LOWER WITHINGTON PARISH COUNCIL

Minutes of the Parish Council meeting held

Monday 30th November, 2020 at 7:30p.m.

Meeting held remotely via Zoom due to restrictions associated with Covid-19

Present - Councillors P. Duffy (Chairman), J. Blackburn, A. Brocklehurst, H Lewis, J. Frith.
Members of the public (0).
Cheshire East Ward Member Councillor L. Smetham.
PCSO J. Short - Gawsworth & Chelford Wards Policing Team.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

Prior to commencing the meeting, Councillor P. Duffy reported that Mr. Alan Hardy, a long standing resident of the Parish, had recently passed away.

1. **Apologies for absence -**
Councillor R. Robinson (received 01/12/20)
2. **Declarations of interest -** None.
3. **Public forum for questions**
No questions had been received from or were presented by members of the public.
4. **Reports from external organisations**
(a) **Gawsworth & Chelford Wards Policing Team** - PCSO J. Short reported that there had been little criminal activity within the Parish during the past month. TruCam activities continue along Salters Lane. Progress is also being made to secure a location on A535 where regular speed check activities can take place. Police surgeries continue to be carried out online.

072/20 RESOLVED (a) To receive and note the Police report. (All in favour)

7:50p.m. - PCSO J. Short excused herself from the meeting and left.

(b) **Cheshire East Ward Member Cllr. L. Smetham** - Borough Councillor L. Smetham reported that the Cheshire East Council budget would shortly be subject to a public consultation. Consultations are also being undertaken relating to car parking, transport and gypsy & traveller sites. Cheshire East Council continues to be very busy responding to the Covid-19 pandemic and new testing sites are due to be opened shortly.

5. **Finance**
(a) **Financial Statement 2021 as at 30th November, 2020** - Members considered the financial statement 2020/21 which was unanimously accepted. (Appendix A)
(b) **Payments** - The Chairman outlined the basis of the payments listed at Appendix B
(c) **Receipts** - The Clerk reported that the receipts listed at Appendix C had been received since the last meeting.

073/20 RESOLVED (a) That the Statement of Account, as at 30th November, 2020, be received and the Chairman's observations duly noted.
(b) That the schedule of 2 payments be approved and duly authorised.
(c) That the report on receipts since the last meeting be received and duly noted. (All in favour)

(d) **Internal Auditor 2020/21** - The Clerk reported that it was necessary to appoint an Internal Auditor for the 2020/21 financial year. Members were satisfied with the service received for the 2019/21 audit.

074/20 RESOLVED (a) That JDH Business Services Ltd. be appointed as Internal Auditor for the 2020/21 financial year. (All in favour)

(e) **Budget 2021/22 (Appendix D)**

i. **Revised budget 2020/21** - Members considered the content of the revised 2020/21 budget. Members considered the request for the Clerk's salary to be reviewed as required by the Contract of Employment.

ii. **Budget 2021/22** - Members considered the content of the draft 2021/22 budget.

iii. **Precept requirement for 2021/22** - Members considered the precept requirement for 2021/22 particularly having regard to the impact of Covid-19 on residents.

075/20 RESOLVED **(a) That the Clerk's salary be moved to point 20 on the incremental scale LC2, points range 18-23, with effect from April 1st 2020.**
(b) That the revised budget 2020/21 be approved as presented.
(c) That the draft budget 2021/22 be approved as presented.
(d) That a precept demand in the sum of £11,375 be submitted to Cheshire East Council in respect of the 2021/22 financial year. (All in favour)

6. Planning Applications

(a) **Recent planning decisions -** Members noted recent planning decisions which had been issued by Cheshire East Council in respect of development within the Parish. (Appendix E)

(b) **Planning applications**

i. **20/4973M** - Bridge Farm, Hodgehill Lane, Marton. SK11 9LU
Proposed equine building comprising stabling, grooming, tack room and feed/bedding storage.

ii. **20/4951M** - The Beeches, Holmes Chapel Road, Lower Withington. SK11 9DT
Residential mobile static home to be located in the rear garden.

076/20 RESOLVED **(a) That any comments in respect of the above applications be forwarded to the Clerk. (All in favour)**

7. Correspondence

(a) To consider the 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. Cheshire East Council - Draft new Tenancy Strategy.

077/20 RESOLVED **(a) That no response be submitted to the above consultation. (All in favour)**

ii. Cheshire East Council - Local Transport and Car Parking consultations.

078/20 RESOLVED **(a) That no responses be submitted to the above consultations. (All in favour)**

iii. Cheshire East Council - Proposed expansion of secondary schools in Congleton consultation.

079/20 RESOLVED **(a) That no response be submitted to the above consultation. (All in favour)**

iv. Cheshire East Council - Household Waste Recycling Centre Review.

080/20 RESOLVED **(a) That no response be submitted to the above consultation. (All in favour)**

v. Greater Manchester Combined Authority - Clean Air Greater Manchester consultation.

081/20 RESOLVED **(a) That no response be submitted to the above consultation. (All in favour)**

8. Reports from recent External Meetings

(a) **ChALC - Cheshire East Council Planning Update Meeting (09/11/20)**
The Clerk reported that she had attended the meeting at which the main foci of discussions were the amendments made to the draft Site Allocations & Development Policies Document and the Government White Paper 'Planning for the future'.

(b) **ChALC - Annual Meeting (19/11/20)**
The Clerk reported that she had attended the meeting at which Borough Councillor L. Smetham had been elected to the position of Vice-President of ChALC. One motion had been submitted requesting improvements to communication between Principal Authorities and Parish Councils. This motion was unanimously supported.

(c) **Cheshire Anti-Bullying Commission Phase One launch (20/11/20)**
The Clerk reported that she had attended the meeting at which the Police & Crime Commissioner outlined work which was being undertaken to tackle bullying within the Borough. Efforts are being made to engage with schools and other organisations to promote anti-bullying strategies within the county.

9. Local Highway Issues

(a) **Bomish Lane / A535 safety scheme** - Members considered the draft scheme which had been forwarded. Members noted that the scheme proposed to re-align the junction of Bomish Lane.

082/20 RESOLVED **(a) That the following comments be forward to Borough Councillor L. Smetham in respect of the proposed scheme: Firstly, the Parish Council is very supportive of action being taken to improve safety at the Bomish Lane / A535 junction. Over several years, the Parish Council has perceived the problem at this junction being the failure of vehicles travelling too fast along A535 to negotiate the corner, particularly during icy conditions, causing vehicles to leave the carriageway and collide with chevron signs and/or hedges of nearby residential properties. Would it be possible for confirmation to be provided that this aspect of safety at the junction has been considered during the development of the proposed scheme please? Is the Parish Council able to have sight of the 'detailed assessment' which led to the proposed scheme in order that Members can better understand the rationale for the chosen mitigation measures please? (All in favour)**

(b) **A535 Highway concerns relating to speed, overtaking and driver behaviour** - Members had previously discussed these issues at Items 4(a) and 9(a).

(c) **Maintenance work on Lapwing Lane during period 16th November, 2020 to 15th May, 2022** - The Clerk reported that further information was awaited.

(d) **Highway matters for attention** - It was noted that no information had been received regarding the review of the future winter gritting programme.

10. Parish Council Projects

(a) **Pathway onto Dicklow Cob -** There was nothing to report.

(b) **Future Parish Council projects -** No suggestions for future projects were received. It was suggested that consideration could be given to providing an increased public display of poppies in November 2021.

083/20 RESOLVED **(a) That further consideration of future projects be considered at a future meeting. (All in favour)**

11. Community Issues

(a) **Turnover rates for Peaks & Plains Housing Trust properties within the Parish -** No further information had been received.

(b) **Christmas light display** - It was reported that the lights on the front elevation of the Parish Hall were to be installed this week. Arrangements were also in hand for the installation of a community Christmas tree.

084/20 RESOLVED **(a) That Councillor J. Frith make arrangements for displaying the lights on the front elevation of the Parish Hall.**
(b) That Councillor J. Blackburn make arrangements for the provision and illumination of a Christmas tree near to the car park entrance of the Parish Hall. (All in favour)

12. Matters for inclusion on next/future meeting agenda -

(a) Co-option of Parish Councillor.

13. Date of next meeting - Monday 25th January, 2021 at 7:30p.m. via Zoom.

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.

085/20 RESOLVED **(a) That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 14. (All in favour)**

14. Matters for consideration including those transferred from above items - None.

The meeting was declared closed by the Chairman at 8:58p.m.

Signed:..... Approval date: 22nd February, 2021

LOWER WITHINGTON PARISH COUNCIL

APPENDIX A

Financial Statement - 2020/21 as at 30 November 2020					
Actual 2019/20 £.	**Details**	**2020/21 Budget £.**	**Actual to Sep. 20 £.**	**Agenda Nov. 20 £.**	**Budget Balance £.**
	Receipts				
10,750.00	Precept	11,470.00	5,735.00	5,735.00	0.00
0.00	Balances	0.00	0.00		0.00
27.51	Investment Interest	0.00	5.14	0.39	0.00
0.00	Sale of Assets	0.00	0.00		0.00
7,351.00	Grants, Donations & Refunds	9,000.00	0.00		9,000.00
39.59	V.A.T. Refund		576.85		29.80
18,168.10	**Total Receipts**	**20,470.00**	**6,316.99**	**5,735.39**	**9,029.80**
	Payments				
3,034.20	Salary (Clerk)	3,310.00	1,517.10	562.60	1,230.30
0.00	National Insurance (Employer)	0.00	0.00		0.00
200.00	Allowances (Clerk)	250.00	0.00		250.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
119.99	Administration	265.00	0.00		265.00
0.00	Audit Fees (internal & external)	175.00	144.00		31.00
296.94	Insurance	380.00	346.64		33.36
72.60	Donations (inc. Sect. 137)	525.00	152.00		373.00
60.00	Website	145.00	5.00		140.00
220.60	Subscriptions/Affiliation Fees	315.00	185.60		129.40
190.00	Room Hire	325.00	38.00		287.00
0.00	Training	210.00	0.00		210.00
701.33	Professional Services	750.00	0.00		750.00
1,888.88	Assets - Purchase	2,000.00	0.00		2,000.00
325.95	Assets - Maintenance	1,070.00	0.00		1,070.00
0.00	Village Green Pathway Project	250.00	0.00		250.00
0.00	Neighbourhood Plan	9,500.00	0.00		9,500.00
0.00	Contingency	1,000.00	0.00		1,000.00
576.85	V.A.T.		29.80		
7,687.34	**Total Payments**	**20,470.00**	**2,418.14**	**562.60**	**17,519.06**

Cash/Bank Reconciliation	**01/04/20**	**28/09/20**	**30/11/20**	**31/03/21**
Balance B/Fwd.	26,143.77	26,143.77	30,042.62	35,215.41
Add Total Receipts	20,470.00	6,316.99	5,735.39	9,029.80
Less Total Payments	-20,470.00	-2,418.14	-562.60	-17,519.06
Balance C/Fwd.	**26,143.77**	**30,042.62**	**35,215.41**	**26,726.15**
Cumulative Balances	**Balance**	**Balance**	**Balance**	**Balance**
	01/04/20	**28/09/20**	**30/11/20**	**31/03/21**
General Funds	9,674.77	13,573.62	18,746.41	10,257.15
Earmarked Reserves	16,469.00	16,469.00	16,469.00	16,469.00
	26,143.77	**30,042.62**	**35,215.41**	**26,726.15**

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CASH/BANK RECONCILIATION AS AT - 30th November 2020

CASH

Balance Brought Forward 01/04/20				
Current Account		10,697.52		
Business Reserve Account		15,446.25		
Plus Receipts		12,052.38		
		38,196.15		
Less Payments		2,980.74		
Balance Carried Forward 30/11/20		**35,215.41**		

BANK (Natwest)

Business Reserve Account -		15,451.78		05/10/20
Add income/transfer received since above Statement				
	0.00			
		0.00		
Less unpresented cheques				
		0.00		
			15,451.78	30/11/20
Current Account -		21,294.78		05/10/20
Add income received since above Statement				
	0.00			
		0.00		
Less unpresented cheques/ Transfer				
Approved	-968.55			
For approval	-562.60			
		-1,531.15		
			19,763.63	30/11/20
Total Bank Balances 30/11/20			**35,215.41**	

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APPENDIX B

Payments for approval

a.	Cheque No 000472	E. M. Maddock	£450.30	Salary: Oct-Nov 2020
b.	Cheque No 000473	H.M. Revenue & Customs	£112.30	Employee income tax

APPENDIX C

Receipts

a.	NatWest Bank plc.	£0.13	Gross interest - July 2020
b.	NatWest Bank plc.	£0.12	Gross interest - August 2020
c.	Cheshire East Borough Council	£5,735.00	Precept 2020/21 (50%)
d.	NatWest Bank plc.	£0.14	Gross interest - September 2020

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APPENDIX D

REVISED BUDGET 2020/21 & BUDGET 2021/22

		Projected 20/21 & **Budget 2021/22**	Variances 20/21	Balance as at 30/11/20
Clerk's Salary				
2020/21	£3,120.00 p.a. = £260.00 p.m. based upon 5 hrs. per week			
	4 months (Dec 20 - Mar 21) x £260.00	1,040	-188	
	Annual Review - Contract Clause 9.2	65	0	
	Contingency for NJC Salary Award.	0	313	
		1,105	125	1,230
2021/22	£3,120.00 p.a. = £260.00 p.m. based upon 5 hrs. per week	3,120		
	Annual Review - Contract Clause 9.2	70		
	Contingency for NJC Salary Award.	160		
		3,350		
National Insurance (Employer)				
2020/21	4 months (Dec 20 - Mar 21) (on basic salary)	0	0	
		0	0	0
2021/22	Based on basic salary	0		
		0		
Allowances (Clerk)				
2020/21	Accommodation Allowance	225	0	
	Contingency for review	25	0	
		250	0	250
2021/22	Accommodation Allowance	250		
	Contingency for review	25		
		275		
Chairman/Member Allowances				
2020/21	Member Allowances - Dec 20 - Mar 21	0	0	
		0	0	0
2021/22	Member Allowances	0		
		0		
Administration				
2020/21	Stationery & General Office Supplies	70	0	
	Postages	40	0	
	Computer Consumables	65	0	
	Mileage	90	0	
		265	**0**	265
2021/22	Stationery & General Office Supplies	75		
	Postages	45		
	Computer Consumables	70		
	Mileage	90		
		280		
Audit Fees				
2020/21	External Audit Fees 2019/20	0	0	
	Internal Audit Fees 2019/20	0	31	
		0	31	31
2021/22	External Audit Fees 2020/21	0		
	Internal Audit Fees 2020/21	175		
		175		

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		Projected 20/21 & **Budget 2021/22**	Variances 20/21	Balance as at 30/11/20
Insurance				
2020/21	Renewal 28/06/20	0	33	
		0	33	33
2021/22	Premium due 28/06/21	400		
		400		
Section 137 Donations				
2020/21	Lower Withington Pensioners' Lunch	225	0	
	Contingency	148	0	
		373	0	373
2021/22	Lower Withington Pensioners' Lunch	225		
	Contingency	300		
		525		
Website				
2020/21	Web domain (due March 2021)	15	0	
	Email forwarding (renewed April 2020)	0	0	
	Hosting Fee (to March 2021)	40	0	
	Councillor Email Accounts	35	0	
	Contingency	50	0	
		140	0	140
2021/22	Web domain (due March 2022)	15		
	Email forwarding (due April 2021)	5		
	Hosting Fee (to March 2022)	50		
	Councillor Email Accounts	35		
	Contingency	50		
		155		
Subscriptions/Affiliation/Registration Fees				
2020/21	ChALC	0	4	
	Cheshire Community Action	0	30	
	CPRE	0	40	
	Data Protection Registration	35	20	
		35	94	129
2021/22	ChALC	185		
	Cheshire Community Action	50		
	CPRE	40		
	Data Protection Registration	55		
		330		
Room Hire				
2020/21	Ordinary Parish Council Meetings (10) [2020]	0	212	
	Contingency	75	0	
		75	212	287
2021/22	Ordinary Parish Council Meetings (10) [2021]	250		
	Contingency	75		
		325		
Training				
2020/21	Training Provision - Members & Clerk	210	0	
		210	0	210
2021/22	Training Provision - Members & Clerk	210		
	(Based on 6 attendances to ChALC Training sessions)	**210**		

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		Projected 20/21 & **Budget 2021/22**	Variances 20/21	Balance as at 30/11/20
Professional Services				
2020/21	Provision	750	0	
		750	0	750
2021/22	Provision	750		
		750		
Asset - Maintenance				
2020/21	Maintenance of Parish Council Assets	418	0	
	Notice Board refurbishment	252	0	
	Maintenance / Services - SIDs	300	0	
	Maintenance / Ongoing costs - Defibrillator	100	0	
		1,070	0	1,070
2021/22	Maintenance of Parish Council Assets	700		
	Maintenance / Services - SIDs	300		
	Maintenance / Ongoing costs - Defibrillator	100		
		1,100		
Asset - Purchase				
2020/21	Provision	0	2,000	
		0	2,000	2,000
2021/22	Provision	2,000		
		2,000		
Village Green Pathway Project				
2020/21	Contingency	0	250	
		0	250	250
2021/22	None	0		
		0		
Neighbourhood Plan				
2020/21	Activities covered by 'Locality' grant	0	9,000	
	Other activities	0	500	
		0	9,500	9,500
2021/22	Activities covered by 'Locality' grant	9,000		
	Other activities	500		
		9,500		
Other				
2020/21	Contingency provision	500	500	
		500	500	1,000
2021/22	Contingency provision	1,000		
		1,000		
	2020/21 Sub Totals	4,773	12,745	17,518
	2020/21 Income - Grants:			
	Neighbourhood Planning Grant (not received)		-9,000	
	2020/21 Expenditure Projection and Variance Totals	4,773	3,745	
	2021/22 Draft Budget Expenditure Total	**20,375**		
	Less Neighbourhood Plan 'Locality Grant'	**-9,000**		
	Gross Precept Requirement 2021/22	**11,375**		

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Analysis of funds

01/04/20	Balance brought forward	26,143.77	
	Less payments (actual)	-2,980.74	
	Plus receipts (actual)	12,052.38	
	Less payments (projected)	-4,773.00	
	Plus receipts (projected) (VAT)	29.80	
			30,472.21
	Less Earmarked Reserves:		
	Democratic Services Fund	-2,000.00	
	Transparency Code Grant	-118.00	
	Village Green Investment Fund	-2,000.00	
	Highway Safety Schemes Fund	-5,000.00	
	Telephone Kiosk Project	-5,000.00	
	Dicklow Cob Pathway Project Grant	-7,351.00	
			-21,469.00
31/03/21	General funds carried forward		9,003.21

Tax Base 2021/22 (Band D) and Precept impact on Property Bands

	2020/21				2021/22		
Band	**Ratio**	**Tax Base**	**£**	**Band**	**Ratio**	**Tax Base**	**£**
A	6/9		22.59	A	6/9		22.61
B	7/9		26.36	B	7/9		26.37
C	8/9		30.12	C	8/9		30.14
D	9/9	332.86	33.89	D	9/9	335.44	33.91
E	11/9		41.42	E	11/9		41.45
F	13/9		48.95	F	13/9		48.98
G	15/9		56.48	G	15/9		56.52
H	18/9		67.78	H	18/9		67.82
	Precept	£11,280			Precept	£11,375	

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APPENDIX E

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

19/3316M - Cheshire Nurseries, Salters Lane, Siddington. SK11 9LH
Certificate of Lawful Existing Use of the storage of motor vehicles.
DECISION STATUS - Undecided

20/1512M - Jodrell Bank Observatory, Macclesfield Road, Lower Withington. SK11 9DL
Listed Building Consent for re-roofing to the control room with a multi-layered elastomeric felt system, incorporating cut to falls insulation.
DECISION STATUS - Approved with Conditions (10/11/20)

20/2897M - Bridge Farm, Hodgehill Lane, Marton. SK11 9LU
Proposed building to house stables and store machinery, implements and fodder.
DECISION STATUS - Refused (28/10/20)

20/3455M - Old Hall Cottage, Holmes Chapel Road, Lower Withington. SK11 9DT
Replacement dwelling and associated development.
DECISION STATUS - Undecided