD, CONGLETON, CW12 1PN		No Objection
<b>22 *</b> 20/4496T	West House, WESTHOLME CLOSE, CONGLETON, CW12 4FZ		No Objection
<b>23 *</b> 20/4551C	MILLER HOMES, BACK LANE, CONGLETON		No Objection
<b>24</b> 20/4517T	4, HEATHFIELD CLOSE, CONGLETON, CHESHIRE, CW12 4ND		No Objection
<b>25</b> 20/4537C	65, 67 & 69 BATH VALE, CONGLETON, CW12 2HF		No Comment
<b>26</b> 20/4369C	29, HIGH STREET, CONGLETON, CW12 1BG		No Objection
<b>27</b> 20/2470C	Hawthorn Cottage, Harvey Road, Congleton, Cheshire, CW12 2PS		Original comments from Planning Committee on 9.7.2020 still apply which are - <b>REJECT – due to the following</b> <ul style="list-style-type: none"> <li>– Highway and safety issues</li> </ul>

			<ul style="list-style-type: none"> <li>– Tree loss</li> <li>– Traffic generation</li> <li>– Nature conservation</li> <li>– Intrusion into the open countryside and green belt</li> <li>– Not in the Local Plan for development</li> </ul>
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## 7. **PLANNING CONSULTATIONS**

PLN/12/2021 RESOLVED: i) That the Chief Officer have delegated authority to carry out the following in respect of the Government White Paper.

There is an online survey and the opportunity for written observations / comments therefore we should do both and we need to ensure that we duplicate the key points raised.

Councillors felt we should be –

1. Stronger on the impact of the Algorithm with maybe a scenario quoted.
2. Stronger on the impact of the trigger for affordable housing as it will mean less affordable homes would be built.
3. Stronger on the zoning and the CIL not to be determined nationally and emphasising that the community is being “side lined”
4. Our letter / report will need to be sent to both our local MP and R Jenrick

ii) To receive the report in respect of the SADPD Update and to include comments on the White Paper to be phrased as responses to consultation questions.

## 8. **PLANNING APPEALS**

None to Report

## 9. **LICENSING APPLICATIONS**

None to Report

## 10. **SECTION 106 UPDATES**

None to Report

## 11. **PLANNING ENFORCEMENT ISSUES**

The Chair and the Chief Officer to discuss work to track enforcement issues.

## 12. **NEIGHBOURHOOD PLAN**

The Chief Officer gave a verbal update on progress of the neighbourhood plan.

Councillor P Duffy - Chair



## CONGLETON TOWN COUNCIL

### Minutes of the Finance and Policy Committee Meeting held on Thursday 10<sup>th</sup> September 2020

Conducted via Zoom – Meeting ID 810 7758 2545

For the papers discussed at the meeting, please see the Meeting Agenda of the Finance & Policy Committee 10<sup>th</sup> September 2020

PRESENT      Committee members:

Duncan Amies  
David Brown  
Russell Chadwick  
Robert Douglas (Chair)  
Paul Duffy  
George Hayes  
Rob Moreton  
Jean Parry  
Mark Rogan  
James Smith

Ex-Officio Members      Sally Ann Holland (Town Mayor)  
Denis Murphy (Deputy Town Mayor)

Non Committee members  
Kay Wesley

#### 1. Apologies

Members of each committee are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

Apologies were received from Cllr S Akers Smith

#### 2. Minutes

**FAP/13/2021 RESOLVED** to approve the minutes of the meeting on 2<sup>nd</sup> July 2020.

### **3. Declarations of Interest**

Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.

- Cllrs David Brown, George Hayes, Sally Ann Holland (Mayor), Rob Moreton and Denis Murphy, declared a non-pecuniary interest in any matters relating to Cheshire East Council.
- Cllr George Hayes declared a non-pecuniary interest in grant application GR04/2021 Friends for Leisure.
- Cllrs George Hayes and Sally Ann Holland (Mayor) declared a non-pecuniary interest in grant application GR05/2021 The Symphonia James Smith declared a non-pecuniary interest in grant application GR08/2021 Rotary Club of Congleton.
- Cllrs Sally Ann Holland (Mayor) and Denis Murphy declared a non-pecuniary interest in grant application GR09/2021 Congleton Community Credit Union (CCCU).
- Cllrs Sally Ann Holland (Mayor) and Denis Murphy declared a non-pecuniary interest in grant application in GR10/2021 League of Friends Macc and Congleton WM Hospitals.

### **4. Outstanding Actions**

There were no outstanding actions.

### **5. Questions from Members of the Public**

None received.

### **6. Grant Approvals and Commitments 2020/21**

**FAP/14/2021 RESOLVED** that the statement to 31<sup>st</sup> July 2020 be received.

### **7. New Applications for Financial Assistance**

**FAP/15/2021 RESOLVED** to award the following grants:

- Grant ref GR02/2021 – St Peter’s Church Clock
  - £249 Under the power PCA1957 s2
- Grant ref GR03/2021 – Age UK Men in Sheds Congleton
  - £500
- Grant ref GR04/2021 – Friends for Leisure
  - £264
- Grant ref GR05/2021 – The Symphonia Verbum Orchestra
  - £350
- Grant ref GR06/2021 – Gawsworth Girls Brigade
  - £140
- Grant ref GR07/2021 – Congleton Bath House and Physic Garden
  - £308

- Grant ref GR08/2021 – Rotary of Congleton
  - £500
- Grant ref GR09/2021 – Congleton Community Credit Union
  - £45
- Grant re GR10/2021 – League of Friends Macc & Congleton WM Hospital
  - £250

\*\*Grants GR03 – GR10 were awarded using the General Power of Competence.

#### **8. New Grant Activities Monitoring Forms**

None received.

#### **9. Management Accounts**

**FAP/16/2021 RESOLVED** to receive the Management Accounts to 31<sup>st</sup> July 2020.

#### **10. Bank Reconciliation**

**FAP/17/2021 RESOLVED** to receive the bank reconciliation as at 31<sup>st</sup> July 2020.

#### **11. Savings Account Balances**

**FAP/18/2021 RESOLVED** to receive the Savings Account balances as at 31<sup>st</sup> July 2020.

#### **12. List of Payments**

**FAP/19/2021 RESOLVED** to receive and approve the Payments lists between 1st June – 31st July 2020.

**Cllr Robert Douglas**  
**Chair**

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 6<sup>th</sup> August 2020

Conducted via Zoom – Meeting ID: 892 5966 3927

In attendance:

Committee members:

Suzy Firkin (Chair)  
George Hayes (Vice Chair)  
Duncan Amies  
David Brown  
Robert Douglas  
Robert Hemsley  
Rob Moreton  
Denis Murphy (Deputy Mayor)

Non-Committee members: Councillors Russell Chadwick, Margaret Gartside and Kay Wesley

### Minutes

#### 1. Apologies for absence

Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

Apologies for absence were received from Committee members Councillors Suzanne Akers Smith and Dawn Allen and Ex-Officio member Councillor Sally Ann Holland (Town Mayor).



**2. Minutes of Previous Meetings**

**THAS/08/2021 Resolved to** approve and sign the minutes of the meetings held on 14<sup>th</sup> November 2019 and 18<sup>th</sup> June 2020.

Cllr Suzy Firkin – Chair proposed to swap items 14 and 15 on the agenda (15 Town Hall Statue Refurbishment) as councillors will have received additional information that is commercially sensitive with regards to this project. This information may help them in their decision making process

**THAS/09/2021 Resolved to** accept the proposal to receive the Town Hall Statue Refurbishment as the last item on the agenda and to suspend Standing Orders at that point which will exclude members of the public and press.

**3. Declarations of Interest**

Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.

Declarations of interest were received from Councillors David Brown, George Hayes, Denis Murphy and Rob Moreton, all non-pecuniary on matters relating to Cheshire East Council.

**4. Outstanding actions**

Note Agenda Items 8 and 9 for the Working Group minutes on the Town Hall, Assets and Streetscape and activity.

**THAS/10/2021 Resolved that** the Town Hall Development Working Group review the Grand Hall stage back drop and sound damping options which are still outstanding and that these items should be removed from this Committees’ action log.

**5. Questions from Members of the Public**

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

There were no questions from members of the public.

**6. Town Hall Trading Account**

**THAS/11/2021 Resolved to** accept the Town Hall Trading Account to 30<sup>th</sup> June 2020 and to note the content of the summary report.

**7. Streetscape Trading Account**

**THAS/12/2021 Resolved to** accept the Streetscape Trading Account to 30<sup>th</sup> June 2020 and to note the content of the summary report.

**8. Minutes of the Town Hall Development Working Group**

**THAS/13/2021 Resolved to** receive the minutes of the Town Hall Development Working Group held on 16<sup>th</sup> July 2020.

**9. Minutes of the Streetscape Development Working Group**

**THAS/14/2021 Resolved to** receive the minutes of the Streetscape Development Working Group held on 9<sup>th</sup> July 2020.

**10. Minutes of the Business Support Working Group**

**THAS/15/2021 Resolved to** receive the minutes of the Business Support Working Group held on 24<sup>th</sup> July 2020.

**11. Congleton Cenotaph Progress Report**

**THAS/16/2021 Resolved to** receive the progress report on the Congleton Cenotaph.

**12. Market Street Public Toilets**

**THAS/17/2021 Resolved to** receive the update on the opening of Market Street public toilets.

**13. Link Road Roundabouts**

**THAS/18/2021 Resolved to** make contact with all local Parishes involved.

**14. Congleton Visitor Information Centre**

**THAS/19/2021 Resolved to** receive the update on the re-opening of the Congleton Visitor Information Centre and the work carried out.

**15. Town Hall Statues Refurbishment Report**

**THAS/20/2021 Resolved to** develop a specification with the assistance of the Conservation Office/Architects and obtain three Architectural quotes with the objective being to move this project closer to a stage where it can be put out to Tender.

**Cllr Suzy Firkin  
(Chair)**

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 15<sup>th</sup> October 2020

Conducted via Zoom – Meeting ID: 890 5069 5769

In attendance:

Committee members:

Suzy Firkin (Chair)  
George Hayes (Vice Chair)  
Duncan Amies  
David Brown  
Robert Douglas  
Robert Hemsley  
Rob Moreton  
Denis Murphy (Deputy Mayor)

Ex Officio: Sally Ann Holland (Mayor)

Non-Committee members: Amanda Martin

### Minutes

#### 1. Apologies for absence

Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

Apologies for absence were received from Committee member Councillor Robert Moreton and Non-Committee members Councillors Kay Wesley and Margaret Gartside.

#### 2. Minutes of Previous Meetings

**THAS/21/2021 Resolved to** approve and sign the minutes of the Town Hall, Assets & Services Committee held on 6<sup>th</sup> August 2020.



**3. Declarations of Interest**

Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.

Declarations of interest were received from Councillors David Brown, George Hayes, Denis Murphy and Sally Ann Holland (Mayor), all non-pecuniary on matters relating to Cheshire East Council.

**4. Outstanding actions**

None.

**5. Questions from Members of the Public**

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

There were no questions from members of the public.

**6. Town Hall Trading Account**

**THAS/22/2021 Resolved to** accept the Town Hall Trading Account to 31<sup>st</sup> August 2020 and to note the content of the summary report.

**7. Streetscape Trading Account**

**THAS/23/2021 Resolved to** accept the Streetscape Trading Account to 31<sup>st</sup> August 2020 and to note the content of the summary report

**8. Minutes of the Town Hall Development Working Group**

**THAS/24/2021 Resolved to** receive the minutes of the Town Hall Development Working Group held on 10<sup>th</sup> September 2020.

**9. Minutes of the Streetscape Development Working Group**

**THAS/25/2021 Resolved to** note the draft minutes of the Streetscape Development Working Group held on 17<sup>th</sup> September 2020.

**10. Minutes of the Business Support Working Group**

**THAS/26/2021 Resolved to** receive the minutes of the Business Support Working Group held on 1<sup>st</sup> October 2020.

**11. Link Road Roundabouts Update with Parish Councils**

**THAS/27/2021 Resolved to** receive the progress report on the Link road Roundabouts.

**12. Streetscape – Environmental Changes**

**THAS/28/2021 Resolved to** receive the progress report on the Streetscape – Environmental Changes.

**13. Update on the Town Hall Statues Refurbishment/ Replacement**

**THAS/29/2021 Resolved to** receive the update on the Town Hall Statues Refurbishment/ Replacement and based on the quotations received to date take it back to the Working Group for further discussion.

**14. Town Hall Foyer Lighting**

**THAS/30/2021 Resolved to** receive report on the Town Hall Foyer Lighting and to review this project when the future use and developments of the Town hall have been established.

**15. Town Council Hybrid Meetings**

**THAS/31/2021 Resolved to** receive the report on Town Council Hybrid Meetings and request that officers further investigate option 3 when time allows.

**16. Update on Congleton Cenotaph**

**THAS/32/2021 Resolved to** receive the verbal report on the Congleton Cenotaph that advised that completion was hoped to be on 30<sup>th</sup> October 2020 and that construction was still operating within budget.

**17. Town Hall Christmas Lights**

**THAS/33/2021 Resolved to** seek further quotations for adding Christmas Lights to the Town Hall taking into consideration:

1. The appearance of the Town Hall when lights are not switched on.
2. The possibility of using coloured lights.
3. That the Cheshire East Council (CEC) Conservation officer was satisfied with the method of attaching the lights to the Town Hall.

**18. Resolution to exclude members of the press and public from item 19 due to Commercial Sensitivities**

**THAS/34/2021 Resolved to** exclude members of the press and public from item 19 due to Commercial Sensitivities.

**19. Update on the Future use of the Town Hall**

**THAS/35/2021 Resolved to:**

18.1 the changing of the Terms of Reference Of the Market Working Group as proposed.

18.2 seek legal guidance on State Aid, following this take through to the relevant committee.

18.3 receive the update from the Chief Officer.

**CLlr Suzy Firkin  
(Chair)**

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	7.00pm 10 <sup>th</sup> December 2020	<b>LOCATION</b>	Zoom
<b>REPORT FROM</b>	Chief Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>14</b> <b>Congleton Recycling Centre</b>		
<b>Background</b>	<p>On 10th November 2020, Cheshire East Council's Cabinet gave approval for plans to be sent out for public consultation to close some of its recycling sites in 2023. There are currently eight sites and the Cabinet approved four different proposals to reduce that number to between three and six. None of these four proposals retains a site in Congleton, which means that our residents would have to travel all the way to Macclesfield.</p> <p>Congleton is the fourth biggest town in Cheshire East with an ever-growing population. While we understand that the Congleton waste disposal site has to be relocated because its current owner does not wish to renew the lease, Cheshire East Council had already planned to create a new purpose-built site for Congleton.</p> <p>On 20th February 2020, Cheshire East full council approved the medium-term financial strategy and within its capital programme, there was a budget of £4 million for a new purpose-built site for Congleton to be spent over the two years of 2020/21 and 2021/22. A modern purpose-built recycling centre is just what our environment needs and the cancellation of this worthwhile project by Cheshire East's Cabinet was without discussion by full council.</p> <p>The document presented to Cabinet proposing closures of household recycling sites was deeply flawed by lacking the information necessary to make an informed decision. Consideration of the implications of an ever-growing number of residents living in Congleton does not seem to have been taken into account.</p> <p>Furthermore, this report on page 130, detailed the average number of users per day for each of the recycling sites during May and June 2020. However, the months of May and June 2020 were during the first lockdown when large numbers of residents did not dare venture out to protect loved ones from the virus. Even on these flawed figures, the additional travelling enforced on just Congleton residents will increase CO2 emissions by over 200 tonnes per year.</p> <p>This report estimates that with the closure of the Congleton site and only retaining four or fewer recycling sites, the total throughput tonnage for Macclesfield would more than double.</p> <p>While the report reveals the anticipated savings that could be achieved by the closure of sites, it has failed to look at the cost implications resulting from increasing tonnage of those sites retained. The report just states that there is significant, as yet un costed, works required at the Macclesfield site.</p> <p>The report also acknowledges that under some of its proposals, the increase in throughput tonnage of the retained sites would result in significant increases in vehicle movements of residents and service vehicles and that, as there is limited space for queuing, the queues could end up on public highways, with no doubt many car engines idling in the longer queues.</p> <p>It is also worth noting that this report approved by Cabinet hardly touches on the critical issues relating to the environment.</p> <p>The report does acknowledge that with fewer sites, residents will make longer journeys and that some of Congleton's tonnage could be lost.</p>		



	<p>From this we can deduce that adoption of proposals that fail to include a site in or near Congleton will result in a reduction in air quality in Cheshire East as well as increased fly-tipping and a reduction in recycling, given that some recyclable items, instead of being taken to a recycling site, will be dumped in the general household waste. This will all significantly adversely affect our environment and is a total contradiction of Cheshire East Councils' commitments to sustainability and becoming carbon neutral by 2025.</p>
<b>Environmental Considerations</b>	<p>Adoption of proposals by Cheshire East Council which mean that there would not be a household recycling site in or near Congleton will have significant adverse impacts on our environment including :</p> <ul style="list-style-type: none"> <li>• Poorer air quality as a consequence of residents having to travel further to their nearest recycling site.</li> <li>• Poorer air quality as a consequence of longer queues at the retained sites with no doubt many waiting in the longer queues idling their car engines.</li> <li>• Loss of tonnage taken to the Congleton recycling site following its closure. The report assumes that about 4% of Congleton's tonnage will be lost which equates to about 111 tonnes. However, this calculation is flawed because it is based on the loss of tonnage lost following the closure of the Arclid site. Arclid is five miles from Congleton and its closure resulted in a 4% loss of its tonnage. The distance between Congleton and Macclesfield is significantly more than five miles, so if there is no site in Congleton, its tonnage losses will be significantly more than 4%.</li> </ul>
<b>Equality Considerations</b>	<p>Vulnerable groups will be more adversely affected by the closure of the Congleton recycling site because they will be less able to cope with travelling the longer distances.</p>
<b>Financial Implications</b>	<p>A projected increase in fly tipping will increase the costs to Congleton Town Council for clearing up the fly tipping and transporting it to the required location. Cheshire East Council should be looking at the £ 4 million spend in a new purpose-built site as a long term capital investment which with its significant environmental benefits protects the health and well-being of our children and grandchildren.</p>
<b>Proposals</b>	<ol style="list-style-type: none"> <li>1. We strongly recommend that Cheshire East Council should delay the consultation until it is able to provide details of the average number of users per day after normality has returned, this will ensure that decisions relating to the future of household recycling sites are soundly based. Only then, can the adverse impact of increased CO2 emissions be ascertained which in the case of just Congleton residents will be significantly more than 200 tonnes each year.</li> <li>2. That the officers formally notify Cheshire East Council that Congleton Town Council rejects its proposals not to provide a household recycling site in or near Congleton on account of its significant adverse impact on our environment, including poorer air quality, increased fly-tipping and reduced recycling which is a total contradiction of Cheshire East Councils' commitments to sustainability and becoming carbon neutral by 2025.</li> <li>3. Congleton Town Council urges Cheshire East Council to adhere to its commitment of providing a new purpose-built household recycling site for Congleton which was approved at its full Council meeting of 20th February 2020.</li> </ol>

## COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	10.12.2020 7pm	<b>LOCATION</b>	Via Zoom
<b>REPORT FROM</b>	Chief Officer and Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>16 Budget and Precept 2021-22</b>		
<b>Introduction</b>	The Council's budget for the year 2021 – 22 was discussed and considered in detail at the Finance and Policy committee meeting on 26 <sup>th</sup> November 2020.		
<b>Budget and Precept</b>	<p>The first stage in developing the draft budget was to review the current income and expenditure levels for the first 6 months of this financial year on each of the cost codes entries (<b>appendix.2</b>)</p> <p>This initial work was undertaken by the Chief Officer and the Responsible Financial Officer following discussions with senior members of staff and provides a forecasted end of year expenditure which will show an indicative overspend or underspend.</p> <p>The next stage was to take into account the considerations listed below to create a draft budget prepared by officers. This was then presented to the Chair, Vice Chair and previous vice Chair of Finance Committee to discuss and analyse the information and propose amendments where applicable. This draft budget was considered by the Finance and Policy Committee on 26/11/20 and is now being recommended to Council (<b>appendix 1</b>)</p> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>➤ Impact of COVID 19</li> <li>➤ Current expenditure levels</li> <li>➤ Initial National guidelines on salaries and pensions</li> <li>➤ Inflation</li> <li>➤ Delivery of the Councils Business Plan</li> <li>➤ Town Hall operational and management review</li> <li>➤ Town hall maintenance requirements following Health and Safety Reviews</li> <li>➤ Streetscape Development review</li> <li>➤ Community Initiatives</li> <li>➤ Capital Investment</li> <li>➤ Review of current reserves allocation (<b>appendix 3</b>)</li> </ul> <p>This budget will be an increase of 1.99% which equates to £1.78 per year for a band D property or 1.75p per week.</p>		
<b>Decision requested</b>	To approve the <b>budget and precept of £954,146 for 2021/22.</b>		



Appendix 1					
Congleton Town Council					
Budget Summary					
Year Ended 31st March 2022					
	2020 21		2021 22		Budget
	Projected *1	Budgeted*2	Proposed*3		Incr/Decr *4
Finance and Policy					
Corporate Management	144488	155842	178535		22693
Democratic Rep'n & Mgmt	47836	55450	59435		3985
Grants (incl S137)	43636	61583	57833		-3750
	235960	272875	295803		22928
Community, Amenities and Services					
Propogation Unit	0	1000	1000		0
Floral Displays	16250	12250	12250		0
Allotments	1250	1250	1250		0
Congleton Partnership	32431	35172	35554		382
Community Development	114765	136827	117351		-19476
Crime Reduction	38650	53650	48650		-5000
Christmas Fayre & Lights	16000	16000	16000		0
Neighbourhood Plan	0	0	0		0
Tourism	5000	5000	5000		0
Youth & Young People	1000	2000	2000		0
Luncheon Club	5000	9000	9000		0
	230346	272149	248055		-24094
Town Hall and Assets					
Congleton Pool	6258	27003	27558		555
Marketing Support		0	26903		26903
Public Toilets	9300	16050	10250		-5800
Cenotaph			250		250
Town Hall					
Congleton Town Hall - Expenditure	186457	202379	203450		1071
Congleton Town Hall - Income	48250	126300	108100		-18200
	138207	76079	0	95350	19271
Streetscape					
Streetscape - Expenditure	583469	595350	591801		-3549
Streetscape - CEBC income	366702	366702	372702		6000
Streetscape - Other income	11400	15900	15900		0
	205367	212748	203199	0	-9549
Total Town Hall and Assets	359132	331880	0	363510	0
TOTAL REVENUE EXPENDITURE	825438	876904	0	907368	0
CAPITAL & PROJECT EXPENDITURE					
Capital Expenditure (General)	5000	5000	5000		0
Town Hall- Office IT	5000	5000	5000		0
Streetscape Equipment	5000	5000	5000		0
From Capital Reserve	-10000	-10000	-10000		0
From Earmarked Reserves	-5000	-5000	-5000		0
Town Hall Loan Repayments & Interest	21778	21770	21778		8
Replenish Streetscape Equipment Reserve	5000	5000	5000		0
Replenish Capital Reserve	20000	20000	20000		0
Capital and Project spend	46778	46770	46778		8
TOTAL NET EXPENDITURE (Precept)	872216	923674	0	954146	30222
Projected underspend 20/21		51458	*5		
Recommended General Reserve		219226	226842		7616
ADJUSTED BASIS					
Band D Equivalents		10342	*6	10475	
Precept per Band D Equivalent (£/annum)		£ 89.31	*7	91.09	£1.78
Precept per Band D Equivalent (£/week)		1.71		1.75	
Notes					
1 Projected - this is the estimated projection for 31/03/21					
2 Budgeted - the 2020/21 budget					
3 Proposed - this is the suggested budget for 2021/22					
4 Budget Incr/Decr is the difference between this year's budget and next year's proposals					
5 Projected underspend - this is the projected underspend at 31/03/2021					
6 This is the tax base figure given from Cheshire East Council and is the number of households that the Precept is divided by to give the annual amount per household					
7 £89.31 is the current annual cost to a Band D council tax payer to the Town Council					
£91.09 is the proposed amount for 2021/22 so an increase of £ 1.78 per year (1.75p per week)					

## Annual Budget - By Committee

Note: Budgets 21/22

		<u>2019/20</u>		<u>2020/21</u>						<u>Budget 21/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Finance and Policy</u>												
<u>101</u>	<u>Corporate Management</u>											
	Total Income	887,152	889,235	0	0	926,674	0	926,674	926,826	955,646	0	0
	Overhead Expenditure	148,511	146,361	0	-4,879	158,842	0	153,963	90,963	180,035	0	0
	Movement to/(from) Gen Reserve	<u>738,641</u>	<u>742,875</u>			<u>767,832</u>		<u>772,711</u>	<u>835,863</u>	<u>775,611</u>		
<u>102</u>	<u>Civic</u>											
	Total Income	0	357	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	54,087	52,732	0	86	55,450	0	55,536	29,320	59,435	0	0
	Movement to/(from) Gen Reserve	<u>(54,087)</u>	<u>(52,375)</u>			<u>(55,450)</u>		<u>(55,536)</u>	<u>(29,320)</u>	<u>(59,435)</u>		
<u>107</u>	<u>Grants (incl S137)</u>											
	Overhead Expenditure	61,583	61,460	0	0	61,583	0	61,583	32,407	57,833	0	0
	Movement to/(from) Gen Reserve	<u>(61,583)</u>	<u>(61,460)</u>			<u>(61,583)</u>		<u>(61,583)</u>	<u>(32,406)</u>	<u>(57,833)</u>		
<u>108</u>	<u>Mayor's Fundraising Activities</u>											
	Total Income	0	9,906	0	0	0	0	0	715	0	0	0
	Overhead Expenditure	0	9,906	0	0	0	0	0	-5,034	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>5,749</u>	<u>0</u>		
<u>109</u>	<u>Capital and Projects</u>											
	Overhead Expenditure	79,803	79,778	0	0	46,770	0	46,770	35,889	46,778	0	0
	Movement to/(from) Gen Reserve	<u>(79,803)</u>	<u>(79,778)</u>			<u>(46,770)</u>		<u>(46,770)</u>	<u>(35,889)</u>	<u>(46,778)</u>		

Continued on next page



## Congleton Town Council

## Annual Budget - By Committee

Note: Budgets 21/22

<u>2019/20</u>		<u>2020/21</u>					<u>Budget 21/22</u>			
Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Finance and Policy - Income</b>	887,152	899,499	0	0	926,674	0	926,674	927,541	955,646	0
<b>Expenditure</b>	343,984	350,237	0	-4,793	322,645	0	317,852	183,543	344,081	0
<b>Movement to/(from) Gen Reserve</b>	543,168	549,262			604,029		608,822	743,997	611,565	

Continued on next page

## Congleton Town Council

## Annual Budget - By Committee

Note: Budgets 21/22

	<u>2019/20</u>		<u>2020/21</u>					<u>Budget 21/22</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Community, Environment &amp; Serv</u>											
<u>212</u>	<u>Propogation Unit</u>										
	Overhead Expenditure	1,000	0	0	1,000	0	1,000	0	1,000	0	0
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>		<u>(1,000)</u>		<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>		
<u>215</u>	<u>Floral Displays</u>										
	Total Income	2,500	5,753	0	0	4,000	0	4,000	0	4,000	0
	Overhead Expenditure	14,500	20,160	0	0	16,250	0	16,250	6,023	16,250	0
	Movement to/(from) Gen Reserve	<u>(12,000)</u>	<u>(14,407)</u>		<u>(12,250)</u>		<u>(12,250)</u>	<u>(6,023)</u>	<u>(12,250)</u>		
<u>241</u>	<u>Allotments</u>										
	Total Income	190	190	0	0	190	0	190	0	190	0
	Overhead Expenditure	1,440	1,284	0	0	1,440	0	1,440	254	1,440	0
	Movement to/(from) Gen Reserve	<u>(1,250)</u>	<u>(1,094)</u>		<u>(1,250)</u>		<u>(1,250)</u>	<u>(254)</u>	<u>(1,250)</u>		
<u>301</u>	<u>Congleton Partnership</u>										
	Total Income	0	30,996	0	0	0	0	10,796	0	0	0
	Overhead Expenditure	34,578	63,972	0	55	35,172	0	35,227	-26,244	35,554	0
	Movement to/(from) Gen Reserve	<u>(34,578)</u>	<u>(32,976)</u>		<u>(35,172)</u>		<u>(35,227)</u>	<u>37,040</u>	<u>(35,554)</u>		
<u>302</u>	<u>Community Development</u>										
	Overhead Expenditure	96,186	95,461	0	3,726	136,827	0	140,553	48,595	117,351	0
	Movement to/(from) Gen Reserve	<u>(96,186)</u>	<u>(95,461)</u>		<u>(136,827)</u>		<u>(140,553)</u>	<u>(48,595)</u>	<u>(117,351)</u>		
<u>303</u>	<u>Crime Reduction</u>										

Continued on next page

## Congleton Town Council

## Annual Budget - By Committee

Note: Budgets 21/22

	<u>2019/20</u>		<u>2020/21</u>					<u>Budget 21/22</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<u>305</u>	Overhead Expenditure	51,700	50,780	0	0	53,650	0	53,650	17,820	48,650	0	0
	Movement to/(from) Gen Reserve	<u>(51,700)</u>	<u>(50,780)</u>		<u>(53,650)</u>		<u>(53,650)</u>	<u>(17,820)</u>	<u>(48,650)</u>			
	<u>Christmas Fayre -Light Switch</u>											
	Total Income	0	6,480	0	0	0	0	0	391	0	0	0
<u>310</u>	Overhead Expenditure	21,000	26,606	0	0	16,000	0	16,000	74	16,000	0	0
	Movement to/(from) Gen Reserve	<u>(21,000)</u>	<u>(20,126)</u>		<u>(16,000)</u>		<u>(16,000)</u>	<u>317</u>	<u>(16,000)</u>			
	<u>Neighbourhood Plan</u>											
	Overhead Expenditure	0	0	0	0	0	0	0	0	0	0	0
<u>315</u>	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>			
	<u>Covid - 19</u>											
	Total Income	0	0	0	0	0	0	0	3,676	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	4,057	0	0	0
<u>321</u>	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>	<u>(381)</u>	<u>0</u>			
	<u>Tourism</u>											
	Overhead Expenditure	5,000	4,990	0	0	5,000	0	5,000	1,294	5,000	0	0
	Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(4,990)</u>		<u>(5,000)</u>		<u>(5,000)</u>	<u>(1,294)</u>	<u>(5,000)</u>			
<u>341</u>	<u>Youth and Young People</u>											
	Overhead Expenditure	2,000	1,211	0	0	2,000	0	2,000	0	2,000	0	0
	Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(1,210)</u>		<u>(2,000)</u>		<u>(2,000)</u>	<u>0</u>	<u>(2,000)</u>			
	<u>Luncheon Club</u>											

Continued on next page

## Congleton Town Council

## Annual Budget - By Committee

Note: Budgets 21/22

<u>2019/20</u>		<u>2020/21</u>						<u>Budget 21/22</u>		
Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	11,000	10,705	0	9,000	0	9,000	2,369	9,000	0	0
Movement to/(from) Gen Reserve	(11,000)	(10,705)		(9,000)		(9,000)	(2,369)	(9,000)		
Community, Environment & Serv - Income	2,690	43,419	0	4,190	0	4,190	14,862	4,190	0	0
Expenditure	238,404	275,168	0	276,339	0	280,120	54,241	252,245	0	0
Movement to/(from) Gen Reserve	(235,714)	(231,748)		(272,149)		(275,930)	(39,378)	(248,055)		

Continued on next page



## Annual Budget - By Committee

Note: Budgets 21/22

		<u>2019/20</u>		<u>2020/21</u>						<u>Budget 21/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Personnel</u>												
<u>401</u>	<u>Staffing &amp; Staff Costs</u>											
	Overhead Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
	Personnel - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		

Continued on next page

**Congleton Town Council**  
**Annual Budget - By Committee**  
**Note: Budgets 21/22**

		<u>2019/20</u>		<u>2020/21</u>						<u>Budget 21/22</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Town Hall and Assets</u>												
<u>201</u>	<u>Paddling Pool</u>											
	Overhead Expenditure	27,968	26,947	0	2	27,003	0	27,005	1,820	27,558	0	0
	Movement to/(from) Gen Reserve	<u>(27,968)</u>	<u>(26,947)</u>			<u>(27,003)</u>		<u>(27,005)</u>	<u>(1,820)</u>	<u>(27,558)</u>		
<u>221</u>	<u>Congleton Town Hall</u>											
	Total Income	125,800	110,717	0	0	126,300	0	126,300	29,036	108,100	0	0
	Direct Expenditure	10,000	8,963	0	0	10,000	0	10,000	0	10,000	0	0
	Overhead Expenditure	190,566	175,031	0	-609	192,379	0	191,770	97,830	193,450	0	0
	Movement to/(from) Gen Reserve	<u>(74,766)</u>	<u>(73,276)</u>			<u>(76,079)</u>		<u>(75,470)</u>	<u>(68,794)</u>	<u>(95,350)</u>		
<u>225</u>	<u>Marketing Support</u>											
	Total Income	0	0	0	0	0	0	0	0	33,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	59,903	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(26,903)</u>		
<u>263</u>	<u>Public Toilets</u>											
	Overhead Expenditure	8,600	11,059	0	0	16,050	0	16,050	6,027	10,250	0	0
	Movement to/(from) Gen Reserve	<u>(8,600)</u>	<u>(11,059)</u>			<u>(16,050)</u>		<u>(16,050)</u>	<u>(6,027)</u>	<u>(10,250)</u>		
<u>270</u>	<u>Cenotaph</u>											
	Overhead Expenditure	0	0	0	0	0	0	0	0	250	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(250)</u>		
<u>280</u>	<u>CTC Streetscape</u>											

Continued on next page

**Congleton Town Council**  
**Annual Budget - By Committee**  
**Note: Budgets 21/22**

	<u>2019/20</u>		<u>2020/21</u>						<u>Budget 21/22</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income	382,602	379,120	0	0	382,602	0	382,602	186,906	388,602	0	0
Direct Expenditure	0	1,172	0	0	0	0	0	327	0	0	0
Overhead Expenditure	578,721	566,518	0	1,619	595,350	0	596,969	333,569	591,801	0	0
Movement to/(from) Gen Reserve	<u>(196,119)</u>	<u>(188,570)</u>			<u>(212,748)</u>		<u>(214,367)</u>	<u>(146,990)</u>	<u>(203,199)</u>		
Town Hall and Assets - Income	508,402	489,838	0	0	508,902	0	508,902	215,942	529,702	0	0
Expenditure	815,855	789,691	0	1,012	840,782	0	841,794	439,573	893,212	0	0
Movement to/(from) Gen Reserve	<u>(307,453)</u>	<u>(299,853)</u>			<u>(331,880)</u>		<u>(332,892)</u>	<u>(223,631)</u>	<u>(363,510)</u>		
Total Budget Income	1,398,244	1,432,755	0	0	1,439,766	0	1,439,766	1,158,345	1,489,538	0	0
Expenditure	1,398,244	1,415,095	0	0	1,439,766	0	1,439,766	677,357	1,489,538	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>17,660</u>			<u>0</u>		<u>0</u>	<u>480,988</u>	<u>0</u>		





### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	10.12.2020 7pm	<b>LOCATION</b>	Via Zoom
<b>REPORT FROM</b>	Responsible Financial Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>17</b> <b>External Audit Report</b>		
<b>Introduction</b>	<p>PKF Littlejohn was appointed as Congleton Town Council's external auditor in 2017/18 by the Smaller Authorities Audit Appointments (SAAA) for a 5 year term. SAAA is an independent, not for profit, limited company established to procure external audit services and appoint external auditors for smaller authorities. A smaller authority is defined as an authority where the higher of gross annual income or expenditure does not exceed £6.5 million.</p> <p>The principal legislation governing the statutory functions of SAAA is the Local Audit and Accountability Act 2014.</p> <p>PKF Littlejohn carry out a limited assurance review of the Town Council's accounts.</p>		
<b>Updates</b>	<p>There is a qualification from PKF Littlejohn as they felt that a donation of £2,000 received in 2019/20 for Covid projects in 2020/21 should not be treated as an income in advance creditor. However, this should not be considered material and they have not charged any extra fee for pointing this out.</p>		
<b>Decision requested</b>	To receive the External Audit Report and Certificate for 2019/20		

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Congleton Town Council – CH0056

### 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 (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.:

- In reviewing the Box 7 and 8 reconciliation, we have identified £2,000 of deferred income. Deferred income/grants should not be included in the Box 7 and 8 reconciliation as all grants should be included in Box 3 in the year they are received.

Other matters not affecting our opinion which we draw to the attention of the authority:  
None

### 3 External auditor certificate 2019/20

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

19/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	7.00pm 10 <sup>th</sup> December 2020	<b>LOCATION</b>	Zoom
<b>REPORT FROM</b>	Arising from the Community and Environment Committee Officer: :Communities and Marketing Manager and Deputy Chief Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>18</b> <b>Support for Congleton School Pupils - Meals in School Holidays</b>		
<b>Background</b>	<p>On 12<sup>th</sup> November 2020 the Town Council's Community and Environment Committee resolved:</p> <p><b><i>CE/45/2021 Resolved in principle that Congleton Town Council would like to support Primary and Secondary Pupils in receipt of free school meals to receive meals/ funding for meals during the holidays or school closures in the event of the Government or Principal Authority not fulfilling this role.</i></b></p> <p><i>There was a strong feeling that this role should be picked up at a higher level. Budgets for this ultimate safety net would need to be agreed at Council.</i></p> <p>The Government has since pledged to support schools across England through the <a href="#">Holiday and Activities and Food Programme</a> throughout 2021. This was updated on the 16<sup>th</sup> November 2020.</p> <p>As the Government has pledged to fund this project, this paper is coming to Council for confirmation of the Town Council's position and to enable the Chief Officer to use his delegated authority to approve emergency support to ensure that Congleton school children are not at risk of going hungry over the school holidays or periods of isolation.</p>		
<b>Current Position</b>	<p>Congleton has 8 primary schools and two high schools in the Town Council area.</p> <p>In November 2020 there were 338 primary pupils and 335 secondary school pupils receiving free school meals. At £3 per head this would cost £10,095 per week to cover all costs. As the Government pledge makes it clear that they will fund these meals throughout 2021 for holidays and isolation purposes, there should not be a need for the Town Council to get involved.</p> <p>In line with the recommendation from the Community and Environment Committee, approval is sought for the Chief Officer to use his delegated powers to authorise up to £5,000 spend from the COVID-19 EMR if an emergency situation arose and a school needed help to support a Congleton family (£3 per qualifying pupil per day).</p>		
<b>Environmental Considerations</b>	We would work with the schools and their mechanisms for delivering this project in the best way.		
<b>Equality Considerations</b>	This project is aimed at helping young people most in the greatest need in our community during a challenging time.		

<b>Financial Implications</b>	If this issue is not dealt with by National Government or Cheshire East Council, funding would be sort from trusts or in worse case would look to the Town Council's Ear Marked Reserves for COVID support.
<b>Proposals</b>	To give delegated authority to the Chief Officer to authorise up to £5,000 to be spent from the COVID-19 EMR, in an emergency, to support schools in helping Congleton families feed their children (based on £3 per pupil per day) and to review the situation in a year. (December 2021)