

LOWER WITHINGTON PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE : MONDAY, 26TH MARCH, 2018

TIME : 7:30pm.

VENUE : LOWER WITHINGTON PARISH HALL, SK11 9DX.

To Members of Lower Withington Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

1. **APOLOGIES FOR ABSENCE** -
2. **DECLARATIONS OF INTEREST** - To receive Declarations of Interest in any item on the agenda.
3. **MINUTES** -
 - i) To approve the Minutes of the Parish Council Meeting held 26th February, 2018 as a correct record and authorise signing by the Chairman.
4. **PUBLIC FORUM FOR QUESTIONS** - To receive questions from members of the public.
5. **REPORTS FROM EXTERNAL ORGANISATIONS** -
 - i) **Macclesfield Local Policing Team** - Report on matters causing concern within the Parish.
 - ii) **Cheshire East Ward Member Cllr. L. Smetham** - Report on items of interest to Parish Council.
6. **FINANCE** -
 - i) **To receive and consider the Financial Statement 2017/18 as at 26th March, 2018.** (Appendix A)
 - ii) **To authorise the following payments** -

a) Cheque No. 000406	E. M. Maddock	£467.94	Net salary - March, 2018, Accommodation Allowance & Employment Expenses.
b) Cheque No. 000407	H.M. Revenue & Customs	£49.80	Employee Income Tax.
c) Cheque No. 000408	Brocklehurst Contractors Ltd.	£180.00	Drainage work at Dicklow Cob.
 - iii) **To note the following receipts since last meeting** - None.
 - iv) **To approve the financial risk assessment 2017/18.** (Appendix B)
7. **PLANNING** -
 - i) **To receive the latest planning schedule and discuss new applications.** (Appendix C)
 - ii) **Dingle Bank Quarry site** - To receive updates relating to the quarry & Lapwing Hall Lake footpath.
 - iii) **Ashley Waller Auctioneers Ltd.** - To receive an update on activities.
8. **COMMUNITY** -
 - i) **The Black Swan, Trap Street** - To receive information relating to a tribunal hearing against the decision to register the Black Swan as an Asset of Community Value.
 - ii) **Bluedot Festival** - To receive an update regarding the application to vary the premises licence.
 - iii) **Jodrell Bank Observatory** - Presentation relating to the future nomination as a World Heritage Site.
 - iv) **Parish Litter Pick** - To receive an update on preparations for the litter pick.
9. **HIGHWAYS** -
 - i) **Highway defects** - To receive the latest highway defect schedule and note any recent defects requiring attention. (Appendix D)
 - ii) **Highway incidents within Parish** - To receive the latest highway incident log and note any recent incidents. (Appendix E)
10. **CORRESPONDENCE** -
 - i) **To note correspondence received by the Parish Council since the date of the last meeting.** (Appendix F)
11. **VACANCY FOR PARISH COUNCILLOR** - To receive an update on the process to fill vacancy.
12. **MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA** -
 - i) **Village Green Access.**
 - ii) **Parish Boundary Signs.**
13. **DATE OF NEXT MEETING** - Monday 30th April, 2018 at Lower Withington Parish Hall immediately following Annual Parish Meeting which commences at 7:30pm.

LOWER WITHINGTON PARISH COUNCIL

AGENDA

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

14. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - (as required)

E.M.Maddock

Dr. E. M. Maddock CiLCA (Dist.)
Clerk and Responsible Financial Officer.

Dated 19th March, 2018.

APPENDIX A

Financial Statement - 2017/18 as at 26 March 2018					
Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to Feb. 18 £.	Agenda Mar. 18 £.	Budget Balance £.
	Receipts				
6,000.00	Precept	6,270.00	6,270.00		0.00
0.00	Balances	0.00	0.00		0.00
1.18	Investment Interest	0.00	0.47		0.00
0.00	Sale of Assets	0.00	0.00		0.00
17.00	Grants, Donations & Refunds	0.00	449.99		0.00
573.97	V.A.T. Refund		52.28		166.29
6,592.15	Total Receipts	6,270.00	6,772.74	0.00	166.29
	Payments				
4,107.08	Salary (Clerk)	2,915.00	2,634.50	239.50	41.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
200.00	Allowances (Clerk)	200.00	0.00	200.00	0.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
92.62	Administration	200.00	0.00	78.24	121.76
0.00	Audit Fees (internal & external)	100.00	0.00		100.00
305.59	Insurance	320.00	296.94		23.06
150.00	Donations - Sect. 137	300.00	45.00		255.00
36.00	Website	70.00	71.00		-1.00
217.75	Subscriptions/Affiliation Fees	265.00	217.75		47.25
170.00	Room Hire	260.00	170.00		90.00
0.00	Training	140.00	0.00		140.00
600.00	Tree Carving	0.00	0.00		0.00
0.00	Assets - Maintenance	200.00	63.95		136.05
0.00	Transparency Code	0.00	332.50		-332.50
0.00	Highway Projects	1,000.00	250.00		750.00
0.00	Contingency	300.00	640.80	150.00	-490.80
52.28	V.A.T.		136.29	30.00	
5,931.32	Total Payments	6,270.00	4,858.73	697.74	879.82

Cash/Bank Reconciliation	01/04/17	26/02/18	26/03/18	31/03/18
Balance B/Fwd.	7,937.26	7,937.26	9,851.27	9,153.53
Add Total Receipts	0.00	6,772.74	0.00	166.29
Less Total Payments	0.00	-4,858.73	-697.74	-879.82
Balance C/Fwd.	7,937.26	9,851.27	9,153.53	8,440.00
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/17	26/02/18	26/03/18	31/03/18
General Funds	7,937.26	8,851.27	8,153.53	7,440.00
Earmarked Reserves	0.00	1,000.00	1,000.00	1,000.00
	7,937.26	9,851.27	9,153.53	8,440.00

LOWER WITHINGTON PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 26th March, 2018

CASH

Balance Brought Forward 01/04/17		
Current Account	4,523.64	
Business Reserve Account	3,413.62	
Plus Receipts	6,772.74	
	14,710.00	
Less Payments	5,556.47	
Balance Carried Forward 26/03/18	9,153.53	

BANK (Natwest)

Business Reserve Account -	3,414.09		05/01/18
Add income/transfer received since above Statement	0.00		
Less unrepresented cheques	0.00	3,414.09	26/03/18
Current Account -	7,688.68		05/01/18
Add income received since above Statement	0.00		
Less unrepresented cheques/ Transfer	0.00		
Approved	-1,251.50		
For Approval	-697.74		
	-1,949.24	5,739.44	26/03/18
Total Bank Balances 26/03/18	9,153.53		

LOWER WITHINGTON PARISH COUNCIL

AGENDA

APPENDIX B

LOWER WITHINGTON PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2017/18

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Archive material currently held by Members. Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2018/19.
Bank and banking	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

LOWER WITHINGTON PARISH COUNCIL

AGENDA

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
Salaries and associated costs.	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
VAT	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2018/19.

LOWER WITHINGTON PARISH COUNCIL

AGENDA

APPENDIX C

OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
17/3597M (17/07/17)	ENW Electricity Substation, Congleton Lane, Chelford.	Proposed installation of 22m Lattice Tower with associated antennas and ductwork on concrete base within 7m by 7m by 2.4m high palisade fenced compound.	
17/3930M (04/08/17)	Land at Pitt Lane, Lower Withington.	Demolition of existing commercial building and construction of a single dwellinghouse.	
17/5997M (24/11/17)	Piggotts Hall, Congleton Lane, Lower Withington.	Variation of condition 2 to existing permission 15/2852M; Change of use of existing agricultural buildings to residential use to form 4 dwellings. Change of use and alterations of existing single dwelling house to form two dwellings. Change of use, extension and alteration of existing agricultural building to domestic garages. Landscaping works in connection with change of use from agricultural to residential curtilage.	
17/6356M (19/12/17)	Black Swan, Trap Street, Lower Withington. SK11 9EQ	Demolition of the vacant public house and erection of three residential dwellings.	Awaiting confirmation of Committee date.
18/0262M (18/01/18)	Windy Harbour Cottage, Boundary Lane, Marton. SK11 9LU	Proposed two storey rear extension and single storey side extension.	14/03/18 - Approved with Conditions.
18/0804M (16/02/18)	Moss Cottage, Trap Street, Lower Withington. SK11 9EQ	Proposed two storey rear extension.	

NEW PLANNING APPLICATIONS

Application Reference	Location	Proposed Development	Comments Deadline
18/0528M (08/03/18)	Little Gleads Moss Farm, Gleads Moss Lane, Lower Withington. SK11 9EG	Single storey outbuilding.	04/04/18
18/1161M (12/03/18)	Dingle Bank Farm, Holmes Chapel Road, Lower Withington. SK11 9DP	Proposed replacement silage clamp.	Awaiting confirmation.

APPENDIX D

OUTSTANDING HIGHWAY DEFECT SCHEDULE

Date	Location	Issue	Ref. No.	Cheshire East Council Status Report
12/05/14	Opposite Ivy Farm, Salters Lane.	Damaged Cheshire Railings.	2524740	26/02/18 - The job is presently on hold due to budgetary constraints.
04/04/16	South View - opposite 'No. 6'.	Indentation across full carriageway with pot hole at one end.	3252339 3318652	26/02/18 - No date for work available. 19/02/18 - Pothole at end re-reported.
27/02/17	Outside Headlands, Congleton Lane.	Flooding.	3279095 3282551	26/02/18 - Thorough jetting has been undertaken. Issue much improved.
30/10/17	Trap Street between Red Lion and Dairy Farm.	Pothole & Surcharging Gully.	n/a	26/02/18 - Further work required to dig up and remove blockage in system.
29/01/18	Holmes Chapel Road near to The Old Cheshire Hunt.	Hole around gully.	3313836	26/02/18 - Hole to be repaired along with the re-levelling of the gully and grate to reduce vibration which may be the cause of the persistent problem.
31/01/18	Catchpenny Lane near to driveway to Smiths Green Farm.	Flooding.	3314497	21/02/18 - Site has been jetted, further work required for a full system clean.
31/01/18	Whitcroft Heath Road.	Tree branches leaning on telephone cables.	3314502	02/02/18 - Matter referred to utility company. 26/02/18 - One tree removed.

LOWER WITHINGTON PARISH COUNCIL

AGENDA

Date	Location	Issue	Ref. No.	Cheshire East Council Status Report
31/01/18	Chapel Lane near April Cottage.	Flooding.	3314505	26/02/18 - Awaiting assessment.
13/02/18	Holmes Chapel Road near junction with Longshoot Road.	Flooding.	3317196	26/02/18 - A job has been raised and added to the flood list.
17/02/18	Boundary between Jodrell Bank and Little Orchard, Holmes Chapel Road.	Tree branches close to power cable and two boughs have fallen.	n/a	17/02/18 - Matter referred to utility company.
19/02/18	Opposite Highway Garage and outside The Beeches, Holmes Chapel Road.	Blocked gullies.	3318499	26/02/18 - Awaiting assessment.
19/02/18	Junction of Trap Street with Salters Lane (Opposite Birch House).	Pothole.	3318655	26/02/18 - Awaiting assessment.

APPENDIX E

PARISH HIGHWAY INCIDENT LOG

Date	Location	Details
January 2013	Village Green	Car on Village Green
January 2013	Outside Daisy Bank Farm (A535)	Car accident
January 2013	Outside Dingle Bank Farm	Car accident
February 2013	Jodrell Bank Poultry Farm	Car through fence
March 2013	Trap Street	Serious accident - car hit telegraph pole, driver cut free
7 May 2013	Between Windy Arbour and Hodge Lane corner	Accident
June 2013	Rose Cottage, Trap Street	Car through hedge
End June 2013	Longshoot Lane	Vehicle accident - skid marks and damaged tree observed
July 2013	Ivy Farm Barn	Car through hedge
August 2013	Trap Street at junction with Welltrough	Car and coach in collision
September 2013	Holmes Chapel Road	Wagon left the road
13 February 2014	Junction of Farm Lane and A535	Two car collision - one driver fatally injured
May 2014	Opposite Withington Hall (A535)	Collision of two 4x4 vehicles
May 2014	Opposite Ivy Farm, Salters Lane	Vehicle collision
July 2014	At junction of Salters Lane and Dicklow Cob	Vehicle collision
September 2014	Hodgehill corner	Police involved
November 2014	Dairy Farm, Trap Street	Car left the road and cleared fence landing in field
January 2015	Bend at Bomish Lane	Four accidents on Holmes Chapel Road
January 2016	Near junction of Catchpenny Lane with A535	Two car collision
January 2016	Bend at Bomish Lane	Collision resulting in chevron sign being knocked down
February 2016	At entrance to Lower Withington Parish Hall	Vehicle collision resulting in damage to highway signage
March 2016	Salters Lane (B5392) on sharp bend near Mill House Farm	Vehicle in the hedge
May 2016	Village Green, opposite Chapel	Vehicle left highway into Village Green trees
July 2016	Holmes Chapel Road	Vehicle collision (minor injuries)
September 2016	Holmes Chapel Road	One vehicle collision (no injuries)
October 2016	Salters Lane	Vehicle left road due to mud on road
November 2016	Salters Lane	Vehicle left road into a field
December 2016	Salters Lane	Vehicle left highway onto Village Green
January 2017	Holmes Chapel Road (towards Chelford)	Vehicle collision with animals (Vehicle smashed)
May 2017	Holmes Chapel Road (near Daisy Bank Farm)	Vehicle left road into hedge
September 2017	Holmes Chapel Road (near Daisy Bank Farm)	Vehicle collision with stationary vehicle
07 October 2017	Salters Lane	One vehicle collision with fence
January 2018	Holmes Chapel Road (near Bomish Lane)	Collision resulting in chevron sign being knocked down
February 2018	Holmes Chapel Road (near Highway Garage)	Vehicle skidded due to flooding and ice on road.

LOWER WITHINGTON PARISH COUNCIL

AGENDA

APPENDIX F

CORRESPONDENCE

Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin - 22 February 2018; 1, 8, 15 March 2018.

Cheshire East Council

- Traffic Management LAP Reports - 22 February 2018; 1, 8, 15 March 2018.
- Neighbourhood Planning Fortnightly Update - 23 February 2018; 9 March 2018.
- Winter Service Decisions - 19-28 February 2018; 1-18 March 2018.
- Sustainable Modes of Travel to Schools (SMOTS) strategy consultation. (Consultation closes 29/03/18)
- Changes to Bus Services from 1st April, 2018.

Cheshire East Council - Temporary Road Closures / Restrictions -

- Whitecroft Heath Road, Lower Withington from approximately 300 metres away from junction of Lapwing Lane to approximately 350 metres along Whitecroft Road - 13-15/02/18.
- Moss Lane, Macclesfield from junction of Macclesfield Road to outside Oak Cottage - 21-23/02/18.
- Flash Lane Roundabout, Macclesfield from junction of London Road to junction of Bollington Road - 19-23/03/18.
- Old Buxton Road, Macclesfield, from the junction with Buxton New Road to the junction with Ankers Lane - 09-22/04/18.
- Woodhouse End Road, Gawsworth from junction of Cow Brook Lane to approximately 350 metres along Woodhouse End Road - 28/02/18 - 14/03/18.
- Chestergate, Macclesfield from junction of Catherine Street to junction of Chester Road - 10-11/03/18.
- Whirley Road, Macclesfield, from junction of Birtles Road to junction of Belmont Avenue - 02-06/04/18.
- Woodhouse End Road, Gawsworth from junction of Cow Brook Lane to approximately 350 metres along Woodhouse End Road - 28/02/18 - 29/03/18.

Other Correspondence

- HMRC - 20/02/18 - Employment webinars; 24/02/18 - End of year payroll deadline; 26/02/18 - Getting ready for the new tax year; 28/02/18 - Online support for the new tax year; 02/03/18 - Payroll dates and rates 2018; 03/03/18 - Health & Safety in the Workplace; 05/03/18 - Employer webinars; 07/03/18 - Changes to National Minimum Wage from 1st April, 2018; 09/03/18 - Payroll webinars; 15/03/18 - Health & Safety in the Workplace.
- Community & Voluntary Services - 20/02/18 - Training News; 26/02/18 - Families Together project in Crewe; 16/03/18 - e-Bulletin.
- Information Commissioner's Office - Newsletter - March 2018; Extension to GB Spring Clean due to inclement weather.
- Keep Britain Tidy - GB Spring Clean; Safety Advice re: GB Spring Clean.
- Local Council Public Advisory Service - Parish and Town Council Specific Data Protection Officer Service.
- Local Council Public Advisory Service - Review of Ethical Standards in Local Government.
- Mid Cheshire Against HS2 - March 2018 Newsletter.
- Came & Company - Council Matters Newsletter.
- Local Council Public Advisory Service - General Data Protection Regulations Information Pack.
- Mid Cheshire Against HS2 - Update on campaign.
- Jodrell Bank - Upcoming Events.
- Bluedot - Easter event at The Refuge, Manchester.
- Borough Councillor L. Smetham - Notification of Public Rights of Way Committee Agenda which includes consideration of proposed Diversion of Public Footpath No. 12 (part), Parish of Lower Withington.
- Borough Councillor L. Smetham - Drainage Works - Road Closure - Salters Lane, Siddington.
- Borough Councillor L. Smetham - Supply of Household Recycling and Waste Bins Consultation. (Consultation closes 21/05/18)