

MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD VIA VIDEO-CONFERENCE ON TUESDAY 29th SEPTEMBER 2020

PRESENT:

Councillor B Crossley
Councillor J Grimshaw
Councillor R Merrick (Vice Chairman)
Councillor A Nicholas (Chairman)
Councillor D Okell.

IN ATTENDANCE: Parish Council Clerk – Mr R Winterbourne
Cheshire West & Chester Councillor – Councillor J Leather
One member of the public.

20/060 APOLOGIES AND REASONS FOR ABSENCE

None.

20/061 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

20/061.1 New Written Requests for Dispensations

There were no new requests.

20/061.2 Declarations of Interest

Members were invited to declare any Disclosable Pecuniary or other Interest in any item of business on the agenda and if necessary, leave the meeting prior to discussion of that item.

No such declarations were made.

20/062 OPEN FORUM

RESOLVED: that the Council meeting be adjourned for the Open Forum.

20/063 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

20/064 REPORT ON OPEN FORUM

Councillor J Leather provided information regarding:

- Cheshire West and Chester Council (CWaC) activities during the Covid-19 pandemic
- CWaC working parties including community transport
- The availability of funds from Members' Budgets.

20/065 MINUTES OF MEETINGS

Minutes of the meeting of the full Council held on 21st July 2020

RESOLVED: that the minutes of the meeting should be signed by the Chairman as a correct record.

20/066 REPORT ON ACTIONS ARISING FROM THE MEETING ON 21st JULY 2020 NOT COVERED BY THE AGENDA

Brunswick Cottages - Councillor Grimshaw stated that he had contacted the Charity Commission and expects to receive a full set of legal documentation regarding Brunswick Cottages soon.

20/067 ADJOURNEMENT

RESOLVED: that the Council meeting be adjourned to enable a member of the public to speak about agenda items 6.d and 6.e (minutes 20/069.4 and 20/069.5).

20/068 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

20/069 ROAD, PATH AND PAVEMENT MAINTENANCE

20/069.1 Installation of S bend and 'horse-riders' warning signs on Roughlow – CWaC

Highways have confirmed the siting of the sign and are currently scheduling the installation.

20/069.2 Hedges obscuring road traffic signs

The Chairman has contacted the relevant hedge owners, as a result some hedges have been cut-back. Outstanding hedges require an agricultural contractor to complete the work or new owners to move in.

20/069.3 Installation of a mirror on Roughlow on the bend near the 'German Wall'

RESOLVED: that the Clerk and Councillor Okell:

- obtain formal permission from the landowner to install the mirror
- progress the purchase of a suitable mirror and pole
- arrange funding and installation.

20/069.4 Reduction of the speed limit on Willington Road to 30 mph

The CWaC Road Safety engineer is recommending that the speed limit is lowered to 30 mph; we await review and confirmation, and an understanding of the costs we may incur as a result of implementation.

20/069.5 Installation of speed warning devices

Resolved: that the Council purchase a Bushnell 101911 speed radar gun

Resolved: that accurate costs for a VAS or SID speed detection are obtained but that procurement be put on hold. In the meantime, that speedwatch volunteers will deploy the SID belonging to CWaC.

20/070 PLANNING MATTERS

20/070.1 Planning Applications

No applications had been submitted up to the day of the meeting.

20/070.2 Previous Applications

It was noted that applications 20/01628/FUL - Roughlow Farm and 20/00974/FUL - Foxhill, Chapel Lane were still awaiting a decision from CWaC Planning. And that 20/01675/FUL - Badgers Gate, Chapel Lane had been approved.

20/070.3 Other

Resolved: that the Clerk contact CWaC Planning Enforcement regarding the building works at Meadowbank, Willington Road.

20/071 COMMUNITY ENGAGEMENT – VILLAGE XMAS EVENT

Resolved: that Councillor Merrick deploy the Xmas lights on the Green. But that in the light of Covid 19 restrictions, although a date of Sunday 6th December will be set aside for a Xmas event, the Council will monitor the Covid situation and consider ideas for a suitable events for discussion prior to and at November's meeting.

20/072 COMMUNITY COMMUNICATION

20/072.1 Management of the Willington PC Website

Alternative approaches to development and management of the website were discussed.

RESOLVED: that the offer of assistance in managing our website from a local resident is accepted.

RESOLVED: that the Vision ICT are retained as our website hosting and management partners.

20/072.2 Parish Council Newsletter responsibilities

The revised format of the paper newsletter and the first edition of the e-newsletter were both very well received. Thanks were expressed to the new Editor.

RESOLVED: that Councillor Crossley post a notice in The Boot to encourage the take-up of the electronic version of the newsletter and the submission of articles.

20/072.3 Delivery of the newsletter electronically

Just over a half of households have agreed to receive the newsletter via e-mail rather than paper mail. But Councillors need to continue to encourage take-up.

20/072.4 Future Newsletters

RESOLVED: that the next newsletter will be delivered over the weekend of 21st & 22nd November. The newsletter should therefore be ready for publication by Saturday 14th November.

20/073 WILLINGTON COMMUNITY HUB

Two Zoom focus groups had been held since the last meeting to understand the community's views.

RESOLVED: that the provision of a physical structure for the community be put on hold for now but that regular coffee mornings in The Boot be scheduled, and that we continue to build on the success of recent virtual and actual community events.

20/074 POTENTIAL PROJECTS LIST AND ACTION PLAN

The potential projects and action plans were reviewed. No changes were identified.

RESOLVED: that Councillors review the project and action plans they are responsible for, and forward funding requirements for FY 21-22 to the Clerk in time for them to be incorporated into the draft budget which will be discussed at November's meeting.

20/075 COMMUNITY TRANSPORT

The Council will await the outcome of the CWaC Community Transport working party which is expected to report early in 2021.

20/076 WILLINGTON ENVIRONMENT AND TASK FORCE

Councillor Grimshaw provided an update:

- the two unused kissing gates above Little Switzerland have been removed and installed on Willington footpath #2 near Tirley Garth
- we await the materials from CWaC to mend the footpath steps along Little Switzerland, the work will be completed by the Task Force at the same time as the footpath is closed for the supporting wall to be mended.

20/077 COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT

The training and development activities planned for 2020-21 were reviewed and approved. Councillor Crossley attended a useful online course regarding Councillor Roles and responsibilities.

RESOLVED: that the Clerk attend a virtual training course on the Budget process to be held in October by ChALC.

20/078 COUNCIL COMMUNICATIONS

RESOLVED: that e-mails are sent to all Councillors with an indication whether they are for information or action.

RESOLVED: that all newsletter articles are circulated to all Councillors for review prior to submission for publication.

20/079 COVID 19 COMMUNITY CHAMPION

RESOLVED: that the Council does not appoint a Covid 19 community champion for Willington.

20/080 WHAT 3 WORDS

RESOLVED: that there is no benefit in incorporating What3 Words into the website or newsletters.

20/081 ENGAGEMENT TERMS – JDH BUSINESS SERVICES AS INTERNAL AUDITORS

RESOLVED: that the Clerk sign and return the internal audit engagement letter received from JDH Business Services. The revised engagement letter takes account of a number of recent changes to the annual internal audit requirements in the AGAR annual return.

20/082 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the new Co-Option procedure provided with the agenda is approved.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Co-Option Procedure	No	No	Sept 29 th 2020	-	Sept-21	Approve the new procedure for Co-Option

20/083 CLERK'S REPORT/CORRESPONDENCE

E-Mail Correspondence

The following have been forwarded to Councillors via e-mail and are not shown elsewhere on the agenda; listing these items below provides Council with the opportunity to comment on them, none were made.

- Cheshire Association of Local Councils e-bulletins
- Cheshire Police Tarvin and Kelsall Wards – Parish Council Newsletter
- Cheshire Police Alerts
- Vision ICT web analytics for www.willington.org.uk website
- CWaC Consultations

20/084 FINANCIAL MATTERS.

20/084.1 Payments between meetings.

RESOLVED: that the following payments made since the last Council Meeting be confirmed:

Payee	Supplier and Detail	Amount Paid
NMC Design & Print	June Newsletter	£24.00
NMC Design & Print	September Newsletter	£23.00
Payroll - Clerk	July 2020 salary	£175.70
Payroll - Clerk	August 2020 salary	£175.70
Payroll - Clerk	September 2020 salary	£210.20
Came & Company	20-21 Insurance subs	£347.05
HMRC	PAYE April, May, June	£158.00
SLCC	Subscription fee 20-21	£78.00

20/084.2 Cheque Payments – none needed to be authorised.

Payee	Detail	Amount to be Paid

20/084.3 Direct Debits

It was noted that the following payments have been made by direct debit:

Sage One Payroll – August 2020 Paid 17th August 2020 - £8.40

Sage One Payroll – September 2020 Paid 16th September 2020 - £8.40

20/084.4 Payments due before the November 2020 Council meeting

RESOLVED: that the Clerk be authorised to approve any invoices with Councillors and that appropriate payments be made before the next meeting.

20/084.5 Management Accounts

RESOLVED: that the Management Accounts to 31st August 2020 be approved.

20/084.6 Quarterly Review of Cashbook and Bank statements

It was noted that note that Councillor Nicholas had reviewed the statements and cashbook for the months April, May, June and July 2020, and that; no issues were found.

20/085 BANK MANDATE

RESOLVED: that the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3 (of the Nat West document), be changed in accordance with the section Authorised Signatories. And the current mandate will continue as amended:

- Councillor Beverley Crossley be added to the mandate from 1st September 2020.
- former Councillor Jane Lowthion be removed from the mandate.

20/086 EMPLOYMENT MATTERS

RESOLVED: that that the Clerk's hourly rate will increase from 1st April 2020 as per the National Joint Council for Local Government Services (NJC) new pay scales for 2020-21.

20/087 ITEMS OF INTEREST FOR NEXT AGENDA

- Review of draft budget for 2021-22
- Review of risk register
- Community Xmas event on 6th December.

20/088 DATE OF NEXT MEETING the next meeting will be held on Tuesday 24th November 2020 at 19:30.

Chairman's Signature Dated.....