

LOWER WITHINGTON PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Date: Monday 28th June, 2021

Time: 7:30p.m.

Venue: Car Park at Lower Withington Parish Hall

E.M.Maddock

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

Dated 22nd June, 2021

The above meeting will take place outdoors due to the current Covid-19 situation.

All attendees will be expected to provide their own seats.

All attendees will be expected to maintain social distancing (2m) at all times.

The meeting Risk Assessment can be viewed at Appendix D of this agenda.

AGENDA

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 items on the agenda.
- 3. Public Forum for Questions**
- 4. Reports from External Organisations**
 - (a) Gawsworth & Chelford Wards Policing Team -
 - i. To receive a report on matters of interest / concern within the Parish.
 - ii. To note that there will be a mobile Police Surgery at Lower Withington Parish Hall on Sunday 4th July, 2021 from 1:30p.m. - 2:15p.m.
 - (b) Cheshire East Ward Member Cllr. L. Smetham - Report on items of interest to the Parish Council.
- 5. Minutes**
 - (a) To approve the Minutes of the Parish Council meeting held on 3rd May, 2021 as a correct record.
- 6. Finance**
 - (a) To receive and consider the Financial Statement 2021/22 as at 28th June, 2021. (Appendix A)
 - (b) To note that no receipts have been received since the meeting held 3rd May, 2021.

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- (c) To authorise payments listed at Appendix B.
- (d) To record that an insurance policy has been secured, with a three year rate stability agreement, in the sum of £204.19.

7. Planning Applications

- (a) To receive and note recent planning decisions issued by Cheshire East Council. (Appendix C)
- (b) To consider the following planning applications -
 - i. 21/2796M - 1 Piggotts Hall, Congleton Lane, Lower Withington. SK11 9LD Demolition of 2 no storage buildings, change of use of land to residential and construction of a swimming pool and subterranean plant room. [Comments deadline: 30/06/21]
 - ii. 21/2888M - Land at Pitt Lane, Lower Withington. Demolition of existing commercial building and construction of a single dwelling house. [Comments deadline: 07/07/21]
 - iii. 21/2950M - Jodrell Bank Observatory, Bomish Lane, Lower Withington. Internal and external alterations to the Link Hut, Development Lab and Polarisation Hut which are located on the south side of the Jodrell Bank Observatory site. [21/2951M - Listed Building Consent for above proposed development] [Comments deadline: 07/07/21]
 - iv. 21/2968M - Land to the rear of The Croft, Chapel Lane, Lower Withington. Change of use of a former area of land used as a paddock (agricultural) to residential garden (domestic) land (Use Class C3), associated with the residential property, The Croft. [Comments deadline: 07/07/21]
 - v. Any applications received following issue of Agenda may be included for discussion if required.

8. Highway Maintenance and Enhancements

- (a) Cheshire East Highways Top Up Scheme
 - i. To receive a report from the Cheshire East Highways Top Up Scheme Briefing Session (27/05/21).
 - ii. To consider whether to submit an application to the Highways Top Up Scheme for additional work within the Parish relating to:
 - regular maintenance of highway gullies within the Parish.
 - regular maintenance of highway footways.
 - provision of additional winter gritting.
 - other highway matters causing concern within the Parish.
- (b) Update on recently reported highway matters;
 - i. Flooding in vicinity of Dicklow Cob Village Green.
 - ii. Surface water drainage issues at Catchpenny Lane.
 - iii. Potholes along Leach Lane.
- (c) To receive highway matters for attention from Members.
- (d) To receive an update on provision of double white lines on A535 near to junction with Catchpenny Lane.

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9. Parish Council Projects

- (a) Notice board refurbishment
 - i. To note that the work to apply wood preservative to the wooden notice boards has now been completed.
 - ii. To note that additional work was completed (at an additional cost of £46) to repair the top weathering rail of the notice boards, to clean the donation plates, to reduce the catching of one door and to treat the litter bin at Dicklow Cob Village Green.
- (b) Red telephone kiosk
 - i. To consider merits of purchasing a red telephone kiosk for installation as a heritage feature within the Parish
 - ii. To consider possible locations and future uses for a red telephone kiosk.
- (c) Litter bins
 - i. To assess the adequacy of current litter bin provision within the Parish.
 - ii. To identify specific locations where litter bin provision is currently insufficient and consider the merits of purchasing additional litter bins to meet local need.
- (d) Website update
 - i. To receive a report on the updating of the Parish Council website to meet accessibility requirements.
- (e) Community orchard
 - i. To receive an update relating to the request for permission to plant fruit trees at Dicklow Cob Village Green.
 - ii. Subject to 9(e)(i) above, to consider possible varieties of fruit trees for planting at the site.
 - iii. To confirm that the Parish Council is willing to match fund the grant to a value of at least £110.
- (f) Community Resilience Plan
 - i. To consider whether a community resilience plan should be created for the Parish.
- (g) Neighbourhood Plan
 - i. To receive an update from a meeting held on 11th May, 2021 with Twemlow Parish Council regarding a proposal to develop a joint Neighbourhood Plan.
 - ii. To consider whether to pursue the development of a Neighbourhood Plan for Lower Withington (either jointly or independently).
 - iii. To consider becoming a member of Cheshire Community Action (annual membership fee £20) allowing discounted access to consultancy support for Neighbourhood Plans.
- (h) To receive suggestions for possible options for future Parish Council projects and/or community initiatives for discussion at a future meeting.

10. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate thereto:
 - i. The Queen's Platinum Jubilee Beacons - Invitation to participate in The Queen's Platinum Jubilee Beacons event on 2nd June, 2022.

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11. Community Governance Review

- (a) To receive an update relating to the Community Governance Review being carried out by Cheshire East Council.

12. Covid-19 Risk Assessment for face-to-face meetings

- (a) To receive and formally record the Covid-19 Risk Assessment relating to the holding of face-to-face meetings. (Appendix D)
- (b) To consider making arrangements to facilitate the continuation of Parish Council business should Covid-19 restrictions be re-introduced or the risk arising from holding face-to-face meetings be considered high.

13. Co-option of Parish Councillor

- (a) To consider co-opting a new Councillor to Lower Withington Parish Council.

14. Matters for inclusion on next/future meeting agenda

15. Date of next meeting - Monday 26th July, 2021 at 7:30p.m.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 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.

16. Matters for consideration including those transferred from above items (as required)

E.M.Maddock

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

Dated 22nd June, 2021

For further information and copy agenda please contact:
Tel: 01477 571444 Email: clerk@lowerwithington.com

LOWER WITHINGTON PARISH COUNCIL

APPENDIX A

Financial Statement - 2021/22					
as at 28 June 2021					
Actual 2020/21 £.	Details	2021/22 Budget £.	Actual to May 21 £.	Agenda Jun. 21 £.	Budget Balance £.
	Receipts				
11,470.00	Precept	11,375.00	5,187.50		6,187.50
0.00	Balances	0.00	0.00		0.00
6.30	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
0.00	Grants, Donations & Refunds	9,000.00	0.00		9,000.00
576.85	V.A.T. Refund		0.00		31.74
12,053.15	Total Receipts	20,375.00	5,187.50	0.00	15,219.24
	Payments				
3,512.64	Salary (Clerk)	3,350.00	585.64	292.72	2,471.64
0.00	National Insurance (Employer)	0.00	0.00		0.00
225.00	Allowances (Clerk)	275.00	0.00		275.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
45.65	Administration	280.00	0.00		280.00
144.00	Audit Fees (internal & external)	175.00	153.72		21.28
346.64	Insurance	400.00	0.00	204.19	195.81
152.00	Grants & Donations (inc. Sect. 137)	525.00	0.00		525.00
60.00	Website	155.00	5.00		150.00
220.60	Subscriptions/Affiliation Fees	330.00	165.60	20.00	144.40
38.00	Room Hire	325.00	0.00		325.00
0.00	Training	210.00	0.00		210.00
0.00	Professional Services	750.00	0.00		750.00
0.00	Assets - Purchase	2,000.00	0.00		2,000.00
0.00	Assets - Maintenance	1,100.00	0.00	298.00	802.00
5,145.34	Village Green Pathway Project	0.00	0.00		0.00
0.00	Neighbourhood Plan	9,500.00	0.00		9,500.00
0.00	Contingency	1,000.00	0.00		1,000.00
1,061.87	V.A.T.		31.74		
10,951.74	Total Payments	20,375.00	941.70	814.91	18,650.13

Cash/Bank Reconciliation	01/04/21	03/05/21	28/06/21	31/03/22
Balance B/Fwd.	27,245.18	27,245.18	31,490.98	30,676.07
Add Total Receipts	20,375.00	5,187.50	0.00	15,219.24
Less Total Payments	-20,375.00	-941.70	-814.91	-18,650.13
Balance C/Fwd.	27,245.18	31,490.98	30,676.07	27,245.18
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/21	03/05/21	28/06/21	31/03/22
General Funds	10,921.52	15,167.32	14,352.41	10,921.52
Earmarked Reserves	16,323.66	16,323.66	16,323.66	16,323.66
	27,245.18	31,490.98	30,676.07	27,245.18

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CASH/BANK RECONCILIATION AS AT - 28th June, 2021

CASH

Balance Brought Forward 01/04/21		
Current Account	11,792.63	
Business Reserve Account	15,452.55	
Plus Receipts	5,187.50	
	32,432.68	
Less Payments	1,756.61	
Balance Carried Forward 28/06/21	30,676.07	

BANK (Natwest)

Business Reserve Account -	15,452.55		01/04/21
Add income/transfer received since above Statement			
	0.00	0.00	
Less unrepresented cheques			
	0.00		
		15,452.55	28/06/21
 Current Account -	 18,530.41		 01/04/21
Add income received since above Statement			
	5,187.50	5,187.50	
Less unrepresented cheques/ Transfer			
Approved	-7,679.48		
For approval	-814.91		
	-8,494.39		
		15,223.52	28/06/21
 Total Bank Balances 28/06/21		 30,676.07	

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APPENDIX B

Payments for ratification / approval

- | | | | |
|---------------------|-------------------------------|---------|----------------------------|
| a. Cheque No 000487 | Business Services at CAS Ltd. | £204.19 | Insurance premium 2021/22 |
| b. Cheque No 000488 | Steve Ikin Ltd. | £298.00 | Notice board refurbishment |
| c. Cheque No 000489 | E. M. Maddock | £234.12 | Salary: June 2021 |
| d. Cheque No 000490 | H.M. Revenue & Customs | £58.60 | Employee income tax |
| e. Cheque No 000491 | Cheshire Community Action | £20.00 | Membership fee 2021/22 |

[Item (e) above subject to decision at Agenda item 9(g)(iii)]

APPENDIX C

Outstanding planning applications & recent planning decisions

- 18/3395M - Four Oaks, Farm Lane, Lower Withington. SK11 9DU
Change of use to include use of the site for the holding of auctions (retrospective).
DECISION STATUS - Undecided
- 19/2936W - Dingle Bank Quarry, Holmes Chapel Road, Lower Withington. SK11 9DR
Variation of Condition 4 on application 16/3064W - Variation of Condition 2, 4 & 5 of permission 10/3080W.
DECISION STATUS - Undecided
- 20/4973M - Bridge Farm, Hodgehill Lane, Marton. SK11 9LU
Proposed equine building comprising stabling, grooming, tack room and feed/bedding storage.
DECISION STATUS - Undecided
- 21/0340M - Holly Tree Farm, Holmes Chapel Road, Lower Withington. SK11 9DT
Erection of an organic free range egg unit to replace 3No. existing barn egg laying units.
DECISION STATUS - Undecided
- 21/0765M - Old Hall Cottage, Holmes Chapel Road, Lower Withington.
Replacement dwelling and associated development (resubmission of 20/3455M - Scheme B comprising re-modelled building to provide a garage, the demolition of the existing garage, with the new build house on the existing footprint).
DECISION STATUS - Undecided
- 21/0769M - Old Hall Cottage, Holmes Chapel Road, Lower Withington.
Replacement dwelling and associated development (resubmission of 20/3455M).
DECISION STATUS - Undecided
- 21/0902M - The Home Farm, Holmes Chapel Road, Lower Withington.
Construction of a detached garage and storage building.
DECISION STATUS - Undecided
- 21/1928M - Woodcroft Cottage, Whitecroft Heath Road, Lower Withington.
Certificate of proposed lawful use for construction of a new stable block within residential curtilage of Woodcroft Cottage.
DECISION STATUS - Undecided

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APPENDIX D

Lower Withington Parish Council

Covid-19 Risk Assessment for face-to-face meetings

Date of risk assessment: 21st June, 2021

General points:

- England is subject to step 3 of the Covid-19 lockdown roadmap which restricts social mixing in accordance with a wide range of guidance available online at www.gov.uk.
- Cheshire East has been identified as an 'Enhanced Response Area' due to a recent large increase in cases caused by a rapid spread of the new Delta Covid-19 variant. Additional guidance relating to this designation includes:
 "...you should also take particular caution when meeting anyone outside your household or support bubble. Wherever possible, you should try to:
 - Meet outside rather than inside where possible
 - Keep 2 metres apart from people that you do not live with (unless you have formed a support bubble with them), this includes friends and family you don't live with
 - Minimise travel in and out of affected areas"
- Regulations allowing the holding of meeting through remote methods were withdrawn from 7th May, 2021.
- NALC guidance states: "As we have advised previously in our guidance on preparing for the possible return to face-to-face meetings, local councils should take steps to address this issue through measures such as delegation to clerks, deferring controversial decisions or holding meetings later in the year, after the 19 July 2021 step four roadmap. Any face-to-face meeting should be held in line with restrictions and public health advice in place at the time."

Assessment of potential risks:

Key principle	Government Guidance	Assessment of risk	Conclusion
Meeting of local authorities must be open to attendance from the public	You can gather in a group larger than six people or two households indoors or in a group larger than 30 people outdoors where it is necessary for your work. When working, you should remain 2 metres from anyone you do not live with, or at least 1m with additional mitigations.	Lower Withington Parish Hall is the primary meeting facility within the Parish. The meeting room capacity is a limiting factor when implementing social distancing which will also limit access to proceedings by the public.	Use of the indoor space at Lower Withington Parish Hall may result in members of the public being denied access to the meeting. No live streaming of proceedings can be provided, therefore, the Parish Council may be unable to deliver the key principle.
Social distancing and capacity	Measures should be in place to ensure all users of community facilities to maintain social distancing and keep 2m apart from anyone who is not in their household or support bubble, or 1m with extra precautions in place (such as wearing face coverings). You should consider and set out the mitigations to stop the spread of the	The meeting room capacity is a limiting factor when implementing social distancing which will also limit access to proceedings by the public. The meeting activity would be possible outdoors. Limited ventilation opportunities if meeting indoors.	Social distancing can be best achieved outdoors. Outdoor meeting will not disadvantage members of the public attending the meeting through capacity limits or issues relating to face coverings. Attendees are able to make personal choices regarding the wearing of face coverings.

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Key principle	Government Guidance	Assessment of risk	Conclusion
	<p>virus. These may include:</p> <ul style="list-style-type: none"> • if an enclosed area, owners and operators should identify an advisory limit on the maximum number of users able to use the community facility • move outdoors, where the activity allows • if indoors, make sure rooms have plenty of fresh air by keeping windows and doors open • in indoor spaces, follow advice on wearing face coverings 	<p>Use of face coverings may impede attendees from participating in the meeting or lead to members of the public being unable to hear proceedings clearly.</p>	
<p>Safe access to meeting venue</p>	<p>In defining the number of people that can reasonably follow 2 metres distancing (or 1 metre with risk mitigation), the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.</p>	<p>Presence of furniture in room reduces capacity of venue for attendees.</p> <p>Facilitation of:</p> <ul style="list-style-type: none"> • using multiple entry and exit points, • floor markings/signage • staggered arrivals/departures <p>creates significant workload for planning and delivering such measures.</p>	<p>Social distancing and people management can be best achieved outdoors where there is sufficient space.</p> <p>Outdoor meeting negates requirement to undertake significant additional tasks.</p>
<p>Hygiene and face coverings</p>	<p>On entering and leaving a community facility everyone, including staff, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available.</p> <p>On entering a community facility users will be required to wear a face covering, and will be required to keep it on, unless covered under a 'reasonable excuse' for example, if they have a health or disability reason to not wear one. Please be mindful that the wearing of a face covering may inhibit communication</p>	<p>Arrangements would be required to ensure that soap and/or sanitiser were available for attendees of the meeting and that facilities for providing such had been suitably cleaned prior to use.</p> <p>Requirement to wear face coverings may impede the meeting and hinder members of the public from fully engaging with proceedings.</p>	<p>Outdoor meetings would provide an effective and achievable alternative to delivering hand washing / sanitising facilities.</p> <p>Outdoor meetings would significantly reduce risk of transmission from shared surfaces / furniture / equipment.</p> <p>Outdoor meetings would allow all members of public to attend without any increased transmission risk to/from individuals who are unable to wear face coverings.</p>

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Key principle	Government Guidance	Assessment of risk	Conclusion
	with people who rely on lip reading, facial expressions and clear sound.		
Clinically extremely vulnerable people	Clinically extremely vulnerable people can attend community facilities. They are advised to take extra precautions, including minimising close contact with others, to reduce their risk of exposure to the virus and should follow the guidance on protecting people who are clinically extremely vulnerable. They may wish to participate remotely if possible.	Parish Council meetings must be open to all members of the public. Remote attendance by members of the public is not possible, therefore, every effort should be made to ensure that meetings are as safe and accessible as possible.	Outdoor meetings allow greater number of attendees to be present at the meeting whilst also meeting social distancing requirements. Outdoor meeting poses a reduced transmission risk to those who are clinically extremely vulnerable who may wish to attend.
Toilets	Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19.	Arrangements would be required to ensure that appropriate cleaning of such facilities were carried out prior to use. Parish Council meeting is of limited duration allowing most to attend without requiring facilities. All attendees are free to leave at any time should circumstances require.	Outdoor meetings would provide an effective and achievable option especially as meetings are not excessively long in duration.
Noise	All venues should ensure that steps are taken to avoid people needing to unduly raise their voices to each other.	Potential for second user of the facility to be present leading to noise.	Outdoor meeting addresses potential issue.
Test and Trace (collecting data)	You must ask every customer or visitor to scan the NHS QR code using their NHS COVID-19 app or provide their name and contact details, not just a lead member of the group. This is to ensure everyone receives the necessary public health advice in a timely manner. Community centres and village halls must collect contact information for all activities and events taking place within the venue. This should be collected by the person	Parish Council meetings must be open to all members of the public. Need to ensure that the Parish Hall has relevant arrangements in place to deliver Test and Trace requirements (both electronic and non-electronic). Potential risk of financial penalty for not complying with requirements - potential difficulties to enforce at a public meeting.	Outdoor meetings would provide an effective and achievable option. Parish Council may choose to record names and contact details of attendees as part of a responsible approach to holding meetings.

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Key principle	Government Guidance	Assessment of risk	Conclusion
	<p>who hires the space. The venue must display an official NHS QR code poster which can be used for every activity that takes place there. They must also offer a system which does not require individuals to own an electronic device.</p> <p>Any designated venue that is found not to be compliant with these regulations will be subject to financial penalties; starting at £1,000 - (or £500) if that amount is paid before the end of the period of 14 days following the date of the notice) - and rising up to £10,000 upon repeat offences.</p>		
Compliance with Covid-19 requirements	Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.	<p>Actions should be taken to minimise health risks to Councillors, Clerk and members of the public in restarting face-to-face meetings.</p> <p>Consideration should also be given to ensuring the Parish Council is demonstrating a responsible approach to reducing, as far as possible, Covid-19 transmission.</p>	Risk assessment completed to demonstrate decision making process.
Covid-19 secure venue	<p>Anyone with control of non-domestic premises (such as a community centre, village or community hall) has legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable.</p> <p>Users and hirers of a community facility have</p>	<p>Confirmation of measures taken by Parish Hall required.</p> <p>Activity (i.e. meeting) does not require any special equipment.</p> <p>All attendees are responsible for providing their own copies of the agenda. No agenda papers to be provided by the Clerk at the meeting. Attendees must not share documents.</p>	<p>Outdoor meeting would be achievable.</p> <p>To further minimise transmission risk all attendees should:</p> <ul style="list-style-type: none"> • Provide their own seat. • Not share seats, pens, meeting papers or other items. • Ensure social distancing at all times.

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Key principle	Government Guidance	Assessment of risk	Conclusion
	responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.		
Keeping Staff Safe	<p>As an employer, you must by law protect workers and others from risk to their health and safety. This includes risks from COVID-19.</p> <p>COVID-19 is a workplace hazard. You must manage it in the same way as other workplace hazards. This includes: completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and identifying control measures to manage that risk</p>	The Parish Council employs one member of staff. The majority of the work is carried out from home, however, attendance at meetings is expected.	Outdoor meetings allow the Parish Council to demonstrate a responsible approach to employment requirements and to reduce the transmission risk of Covid-19 to/from employees without exposing them to additional risks associated with facilitating an indoor meeting.

[Government Guidance taken from www.gov.uk, accessed 21/06/21]

Conclusions from risk assessment:

- That any scheduled Parish Council meetings should be held outdoors to reduce the risk of Covid-19 transmission between attendees.
- That consideration should be given to approving a scheme of delegation should Covid-19 restrictions be re-introduced at a future date.

Possible option, as suggested by NALC:

- Delegation of all permitted* decision making to the Clerk to cover any periods where there are restrictions to hold meetings or the risk arising from face-to-face meetings is considered to be high. This can be supported by setting up working parties to allow remote meetings to be held to provide guidance to the Clerk on the exercise of the delegated authority or suggesting that the Clerk consult with the Chairman prior to making a decision.

[*There are a small number of functions which full Council is not permitted to delegate.]