

MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD VIA VIDEO-CONFERENCE ON TUESDAY 24th NOVEMBER 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

20/089 APOLOGIES AND REASONS FOR ABSENCE

Cheshire West & Chester Councillor – Councillor H Tonge.

20/090 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

20/090.1 New Written Requests for Dispensations

There were no new requests.

20/090.2 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.

Councillors Crossley, Merrick and Okell all declared a non-pecuniary interest regarding item 6a (Planning Matters – New Applications) due to the close proximity of their main dwellings to Merle Bank CW6 0PG.

RESOLVED: that Councillor Crossley be granted dispensation to take part in discussions regarding item 6a – Merle Bank planning application, and vote on any resolutions.

RESOLVED: that Councillor Merrick be granted dispensation to take part in discussions regarding item 6a – Merle Bank planning application, and vote on any resolutions.

RESOLVED: that Councillor Okell be granted dispensation to take part in discussions regarding item 6a – Merle Bank planning application, and vote on any resolutions.

20/091 OPEN FORUM

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

20/092 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

20/093 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.

20/094 MINUTES OF MEETINGS

Minutes of the meeting of the full Council held on 29th September 2020

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

20/095 REPORT ON ACTIONS ARISING FROM THE MEETING ON 29th SEPTEMBER 2020 NOT COVERED BY THE AGENDA

Brunswick Cottages - Councillor Grimshaw stated that the original S106 lettings policy document concerning the allocation of the Brunswick Cottages dwellings will stand. The lettings agency will contact their solicitor to obtain a full copy of the documentation.

RESOLVED: that Councillor Grimshaw write to the residents of Brunswick Cottages to explain the situation.

20/096 PLANNING MATTERS

20/096.1 Planning Applications

RESOLVED: that the Clerk submit the Council's comments on the planning applications below via the CWaC Planning portal:

Ferndown Willington Road Delamere Northwich CW6 0ND - Demolition of rear extension and garage and erection of part single storey and part two storey rear and side extension. Reference Number: 20/03768/FUL.

WPC Comment: The proposed exterior on the front elevation document appears to be timber-clad. We are concerned that this will not be in keeping with materials on the attached property and adjacent similar residences.

Merle Bank Rough Low Delamere Northwich Cheshire CW6 0PG - Two storey rear extension, new entrance threshold bridge, rear balcony, partial garage conversion, new external doors and windows, external walls to be rendered. Reference Number: 20/03806/FUL

WPC Comments:

1. It is not clear what materials are to be used in the construction of the balcony screen and stairs on the North-West elevation. The text describes a timber balustrade but the drawings do not show this material.
2. The north-west elevation does not show the steps to the first-floor balcony. Ideally, we would wish to see a 3D scheme drawing to enable us to assess the full impact of the steps, balcony and proposed external lift.
3. The proposed platform/balcony connection from the extended driveway to create a threshold area that allows for first floor access is well forward of the existing building line as seen on the North East elevation.
4. The proposed floor plans show 'space for external lift - allow provision for lift if required in the future'. We are unsure whether this application (if permitted) would allow the future installation of an external lift. If so, we would be concerned about its suitability in a rural location. We note that the external lift is not mentioned in the application description.
5. The extension roof ridge heights require confirmation; the North-West & South East elevations show the heights matching those of the existing roof, other elevations show the new ridge height as lower than the current height?

Cedar House Chapel Lane Willington Tarporley CW6 0PH - Two storey rear and single storey side extension, garage extension. Reference Number: 20/03890/FUL. WPC Comment: No comment.

Land Adjacent to 1 Forest Cottages Willington Road Delamere Northwich - Erection of a polytunnel on agricultural land. Reference Number: 20/03517/FUL

WPC Comment: The agricultural land on which the proposed polytunnel is to be located is surrounded on three sides by dwellings. To minimise the impact of the polytunnels we would ask

that they are constructed of either clear or white material, and that the landowner considers planting trees or bushes to screen the polytunnels.

Badgers Gate Chapel Lane Willington Tarporley CW6 0PH - Alteration of design to previously approved detached garage under application 20/01675/FUL together with construction of garden room. Reference Number: 20/03951/FUL

WPC Comments:

1. We would request that the designation of the land on which the proposed garden room is to be sited is confirmed as garden and not pasture/paddock.
2. The property south-west of Badgers Gate is shown as Fairfield on the plan; it is The Covert.

20/096.2 Previous Applications

It was noted that application 20/01628/FUL - Roughlow Farm has been approved and that application 20/00974/FUL - Foxhill, Chapel Lane was still awaiting a decision from CWaC Planning.

20/097 COMMUNITY ENGAGEMENT – VILLAGE XMAS EVENTS

Resolved: that there will be no Christmas event on the village green this year. But that Councillor Merrick investigate the possibility of a Father Xmas 'walkabout' and a "where's Santa" competition.

Resolved: that the Chairman's Allowance and if necessary reserve funds be used to fund a thank you gift for the residents supplying the electricity for the Xmas lights, Xmas gifts for the village children, and prizes for the Arts & Crafts competition.

20/098 COMMUNITY COMMUNICATION

20/098.1 Delivery of newsletters via e-mail

Currently 66 households receive the newsletter electronically.

20/098.2 February 2021 newsletter

RESOLVED: that the February 2021 newsletter be distributed over the weekend of 20th and 21st February 2021.

20/098.3 Sponsorship of the newsletter

RESOLVED: that the idea be accepted in principal and that Councillors and Clerk further investigate sponsorship opportunities and report back to the meeting in January 2021.

20/098.4 History of Willington publication

The work is currently on hold due to the closure of the Cheshire archives.

20/099 ROAD, PATH AND PAVEMENT MAINTENANCE

20/099.1 Installation of S bend and 'horse-riders' warning signs on Roughlow – CWaC

Highways are awaiting delivery of the signs and will then schedule the installation.

20/099.2 Installation of a mirror on Roughlow on the bend near the 'German Wall' – the pole and mirror have been received and the former installed. The Chairman has written to the local resident who funded the mirror and its installation expressing the Council's gratitude.

20/099.3 Damaged 'village' sign at Utkinton – the Clerk has raised the issue with CWaC.

20/099.4 Reduction of the speed limit on Willington Road to 30 mph - we await a response from the CWaC Road Safety engineer to our questions and request for indicative costs.

20/099.5 Installation of speed warning devices – the recently purchased speed radar gun will be funded by Cheshire Police. Both the CWaC speed detection device (SID) and speed gun have been deployed in the village over the past two months by the Speedwatch volunteers.

20/099.6 Schedule for drain cleaning in Willington

Councillor Grimshaw has contacted the Highways Principal Engineer regarding this issue; it appears that it is around 18 months since the drains were cleaned. Some assurance was received that the drains will be cleaned shortly.

20/100 WILLINGTON ENVIRONMENT AND TASK FORCE

Councillor Grimshaw provided an update:

- The repair work to the steps along Little Switzerland was completed by the Task Force
- CWaC have received a quote for the repair of the wall supporting the path on Little Switzerland but have yet to decide on how to proceed.

20/101 UTKINTON AND COTEBROOK NEIGHBOURHOOD PLAN

RESOLVED: that the Clerk submit a 'No Comment' response on behalf of the Council.

20/102 COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT

Recent training and development activities were discussed.

The training and development activities planned for 2020-21 were reviewed and approved.

RESOLVED: that the Clerk attend virtual training courses covering Internal Audit, and Year End Accounts and Audit in early 2021. And that overtime be authorised for the Clerk to attend.

RESOLVED: that the Council will not fund the Clerk obtaining the CILCA qualification

20/103 RISK REGISTER REVIEW

RESOLVED: that the risks and controls described in the Risk and Management document are fit for purpose.

20/104 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the current Code of Conduct provided with the agenda is fit for purpose.

RESOLVED: that the revised Risk Management Policy procedure provided with the agenda is approved.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Agreed Action
Code of Conduct	Y	Y	24 th Nov 2020	July 2019	Nov 2021	No changes required.
Risk Management Policy	Y	Y	24 th Nov 2020	January 2018	Nov 2021	Approve the revised document.

20/105 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 provides Council with the opportunity to comment on them; none were made.

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

20/106 2021-22 BUDGET

The draft budget was reviewed. It was noted that the costs relating to potential projects for the coming financial year, for example speed reduction measures, are yet to be quantified. These will need to be understood for the meeting in January 2021.

RESOLVED: that the Clerk update the draft budget to include some general contingency and costs related to Xmas 2021 festivities, and re-present it at the January 2021 meeting for approval.

20/107 FINANCIAL MATTERS.

20/107.1 Payments between meetings.

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

Payee	Supplier and Detail	Amount Paid
Bank Charges	NatWest Bank	£24.00
Andrew Nicholas	Expenses – defibrillator batteries	£40.00
Andrew Nicholas	Expenses – outgoing Chairman recognition	£50.00
ChALC	Roles & Responsibilities course	£25.00
R.L Winterbourne	Expenses – Zoom, HP Ink, postage, mileage	£175.70
Payroll - Clerk	October 2020 salary	£180.80
HMRC	PAYE July, August, September	£140.40

20/107.2 Cheque Payments – the following payments were authorised.

Payee	Detail	Amount to be Paid
Payroll - Clerk	November 2020 salary	£181.00
R L Winterbourne	Expenses – Speed gun, Roughlow pole & mirror, Zoom, HP Ink, travel	£585.96

20/107.3 Direct Debits

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

Sage One Payroll – October 2020 Paid 16th Oct 2020 - £8.40

Sage One Payroll – November 2020 Paid 16th Nov 2020 - £8.40

20/107.4 Payments due before the January 2021 Council meeting

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

20/107.5 Management Accounts

RESOLVED: that the Management Accounts to 30th October 2020 be approved.

20/108 ITEMS OF INTEREST FOR NEXT AGENDA

- Clerk overtime approval
- Local climate change initiatives
- Electric vehicle charging point and village power capacity– update
- Follow-up on the meeting with other local Councils held in November 2020
- Recognition of community volunteers.

20/109 DATE OF NEXT MEETING the next meeting will be on Tues 26th January 2021 at 19:30.

Chairman's Signature Dated.....

Chairman's Initial