

MIDDLEWICH TOWN COUNCIL
Victoria Building,
Lewin Street,
Middlewich, CW10 9AT
Telephone – 01606 833434
Email – Clerk@middlewich.org.uk



Dear Councillor

You are summoned to attend the Five Hundred and Nineteenth Meeting of Middlewich Town Council on **Monday 18th May 2020 at 7.15pm**. The Meeting will be held using Zoom Video Conferencing. Councillors will receive an email invitation to join the meeting.

The public can join the meeting at bit.ly/2L47OyS with password: MTC180520 or watch live on Facebook at www.facebook.com/middlewich.towncouncil.3

Yours sincerely

A handwritten signature in black ink, appearing to read "Lisa Benskin".

Lisa Benskin

Town Clerk

AGENDA

Part One

ANNUAL REQUIREMENTS

1. To elect a Chairman of the Council
2. To receive the declaration of acceptance of office from the Chairman
3. To receive any announcements to be made by the Chairman
4. To receive a vote of thanks for the outgoing Chairman
5. To elect a Deputy Chairman of the Council
6. To receive the declaration of acceptance of office from the Deputy Chairman
7. To appoint Committees, Sub-Committees and Bank signatories as detailed in **Annex A (see attached)**
8. To appoint Members to External Bodies as detailed in **Annex B (see attached)**
9. To appoint members to active Working Groups as detailed in **Annex C (see attached)**

FEEDBACK AND REPORTS

10. To receive and approve Apologies for Absence

11. To note any Declarations of Members' Interest on any agenda item
12. Public Participation: To consider any questions received in advance (see attached report **F2001**) and to discuss any matters raised by members of the public at the meeting.
A period not exceeding 15 minutes for members of the public to ask questions or submit comments. If wishing to speak during this section of the meeting, please ensure you join the meeting via Zoom using the details above.
13. To receive and adopt the Minutes of the Five Hundred and Eighteenth Meeting of Middlewich Town Council held on Monday 16th March 2020 (**see attached**)
14. To ratify the appointment and contract of the Town Clerk from 1st April 2020 following the recommendations made by the Recruitment Sub-Committee.
15. To note the decisions made by the Town Clerk using the delegated powers afforded since the last meeting (**see attached**)
16. To consider an amendment to the Document Retention Policy with respect to the retention of meeting recordings (**see attached**)
17. To consider the postponement and any other issues arising with respect to the Folk and Boat Festival 2020 (**see attached**)
18. To consider the postponement or cancellation of other upcoming events (**see attached**)
19. To set up a working group to consider and report upon the Town's Christmas Light's contract which is due for renewal (**see attached**)
20. To consider the Council's membership of the Cheshire Association of Local Councils (**see attached**)
21. To receive an update on the work being carried out to provide support to the residents of Middlewich during the current Coronavirus pandemic (**see attached**)
22. To receive a Heritage Update Report (**see attached**)
23. To consider any Members' Items previously submitted in writing:
 - 23.1 To request a full and proper response to the detailed FOI request submitted by Middlewich Town Council to CEC on 16th March 2020. (*Cllr Orme*)

Middlewich Town Council after discussions prior to and including a full town council meeting registered with Cheshire East Council a Freedom of Information Request seeking information regarding the methodology of the decisions made to reduce the gritting routes, mainly focused on the risk assessments carried out.

After the 'Well Managed Highways Infrastructure' information was published a call in was implemented, by others, based primarily on the consultation process, rather than the methodology, and as I attended this call-in meeting this was apparent. The call in was unanimously agreed to hold the policy, and further consultation will take place.

However, the response to the FOI was inadequate, the main question about how risk-based assumptions and mitigation that reduce the gritting routes was not answered.

Therefore, it is extremely important that Cheshire East Council respond fully to the Freedom of Information Request submitted by Middlewich Town Council so as to ensure that a suitable and sufficient consultation process is carried out. Without the total response to that request, specifically around safety decisions made, the consultation will be seen flawed.

23.2 To request Nationwide Building Society to respond to the following questions;

- a) Why is the Middlewich branch currently closed?
- b) what is the proposed reopening date of the Middlewich branch?

MTC is very concerned that old and vulnerable residents are being forced to use public transport to visit branches in neighbouring towns. MTC would like your assurance that the closure of the branch is not permanent or is being used as a dry run to see if it can be closed.

(Cllr Jones)

24. To receive verbal reports from Members of Cheshire East Council

25. To review the Resolutions Log (***see attached***)

26. Member questions to the Clerk

FINANCE

27. To consider and approve invoices due for payment (***attached***)

28. To note payments made (***attached***)

29. To consider the second report of the Internal Auditor and actions taken as a result (***attached***)

30. To note the revised procedure for approval of the Annual Accounts and Annual Governance and Assurance Return 2019/20 (***attached***)

31. To review and authorise the list of Direct Debit payments to be made (***see attached***)

HIGHWAYS AND TRANSPORTATION

None

PLANNING

32. To consider delegating the responsibility for responding to Planning Applications to the External Committee

33. To consider the following Planning Applications:

[20/1702C](#)

Location: 69, CHESTER ROAD, MIDDLEWICH, CW10 9EU

Proposal Proposed construction of a roof a dormer on the side elevation.

Comments Deadline 19/05/2020

20/1777C

Location: 7, BUNBURY CLOSE, MIDDLEWICH, CW10 0SG

Proposal Single storey rear extension, garage conversion and first floor extension above existing garage.

Comments Deadline 27/05/2020

34. To consider the latest Planning Decisions:

19/5364D

Decision : approved Decision Date : 30/04/2020

Location : Land At, POCHIN WAY, MIDDLEWICH

Proposal Discharge of conditions 3, 4, 6, 7, 8, 9, 15, 17, 30 & 33 on approved application 18/5833C - Proposed two-way single carriageway road scheme to bypass Middlewich and referred to as the ?Middlewich Eastern Bypass?, together with associated highway and landscaping works.

20/0625C

Decision : approved with conditions Decision Date : 30/04/2020

Location : 5, RAVENSCROFT CLOSE, MIDDLEWICH, CW10 9PX

Proposal Construction of rear single-storey extension

20/0672C

Decision : approved with conditions Decision Date : 28/04/2020

Location : 2, KESTREL CLOSE, MIDDLEWICH, CW10 0SA

Proposal Two-storey side extension and widening of the existing drive

ENVIRONMENT

35. To consider a report and recommendation from the External Committee with respect to Air Quality (***see attached***)

FUTURE MEETING DATES

36. To note dates of forthcoming meetings:

Internal Committee – Tuesday 2nd June 2020 at 7:15pm

External Committee – Thursday 4th June 2020 at 7:15pm

Town Council – Monday 15th June 2020 at 7:15pm

All scheduled Council meetings to be held by Zoom at this time until Government Guidelines allow a return to normal public meetings.

PART 2

To make a resolution to move into Part 2 session and exclude the public and press from the meeting on the grounds that the matters to be discussed contain confidential information relating to staffing and financial matters and commercially sensitive information.

37. To consider the confidential elements of the second report of the Internal Auditor ***(attached)***
38. To note the increase in the National Living Wage and to approve the application of this increase to £9.30 per hour for staff members who receive the Living Wage rate from 1st April 2020.
39. To consider the latest advice with respect to Employee working arrangements during the Covid19 Pandemic
40. To consider any additional staffing items arising
41. To consider the recruitment of a Deputy Town Clerk