

WILLINGTON PARISH COUNCIL

Clerk: Rob Winterbourne, 1 Lilac Close, Willington, CW6 0PL

Telephone: 01829 751266

E-mail: clerk.willington@willington.org.uk

NOTICE OF MEETING

MEETING: WILLINGTON PARISH COUNCIL
DAY/DATE/TIME: TUESDAY 23rd MAY 2023 at 8.00pm
VENUE: WILLINGTON HALL

Members of the public are invited to attend the meeting. There is a period set aside at the beginning of each meeting for local residents to raise any concerns or ask questions.
The meeting will be preceded by the Annual Village Meeting at 7.00pm.

- 1. ELECTION OF CHAIRMAN FOR THE COMING YEAR**
- 2. DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN)**
- 3. APOLOGIES AND REASONS FOR ABSENCE**
- 4. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR**
- 5. APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL**
 - a. Staffing Committee
 - b. Task Force
 - c. Open Gardens Working Party

6. APPOINTMENTS TO OUTSIDE ORGANISATIONS

7. COUNCILLOR RESPONSIBILITIES

Management of Defibrillator: Councillor Nicholas was the named person for the year 2022-23.

- 8. DECLARATION OF OFFICE (COUNCILLORS)** - to confirm that all Councillors have completed their Declarations.
- 9. DECLARATION OF INTEREST AND DISPENSATIONS**
 - a. To consider new written requests for Dispensations for Disclosable Pecuniary Interests and where appropriate grant any requests
 - b. To receive any "Pecuniary Interest", "Outside Body Interest", or "Family, Friend, or Close Associate Interest" from Councillors on any items on the agenda
 - c. To confirm that all Councillors have submitted their completed Member's Register of Interests form to the Clerk.

10. OPEN FORUM

The Council Meeting will be suspended to allow members of the Public to make comment and raise questions. (normal allocated time of 15 minutes).

11. APPROVAL OF THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 28th MARCH 2023.

12. REPORT ON ACTIONS FROM THE MINUTES OF THE MEETING HELD ON 28th MARCH 2023 NOT COVERED BY THE AGENDA

- a. Ownership of the Green - update
- b. Replacement of the Willington Corner phone box - update
- c. Artificial Xmas Tree for the Green - update
- d. Chapel Lane Verges and Hedges - update
- e. Willington Interpretation Board – update
- f. New bench for the Green – update.

13. PLANNING MATTERS

- a. NEW APPLICATIONS. Planning Consultation - 23/01460/FUL: *Honey Pot Cottage, Rough Low, Delamere, Northwich CW6 0PG, rear two storey extension.*
- b. PREVIOUS APPLICATIONS.
 - To note the status of planning applications 33 to 38 listed on the planning register; including comments that have been submitted to CWaC since the last meeting and any enforcement matters.
 - To note that following an e-mail based consultation, a 'No Comments' response was submitted to CWaC Planning on 4.5.2023 regarding 23/01050/FUL – *South View, Willington Road, Delamere CW6 0ND* - Single storey side & rear extension.
- c. 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 – update.

14. AUDIT AND ACCOUNTS YEAR TO MARCH 2023.

- Review of comments by Internal Auditor on year to end of March 2023 and agreement of the Council's response
- To note the Annual Governance & Accountability (AGAR) Annual Audit Report 2022-23 from the Internal Auditor
- To note the variances in the accounts between 2021-22 and 2022-23.

15. AGAR SECTION 1 (ANNUAL GOVERNANCE STATEMENT) HAS BEEN COMPLETED BY THE CLERK.

The Council needs to confirm that the Council can say "yes" to each of the statements. The form will then be completed and signed by the Chairman of the meeting and the Clerk.

16. AGAR SECTION 2 (ACCOUNTING STATEMENTS) WAS COMPLETED BY THE CLERK AND FORWARDED TO THE INTERNAL AUDITOR ALONG WITH THE DOCUMENTS/RECORDS FOR THE YEAR 2022-2023. The Council now needs approve Section 2 prior to it being signed by the Chairman of the meeting and the Clerk.

17. FIXED ASSET LIST

PROPOSAL: that following the Council's review of the updated fixed asset list provided with the agenda, it confirms that it is accurate and complete.

18. ACTION PLAN 2023-2024 – review, revise and approve the Parish Council Action Plan for 2023-24.

19. RISK ASSESSMENT – review and approval of the Risk Management document and the Risk Management Policy.

20. COMMUNITY ENGAGEMENT – Open Gardens on Sunday 11th June - update

21. COMMUNITY COMMUNICATION

- a. Review of newsletter delivery responsibilities – to agree revised responsibilities for distribution of paper newsletters
- b. Replacement newsletter editor – update
- c. Google Analytics replacement
PROPOSAL: that the Clerk requests that Vision ICT switch the Council's analytics tool to Analytics GA4 at a cost of £40.00 plus VAT

22. ROAD SAFETY

- a. Reduction of limit on Willington Road to 30 mph – update
- b. Assessment of speed limit on Chapel Lane – update
- c. Installation of mirrors on Willington Lane to enable traffic exiting Boothsdale to better see vehicles travelling from Kelsall – update
- d. Speeding on the road between Willington Hall and Willington Corner – update
- e. Provision of a grit bin on Tirley Lane by Dial House - discussion.

23. FAST FIBRE PROVISION - update

24. WILLINGTON ENVIRONMENT AND TASK FORCE

- a. Task Force Plans – update
- b. Schedule of work for the trees on the Green – update
- c. Litter picking rota - to review and update.

25. SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

- a. Staffing Committee Terms of Reference
PROPOSAL: that the Staffing Committee be made up of three Councillors and that the quorum be two.
PROPOSAL: that the sample Terms of Reference provided with the agenda are revised to reflect adoption by Willington PC and submitted to the next PC meeting for approval.
- b. Documents for review. The Clerk has reviewed them and is recommending the actions noted.

26. CLERK'S REPORT/CORRESPONDENCE

27. FINANCIAL MATTERS.

- a. Payments between meetings.
- b. Payments to be authorised:
- c. Direct Debits. To note that the payments that have been made by DD:
- d. Management Accounts – review and approve the final accounts for FY 2022-23.
- e. Review of the cash book and bank statements.
To note the outcome of the review of the accounts and cashbook for March and April 2023.

28. ITEMS OF INTEREST FOR NEXT AGENDA

29. DATE OF NEXT MEETING

The next meeting of Willington Parish Council is currently scheduled for Tuesday 25th July at 19:30 at Willington Hall.

PROPOSAL: that the next meeting be held on Tuesday 1st August 2023 to permit the Clerk to attend.

END OF DOCUMENT