

Lower Withington Parish Council

Notice of Parish Council Meeting

Date: Monday 30th June, 2025

Time: 7:30p.m.

Venue: Lower Withington Parish Hall



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

Dated: 24th June, 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 Parish Council Meeting, as shown above, to consider and determine the following business:

1. Apologies for absence
2. Declarations of interest
 - (a) To receive declarations of interest in any items on the agenda.
3. Minutes
 - (a) To approve the Minutes of the Parish Council meeting held 19th May, 2025 as a correct record and approve signing by the Chairman.
 - (b) To confirm the Minutes of the Annual Parish Meeting held 19th May, 2025 as a correct record.
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 2025/26 as at 30th June, 2025.
(Appendix A)
 - (b) To note receipts since the last meeting: None.
 - (c) To approve the payments listed at Appendix B.

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7. Planning
 - (a) To receive and consider recent planning decisions issued by Cheshire East Council in respect of development within the Parish and any updates relating to outstanding applications. (Appendix C)
 - (b) To consider the following planning applications;
 - i. 25/1975/HOUS: Oak Lea, Salters Lane, Lower Withington. SK11 9LL
Erection of a prefabricated oak-framed wooden garage on a concrete base slab (retrospective).
 - ii. 25/2051/VOC: Bank View Farm, Hodgehill Lane, Lower Withington. SK11 9LU
Variation of condition 2 – approved plans on application 24/1276M.
 - iii. 25/2081/HOUS: Daisy Bank Cottage, Trap Street, Lower Withington. SK11 9EQ
Erection of partial two storey and single storey extensions to rear elevation, erection of oak framed orangery to the rear and erection of two dormer windows on the rear roof slopes.
 - iv. Any applications received following issue of Agenda may be included for discussion is required.
8. Highway maintenance and enhancements
 - (a) To consider updates relating to reported highway matters listed at Appendix D.
 - (b) To receive new highway maintenance matters for attention from Members.
 - (c) To receive update relating to the refreshing of white lining at Salters Lane.
 - (d) To receive and consider updates relating to the proposed village gateways at Salters Lane.
 - (e) To receive and consider updates relating to speed monitoring survey at Trap Street.
9. Assets
 - (a) To appoint a member to undertake routine checks of the defibrillators at Lower Withington Parish Hall and Lower Withington Methodist Church.
10. Policy updates
 - (a) To consider and adopt an IT Policy. (Appendix E)
 - (b) To consider and adopt a biodiversity policy. (Appendix F)
11. 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. Manchester Airport: [Night noise \(NAP23\) consultation 2025](#).
 - ii. Run Through: Notification of the Cheshire Half Marathon on Sunday 14th September, 2025. [Details of half marathon road closures](#).
 - iii. Cheshire East Council: [Review of Gambling Statement of Licensing Principles](#).
No changes are proposed to this policy document.
 - iv. Cheshire East Council: Road closure notice for Hodgehill Lane, Lower Withington for its full extent on 9th July, 2025 to enable works to be carried out by BT. [Hodgehill Lane closure details](#).

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- v. Cheshire Association of Local Councils: Invitation to the Cheshire and Warrington sustainable and inclusive economic strategy consultation event on 8th July, 2025 at 4:30p.m.
 - vi. Hide and Seek Festival: [Resident notice letter](#).
- 12. Meetings of external organisations
 - (a) To receive updates from the Jodrell Bank Observatory World Heritage Site Steering Group.
 - 13. Parish matters
 - (a) To receive a report on matters of interest/concern within the Parish from the Gawsworth Ward Policing Team.
 - (b) To receive and consider updates relating to the community newsletter.
 - (c) To receive and consider updates and feedback following the first aid course held 12th June, 2025 at Lower Withington Parish Hall.
 - (d) To receive and consider updates and feedback received during the Lower Withington Parish Hall open day on 7th June, 2025.
 - (e) To receive and consider, if available, updates relating to the provision of an external electricity supply at Lower Withington Parish Hall.
 - 14. Parish councillors vacancies
 - (a) To note that confirmation has been received from Cheshire East Council that no formal election is required in respect of the two recent vacancies.
 - (b) To consider co-opting individuals (3) to fill current vacancies.
 - 15. 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 motorbikes and car racing along A535.
 - (d) Update relating to empty properties at Jodrell Bank.
 - 16. Date of next meeting: 28th July, 2025 at 7:30p.m.
 - 17. Exclusion of public and press
 - (a) 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.
 - (b) Matters for consideration including those transferred from above items (as required).

E.M. Maddock

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

Dated: 24th June, 2025.

For further information contact by telephone 01477 571444 or email clerk@lowerwithington.com

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Appendix A

Financial Statement – 2025/26 as at 30 th June, 2025					
Actual 2024/25 £	Details	2025/26 Budget £	Actual to May 25 £	Agenda Jun. 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	791.26	395.63	3,657.11
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	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	30.50		2,069.50
542.39	Newsletter	600.00	0.00	148.00	452.00
560.18	Contingency	500.00	0.00		500.00
200.76	VAT		53.50		
11,402.32	Total payments	14,999.00	1,590.88	543.63	12,917.99

Cash/Bank reconciliation	01/04/24	19/05/25	30/06/25	31/03/26
Balance B/Fwd	35,238.04	35,238.04	39,396.66	38,853.03
Add total receipts	14,999.00	5,749.50	0.00	5,803.00
Less total payments	14,999.00	1,590.88	543.63	12,917.99
Balance C/Fwd	35,238.04	39,396.66	38,853.03	31,738.04
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/24	19/05/25	30/06/25	31/03/26
General funds	9,814.38	15,973.00	15,429.37	8,314.38
Earmarked reserves	25,423.66	23,423.66	23,423.66	23,423.66
	35,238.04	39,396.66	38,853.03	31,738.04

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Lower Withington Parish Council Cash/Bank Reconciliation as at 30th June 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	2,134.51
Balance carried forward 30/06/25:	<u><u>38,853.03</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	-1,590.88		
For approval	<u>-543.63</u>		
		<u>-3,368.92</u>	
			5,950.42 30/06/25
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 30/06/25
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 30/06/25
Total bank balances 30/06/25		<u><u>38,853.03</u></u>	

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Appendix B

Payments for approval

Cheque No 000626	E. M. Maddock	£316.63	Salary: June 2025 [A]
Cheque No 000627	HM Revenue & Customs	£79.00	PAYE payment [B]
Cheque No 000628	P. Chrisp	£148.00	Newsletter printing [C]
Cheque No 000629	Vision 2 Train	TBC	First aid training [D]

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

[B] Localism Act 2011 s.1 [Local Government Act 1972 s.111 - The Income Tax (Pay As You Earn) Regulations 2003 s.67G]

[C] Localism Act 2011 s.1 [Local Government Act 1972 s.142]

[D] Localism Act 2011 s.1 [Local Government Act 1972 s.137]

Appendix C

Planning applications

(a) Recent planning decisions

25/0378/HOUS	10 South View, Salters Lane, Lower Withington. SK11 9DZ Proposed single storey extensions to front and rear. Decision: Approved with conditions (21/05/25)
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: Approved with conditions (30/05/25)
25/0812/DSC	Piggotts Hall, Congleton Lane, Lower Withington. Discharge of condition 3 on application 24/2383M. Decision: Approved (21/05/25)

(b) Outstanding 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.
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.
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

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front roof slope of the house and the construction of an open-sided porch to the east elevation.

- | | |
|--------------|--|
| 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. |
| 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. |
| 25/1347/HOUS | Foden Bank Farm, Lapwing Lane, Lower Withington. SK11 9AD
Erection of double storey side extension. |

Appendix D

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.

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- 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.

Appendix E

IT and Email Policy

1 Introduction

- 1.1 Lower Withington Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations and communications.
- 1.2 This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers and contractors.

2 Scope

- 2.1 This policy applies to all individuals who use Lower Withington Parish Council's IT resources, including computers, networks, software, devices, data and email accounts.

3 Acceptable use of IT resources and email

- 3.1 Lower Withington Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4 Device and software usage

- 4.1 Where possible, authorised devices, software and applications will be provided by Lower Withington Parish Council to employees for the purposes of undertaking work-related tasks.
- 4.2 Lower Withington Parish Council does not provide computer equipment to councillors but will consider requests by councillors for assistance in training to acquire the necessary skills to execute tasks requiring technology.

5 Data management and security

- 5.1 All sensitive and confidential Lower Withington Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.
- 5.2 Employees and councillors should be mindful of the provisions contained within the Council's policies relating to privacy; subject access; freedom of information and information and data retention and disposal.

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6 Email communication

- 6.1 All employees and councillors are provided with a council email address and must use this for all council business.
- 6.2 Councillors are reminded that any email sent or received in their capacity as a Parish Councillors is Council data and any emails may have to be disclosed following requests under the Data Protection Act or Freedom of Information Act.
- 6.3 Councillors must ensure that any personal devices used to access council systems (including email and data) are password protected and access is restricted solely to the member.
- 6.4 Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

7 Password and account security

- 7.1 Lower Withington Parish Council email account users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.
- 7.2 Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8 Portable devices

- 8.1 All portable devices which have access to Lower Withington Parish Council email accounts and data must be protected to prevent unauthorised access. This can be by use of passwords, passcodes or other biometric measures as applicable.
- 8.2 Particular care must be taken when using removable media to transmit data as such media are easily lost or intercepted. Any sensitive information (including personal data, confidential documents or data which could impact on the rights or reputation of any person or organisation including the Council) placed on removable media must be suitably password protected or encrypted.

9 Email monitoring

- 9.1 Lower Withington Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

10 Retention and archiving

- 10.1 Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain and organised inbox.
- 10.2 Employees and councillors should refer to the Information and data retention and disposal policy when undertaking reviews of stored data.

11 Reporting security incidents

- 11.1 All councillors, employees or volunteers must report any incidents which could pose a risk to the council's systems or data security to the Clerk without delay. This includes but is not limited to:
 - lost devices
 - potential risk arising from phishing emails/websites
 - passwords having been shared
 - unauthorised access to systems.

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12 Compliance and consequences

- 12.1 Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.
- 12.2 Unauthorised access, use, destruction, modification and/or distribution of council information, systems or data is prohibited.

13 Policy review

- 13.1 This policy will be reviewed annually to ensure its relevant and effectiveness. Updates may be made to address emerging technology trends and security measures.

14 Contacts

- 14.1 For IT related enquiries or assistance users can contact the Clerk.
- 14.2 All staff and councillors are responsible for the safety and security of Lower Withington Parish Council's IT and email systems. By adhering to this IT and Email Policy, Lower Withington Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Appendix F

Biodiversity Policy

1 Introduction

- 1.1 Under the Environment Act 2021, public authorities (including Parish Councils) operating in England must consider what they can do to conserve and enhance biodiversity.
- 1.2 Government guidance clarifies that Parish Councils must:
 - consider what they can do to conserve and enhance biodiversity
 - agree policies and specific objectives based on their consideration
 - act to deliver their policies and achieve their objectives
- 1.3 A review of this policy and objectives must be undertaken at least every five years.

2 Definition

- 2.1 According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.
- 2.2 Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our ecosystems that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

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3 Aims and objectives

- 3.1 The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.
- 3.2 Lower Withington Parish Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.
- 3.3 In particular the Council will aim to improve the biodiversity of the area in the following ways:
 - consider the potential impact on biodiversity represented by planning applications
 - support the adoption of low impact / nature positive practices when determining Council activities
 - encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind
 - support residents and local organisation activities to enhance and promote biodiversity.

4 Actions

4.1 Planning applications

- The Council will:
 - when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats
 - support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications
 - consider what each proposed development might make in terms of biodiversity net gain
 - include policies in support of biodiversity within the neighbourhood plan.

4.2 Local community

- The Council will:
 - where appropriate, raise local awareness of biodiversity issues
 - where appropriate, engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.

5 Monitoring

- 5.1 This policy was adopted on XXX and will be reviewed each year at the Annual Meeting of the Council.
- 5.2 The action plan associated with this policy will also be reviewed on an annual basis.

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Action Plan

Site / Objective	Action	Outcome	Target	Reporting/ publicity
Whole council area	Raise local awareness of biodiversity	Gain local support for action	Ongoing	Newsletter, website
Public spaces	Encourage residents to remove litter and pick up after their dogs	Protecting habitats	Ongoing	Newsletter, website
Public spaces	Undertake annual litter pick	Protecting and enhancing habitats	Ongoing	Newsletter, website
The built landscape	Ensure that planning consultations are considered against biodiversity considerations	Protecting and enhancing habitats	Ongoing	Website and Cheshire East Council planning portal

Other example actions for consideration at a future date (this list is not exhaustive):

- Encourage suitable planting to support biodiversity to connect and diversify habitats to meet the needs of a variety of wildlife species
- Consider additional planting in open spaces to increase diversity of habitats and food sources
- Provide/maintain bird boxes as appropriate
- Identify opportunities to leave leaf litter and dead vegetation as a habitat for invertebrates
- Identify opportunities to leave areas unmown to encourage insects
- Consider opportunities to encourage minimising verge management (other than in areas which may need cutting for highway safety) to protect/enhance habitats
- Encourage hedgehog/small animal highways with permeable boundaries
- Survey residents to identify biodiversity conservation priorities within the parish
- Discourage the use of floodlights to protect nocturnal animals
- Consider opportunities for seed bombs / bulbs etc to extend habitats
- Raise awareness of the importance of gardens as habitats for wildlife
- Consider raising local awareness of volunteering opportunities which support biodiversity.