

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL
ON TUESDAY 18th MAY 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.

21/012 ELECTION OF CHAIRMAN FOR THE COMING YEAR

RESOLVED: that Councillor Nicholas be appointed Chairman for the coming year.

21/013 DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN) - Councillor Nicholas signed the Acceptance of Office.

21/014 APOLOGIES AND REASONS FOR ABSENCE

Borough Councillor Harry Tonge – prior appointment.

21/015 ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR

RESOLVED: that Councillor Merrick be appointed Vice Chairman for the coming year.

21/016 APPOINTMENTS TO COMMITTEES & WORKING GROUPS OF THE PARISH COUNCIL

RESOLVED: that the following working groups are established for 2021-2022:

- Task Force led by Councillor John Grimshaw
- Community Events led by Councillor Bev Crossley
- Local Climate Change Initiative led by Councillor Donna Okell.

It was noted that each working group should have at least two Councillors on it as per Standing Orders.

21/017 APPOINTMENTS TO OUTSIDE ORGANISATIONS

RESOLVED: that no appointments to outside organisation are required at the present time.

21/018 COUNCILLOR RESPONSIBILITIES

Management of the defibrillator: Councillor Nicholas.

21/019 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

21/019.1 New Written Requests for Dispensations

There were no new requests.

21/019.2 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.

Councillor Merrick asked that it be noted that he sometimes works with Scottish Power (see item 21/026).

21/019.3 Councillors' Declarations

Councillors were reminded that they should check that their Member's Declaration of Interests are up to date. Confirmation of this or any amendments should be forwarded to the Clerk prior to the meeting of the Parish Council in July.

21/020 OPEN FORUM

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

21/021 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

21/022 REPORT ON OPEN FORUM

Councillor J Leather provided an update on the public consultation regarding CWaC's Waste Management Strategy.

The Council congratulated Councillor Leather on his nomination for the role of Deputy Major of Chester for 2021-2022.

Councillor Nicholas provided a precis of the Chairman's annual report for 2020-2021.

21/023 MINUTES OF MEETINGS

Minutes of the meeting of the full Council held on 5th May 2021

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

21/024 REPORT ON ACTIONS ARISING FROM THE MEETING ON 30th MARCH 2021 AND 5th MAY 2021 NOT COVERED BY THE AGENDA

Internal Audit – the audit finding on the Council's medium term financial planning has been removed by the Internal Auditor as it was not correct. A revised Audit Report has been issued.

Brunswick Cottages – Councillor Grimshaw has received no further communication from the lettings agency regarding provision of full letting agreement to the Council.

Implementation of a shared drive for Council documentation – the Clerk and Councillor Okell confirmed that Google Share will be used for this purpose; instructions/processes will be issued to Councillors in the next few weeks.

21/025 PLANNING MATTERS

21/025.1 New Planning Applications – none have been received.

21/025.2 Previous Applications

It was noted that the following application has been approved since the meeting on 30/3/2021:

- 20/04663/FUL – front oak-framed porch at Willington House, Waste Lane CW6 0PE.

21/025.3 Notes

An update regarding potential breaches of planning conditions (Planning Application 15/01783/FUL) and environmental regulations at the site between Cat Lane End and Highcroft on Willington Road was provided by the Clerk. CWaC Planning Enforcement plan to attend site this week. We await a response from the Environment Agency regarding progress re waste processing permission.

21/026 – RECENT POWER OUTAGES IN THE VILLAGE

Councillor Merrick provided an update on the plans to improve the power supply network to the village. He will provide a further update at the meeting in July.

21/027 – COUNCIL CYBER-SECURITY

All Councillors confirmed that they have read the 'Good Councillors Guide to Cyber-Security' booklet provided by the Clerk and have completed any remedial actions needed.

21/028 COMMUNITY ENGAGEMENT

21/028.1 September 2021 Event

Councillor Crossley provided an update. The inaugural meeting of the working group is on 20th May 2021. The event will be cost neutral; costed proposals will be provided to the July Council meeting.

21/028.2 Future Events in 2021

Apart from the Xmas festivities, no other events are planned this year.

21/028.3 Recognition of community 'volunteers'

RESOLVED: that following the printer's quote, Councillor Nicholas and the Clerk proceed with the initiative to provide 'thank you cards' to be used by the Council and community to recognise anyone who contributes to the community.

21/029 COMMUNITY COMMUNICATION

21/029.1 Willington PC website

RESOLVED: that it is not necessary for the Council's website to become 'https'.

21/029.2 Sponsorship of newsletter and other items by local businesses

The Clerk has discussed and agreed the donation process with the sponsor for the village calendar 2022. No other offers of sponsorship have been received since the previous meeting.

21/029.3 Photographic competition for the website home page.

A reminder about the photographic competition for the website home page and the 2022 village calendar will be printed in the May newsletter.

21/029.4 Willington Calendar 2022

RESOLVED: that Councillor Crossley takes the lead on the costing, design, publicity etc. for the calendar. It was noted that the calendar needs to be finalised by September 2021 at the latest.

21/030 COMMUNITY RESILIENCE PLANS

RESOLVED: that the Clerk contact CWaC to better understand the benefit and content of a community resilience plan.

21/031 ALTERNATIVE POLLING STATION FOR THE RESIDENTS OF WILLINGTON

It is not clear what the process or cost would be to move to an alternative polling station. If a move is feasible, Willington residents would be consulted prior to any change.

RESOLVED: that the Clerk contact CWaC Democratic Services to understand what would be involved in moving to Kelsall polling station.

21/032 ROAD, PATH AND PAVEMENT MAINTENANCE

21/032.1 'Fly-tipping' on Roughlow – options to prevent a recurrence are under investigation and will be discussed at July's meeting.

RESOLVED: that Councillor Okell report the 'fly-tipping' on Roughlow to CWaC

RESOLVED: that the Clerk invites our PCSO to a future meeting of the Council to discuss this and other matters.

21/032.2 Dog fouling on local paths – the siting of additional dog litter bins was discussed.

Kelsall Parish Council do not plan to install a bin near the pond at the top of Waste Lane. Borough Councillor Leather offered to approach The Forestry Commission regarding the installation of a suitable bin at Kingsgate.

21/032.3 Fencing on John Street and Willington Lane.

RESOLVED: that the Clerk contact the landowner asking him to repair the fences.

21/032.4 Log of issues raised with CWaC Highways.

The log was reviewed.

21/033 ROAD SAFETY

21/033.1 Reduction of 60 mph limit on Willington Road between The Gables and Oscroft.

RESOLVED: that the Clerk write an article for the May newsletter asking residents to contact CWaC Highways regarding this issue.

21/033.2 Cyclists using Little Switzerland – CWaC have agreed to provide suitable signs.

21/033.3 Installation of S bend and 'horse-riders' warning signs on Roughlow – no progress since the previous meeting.

21/033.4 Reduction of the speed limit on Willington Road to 30 mph – potential funding, costs and impact on reserves of the scheme were discussed. There has been no progress from CWaC Highways since the previous meeting.

Borough Councillor Leather offered to contact CWaC Highways to try and expedite the matter. The Clerk provided the recent correspondence between the Parish Council and CWaC Highways to Councillor Leather.

21/033.5 Installation of speed warning devices – further deployment of the speed gun will be arranged in June and July. It was noted that two local villages that have recently implemented interactive speed signs have gathered no objective evidence on the impact of the signs.

21/034 WILLINGTON ENVIRONMENT AND TASK FORCE

Councillor Grimshaw provided an update. The 'spring-clean' in May was well supported and effective. Tree specialists from CWaC will attend on 2nd June to review the state of the trees on the Green.

RESOLVED: that Councillor Grimshaw obtain quotes for regular 'weed and feed' of the Green and appoint a contractor subject to the costs being within the Task Force budget for 2021-2022.

21/035 REPORT ON COUNCILLOR AND CLERK TRAINING & DEVELOPMENT

Councillors Okell and Crossley attended a comprehensive and detailed 'Dealing with Planning Applications' training course via Zoom on 5th May 2021.

RESOLVED: that future development and training needs have been identified and are satisfied.

21/036 INSURANCE REVIEW

RESOLVED: that the Clerk resolves the outstanding queries with potential suppliers of insurance, identifies and purchases the best 3-year policy, and reports back to July's Council meeting.

21/037 LOCAL CLIMATE CHANGE INITIATIVES AND PARISH CARBON FOOTPRINT

Councillor Okell provided an update.

RESOLVED: that the Council and the Climate Working Group encourage all residents to complete an annual Stockholm analysis to help residents better understand their carbon footprint.

RESOLVED: that the Council and the Climate Working Group encourage all residents sign up to CWaC's Green Pledge.

21/038 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the amended Standing Orders are accepted as recommended by the Clerk.

RESOLVED: that the amended Risk Register is accepted as recommended by the Clerk.

RESOLVED: that the other documents listed below are fit for purpose.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Risk Register	Y	Y	-	January 2020	Nov 2021	Risk Register (2021-22) is approved.
Standing Orders	Y	Y	-	May 2020	May 2022	Standing Orders (2021-22) is approved.
Complaints Procedure	Y	Y	-	May 2020	May 2022	No changes required.
Email & Address Contact Privacy Notice (GDPR)	Y	Y	-	May 2020	May 2022	No changes required.
GDPR Information – Data Protection Policy	Y	Y	-	May 2020	May 2022	No changes required.
Media Policy	Y	Y	-	May 2020	May 2022	No changes required.
Personal Data Management & Audit Policy	Y	Y	-	May 2020	May 2022	No changes required.
Publication Scheme	Y	Y	-	May 2020	May 2022	No changes required.
Training Statement/Policy	Y	Y	-	May 2020	May 2022	No changes required.

21/039 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 and other Consultations
- Neighbourhood Watch National Newsletter.

21/040 FINANCIAL MATTERS.

21/040.1 Payments between meetings.

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

Payee	Supplier and Detail	Amount Paid
R Winterbourne	Expenses - various	£196.67
ChALC	Affiliation Fees 2021-22	£83.52
JDH Business Services	Internal Audit fee	£184.97
Payroll - Clerk	April 2021 salary	£222.80
A. Nicholas	Expenses – defibrillator pads	£98.39
J. Grimshaw	Expenses – task force materials	£71.74

21/040.2 Cheque Payments – none required.

21/040.3 Direct Debits

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

Sage One Payroll – April 2021. Paid 16th April 2021 - £8.40

Sage One Payroll – May 2021. Paid 16th May 2021 - £8.40.

21/040.4 Payments due before the July 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.

21/041 ITEMS OF INTEREST FOR NEXT AGENDA – none raised.

21/042 DATE OF NEXT MEETING

The next meeting will be on Tues 27th July 2021 at 19:30 at Willington Hall.

Chairman's Signature Dated.....