

# LOWER WITHINGTON PARISH COUNCIL

## AGENDA

### ANNUAL PARISH COUNCIL MEETING

**DATE:** TUESDAY 29<sup>TH</sup> MAY, 2018  
**TIME:** 7:30 p.m.  
**VENUE:** LOWER WITHINGTON PARISH HALL.

To Members of Lower Withington Parish Council,

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

- 1. ELECTION OF CHAIRMAN -**
  - i) To elect a Chairman for the 2018/19 civic year.
  - ii) To receive the elected Chairman's Declaration of Acceptance of Office.
- 2. APOLOGIES FOR ABSENCE -**
- 3. DECLARATIONS OF INTEREST -** To receive Declarations of Interest in any item on the agenda.
- 4. ELECTION OF VICE-CHAIRMAN -** To elect a Vice-Chairman for the 2018/19 civic year.
- 5. MINUTES -**
  - i) To approve the Minutes of the Parish Council meeting held 30<sup>th</sup> April, 2018 as a correct record and authorise signing by the Chairman.
  - ii) To confirm the Minutes of the Annual Parish Meeting held 30<sup>th</sup> April, 2018 as a correct record.
- 6. PUBLIC FORUM FOR QUESTIONS -**
- 7. REPORTS FROM EXTERNAL ORGANISATIONS -**
  - i) Knutsford Rural 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.
- 8. FINANCE -**
  - i) To receive and consider the Financial Statement 2018/19 as at 29<sup>th</sup> May, 2018. (Appendix A)
  - ii) To authorise the following payments -

a)	Cheque No. 000410	E. M. Maddock	£479.00	Salary: 01/04/18 - 31/05/18.
b)	Cheque No. 000411	Came & Company	£296.94	Insurance Premium 2018/19.
c)	Cheque No. 000412	Lower Withington Parish Hall	£180.00	Room Hire - 2018.
d)	Cheque No. 000413	Cheshire Association of Local Councils	£167.40	Affiliation Fee 2018/19.
e)	Cheque No. 000414	Cheshire Community Action	£20.00	Membership Fee 2018/19.
  - iii) To note the following receipts since the last meeting -

a)	NatWest Bank plc. - Business Reserve Account	£0.15*	Gross Interest - January, 2018.
b)	NatWest Bank plc. - Business Reserve Account	£0.13*	Gross Interest - February, 2018.
c)	NatWest Bank plc. - Business Reserve Account	£0.14*	Gross Interest - March, 2018.
d)	Cheshire East Borough Council	£5,300.00	Precept 2018/19 (50%).

\* Received 2017/18, reflected in balance brought forward 01/04/18.
  - iv) **Internal Audit 2017/18 -** To consider the Internal Audit Report (Page 3 of Annual Governance and Accountability Return 2017/18) and determine any actions required in relation thereto.
  - v) **Final Accounts and External Audit Arrangements 2017/18 -**
    - a) To consider and approve the signing of the Annual Governance Statement 2017/18 (Section 1 of the Annual Governance and Accountability Return). (Appendix B)
    - b) To approve and adopt the 2017/18 Final Accounts and Supporting Notes. (Appendix C)
    - c) To approve the signing of the Accounting Statements 2017/18 (Section 2 of the Annual Governance and Accountability Return). (Appendix D)
    - d) To approve the signing of the Certificate of Exemption from Limited Assurance Review contained within Part 2 Annual Governance and Accountability Return for submission to the External Auditors.
- 9. 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:

# LOWER WITHINGTON PARISH COUNCIL

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- a) ChALC - National Joint Council for Local Government Services Revised Pay Scales.
  - b) Cheshire East Council - Local Transport Plan Consultation. (Closing date: 25/06/18)
  - c) ChALC - Cheshire and Warrington Local Enterprise Partnership - Draft Transport Strategy Consultation.  
(Closing date: 06/08/18)
  - d) Police & Crime Commissioner - Meeting with representatives of Parish Councils - 5th June, 2018.
  - ii) To note other correspondence received since the date of the last ordinary meeting - Appendix E.
- 10. PLANNING -**
- i) **To receive the latest planning schedule and discuss new applications.** (Appendix F)
  - ii) **Dingle Bank Quarry site** - To receive updates relating to the quarry & Lapwing Hall Lake footpath.  
(JB/AB)
  - iii) **Ashley Waller Auctioneers Ltd.** - To receive an update on activities.
  - iv) **Site Allocations & Development Policies Document** - To receive an update on progress. (Clerk)
- 11. 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) **Dog Fouling - Village Green** - To receive an update on present position. (Clerk)
  - iii) **Village Green Access** - To receive an update on present position. (Clerk)
- 12. HIGHWAY MAINTENANCE & ENHANCEMENTS -**
- i) **Highway Defects** - To receive the latest highway defect schedule and note any recent defects requiring attention. (Appendix G)
  - ii) **Highway Incidents within Parish** - To receive the latest highway incident log and note any recent incidents. (Appendix H)
- 13. 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. (Clerk)
- 14. GENERAL DATA PROTECTION REGULATIONS (GDPR) -**
- i) To receive an update on the present position. (Clerk)
- 15. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -**
- 16. DATE OF FUTURE MEETINGS -** Meetings take place at 7:30p.m. at Lower Withington Parish Hall.
- i) To approve the dates of 2018/19 meetings:  
25<sup>th</sup> June, 2018, 30<sup>th</sup> July, 2018, 24<sup>th</sup> September, 2018, 29<sup>th</sup> October, 2018, 26<sup>th</sup> November, 2018, 28<sup>th</sup> January, 2019, 25<sup>th</sup> February, 2019, 25<sup>th</sup> March, 2019, 29<sup>th</sup> April, 2019.
  - ii) To approve the date of the 2018/19 Annual Parish Meeting as 29<sup>th</sup> April, 2019.
  - iii) To consider and determine a date for the Annual Parish Council Meeting to be held May, 2019.
- 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.**
- 17. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -**  
(as required)

*E.M.Maddock*

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

Dated 22<sup>nd</sup> May, 2018.

# LOWER WITHINGTON PARISH COUNCIL

## AGENDA

APPENDIX A

Financial Statement - 2018/19					
as at 29 May 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Apr. 18 £.	Agenda May 18 £.	Budget Balance £.
	<b>Receipts</b>				
6,270.00	Precept	10,600.00	0.00	5,300.00	5,300.00
0.00	Balances	0.00	0.00		0.00
0.89	Investment Interest	0.00	0.00		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		0.00		0.00
<b>6,773.16</b>	<b>Total Receipts</b>	<b>19,600.00</b>	<b>0.00</b>	<b>5,300.00</b>	<b>14,300.00</b>
	<b>Payments</b>				
2,874.00	Salary (Clerk)	2,915.00	0.00	479.00	2,436.00
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	0.00	296.94	53.06
45.00	Donations - Sect. 137	300.00	0.00		300.00
71.00	Website	70.00	0.00		70.00
217.75	Subscriptions/Affiliation Fees	285.00	0.00	187.40	97.60
170.00	Room Hire	260.00	0.00	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	0.00		1,250.00
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.		0.00		
<b>5,556.47</b>	<b>Total Payments</b>	<b>19,600.00</b>	<b>0.00</b>	<b>1,143.34</b>	<b>18,456.66</b>

Cash/Bank Reconciliation	01/04/18	01/04/18	29/05/18	31/03/19
Balance B/Fwd.	9,153.95	9,153.95	9,153.95	13,310.61
Add Total Receipts	0.00	0.00	5,300.00	14,300.00
Less Total Payments	0.00	0.00	-1,143.34	-18,456.66
<b>Balance C/Fwd.</b>	<b>9,153.95</b>	<b>9,153.95</b>	<b>13,310.61</b>	<b>9,153.95</b>
<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/18</b>	<b>01/04/18</b>	<b>29/05/18</b>	<b>31/03/19</b>
General Funds	8,153.95	8,153.95	12,310.61	8,153.95
Earmarked Reserves	1,000.00	1,000.00	1,000.00	1,000.00
	<b>9,153.95</b>	<b>9,153.95</b>	<b>13,310.61</b>	<b>9,153.95</b>

# LOWER WITHINGTON PARISH COUNCIL

## AGENDA

### CASH/BANK RECONCILIATION AS AT - 29 May, 2018

#### CASH

Balance Brought Forward 01/04/18	
Current Account	5,739.44
Business Reserve Account	3,414.51
Plus Receipts	5,300.00
	<hr/>
	14,453.95
Less Payments	1,143.34
Balance Carried Forward 29/05/18	<hr/> <hr/>
	<b>13,310.61</b>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	3,414.51	05/04/18
Add income/transfer received since above Statement		
	<hr/>	
	0.00	
Less unpresented cheques		
	<hr/>	
	0.00	
	<hr/>	3,414.51 29/05/18
<b>Current Account -</b>	11,264.44	05/04/18
Add income received since above Statement		
	<hr/>	
	0.00	
		0.00
Less unpresented cheques/ Transfer		
Approved (2017/18)	-225.00	
For Approval	-1,143.34	
	<hr/>	
	-1,368.34	
		9,896.10 29/05/18
<b>Total Bank Balances 29/05/18</b>	<hr/> <hr/>	<b>13,310.61</b>

# LOWER WITHINGTON PARISH COUNCIL

## AGENDA

APPENDIX B

### Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

#### LOWER WITHINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated

DD/MM/YY

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

# LOWER WITHINGTON PARISH COUNCIL

## AGENDA

### APPENDIX C

#### Summary Receipts & Payments Account for the year ended 31st March, 2018

2016/17	<u>Receipts</u>	2017/18
£.		£.
6,000.00	Precept	6,270.00
1.18	Investment Interest	0.89
0.00	Grants & Donations	449.99
17.00	Council Tax Support Grant	0.00
0.00	Contra Income	0.00
573.97	V.A.T. Refund	52.28
<u>6,592.15</u>	Total Receipts	<u>6,773.16</u>
	<u>Payments</u>	
4,107.08	Salary (Clerk)	2,874.00
0.00	National Insurance (Employer)	0.00
200.00	Allowances (Clerk)	200.00
92.62	Administration	78.24
0.00	Member Allowances	0.00
0.00	Audit Fees (internal & external)	0.00
305.59	Insurance	296.94
150.00	Donations - Sect. 137	45.00
36.00	Website	71.00
217.75	Subscriptions / Affiliation Fees	217.75
170.00	Room Hire	170.00
0.00	Training	0.00
600.00	Assets - Purchase	332.50
0.00	Assets - Maintenance	313.95
0.00	Contingency	790.80
0.00	Contra expenditure	0.00
52.28	V.A.T.	166.29
<u>5,931.32</u>	Total Payments	<u>5,556.47</u>
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7,276.43	Balance B/Fwd. 01/04/17	7,937.26
6,592.15	Add Total Receipts	6,773.16
-5,931.32	Less Total Payments	-5,556.47
<u>7,937.26</u>	Balance C/Fwd. 31/03/18	<u>9,153.95</u>
	<u>Analysis of Cumulative Funds</u>	
3,413.62	NatWest Business Reserve Account	3,414.51
4,523.64	NatWest Bank Current Account	5,739.44
<u>7,937.26</u>	Total	<u>9,153.95</u>
	<u>Above Funds held for the following purposes:-</u>	
7,276.43	General Funds	8,153.95
0.00	Earmarked Reserves	1,000.00
0.00	Capital Reserves	0.00
<u>7,276.43</u>		<u>9,153.95</u>

# LOWER WITHINGTON PARISH COUNCIL

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### Lower Withington Parish Council Supporting Notes 2017/18

#### **Assets**

During the year the following assets were purchased at the cost shown:-

31/12/17	Laptop Computer	£332.50
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During the year the following assets were disposed of for the amount shown:- None.

At the 31st March, 2018 the following assets were held:-

Notice Boards (3)	1,000.00
Village Nameplate Signs (2)	107.44
Speed Indicator Device (SID) (2)	4,035.00
Defibrillator (1)	1,378.00
Plaque - Defibrillator (1)	52.64
Owl Tree Carving	600.00
Laptop Computer	332.50
	<u>£7,505.58</u>

#### **Leases**

At the year end the following leases were in operation:- None.

#### **Borrowings**

As at close of business on 31st March, 2018 the following loans to the Council were outstanding:- None.

#### **Debts**

At the year end debts of £166.29 (VAT reclaim) were outstanding and due to the Council.

#### **Capital Reserves**

None.

#### **Earmarked Reserves**

Democratic Services Fund	£1,000.00
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#### **Tenancies**

During the year the following tenancies were held:- None.

#### **Section 137 Payments**

The limit for spending under Sect. 137 of the Local Government Act 1972 for this Council in the year of account was £3,338.37 and payments made were:-

<b>Payee</b>	<b>Nature of Payment</b>	<b>Amount</b>
Cheshire Community Action	Best Kept Village Competition	£45.00

#### **Agency Work**

During the year the Council undertook the following agency work on behalf of other local authorities:- None.

#### **Advertising and Publicity**

The following costs for advertising and publicity were incurred during the year:- None.

#### **Contingent Liabilities**

None.

#### **Pensions**

For the year of account the Council made no contribution to staff pensions.

# LOWER WITHINGTON PARISH COUNCIL

## AGENDA

APPENDIX D

### Section 2 – Accounting Statements 2017/18 for

#### LOWER WITHINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	7,276	7,937	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	6,000	6,270	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	592	503	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,361	3,139	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,570	2,417	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	7,937	9,154	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	7,937	9,154	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	7,173	7,506	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

10/05/2018

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED



# LOWER WITHINGTON PARISH COUNCIL

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### APPENDIX E

#### CORRESPONDENCE

##### Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin - 22, 28 March 2018; 5, 12, 19, 26 April 2018; 3, 10, 17 May 2018.
- Update re: General Data Protection Regulation requirements.
- Request To Promote Barrowden Parish Council (Leics.) Building Control SCA Proposal Survey.
- Cheshire and Warrington Local Enterprise Partnership - Draft Transport Strategy Consultation.
- Further update re: General Data Protection Regulation requirements.

##### Cheshire East Council

- Traffic Management LAP Reports - 22, 29 March 2018; 5, 12 April 2018; 3 May 2018.
- Neighbourhood Planning Fortnightly Update - 23 March 2018; 6, 20 April 2018; 4, 18 May 2018.
- Winter Service Decisions - 19-31 March 2018; 1-16 April 2018.
- Growth Programme - Grants for rural tourism in Cheshire & Warrington.
- Consultation on proposals to bring in charges for new or replacement bins.
- Reminder: Sustainable Modes of Travel to Schools (SMOTS) strategy consultation.
- Local Plan Site Allocations and Development Policies Document Briefing Invitation.
- Slides from Town & Parish Council Conference held 20<sup>th</sup> February, 2018.
- Carer Respite Survey.
- Football Foundation Consultation Consent request.
- Local Transport Plan Consultation. (01/05/18 - 25/06/18)
- Mental Health Redesign Consultation Event - 02/05/18. [30/04/18 - Event postponed]
- Reminder: Grant funding survey.

##### Cheshire East Council - Temporary Road Closures / Restrictions -

- Hall Street, Macclesfield from junction of Chester Road to approximately 100 metres along Hall Street - 21-27/03/18.
- Parking Suspension: Parsonage Street, Macclesfield from outside the towers - 08-12/05/18.
- Mudhurst Lane, Lyme Handley from Mudhurst Lane Bridge to approximately 50 metres either side of the bridge - 23/03/18 - 28/04/18.
- Mudhurst Lane, Macclesfield, from Sweethill Clough North Culvert only - 10-28/04/18.
- Congleton Lane, Siddington/Lower Withington from outside Blake House Farm to the junction with Mill Lane - 11-15/06/18.
- Clough Road, Wincle from the junction with A54 to the junction with Nabbs Road - 04-06/06/18.
- Shrigley Road, Pott Shrigley from the junction with Spuley Lane to the junction with Nab Lane - 29/04/18.
- Samuel Street, Macclesfield from the junction with Duke Street for its full extent - 29/03/18 - 03/04/18.
- Bearhurst Lane, Gawsworth from the junction with Pexhill Road for approximately 500 metres - 09-13/04/18.
- Catchpenny Lane, Lower Withington from approximately 20 metres from entrance to Smiths Green to approximately 30 metres either side of works - 18-20/04/18.
- Flash Lane, Bollington from junction of London Road to junction of Bollington Road - 09-11/04/18.
- Union Street, Macclesfield from junction with Statham Street to junction with Crossall Street - 24/04/18.
- Willowmead Drive, Prestbury from junction with Riverside Drive for approximately 50 metres - 23/04/18.
- Congleton Lane, Gawsworth from outside Blake House Farm to the junction with Mill Lane - 24-30/04/18.
- Flint Street, Macclesfield - 18/06/18 - 02/07/18.
- Paddock Lane, Kettleshulme from the junction with Kishfield Lane for approximately 300 metres - 02-06/07/18.
- Nelson Street, Macclesfield, from the junction with Park Lane for approximately 20 metres - 22-29/04/18.
- Gilchrist Avenue, Macclesfield from the junction with Tennyson Close for approximately 40 metres - 07-11/05/18.
- Alderley Road, Macclesfield outside property number 16 - 23-24/05/18.
- Stocks Lane, Macclesfield from from the junction with Smithy Lane to the junction with Chapel Lane - 04/06/18.
- Paddock Lane, Kettleshulme - 23/07/18 - 06/08/18.
- Castle Street, Macclesfield from junction with Mill Street to junction with Churchill Way - 21-25/05/18.
- Church Street, Bollington from the junction with Ingersley Road to the junction with Lord Street - 16/05/18 - 05/06/18.

##### Other Correspondence

- HMRC - 19/03/18 - Payrolling, Phones and Penalties; 21/03/18 - Payroll Webinars; 23/03/18 - Guidance on finishing the Tax Year; 24/03/18 - Managing Sick Leave & Pay; 26/03/18 - Employer webinars; 28/03/18 - Health & Safety in the Workplace; 29/03/18 - Keep up to date with payroll changes; 09/04/18 - End of year and expenses; 11/04/18 - Sick pay, maternity and paternity pay; 12/04/18 - Employer Bulletin 71; 13/04/18 - Online help with payrolling and benefits; 16/04/18 - Filing reports and P60 forms; 18/04/18 - End of year tasks and expenses; 20/04/18 - Introduction to Health & Safety in the workplace; 21/04/18 - Make apprenticeships work for your business; 26/04/18 - Getting parental and sick pay

# LOWER WITHINGTON PARISH COUNCIL

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- right; 30/04/18 - Top tips on running payroll; 03/05/18 - Parties, phones and working from home; 05/05/18 - Health & Safety in the workplace; 08/05/18 - Expenses, benefits and in-year penalties; 10/05/18 - Employer reports and forms; 14/05/18 - Health & Safety in the workplace; 16/05/18 - Expenses & Benefits.
- Manchester Airport - 21/03/18 - Forecourt changes at Manchester Airport; 19/04/18 - Runway Maintenance; 03/05/18 - 2017 Departure Information.
  - Community & Voluntary Services - e-Bulletin - 16, 29 March 2018; 27 April 2018; 25/04/18 - Training News.
  - Information Commissioner's Office - Newsletter - April 2018; May 2018.
  - Age UK - Survey on how service is viewed by public.
  - Moston Parish Council Neighbourhood Plan - Regulation 14 Consultation. (21/03/18 - 31/05/18)
  - Westminster Briefing - GDPR Training.
  - Came & Company - Council Matters Newsletter.
  - Congleton Town Council - Maintenance Services.
  - Local Council Public Advisory Service - General Data Protection Regulations Training Course.
  - Wrenbury cum Frith Neighbourhood Plan - Regulation 14 Consultation. (16/04/18 - 17/06/18)
  - East Cheshire Hospice - Bubble Rush Event - 23<sup>rd</sup> June, 2018.
  - Calor - Rural Community Fund.
  - Came & Company - Power outage affecting services.
  - Locality - Neighbourhood Planning Newsletter.
  - Influential - Cheshire and Warrington LEP Draft Transport Strategy.
  - Jodrell Bank - Easter Events.
  - Bluedot - Unveiling our science and culture programme.
  - Bluedot - Radiophonic workshops and late night takeovers announced.
  - Borough Councillor L. Smetham - Cheshire East Council Press Release: Five Year Housing Supply.
  - Borough Councillor L. Smetham - Information relating to Data Protection Officer appointment requirements.
  - Bluedot - Day tickets now available.
  - Borough Councillor L. Smetham - Cheshire East Council Press Release: Inspection of services for children and young people with special educational needs published.
  - Bluedot - Awe-inspiring arts and Lovell Telescope projections announced.
  - Borough Councillor L. Smetham - Cheshire and Warrington LEP Draft Transport Strategy.

## APPENDIX F

### 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.	25/04/18 - Approved with Conditions.
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.	10/05/18 - Approved with Conditions.
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.	
18/1161M (12/03/18)	Dingle Bank Farm, Holmes Chapel Road, Lower Withington. SK11 9DP	Proposed replacement silage clamp.	27/04/18 - Approved with Conditions.
18/1554M (04/04/18)	Briarfield, Long Shoot Road, Lower Withington, Macclesfield. SK11 9DX	Proposed new domestic residence in the garden.	
18/1627M (09/04/18)	Highway Garage, Holmes Chapel Road, Lower Withington, Macclesfield. SK11 9DT	Demolition of existing structures and construction of two residential dwellings.	

# LOWER WITHINGTON PARISH COUNCIL

## AGENDA

Application Reference	Location	Proposed Development	Cheshire East Council Decision
18/1734M (10/04/18)	Jodrell Bank Observatory, Macclesfield Road, Jodrell Bank, Cheshire. SK11 9DL	Variation of condition 16 of existing permission 17/4371M; This application relates to the improvement of visitor arrivals and capacity. It comprises of the modification and extension to the existing visitor car park and the construction of an external ticket booth / entry portal adjacent to the existing Jodrell Bank Discovery Centre Planet Pavilion. It includes landscaping works, fencing and associated enabling works.	03/05/18 - Approved with Conditions.
18/1830M (13/04/18)	Land on Salters Lane, Lower Withington.	Replacement Stable.	
18/1981M (25/04/18)	The Old Cheshire Hunt, Holmes Chapel Road, Lower Withington. SK11 9DH	Listed Building Consent to repair and restore the drive to The Old Cheshire Hunt.	

### NEW PLANNING APPLICATIONS

Application Reference	Location	Proposed Development	Comments Deadline
18/2113M (01/05/18)	Moss Cottage, Trap Street, Lower Withington. SK11 9EQ	Garage extension and conversion to single bedroom dwelling.	Extension requested.
18/2255M (11/05/18)	Willow Lawn Farm, Salters Lane, Lower Withington. SK11 9LR	Hay/straw and implement store.	06/06/18
18/2282M (15/05/18)	Woodheath Cottage, Whitecroft Heath Road, Lower Withington. SK11 9DF	Construction of 60m x 20m ménage.	06/06/18

### APPENDIX G

#### 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. 26/03/18 - Pothole filled.
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	Whitecroft Heath Road.	Tree branches leaning on telephone cables.	3314502	02/02/18 - Matter referred to utility company. 26/02/18 - One tree removed.
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.

# LOWER WITHINGTON PARISH COUNCIL

## AGENDA

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	26/02/18 - Awaiting assessment. 22/03/18 - Work order programmed.
19/02/18	Junction of Trap Street with Salters Lane (Opposite Birch House).	Pothole.	3318655	26/02/18 - Awaiting assessment.
30/04/18	Gleads Moss.	Missing sign.	?	AB
30/04/18	Trap Street.	Fly tipping.	?	AB
04/05/18	Salters Lane (Opposite Oakfield).	Pothole.	3328673	
04/05/18	Long Shoot Road (near to entrance to Ashley Waller Auctioneers. Ltd.)	Pothole.	3328670	

### APPENDIX H

#### 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 stationery 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.