

# LOWER WITHINGTON PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

**DATE:** MONDAY 30<sup>TH</sup> JULY, 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 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 25<sup>th</sup> June, 2018 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 30<sup>th</sup> July, 2018. (Appendix A)
  - ii) To authorise the following payments -

a) Direct Debit	AQL Ltd.	£6.00	Website email fees 2018/19.
b) Cheque No. 000417	E. M. Maddock	£244.29	Salary: July, 2018.
  - iii) To note the following receipts since the last meeting -

a) NatWest Bank plc.	£0.15	Gross Interest - April, 2018.
b) NatWest Bank plc.	£0.15	Gross Interest - May, 2018.
c) NatWest Bank plc.	£0.14	Gross Interest - June, 2018.
d) H. M. Revenue & Customs	£166.29	VAT Reclaim 2017/18.
7. **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) Cheshire East Council - Town & Parish Council Conference - 26<sup>th</sup> September, 2018.
    - b) Cheshire Community Action - Best Kept Village Awards Evening - 1<sup>st</sup> November, 2018.
    - c) Cheshire East Council - Proposed Changes to Highways' Maintenance Priorities - Well Managed Highways Infrastructure Consultation - 05/07/18 - 27/08/18.
    - d) Cheshire East Council - Cemetery Strategy Consultation - 20/07/18 - 14/09/18.
    - e) Resident - Concern re: dog fouling on Village Green and request for play area within Parish.
  - ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix B)
8. **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. (JB/AB)
  - iii) **Ashley Waller Auctioneers Ltd.** - To receive an update on activities.
  - iv) **Planning Approach in Lower Withington** -
    - a) To receive feedback from a meeting with Cheshire East Council. (PD/RR)
    - b) To receive an update on invitation to Jodrell Bank to discuss planning matters. (Clerk)
9. **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) **Bluedot Festival** - To receive feedback following the Festival.
  - iv) **Jodrell Bank** - To receive information relating to World Heritage Site nomination. (Clerk)

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- v) **Website** - To review information provided to residents on Parish Council website. (AB)
10. **HIGHWAY MAINTENANCE & ENHANCEMENTS** -
- 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)
11. **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.
12. **INFORMATION HANDLING POLICIES** -
- i) To consider and adopt (subject to inclusion of bespoke particulars) the following documents -
    - a) General Data Protection Regulations (GDPR) -
      - i) Privacy Notice - staff, councillors and role holders.
      - ii) Privacy Notice - general.
      - iii) Privacy Policy.
      - iv) Subject access policy and template response letters.
    - b) Information and Data Retention and Disposal Policy.
    - c) Freedom of Information Publication Scheme.
13. **MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA** -
14. **DATE OF NEXT MEETING** - Monday 24<sup>th</sup> September, 2018 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 CiLCA (Dist.),  
Clerk & Responsible Financial Officer.

Dated 23<sup>rd</sup> July, 2018.

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APPENDIX A

Financial Statement - 2018/19					
as at 30 July 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Jun. 18 £.	Agenda Jul. 18 £.	Budget Balance £.
<b>Receipts</b>					
6,270.00	Precept	10,600.00	5,300.00		5,300.00
0.00	Balances	0.00	0.00		0.00
0.89	Investment Interest	0.00	0.00	0.44	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	166.29	31.86
<b>6,773.16</b>	<b>Total Receipts</b>	<b>19,600.00</b>	<b>5,300.00</b>	<b>166.73</b>	<b>14,331.86</b>
<b>Payments</b>					
2,874.00	Salary (Clerk)	2,915.00	732.89	244.29	1,937.82
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	0.00		300.00
71.00	Website	70.00	0.00	5.00	65.00
217.75	Subscriptions/Affiliation Fees	285.00	187.40		97.60
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.		30.86	1.00	
<b>5,556.47</b>	<b>Total Payments</b>	<b>19,600.00</b>	<b>1,582.37</b>	<b>250.29</b>	<b>17,799.20</b>

Cash/Bank Reconciliation	01/04/18	25/06/18	30/07/18	31/03/19
Balance B/Fwd.	9,153.95	9,153.95	12,871.58	12,788.02
Add Total Receipts	0.00	5,300.00	166.73	14,331.86
Less Total Payments	0.00	-1,582.37	-250.29	-17,799.20
<b>Balance C/Fwd.</b>	<b>9,153.95</b>	<b>12,871.58</b>	<b>12,788.02</b>	<b>9,320.68</b>
<b>Cumulative Balances</b>				
	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/18</b>	<b>25/06/18</b>	<b>30/07/18</b>	<b>31/03/19</b>
General Funds	8,153.95	11,871.58	11,788.02	8,320.68
Earmarked Reserves	1,000.00	1,000.00	1,000.00	1,000.00
	<b>9,153.95</b>	<b>12,871.58</b>	<b>12,788.02</b>	<b>9,320.68</b>

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### CASH/BANK RECONCILIATION AS AT - 30 July, 2018

#### CASH

Balance Brought Forward 01/04/18	
Current Account	5,739.44
Business Reserve Account	3,414.51
Plus Receipts	5,466.73
	<hr/>
	14,620.68
Less Payments	1,832.66
Balance Carried Forward 30/07/18	<hr/> <hr/>
	<b>12,788.02</b>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	3,414.95	05/07/18
Add income/transfer received since above Statement		
	<hr/>	
	0.00	
Less unrepresented cheques		
	<hr/>	
	0.00	
	<hr/>	3,414.95 30/07/18
<b>Current Account -</b>	10,076.39	05/07/18
Add income received since above Statement		
	<hr/>	
	0.00	
	<hr/>	0.00
Less unrepresented cheques/ Transfer		
Approved	-459.03	
For Approval	-250.29	
Less already issued	<hr/>	
	6.00	
	<hr/>	-703.32
	<hr/>	9,373.07 30/07/18
<b>Total Bank Balances 30/07/18</b>	<hr/> <hr/>	<b>12,788.02</b>

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### APPENDIX B

#### CORRESPONDENCE

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

- ChALC Weekly Bulletin - 14, 21, 28 June 2018; 5, 12, 19 July 2018.
- Feedback from Cheshire and Warrington Local Enterprise Partnership Transport Strategy Consultation meeting.
- Employment Survey.
- Vacancy - Temporary Finance Officer at Alsager Town Council.

##### **Cheshire East Council**

- Traffic Management LAP Reports - 21, 28 June 2018; 5, 19 July 2018.
- Neighbourhood Planning Fortnightly Update - 29 June 2018; 13 July 2018.
- Live Well Cheshire East.
- Calveley Regulation 16 Neighbourhood Plan Consultation - 09/07/18 - 24/08/18.
- Cheshire East to host first LGBT+ event in September.
- Invite to Afternoon Tea with the Mayor of Cheshire East Borough Council.
- Wrenbury Regulation 16 Neighbourhood Planning Consultation - 20/07/18 - 31/08/18.

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

- Woodhouse End Road, Gawsworth from the junction with Leek Road for approximately 100 metres - 21/06/18.
- Pierce Street, Macclesfield from the junction with Catherine Street for approximately 50 metres - 16-18/07/18.
- Brocklehurst Avenue, Macclesfield - 20/08/18 - 07/09/18.
- Dover Road, Macclesfield - 10-21/09/18.
- Greystoke Road, Macclesfield - 24-28/09/18.
- Kendal Road, Macclesfield from the junction with Kenilworth Road to the junction with Ambleside Close - 10/09/18.
- B5359/B5087 Wilmslow Road, Alderley Edge - 06-19/08/18.
- Various roads in vicinity of Macclesfield Forest (closure for safety reasons) - 05-06/07/18.
- Barton Street, Macclesfield from the junction with South Park Road to outside number 15 - 06-10/08/18.
- Finlow Hill Lane, Nether Alderley from the junction with Bradford Lane to outside Finlow Hill Cottage - 03-06/08/18.
- B5090 Palmerston Street, Bollington from the junction with Clarence Road to the junction with Church Street - 23-25/07/18.
- Buxton Old Road, Disley from the junction with Mudhurst Lane for approximately 250 metres - 19/09/18.

##### **Other Correspondence**

- HMRC - 21/06/18 - P11D or payrolling benefits; 23/06/18 - Health & Safety in the workplace; 25/06/18 - Expenses, benefits and end of year reports; 29/06/18 - Statutory Payments explained; 02/07/18 - Help with P11D report; 03/07/18 - Paying the National Minimum Wage correctly; 05/07/18 - Meals and Wheels benefits explained; 09/07/18 - Expenses and Benefits; 10/07/18 - Health & Safety in the workplace; 12/07/18 - Payrolling expenses and benefits; 16/07/18 - Expenses and Benefits in Kind; 20/07/18 - Practical payroll support online.
- Community & Voluntary Services - 22/06/18 - e-Bulletin; 06/07/18 - e-Bulletin; 20/07/18 - e-Bulletin.
- Information Commissioner's Office - Newsletter - July 2018.
- Knutsford Neighbourhood Plan: Regulation 14 Consultation. (Closes 02/07/18)
- United Utilities - Hosepipe ban starts 5th August, 2018.
- Borough Councillor L. Smetham - Update re: Changes to Bus Services.
- Borough Councillor L. Smetham - Information re: Well Managed Highways Infrastructure Consultation.
- Member of Public - Notification of date of funeral of former County Councillor Margaret Melrose DL.
- Borough Councillor L. Smetham - Information Bulletin 12/07/18, Storms could make roads hazardous.
- Borough Councillor L. Smetham - Cheshire East Council appoints Congleton Link Road contractor.
- Borough Councillor L. Smetham - Update on position re delays to installation of Speed Indicator Devices.
- Borough Councillor L. Smetham - Options available to improve broadband services.
- Borough Councillor L. Smetham - Further information re delays to installation of Speed Indicator Devices.
- Borough Councillor L. Smetham - BT road works in the Gawsworth Ward.

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### APPENDIX C

#### OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
18/1830M (13/04/18)	Land on Salters Lane, Lower Withington.	Replacement Stable.	03/07/18 - Approved with Conditions.
18/2255M (11/05/18)	Willow Lawn Farm, Salters Lane, Lower Withington. SK11 9LR	Hay/straw and implement store.	03/07/18 - Withdrawn.
18/2562M (30/05/18)	Strawberry Wood Caravan Park, Farm Lane, Lower Withington. SK11 9DU	Change of use for installation of a permanent static site van on the touring van site to provide manager accommodation.	

#### NEW PLANNING APPLICATION

Application Reference	Location	Proposed Development	Comments Deadline
18/3399M (20/07/18)	Beech Tree Cottage, Long Shoot Road, Lower Withington. SK11 9DX	Proposed conversion of an existing attached garage to a family room.	15/08/18

**Note:** Planning Application in respect of activities being undertaken by Ashley Waller Auctioneers Ltd. has been submitted and is awaiting verification prior to consultation.

### 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	29/05/18 - "Our Level 2 patching programme was only signed off last week, we are still waiting for dates to be programmed so we can feed back the information."
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.
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	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	29/05/18 - "This location has been added to the flood list for jetting, I have spoke to my colleague this morning who will give the location a priority scoring. This will give me an indication as to when we can get the gullies jetted. We will jet that vicinity of the other enquiry which is a similar location, when the gang attends a report will be completed of any issues found within the system and reported back."
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	17/06/18 - Site inspection complete. No danger to network identified. Tree will be placed on regular inspection schedule.
19/02/18	Opposite Highway Garage and outside The Beeches, Holmes Chapel Road.	Blocked gullies.	3318499	29/05/18 - Matter linked to Flooding report (above) 3317196.

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Date	Location	Issue	Ref. No.	Cheshire East Council Status Report
30/04/18	Gleads Moss.	Missing sign.	?	AB
30/04/18	Trap Street.	Fly tipping.	?	AB
June 2018	Holmes Chapel Road near to The Old Cheshire Hunt.	Hole around gully.	?	12/06/18 - White paint around hole. 26/06/18 - Work complete.
18/06/18	Long Shoot Road from Briarfield to junction with Holmes Chapel Road.	Holes along edge of carriageway.	3332111	25/06/18 - Programmed in current priorities.
21/07/18	Outside Lower Welltrough Farm.	Potholes along carriageway.	3334275	23/07/18 - Inspection did not identify any defects which were considered to present a danger to highway users.

### 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
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.