

LOWER WITHINGTON PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING

Date: Monday 19th May, 2025

Time: Immediately following Annual Parish Meeting (7:30p.m.)

Venue: Lower Withington Parish Hall



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

Dated 13th May, 2025

In order to keep councillors and other members of the public safe, please do not attend the meeting if you are feeling unwell for any reason or if you have been in contact with anyone who has Covid, flu or Covid/flu symptoms.

All attendees will be expected to respect social distancing preferences of other attendees.

AGENDA

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

- (a) To elect a Chairman for the 2025/26 civic year.
- (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.

2. Election of Vice Chairman

- (a) To elect a Vice Chairman for the 2025/26 civic year.

3. Apologies for absence

4. Declarations of Interest

- (a) To receive Declarations of Interest in any items on the agenda.
- (b) To remind Members to check previously submitted Registration of Interests forms and inform the Clerk if any updates are required.

[Current forms available at: <https://lowerwithington.com/parish-council/parish-councillors/>]

5. Minutes

- (a) To approve the Minutes of the Parish Council meeting held 28th April, 2025 as a correct record and approve signing by the Chairman.

6. Public Forum for Questions - To receive questions from members of the public.

7. Cheshire East Ward Member Cllr. L. Smetham

- (a) To receive a report on items of interest to the Parish Council.

8. Finance

- (a) To receive and consider the Financial Statement 2025/26 as at 19th May, 2025.
(Appendix A)
- (b) To note receipts since the last meeting: None.

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- (c) To approve the payments listed at Appendix B.
- (d) To receive and consider the updates to the Practitioners' Guide 2025 which will be part of the basis for audit for 2025/26 and determine actions required in respect thereof. (Appendix C)
- (e) To note earmarked reserves currently held by the Parish Council were reviewed and confirmed at the meeting held 31st March, 2025.
- (f) Banking Arrangements
 - i. To review any changes required to the authorised signatories.
 - ii. To review and approve existing direct debit payment arrangements.
[Existing: aql Ltd., Information Commissioner's Office]
 - iii. To note that no standing order arrangements are currently in place.
- (g) To nominate a Member (other than the Chairman or a cheque signatory) to undertake the quarterly bank reconciliation verification.
- (h) To consider and approve the financial risk assessment 2025/26. (Appendix D)
- (i) To confirm the actions of the Clerk & Responsible Financial Officer in submitting the Community Infrastructure Levy Monitoring Report 2024/25 to Cheshire East Council.

9. Annual Review of Parish Council administrative matters

- (a) To consider renewing the current scheme of delegated authority for implementation during periods when holding meetings would present a risk to those attending.
(Appendix E)
- (b) To consider whether the appointment of any committees is required.
- (c) To review and approve updates to standing orders and financial regulations.
(Appendix F)
[Existing policies available at: <https://lowerwithington.com/policies/>]
- (d) To note that no formal arrangements for service delivery are in place with other local authorities, not-for-profit bodies or businesses.
- (e) To note the only appointment to an external body is the nomination of a representative to the Jodrell Bank World Heritage Site Steering Committee.
- (f) To review the inventory of Parish Council assets and confirm insurance requirements in respect of all insurable risks.
- (g) To review and confirm scope of insurance cover held by Parish Council.
- (h) To review subscriptions to other bodies.
[Current: Cheshire Association of Local Councils]
- (i) To review and approve the Parish Council complaints procedure.
[Copy at: <https://lowerwithington.com/policies/>]
- (j) To review and approve the Parish Council policies relating to information handling.
[Copies at: <https://lowerwithington.com/policies/>]
- (k) To record that no payments were made in 2024/25 under s.137 provisions or the general power of competence.
- (l) To confirm the dates of Parish Council meetings for the 2025/26 civic year.
[Proposed: 30th June, 2025, 28th July, 2025, 29th September, 2025, 27th October, 2025, 24th November, 2025, 26th January, 2026, 23rd February, 2026, 30th March, 2026, 27th April, 2026, 18th May, 2026]

10. Planning Applications

- (a) To note recent planning decisions issued by Cheshire East Council. (Appendix G)

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- (b) To consider the following planning applications:
 - i. 25/1347/HOUS: Foden Bank Farm, Lapwing Lane, Lower Withington. SK11 9AD
Erection of double storey side extension.
 - ii. Any applications received following issue of Agenda may be included for discussion if required.

11. Highway Maintenance and Enhancements

- (a) To consider updates on reported highway matters listed at Appendix H.
- (b) To receive new highway maintenance matters for attention from Members.
- (c) To receive and consider updates relating to proposal to install village gateways at Salters Lane and refresh white lining.
- (d) To receive and consider updates relating to speed monitoring options for Trap Street.

12. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto:
 - i. Cheshire East Council: Local List Supplementary Planning Document consultation. (Closes: 11/06/25)
[Link to information: <https://cheshireeast.oc2.uk/document/1/1#d37>]
 - ii. Cheshire Association of Local Councils: Invitation to submit motion for discussion at the Annual Meeting.
 - iii. The Local Government Boundary Commission for England: Recommendations for new Wards in Cheshire East.
[Link to information: <https://www.lgbce.org.uk/all-reviews/cheshire-east>]

13. Meetings of External Organisations

- (a) To receive any updates from the Jodrell Bank Observatory World Heritage Site Steering Group.
- (b) To receive a report from the Manchester Airport Town and Parish Council Forum held 7th May, 2025.
- (c) To receive a report from the Cheshire East Council Town and Parish Council Network Meeting held 13th May, 2025.

14. Parish Matters

- (a) To receive a report on matters of interest / concern within the Parish from Gawsworth Ward Policing Team.
- (b) To receive and consider updates relating to the community newsletter.
- (c) To receive and update relating to the Spring Litter Pick.

15. Parish Councillor Vacancy

- (a) To consider co-opting an individual (1) to fill current vacancy.
- (b) To receive an update relating to a new vacancy for a Parish Councillor.

16. Matters for inclusion on next/future meeting agenda

- (a) Boundary treatment at Dicklow Cob Village Green.
- (b) Consideration of speed review criteria in respect of A535, Salters Lane and Trap Street.
- (c) Updates relating to concerns about motorbike and car racing along A535.
- (d) Update relating to empty properties at Jodrell Bank.

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17. Date of next meeting: See item 9(l).

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.

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

Handwritten signature of E.M. Maddock in black ink.

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer. Dated 13th May, 2025

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

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APPENDIX A

Financial Statement – 2025/26 as at 19 th May, 2025					
Actual 2024/25 £	Details	2025/26 Budget £	Actual to Apr. 25 £	Agenda May 25 £	Budget Balance £
	Receipts				
11,142.00	Precept	11,499.00	5,749.50		5,749.50
0.00	Balances	3,500.00	0.00		0.00
887.04	Investment interest	0.00	0.00		0.00
0.00	Sale of assets	0.00	0.00		0.00
0.00	Grants, donations & refunds	0.00	0.00		0.00
95.75	VAT refund	0.00	0.00		53.50
12,124.79	Total receipts	14,999.00	5,749.50	0.00	5,803.00
	Payments				
4,625.40	Salary (Clerk)	4,844.00	395.63	395.63	4,052.74
0.00	National Insurance (Employer)	0.00	0.00		0.00
325.00	Allowances (Clerk)	350.00	0.00		350.00
177.27	Administration	300.00	0.00		300.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
220.00	Audit fees (internal & external)	440.00	232.00		208.00
300.00	Insurance	350.00	0.00	300.00	50.00
3,000.00	Grants/Donations (inc. s.137)	2,600.00	0.00		2,600.00
245.00	Website	345.00	5.00		340.00
221.04	Subscriptions/affiliation fees	285.00	178.62		106.38
200.00	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
110.95	Assets – purchase	1,000.00	0.00		1,000.00
674.33	Assets – maintenance	2,100.00	0.00	30.50	2,069.50
542.39	Newsletter	600.00	0.00		600.00
560.18	Contingency	500.00	0.00		500.00
200.76	VAT		47.40	6.10	
11,402.32	Total payments	14,999.00	858.65	732.23	13,461.62

Cash/Bank reconciliation	01/04/24	28/04/25	19/05/25	31/03/26
Balance B/Fwd	35,238.04	35,238.04	40,128.89	39,396.66
Add total receipts	14,999.00	5,749.50	0.00	5,803.00
Less total payments	14,999.00	858.65	732.23	13,461.62
Balance C/Fwd	35,238.04	40,128.89	39,396.66	31,738.04
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/24	28/04/25	19/05/25	31/03/26
General funds	9,814.38	16,705.23	15,973.00	8,314.38
Earmarked reserves	25,423.66	23,423.66	23,423.66	23,423.66
	35,238.04	40,128.89	39,396.66	31,738.04

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Lower Withington Parish Council Cash/Bank Reconciliation as at 19th May 2025

Cash

Balance brought forward 01/04/25	
Current Account	2,335.43
Business Reserve Account	6,583.75
Liquidity Manager Account	26,318.86
	<u>35,238.04</u>
Plus receipts	5,749.50
Less payments	1,590.88
Balance carried forward 19/05/25:	<u><u>39,396.66</u></u>

Bank (NatWest)

Current Account	9,319.34		04/04/25
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unpresented cheques			
Approved 2024/25	-1,234.41		
Approved	-858.65		
For approval	<u>-732.23</u>		
		<u>-2,825.29</u>	
			6,494.05 19/05/25
Business Reserve Account	6,583.75		04/04/25
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unpresented cheques			
	<u>0.00</u>		
		<u>0.00</u>	
			6,583.75 19/05/25
Liquidity Manager Account	26,318.86		04/04/25
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unpresented cheques			
	<u>0.00</u>		
		<u>0.00</u>	
			26,318.86 19/05/25
Total bank balances 19/05/25		<u><u>39,396.66</u></u>	

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APPENDIX B

Payments for approval

Cheque No 000621	E. M. Maddock	£316.43	Salary: May, 2025 [A]
Cheque No 000622	HM Revenue & Customs	£79.20	PAYE payment [B]
Cheque No 000623	J. Blackburn	£36.60	Tree stakes and compost [C]
Cheque No 000624	Zurich Municipal	£300.00	Insurance premium 2025/26 [D]

[A] Localism Act 2011 s.1 [Local Government Act 1972 s.112]

[B] Localism Act 2011 s.1 [The Income Tax (Pay As You Earn) Regulations 2003 s.67G]

[C] Localism Act 2011 s.1 [Public Health Act 1875 s.164; Local Government Act 1972 Sch. 14 para.27]

[D] Localism Act 2011 s.1 [Employers' Liability (Compulsory Insurance) Act 1969 s.1; Local Government Act 1972 ss.114 & 140]

APPENDIX C

Updates to Practitioners' Guide 2025

The Smaller Authorities Proper Practices Panel has issued the 2025/26 Practitioners' Guide which will form the basis of audit processes for the 2025/26 financial year. A number of changes have been made which the Parish Council need to review and, where appropriate, approve actions to meet the revised requirements.

Assertion 1: Financial management and preparation of accounting statements

Update: The proper segregation of duties means that the Chairman of the authority or of the Finance Committee should never be appointed (even on a short-term basis) either as Clerk or as RFO; other members may perform these roles, unpaid, on a short-term basis providing appropriate safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled.

Recommended action: No action required at this time. The proper practices should be observed should the Clerk/RFO role become vacant or the Clerk/RFO become temporarily incapacitated.

Assertion 10: Digital and data compliance

Update: Assertion 10 is new for 2025/26 and includes the following:

Item 1: Email management – every authority must have generic email accounts hosted on an authority owned domain.

Item 2: All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

Item 3: All websites must meet the Web Content Accessibility Guidelines 2.2AA and the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (where applicable).

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Item 4: All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

Item 5: All smaller authorities must follow both the General Data Protection Regulation (GDPR) 2016 and Data Protection Act (DPA) 2018.

Item 6: All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

Item 7: The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

Item 8: All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone – clerks, members and other staff – should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Recommended action: A review of the Parish Council's position in respect of each of the above items to be undertaken and considered at the next meeting.

It should be noted that the 2025 guidance has strengthened the advice regarding use of gov.uk domains from 'are advised to use' to 'it is best practice to use' and it is expected that at a future date it may become mandatory to use such domains. Consideration should be given to if/when transfer to a gov.uk domain should be undertaken.

Item 8 requires the Parish Council to adopt an IT policy. An example policy has been provided by the The Smaller Authorities Proper Practices Panel which will be reviewed for consideration and adoption at a future meeting.

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APPENDIX D

Financial Risk Management Record – 2025/26

The following risk assessment sets out risks which the Council may encounter during the year. The list is not exhaustive and additional items may be added throughout the year as circumstances require.

Priority of risk management				
Likelihood of occurrence	Highly Likely (score 3)	Medium (3 x 1)	High (3 x 2)	Very High (3 x 3)
	Possible (score 2)	Low (2 x 1)	Medium (2 x 2)	High (2 x 3)
	Unlikely (score 1)	Very low (1 x 1)	Low (1 x 2)	Medium (1 x 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
Impact				

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Section one: Areas where there may be scope to use insurance to help manage risk							
Property and contents owned by the council	Loss or damage	2	2	4	An up-to-date register of assets and investments	Review bi-annually by council, annually by internal auditor. Check website list correct as of 31/03/25	Nov. 25
Damage to third party property or individuals	Public liability	2	3	6	Property maintenance and insurance cover	Insurance held with Zurich Municipal, reviewed and renewed annually by council, reviewed internal auditor	Mar. 26
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by third party	Public liability	2	2	4	Annual review of risk and the adequacy of cover	Value of insurance held reviewed annually by council and internal auditor	Mar. 26
Loss of cash through theft or dishonesty	Fidelity guarantee	1	2	2	Cash handling is not encouraged but where case is received – banked within 7 days	Insurance held with Zurich Municipal, reviewed and renewed annually by council, reviewed internal auditor	Mar. 26

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Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Legal liability as consequence of asset ownership	Public liability	2	2	4	Property maintenance and insurance cover	All assets covered by insurance. Assets reviewed at least annually and maintenance arranged upon identification of defect.	Nov. 25
Section two: Working with others to help manage risk							
Security for vulnerable buildings, amenities or equipment		1	2	2	Property maintenance and insurance cover	Inspection regime – councillors and clerk carry out ongoing checks of assets.	Nov. 25
The provision of services being carried out under agency/ partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	1	1	1	Standing orders and financial regulations updated regularly to reflect best practice	Risk reviewed bi-annually by council, annually by internal auditor, all partners risk assessed and multiple quotes obtained and compared in minutes	Nov. 25
Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	2	2	4	Financial regulations and internal audit review	RFO to check all bank statements against council records and query errors or inconsistencies immediately	Nov. 25
Banking arrangements, including detecting bank mistakes and loss	Detect and deter bank mistakes leading to loss or charges	2	2	4	Financial regulations and internal audit review	RFO to check all bank statements against council records and query errors or inconsistencies immediately	Nov. 25
Ad hoc provision of amenities/ facilities for events to local community groups	Public liability	2	2	4	Bookings process specifies requirement for insurance cover for activities	Ask all for hirers insurance	Nov. 25
Vehicle or equipment lease or hire	Injury, damage or loss	1	1	1	Hire from reputable companies	Use of vehicle or equipment lease or hire to be approved by council. Terms of hire/lease to be obtained.	Nov. 25
Trading units (leisure centres, playing fields, burial grounds, etc)	External contractors for maintenance	1	1	1	Standing orders and financial regulations set out process for appointing external contractors	Reports to council regarding budget monitoring and terms of engagement	Nov. 25

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Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Professional services (architects, accountancy, design, etc)	Standing orders and financial regulations deal with the awarding of contracts	2	1	2	Professional services obtained from reputable companies. Recommendations taken from other Parish Councils where appropriate.	Initial advice from County association or SLCC. Internal audit reviewed. Further or specialist services based on best available advice and recommendations	Nov. 25
Supplier (procurement) fraud	Loss through supplier fraud	2	1	2	Training for staff to alert them to potential risks of providing sensitive company information, by telephone or other means, especially contract and account information. All supplier detail changes to be verified using contact details held by Parish Council. Periodic review of supplier accounts to remove any dormant accounts. Periodic review of supplier address and financial health details with Companies House. Review insurance provision.	New suppliers to be verified by RFO prior to engagement. Awarding of ongoing supplier contracts to be approved by council.	Nov. 25
Section three: Self managed risk							
Proper financial records	In accordance with statutory requirements	1	1	1	Financial records maintained by RFO in accordance to proper practices	Review bi-annually by council, annually by internal auditor	Nov. 25
Proper financial records	Financial irregularities	1	1	1	Detailed financial records presented to council on regular basis	Internal audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque	Nov. 25
Business activities	Ensuring that they are within legal powers of councils	1	1	1	Relevant training, resources and access to professional advice made available to Clerk	Internal auditor review, regular reference to legislation and guidance	Nov. 25
Business activities	Illegal activity or payments	1	2	2	Relevant procedures set out in standing orders and financial regulations. All activity and payments within the powers of the Parish Council to be resolved and minuted at meetings	Internal auditor review, regular reference to legislation and guidance	Nov. 25
Direct costs and overhead expenses	Goods not supplied but billed	1	1	1	Financial regulations and internal audit review	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders	Nov. 25

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Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Direct costs and overhead expenses	Invoice incorrectly calculated or recorded	1	1	1	Financial regulations and internal audit review	RFO to check arithmetic on all invoices and perform regular bank reconciliations	Nov.25
Direct costs and overhead expenses	Cheque payable wrong (excessive or to wrong party)	1	1	1	Financial regulations and internal audit review	Signatories initial stub and voucher to confirm accuracy	Nov. 25
Borrowing	Complying with restrictions	1	1	1	Financial regulations and internal audit review	Internal auditor review, council checked	Nov. 25
Employment law and Inland Revenue regulations	Ensuring that requirements met	1	1	1	Financial regulations and internal auditor review	Internal auditor review	Nov. 25
Salaries and associated costs	Salary paid incorrectly	1	1	1	Financial regulations and internal auditor review	Check salary to Minute, check hours and rate to contract. Salary analysis detailed on payment vouchers issued and verified by signatories	Mar. 26
Salaries and associated cost	Wrong deduction of NI and tax	1	1	1	NI and Tax deductions calculated using HMRC PAYE RTI system which is regularly updated	RFO to check payments made in accordance with HMRC PAYE RTI output. Internal auditor reviewed	Mar. 26
Salaries and associated cost	Unpaid tax and NI contributions to Inland Revenue	1	1	1	Payments are made to HMRC by cheque and detailed in the financial statements presented to council	Payments listed at each council meeting. Signatories check each payment.	Mar. 26
VAT	Ensuring requirements are met under HMRC regulations	1	1	1	VAT reclaim submitted annually at year end	Internal auditor review, advice taken as needed from county association and SLCC	Mar. 26
Annual precept	Ensuring adequacy within sound budgeting arrangement	1	1	1	Detailed budget process	Internal auditor review. Budget published on website. Regular review of budget status during year by council	Nov. 25
Annual precept	Requirements not submitted to principal authority	1	3	3	Precept receipt recorded in minutes	Full minute – RFO to follow up	Nov. 25

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Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Annual precept	Amount not received from principal authority	1	3	3	Precept receipt recorded in minutes	RFO to confirm receipt and minute at next meeting of council	Nov. 25
Monitoring of performance	Budget delivering services required	1	1	1	Standing orders and financial regulations	Councillors review budget at least quarterly and policies at least annually	Nov. 25
Reporting and auditing	Compliance	1	1	1	Standing orders, financial regulations and Proper practices	Independent internal auditor appointed. Annual reports detailing compliance with audit regulations are presented to council	Nov. 25
Reserves - General	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting	Nov. 25
Reserves - Earmarked	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Nov. 25
Grants	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	1	1	1	Grant awarding procedures	All grants based on approved form and/or detailed supporting information, minuted and checked by internal auditor	Nov. 25
Council minutes	Proper, timely and accurate reporting of council business in the minutes	1	1	1	Standing orders and financial regulations	Posted on website for public to see. Agenda published in accordance with Transparency Code. Internal Auditor review	Nov. 25
Rights of inspection	Provision of right	2	1	2	Standing orders, financial regulations and Proper practices	Website and policies updated regularly	Nov. 25
Document control	Proper systems	1	1	1		Policies approved and published	Nov. 25
Register of Member's Interests and Gifts and Hospitality	In place, complete, accurate and up-to-date	2	1	2	Standing orders, financial regulations and Proper practices	Internal audit review. Principal authority review.	Nov. 25
Compliance with Transparency Code	Non compliance	1	1	1	Standing orders, financial regulations and Proper practices	Stay up to date with legislative changes.	Nov. 25
Employees	Loss of clerk	1	3	3	Hours, health, stress, training, long term sick, early departure – risk monitored as appropriate	Annual review process to identify/address issues arising.	Nov. 25

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Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Business continuity	Risk of council not being able to continue its business due to an unexpected or tragic circumstances	1	3	3	In the event of the clerk/RFO being indisposed a Member (other than the Chairman) may perform the necessary duties	Review process annually	Nov. 25
Business continuity	Loss of paper/ electronic records	1	3	3	Files and records held by clerk. Regular backups of electronic files made. Electronic minutes and other documents published on website	Review process annually	Nov. 25

APPENDIX E

SCHEME OF DELEGATED AUTHORITY

A scheme of delegated authority is adopted to minimise potential threats to business continuity. The scheme of delegated authority would be implemented in response to a risk assessment and consultation with Members.

Terms of the scheme of delegated authority:

- (a) That the Clerk & Responsible Financial Officer shall have delegated authority to exercise any function that would normally be exercised by the Parish Council excepting any function which statute prescribes may only be exercised by Full Council.
- (b) That authority under (a) may only be exercised having received counsel from Members by either email or, where appropriate (including upon request by Members), a duly convened All Member Working Group.
- (c) That an All Member Working Group be established comprising all members with a remit to advise the Clerk on issues requiring attention.
- (d) That except when discussing matters where publicity would be prejudicial to the public interest (as defined in the Public Bodies (Admission to Meetings) Act 1960) working group meetings shall be open to the public to view and, at an appropriate time, participate.
- (e) The authority granted under (a) shall have effect up to and including the date of the annual parish council meeting in the year of the next ordinary election.
- (f) All decisions taken under (a) shall be submitted to and ratified by Full Council at the first meeting following exercise of the delegated authority.
- (g) The authority under (a) shall not affect any authority which is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution and any conditions attached thereto shall continue to have effect.

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APPENDIX F

Updates to Standing Orders and Financial Regulations

Standing Orders: NALC issued updated Standing Orders on 31st March, 2025. The following amendments are recommended by NALC.

1. Update to Standing Order 14

a) Replace entire existing clause 14 with: Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

2. Update to Standing Order 18

a) Update value in existing clause 18(a)(v) with the following: £60,000

b) Remove entire existing clause 18(c)

c) Remove entire existing clause 18(d)(iii)

d) Replace the wording of existing clause 18(f) with: Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

3. Update to gender-neutral language

The model Standing Orders have been updated to refer to the roles of "Chair" and "Vice-Chair" rather than "Chairman" and "Vice-Chairman". Members may consider whether to adopt this language update.

Financial Regulations: NALC issued updated Standing Orders on 5th March, 2025. The following amendments are recommended by NALC.

1. Update to Financial Regulation 5

a) Clause 5.4: replace wording "The Public Contracts Regulations 2015" with "The Procurement Act 2023 and The Procurement Regulations 2024"

b) Clause 5.5: update paragraph reference from "6.12" to "5.12"

c) Replace entire existing clause 5.7 with: For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.

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APPENDIX G

(a) Recent planning decisions:

- 24/4466/HOUS Bridge Farm, Hodgehill Lane, Lower Withington. SK11 9LU
Proposed single storey rear and side extension to existing residential property.
DECISION STATUS – Withdrawn (23/04/25)
- 25/0833/DSC Smiths Green Farm, Catchpenny Lane, Lower Withington. SK11 9DG
Discharge of condition 8 on approval 22/1031M: Reserved matters of access, appearance, landscaping, layout and scale in connection with outline approval 20/0499M.
DECISION STATUS – Approved (08/04/25)

(b) Outstanding planning applications

- 24/3271M Land at Pitt Lane, Lower Withington.
Proposed demolition of a two storey former agricultural building (now in hotel use (C1)) and replace it with a new farmhouse and garage.
DECISION STATUS – Undecided
- 24/4765/CLEUD 3 Welltrough Hall Cottages, Trap Street, Lower Withington. SK11 9EF
Certificate of Lawful Existing Use or Development to confirm the lawful use of no.3 Welltrough Hall Cottages as a dwelling which can be occupied by persons not employed in agriculture.
DECISION STATUS – Undecided
- 25/0378/HOUS 10 South View, Salters Lane, Lower Withington. SK11 9DZ
Proposed single storey extensions to front and rear.
DECISION STATUS – Undecided
- 25/0526/FUL The Old Pub, Trap Street, Lower Withington. SK11 9EQ
Proposed change of use from public house with food provision (sui generis) to restaurant and shop (Class E).
DECISION STATUS – Undecided
- 25/0627/NMA Brook Farm, Catchpenny Lane, Lower Withington. SK11 9DG
Non-material amendment to approval 23/2948M for Proposed demolition of a double garage and the construction of a single storey rear extension to accommodate a breakfast and garden room. Insertion of two rooflights to the front roof slope of the house and the construction of an open-sided porch to the east elevation.
DECISION STATUS – Undecided
- 25/0742/HOUS Farmgate Cottage, Farm Lane, Lower Withington. SK11 9DU
Small extension that will externally rebalance the symmetry of the house across the front of the cottage from extensions completed by previous owners, and create a walk in closet and master bedroom suite along with a more proportionate hall stairs and landing befitting the house.
DECISION STATUS – Undecided
- 25/0812/DSC Piggotts Hall, Congleton Lane, Lower Withington.
Discharge of condition 3 on application 24/2383M.
DECISION STATUS – Undecided

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25/1279/HOUS Lapwing Hall Barn, Lapwing Lane, Lower Withington. SK11 9AD
Erection of two-storey rear extension including alterations to rear and side elevations and replacement of windows.
DECISION STATUS – Undecided

APPENDIX H

Updates on reported highway matters

- a. Dislodged coping stone and fallen tree on bridge at Catchpenny Lane.
Update: "Unfortunately funds have been really tight this year [2023/24], however this will be prioritised in the new year, for replacement."
- b. Holes in road at junction of Whisterfield Lane and Chapel Lane.
Update: "Unfortunately no available resource at the moment, we will only repair actionable defects collected by our routine safety inspectors."
- c. Broken sign along A535 (near to The Old Cheshire Hunt).
Update: A job has been raised for the sign to be repaired. (No timescale provided)
Sign removed from site.
- d. Proposal for double white lines on A535 near to junction with Catchpenny Lane.
Update: Linked to review of A535.
- e. Broken post on Parish boundary sign at Salters Lane.
Update: Order placed for replacement post and remounting of sign.
- f. Blocked drains/gullies at Trap Street.
Update: "This is still in the system to be checked by our Drainage Team, we are currently working to get through a large back log of drainage and flooding enquiries due to recent weather events. You should receive the system notification when it has been actioned."
- g. Flooding at A535 near junction with Catchpenny Lane
Update: Gullies vary in the speed they can drain water away and some will overflow during heavy rain even if there is no blockage. This does not necessarily mean the gully requires cleaning. We will not visit overflowing gullies during heavy rainfall unless the water is causing a risk to life or property.
- h. Broken sign along A535 (junction warning sign), north of junction with Catchpenny Lane
Update: This is not a category 1 defect, therefore, will not be repaired immediately.
There is currently no budget for non-emergency sign repairs. Sign removed from site.
- i. Uprooted street sign (Longshoot Road), at junction of Longshoot Road with A535
Update: This is not a category 1 defect, therefore, will not be repaired immediately.
There is currently no budget for non-emergency sign repairs, however, if the damage was the result of a vehicle collision and we could potentially recover the costs and get the signs repaired quicker.
- j. Provision of grit bin at Longshoot Road
Update: Information relating to grit bins is available on Cheshire East Council website.
- k. Surplus temporary signage warning of mud at Catchpenny Lane
Update: No update.