



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

20<sup>th</sup> April 2023

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 27th April 2023** to be held at Congleton Town Hall commencing at **7. 00pm**.

- **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*

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

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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 9<sup>th</sup> February 2023](#).

### **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 Council Business, but no discussion or decisions may be taken at the meeting.

### **6. Town Mayor’s Announcements and Engagements (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. Community and Environment Committee (Enclosed)**

To receive the minutes of the [Community and Environment Committee meeting held on 3<sup>rd</sup> November 2022](#).

### **9. Finance and Policy Committee (Enclosed)**

To receive the [minutes of the Finance and Policy Committee meeting held on 26<sup>th</sup> January 2023.](#)

**10. Planning Committee** (Enclosed)

To receive the [minutes of the Planning Committee meetings held on 19<sup>th</sup> January, 23<sup>rd</sup> February and 16<sup>th</sup> March 2023.](#)

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

To receive the minutes of the [Town Hall, Assets and Services Committee meetings held on 20<sup>th</sup> October 2022 & 12<sup>th</sup> January 2023.](#)

**12. Review of the Business Risk Assessment for 2023-2024** (Enclosed)

To approve the Business Risk Assessment for 2023-2024 and to adopt it into the Constitution.

**13. Pension Discretion Policy** (Enclosed)

To approve the Employers Pension Discretions Policy and to adopt it into the Constitution.

**To: All Members of the Council**

CC: Youth Committee, Burgesses (3), Congleton Information Centre, Congleton Library, MP and Press (3)

## Congleton Town Council

### Minutes of the Council Meeting held at Congleton Town Hall on 9<sup>th</sup> February 2023

**Please note these are draft minutes which will be ratified at the next meeting of the Council**

For the papers discussed at the meeting, please see the [Meeting Agenda of the Council 9<sup>th</sup> February 2023](#)

#### **Present:**

#### **Councillors:**

Margaret Gartside (Mayor)  
Duncan Amies  
Martin Amies  
Suzanne Akers Smith  
Russell Chadwick  
Robert Douglas  
Paul Duffy  
Suzy Firkin  
Sally Ann Holland  
Robert Hemsley  
Amanda Martin  
Rob Moreton  
Denis Murphy  
James Smith  
Kay Wesley

**Congleton Town Council Officers:** David McGifford (Chief Officer) Ruth Burgess, Serena Van Shepdael and Mark Worthington

- There were no members of the press in attendance.
- There was 1 member of the public in attendance

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

Apologies were received from cllrs David Brown and Jean Parry

#### **2. Minutes of Previous Meetings**

**CTC/42/2223 RESOLVED** to approve and sign the Minutes of the Council meeting on the [8<sup>th</sup> December 2022](#)

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

Councillors Suzie Akers Smith, Sally Ann Holland, Rob Moreton and Denis Murphy all 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. Urgent Items**

There were no urgent items raised at the meeting.

### **6. Town Mayor's Announcements**

The Town Mayor drew attention to the various engagements that she had fulfilled.

### **7. Outstanding Actions**

There were no outstanding actions from previous meetings.

### **8. Paddling Pool refurbishment**

**CTC/43/2223 RESOLVED to** approve up to £13,125 for the replacement of the soft play surface at the paddling pool

### **9. Finance and Policy Committee**

**CTC/44/2223 RESOLVED to** approve the [minutes of the Finance and Policy Committee meeting held on 24<sup>th</sup> November 2022.](#)

### **10. Budget update**

**CTC/45/2223 RESOLVED to** approve the requested movement from Earmarked Reserves for 2022-2023 and to approve the movement between EMR

### **11. Reserves Policy report**

**CTC/46/2223 RESOLVED to** approve and adopt the Reserves Policy as presented

### **12. Personnel Committee**

**CTC/47/2223 RESOLVED to** receive the [minutes of the Personnel Committee meeting held on 4<sup>th</sup> August 2022.](#)

### **13. Planning Committee**

**CTC/48/2223 RESOLVED** to receive the [minutes of the Planning Committee meetings held on 17<sup>th</sup> November and 15<sup>th</sup> December 2022.](#)

### **14. Town Hall, Assets and Services Committee**

**CTC/49/2223 RESOLVED** to receive the [minutes of the Town Hall, Assets and Services Committee meetings held on 20<sup>th</sup> October 2022.](#)

### **15. Remote public access to meetings**

**CTC/50/2223 RESOLVED** to defer this matter to the adopted Council in May 2023

### **16. Cheshire East Councillors' Reports**

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

### **17. Resolution to Exclude the Public and Press from Items 18 and 19**

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 due to private staffing matters.

**CTC/51/2223 RESOLVED** to pass the resolution to exclude members of the public and press

### **18. Drugs and Alcohol Policy**

**CTC/52/2223 RESOLVED** to agree the need for a Drugs and Alcohol Policy but further work is required on the detail, such as

- Frequency of testing
- Reason for testing
- Clarification on zero tolerance
- Amnesty period.

### **19. Honorary Burgess of the Town of Congleton**

**CTC/53/2223 RESOLVED** to approve the proposed appointment of the named resident as an Honorary Burgess

**To: All Members of the Council**

CC: Youth Committee, Burgesses (3), Congleton Information Centre,  
Congleton Library, MP and Press (3)

**Margaret Gartside  
(Town Mayor)**

### **TOWN MAYOR'S ENGAGEMENTS 2022/23**

8 February	Blood Brothers, Daneside Theatre
12 February	New Life Church, Sensory Room Launch
13 February	Defibrillator Unveiling, St John's Community Centre, Buglawton
14 February	Green Tree House Supermarket Re-opening
15 February	Alsager Chairman's Fundraiser for The Christie
24 February	Ukraine Reflection Service, St Peter's Church
26 February	Congleton Town Mayor's Strictly High Tea, Congleton Town Hall
3 March	World Day of Prayer Service, St Mary's Chapel
5 March	Bollington Civic Parade
5 March	Macclesfield Symphony Orchestra, Town Hall
11 March	Congleton Rotary Swimathon
12 March	Girlguiding Arts Awards, Eaton Bank
20 March	Mossley Primary School Talk
25 March	Biddulph Town Mayor's Textile & Craft Event
25 March	Congleton Youth Orchestra Concert, Town Hall
28 March	Health & Wellbeing Fayre, Town Hall
28 March	Cheshire Fire & Rescue Service, Congleton RESPECT Graduation
29 March	Shrek, Centre Stage, Daneside Theatre
4 April	CTC Eater Treats Day, Town Centre
7 April	Churches Together, Good Friday Service
7 April	Mad Hatters Easter Party, Glebe Farm
20 April	Leek Building Society, Official Opening
20 April	Astbury Mere Care Home, 10 Year Anniversary
20 April	Silk FM Local Hero Awards, Cottons Hotel, Knutsford

### **DEPUTY TOWN MAYOR**

10 March	Knutsford Town Mayor's Charity Music Quiz
1 April	Congleton Choral Society Spring Concert



## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 3<sup>rd</sup> November 2022

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 3<sup>rd</sup> November 2022](#)

#### **PRESENT:**

Committee members:

**Cllr Kay Wesley (Chair)**

Cllr Paul Duffy

Cllr Suzy Firkin

Cllr Robert Hemsley

Cllr Sally Ann Holland

Cllr Amanda Martin

Cllr Jean Parry

Ex Officio Members: Cllr Margaret Gartside (Mayor) and Cllr Rob Moreton (Deputy Mayor)

Also present: Congleton Town Council Officers:

David McGifford - Chief Officer

Jackie MacArthur - Communities and Marketing Manager and Deputy Chief Officer

One member of the public

One member of the press

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

Apologies for absence were received from:

Committee Members Cllrs Dawn Allen, Denis Murphy and Mark Rogan.

#### **2. Minutes of Previous Meetings**

**CE/36/2223 Resolved to** approve the [minutes of the Community & Environment Committee held on 22<sup>nd</sup> September 2022 as a correct record](#).

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

Councillors Rob Moreton and Sally Ann Holland declared a non-pecuniary interest on matters relating to Cheshire East Council.

#### **4. Outstanding Actions**

See Agenda item 8 for any outstanding actions for the Community and Environment Committee.

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

No members of the public present wished to ask a question. A question was submitted by Olga Whitmore. This question was dealt with outside of the committee as it was substantially the same as the question asked in September 2022.

## **6. Urgent Items**

Cllr Sally Ann Holland asked if Dog Agility could be added to the February Agenda.

## **7. Cheshire Police**

Sergeant John Roberts gave a verbal update on Policing matters affecting Congleton, please see Appendix 1.

## **8. Updates from Previous Community and Environment Committee**

**CE/37/2223 Resolved to** receive the updates on the Food and Friendship, Community Safety Charter, Support for Ukraine Hosts, Ukrainian Christmas Party, Christmas in Congleton, Chatty Benches, and Bromley Farm Wellbeing Hub.

**Actions:**      Feedback on the results of the Plus Dane Event.  
                     More Information on Food and Friendship.  
                     Contact Citizens Advice Bureau re face-to-face service.

## **9. Anti-Social Behaviour Working Group**

The committee noted a verbal update from the Anti-Social Behaviour Working Group held on Thursday 3rd November 2022. This included a discussion on stop and search, spiking, Community Charter Pledge, seasonal activities – Christmas and the World Cup. Notes of the meeting will go to the next Community and Environment Committee.

## **10. Congleton in Bloom Working Group**

**CE/38/2223 Resolved to** receive the report from the Congleton in Bloom Working Group on the results of this year's National and Regional competitions. The Committee wished to convey its hearty congratulations and thanks to everyone involved in the 2022 In Bloom and It's Your Neighbourhood Competitions.

**11. Congleton Green Working Group**

**CE/39/2223 Resolved to** receive the [notes of the Congleton Green Working Group held on 26 October 2022](#) and a short report from the Chair.

**Action:** Noted the need for widespread consultations on the Biodiversity plans.

**12. Integrated Transport Working Group**

**CE/40/2223 Resolved to** receive the [notes of the Integrated Transport Working Group held on Thursday 20<sup>th</sup> October 2022.](#)

**Action:** - to invite all Councillors to the working group meeting on the 17<sup>th</sup> November considering streets to potentially put forward at 20 mph road.

**13. 750 Year Celebration Working Group**

**CE/41/2223 Resolved to** receive [the notes of the 750-Year Working Group held on the 21 October 2022.](#)

**14. White Ribbon Working Group**

**CE/42/2223 Resolved to** receive the [notes of the White Ribbon Working Group held on the 28 September 2022](#) and receive a short report from the group Chair on this year's White Ribbon Campaign.

**Action:** To support the White Ribbon Day on 25 November followed by 16 days of action.

**15. Town Centre Vitality Plan**

**CE/43/2223 Resolved to** approve the recommendations regarding the Cheshire East Council Consultation on the Town Vitality Plans, with the exception of Action 2 (Mountbatten Way Severance) which was reduced to 'not very important' action.

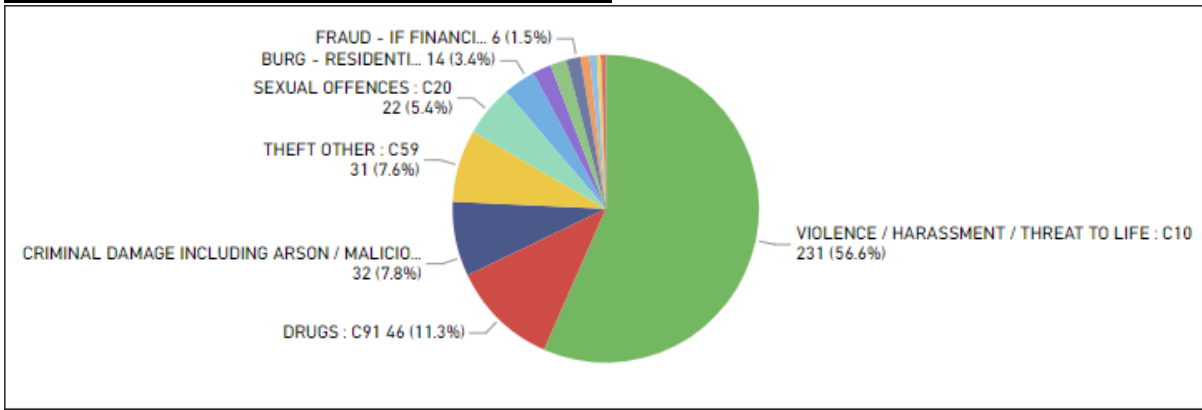
**Action:** For a letter to be sent to Cheshire East Council expressing the committee's view by 8<sup>th</sup> November.

**ClIr Kay Wesley  
(Chair)**

**APPENDIX 1 - UPDATE FROM CHESHIRE POLICE - ITEM 7**

Total of 408 Crime incidents were recorded in the 3 months August to October 2022. In the same three months in 2021 there were 410 crimes.

**Breakdown of Crimes August to October 2022**



**Drug Offences: - 1/8/22 – 31/10/22**

46 Drug incidents -with 36 recorded for intelligence in 2022.  
22 Drug incidents in 2021

**Domestic Incidents**

August – October 2022 there were 128 Domestic Incidents – with 38 arrests.  
This is compared to 113 incidents during the same period in 2021– with 13 arrests

**Sexual Offences**

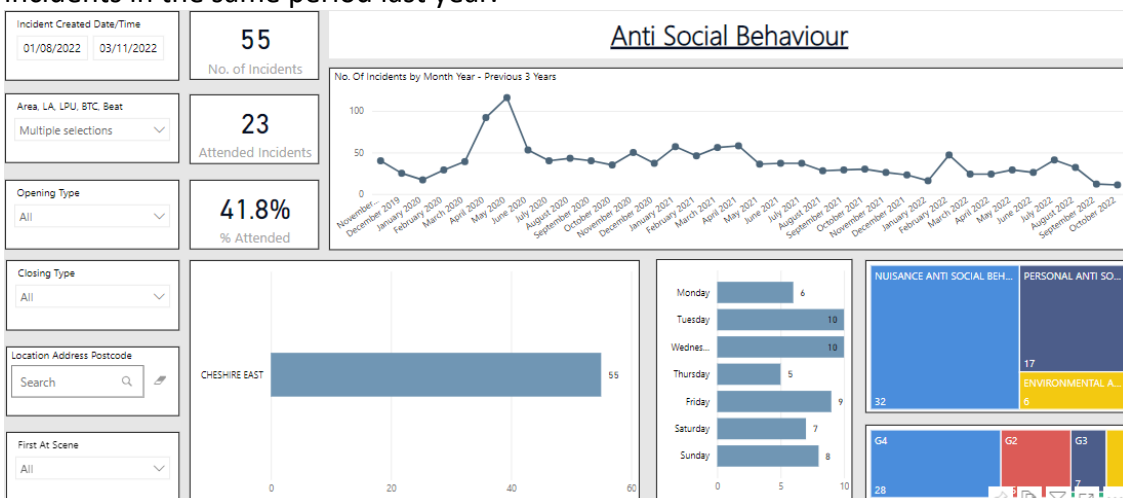
Aug – Oct 2022 saw **22** recorded Sexual Offences compared to **27** Sexual Offences in 2021.

**Hate Incidents**

There were no new incidents reported to Congleton August to October 2022. The Police urged Councillors to encourage people to report incidents, as concerned about under reporting.

**ASB**

55 incidents of ASB were recorded in the past three months, this compares with 78 recorded ASB incidents in the same period last year.



## **CONGLETON TOWN COUNCIL**

### **Minutes of the Finance and Policy Committee Meeting held on Thursday 26<sup>th</sup> January 2023**

For the papers discussed at the meeting, please see the [Meeting Agenda of the Finance and Policy Committee held on 26th January 2023](#).

PRESENT      **Committee members:**      Cllr Robert Douglas (Chair)  
Cllr Russell Chadwick  
Cllr Paul Duffy  
Cllr Denis Murphy  
Cllr James Smith  
Cllr David Brown  
Cllr Duncan Amies

**Non-Committee member:**      Cllr Suzy Firkin  
Cllr Martin Amies

Also present:      Congleton Town Council Officers:

- David McGifford (Chief Officer)
- Serena Van Schepdael (RFO)
- 1 member of the public (Grant applicant)

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

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 Cllrs Jean Parry and Suzanne Akers Smith

#### **2. Minutes of Previous Meetings**

**FAP/41/2223 RESOLVED** to approve and sign the [minutes of the Finance & Policy Committee held on 24<sup>th</sup> November 2022](#).

### 3. Declarations of Interest

Cllrs, David Brown, and Denis Murphy declared a non-pecuniary interest on any matters relating to Cheshire East Council.

### 4. Outstanding Actions

There were none.

### 5. Questions from Members of the Public

There were none.

### 6. Urgent Items

There were none.

### 7. Grant Approvals and Commitments

**FAP/42/2223 RESOLVED** to receive a statement showing the current position as at 31<sup>st</sup> December 2022.

### 8. New Applications for Financial Assistance

**FAP/43/2223 RESOLVED** to award the following grants:

- 8.1 Grant Ref 12/2223 The Old Saw Mill- **Awarded £750**
- 8.2 Grant Ref 13/2223 Congleton Harriers – **Awarded £425**
- 8.3 Grant Ref 15/2223 St Peter's Church- **Awarded £264**
- 8.4 Grant Ref 16/2223 Astbury Mere Trust Limited- **Application deferred.**
- 8.5 Grant Ref 17/2223 The Green Tree House:- **Awarded £750**

### 9. New Grant Activities Monitoring Forms

**FAP/44/2223 RESOLVED** to receive the New Grant Activities Monitoring Forms from:

- 9.1 Congleton Harriers
- 9.2 Congleton Players

### 10. Management Accounts

**FAP/45/2223 RESOLVED** to note the three payments over £10,000 and to receive and approve the Management Accounts to 31<sup>st</sup> December 2022.

### 11. Bank Reconciliation

**FAP/46/2223 RESOLVED** to receive and consider the bank reconciliation as at 31<sup>st</sup> December 2022.

**12. Savings Account Balances**

**FAP/47/2223 RESOLVED** to receive the Savings Account update and balances as at 31<sup>st</sup> December 2022.

**13. List of Payments**

**FAP/48/2223 RESOLVED** to receive and approve the Payments lists between 1<sup>st</sup> October and 31<sup>st</sup> December 2022.

**14. Appointment of Internal Auditor**

**FAP/49/2223 RESOLVED** to approve the appointment of Auditing Solutions Ltd the Internal Auditor for 2023/24.

**15. Reserve Policy**

**FAP/50/2223 RESOLVED** to approve the Reserve Policy with the suggested amendment and recommend to Council for approval and adoption into the Constitution.

**16. First Floor Improvement Grant Update (Enclosed)**

**FAP/51/2223 RESOLVED** to note the update.

**17. Resolution to exclude members of the press and public from item 18 due to private staff process matters.**

**FAP/52/2223 RESOLVED** to exclude item 18 from public and press.

**18. Drug and Alcohol Policy**

**FAP/53/2223 RESOLVED** to approve that a Drug and Alcohol Policy should be adopted but more detail and operational understanding would be required for approval.

**Cllr Robert Douglas  
(Chair)**





	Application Number		
27.4.2021	Astbury Place /Congleton park bridge Section 106 dispute	Information from Cllr S Akers Smith	29.09.22 – Cheshire East Head of Planning confirmed that they have received a package of technical information from Morris Homes. Cheshire East Planning Officers are now preparing a briefing note to summarise the proposals, the impacts of construction and including input from other services. Once this has been completed (hopefully 2-3 weeks) a meeting will be arranged to explain the next steps/options.
19.1.2023	Tree Preservation Order	Church House Public House on Buxton Road	For officers to establish if a TPO has been placed on the largest tree at the front of the Church House. <ol style="list-style-type: none"> <li>1. If it has been proposed and sent to CEC chase up progress</li> <li>2. If not officers to file a request with CEC</li> </ol>

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

There were no questions from members of the public.

#### **6. Urgent Items**

There were no urgent items.

#### **7. Neighbourhood Plan**

The Chief Officer gave a verbal update and stated that there was a planned meeting of councillors to review the final document and consider the timing and promotion of the consultation

#### **7. Planning Applications Section 1**

There were no applications for Section 1.

#### **9. Planning Appeals**

There were no planning appeals to report.

#### **10. Licensing Applications**

There were no licensing applications to report.

#### **11. Planning Applications Section 2**

**PLN/19/2223 RESOLVED** that the stars\* be removed from items 10 and 15 and that all other items with stars be noted as no objection. For items without a star the following comments were made

**Planning lists 12/12, 19/12, 26/12. 2/1 9/1**

	Reference No	Proposal	Location	
1	22/4635C	Single Storey Rear Extension	44, CHESTNUT DRIVE, CONGLETON, CW12 4UB	Not able to comment as outside of response date
2*	22/4778C	Non-Material Amendment to permission 18/4888C: Plot 100 - Change external material from half brick/half render to full brick. Due to material and labour shortages the plot has been built fully in brick.	TURNSTONE GRANGE, LAND NORTH OF BACK LANE, CONGLETON	No objection
3*	22/4933C	Proposed detached garage.	28, WALFIELD AVENUE, CONGLETON, CW12 2HP	No objection
4*	22/4915D	Discharge of condition 9c on planning application 15/2099C - Demolition of existing building and the development of up to 236 dwellings including access	Tall Ash Farm, 112, BUXTON ROAD, CONGLETON, CHESHIRE, CW12 2DY	No objection
5*	22/4959C	proposed loft conversion with front and rear dormer roofs	159, LONGDOWN ROAD, CONGLETON, CHESHIRE, CW12 4QT	No objection
6	22/4968C	Replacement of the existing back-up generator and enclosure.	WAR MEMORIAL HOSPITAL, CANAL ROAD, CONGLETON, CHESHIRE, CW12 3AR	Fully support
7	22/4976C	Single Storey Rear Extension with Loft Conversion and Front Porch	2, WALFIELD AVENUE, CONGLETON, CW12 2HP	No objection
8*	22/5051C	Non-Material Amendment to 19/3624C	Land To the East Of Black Firs Lane And To The South Of, BACK LANE, SOMERFORD	No objection
9	<u>23/0016C</u>	New detached building	BACK PARK STREET, CONGLETON	Fully support
10	23/0143C	Demolition of existing detached garage and erection of ancillary accommodation for	Highfield, 110, BUXTON ROAD, CONGLETON, CW12 2DY	Support the development in principle but if it happens to extend the curtilage of the

		elderly relative –		property we would not like to see it extended further in the future
<b>11*</b>	23/0144C	Certificate of proposed lawful development to expand its classroom facilities and provide a new dining hall (canteen) for pupils and staff. to this end, it is proposed to erect two separate buildings on the school site.	CONGLETON HIGH SCHOOL, BOX LANE, CONGLETON, CW12 4NS	No objection
<b>12</b>	23/0130C	Formation of Juliet balcony to existing gym first floor rear elevation. Formation of two decorative dormer windows to existing roof front elevation.	Orchard Muse, 64, BIDDULPH ROAD, CONGLETON, CW12 3LG	No objection
<b>13*</b>	23/0121C	Single storey extension at side and front of property to form new porch and ground floor shower room.	4, CONISTON AVENUE, CONGLETON, CW12 4LY	No objection
<b>14</b>	23/0127C	Proposed single storey front and rear extensions and first floor front extension.	105, AVON DRIVE, CONGLETON, CHESHIRE, CW12 3RG	No objection
<b>15</b>	23/0013C	Part retrospective over cladding and proposed over cladding, alterations and extension to existing vehicle repair workshops and with new modular office building.	Units 1 To 3, QUEEN STREET, CONGLETON, CHESHIRE, CW12 2DP	No objection on the basis that the proposed parking in the plan provided is implemented in the way stated by the applicant
<b>16*</b>	22/4656C	Proposal to install Timpson's pod and 10x ramraid bollards.	TESCO, BARN ROAD, CONGLETON, CW12 1LR	No objection

	<b>Planning Application Number</b>	<b>Location</b>	<b>Comments</b>
1.	<a href="#">22/4448C</a>	Craig Cottage, Reades Lane, CONGLETON, Congleton, CW12 3LL	No Objection
2. *	<a href="#">22/4488D</a>	Land at Plot 27 Forge Lane, CONGLETON, CHESHIRE	No Objection
3. *	<a href="#">22/4516C</a>	18, KIRKSTONE COURT, CONGLETON, CW12 4JW	No Objection
4. *	<a href="#">22/4548C</a>	United Reformed Church, ANTROBUS STREET, CONGLETON, CW12 1HE	No Objection
5.	<a href="#">22/4555T</a>	75, PARK LANE, CONGLETON, CHESHIRE, CW12 3DD	No Objection subject to replacing 2 trees with high quality trees that are of native species .
6. *	<a href="#">22/4595C</a>	35, GIANTSWOOD LANE, CONGLETON, CW12 2HQ	No Objection
7. *	<a href="#">22/4601C</a>	8 LOACHBROOK AVENUE, CONGLETON, CHESHIRE, CW12 4NA	No Objection

8.	<a href="#">22/4645C</a>	44, PIRIE ROAD, CONGLETON, CW12 2EF	No Objection
9. *	<a href="#">22/4657C</a>	TESCO, BARN ROAD, CONGLETON, CW12 1LR	No Objection
10. *	<a href="#">22/4660C</a>	46, DANE STREET, CONGLETON, CW12 1JX	No Objection
11.	<a href="#">22/4673C</a>	13, BRIDGE STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1AS	No Objection
12. *	<a href="#">22/4702C</a>	114, WAGGS ROAD, CONGLETON, CW12 4BU	No Objection
13.	<a href="#">22/4704T</a>	The Cheshire Tavern, WEST ROAD, CONGLETON, CW12 4FY	No Objection subject to a minimum of 7 replacement high quality trees that are of native species
14. *	<a href="#">22/4735C</a>	38, ULLSWATER ROAD, CONGLETON, CW12 4JE	No Objection
15. *	<a href="#">22/4754C</a>	Orchard Muse, 64, BIDDULPH ROAD, CONGLETON, CW12 3LG	No Objection
16.	<a href="#">22/4755C</a>	22, NEWCASTLE ROAD, CONGLETON, CW12 4HJ	No Objection subject to building control approval
17. *	<a href="#">22/4813C</a>	6, STOPSLEY CLOSE, CONGLETON, CW12 4PB	No Objection
18.	<a href="#">22/4816C</a>	Meridian House, Roe Street, CONGLETON, Congleton, Cheshire, CW12 1PS	No Objection
19.	<a href="#">22/4836C</a>	66A, ROOD HILL, CONGLETON, CW12 1LQ	No Objection

It was noted that it would be beneficial for the Town Council Planning Committee to have its own Tree Policy where the council agrees for the need of replacement trees ie types and quantities.

**Cllr Amanda Martin  
(Chair)**

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Planning Committee held on Thursday 23<sup>rd</sup> February 2023

For the papers discussed at the meeting, please see the Meeting Agenda of the Planning Committee of 23<sup>rd</sup> February 2023

In attendance:

Committee members: Councillors     Amanda Martin (Chair)  
   Duncan Amies  
   David Brown  
   Robert Douglas  
   Suzy Firkin  
   Mark Rogan  
   James Smith  
   Kay Wesley

Ex Officio                                         R Moreton (Deputy Mayor)

#### **Also present:**

Congleton Town Council Officer: David McGifford (Chief Officer)  
One member of the press  
Five members of the Public

### Minutes

#### **1. Apologies for Absence**

Apologies for absence were received from:  
Committee Members: Margaret Gartside (Mayor) Robert Hemsley and Jean Parry

#### **2. Minutes of Previous Meetings**

PLN/18/2223 Resolved to approve and sign [the minutes of the Planning Committee meeting held on 19<sup>th</sup> January 2023](#)

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

Declarations of interest were received from –

David Brown, Robert Moreton on matters relating to Cheshire East Council, David Brown on item 19 Grange Cottage 150 Canal Road.

#### 4. Outstanding Actions

Date	Planning Application Number	Action	Progress
27.4.2021	Astbury Place /Congleton park bridge Section 106 dispute	Information from Cllr S Akers Smith	29.09.22 – Cheshire East Head of Planning confirmed that they have received a package of technical information from Morris Homes. Cheshire East Planning Officers are now preparing a briefing note to summarise the proposals, the impacts of construction and including input from other services. Once this has been completed (hopefully 2-3 weeks) a meeting will be arranged to explain the next steps/options.
19.1.2023	Tree Preservation Order	Church House Public House on Buxton Road	For officers to establish if a TPO has been placed on the largest tree at the front of the Church House. <ol style="list-style-type: none"> <li>1. If it has been proposed and sent to CEC chase up progress</li> <li>2. If not officers to file a request with CEC</li> </ol>
23.2.23.			Officers confirmed they have filed a request
19.1.23	Tree Policy		It was noted that it would be beneficial for the Town Council Planning Committee to have its own Tree Policy where the council agrees for the need of replacement trees ie types and quantities.
23.2.23			Proposer advised that it would be better for the new council to decide on this action

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

There was one question received from Olga Whitmore with regards to the Neighbourhood Plan, see appendix 1 for the question and the response

#### 6. Urgent Items

Awareness of the licensing application with regards to the Moose Shack was raised by a committee member

#### 7. Neighbourhood Plan

See appendix 1

## 7. Planning Applications Section 1

Planning application reference 19 – 23/0395C was brought forward to Section 1 as there were four members of the public in attendance

## 9. Planning Appeals

It was noted that there were two planning appeals

- 21/5240C Land off Middle Lane Congleton
- 22/2810C 14 Boundary Lane Congleton

## 10. Licensing Applications

The Chief Officer advised that the Moose Shak had been reviewed the day of the planning meeting, the outcome was unknown.

## 11. Planning Applications Section 2

**PLN/19/2223 RESOLVED** that all items with stars be noted as no objection. For items without a star the following comments were made and agreed by the committee

### Planning comments for the applications for weeks commencing

16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>, January, 6<sup>th</sup> and 13<sup>th</sup> February 2023

1*	22/4962C	Installation of In Post Parcel Locker	60, BROMLEY ROAD, CONGLETON, CHESHIRE, CW12 1PY	<b>No objection</b>
2	23/0186C	Alterations to convert vacant upper floor retail storage space into 2no. upper floor 1 bedroom apartments, with associated internal and external works.	52, HIGH STREET, CONGLETON, CHESHIRE, CW12 1BA	<b>Fully support</b>
3	23/0187C	Listed building consent for alterations to convert vacant upper floor retail storage space into 2no. upper floor 1 bedroom apartments, with associated internal and external works.	52, HIGH STREET, CONGLETON, CHESHIRE, CW12 1BA	<b>No objection</b>
4*	23/0245C	Single storey extension and internal alterations	6, LYNALLS CLOSE, CONGLETON, CONGLETON, CHESHIRE, CW12 4QN	<b>No objection</b>
5	23/0250T	Designation G2 T1 Mature Lime with low branches overhanging	DANESFORD COMMUNITY	



		highway and footpath. Crown lift to 5m T2 Cherry. Poor specimen of no visual amenity value. Fell and replant different specimen. T3 Rowan. Dead. Fell and replant different specimen. Designation G2 T4 Copper Beech. Crown Lift to 5m. Branches overhanging highway and footpath. T5 Whitebeam. Poor specimen, limited growth, Fell and replant. T6 Plane with included bark, bifurcated trunk, in danger of failing, close to highway. Fell and replant.	CENTRE, WEST ROAD, CONGLETON, CHESHIRE, CW12 4EY	<b>No comment</b>
6	23/0275T	[T1] Oak: Located at the rear of property. Proposal: Reduce crown height by 2.5m and lateral spread all round by approx 2m. Remove major deadwood and tidy minor storm damage limb in south western crown. Reason: To control increasing dominance of crown height and spread which affects both the client garden and two neighbouring gardens.	12, WORSLEY DRIVE, CONGLETON, CW12 3TT	<b>No objection</b>
7	23/0276T	[T1] Lime: Located at the front of property. Proposal: Reduce height by 3m and regrowth lateral spread by 1.5-2m. Crown raise low hanging secondary laterals to 4m and clear epicormic growth on stem up to main fork. Reason: Control regrowth height and spread and give good clearance under crown.	26 , Sandbach Road, Congleton, Cheshire East, CW12 4LA	<b>No objection</b>
8*	23/0278C	PROPOSED SINGLE STOREY FRONT SIDE AND REAR EXTENSION TO FORM ADDITIONAL LIVING ACCOMMODATION.	50, BIRCH ROAD, CONGLETON, CHESHIRE, CW12 4NR	<b>No objection</b>
9*	23/0294D	Discharge of condition 11 on Appeal Decision 13/3517C: Erection of up to 230 dwellings, access, open space and associated landscaping and infrastructure.	Land off The Moorings, Congleton	<b>No objection</b>
10*	23/0295D	Discharge of condition 12 on Appeal Decision 13/3517C: Erection of upto 230 dwellings, access, open space and	Land off The Moorings, Congleton	<b>No objection</b>

		associated landscaping and infrastructure.		
11*	23/0311C	Improvements to access and perimeter safeguarding fence and gates	Daven Primary School, NEW STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 3AH	<b>No objection</b>
12*	23/0316D	Discharge of conditions 7, 8, 9, 10 of approved application 13/3517C: Erection of up to 230 dwellings, access, open space and associated landscaping and infrastructure.	Land off The Moorings, Congleton	<b>No objection</b>
13*	23/0343D	Discharge of Condition 11 on appeal decision APP/R0660/A/14/2228681 (planning application 13/3517C) for Outline application for erection of up to 230 dwellings, access, open space, associated landscaping and infrastructure	Land Off, GOLDFINCH CLOSE, CONGLETON	<b>No objection</b>
14	23/0370T	Tree works to two cherry trees to cut back by 1.5m, seven sycamore trees to sever ivy to 1.5m above ground level and three birch trees to sever ivy to 1.5 above ground level	Employment Service, WAGG STREET, CONGLETON, CW12 4BD	<b>No objection</b>
15	23/0381C	Internal and external refurbishment of existing public house. Works include infill of non original first floor void, extension to non-original rear ground floor "service areas", internal remodelling complete with new back-oh-house access stair, decorations, erection of external smoking shelter, installation of self-contained external cold room and freezer room, blocking up of external ground floor staff access door, installation of shelter between new kitchen extension and external chiller rooms. Erection of small pergola between car park and main entrance. Raising of existing flat roof by 350mm and construction of 950mm high fence on flat roof to conceal kitchen plant. Reinstatement of one previously blocked-in	The Cheshire Tavern, WEST ROAD, CONGLETON, CW12 4FY	<b>No objection</b>

		window at first floor. New timber fence and gate to service yard.		
16*	23/0382C	Listed building consent for internal and external refurbishment of existing public house. Works include infill of non original first floor void, extension to non-original rear ground floor "service areas", internal remodelling complete with new back-oh-house access stair, decorations, erection of external smoking shelter, installation of self-contained external cold room and freezer room, blocking up of external ground floor staff access door, installation of shelter between new kitchen extension and external chiller rooms. Erection of small pergola between car park and main entrance. Raising of existing flat roof by 350mm and construction of 950mm high fence on flat roof to conceal kitchen plant. Reinstatement of one previously blocked-in window at first floor. New timber fence and gate to service yard.	The Cheshire Tavern, WEST ROAD, CONGLETON, CW12 4FY	No objection
17	23/0388T	Both trees need crown lift up to 5mtrs to remove low hanging branches	Overton House, 61, WEST STREET, CONGLETON, CHESHIRE, CW12 1JY	No objection
18*	23/0391C	Rear, single storey, mono pitch extension	93, ST JOHNS ROAD, CONGLETON, CW12 2AX	No objection
19	23/0395C	Proposed Dwelling  <i>Cllr David Brown advised of his Interest in this application and left the room</i>	Grange Cottage, 150, CANAL ROAD, CONGLETON, CW12 3AT	<p><b>Objection on the grounds of</b></p> <ul style="list-style-type: none"> <li>• <b>Layout and density of proposed development</b></li> <li>• <b>Inadequate space for parking in the proposed plans for the development</b></li> <li>• <b>Safety – existing width of Canal Road not adequate , more risk with increase in vehicle movements</b></li> <li>• <b>No turning point on</b></li> </ul>

				<p><b>Canal Road</b></p> <ul style="list-style-type: none"> <li>• <b>Highway issue with access and egress to Canal Road as close to blind bend and larger delivery vehicles having to reverse out as there is no room for turning</b></li> </ul>
20	23/0455C	Change of use and erection of a 2 metre high fence on the Padgbury Lane boundary line	89, ULLSWATER ROAD, CONGLETON, CW12 4JJ	<b>No objection as long as there is the inclusion of a hedgehog friendly fence panel</b>
21	23/0473T	5 mtr crown lift and dead wood reduction on two Lime trees due to the close relationship to properties and to increase light levels.	20, CRESCENT ROAD, CONGLETON, CW12 4BG	<b>No objection</b>
22*	23/0493C	Non-material amendment on application 21/5215C: Rear extension 2 storey at one side (gable end) dropping into single storey on attached side.	29, THE CRESCENT, CONGLETON, CW12 4BQ	<b>No objection</b>
23	23/0494C	Non-material amendment on application 22/4080C: The client wishes to swap the 2no. 1200x900mm roof lights for a single 2000x2000mm roof lantern. The client is concerned the approved scheme will not let enough natural light into the kitchen.	73, FORGE LANE, CONGLETON, CW12 4BL	<b>No objection</b>
24	23/0416C	External alterations including installation of shopfronts and associated external works to facilitate conversion of offices (Use Class E) to a Class E convenience foodstore (400 sq.m gross) and 1 No. Class E retail / commercial unit (140 sq.m gross)	74, Manchester Road, Congleton, CW12 2HT	Fully support
25*	23/0559D	Discharge of Conditions 3, 4 & 13 on 20/1934C - External alterations to 20, 20a Mill Street (rear dormer) and 22 and 22a Mill Street (single storey rear extension), to create 2 additional apartments and change of use from A1 to C3 at 22a. Change of	20, 20a, 22, 22a Mill Street, Cross Street Garage, 2 and 4 Cross Street, Congleton CW12 1HQ	<b>No objection</b>

**Appendix 1**

**Congleton Town Council Planning Committee 23<sup>rd</sup> February 2022**

Question from Olga Whitmore 20.2.22

- 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.

I raised my questions about the state of Neighbourhood Plan in 2021 Annual Meeting

<https://www.congleton-tc.gov.uk/wp-content/uploads/2021/06/Final-Annual-Council-Meeting-Minutes-06.05.21.pdf>.

To my disbelief, the questions the public asked at the meeting and the replies from CTC are not in the minutes . That should be put there, as the public asked many questions and councillors answered those questions.

I asked CTC about the state of Neighbourhood Plan.

It is 2023 now and I expected that by 2023 there will be some visible progress , yet I have not seen much progress in completing NP .

If CTC spent so much money on its development ( in 2019 CTC paid £19k to the external consultant , probably more money was spent prior to 2019) , why doesn't CTC and its paid staff doesn't see it as a priority for our town ?

I am not happy with an oral report that we cannot see which is expected to be delivered at this week Planning Committee. I expected a proper written report from CTC what exactly those who are paid to develop such plan have done since and why the promised referendum in January never happened.

In December 2022 CTC Planning Committee received a reply from Chief Executive Officer

“The Chief Officer gave a verbal update and stated that there were issues with accessing the previous website which are now completely resolved and that the consultation phase will commence by early – mid January 2023”

### **In response**

Dear Mrs Whitmore

This question has only been received in writing 4 days before the meeting and I have not had the opportunity to investigate the matter with regards to minutes of the Annual meeting of the Council in 2021, I will respond to you as soon as possible.

I agree that progress with the neighbourhood plan is not as we would all have liked, as a council we have had several priorities most of which have been influenced by the need of supporting our community -

- During covid the majority of our office based resource was focusing and reacting to the needs of the community be it vaccinations, food parcels, guidance on support, meals at home etc
- We chose as a council to support the refugees from the Ukraine following the invasion as well as the ones impacted in Ukraine.
- We are now in the midst of a cost of living crisis and once again we are supporting initiatives to help those residents who are being negatively impacted through these difficult times both financially and the impact on their mental health.

Whilst realising that the Neighbourhood Plan is important we have put the overall needs of the residents first during this period

It is worth noting that the Cheshire East Councils Community Governance exercise also caused a delay as we expected that our boundary would expand significantly increasing the population by over 40% - this was based upon the consultation material provided which aligned itself to the Local Plan and the business case for the link road. This would have potentially impacted on our Neighbourhood Plan however this proved not to be the case many months later when Cheshire East Council retained most of the existing boundary for Congleton

You have quoted we have spent £19,000 on our external consultant in 2019, - According to our records the expenditure for the Neighbourhood Plan in 2019/20 was £7657, in 2021/22 £2640.

I would be grateful if you could provide the source of your information for the £19,000 and I will investigate this further

You are correct that in December that I stated that we should be going out to consultation in early January as a result of gaining access to the Neighbourhood Plan website.

What has changed is that when we reviewed the information on the website and the stage where the plan was, as officers we came to the conclusion that the plan would most likely not stand up to examination based upon the length of time from the previous consultations which were before 2019. Many of the policies we had developed have been absorbed by Cheshire East Council through the SADPD process which is quite positive, however in effect we had very few policies left and no up to date consultations.

The plan did not take into account the excellent work that is currently going on in our community in terms of environmental matters, green spaces and the climate emergency. The Town centre is changing as a result of the significant increase in peoples shopping habits following Covid. We need to develop new policies that support the future of the town and the environment we want to live in. We have the opportunity to work with well-established working groups to ensure those policies are well thought out and evidenced

We are coming towards a new council in May and the officers are looking towards having a plan ready for that council to endorse or adjust and then go out to consultation.

**Clr Amanda Martin  
(Chair)**

## CONGLETON TOWN COUNCIL

### Minutes of the Planning Committee Meeting held on Thursday 16<sup>th</sup> March 2023

For the papers discussed at the meeting please see the Meeting Agenda of the Planning Committee on the 16<sup>th</sup> March 2023

#### **In attendance:**

Committee Members: Councillors    Amanda Martin (Chair)  
    Robert Hemsley (Vice Chair)  
    Duncan Amies  
    Martin Amies  
    Robert Douglas  
    Suzy Firkin  
    Mark Rogan  
    Kay Wesley

Ex Officio                                    None

#### **Also present:**

Congleton Town Council Chief Officer David McGifford  
No Members of the press  
No Members of public

### **MINUTES**

#### **1. Apologies for Absence**

Apologies for absence were received from Committee Members: David Brown, Jean Parry and James Smith

#### **2. Minutes of Previous Meetings**

**PLN/20/2223 Resolved** to approve and sign the [minutes of the Planning Committee meeting held on the 23<sup>rd</sup> February 2023.](#)

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

Declarations of “non-pecuniary” (NP) and “pecuniary” (P) interests were received from Councillor: Robert Hemsley (NP) planning application 23/0721C

#### 4. Outstanding Actions

Date	Reference	Issue	Progress
27.4.2021	Astbury Place /Congleton park bridge Section 106	Developer delaying installation of an agreed bridge linking Astbury Place to Congleton Park	16.3.23 Since our last contact, Morris Homes submitted a scheme for the Council's consideration which was discussed with Local Ward Members. As anticipated, there were a number of questions concerning impact on the Park from piling, construction vehicles, haul road remediation and river embankment works which we have asked Morris Homes to address so that a final solution can be agreed. Morris Homes has sought further advice from a specialist Third Party and has responded accordingly. This information is currently being reviewed.
Feb 2023	Tree Preservation Order Church House Public House on Buxton Road	Request for a TPO to be placed on the largest tree at the front of the Church House.	16.3.23 Officers confirmed they have filed a request in Feb 2023
March.23		Application for deed of variation to the mortgage exemption clause in relation to application 14/4452C - Erection of up to 95 dwellings with associated infrastructure (Phase 2)	For the Chief Officer to gain an understanding of the implications of this process from CEC

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

There were no questions from members of the public

#### 6. Urgent Items

There were no urgent items

#### 7. Neighbourhood Plan

As per update provided 23<sup>rd</sup> February 2023

#### 8. Planning Applications Section 1



There were no planning applications brought through to section 1

**9. Planning Appeals**

There were no planning appeals to be noted

**10. Licensing Applications**

There were no Licensing applications to be noted

**11. Planning Applications Section 2**

PLN/21/2223 Resolved that on applications 7 &14 that the stars be removed and all those with stars being noted as no objection

**Planning applications for weeks commencing**

13/20/27<sup>th</sup> February & 6<sup>th</sup> March 2023

1.	23/0620C	Change of use and refurbishment of existing buildings to create a leisure destination venue including use classes E (a) Retail sale of goods, E (b) Consumption of food and drink on the premises, E (d) Indoor sport/fitness and recreation and E g) (i) Offices. Creation of external food court area and new permanent structures including canopy, food and drink preparation units and outdoor seating. create new window and door openings, creation of new stepped access, public realm, landscaping, servicing and boundary treatments.	Land bound by Princess St and Mill St, CONGLETON, CONGLETON, CHESHIRE, CW12 1AB	Fully Support
2.	23/0674C	Re application following refusal 22/4959C proposed loft conversion with front and rear dormer roofs	159, LONGDOWN ROAD, CONGLETON, CHESHIRE, CW12 4QT	<b>Objection</b> on the basis it should be built in accordance with the previously approved application ref 20/0383C

3*	23/0692C	Conversion of garage & link between house and converted spaces. Amendments to rear fenestration.	62, HAREBELL DRIVE, CONGLETON, CW12 4FA	No Objection
4	23/0721C	Demolition of existing barn and erection of seven dwellings, including new access off Eaton Bank.	Eaton Bank Farm, EATON BANK, CONGLETON, CW12 1PF	<b>Objection</b> on the grounds of 1. loss of trees 2. Highway safety issues due to its location to the school 3. Heritage - Should look to preserve the barn as it is a good example of industrial archaeology 4. Nature conservation – by Demolishing the barn and removing associated hedges there is no habitat for bats and birds 5. Key concern for this development is safety which is caused by the very narrow pavement used by school children This could be addressed by this applicant through the provision of land to enable its widening.
5	23/0732C	Proposal to install 5x Fascia sign, 1x projecting sign, 12x Dibond panel, 3x vinyl & 1x site sign	Tesco Express, WEST ROAD, CONGLETON, CW12 4HB	No Objection
6*	23/0740C	Installation of 10 no. black solar panels on the roof pitch fronting Howey Hill	15, HOWEY HILL, CONGLETON, CW12 4AF	No Objection
7	23/0750C	Application for deed of variation to the mortgage exemption clause in relation to application 14/4452C - Erection of up to 95 dwellings with associated infrastructure (Phase 2)	Westlow Heath Phase 2, MANCHESTER ROAD, CONGLETON	No Comment <b>Action</b> for the Chief Officer to gain an understanding of the implications of this process from CEC
8	23/0786C	Two storey side and single storey rear extensions and associated works.	Moss Nook Cottage, 9, BACK CROSS LANE, CONGLETON, CW12 3HT	No Objection
9*	23/0787C	Non-Material Amendment to approval 16/1824M: Demolition of the existing building and an outline planning application with all matters reserved except	Radnor Park Industrial Estate, BACK LANE, CONGLETON, CW12 4XJ	No Objection

		for means of access for a mixed-use development comprising residential dwellings (use class C3) and employment development (use classes B1, B2 and B8) incorporating an element of leisure uses (use classes A3 and A4), together with associated woodland buffer, ecological mitigation and enhancements, open spaces and infrastructure.		
10*	23/0788C	Non-material amendment to approval 16/1824M: Demolition of the existing building and an outline planning application with all matters reserved except for means of access for a mixed use development comprising residential dwellings (use class C3) and employment development (use classes B1, B2 and B8) incorporating an element of leisure uses (use classes A3 and A4), together with associated woodland buffer, ecological mitigation and enhancements, open spaces and infrastructure.	Radnor Park Industrial Estate, BACK LANE, CONGLETON, CW12 4XJ	No Objection
11*	23/0823D	Discharge of condition 5 on application 21/0568C: Minor material amendments and Variation of Condition 2 on permission (19/3258C) for Variation of conditions 2 & 3 of 15/4480C (The proposed Congleton Link Road - a 5.7 km single carriageway link road between the A534 Sandbach Road and	WOLSTENHOLM E ELMY WAY, CONGLETON	No Objection

		the A536 Macclesfield Road)		
12*	23/0851C	Proposed detached garage.	206, PADGBURY LANE, CONGLETON, 18 CHESHIRE, CW1912 4HU	No Objection
13	23/0921C	Change of Use from B1 commercial office to C3 Dwelling House with alterations to existing building and erection of double garage	Moody House, 6, MOODY STREET, CONGLETON, CW12 4AP	No Objection
14	23/0922C	Listed building consent for change of Use from B1 commercial office to C3 Dwelling House with alterations to existing building and erection of double garage	Moody House, 6, MOODY STREET, CONGLETON, CW12 4AP	No Objection
15*	23/0505D	Discharge of Condition 6 on approval 21/1863C for change of use of grass land	Cloud View Stables, NATHANS MEADOW, CONGLETON	No Objection

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 20<sup>th</sup> October 2022

For the papers discussed at the meeting, please see the [Agenda & Papers – 20<sup>th</sup> October 2022](#)

In attendance:

Committee members: Cllrs

**Suzy Firkin - Chair**

Suzie Akers Smith

Dawn Allen

Duncan Amies

Martin Amies

Russell Chadwick

George Hayes

Robert Hemsley

Ex-Officio Members: Cllr Margaret Gartside – Town Mayor

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Ruth Burgess – Streetscape Development Manager
- Mark Worthington - Town Hall Manager

### Minutes

#### 1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs David Brown and Robert Douglas.

#### 2. Minutes of Previous Meetings

**THAS/18/2223 Resolved to** approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 4th August 2022.](#)

#### 3. Declarations of Interest

Declarations of interest were received from Cllrs Suzie Akers Smith and George Hayes on any matters relating to Cheshire East Council.

**4. Outstanding Actions**

See item 15 – Public Toilets.

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

There were no questions raised by members of the public.

**6. Urgent Items**

There were no urgent items raised at the meeting.

**7. Town Hall Trading Account**

**THAS/19/2223 Resolved to** accept the Town Hall Trading account to 31<sup>st</sup> August 2022 and to note the content of the summary report.

**8. Paddling Pool Season 2022**

**THAS/20/2223 Resolved to** receive the updates on matters relating to the paddling pool season 2022 and noted comments for consideration with regards to:

- seated position and cover at the entrance for staff
- additional session
- resin repairs, if possible, to be done earlier
- potential snack cabin

**9. Low Carbon Energy Proposal for Congleton Town Hall**

**THAS/21/2223 Resolved to** receive the updates on matters relating to the Low Carbon Energy Proposal for Congleton Town Hall.

**10. Town Hall Roof Repairs**

**THAS/22/2223 Resolved to** receive the updates on matters relating to the Town Hall roof repairs.

**11. Streetscape Services Trading Account**

**THAS/23/2223 Resolved to** accept the Streetscape Services Trading account to 31<sup>st</sup> August 2022 and to note the content of the summary report.

**12. Streetscape Services**

**THAS/24/2223 Resolved to** receive the Streetscape Services update

### **13. Congleton Information Centre Trading Account**

**THAS/25/2223 Resolved to** accept the Congleton Information Centre Trading account to 31<sup>st</sup> August 2022 and to note the content of the summary report.

**14. THAS/26/2223 Resolved to exclude members of the press and public from item 15 due to Commercial Sensitivities.**

### **15. Public Toilets**

**THAS/27/2223 Resolved to** receive the update report and agreed that ongoing discussions should continue with the Market area and Capital Walk toilet provision and request when Cheshire East Council are planning to upgrade the park toilets.

**Outstanding action** Cllr Akers Smith to discuss signposting to the Library toilets with Cheshire East Council.

**Cllr Suzy Firkin  
(Chair)**

## CONGLETON TOWN COUNCIL

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 12<sup>th</sup> January 2023

For the papers discussed at the meeting, please see the [Agenda & Papers – 12<sup>th</sup> January 2023](#)

In attendance:

Committee members: Cllrs

**Suzy Firkin - Chair**

Suzie Akers Smith

David Brown

Duncan Amies

Martin Amies

Russell Chadwick

Robert Hemsley

Robert Douglas

Ex-Officio Members: Cllr Margaret Gartside – Town Mayor

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Ruth Burgess – Streetscape Development Manager
- Mark Worthington - Town Hall Manager

### Minutes

#### 1. Apologies for absence

Apologies for absence were received from:  
Committee Members: Cllrs Dawn Allen.

#### 2. Minutes of Previous Meetings

**THAS/28/2223 Resolved to** approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 20<sup>th</sup> October 2022.](#)

#### 3. Declarations of Interest



Declarations of interest were received from Cllrs Suzie Akers Smith and David Brown on any matters relating to Cheshire East Council.

#### 4. Outstanding Actions

See item 9 – Paddling Pool

04.08.22	THAS/13/2223	<b>Library Toilets</b> Cllr Akers Smith to contact the Cheshire East Library Services Team regarding sign posting their public toilets within the library.	Cllr SAS	?	Approval required library manager
20.10.22	THAS/20/2223	<b>Paddling Pool</b> Notes for consideration: <ul style="list-style-type: none"> <li>• seated position and cover at the entrance for staff</li> <li>• additional session</li> <li>• resin repairs, if possible, to be done earlier</li> <li>• potential snack cabin</li> </ul>			See item 9

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

There were no questions raised by members of the public.

#### 6. Urgent Items

There were no urgent items raised at the meeting.

#### 7. Town Hall Trading Account

**THAS/29/2223 Resolved to** accept the Town Hall Trading account to 30<sup>th</sup> November 2022 and to note the content of the summary report.

#### 8. Town Hall Updates

**THAS/30/2223 Resolved to** receive the Town Hall update

**Action** – Congleton Information Centre, to request officers to ask any visitors where they have travelled from, local or out of Congleton

#### 9. Paddling Pool Soft Play Surface

**THAS/31/2223 Resolved to** receive the updates on matters relating to the paddling pool Soft play surface and noted comments for consideration with regards to:

- Different types of surfaces suitable for around paddling pool
- Checks to see the legality behind what type of surface is required

Furthermore to accept the report and delegate the authority to the Chief Officer and Town Hall Manager to make the decision of type of surface suitable for the paddling pool up to a budget £13,125

#### **10. Town Hall Maintenance Programme**

**THAS/32/2223 Resolved to** receive the updates on matters relating to the Town Hall maintenance programme.

**Action** – set up a Town Hall development working group meeting to look through the maintenance programme and to plan a priority list following the completion of the roof.

#### **11. Streetscape Services Trading Account**

**THAS/33/2223 Resolved to** accept the Streetscape Services Trading account to 30<sup>th</sup> November 2022 and to note the content of the summary report.

#### **12. Streetscape update**

**THAS/34/2223 Resolved to** receive the Streetscape Services update

#### **13. No Mow May – All year around**

**THAS /35/2223 Resolved to** accept the report regarding change of mowing regimes across Congleton Town Council maintained open spaces.

**Action** Officers to develop a marketing campaign to clarify and to actively promote the changes in the grounds maintenance programme.

**Action** – Cllr Douglas : progress the offer made by Cheshire East Council at its full Council meeting of 14<sup>th</sup> December 2022 for Congleton Town Council to provide feedback on our experience and lessons learned by using alternative methods to glyphosate.

#### **14. Battery / Electric operated machinery and vehicles**

**THAS /36/2223 Resolved to** accept the report regarding Battery / Electric operated machinery and vehicles

#### **15. Congleton Information Centre Trading Account**

**THAS/37/2223 Resolved to** accept the Congleton Information Centre Trading account to 30<sup>th</sup> November 2022 and to note the content of the summary report.

**16. THAS/38/2223 Resolved to exclude members of the press and public from item 17 and 18 due to Commercial Sensitivities.**

#### **17. Town Hall Bookings December 2023**

**THAS /39/2223 Resolved to** accept the report of the Town Hall Bookings which showed that the bookings were in line with the current budget .

Re December bookings, it was agreed that the commercial partner could identify up to 3 weekends during December for commercial events, the remaining two will be held for community use. Should the identified 3 weekends not have bookings for commercial activity by the end of August, these may also be used for community events.

**17. Town Toilets update**

**THAS/40/2223 Resolved to** receive the verbal update report and agreed that ongoing discussions should continue with the Market area and Capital Walk toilet provision  
**Outstanding action** Cllr Akers Smith to discuss signposting to the Library toilets with Cheshire East Council.

**Cllr Suzy Firkin  
(Chair)**

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	27 <sup>th</sup> April 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	David McGifford (Chief Officer) and Serena Van Schepdael (Responsible Financial Officer)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>12 Annual Review of the Business Risk Assessment for 2023-2024</b>		
<b>Background</b>	<p>Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as stated in the Accounts and Audit regulations 2015:</p> <p><i>“A relevant authority must ensure that it has a sound system of internal control which ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk”</i></p> <p>Congleton Town Council acknowledges that it has a responsibility to manage its risks effectively in order to protect its employees, assets, liabilities and community against potential losses. The Council is aware that not all risks can be eliminated fully, however through correct and careful procedures there will be a focused approach to managing any risks.</p> <p>Congleton Town Council currently adheres to the guidance given by JPAG (Joint panel on Accountability and Governance) in their publication “Governance and Accountability for Smaller Authorities in England” Section 5 for the layout of the Business Risk Assessment. Behind this sits detailed risk assessments for all Streetscape activities, Town Hall activities, Information Centre, Paddling Pool, and events in the town centre.</p>		
<b>Updates</b>	<p>The management team has updated the Business Risk Assessment in its current form for 2023-24.</p> <p>The Finance and Policy Committee approved the draft on 23<sup>rd</sup> March 2023-FAP62/2223, with an added requirement that Cyber Security is added to the document. See Section 4 in Appendix **.1</p>		
<b>Decision Requested</b>	To approve the Business Risk Assessment for 2023-2024 and to adopt in to the Constitution.		

**Business Risk Assessment 2023/24 DRAFT**

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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<b>ASSETS and SERVICES</b>							
1a	Security of Town Hall Building	Theft Maintenance Staff Safety Third person use	1	2	Low	Building property insured and reviewed annually. Alarm systems with automatic response for Town Hall. Low crime rate in Congleton. Weekly fire alarm checks and annual servicing. Record all incident Third parties sign a contract re liabilities. CCTV installed throughout the building	Weekly checks of property and actions taken to correct maintenance. CCTV Policy checked annually
1b	Security of Town Treasures	Theft, damage	1	3	Med	Treasures locked in the safe. Keys held by CO and current Mayor. CCTV installed to view door of safe. Responsible person with treasures at all times if used for ceremonial or public viewing. Town Treasures signed in and out if taken out of the building (date and name of person taking)	Regular checks need by Town Hall Manager /CO
1c	Maintenance of Town Hall, Museum	Not adequate budget for grade 2 building H&S – antisocial behaviour	1	3	Med	Ensure budget set for maintenance through Town Hall and Asset Committee and Council. Town Hall Manager to inspect property on regular basis for maintenance issues	Monitor budgets
1d	Town Hall Car parking area	H&S – vehicles and people	1	3	Med	Lighting, CCTV and appropriate signage and general maintenance	Regular checks by Town Hall Manager.

**Business Risk Assessment 2023/24 DRAFT**

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1e	Paddling Pool	Health and Safety Risk to workers, public and users Theft and damage to pump room and area. Storage of Chemicals	1	3	Med	Staff trained and Paddling Pool supervised when open. Detailed Method of Operating Procedures used by staff. COSHH Sheets and written procedures in place Detailed lock up procedures. Secure and Improved storage and knowledge of chemicals in place. Insurance and Public Liability in place. Maximum number policy added for busy periods which has been implemented during hot weather since summer 2018. A booking system in place to ensure attendees do not go over maximum capacity.	Check procedures annually, make sure staff training is up to date.
1f	Paddling Pool	Finance: Increase in costs will have an impact in Precept or other areas of the Council	2	2	Med	Reviewing operating hours and ability to charge for entry.	
1g	Hillary Avenue Allotments –CTC owns the land	H&S of users Safety of site	1	2	Low	Work closely with the Allotment Association who manage the allotments on a day-to-day basis. Regular Site inspection. CTC public liability insurance	Review contract and working arrangement
1h	Cenotaph Memorial Sgt Eardley statue Treo memorial and Our Elizabeth statue	Vandalism, damage, deterioration	1	2	Med	Regular checks of site for vandalism and damage included on our asset register for insurance. Within range of Town CCTV. Annual waxing of statues and a maintenance plan in existence for stone.	Part of Streetscape checks

### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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1i	Community Garden	H&S of users	1	2	Low	Responsible for the site. Regular checks and any hazards made good. On Town Council insurance. Regular volunteers working on site have signed the volunteer register. Volunteer policy updated 2019.	Part of Streetscape checks
1j	Community Polytunnel	H&S of users Theft/vandal	1	1	Low	Regular of inspection of site. Extra checks when used. Nothing of value kept here. CTC insurance	Part of Streetscape checks
1k	Christmas Lights	Theft. Safety of use	1	1	Low	Insured through Town Council and stored securely. Use of professional operator to check, service, install and remove lights. Anchor points checked, tested and certified on rotation as best practice	Three-year contract with trained equipped and licenced contractor in place for installation, maintenance and storage. Currently in year three
1l	Streetscape Services - Operations	Health and Safety risk to workers, public and contractors Contract changes	1	3	Med	Risk Assessments carried out for all procedures and new pieces of work. Staff trained Consideration over implications of contracts e.g. vehicles with potential contract changes	Streetscape Manager to check risk assessments and training annually.
1m	Events in the Town Hall	Health and Safety risks to workers, volunteers, contractors and public. Risk to Town Council and Town Hall reputation	1	3	Med	Often organised by third parties. Commercial partner assumes responsibility for event. Organisers asked for Risk Assessment and Public Liability. Catering through Commercial Partner. Bar services must be through Town Hall DPS SIA door staff used when evening party event involving alcohol. Bookings are not accepted for 18 <sup>th</sup> birthday parties.	Maintain existing procedures, and to be reviewed during 2022-23 once future arrangements decided.

### Business Risk Assessment 2023/24 DRAFT

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1n	Town Council led events.	Health and Safety risks to workers, volunteers, contractors and public . Risk to Town Council reputation	1	3	Med	Public liability put in place for events All documentation from third parties checked. Volunteer policy updated All major events are sent to CEC Event Safety Advisory Group for clearance. All contractors RAMS checked.	Maintain existing procedures and ensure new staff are trained.
1o	Licences	Financial penalty/liabilities for not having correct licences	1	2	Low	All licences stored on H Drive and in filing cabinets PPL and PRS reviewed annually Premises Licence held for Town Hall and Town Centre Small Lotteries Licence renewed annually Marriage/Wedding Licence renewal every three years	Maintain existing procedures
<b>2</b>	<b>Finance and Contracts</b>						
2a	Banking	Failure of Bank	1	3	Med	Funds located in 3 separate banks Policies in place in Financial regulations	RFO continual monitoring
2b	Investments	Level of investment	1	1	Low	Investment policy in place Investment Policy updated annually	RFO and Council to review annually or potentially sooner if negative interest rates.
2c	Precept	Precept sum inadequate Late Payment from local authority	1	1	Low	Budget and Precept considered by Finance and Policy Committee & Full Council each year. Contingencies in place through reserves.	RFO and Council to review annually
2d	Financial controls and records		2	2	Med	RFO to undergo CPD training when available. Financial Regulations reviewed annually.	Maintain existing procedures and provide training to new RFO



### Business Risk Assessment 2023/24 DRAFT

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						Internal and External audits and regular Finance and Policy Committee Meetings	
2e	Petty Cash	Payments not accounted for	1	1	Low	All petty cash payments supported by relevant paperwork. Checked by Internal Audit. Processes in Financial Regulations. Petty cash is verified twice yearly.	Maintain existing procedures
2f	Cash	Loss through theft or dishonesty	1	1	Low	Cash reconciled and banked regularly. Unbanked cash locked in office. Fidelity Guarantee Insurance in place via Zurich. . Cash handling policy in place.	Maintain existing procedures
2g	Bank Reconciliations	Inadequate Checks Bank Errors	1	1	Low	Bank reconciliations completed monthly and verified by a member of Finance and Policy committee. Checked via Internal Audits and reported to every Finance and Policy Committee	Maintain existing procedures
2h	Budgetary Process	Inadequate budget preparation leading to inability to fulfil obligations	1	2	Med	Budget considered by Finance and Policy Committee and Full Council. Income and expenditure considered at every Finance and Policy Committee. Internal and External audits in place and follow financial regulations.	Maintain existing procedures
2i	Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	1	2	Med	All invoices checked and initialled for accuracy and receipt of goods/services in line with comprehensive financial regulations. List of payments presented to Finance. Committee. Clear audit trail of all expenditure and checked via Internal Audit.	Maintain existing procedures
2j	Approval of Expenditure	Unauthorised purchase	1	2	Med	All payment orders authorised by Council as per Financial Regulations. Financial	Maintaining existing procedures

**Business Risk Assessment 2023/24 DRAFT**

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		Fraud				Regulations in place for procedures of purchasing.	
2k	Cheque Books	Loss of Cheques Fraudulent use	1	3	Med	All cheque books are kept locked in the office. Summary list of books are kept and signed when one book finished and new one issued. All cheques double signed by 2/6 of the Council signatories and only when matched to a purchase order No blank cheques signed. To be used in line with Financial Regulations and checked by Internal Audit	Maintaining existing procedures , payments are made by BACS where possible
2K(i)	BACs payments	Payment to wrong supplier	1	1	Low	Finance Officer produces bank schedule and emails to 2 signatories and inputs to bank. RFO authorises bank payment whilst also double checking bank details and amounts.	Maintain existing procedures
2l	Credit Card	Loss of Card Fraudulent use	1	1	Low	Credit card kept double locked in Council office. Usage set out in the financial regulations. Current credit limit £3000. Financial Regulations followed for all purchases.	Maintaining existing procedures
2m	Salaries	Incorrect payments to staff	1	2	Low	Use external professional team Mitten Clarke to calculate wages monthly. BACs payments checked and signed by 2/6 signatories. Subject to internal audit. Ensuring sufficient trained staff in place to undertake the task. RFO double checks sheet prior to processing.	Maintaining existing procedures

**Business Risk Assessment 2023/24 DRAFT**

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2n	Annual Return	Not submitted on time Incorrectly completed	1	3	Med	RFO aware of date and ensures requirements met. Outside external company identified that could perform task if required. RFO to produce an annual timetable to highlight deadline dates.	Maintaining existing procedures
2o	Streetscape Contract	Reduction of revenue through Service Level Agreement. CEBC or third-party take-over	2	2	Med	Keeping standards high. Examination and review of agreed contract 2021.  Exploring additional external contracts. Look to align any third-party hire contracts with Service Level Agreement. Review of operating procedures	Review by Chief Officer and Streetscape Manager Record Risk of longer-term contract
2p	Catering / events support for Town Hall	New Commercial Partner appointment April 2022	2	2	Med	Weekly operational meeting take place for booking requirements. Monthly Management meetings take place for Financial, Marketing and any issues	Review after initial 12 months Reports back into THAS
2q	Town Hall Room Bookings	Linked to 2p – future use of the Town Hall					To be reviewed in line with outcome 2p.

### Business Risk Assessment 2023/24 DRAFT

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2r	Congleton Information Centre	Staff, customers, financial risk.	1	2	Med	Front line staff who take cash – banking procedures in place and safe on site. Doors locked before cashing up takes place. Weekend workers never in the building alone. Cash handling policy in place. Third party ticket sales – contracts in place making clear no liabilities to CTC Financial regs for purchasing goods in advance of sales	Ensure all policies in place and understood by all staff in the CIC  Ensure contracts are in place for new ticket suppliers.
2s	New Suppliers	VAT & Bank accounts/Payments fraud	2	2	Med	Full checks on all new suppliers takes place including VAT number check, Companies House check, and bank account check. All confirmation required on letterhead paper separate to invoice received.	New supplier form has been introduced which included checklist of online checks required.
<b>3</b>	<b>Legal Liabilities</b>						
3a	Ensuring the Council Acts within its legal powers	Ultra Vires Acts incurring financial liability	1	2	Low	Chief Officer and one members of staff CiLCA qualified. Use of manuals, advice from NALC and SLCC.	Maintaining existing procedures At least one other member of staff to take CiLCA qualification
3b	Insurance	Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed.	1	3	Med	Council covered by Zurich. Review of Policy with company checked annually for relevance and every three years competitively. Insurance approved by Council. Annual update of asset values and checks of contracts and policies.	Maintaining existing procedures Update Asset Register annually Review overall valuation of the Town Hall being the Town Council's key Asset
3c	Compliance with Inland Revenue Requirements	Payments missed.	1	3	Med	Sage Payroll system calculates wages, pension and NI. Liaison with Cheshire Pension Services. Subject to Internal Audit.	Maintaining existing procedures

**Business Risk Assessment 2023/24 DRAFT**

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		Year-end returns inaccurate or submitted late.					
3d	Health and Safety of Staff, Visitors and Contractors	Liability incurred if Council found to be at fault	1	3	Med	Council has Health and Safety Policy for employees and protect of the public. Separate Risk Assessments in place for all property and activities carried out. £10million Public Liability Insurance. Regular contact with streetscape staff and Lone Workers.	Risk Assessments reviewed by managers at least annually.
3e	Legal Liability as a consequence of Asset ownership	Injury caused through fault with asset or incorrect training in operation.	1	3	Med	Buildings and other assets inspected regularly by staff for faults. PAT checks carried out annually or as needed. Appropriate training given.	Under constant review
3f	Computer Records	Reliability of system. Loss of data through system error or theft.	1	3	Med	Office 365 now used with replacement server within the Cloud. Contract with Prism to provide IT services within an hour (office hours) Professional anti-virus software and Firewall. Confidential files password protected	Maintaining existing procedures
3g	Paper records	Storage of ancient documents Retaining documents appropriately	1	1	Low	Where appropriate stored in museum or safe. Reviewing off site storage for documents that need to be kept under document retention policy but not used.	

### Business Risk Assessment 2023/24 DRAFT

Area	Risks Identified	Likelihood of risk (Score 1 – 3)	Potential Impact (Score 1 – 3)	Risk Rating (Low, Medium, High)	Management/Control of Risk	Review/Action required
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3h	Tendering Process	Procedures not followed for significant contracts. Best value not achieved. Fraud.	1	3	Med	Outlined in the Financial Regulations. Tender documents opened in the presence of at least two councillors and Chief Officer.	Maintaining existing procedures
3i	Register of Members Interests	Not maintained in accordance with Code of Practice	1	2	Low	Up to date Code of Conduct adopted by Council. Register of Interests filed with CEBC and on CTC web site. Written declarations of interests submitted to the office by councillors.	Maintaining existing procedures
3j	Proper Document Control	Documents unaccounted for. No proof of documents received.	1	1	Low	Filing system established and updated. Data Protection Act and GDPR requirements in place. Document retention policy in place. Councillors' mail available for collection	Maintaining existing procedures
3k	GDPR	Failure to safeguard personal information. Misuse of information lead to break of regulations	1	3	Med	Firewall and IT security regularly updated. Database audit checked annually. Data protection and privacy policy published. ICO registration checked and paid annually. All data collection sheets state purpose and how stored and used.	Maintain existing procedures
3l	Climate Change Emergency	Failure to reduce carbon impact from services and activities and to	2	2	Med	Green Working Group for the town council which monitors carbon footprint, and plans to reduce the Carbon Footprint.	Consider Environmental impact on all services and activities.

**Business Risk Assessment 2023/24 DRAFT**

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		meet mitigation measures to meet Climate Change Emergency					
<b>4</b>	<b>ICT and Cyber Security</b>						
<b>4a</b>	<b>Cyber Security</b>	<u>Examples of Cyber Security are: Theft of sensitive or regulated information, hardware damage and subsequent loss, Malware and viruses.</u>	<b>1</b>	<b>3</b>	<b>Med</b>	CTC hold an ICT Policy which includes virus controls. ICT service are provided by a local company, who back up/scan and monitor our ICT system daily/weekly. The account packages are back up daily and once weekly saved to a separate area.	All the Councils PC's, Laptops and files are protected by out ICT providers. PC's and servers are backed up by the ICT provider on a daily basis. Keep ICT Policy updated <u>Officers to arrange for staff to attend an awareness course.</u>

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**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	27 <sup>th</sup> April 2023 7.00pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Serena Van Schepdael – Responsible Financial Officer (RFO)		
<b>AGENDA ITEM REPORT TITLE</b>	<b>Pension Discretion Policy</b>		
<b>Background</b>	The Council’s Pension fund is through the Local Government Pension Scheme, our administrators are The Cheshire Pension Fund (CPF). As part of this scheme we must hold a Pension Discretion Policy, a copy of the policy must be submitted to Cheshire Pension Fund.		
<b>Details</b>	<p>Our current policy was approved in 2018 and requires a review and update.</p> <p>The attached draft policy (appendix ***). The policy has been written on the template provided by CPF. The Policy has been checked by our HR Providers who are happy with the draft policy. Explanation for each Regulation are included in the Draft Policy.</p> <p>The Draft Policy was approved by the Finance and Policy Committee on 23<sup>rd</sup> March 2023- FAP/63/2223</p>		
<b>Decision Requested</b>	To approve the Employers Pension Discretions Policy and to adopt it into the Constitution.		



## **Local Government Pension Scheme 2014 (Administered by the Cheshire Pension Fund)**

### **Employer Pension Discretions Policy Statements for Employees**

**Employer name: CONGLETON TOWN COUNCIL**

**Effective date of discretions:**

**Completed by:**

**\*Signed:**

**Date:**

**\*We cannot accept your discretions if you have not signed this document. If you are completing an electronic copy please type your name in full.**

## Employer Discretions

### COMPULSORY - Policy Statements in accordance with Local Government Pension Scheme Regulations 2013

#### REGULATION 16 (2)(e) & (4)(d)

#### Ability to contribute to a shared cost additional pension contribution (APC) scheme

**EXPLANATION** Where an employee has elected to pay Additional Pension Contributions (APCs) an employer can elect to fund part or the entire employees share of the contributions.

In your policy you must decide:

- if you would consider contributing to a shared cost APC,
- in what circumstances you would enforce this discretion, and,
- how much you would contribute.

**Note: this discretion only relates to cases where the member is working as normal rather than being on authorised leave without pay. For cases where members are on authorised leave without pay e.g. as a result of an approved career break or unpaid additional maternity leave the employer must fund 2/3rds of the contribution if the member makes an election within 30 days of returning to work.**

*Please state your policy in the box below:*

Employees may elect to pay additional pension contributions into a scheme established by the Pension Fund. The Council will not contribute to a shared cost APC for an employee.

## REGULATION 30 (6) & (8)

### Ability to award flexible retirement & waive actuarial reduction

**EXPLANATION** A member who is aged 55 or over and with their employer's consent reduces their hours and/or grade, can then, but only with the agreement of the employer, make an election to the administering authority to receive all or part payment of their accrued benefits without having retired from that employment. In your policy you must decide:

- if you will consider granting flexible retirement,
- the circumstances in which flexible retirement will be awarded, and
- whether to waive any reduction that will be applied to the members benefits. There will be a direct cost to the employer.

***Please state your policy in the box below:***

Policy - May be agreed where an employee reduces their hours by at least one fifth, and/or their pay grade by at least two grades. Approval must be granted in conjunction with the change in contract and will take account of the Council's overall best interests and value for money.

Where pension is released under this discretion, it will be on an actuarially reduced basis where the current Pension Scheme Regulations allow for this.

The Council will not waive any reduction that will be applied to the members benefits where there is a cost to The Council.

**REGULATION 30 (8)**

**Ability to waive some or all of early retirement reduction on benefits if a member retires before Normal Pension Age (NPA) – For both active and deferred members**

**EXPLANATION** Employers can elect to waive some or all of the reduction on benefits if a member chooses to retire and take their benefits before their Normal Pension Age (NPA).

In your policy you must decide:

- if you will consider waiving any reductions,
- the circumstances in which you would consider waiving any reductions, and
- whether to waive any reduction that will be applied to the members benefits. There will be a direct cost to the employer.

***Please state your policy in the box below:***

As a consequence of flexible retirement there may be a reduction to the benefit paid where the employee does so before the age of 65

The Council will not waive any reduction that will be applied to the members benefits where there is a cost to The Council.

**TRANSITIONAL PROTECTIONS – Regulation 1 (1)(c) SCHEDULE 2**

**Power of employing authority to ‘switch on’ the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60**

**EXPLANATION** A member who meets the 85 year rule and elects to draw their pension benefits from age 55 will no longer require their employer’s consent if they retire after 31<sup>st</sup> March 2014. However certain members will lose some 85 year rule protections if they wish to draw their pension between age 55 and 59.

An employer may decide to ‘switch on’ protection to the 85 year rule for a member who voluntarily retires from age 55 but before age 60, and meet any additional cost of the retirement.

In your policy you must decide:

- if you will consider switching the 85 year rule on for this group of members which may result in a direct cost for the employer.

***Please state your policy in the box below:***

An employee may voluntarily retire from the age of 55. The Council will not consider switching the 85 rule on for this group of members where it will result in a direct net cost to the Council.

## REGULATION 31

### Ability to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency

**EXPLANATION** An employer may decide to award a member additional pension up to a limit of £6755 per year\* payable from the same date as their pension is payable.

You must resolve to award additional pension while the member is active. If the member has been made redundant or retired on efficiency grounds you must make this resolution within 6 months of them leaving.

**\*IMPORTANT NOTE: The amount of additional pension that can be awarded will increase each April.**

In your policy you must decide:

- if you will consider awarding additional pension to a member, and
- the circumstances in which you will consider awarding additional pension

***Please state your policy in the box below:***

The Council will not consider awarding additional pension to a member.