LOWER WITHINGTON PARISH COUNCIL

Minutes of the Annual Parish Council meeting held

Monday 19th May, 2026 at 7:55p.m.

at Lower Withington Parish Hall

Present Councillors P. Duffy (Chairman), A. Brocklehurst, P. Chrisp, C. Hamilton.
Cheshire East Ward Member Cllr. L. Smetham.
Members of the public (0).
Dr. E. M. Maddock – Clerk & Responsible Financial Officer.

1. **Election of Chairman:** The retiring Chairman invited nominations for the position of Chairman for the 2026/27 civic year. One nomination was received in respect of Councillor P. Duffy.

153/26 RESOLVED (a) That Councillor P. Duffy be elected as Chairman to Lower Withington Parish Council for the 2026/27 civic year.
(b) That the Chairman's Declaration of Acceptance of Office be received. (All in favour)

2. **Election of Vice Chairman:** The Chairman invited nominations for the position of Vice Chairman for the 2026/27 civic year. One nomination was received in respect of Councillor A. Brocklehurst.

154/26 RESOLVED (a) That Councillor A. Brocklehurst be elected as Vice Chairman to Lower Withington Parish Council for the 2026/27 civic year. (All in favour)

3. **Apologies for absence**:
Councillor L. Grant – Personal reason.
Councillor A. Pascoe – Personal reason.

155/26 RESOLVED (a) To receive and note the apologies for absence. (All in favour)

Councillor J. Bradley was absent from the meeting.

4. **Declarations of interest**

(a) Agenda items: None.

156/26 RESOLVED (a) To note that no declarations of interest were made. (All in favour)

(b) Registration of Interests forms: Members were reminded to review their forms and advise the Clerk if any updates were required.

157/26 RESOLVED (a) To receive and note the update. (All in favour)

5. **Minutes**

(a) The minutes of the Parish Council meeting held 27th April, 2026 had been previously circulated to all Members.

158/26 RESOLVED (a) That the minutes of the Parish Council Meeting held 27th April, 2026 be approved as a correct record and signed by the Chairman. (All in favour)

6. **Public forum for questions**: No questions were presented by members of the public.

159/26 RESOLVED (a) To note that no questions were presented. (All in favour)

7. **Cheshire East Ward Member Cllr. L. Smetham**: Borough Councillor L. Smetham reported that there remain concerns in the area regarding Peak Cluster proposals and there are several active groups campaigning against the project. Work to create the Cheshire and Warrington Combined Authority is progressing with a shadow board meeting expected in the near future. The Cheshire East Council full council meeting took place last week. A motion to increase Borough Councillor allowances was

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approved.

160/26 RESOLVED (a) To receive and note the report from Borough Councillor L. Smetham. (All in favour)

7:58p.m. – Borough Councillor L. Smetham excused herself from the meeting and left.

8. Finance

(a) Financial Statement 2026/27 as at 18th May, 2026: Members considered the financial statement 2026/27 which was unanimously accepted. (Appendix A)

(b) Receipts: The Chairman noted the receipts since the last meeting at Appendix B.

(c) Payments: The Chairman outlined the payments listed at Appendix C.

161/26 RESOLVED (a) That the Statement of Account as at 18th May, 2026 be received and the Chairman's observations duly noted. (Appendix A)
(b) That the report on receipts be received and duly noted. (Appendix B)
(c) That the schedule of payments listed at Appendix C be approved. (All in favour)

(d) Earmarked reserves: It was noted that earmarked reserves were reviewed and confirmed at the meeting held 30th March, 2026

162/26 RESOLVED (a) To receive and note the update. (All in favour)

(e) Banking arrangements

i. Authorised signatories

163/26 RESOLVED (a) That Councillor P. Duffy be added to the banking mandate. (All in favour)

ii. Direct Debit payments

164/26 RESOLVED (a) That approval be re-confirmed for current direct debit payments to HM Revenue and Customs and Information Commissioner's Office to continue. (All in favour)

iii. Standing Order payments

165/26 RESOLVED (a) To record that the Parish Council does not operate any standing order payments. (All in favour)

(f) Quarterly bank reconciliation verifications

166/26 RESOLVED (a) That Councillor C. Hamilton be authorised to undertake the quarterly bank reconciliation verifications. (All in favour)

(g) Financial risk assessment: The financial risk assessment 2026/27 had been previously circulated to all Members.

167/26 RESOLVED (a) That the financial risk assessment 2026/27 be approved and adopted as presented (Appendix D). (All in favour)

(h) Community Infrastructure Levy Monitoring Report 2025/26

168/26 RESOLVED (a) That the actions of the Clerk & Responsible Financial Officer in submitting the Community Infrastructure Levy Monitoring Report to Cheshire East Council be confirmed. (All in favour)

9. Planning Applications

(a) Recent planning decisions: Members noted planning decisions that had been issued by Cheshire East Council in respect of development within the Parish since the last meeting. (Appendix E)

169/26 RESOLVED (a) To receive and note the updates. (All in favour)

(b) Planning applications

i. None.

170/26 RESOLVED (a) To note that no planning applications had been received. (All in favour)

ii. Further applications received following issue of agenda: None.

171/26 RESOLVED (a) To note that no further applications had been received. (All in favour)

(c) Peak Cluster

i. Jodrell Bank Observatory: It was reported that a response had been received from Manchester University advising that they were aware of the proposals from Peak Cluster and would be carefully considering their potential impact on the efficiency of the telescope.

ii. Peak Cluster Pipeline meeting 30th April, 2026: It was reported that a recent meeting had been held regarding Peak Cluster at which many parishes across Cheshire had raised similar concerns. Cheshire West and Chester Council and Wirral Council had resolved to oppose the project, however, Cheshire East Council had chosen to defer a decision until further research had been carried out. Limited information was provided by a representative from Peak Cluster, however, this did not address all of the concerns raised.

172/26 RESOLVED (a) To receive and note the updates relating to Peak Cluster. (All in favour)

10. Highway maintenance and enhancements

(a) Updates on highway matters: Members noted the updates listed at Appendix F.

173/26 RESOLVED (a) That the Clerk continue to pursue updates in respect of outstanding highway matters. (All in favour)

(b) Highway matters for attention: No defects were identified.

174/26 RESOLVED (a) To note that no issues were identified. (All in favour)

(c) Surface dressing on A535: It was reported that revised dates had been provided for the surface dressing work on A535. The information had been published on the Parish Council website for resident information and any further updates would also be posted to the website.

175/26 RESOLVED (a) To receive and note the update. (All in favour)

(d) Speed survey at Trap Street: Item deferred.

176/26 RESOLVED (a) To consider the speed data further at a future meeting and consider options for next steps. (All in favour)

(e) Village gateways and white lining: Item deferred.

177/26 RESOLVED (a) To consider the village gateways and white lining project at a future meeting. (All in favour)

(f) Issues relating to A535: Item deferred.

178/26 RESOLVED (a) To consider issues relating to A535 at a future meeting. (All in favour)

(g) Highway events: It was suggested that organisers of the half marathon event should be asked to provide details of changes that have been made to their event plans following feedback from the event last year.

179/26 RESOLVED (a) That the Clerk contact the organisers of the half marathon for

information about the 2026 event. (All in favour)

(h) Speed indicator devices:

i. Salters Lane: It was reported that the speed indicator devices are due to be installed this week.

180/26 RESOLVED (a) To receive and note the update. (All in favour)

ii. A535: It was reported that initial research suggests that a speed indicator device may not be permitted along A535 due to the 50mph speed limit. Members suggested alternative signs such as vehicle activated bend signs for consideration.

181/26 RESOLVED (a) That the Clerk explore options for traffic calming measures along A535. (All in favour)

11. Assets and Parish Council projects

(a) Community newsletter: It was noted that the next newsletter will be issued in the near future.

182/26 RESOLVED (a) To receive and note the update. (All in favour)

(b) Defibrillators: It was reported that both devices were currently operational.

183/26 RESOLVED (a) To receive and note the update. (All in favour)

(c) Christmas lighting: It was noted that information was still being collated regarding replacing the lights. It was suggested that the motif lights should also be replaced.

184/26 RESOLVED (a) To receive and note the update. (All in favour)

(d) Boundary treatment at Dicklow Cob Village Green: Item deferred.

185/26 RESOLVED (a) To defer the item to a future meeting. (All in favour)

(e) Owl carving: It was reported that the contractor was due to oil the owl in the near future.

186/26 RESOLVED (a) To receive and note the update relating to the routine maintenance of the carved owl. (All in favour)

12. Meetings of External Organisations

(a) Jodrell Bank Observatory World Heritage Site Steering Group: It was reported that there was nothing to report as the group had not met since the last Parish Council meeting.

187/26 RESOLVED (a) To receive and note the update. (All in favour)

13. 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. ChALC: Invitation to submit motion for debate at the Annual Meeting.

188/26 RESOLVED (a) That consideration of motions be deferred to the next meeting. (All in favour)

14. Parish Matters

(a) Gawsworth Ward Policing Team: It was reported that the latest crime report had identified no recent incidents in Lower Withington. Police surgeries continue to be advertised on the Knutsford Police Facebook page. Members queried why the reports had not referred to traffic incidents which had taken place over recent weeks.

189/26 RESOLVED (a) To receive and note the update.
(b) That the Clerk raise a query about the scope of matters included

within the Police update reports. (All in favour)

(b) Empty properties at Jodrell Bank: It was reported that no response had yet been received from Manchester University.

190/26 RESOLVED (a) To receive and note the update. (All in favour)

(c) Litter bin at Dicklow Cob: Following discussion at the last meeting clarification had been secured regarding the litter bin at Dicklow Cob. Cheshire East Council confirm that the bin can be used for both bagged dog waste and general litter. It is emptied twice a week on Mondays and Fridays.

191/26 RESOLVED (a) To receive and note the update. (All in favour)

15. Parish Councillor Vacancy

(a) Co-option of parish councillor (1): No expressions of interest had been received.

192/26 RESOLVED (a) That the vacancy be considered at a future meeting. (All in favour)

16. Annual review of Parish Council administrative matters

(a) Policy review: Members reviewed the following policies:

- **i.** Standing Orders
- **ii.** Financial Regulations
- **iii.** Scheme of delegated authority
- **iv.** Biodiversity Policy
- **v.** IT and Email Policy
- **vi.** Information and Data Protection Policy
- **vii.** Information and Data Retention and Disposal Policy
- **viii.** Freedom of Information Scheme and Schedule
- **ix.** Subject Access Policy
- **x.** Privacy Notice (General)
- **xi.** Privacy Notice (Staff, Councillors and Role Holders)
- **xii.** Complaints Procedure

193/26 RESOLVED (a) That the above policies be re-approved as existing. (All in favour)

(b) Appointment of Committees

194/26 RESOLVED (a) That no committees be appointed at this time. (All in favour)

(c) Service delivery

195/26 RESOLVED (a) To record that the Parish Council does not hold any formal arrangements for service delivery. (All in favour)

(d) Representatives to external organisations

196/26 RESOLVED (a) To record the following appointments as representatives to work with external bodies:
Cllr. P. Duffy: Jodrell Bank Observatory World Heritage Site Steering Group. (All in favour)

(e) Parish Council assets

197/26 RESOLVED (a) To approve the list of assets, as contained within the final accounts, and confirm that relevant insurance is held in respect of assets. (All in favour)

(f) Review of insurance

198/26 RESOLVED (a) That the Parish Council holds insurance cover for risks relevant

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to the authority. (All in favour)

(g) Subscriptions to other bodies

199/26 RESOLVED (a) That the Parish Council holds a subscription to Cheshire Association of Local Councils. (All in favour)

(h) Dates of meetings 2026/27

200/26 RESOLVED (a) That meetings for the 2026/27 civic year be held on the following dates:

a. Monday 26th June, 2026
b. Monday 27th July, 2026
c. Monday 28th September, 2026
d. Monday 26th October, 2026
e. Monday 30th November, 2026
f. Monday 25th January, 2027
g. Monday 22nd February, 2027
h. Monday 22nd March, 2027
i. Monday 26th April, 2027
j. Monday 24th May, 2027

17. **Matters for inclusion on next/future meeting agenda**: None.
18. **Date of next meeting**:
    (a) 26th June, 2026 at 7:30p.m. at Lower Withington Parish Hall.
19. **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.

201/26 RESOLVED (a) That a resolution to exclude the public and press from the following item of business on the grounds that it could involve the likely disclosure of exempt information is not required as there are no items to discuss. (All in favour)

(b) Matters for consideration including those transferred from above items: None.

The meeting was declared closed by the Chairman at 8:36p.m.

Signed:..... Date: 26th June, 2026

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LOWER WITHINGTON PARISH COUNCIL

Appendix A: Financial Statements

Financial Statement – 2026/27 as at 18th May, 2026					
Actual 2025/26 £	**Details**	**2026/27 Budget £**	**Actual to Apr. 26 £**	**Agenda May 26 £**	**Budget Balance £**
	Receipts				
11,499.00	Precept	12,092.00	0.00	6,046.00	6,046.00
0.00	Balances	3,500.00	0.00		0.00
659.35	Investment interest		0.00	43.79	0.00
0.00	Sale of assets		0.00		0.00
0.00	Grants, donations & refunds		0.00		0.00
145.96	VAT refund		0.00	202.90	984.80
12,304.31	**Total receipts**	**15,592.00**	**0.00**	**6,292.69**	**7,030.80**
	Payments				
4,901.04	Salary (Clerk)	5,283.00	418.60	418.60	4,445.80
51.90	National Insurance (Employer)	42.00	0.24	0.24	41.52
312.00	Allowances (Clerk)	337.00	0.00		337.00
190.06	Administration	300.00	0.00		300.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
232.00	Audit fees (internal & external)	450.00	244.00		206.00
300.00	Insurance	350.00	0.00	300.00	50.00
1,013.67	Grants/Donations (inc. s.137)	2,650.00	0.00		2,650.00
540.00	Website	405.00	0.00		405.00
225.62	Subscriptions/affiliation fees	290.00	183.20		106.80
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
61.68	Assets – purchase	1,000.00	0.00	4,679.98	-3,679.98
231.62	Assets – maintenance	2,100.00	0.00		2,100.00
615.75	Newsletter	600.00	0.00		600.00
3,013.71	Contingency	500.00	0.00		500.00
148.10	VAT	0.00	48.80	936.00	
12,037.15	**Total payments**	**15,592.00**	**894.84**	**6,334.82**	**9,347.14**

Cash/Bank reconciliation	**01/04/26**	**01/04/26**	**18/05/26**	**31/03/27**
Balance B/Fwd	35,505.20	35,505.20	34,610.36	34,568.23
Add total receipts	15,592.00	0.00	6,292.69	7,030.80
Less total payments	15,592.00	894.84	6,334.82	9,347.14
Balance C/Fwd	35,505.20	34,610.36	34,568.23	32,251.89
Cumulative balances	**Balance**	**Balance**	**Balance**	**Balance**
	01/04/26	**01/04/26**	**18/05/26**	**31/03/27**
General funds	10,081.54	9,186.70	13,824.55	11,508.21
Earmarked reserves	25,423.66	25,423.66	20,743.68	20,743.68
	35,505.20	34,610.36	34,568.23	32,251.89

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Lower Withington Parish Council
Cash/Bank Reconciliation as at 18th May, 2026

Cash

Balance brought forward 01/04/26				
Current Account		1,943.24		
Business Reserve Account		6,651.47		
Liquidity Manager Account		26,910.49		
		35,505.20		
Plus receipts		6,292.69		
Less payments		7,229.66		
Balance carried forward 18/05/26:		34,568.23		

Bank (NatWest)

Current Account		3,223.35		02/04/26
Add receipts/transfer since above statement				
	6,248.90			
		6,248.90		
Less unpresented cheques				
2025/26	-1,280.11			
2026/27	-894.84			
For approval	-6,334.82			
		-8,509.77		
			962.48	18/05/26
Business Reserve Account		6,651.47		02/04/26
Add receipts/transfer since above statement				
	0.00			
		0.00		
Less unpresented cheques				
	0.00			
		0.00		
			6,651.47	18/05/26
Liquidity Manager Account		26,954.28		05/05/26
Add receipts/transfer since above statement				
	0.00			
		0.00		
Less unpresented cheques				
	0.00			
		0.00		
			26,954.28	18/05/26
Total bank balances 18/05/26			34,568.23	

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Appendix B: Receipts

Cheshire East Borough Council	£6,046.00	Precept 2026/27 (50%)
HM Revenue and Customs	£202.90	VAT reclaim 2025/26
NatWest Bank plc	£43.79	Gross interest: Apr. 2026 (LM)

Appendix C: Payments for approval

Cheque No 000653	E. M. Maddock	£354.80	Salary: May 26 [A]
Direct Debit	HM Revenue & Customs	£84.04	PAYE payment [B]
Cheque No 000654	Elan City Ltd	£5,615.98	Speed indicator devices [C]
Cheque No 000655	Zurich Municipal	£300.00	Insurance premium 2026/27 [D]

[A] Localism Act 2011 s.1 [Local Government Act 1972 s.112, Local Government Act 1972 s.111]
[B] Localism Act 2011 s.1 [Local Government Act 1972 s.111 - The Income Tax (Pay As You Earn) Regulations 2003 s.67G]
[C] Local Government and Rating Act 1997 s.31
[D] Employers' Liability (Compulsory Insurance) Act 1969 s.1; Local Government Act 1972 ss.114 & 140

Appendix D: Risk Assessment 2026/27

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.



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 annually by council, annually by internal auditor.	Mar. 27
Damage to third party property or individuals	Public liability	2	3	6	Property maintenance and insurance cover	Insurance held with Zurich, reviewed and renewed annually by council, reviewed internal auditor	Mar. 27

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 insurance cover	Value of insurance held reviewed annually by council and internal auditor	Mar. 27
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, reviewed and renewed annually by council, reviewed internal auditor	Mar. 27
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.	Mar. 27
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.	Mar. 27
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	None at review date. If activity occurs: Risk reviewed bi-annually by council, annually by internal auditor, all partners risk assessed and multiple quotes obtained and compared in minutes	Mar. 27
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	Mar. 27
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	Mar. 27
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	None at review date. If activity occurs: Ask all for hirers insurance	Mar. 27
Vehicle or equipment lease or hire	Injury, damage or loss	1	1	1	Hire from reputable companies	None at review date. If activity occurs: Use of vehicle or equipment lease or hire to be approved by council. Terms of hire/lease to be obtained.	Mar. 27
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	Mar. 27

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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	Mar. 27
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 cover.	New suppliers to be verified by RFO prior to engagement. Awarding of ongoing supplier contracts to be approved by council.	Mar. 27
Section three: Self managed risk							
Proper financial records	In accordance with statutory requirement	1	1	1	Financial records maintained by RFO in accordance to proper practices	Regular reports to council, annual review by internal auditor	Mar. 27
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	Mar. 27
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. Powers to spend recorded in minutes.	Internal auditor review, regular reference to legislation and guidance	Mar. 27
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	Mar. 27
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	Mar. 27
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	Mar. 27
Direct costs and overhead expenses	Cheque payable wrong (excessive / to wrong party)	1	1	1	Financial regulations and internal audit review	Signatories initial stub and voucher to confirm accuracy	Mar. 27

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Borrowing	Complying with restrictions	1	1	1	Financial regulations and internal audit review	None at review date. If activity occurs: Internal auditor review, council checked	Mar. 27
Employment law and Inland Revenue regulations	Ensuring that requirements met	1	1	1	Financial regulations and internal auditor review	Internal auditor review	Mar. 27
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. 27
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. 27
Salaries and associated cost	Unpaid tax and NI contributions to Inland Revenue	1	1	1	Payments are made to HMRC by direct debit and detailed in the financial statements presented to council	Payments listed at each council meeting. Signatories check each payment.	Mar. 27
VAT	Ensuring requirement met under HMRC regs	1	1	1	VAT reclaim submitted annually at year end	Internal auditor review, advice taken as needed from county association and SLCC	Mar. 27
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	Mar. 27
Annual precept	Requirements not submitted to principal authority	1	3	3	Precept receipt recorded in minutes	Full minute – RFO to follow up	Mar. 27
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	Mar. 27
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	Mar. 27
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	Mar. 27
Reserves - General	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Mar. 27
Reserves - Earmarked	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Mar. 27
Grants	Ensuring proper use of funds granted to local	1	1	1	Grant awarding procedures	All grants based on approved form and/or detailed supporting information, minuted and checked by internal auditor	Mar. 27

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	community bodies under specific powers, s137 or GPC						
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 statutory requirements. Internal Auditor review	Mar. 27
Rights of inspection	Provision of right	2	1	2	Standing orders, financial regulations and Proper practices	Website and policies updated regularly	Mar. 27
Document control	Proper systems	1	1	1	Information retention policies	Policies approved and published	Mar. 27
Register of Member's Interests and Gifts/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.	Mar. 27
Compliance with Transparency Code	Non compliance	1	1	1	Standing orders, financial regulations and Proper practices	Stay up to date with legislative changes. Required material published on website.	Mar. 27
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. 26
Business continuity	Risk of council not being able to continue its business due to an unexpected or tragic circumstance s	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	Mar. 27
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	Mar. 27

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LOWER WITHINGTON PARISH COUNCIL

Appendix E: Planning applications

(a) Recent planning decisions

26/0923/PRIOR-1A — Dairy House Farm, Catchpenny Lane, Lower Withington. SK11 9DG
Prior approval for a single-storey rear extension to original dwelling, extending 8 metres beyond the rear wall, maximum height of 4 metres and eaves height of 3 metres.
Decision: Prior approval not required (23/04/26)

26/0925/PRIOR-1A — Oakwood Farm, Lapwing Lane, Lower Withington. SK11 9AB
Prior approval for a single storey rear extension to original dwelling, extending 8.00m beyond the rear wall, maximum height of 4.00m and eaves height of 3.00m.
Decision: Prior approval not required (01/05/26)

(b) Outstanding applications

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).

25/3685/DSC — Bank View Farm, Hodgehill Lane, Lower Withington. SK11 9LU
Discharge of conditions 3, 5, 7, 8, 9, 11, 12 and 13 on approval 24/1276M.

26/0748/CLPUD — Boundary Farm, Whisterfield Lane, Siddington. SK11 9DB
Lawful Development Certificate for proposed single storey side extensions and two-storey rear extension to the existing dwellinghouse.

26/0926/CLPUD — Oakwood Farm, Lapwing Lane, Lower Withington. SK11 9AB
Certificate of lawful development for proposed single storey side extensions and two-storey rear extension to the existing dwellinghouse.

26/0975/CLPUD — The Cottage, Macclesfield Road, Jodrell Bank. CW4 8BU
Certificate of lawful development for proposed double garage.

26/0983/DSC — Welltrough Hall Farm, Lower Withington. SK11 9EF
Discharge of conditions on approval 25/2477/FUL - The proposed development is to apply for 7 extra hard standing pitches connected to existing touring caravan site and to use existing toilet/shower block. This application is to replace existing glamping pods on the site.

26/1259/HOUS — Farmgate Cottage, Farm Lane, Lower Withington. SK11 9DU
The creation of a front dormer (to match the other dormer at the front of the house) and create a new master bedroom suite and also introduce a rear facing cottage window to match the first floor window arrangements at the rear of the property.

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Appendix F: 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. Proposal for double white lines on A535 near to junction with Catchpenny Lane.
Update: "The enquiry has been assessed and does not present a risk to highway users at this time."

d. 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."

e. 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.

f. Surplus temporary signage warning of mud at Catchpenny Lane.
Update: No update.

g. Cats eyes not replaced on A535 during resurfacing work (near junction of Catchpenny Lane)
Update: "Will be fulfilled by planned works."

h. Cats eyes not replaced on A535 during resurfacing work (near junction with Long Shoot Road)
Update: "Will be fulfilled by planned works."

i. Lighting at Thorntree Bungalows not working
Update: Awaiting requested information from Members.

j. Broken stile and footbridge on Lower Withington FP3
Update: Cheshire East Council arranging for repair work to be undertaken.

k. Potholes at Whitecroft Heath Road (near Woodcroft Cottage)
Update: Work complete.

l. Carriageway depressions at Trap Street (near to Welltrough Hall Farm)
Update: Report closed, re-reported.

Signage which has been reported for repair:

- Broken sign along A535 (near to The Old Cheshire Hunt).
- Broken sign along A535 (junction warning sign), north of junction with Catchpenny Lane.
- Uprooted street sign (Longshoot Road), at junction of Longshoot Road with A535.

Note: Cheshire East Council advise that non-emergency sign repairs are not currently being progressed due to lack of available budget.

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