

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL
ON TUESDAY 17th MAY 2022**

PRESENT:

Councillor John Grimshaw
Councillor John Lindsay
Councillor Jane Lowthion
Councillor Rob Merrick (Vice-Chairman)
Councillor A Nicholas (Chairman)

IN ATTENDANCE: R Winterbourne – Clerk to the Parish Council, Borough Councillor John Leather and one member of the public.

22/001 ELECTION OF CHAIRMAN FOR THE COMING YEAR

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

22/002 DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN) - Councillor Nicholas signed the Acceptance of Office.

22/003 APOLOGIES

Borough Councillor Harry Tonge.

22/004 ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR

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

22/005 APPOINTMENTS TO COMMITTEES & WORKING GROUPS OF THE PARISH COUNCIL

RESOLVED: that the Task Force and Litter Picking working group is led by Councillor John Grimshaw for 2022-23.

22/006 APPOINTMENTS TO OUTSIDE ORGANISATIONS

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

22/007 COUNCILLOR RESPONSIBILITIES. Management of the defibrillator: Councillor Nicholas.

22/008 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

22/008.1 New Written Requests for Dispensations

There were no new requests.

22/008.2 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.

22/008.3 Councillors' Declarations

Councillors were reminded that they should check annually that their Member's Declaration of Interests are up to date.

RESOLVED: that confirmation of the Declarations or any amendments should be forwarded to the Clerk prior to the meeting of the Parish Council in September once the requirement in the CWaC Code of Conduct (adopted by CWaC on 1st April 2022) are understood.

22/009 OPEN FORUM

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

22/010 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

22/011 REPORT ON OPEN FORUM

Councillor J Leather provided an update on:

- the three current CWaC consultations
- the availability of Member Grants for financial year 2022-23 and the requirement to complete any such funded implementations by January 2023
- local fly-tipping. Councillor Leather requested that the Council report any fly-tipping to CWaC and the police.

The Council congratulated Councillor Leather on his forthcoming role as Major of Chester for 2022-2023.

22/012 MINUTES OF MEETINGS

Minutes of the meeting of the full Council held on 29th March 2022

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

22/013 COMMUNITY ENGAGEMENT

A member of the Jubilee working party provided an update on the arrangements for the Willington Big Jubilee Lunch on Sunday 5th June. As the event is fully funded via donations; no funding is required at the moment from the Parish Council.

The Council expressed its thanks to all the members of the working party

22/014 REPORT ON ACTIONS ARISING FROM THE MEETING ON 29th MARCH 2022

22/014.1 Brunswick Cottages documentation

Councillor Grimshaw informed the Council that no progress had been made with obtaining the relevant full documentation. The lettings officer at Jigsaw Homes has confirmed that the letting principles documented on the first page of the documentation (which is held by the Council) will be adhered to. **RESOLVED:** that this matter is concluded.

22/014.2 Bank Mandate changes

The required changes are in progress.

22/014.3 New Notice Board

RESOLVED: that the Council purchases a new mailbox to attach to the notice board at a maximum cost of £70.00.

22/015 PLANNING MATTERS

22/015.1 New Planning Applications – Badgers Gate Chapel Lane Willington Tarporley CW6

0PH. Proposal: Variation of Condition 2 (Plans) of 20/01675/FUL (in retrospect) and the erection of gates. Reference Number: 21/04496/S73.

RESOLVED: that the Clerk submits a 'No Comment' response to CWaC Planning.

22/015.2 Previous Applications - the status of outstanding applications and of recently approved applications was noted.

22/015.3 Notes

22/015.3.1 Residents' concerns regarding potential breaches of planning conditions and environmental regulations at the site between our Cat Lane End and Highcroft on Willington Road.

RESOLVED: that the Clerk contact CWaC and office of Edward Timpson MP to arrange a meeting with the CWaC Chief Executive, Edward Timpson and representatives of the Parish Council.

22/015.3.2 New gate and posts installed at Roughlow Farm.

RESOLVED: that the Clerk write to the owners of Roughlow Farm explaining the planning regulations regarding gates and requesting that they apply for retrospective planning approval.

22/016 ACCOUNTS AND AUDIT YEAR TO 31st MARCH 2022

22/016.1 External Audit Exemption

RESOLVED: that the Council approve an application for exemption from external audit for the year 2021-2022. And that the Chairman sign the certificate of exemption and that the completed, signed Certificate of Exemption – AGAR 2021/22 Form 2 Page 3 be sent to the external auditor, PKF Littlejohn.

22/016.2 Internal Audit report. The comments provided by the internal auditor circulated prior to the meeting were examined and noted.

RESOLVED: that the Clerk respond to the internal auditor as agreed.

22/016.3 Internal Auditor AGAR Report. The completed report (p.4 of the AGAR 2021/22) which was circulated prior to the meeting was noted.

22/016.4 The variances in the accounts between 2020-21 and 2021-22 which were circulated prior to the meeting were noted.

22/017 AGAR SECTION 1 - ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW

The Annual Governance Statement for the year ending 31st March 2022 which was circulated prior to the meeting was reviewed. The Council confirmed that it can confirm each of the statements.

RESOLVED: that the Chairman and Clerk sign AGAR Section 1 Page 5.

22/018 AGAR SECTION 2 ACCOUNTING STATEMENTS

The Accounting Statements for the year ended 31st March 2022 which were circulated prior to the meeting were approved. And it was confirmed by the Council that the return correctly represented the financial position of the Council for 2021-2022.

RESOLVED: that the Chairman and Clerk sign AGAR Section 2 Page 6.

22/019 FIXED ASSET LIST

The Council confirmed that the Asset Register which was circulated prior to the meeting correctly reflects the assets owned by the Council.

RESOLVED: that the Clerk review the value of the telephone box, bus shelter, notice board and defibrillator (all four items current shown as £1.00)

22/020 COMMUNITY COMMUNICATION

22/020.1 Newsletter delivery schedules – an update was provided.

22/020.2 Village Questionnaire

RESOLVED: that the Chairman provide a set of draft questions for review by the Council with a view to asking residents to respond to them via the next newsletter.

22/021 ROAD, PATH AND PAVEMENT MAINTENANCE - the log of issues raised with CWaC Highways was reviewed.

22/022 MUCK-SPREADING ISSUE

RESOLVED: that the Clerk contact the residents involved suggesting that they contact the farmer concerned to express their concerns and share the code of conduct for spraying.

22/023 ROAD SAFETY

22/023.1 Reduction of the speed limit on Willington Road to 30 mph – the continued lack of progress was discussed.

22/023.2 Assessment of the speed limit on Chapel Lane – the Clerk had contacted CWaC Highways to request an update; no response has been received to date.

22/023.3 Installation of a traffic mirror on Willington Road at bottom of Boothsdale – the Clerk has contacted CWaC Highways; they will carry out an assessment of the site.

22/024 WILLINGTON ENVIRONMENT AND TASK FORCE

22/024.1 Task Force Plans – Councillor Grimshaw provided an update.

22/024.2 Information plaques in the village – this was discussed; costs are likely to be a minimum of £500. The potential design, costs, siting, content etc. will be investigated with a view to funding a plaque in financial year 2023-24.

22/025 ACTION PLAN 2022-2023 – this was discussed.

RESOLVED: that the Action Plan for 2022-23 provided prior to the meeting be approved.

22/026 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the documents below are fit for purpose and the noted action be completed.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Complaints Procedure	Y	Y	-	May 2021	May 2023	Changes advised by ChALC are accepted.
Email & Address Contact Privacy Notice (GDPR)	Y	Y	-	May 2021	May 2023	No changes required.
GDPR Information Data Protection Policy	Y	Y	-	May 2021	May 2023	No changes required.
Media Policy	Y	Y	-	May 2021	May 2023	No changes required.
Personal Data Management & Audit Policy	Y	Y	-	May 2021	May 2023	No changes required.
Publication Scheme	Y	Y	-	May 2021	May 2023	No changes required.
Training Statement/Policy	Y	Y	-	May 2021	May 2023	No changes required.

22/026.1 Code of Conduct

RESOLVED: that the Clerk review the recently revised CWaC Code of Conduct and report back to the Council on whether it should be adopted by Willington PC (at the July 26th meeting).

22/027 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.

- 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 and other Consultations
- f. Neighbourhood Watch National Newsletter
- g. Police and Crime Commissioner bulletins.

22/028 FINANCIAL MATTERS.

22/028.1 Payments between meetings.

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

Payee	Supplier and Detail	Amount Paid
NMC D&P	February 2022 newsletter printing	£22.00
R. L Winterbourne	April 2022 salary	£184.32
ChALC	Annual subscription 2022-23	£83.52

22/028.2 Cheque Payments – the following payments were approved.

Payee	Supplier and Detail	Amount To Be Paid
R L Winterbourne	May 2022 expenses	£58.52
JDH Business Services	Internal Audit fees for 2021-22 audit	£199.80

22/028.3 Direct Debits

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

- Sage One Payroll – April 2022. Paid 19th April 2022 - £8.40
- STRIPE one off DD on 29th April to transfer a Tarporley 41 Club defibrillator donation to the SpaceHive funding company - £400.00.

22/028.4 Payments due before the July 2022 Council meeting

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

22/028.5 Management Accounts

RESOLVED: that the management accounts for the financial year 2021-22 be approved.

22/029 ITEMS OF INTEREST FOR NEXT AGENDA – review of Village Design Statement.

22/030 DATE OF NEXT MEETINGS

The next meeting of Willington Parish Council will be Tuesday 26th July 2022.

END OF DOCUMENT

Chairman's Signature Dated.....

Chairman's Initial