



Middlewich Town Council

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Dated: 16th April 2025

NOTICE OF A COUNCIL MEETING

To All Members of the Town Council,

You are respectfully summoned to attend the Meeting of the Full Town Council to be held on **Wednesday 23rd April 2025 at 7.15pm** in the Victoria Hall, Civic Way, Middlewich, for the purpose of transacting the business set out in the attached agenda.

Signed: *Safia Kauser*

Ms Safia Kauser

Town Clerk/RFO [Proper Officer]

Council Membership

Cllr Simon Whittaker [Chairman]	Cllr Garnet Marshall [Vice-Chairman]
Cllr John Bird	Cllr Julie Millington
Cllr David Condcliffe	Cllr Andrew Mizzi
Cllr Samuel Dutton	Cllr Graham Orme
Cllr Rebecca Evans	Cllr Daniel John Pickett
Cllr Mary Monroe	Cllr Janice Young

*Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

MIDDLEWICH TOWN COUNCIL

Full Council Meeting: Wednesday 23rd April 2025 at 7.15pm

A G E N D A

1. Mayors Opening Remarks

To receive the Town Mayors Opening Remarks.

2. Apologies

To receive and approve apologies and reasons for absence.

3. Declaration of Pecuniary and Other Interests

To receive declarations of any disclosable pecuniary or other interests appertaining to items on the agenda and to consider any dispensation requests submitted in writing to the Proper Officer in accordance with the Standing Orders.

Note: Unless granted a dispensation, a member with a disclosable pecuniary or other interests shall not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting and must not remain in the room in accordance with the requirements of the Standing Orders and Code of Conduct. Councillors may speak on the matter only if members of the public are also allowed to speak at the meeting.

4. Public Participation

- a) To convene a public participation session to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. The Public Participation session shall not exceed 15 minutes.
- b) To consider public questions in accordance with the Public Questions Policy. Members of the public may raise any issue relating to the Town or Middlewich Town Council business or areas of operation. The policy stipulates that submitted questions will enable the Council to discuss and provide a response on the item, if appropriate.

5. Reports from Cheshire East Ward Councillors & Invited Guests

To receive reports from Cheshire East Ward Councillors representing the Middlewich area. An invitation has been sent to the ward councillors.

6. Minutes

To receive and approve the draft minutes of Council meetings held on the following dates as a true record, to be signed by the Chair.

- 17th March 2025 Full Council (previously circulated)
- 07th April 2025 Extraordinary Full Council (minutes to follow)

7. Exclusion of Press and Public

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential business.

8. Annual Parish Meeting

To consider the motion submitted by the electors at the Annual Parish Meeting held on 09th April 2025.

- What are Cheshire East Council doing about all the money paid by users towards membership fees. Where are Cheshire East Council spending the membership fees on?

9. Motion from Cllr Marshall: Maintaining the health and well-being of Middlewich Adults

To consider the motion submitted by Cllr Garnet Marshall.

- This motion asks this council to resolve to make the Victoria Hall the venue for most of the activities that were being delivered in the Academy.
- To create a membership scheme for users, complying with the GDPR rules and regulations.
- To delegate the Clerk with the assistance of two members to liaise with a core section of the users and trainers to establish a booking system for the next twelve months.

10. Planning Matters

a) To receive notifications of any planning decision notices.

W/C	Planning Ref	Site Location & Proposal	Outcome & Decision Date
17.03.25	25/0518/TPO	136 Hayhurst Avenue, Middlewich, Cheshire East, CW10 0BD Proposal: T1 Sycamore Tree: Reduce extended branches by up to 2-3 metres. Advised to remove decayed stub.	Decision Date: 19.03.25 Outcome: Consent for wrks in TPO with conditions
17.03.25	25/0436/NMA	70 Wheelock Street, Middlewich, Cheshire East, Proposal: Non Material Amendment to approved application 17/6233C: Full planning application for the demolition of existing buildings and the erection of 35no. dwellings, a retirement living facility containing 50no. apartments and 3no. retail units	Decision Date: 19.03.25 Outcome: Approved With Conditions
17.03.25	24/4686/TPO	1 Bradfield Close, Middlewich, Cheshire East, CW10 0FW Proposal: Tree works to various trees as per Tree Report	Decision Date: 19.03.25 Outcome: Withdrawn
17.03.25	24/4221/HOUS	9 Whitley Close, Middlewich, Cheshire East, CW10 0NQ Proposal: Two storey side extension over existing single storey and part two storey rear extension	Decision Date: 19.03.25 Outcome: Approved With Conditions
24.03.25	23/4559C	Street Record Croxton Lane, Middlewich, Cheshire East Proposal: Erection of 65 affordable homes with two accesses from Croxton Lane, highway and footway improvements, open space and sustainable drainage pond	Decision Date: 27.03.25 Outcome: Approved With Conditions
31.03.25	25/0283/HOUS	51 Tewkesbury Close, Middlewich, Cheshire East, CW10 9HT Proposal: Two storey front extension, two storey side extension and new vehicular access taken from Nantwich Road	Decision Date: 04.04.25 Outcome: Refused
31.03.25	24/4571/CLEUD	43 King Street, Middlewich, Cheshire East, CW10 9EJ Proposal: Lawful Development Certificate for a dormer window	Decision Date: 02.04.25 Outcome: Positive Certificate

31.03.25	24/4549/HOUS	7 King Street, Middlewich, Cheshire East, CW10 9EJ Proposal: Complete refurbishment of house interior and exterior, ground and first floor, rear single storey extension (under permitted development rights), expansion of first floor with new roof and front gable.	Decision Date:03.04.25 Outcome: Approved With Conditions
07.04.25	25/0702/HOUS	85 Nantwich Road, Middlewich, Cheshire East, CW10 9HD Proposal: Proposed single storey rear extension with pitched roof to match existing property and replacement garage	Decision Date: 08.04.25 Outcome: Approved With Conditions
07.04.25	25/0415/DSC	27 King Street, Middlewich, Cheshire East, CW10 9EJ Proposal: Discharge of Conditions	Decision Date: 09.04.25 Outcome: Approved

b) To consider and comment on planning applications within the boundary of Middlewich.

Date	Planning Ref No	Site Location	Brief Description of Proposal	Comments End Date
20.03.25	25/1101/HOUS	81 Rolt Crescent, Middlewich, Cheshire East, CW10 0BE	Demolition of existing garage and construction of single storey side and rear extension	05.05.2025
21.03.25	25/0692/HOUS	Willow Croft, 58 Nantwich Road, Middlewich, Cheshire East, CW10 9HG	Proposed extension and dormer addition to the rear elevation, above the existing living and kitchen accommodation.	16.04.2025
19.03.25	24/4643/PRIOR-14J	Ergo Park Pochin Way, Middlewich, Cheshire East	Prior approval for the installation of solar panels.	16.04.2025
27.03.25	25/0751/HOUS	10 Windsor Close, Middlewich, Cheshire East, CW10 0AR	Single storey extension to create an extra bedroom	18.04.2025
03.04.25	25/0369/TPO	5 Buckley Close, Middlewich, Cheshire East, CW10 0PY	Require both trees to be made safe and all dead branches to be removed.	

11. Responsible Financial Officer Report

To receive and consider the Responsible Financial Officer Report, and resolve any matters inclusive of costs:

- Electricity Contracts Update (Victoria Hall)
- Telephone & Broadband Contract Update
- Bar Event & Functions Update + Year End Stock Take
- Take Payments Card Terminals Hire – return to supplier
- Precept 2025/2026
- Pension Payment Plan
- Insurance renewal
- Damage to the Ranger Van
- Asset Register Update
- Rialtas Cloud

- Approval of Continuing Contracts & Obligation payments for 2025/2026
- Review and approval of direct debits and Standing Orders
- Contracts Register

12. Authorisation of Payments

- To receive and approve the schedule of payments (inclusive of direct debits and Standing Orders) in accordance with the requirements of the Financial Regulations and payments made under the Clerks delegated authority. Copies of invoices will be available at the meeting. Documents to follow.
- To consider the approval of payments for invoices received after the publication of the agenda. Invoices (if any) to be tabled.

13. VE Day Celebrations

- To consider the donation request of £350.00 from St Michaels Church as a contribution towards lighting up the Church for VE Day. Reverend Simon Drew has indicated that some new kit is required to adapt to the lighting scheme of red, white and blue.
- To receive an update on the VE Day event scheduled for Thursday 08th May and to resolve any further actions, inclusive of costs.

14. Jazz and Blues Festival

To consider authorising a contribution of £1,000 towards the joint event organised by Max Music. The contribution will go towards covering the costs of artists. Date to be announced.

15. Summer Planting

To consider and approve the costs and arrangements for the summer planting scheme and to resolve any further actions. The council may extend the contract with the existing contractor used in the last year in line with Financial Regulation 5.12 (iii).

Note - Information provided by the Ranger: There are 11 large planters; 30 barrier baskets and 60 hanging baskets. Shop owners are requested to make a contribution towards a hanging basket.

16. Town Ranger Scheme

To consider delegating responsibility to the Town Clerk to undertake a review of the Town Ranger scheme in conjunction with councillors to be appointed. A preliminary review of the scheme has identified that areas maintained within the Town may not have been approved by Cheshire East Council and maintenance schedules and work programmes have not been scheduled in advance. This is impacting on workloads and timescales that are not pre-planned which requires further direction and input from members.

17. Allotments Management

- To consider the request from a resident to replace the fence panels at the Booth Lane allotments site (photos to follow).
- To receive an update on any issues arising at the Long Lane allotments and to resolve any further actions.

18. Youth Club

To receive an update on the Youth Club and to resolve any further actions.

19. Health and Safety Management Annual Review

- To receive and consider the health and safety report following the visit from the consultant at Wirehouse. The Clerk and Cllr Graham Orme were present. Report and action plan enclosed.

- b) To note that a Fire Safety risk assessment for the Town Hall and Victoria Hall is to be carried out by the consultant from Wirehouse on Tuesday 22nd April.

20. External Audit Update

To receive an update on the external audit investigations and to resolve any further actions.

- Cemetery investigation
- Pensions

21. Police Update

To receive an update on the various police referrals and to resolve any further actions.

- Mayors Charity (decision required)

22. Town Hall Tenants Room Hire

To receive details and proposed terms for a prospective tenant who has expressed an interest in Room 4 at the Town Hall and to resolve any further actions.

23. Cemetery & Property at 12 Chester Road

- a) To receive an update on the ongoing legal action and to consider interim measures for the day-to-day management of the Cemetery (confidential report to follow).
- b) To consider delegating authority to the Town Clerk/RFO to make any decisions (including financial decisions) on the day-to-day management of the cemetery for items that fall outside the scope of any service level agreement or require a decision from the service provider that shall deliver the proposed arrangements via a service level agreement.

24. Employment Matters

- a) To receive and note the amended payroll for March.
- b) To receive and note the salary, pension and HMRC payments for payroll period April to be paid in accordance with the Financial Regulations and employment contracts. The pay date for employees is 25th of the month.
- c) To receive a confidential staffing report and to resolve any further actions.

25. Clerks Correspondence Report

To receive and consider the Clerks correspondence report.

- Correspondence from Cheshire East Council and recommendations (Confidential)
- Meeting with the MP (letter enclosed)
- Invitation from the Deputy Lieutenant. Mayor and Clerk have confirmed attendance.

26. Date of the Next Meeting

To note the date, time and venue of the next meeting scheduled for Monday 19th May 2025 at 7.15pm (Annual Council meeting).