

MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL ON TUESDAY 31st JANUARY 2023

PRESENT:

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

IN ATTENDANCE: Rob Winterbourne – Clerk to the Parish Council, PCSO James Hannath, three members of the public.

22/106 APOLOGIES – Borough Councillor John Leather, Borough Councillor Harry Tonge.

22/107 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

22/107.1 New Written Requests for Dispensations

There were no new requests.

22/107.2 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.

22/108 OPEN FORUM

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

22/109 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

22/110 REPORT ON OPEN FORUM

The site between our Cat Lane End and Highcroft on Willington Road was discussed with two of the members of the public present.

PCSO Hannath introduced himself and discussed the Parish Council's concerns regarding speeding and parking on local roads.

22/111 MINUTES OF MEETINGS

Minutes of the meeting of the full Council held on 22nd November 2022 and 4th January 2023.

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

22/112 REPORT ON ACTIONS ARISING FROM THE MEETING ON 22nd NOVEMBER 2022

22/112.1 Neighbourhood Pride grants – it was noted that the funds for an additional bench and an interpretation board had been received in full from CWaC.

22/112.2 Ownership of the Green – CWaC Legal have yet to review the title for the land; until this is complete no further progress is possible.

22/112.3 Replacement of the Willington Corner phone box – a response has been received from CWaC.

RESOLVED: that the Clerk write to CWaC regarding their preference for the replacement box to be sited further back to improve visibility.

RESOLVED: that the Clerk arrange for a working party to be created to progress this initiative.

22/113 PLANNING MATTERS

22/113.1 New Planning Applications – none

22/113.2 Previous Applications - the status of outstanding applications and of recently approved/refused applications was noted.

22/113.3 Notes

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

It was noted that following their site visit and response to the subsequent Planning Contravention Notice (PCN), CWaC Planning Enforcement had written to local residents explaining their assessment of the situation and next steps. One impacted resident had responded to CWaC and the Parish Council expressing concerns with CWaC's response.

RESOLVED: that the Clerk respond to the resident's recent e-mail explaining that the Parish Council is unable to act on behalf of the whole village regarding this matter but will maintain a watching brief.

22/114 COMMUNITY ENGAGEMENT

Future events were discussed.

RESOLVED: that the proceeds of the Open Gardens day to be held on Sunday 11th June 2023 are donated to The Wingate Centre in Wrenbury.

RESOLVED: that Councillor Lowthion represent the Parish Council regarding the 2023 village picnic be held on Sunday 7th May to coincide with the coronation weekend of King Charles III.

RESOLVED: that the Parish Council will fund up to £50,00 from the Chairman's Allowance 2022-23 for materials to create a display of poppies in the village for Remembrance in 2023.

22/115 ROAD SAFETY

22/115.1 Reduction of the speed limit on Willington Road to 30 mph – no response regarding completing the agreed, funded works had been received from CWaC Highways.

RESOLVED: that the Clerk contact Borough Councillor Tonge regarding the lack of response and progress from CWaC Highways

22/115.2 Assessment of the speed limit on Chapel Lane – no response had been received regarding the CWaC Road Safety team's review of the speeding data collected w/b 12/8/2022.

RESOLVED: that the Clerk contact Borough Councillor Tonge regarding the lack of response and progress from CWaC Highways.

22/115.3 Installation of a traffic mirror on Willington Road at bottom of Boothsdale – CWaC Highways have stated that the site is not appropriate for a mirror, however if the Parish Council wish to install a mirror on the adjacent land, they would have no objections provided it is not on the adopted highway.

RESOLVED: that the Clerk investigate the costs of a suitable mirror and gain an understanding of potential liabilities of installing a mirror.

RESOLVED: that Councillor Lindsay contact the landowner regarding installing a mirror.

22/115.5 Speeding on the section of road between Willington Corner and Willington Hall – it was noted that the Clerk had contacted CWaC Highways to request a site visit to look at the existing road markings with a view to adding additional markings and re-painting the existing markings.

22/116 VERGES ON CHAPEL LANE AND WILLINGTON ROAD

22/116.1 Large stones adjacent to the carriageway – the risks to road users of such stones were discussed.

RESOLVED: that the Clerk contact the owners of the relevant properties asking them to move the stones back from the highway.

22/116.2 – damaged and ‘cut-back’ verges at the top of Chapel Lane were discussed.

RESOLVED: that the Clerk contact the owners of the relevant properties asking them to reinstate the verges to their original condition when current building works are complete.

22/117 CHRISTMAS DECORATIONS ON THE GREEN – Councillor Nicholas thanked Councillor Merrick and his family for their support and assistance with the lights on the Green, the Carols on the Green and the visit of Santa.

RESOLVED: that the Clerk investigates options for an artificial Xmas tree to be installed on the Green for Xmas 2023 and onwards taking into account its storage and power requirements.

22/118 WILLINGTON ENVIRONMENT AND TASK FORCE

22/118.1 Schedule of Work for Trees on the Green – three quotes had been received for the maintenance work on the trees on the Green. The preferred quote has been provided to CWaC but as yet there has been no response. Councillor Grimshaw will contact CWaC for an update.

22/118.2 Task Force Plans – Councillor Grimshaw provided an update on planned tasks which will begin shortly.

22/119 WILLINGTON INTERPRETATION BOARD – Councillor Lowthion provided an update and shared a draft design which was supported by the Council.

22/120 FAST FIBRE – the initial meeting of the working party has yet to be held.

RESOLVED: that the Clerk arrange a meeting of the working party as soon as possible.

22/121 MAY 2023 PARISH COUNCIL ELECTIONS – were discussed. The following dates were noted:

- The notice of election will be published on Thurs 16th March
- Nominations must be received by the CWaC Returning Officer by Tues 4th April.
- If an election for the Parish Council is required, it will be held on Thurs 4th May 2023
- Parish Councillors will take up office on Tuesday 9th May 2023
- The first meeting of the new Council must take place within 14 days of Tues 9th May 2023.

RESOLVED: that the Clerk contacts residents who had previously expressed interest in becoming a Parish Councillor to ascertain their interest now and provide them with information about the process.

22/122 ACTION PLANS 2022-23 – were reviewed.

RESOLVED: that Councillor Nicholas produce an Action Plan for 2023-24 for approval at the meeting in March 2023.

22/123 WILLINGTON ELECTORAL ROLL

RESOLVED: that the Clerk obtain a copy of the up to date electoral role.

22/124 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the documents below are amended as noted and approved.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Disciplinary Policy	Y	Y	-	Jan 2022	July 2024	No changes required.
Grievance Policy	Y	Y	-	Jan 2022	July 2024	No changes required.

22/125 STAFFING COMMITTEE

RESOLVED: that a Staffing Committee be created following the May 2023 elections. The committee should comprise of the Chair, the Vice Chair and one other Councillor with suitable experience and knowledge. The Clerk should review the Standing Orders to understand if any amendments are required.

22/126 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 and National Association of Local Councils e-bulletins
- Cheshire Police Alerts
- Vision ICT web analytics for www.willington.org.uk website
- CWaC and other Consultations
- Neighbourhood Watch National Newsletter
- Police and Crime Commissioner bulletins.

22/127 BUDGET FOR FINANCE YEAR 2023-24

The draft budget was considered by Council.

RESOLVED: that the draft budget (below) presented to the meeting be approved. And that the Council request a precept of £6335 from CWaC.

The revised precept is £6335, an increase of £100 over the 22/23 precept of £6235. Band D (148.3 households) 22/23 charge was £41.21 per annum.

Based on the 2023-24 calculator and 151.9 households, the Band D 23/24 charge will be £41.71 per annum, an increase of £0.50 per annum or £0.04 per month or 1.2%.

In the circumstances that, due to unforeseen circumstances, the 23-24 budget is inadequate, the Council would be able to draw on its reserves without detriment to the work of the Parish Council.

Item	Actual Full Yr to	Agreed Budget Yr to	Budget Yr to	2022-23 to 2023-24 variance
	Mar-22	Mar-23	Mar-24	
PAYMENTS				
Staff Salaries including Employers Costs	3,105	3,334	3,780	446
Staff Light and Heat Allowance	0	0	0	0
Staff/Councillor Travel	41	40	40	0
Telephone	0	0		0
Postage	8	12	10	-2
Office Supplies, Maint of Computer, Website	463	432	505	73
LCAS Quality Award Renewal	0	100	0	-100
Subscriptions to outside organisations	307	215	215	0
Bank Charges	0		0	0
Audit Fee	185	213	230	17
Insurance	396	397	460	63
Room Hire & refreshments for meetings	0	0	120	120
Payroll Software	101	101	111	10
Taskforce & other costs	2,942	300	300	0
Chairman's Allowance	24	100	100	0
Community Engagement	44	100	100	0
Newsletter/Annual Report/Other Printing	162	212	224	12
Special Projects	0	8718	17000	8282
Election Cost	0	0	250	250
Training	109	240	370	130
Vision ICT additional costs	0	100	200	100
Defibrillator AED Batteries & Pads	218	40	100	60
Total Payments	8,105	14,654	24,115	9,461
RECEIPTS	Actual to March 2022	Expected for 2022-23	Budget year to March 2024	
Precept from CWaC	4,690	6235	6335	
Income from Events		0	0	
Bank Interest	3	15	30	
VAT refund to 31/3/2022	219	230	750	
Other Grants	479			
Community Infrastructure Levy - CIL		11126		
EV Charging point grant	0	0	0	
CWaC Councillor Members Budget 2022-23	0	738	0	
CWaC Neighbourhood Scheme 2022-23	0	1800	0	
Funding from WPC reserves required	0	8188	17000	
Other	0	0	0	
Total Receipts	5,391	28332	24115	

22/128 FINANCIAL MATTERS.

22/128.1 Payments between meetings.

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

Payee	Detail	£ Amount Paid
NMC Design & Print	Newsletter printing	47.00
R Winterbourne	Clerk salary December 2022	201.58
R Winterbourne	Clerk Expenses	80.32
HMRC	Oct, Nov & Dec 2022 PAYE	178.80

22/128.2 Cheque Payments – the following payments were approved.

Payee	Detail	£ Amount to be Paid
R Winterbourne	Clerk Salary January 2023	201.98

22/128.3 Direct Debits

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

- Sage One Payroll – December 2022. Paid 15th December 2022 - £8.40
- Sage One Payroll – January 2023. Paid 17th January 2023 - £8.40.

22/128.4 Management Accounts

RESOLVED: that the management accounts for the period to end December 2022 be approved.

22/128.5 Review of Cashbook and Bank Statements

Councillor Lindsay has reviewed the cash book and bank statements for October and November 2022. No issues were found.

22/129 ITEMS OF INTEREST FOR NEXT AGENDA – none were suggested.

22/130 DATE OF NEXT MEETING – 28th March 2023 at 19:30 at Willington Hall.

The date of the Annual Village meeting will be Tuesday 23rd May 2023 prior to the meeting of the Parish Council.

END OF DOCUMENT

Chairman's Signature Dated.....

Chairman's Initial