

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD VIA VIDEO-
CONFERENCE ON TUESDAY 26th JANUARY 2021**

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.

20/110 APOLOGIES AND REASONS FOR ABSENCE

Cheshire West & Chester Councillor – Councillor H Tonge. Prior engagement.

**20/111 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND
DISPENSATIONS**

20/111.1 New Written Requests for Dispensations

There were no new requests.

20/111.2 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. None were declared.

20/112 OPEN FORUM

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

20/113 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

20/114 REPORT ON OPEN FORUM

Councillor J Leather provided information regarding the bus service review and will send the Parish Council a copy of the recent report.

Councillor J Leather requested that the Council consider including a short article in the next parish newsletter urging residents to keep any ditches and water courses on their land clear of debris. This will help prevent flooding.

20/115 MINUTES OF MEETINGS

Minutes of the meeting of the full Council held on 24th November 2020

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

**20/116 REPORT ON ACTIONS ARISING FROM THE MEETING ON 24th NOVEMBER 2020 NOT
COVERED BY THE AGENDA**

Brunswick Cottages - Councillor Grimshaw has repeatedly contacted the lettings agency to obtain a full copy of the documentation; this is yet to be provided.

20/117 PLANNING MATTERS

20/117.1 Planning Applications

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

Willington House, Waste Lane, Kelsall, Tarporley CW6 0PE – erection of a front oak-framed porch. Reference Number: 20/04663/FUL. No comment.

Wood Villa, Willington Lane, Willington, Chester CW6 0NB. - single storey side extension. Ref: 20/04741/FUL. No comment.

20/117.2 Previous Applications

It was noted that revised plans had been submitted on 4th December 2020 for application 20/03806/FUL - Merle Bank Rough Low Delamere Northwich Cheshire CW6 0PG.

RESOLVED: that the Council had no further material comments.

20/117.3 Notes

Residents' concerns regarding potential breaches of planning conditions (Planning Application 15/01783/FUL) and environmental regulations at the site between our Cat Lane End and Highcroft on Willington Road were discussed.

RESOLVED: that the Clerk contact CWaC Planning Enforcement expressing the Council's concerns and requesting that they investigate the matter.

RESOLVED: that the Clerk contact CWaC Environmental Enforcement and the Environment Agency regarding possible breaches of environmental legislation.

RESOLVED: that should Planning Enforcement and the Environmental Agency be unable to achieve a satisfactory outcome, Councillor Nicholas will act as an intermediary between the owners of the property and the local residents.

20/118 COMMUNITY ENGAGEMENT

Potential events in 2021 were discussed including an Easter egg hunt and art competition, a sunflower competition and a Harvest/Gratitude festival.

RESOLVED: that Councillors Okell and Crossley progress the Easter events.

RESOLVED: that the Council's gratitude to all those involved in arranging the Xmas Arts & Crafts competition and the Father Christmas walkabout is formally minuted.

20/119 COMMUNITY COMMUNICATION

20/119.1 Delivery of newsletters via e-mail

Currently 76 households receive the newsletter electronically.

20/119.2 Sponsorship of newsletter and other items by local businesses

RESOLVED: that an article is included in the February 2021 newsletter inviting local businesses to sponsor items such as the newsletter and a village calendar.

20/119.3 Revised Parish Council website accessibility statement

RESOLVED: that the revised accessibility statement be approved and replace the existing one.

20/119.4 February 2021 newsletter

The proposed articles for the February 2021 newsletter were reviewed and agreed. A short article regarding the CWaC Waste consultation should be included.

20/119.5 Photographic competition for the website home page.

RESOLVED: that the Council arrange a photographic competition for the website home page and the 2022 village calendar.

20/119.6 2022 Willington Village Calendar

RESOLVED: that the Council arrange for a 2022 village calendar of images of the village and its surroundings be produced and provided to all households in the village.

20/120 ROAD, PATH AND PAVEMENT MAINTENANCE

20/120.1 Damaged ‘village’ sign at Utkinton – the Clerk raised the issue with CWaC who were unable to help. However, as a result of planning application 20/04532/FUL (New agricultural access inclusive of footpath diversion. Land Adjacent To Tirley Lodge John Street Willington Chester), the sign will need to be moved. We have requested that the sign is repaired and suitably positioned in our comments to CWaC Planning regarding the planning application.

20/120.2 Schedule for drain cleaning in Willington

Cheshire West and Chester Council (CWAC) Highways dept have cleaned out the road gullies from Willington Corner to Quarry Lane; rainwater is no longer collecting in the hollow by Mead Cottage.

20/121 ROAD SAFETY

20/121.1 Installation of S bend and ‘horse-riders’ warning signs on Roughlow – no further progress on installation.

20/121.2 Reduction of the speed limit on Willington Road to 30 mph - we still await a response from the CWaC Road Safety engineer to our questions and request for indicative costs.

RESOLVED: that the Clerk apply for suitable funding from the Cheshire Police and Crime Commissioner Safer Communities fund for the revised signage, speed indicator device etc. required as part of the implementation of the reduced speed limit.

20/121.3 Installation of speed warning devices – funding has been received for the recently purchased speed radar gun from Cheshire Police Crimebeat.

20/122 WILLINGTON ENVIRONMENT AND TASK FORCE

Councillor Grimshaw provided an update:

- the Task Force recently removed the leaves from the Willington Road footpath
- the next Task Force job, weather permitting, is to cut the hedge along the side of the green.

20/123 PROJECTS LIST AND ACTION PLAN 21-2022

The revised action and project plans were discussed.

RESOLVED: that the Action plan be adopted and published on Parish Council website.

RESOLVED: that the Project list be adopted.

20/124 2021-2022 BUDGET

The following amended budget was considered by Council. The budget will result in an increase in the Parish precept of £587 to £5277. This will result in an increase cost of £3.78 per annum (to £35.58) for a band D household. In the circumstances that, due to unforeseen circumstances, the 21-22 budget proves to be inadequate, the Council would be able to draw on its reserves without detriment to the work of the Parish Council.

Funding for the signs etc. required to implement the reduction in the speed limit on Willington Road will be provided from reserves and grants. After these costs, the reserves will still exceed the amount required to meet any emergency or unforeseen expenditure.

Item	Actual	Agreed Budget	Budget
	Yr to Mar-20	Yr to Mar-21	Yr to Mar-22
PAYMENTS			
Staff Salaries including Employers Costs	3,432	3258	2,957
Staff Light and Heat Allowance	0	0	0
Staff/Councillor Travel	84	100	75
Telephone		0	0
Postage	17	17	20
Office Supplies, Maint of Computer, Website	412	200	550
Subscriptions to outside organisations	156	195	215
Audit Fee	114	115	190
Insurance	338	340	408
Room Hire Meetings		0	0
Payroll Software	88	86	101
Taskforce & other costs	842	0	300
Chairman's Allowance	0	0	100
Community Engagement	0	0	100
Newsletter/Annual Report/Other Printing	155	212	192
Special Projects	0	2400	2400
Election Cost	197	0	0
Training	524	450	230
Vision ICT additional costs	0	150	0
Defibrillator AED Batteries & Pads	0	43	40
Total Payments	6,359	7566.00	7,878
RECEIPTS			
Precept from CWaC	4,505	4690	5,277
Income from Events		0	0
Bank Interest	13	10	1
Grants		0	
VAT refund on purchases to March 2021	205	80	200
Funding from WPC reserves required		2786	2400
Other		0	0
Total Receipts		7566	7,878

RESOLVED: that the draft budget be approved, and that Council request a precept of £5277.00.

20/125 CENSUS 2021

The Council noted that Census 2021 communications in the Parish newsletter, on the Parish website and on the village notice board were in train.

RESOLVED: that no further specific action was required from the Council at this stage.

20/126 COLLABORATION WITH NEIGHBOURING PARISH COUNCILS

The minutes from the meeting held with representatives of Clotton Hoofield, and Hargrave and Huxley Parish Councils on 11th November 2020 were reviewed.

RESOLVED: that the clerk establish a spreadsheet to manage requests made to CWaC departments such as Highways and Planning Enforcement.

RESOLVED: that the speed gun be loaned to Clotton Hoofield PC when they have suitably trained Speed Watch volunteers in place.

20/127 EV CHARGING POINT AND VILLAGE POWER CAPACITY

Councillor Merrick provided an update.

20/128 LOCAL CLIMATE CHANGE INITIATIVES AND PARISH CARBON FOOTPRINT

Councillor Okell provided an update.

RESOLVED: that Cllrs Okell and Merrick establish a working party to progress these issues.

RESOLVED: that a standing item is on each agenda to discuss local climate change initiatives.

20/129 RECOGNITION OF COMMUNITY VOLUNTEERS

Options for recognition were discussed. For example ‘thank you’ cards.

RESOLVED: that the Councillors provide the Clerk with a list of those who deserve recognition.

20/130 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the current Disciplinary is fit for purpose.

RESOLVED: that the current Grievance Policy is fit for purpose.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Agreed Action
Disciplinary	Y	Y	Jan 2020	Jan 2020	Jan 2022	No changes required.
Grievance	Y	Y	Jan 2020	Jan 2020	Jan 2022	No changes required.

20/131 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; 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
- Neighbourhood Watch National Newsletter

20/132 FINANCIAL MATTERS.

20/132.1 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	November newsletter printing	£20.00
ChALC	2 x online training courses	£60.00
Payroll - Clerk	December 2020 salary	£181.00
HMRC	PAYE Oct, Nov, Dec 2020	£135.80

20/132.2 Cheque Payments – the following payments were authorised.

Payee	Detail	Amount to be Paid
Payroll - Clerk	January 2021 salary	£181.00
NMC Design & Print	Certificates - Xmas Art Competition	£36.00

20/132.3 Direct Debits

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

Sage One Payroll – December 2020 Paid 16th Dec 2020 - £8.40

Sage One Payroll – January 2021 Paid 16th Jan 2021 - £8.40

20/132.4 Payments due before the March 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.

20/132.5 Management Accounts

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

20/132.6 Review of the cash book and bank statements for period Sept to Dec 2020.

It was noted that the review by Councillor Nicholas was satisfactory.

RESOLVED: that Councillor Crossley undertakes the reviews of the cash book and bank statements for the 12-month period March 2021 to March 2022.

20/133 STAFF MATTERS

Clerk Overtime

RESOLVED: that 10 hours of overtime be paid to the Clerk for November 2020.

RESOLVED: that, whenever possible, the Clerk anticipate any required overtime and agree it with the Chairman prior to undertaking the overtime.

20/134 ITEMS OF INTEREST FOR NEXT AGENDA

- Implementation of a shared drive for Council documents

20/135 DATES OF PARISH COUNCIL MEETING FOR 2021

RESOLVED: That the Council meets in 2021 every other month beginning on the following dates: Tuesday 26th January, Tuesday 30th March, Tuesday 18th May (may include the annual village meeting), Tuesday 27th July, Tuesday 28th September, Tuesday 23rd November.

20/136 DATE OF NEXT MEETING the next meeting will be on Tues 30th March 2021 at 19:30.

Chairman's Signature Dated.....