

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 22ND NOVEMBER 2016**

PRESENT: Councillor J Grimshaw (Chairman)
Councillor P Tyson-Jones (Vice Chairman)
Councillor J Lowthion
Councillor A Nicholas
Councillor R Penk

IN ATTENDANCE: 1 Member of the Public
Parish Council Clerk – Mr M Hassall

APOLOGIES: Cheshire West and Chester Councillor J Leather

**16/111 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS,
AND DISPENSATIONS**

16/111.1 New Written Requests for Dispensations

There were no new requests.

16/111.2 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. Councillor Nicholas declared a Family, Friend or Close Associate Interest in Minute 16/116.1.

No other declarations were made.

16/112 OPEN FORUM

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

16/113 PARISH COUNCIL MEETING

RESOLVED: that the meeting be reconvened.

16/114 REPORT ON OPEN FORUM (This minute was not reported to Council in the formal meeting. It is a record of the items raised in the Open Forum)

A local resident had complained about the inadequate finger signage at the top of the narrow footpath that came out onto Gooseberry Lane. There had previously been signage giving directions to the Boot Inn, Little Switzerland, and Chapel Lane which met the need but the existing signage merely pointed in directions without using names. The resident had said that she would like to see signage that gave directions for walkers to the Boot Inn, Boothsdale, and Chapel Lane.

16/115 MINUTES OF THE MEETING HELD ON 25TH OCTOBER 2016

RESOLVED: that the minutes of the meeting held on 25th October 2016 be signed by the Chairman of the meeting as a correct record.

**16/116 REPORT ON ACTIONS ARISING FROM THE MEETING ON 25TH OCTOBER
2016 NOT COVERED BY THE AGENDA**

16/116.1 Noticeboard (Previous Minute 16/102.1)

Councillor Nicholas reported that the noticeboard had been installed earlier in the day. He added that pegs rather than pins must be used to display notices and these had been provided. Each Councillor was given a key for the board and the Clerk took two, with one of them for storage.

16/116.2 Social Event (Previous Minute 106.2)

Councillor Nicholas reported that a new group had been established by three residents called "Neighbours of Willington". The group had formed to arrange regular events within the Parish and the first was a Family Afternoon Tea which was being arranged for 8th January 2017. The group had requested a page on the Council website to publicise their work.

The meeting noted that the group would be managing any risk for this and other events.

RESOLVED: that the request for a page on Council's website be approved, subject to it being possible for an additional page to be added.

16/117 PLANNING MATTERS

16/117.1 Planning Applications

There were no applications to examine.

16/117.2 NOTICES

16/03414/FUL - Erection of an outbuilding/shed - 2 Memorial Cottage, Chapel Lane, Willington - **PERMISSION**

16/118 SIGNAGE

16/118.1 Parish Signage

The Clerk had requested a progress report but had not been able to obtain one as the person leading the project was on holiday

16/118.2 Finger Signage

The item raised during the Open Forum was examined.

RESOLVED: (16/118.2.1) to ask Cheshire West and Chester Council for new signage

RESOLVED: (16/118.2.2) to meet the cost from Council funds if funding was not available from Cheshire West and Chester Council

16/119 LOCAL COUNCIL AWARD SCHEME

16/119.1 Councillor Lowthion reported that she had registered Council with NALC in order to begin the application for the Foundation Scheme.

16/119.2 The meeting noted that one of the requirements was for the Clerk to achieve 12 CPD points each year although it was not clear whether it was a calendar year.

16/119.3 RESOLVED: that the Clerk attend the SLCC 2017 Regional Training Seminar in Telford on 1st February 2017. The cost of the conference would be £79.00 plus VAT, or £69.00 if paid before 11th January 2017.

16/120 VILLAGE DESIGN STATEMENT

RESOLVED: that Council look to produce a Village Design Statement. Councillor Lowthion offered to produce a first draft document for consideration at the next meeting.

16/121 NEIGHBOURHOOD PLAN UPDATE

A copy of the Independent Examiners report to Cheshire West and Chester Council had been forwarded to Councillors.

16/122 CALENDAR OF MEETINGS 2017

RESOLVED: that 2017 Parish Council meetings be held on the following dates:

January	24
February	28
March	28
April	25
May (Annual Meeting)	23
June	27
July	25
September	26
October	24
November	28

16/123 WORKING PARTY

RESOLVED: that a working party to clear the leaves from the village green be arranged for 10.00am on Saturday 10th December 2016

16/124 TELEGRAPH POLE

A local resident had reported that a telegraph pole on the verge immediately outside Willington Hall on Willington Lane was in his opinion dangerous.

RESOLVED: that the Clerk write to British Telecom asking them to move the pole.

16/125 FACEBOOK

Councillor Lowthion reported that a facebook account had been set up with the name Willington Cheshire

16/126 LOCAL GOVERNMENT TRANSPARENCY CODE

The Society of Local Council Clerks had informed the Clerk that all Parish councils with an annual turnover of under £25,000 were now required to comply with the Smaller Authorities' Transparency Code. It was considered that Council met all the requirements.

16/127 RESIDENTS PARKING ON THE CAR PARK AT THE GREEN

A number of local residents were parking their vehicles on the car park at the Green rather than within the curtilage of their property. This often made it difficult for visitors to find a parking space. It was accepted that it was an issue but it was thought that little, if anything, could be done.

16/128 CLERK'S REPORT/CORRESPONDENCE

The following had been forwarded to Councillors:

- a. Cheshire Association of Local Councils e-bulletins
- b. Cheshire West and Chester Council – Special Expenses Scheme Consultation

RESOLVED: that the Clerk respond on behalf of Council

- c. Cheshire West and Chester Council – Planning Policy Update
- d. Cheshire Association of Local Councils – Chester and Vale Royal Area Meeting – Minutes of the last meeting and agenda for the meeting to be held on 30th November 2016.

16/129 FINANCIAL MATTERS

16/129.1 Cheque Payment

RESOLVED: that the following payments be authorised

Payee	Detail	Amount to be Paid
Tarvin Methodist Church	Printing – Newsletters August and November 2016 and Annual Reports 2016	31.20
Mr M Hassall	Payroll November 2016	149.14

16/129.2 Direct Debit

The meeting noted that the following payment had been made by direct debit:

Sage One – Payroll – November 2016 – Paid 16th November £6.00

16/129.3 Cash Book

Councillor Lowthion reported that she had received the cash book and bank statements from the Clerk. She had studied them and was happy that all transactions had been made in accordance with Council approval. The monthly bank statements had been signed to confirm that the work has been done. She drew Councils attention to a bank charge earlier in the year.

RESOLVED: that the Clerk investigate the legal requirements regarding Parish Council bank accounts.

16/129.4 Website

The documents page on the website had been accidentally deleted by Mr Jones when trying to add the latest newsletter. Unfortunately there had not been an “undo” button on the site. The Clerk had authorised expenditure of £25.00 for Vision ICT to restore the documents. The weakness in the site had been formally reported to Vision ICT who had agreed to look into it.

16/129.5 Payments due before the January 2017 Council meeting

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

16/130 DATE OF NEXT MEETING – 7.30pm - Tuesday 24th January 2017 – Willington Hall Hotel

Chairman's Signature Dated.....