

LOWER WITHINGTON PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Date: Monday 25th November, 2024

Time: 7:30p.m.

Venue: Lower Withington Parish Hall



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

Dated 19th November, 2024

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 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. Minutes**
 - (a) To approve the Minutes of the Parish Council meeting held 28th October, 2024 as a correct record and approve signing by the Chairman.
- 4. Public Forum for Questions**
 - (a) To receive questions from members of the public.
- 5. Cheshire East Ward Member Cllr. L. Smetham**
 - (a) To receive a report on items of interest to the Parish Council.
- 6. Finance**
 - (a) To receive and consider the Financial Statement 2024/25 as at 25th November, 2024. (Appendix A)
 - (b) To note receipts since the last meeting listed at Appendix B.
 - (c) To approve the payments listed at Appendix C.
 - (d) To note the publication of the local government services pay agreement 2024/25.
 - (e) To appoint an Internal Auditor for the 2024/25 financial year.
 - (f) To review and approve the Financial Risk Assessment 2024/25. (Appendix D)
 - (g) Budget 2025/26 (Appendix E)
 - i. To consider and determine a revised budget in respect of 2024/25.
 - ii. To consider and determine a budget in respect of 2025/26.
 - iii. To consider precept requirements for 2025/26.

LOWER WITHINGTON PARISH COUNCIL

7. Planning Applications

- (a) To note recent planning decisions issued by Cheshire East Council. (Appendix F)
- (b) To consider the following planning applications:
 - i. None.
 - ii. Any applications received following issue of Agenda may be included for discussion if required.

8. 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. Ministry of Housing, Communities and Local Government: Consultation on enabling remote attendance and proxy voting at local authority meetings. [Link to information: <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>]
 - ii. Cheshire East Council: Update regarding new planning portal system. [Link to information: <https://lowerwithington.com/cheshire-east-council-planning-service-update/>]
 - iii. Manchester Airport: Community Flyer (newsletter). [Link to information: <https://lowerwithington.com/manchester-airport-newsletter/>]
 - iv. Cheshire Fire and Rescue Service: Annual Report 2023-2024. [Link to information: <https://www.cheshirefire.gov.uk/your-service/key-information/annual-report/>]
 - v. Cheshire East Council: Information relating to the new 16-19 bus saver card. [Link to information: <https://lowerwithington.com/cheshire-east-council-the-16-19-bus-saver-card/>]
 - vi. Cheshire East Council: Update regarding implementation of new car parking charges. [Link to information: <https://lowerwithington.com/changes-to-council-car-parks-to-go-live-next-month/>]
 - vii. Cheshire East Council: Changes to bin collections over the festive period. [Link to information: <https://lowerwithington.com/changes-to-bin-collections-announced-for-over-festive-period/>]

9. Highway Maintenance and Enhancements

- (a) To consider updates on reported highway matters listed at Appendix G.
- (b) To receive new highway maintenance matters for attention from Members.
- (c) To receive and consider update relating to the proposed upgrade of the footbridge at Lower Withington FP5.

10. 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 30th October, 2024.
- (c) To receive a report from the Cheshire East Council: Town and Parish Council Network meeting held 19th November, 2024.

LOWER WITHINGTON PARISH COUNCIL

11. 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) Christmas lights
 - i. To note that the Christmas tree and lights have been installed at the entrance to the Lower Withington Parish Hall site.
 - ii. To receive and consider updates relating to Christmas lighting on the Lower Withington Parish Hall building.
 - iii. To receive and consider quotation for the provision of external electricity supply from Lower Withington Parish Hall.

12. Parish Councillor Vacancy

- (a) To consider co-opting an individual (1) to fill current vacancy.

13. Matters for inclusion on next/future meeting agenda

- (a) Updates relating to proposal to install village gateways.
- (b) Concerns regarding running and cycling events on local highways.
- (c) Concerns regarding motorbike and car racing along A535.
- (d) Planting of fruit trees at Dicklow Cob Village Green.
- (e) Updates relating to empty properties at Jodrell Bank.
- (f) Boundary treatment at Dicklow Cob Village Green.
- (g) Consideration of speed review criteria in respect of A535, Salters Lane and Trap Street.

14. Date of next meeting: Monday 27th January, 2025 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.

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



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

Dated 19th November, 2024

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

LOWER WITHINGTON PARISH COUNCIL

APPENDIX A

Financial Statement – 2024/25 as at 25 th November, 2024					
Actual 2023/24 £	Details	2024/25 Budget £	Actual to Oct. 24 £	Agenda Nov. 24 £	Budget Balance £
	Receipts				
10,892.00	Precept	11,142.00	11,142.00		0.00
0.00	Balances	3,000.00	0.00		0.00
228.09	Investment interest		562.91	67.95	0.00
0.00	Sale of assets		0.00		0.00
500.00	Grants, donations & refunds		0.00		0.00
519.96	VAT refund		0.00		114.67
12,140.05	Total receipts	14,142.00	11,704.91	67.95	114.67
	Payments				
4,334.22	Salary (Clerk)	4,722.00	2,602.60	481.00	1,638.40
0.00	National Insurance (Employer)	0.00	0.00		0.00
300.00	Allowances (Clerk)	350.00	0.00		350.00
136.41	Administration	300.00	0.00		300.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
185.00	Audit fees (internal & external)	200.00	220.00		-20.00
300.00	Insurance	350.00	300.00		50.00
2,114.96	Grants/Donations (inc. s.137)	2,600.00	0.00		2,600.00
345.00	Website	345.00	230.00		115.00
201.50	Subscriptions/affiliation fees	290.00	174.04		115.96
190.00	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
35.98	Assets – purchase	1,000.00	0.00		1,000.00
9.99	Assets – maintenance	1,600.00	348.33		1,251.67
771.49	Newsletter	600.00	293.88	146.94	159.18
0.00	Contingency	500.00	500.00	60.18	-60.18
95.75	VAT		114.67		
9,020.30	Total payments	14,142.00	4,783.52	688.12	8,785.03

Cash/Bank reconciliation	01/04/24	28/10/24	25/11/24	31/03/25
Balance B/Fwd	34,515.57	34,515.57	41,436.96	40,816.79
Add total receipts	14,142.00	11,704.91	67.95	114.67
Less total payments	14,142.00	4,783.52	688.12	8,785.03
Balance C/Fwd	34,515.57	41,436.96	40,816.79	32,146.43
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/24	28/10/24	25/11/24	31/03/25
General funds	8,091.91	15,013.30	17,393.13	8,722.77
Earmarked reserves	26,423.66	26,423.66	23,423.66	23,423.66
	34,515.57	41,436.96	40,816.79	32,146.43

LOWER WITHINGTON PARISH COUNCIL

Cash/Bank Reconciliation as at 25th November, 2024

Cash

Balance brought forward 01/04/24	
Current Account	2,500.00
Business Reserve Account	6,492.38
Liquidity Manager Account	25,523.19
	<u>34,515.57</u>

Plus receipts	11,772.86
Less payments	5,471.64
Balance carried forward 25/11/24:	<u><u>40,816.79</u></u>

Bank (NatWest)

Current Account 10,639.63 04/10/24

Add receipts/transfer since above statement

	<u>0.00</u>	0.00
--	-------------	------

Less unrepresented cheques

Approved	-1,685.40
For approval	<u>-688.12</u>
	<u>-2,373.52</u>

8,266.11 25/11/24

Business Reserve Account 6,540.50 04/10/24

Add receipts/transfer since above statement

	<u>0.00</u>	0.00
--	-------------	------

Less unrepresented cheques

	<u>0.00</u>	0.00
--	-------------	------

6,540.50 25/11/24

Liquidity Manager Account 26,010.18 05/11/24

Add receipts/transfer since above statement

	<u>0.00</u>	0.00
--	-------------	------

Less unrepresented cheques

	<u>0.00</u>	0.00
--	-------------	------

26,010.18 25/11/24

Total bank balances 25/11/24

40,816.79

LOWER WITHINGTON PARISH COUNCIL

APPENDIX B

Receipts

NatWest Bank plc	£67.95	Gross interest – October 2024 (LM)
------------------	--------	------------------------------------

APPENDIX C

Payments for approval

Cheque No 000601	E. M. Maddock	£384.80	Salary: November 2024 and backpay (Apr – Oct 2024)
Cheque No 000602	HM Revenue & Customs	£96.20	PAYE payment
Cheque No 000603	M. Blackburn	£60.18	Purchase of plants
Cheque No 000604	P. Chrisp	£146.94	Newsletter printing (Nov. 2024)

LOWER WITHINGTON PARISH COUNCIL

APPENDIX D

LOWER WITHINGTON PARISH COUNCIL

FINANCIAL RISK ASSESSMENT - 2024/25

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned. Electronic minutes published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	M	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2025.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Periodic financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councilors/circumstances.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2025.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

LOWER WITHINGTON PARISH COUNCIL

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
Direct costs & overhead expenses	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2025.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform regular bank reconciliations.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
Employees.	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
VAT	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
Legal powers	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2025.

LOWER WITHINGTON PARISH COUNCIL

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Supplier (procurement) fraud	Loss through supplier fraud	L	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.	Review training needs 2025. Existing procedure adequate. Existing procedure adequate. Existing procedure adequate. Review 2025.

LOWER WITHINGTON PARISH COUNCIL

APPENDIX E

Revised budget 2024/25 and draft budget 2025/26

		Projected 24/25 & Budget 2025/26	Variances 21/25	Balance as at 25/11/24
Clerk's Salary				
2024/25	Salary based upon 5 hrs. per week	1,487	0	
	NJC Salary Award	55	96	
		1,542	96	1,638
2025/26				
	Salary based upon 5 hrs. per week	4,462		
	Annual Review - Contract Clause 9.2 (w.e.f. 01/04/25)	122		
	Contingency for NJC Salary Award.	260		
		4,844		
National Insurance (Employer)				
2024/25	4 months (Dec 24 - Mar 25) (on basic salary)	0	0	
		0	0	0
2025/26				
	Based on basic salary	0		
		0		
Allowances (Clerk)				
2024/25	Accommodation Allowance	325	0	
	Contingency for review	25	0	
		350	0	350
2025/26				
	Accommodation Allowance	325		
	Contingency for review	25		
		350		
Chairman/Member Allowances				
2024/25	Member Allowances - Dec 24 - Mar 25	0	0	
		0	0	0
2025/26				
	Member Allowances	0		
		0		
Administration				
2024/25	Stationery & General Office Supplies	85	0	
	Postages	55	0	
	Computer Consumables	70	0	
	Mileage	90	0	
		300	0	300
2025/26				
	Stationery & General Office Supplies	85		
	Postages	55		
	Computer Consumables	70		
	Mileage	90		
		300		
Audit Fees				
2024/25	External Audit Fees 2023/24	0	0	
	Internal Audit Fees 2023/24	0	-20	
		0	-20	-20
2025/26				
	External Audit Fees 2024/25	210		
	Internal Audit Fees 2024/25	230		
		440		

LOWER WITHINGTON PARISH COUNCIL

		Projected 24/25 & Budget 2025/26	Variances 21/25	Balance as at 25/11/24
Insurance				
2024/25	Renewal (June 2024)	0	50	
		0	50	50
2025/26	Premium (June 2025)	350		
		350		
Section 137 Donations				
2024/25	Provision	200	0	
		200	0	200
2025/26	Provision	200		
		200		
Website				
2024/25	Web domain (due March 2025)	15	0	
	Email forwarding (due April 2024)	0	0	
	Hosting Fee (2025/26)	0	0	
	Contingency	0	100	
		15	100	115
2025/26	Web domain (due March 2026)	15		
	Email forwarding (due April 2025)	5		
	Hosting Fee (2026/27)	225		
	Contingency	100		
		345		
Subscriptions/Affiliation/Registration Fees				
2024/25	ChALC	0	11	
	Data Protection Registration	55	0	
	Provision (e.g. CCA, CPRE)	0	50	
		55	61	116
2025/26	ChALC	180		
	Data Protection Registration	55		
	Provision (e.g. CCA, CPRE, Open Spaces Society)	50		
		285		
Room Hire				
2024/25	Ordinary Parish Council Meetings (10) [2024]	250	0	
	Contingency	75	0	
		325	0	325
2025/26	Ordinary Parish Council Meetings (10) [2025]	250		
	Contingency	75		
		325		
Training				
2024/25	Training Provision - Members & Clerk	210	0	
		210	0	210
2025/26	Training Provision - Members & Clerk	210		
		210		

LOWER WITHINGTON PARISH COUNCIL

		Projected 24/25 & Budget 2025/26	Variances 21/25	Balance as at 25/11/24
Professional Services				
2024/25	Provision	750	0	
		750	0	750
2025/26				
	Provision	750		
		750		
Asset/Village - Maintenance				
2024/25	Maintenance of Parish Council Assets	870	0	
	Maintenance of carved owl	230	0	
	Maintenance / Services - SIDs	300	0	
	Maintenance / Ongoing costs – Defibrillators	60	-208	
		1,460	-208	1,252
2025/26				
	Maintenance of Parish Council Assets	870		
	Maintenance of carved owl	230		
	Maintenance / Services - SIDs	500		
	Maintenance / Ongoing costs – Defibrillators	500		
		2,100		
Asset - Purchase				
2024/25	Provision	1,000	0	
		1,000	0	1,000
2025/26				
	Provision	1,000		
		1,000		
Grants				
2024/25	Local organisations	3,000	-1,000	
	Lower Withington Pensioner's Lunch	400	0	
		3,400	-1,000	2,400
2025/26				
	Local organisations	2,000		
	Lower Withington Pensioner's Lunch	400		
		2,400		
Newsletter				
2024/25	Printing	147	12	
		147	12	159
2025/26				
	Printing	600		
		600		
Other				
2024/25	Contingency provision	0	-60	
		0	-60	-60
2025/26				
	Contingency provision	500		
		500		
2024/25 Expenditure Projection and Variance Totals		9,754	-969	8,785
2025/26 Draft Budget Expenditure Total		14,999		
Less savings 2024/25		0		
Less funds from general reserves		-3,500		
Gross Precept Requirement 2025/26		11,499		

LOWER WITHINGTON PARISH COUNCIL

Analysis of funds

01/04/24	Balance brought forward	34,515.57	
	Less payments (actual)	-5,471.64	
	Plus receipts (actual)	11,772.86	
	Less payments (projected)	-9,754.00	
	Plus receipts (projected) (VAT)	114.67	
			31,177.46
	Less Earmarked Reserves:		
	Democratic Services Fund	-5,000.00	
	Transparency Code Grant	-118.00	
	Dicklow Cob Pathway Project Grant	-2,205.66	
	Footbridge upgrade fund	-600.00	
	Highway Safety Schemes Fund	-5,000.00	
	Village gateway fund	-7,500.00	
	Local Organisation Investment Fund	-5,000.00	
			-25,423.66
31/03/25	General funds carried forward		5,753.80

Tax Base 2025/26 (Band D) and Precept impact on Property Bands

2024/25				2025/26			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		23.01	A	6/9		23.27
B	7/9		26.85	B	7/9		27.15
C	8/9		30.68	C	8/9		31.03
D	9/9	322.78	34.52	D	9/9	329.45	34.90
E	11/9		42.19	E	11/9		42.66
F	13/9		49.86	F	13/9		50.42
G	15/9		57.53	G	15/9		58.17
H	18/9		69.04	H	18/9		69.81
Precept		£11,142		Precept		£11,499	

LOWER WITHINGTON PARISH COUNCIL

APPENDIX F

(a) Recent planning decisions - None

(b) Outstanding planning applications

- 24/1216M Oaklyn, Lapwing Lane, Lower Withington. SK11 9AD
Side/rear and first-floor extensions which have already been approved or deemed lawful with a pitched roof to the single storey extension and closing of two gaps between approved extensions.
DECISION STATUS – Undecided
- 24/1905M Oaklyn, Lapwing Lane, Lower Withington. SK11 9AD
Demolition and relocation of annexe outbuilding.
DECISION STATUS – Undecided
- 24/2965M Holly Tree Farm, Holmes Chapel Road, Lower Withington. SK11 9DT
Erection of a free range egg laying unit.
DECISION STATUS – Undecided
- 24/3076M The Cottage, Macclesfield Road, Jodrell Bank. CW4 8BU
Extension in the footprint of the existing cottage at the sides and also at the rear and refurbishment of the existing cottage.
DECISION STATUS – Undecided
- 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

APPENDIX G

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)
- 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. Overgrown hedge at Congleton Lane.
Update: Hedge cutting complete.