

LOWER WITHINGTON PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: MONDAY 25TH FEBRUARY, 2019
TIME: 7:30 p.m.
VENUE: LOWER WITHINGTON PARISH HALL

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 28th January, 2019 as a correct record and authorise signing by the Chairman.
4. **PUBLIC FORUM FOR QUESTIONS** -
5. **REPORTS FROM EXTERNAL ORGANISATIONS** -
 - i) Gawsworth & Chelford Wards Policing Team - Report on matters of interest / concern within the Parish.
 - ii) Cheshire East Ward Member Cllr. L. Smetham - Report on items of interest to the Parish Council.
6. **FINANCE** -
 - i) To receive and consider the Financial Statement 2018/19 as at 25th February, 2019. (Appendix A)
 - ii) To authorise the following payments -

a) Direct Debit	Information Commissioner's Office	£35.00	Data Protection Fee 2019/20.
b) Direct Debit	(aq) Limited	£18.00	Website Domain Renewal.
c) Cheque No. 000423	E. M. Maddock	£244.29	Salary: February, 2019.
d) Cheque No. 000424	A. Keppel-Green	£40.00	Website Hosting Fee.
 - iii) To note the following receipts since the last meeting - None.
7. **PARISH COUNCIL POLICIES** -
 - i) To re-confirm Standing Orders as adopted.
 - ii) To re-confirm Financial Regulations as adopted.
 - iii) To review and confirm Financial Risk Assessment 2018/19. (Appendix B)
 - iv) To receive completed Personal Data Audit Questionnaires from Members.
8. **CORRESPONDENCE** -
 - i) To consider the specific correspondence (below) received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate thereto:
 - a) Manchester Airport - Meeting with Town & Parish Councillors - 05/03/19.
 - b) Cheshire East Council - Invitation to Town & Parish Council Conference - 06/03/19.
 - c) Cheshire East Council - Mayor's Charity Sunday Lunch - 10/03/19.
 - d) Bluedot Festival - Request for charity nomination and details of previous uses of donations.
 - e) Cheshire East Council - Macclesfield Town Centre Strategic Regeneration Framework (SRF) Consultation. (Closes 13/03/19)
 - ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix C)
9. **PLANNING** -
 - i) To receive the latest planning schedule and discuss new applications. (Appendix D)
 - ii) To receive an update regarding the premises licence for Bluedot Festival.
10. **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) Village Green Access - To receive an update on present position. (Clerk)
 - iii) Village Green Drainage - To receive an update relating to the removal of the willow tree and drainage work.

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- iv) Jodrell Bank - To receive information relating to World Heritage Site nomination. (PD)
- v) Parish Council Notice Boards - To receive an update relating to provision of new notice board.
- vi) Newsletter - To consider and approve draft newsletter and arrangements for distribution.
- vii) Christmas Tree Provision - To receive an update relating to the provision of an electricity supply for the Christmas Tree at Lower Withington Parish Hall.

11. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) Highway Defects - To receive the latest highway defect schedule and note any recent defects requiring attention. (Appendix E)
- ii) Highway Incidents within Parish - To receive the latest highway incident log and note any recent incidents. (Appendix F)
- iii) Salters Lane - To receive an update regarding the speed review of Salters Lane.

12. CO-OPTION OF PARISH COUNCILLOR -

- i) To consider the co-option of a Councillor to fill the vacancy on the Parish Council from candidates who have submitted an expression of interest.

13. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -

- i) Dingle Bank Quarry Liaison Group Meeting. (March 2019)

14. DATE OF NEXT MEETING - Monday 25th March, 2019 at 7:30p.m. at Lower Withington Parish Hall.

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.

15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

(as required)

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 18th February, 2019

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APPENDIX A

Financial Statement - 2018/19					
as at 25 February 2019					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Jan. 19 £.	Agenda Feb. 19 £.	Budget Balance £.
Receipts					
6,270.00	Precept	10,600.00	10,600.00		0.00
0.00	Balances	0.00	0.00		0.00
0.89	Investment Interest	0.00	2.59		0.00
0.00	Sale of Assets	0.00	0.00		0.00
449.99	Grants, Donations & Refunds	9,000.00	0.00		9,000.00
52.28	V.A.T. Refund		166.29		34.86
6,773.16	Total Receipts	19,600.00	10,768.88	0.00	9,034.86
Payments					
2,874.00	Salary (Clerk)	2,915.00	2,442.92	244.29	227.79
0.00	National Insurance (Employer)	0.00	0.00		0.00
200.00	Allowances (Clerk)	200.00	0.00		200.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
78.24	Administration	215.00	0.00		215.00
0.00	Audit Fees (internal & external)	100.00	0.00		100.00
296.94	Insurance	350.00	296.94		53.06
45.00	Donations - Sect. 137	300.00	77.97		222.03
71.00	Website	70.00	5.00	55.00	10.00
217.75	Subscriptions/Affiliation Fees	285.00	187.40	35.00	62.60
170.00	Room Hire	260.00	180.00		80.00
0.00	Training	160.00	0.00		160.00
0.00	Professional Services	750.00	0.00		750.00
332.50	Assets - Purchase	1,250.00	154.28		1,095.72
313.95	Assets - Maintenance	750.00	0.00		750.00
0.00	Village Green Pathway Project	2,000.00	0.00		2,000.00
0.00	Neighbourhood Plan	9,500.00	0.00		9,500.00
790.80	Contingency	495.00	0.00		495.00
166.29	V.A.T.		31.86	3.00	
5,556.47	Total Payments	19,600.00	3,376.37	337.29	15,921.20

Cash/Bank Reconciliation	01/04/18	28/01/19	25/02/19	31/03/19
Balance B/Fwd.	9,153.95	9,153.95	16,546.46	16,209.17
Add Total Receipts	0.00	10,768.88	0.00	9,034.86
Less Total Payments	0.00	-3,376.37	-337.29	-15,921.20
Balance C/Fwd.	9,153.95	16,546.46	16,209.17	9,322.83
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/18	28/01/19	25/02/19	31/03/19
General Funds	8,153.95	15,546.46	15,209.17	8,322.83
Earmarked Reserves	1,000.00	1,000.00	1,000.00	1,000.00
	9,153.95	16,546.46	16,209.17	9,322.83

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CASH/BANK RECONCILIATION AS AT - 25th February, 2019

CASH

Balance Brought Forward 01/04/18	
Current Account	5,739.44
Business Reserve Account	3,414.51
Plus Receipts	10,768.88
	<hr/>
	19,922.83
Less Payments	3,713.66
Balance Carried Forward 25/02/19	<hr/> <hr/>
	16,209.17

BANK (Natwest)

Business Reserve Account -	3,417.10	04/01/19
Add income/transfer received since above Statement		
	<hr/>	
	0.00	
Less unrepresented cheques		
	<hr/>	
	0.00	
	<hr/>	3,417.10 25/02/19
Current Account -	13,695.91	04/01/19
Add income received since above Statement		
	<hr/>	
	0.00	
		0.00
Less unrepresented cheques/ Transfer		
Approved	-566.55	
For Approval	<hr/>	
	-337.29	
	<hr/>	
	-903.84	
		12,792.07 25/02/19
Total Bank Balances 25/02/19	<hr/> <hr/>	16,209.17

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APPENDIX B

LOWER WITHINGTON PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2018/19

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.
Financial records	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2019/20.
	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.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2019/20.
	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.
Cash	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.
	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

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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 2019/20.
	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 2019/20.

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APPENDIX C

CORRESPONDENCE

Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin - 24, 31 January 2019; 7, 14 February 2019.
- Cheshire East Council Town & Parish Council Conference - 29th January, 2019 - Cancelled.
- Health & Safety Training - 6th March 2019.
- Town & Parish Council Conference - 6th March, 2019.
- Code of Conduct Training - 7th March 2019.

Cheshire East Council

- Traffic Management LAP Reports - 24, 31 January 2019; 7, 14 February 2019.
- Poynton Regulation 16 Neighbourhood Plan Consultation - 23/01/19 - 08/03/19.
- Chelford Regulation 16 Neighbourhood Plan Consultation - 23/01/19 - 08/03/19.
- Local Information Bulletin - South.
- Town & Parish Council Conference - 29th January, 2019 - Cancelled.
- Pride in the Park Picnic - 29th June 2019.
- Crewe Station Hub Development Strategy Consultation. Closes: 26/03/19.
- Wilmslow Regulation 16 Neighbourhood Plan Consultation - 15/02/19 - 29/03/19.

Cheshire East Council - Temporary Road Closures / Restrictions -

- Toll Bar Avenue, Macclesfield for its full extent - 14-18/02/19.
- Tennyson Close, Macclesfield from outside number 13 to outside number 19 - 04-08/02/19.
- Leek Old Road, Sutton - 22/04/19 - 05/06/19.
- Cheshire Cat Cyclo-Sportive - 24/03/19.
- Stoneyfold Lane & Middlehills, Macclesfield for its full extent - 28/03/19 - 01/04/19.
- Tytherington Lane, Macclesfield from junction with Manchester Road to Tytherington Lane Roundabout - 04-08/02/19.
- Lansdowne Street, Macclesfield from the junction with Hurdsfield Road for approximately 15m - 28/04/19.
- A538 Castle Hill, Mottram St. Andrew from the junction with Greendale Lane to the junction with Withinlee Road - 03/03/19.
- Higher Lane, Lyme Handley from outside Browside Farm to outside Handley Fold Farm - 18-28/02/19.
- Palmerston Street, Bollington from junction with Church Street to outside number 5 Palmerston Street - 16-24/02/19.
- Shrigley Road, Pott Shrigley from the junction with Simpson Lane to outside Higher House Farm - 04-06/03/19.
- Water Street, Macclesfield from outside number 10 to the junction with Great King Street - 07-11/03/19.

Other Correspondence

- HMRC - 21/01/19 - Help and support email service; 23/01/19 - Payroll priorities; 25/01/19 - Information for employers; 31/01/19 - What's new for employers in 2019/20?; 04/02/19 - Trivial benefits and staff parties; 07/02/19 - Making statutory payments clearer; 08/02/19 - Employer Bulletin 76; 11/02/19 - What's new for 2019/20?; 13/02/19 - Motors and mobiles explained.
- Manchester Airport - 24/01/19 - Invitation to Manchester Airport Meeting; 26/01/19 - Runway Maintenance Dates 2019.
- Community & Voluntary Services - 01/02/19 - e-Bulletin; 05/02/19 - Families Together Project; 06/02/19 - GRIPP Digital Seminar - Cyber Security; 08/02/19 - e-Bulletin; 15/02/19 - e-Bulletin.
- Information Commissioner's Office - Newsletter - February 2019.
- Town & Parish Council Websites - Newsletter.
- Civic Voice - Building Better, Building Beautiful Commission Survey.
- Poynton Town Council - Poynton Regulation 16 Neighbourhood Plan Consultation - 23/01/19 - 08/03/19.
- Keep Britain Tidy - Great British Spring Clean.
- Terrain Safety - Updates re: working in open spaces and managing bouncy castles.
- Bluedot Festival - Revealing our next bluedot 2019 line-up transmission.
- Bluedot Festival - Weekend tickets now on sale.
- Borough Councillor L. Smetham - Update re: Congleton Link Road.
- Borough Councillor L. Smetham - Road repair summary.
- Borough Councillor L. Smetham - Area Highways Group Update.

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APPENDIX D

OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
18/3395M (25/07/18)	Four Oaks, Farm Lane, Lower Withington. SK11 9DU	Change of use to include use of the site for the holding of auctions (retrospective).	
18/5000M (05/10/18)	Land at Bomish Lane, Goostrey.	Construction of a glamping site.	29/01/19 - Refused.
18/5741M (22/11/18)	Sunnybrook Barn South, Catchpenny Lane, Lower Withington. SK11 9DG	Proposed single storey side extension and installation of additional window at first floor level.	15/02/19 - Revised plans submitted.
18/5829M (23/11/18)	Smiths Green Farm, D R K Agriculture, Catchpenny Lane, Lower Withington. SK11 9DG	Outline planning permission for an agricultural workers dwelling.	07/02/19 - Refused.
18/6188M (13/12/18)	The Croft, Chapel Lane, Lower Withington. SK11 9DE	Construction of 2 out-buildings, one a garage and granny annexe, and the other a home office/gym space, to replace existing outbuildings.	
18/6195M (20/12/18)	Land on Salters Lane, Lower Withington.	Removal of condition 5 on approval 18/1830M for replacement stable.	
19/0113M (15/01/19)	Little Gleads Moss Farm, Gleads Moss Lane, Lower Withington. SK11 9EG	Conversion of existing barn to holiday lets.	
19/0231M (18/01/19)	Briarfield, Long Shoot Road, Lower Withington. SK11 9DX	Single storey rear extension.	

NEW PLANNING APPLICATIONS

(Any Planning Applications received prior to the date of the meeting will be included for consideration)

Application Reference	Location	Proposed Development	Comments Deadline
19/0609M (11/02/19)	Bank View Farm, Hodgehill Lane, Siddington. SK11 9LU	Demolition of existing farm house and alterations to site access as well as the addition of a log cabin.	13/03/19
19/0862M (18/02/19)	8 South View, Salters Lane, Lower Withington. SK11 9DZ	Proposed single storey rear extension comprising of dining/breakfast room and bedroom.	20/03/19

APPENDIX E

OUTSTANDING HIGHWAY DEFECT SCHEDULE

(Further updates requested from Cheshire East Council)

Date	Location	Issue	Ref. No.	Cheshire East Council Status Report
12/05/14	Opposite Ivy Farm, Salters Lane.	Damaged Cheshire Railings.	2524740	26/11/18 - This has been identified for repair, unfortunately due to a small amount allocated to fencing/ walling within the business plan, this years budget has been taken up with higher priority/risk locations.
31/01/18	Catchpenny Lane near to driveway to Smiths Green Farm.	Flooding.	3314497	26/11/18 - There is no positive drainage at this location, the flooding is due to the high water table of the adjacent land. It is on a future schemes list for a level 2 drainage scheme, It has not been picked up on the programme yet but is being assessed amongst similar sites for prioritisation and inclusion on the level 2 programme.
13/02/18	Holmes Chapel Road near junction with Longshoot Road.	Flooding.	3317196	30/07/18 - Added to ad-hoc jetting list. Will require 3 way temporary signals so cannot be done with routine emptying.

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Date	Location	Issue	Ref. No.	Cheshire East Council Status Report
19/02/18	Opposite Highway Garage and outside The Beeches, Holmes Chapel Road.	Blocked gullies.	3318499	26/11/18 - This has been added to the flood list for jetting, we are just awaiting quotation and programming.
26/11/18	Holmes Chapel Road at junction with Bomish Lane.	One chevron knocked down and one chevron turned around.	3343241	
26/11/18	Trap Street outside Welltrough Hall Farm.	Several depressions in highway.	3343243	
15/01/19	Salters Lane opposite Oakfield.	Pothole	3348859 3352644	18/02/19 - Re-reported.
18/02/19	Holmes Chapel Road, outside Old Cheshire Hunt.	Pothole around gully cover.	3352645	

APPENDIX F

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
07/05/2013	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
13/02/2014	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 - chevron sign knocked down
February 2016	At entrance to Lower Withington Parish Hall	Vehicle collision - 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
07/01/2017	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.
26/05/18	Bomish Lane	Collision involving cyclist and vehicle.
June 2018	Farm Lane	Collision requiring Air Ambulance attendance.
05/07/18	Salters Lane	Fatal collision between motorcycle and car.
29/12/18	Holmes Chapel Road	Collision - vehicle collided with tree.
January 2019	Holmes Chapel Road	Collision resulting in chevron sign being knocked down.