

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL
ON TUESDAY 23rd MAY 2023**

PRESENT:

Councillor James Abbott
Councillor Stuart Ingram
Councillor John Lindsay
Councillor Rob Merrick (Vice-Chairman)
Councillor A Nicholas (Chairman)

IN ATTENDANCE: R Winterbourne – Clerk to the Parish Council, Borough Councillor Tom Cooper.

23/001 ELECTION OF CHAIRMAN FOR THE COMING YEAR

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

23/002 DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN) - Councillor Nicholas signed the Acceptance of Office.

23/003 APOLOGIES

Borough Councillor Ted Lush.

23/004 ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR

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

23/005 APPOINTMENTS TO COMMITTEES & WORKING GROUPS OF THE PARISH COUNCIL

RESOLVED: that the Staffing Committee comprise Andrew Nicholas, Rob Merrick and Stuart Ingram.

RESOLVED: that the Task Force working group is led by Councillor James Abbott for 2023-24.

RESOLVED: that the Open Gardens working group is led by Councillor James Abbott for 2023-24.

23/006 APPOINTMENTS TO OUTSIDE ORGANISATIONS

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

23/007 COUNCILLOR RESPONSIBILITIES. Management of the defibrillator: Councillor Nicholas.

23/008 COUNCILLOR ACCEPTANCE OF OFFICE - the Clerk confirmed that all Parish Councillors had completed and signed their Declaration of Acceptance of Office.

23/009 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

23/009.1 New Written Requests for Dispensations

There were no new requests.

23/009.2 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.

23/009.3 Councillors' Declarations of Interest

Councillors were reminded that they must complete their Member's Declaration of Interests within 28 days of their becoming members of the Parish Council.

23/010 OPEN FORUM

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

23/011 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

23/012 REPORT ON OPEN FORUM

Councillor Tom Cooper introduced himself to the Parish Council and provided an update on CWaC's response to his enquiry regarding the state of the local roads.

23/013 MINUTES OF MEETINGS

Minutes of the meeting of the full Council held on 28th March 2023

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

23/014 REPORT ON ACTIONS ARISING FROM THE MEETING ON 28th MARCH 2023

23/014.1 Ownership of the Green

Councillor Nicholas informed the Council that discussions regarding ownership and maintenance of the Green were still continuing with CWaC. It was noted that should the Parish Council fail to secure ownership, it should consider other options to 'protect' the Green. .

23/014.2 Replacement of the Willington Corner phone box

The Clerk provided an update. CWaC require a 'method of works' prior to any work beginning.

23/014.3 Artificial Xmas tree for the Green

The Clerk provided an update.

23/014.4 Verges and Hedges

RESOLVED: that the Clerk contact CWaC Highways regarding scheduling the remedial to the verges at the top of Chapel Lane.

RESOLVED: that the Clerk contact Willington Estate regarding the sandstones on the verge at Manor Farm.

RESOLVED: that the Clerk contact the owners of the property on Chapel Lane regarding the removal of the large stone outside their rear gate.

23/014.5 Willington Interpretation Board

Councillor Lindsay provided an update.

23/014.6 The new bench on the Green

Councillor Nicholas provided an update.

23/015 PLANNING MATTERS

23/015.1 New Planning Applications - 23/01460/FUL: Honey Pot Cottage, Rough Low, Delamere, Northwich CW6 0PG, rear two storey extension.

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

23/015.2 Previous Applications - the status of outstanding applications and of recently approved applications was noted.

It was noted that following an e-mail based consultation, a 'No Comments' response was submitted to CWaC on 4.5.2023 regarding *23/01050/FUL – South View, Willington Road, Delamere CW6 0ND - Single storey side & rear extension.*

23/015.3 Notes

23/015.3.1 Residents' concerns regarding potential breaches of planning conditions and environmental regulations at the site between our Cat Lane End and Highcroft on Willington Road.

It was noted that CWaC Planning Enforcement have concluded their analysis and informed the Parish Council and relevant residents of their conclusions.

RESOLVED: the Parish Council take no further action regarding this matter unless the situation changes significantly.

23/016 ACCOUNTS AND AUDIT YEAR TO 31st MARCH 2023

23/016.1 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.

23/016.2 Internal Auditor AGAR Report. The completed report (p.4 of the AGAR 2022/23) which was made available prior to the meeting was noted.

23/016.3 The variances in the accounts between 2021-22 and 2022-23 which were made available prior to the meeting were noted.

23/017 AGAR SECTION 1 - ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW

The Annual Governance Statement for the year ending 31st March 2023 which was made available 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.

23/018 AGAR SECTION 2 ACCOUNTING STATEMENTS

The Accounting Statements for the year ended 31st March 2023 which were made available 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 2022-2023.

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

23/019 FIXED ASSET LIST

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

23/020 ACTION PLAN 2023-24

The Action Plan for 2023-24 was reviewed; changes and assignments to each action were agreed.

RESOLVED: that Cllr Nicholas update the Action Plan and send it to the Clerk for circulation.

23/021 RISK ASSESSMENT– the Risk Management Policy and the Risk Management document were reviewed and approved.

23/022 COMMUNITY ENGAGEMENT – the Clerk provided an update on the Village Gardens Open Day on 11th June 2023.

23/023 COMMUNITY COMMUNICATION

23/023.1 Newsletter delivery schedules – the schedule was reviewed and updates agreed.

23/023.2 Replacement newsletter editor – a request for volunteers will be published in the May 2023 newsletter.

23/023.3 Google Analytics Replacement

RESOLVED: that the Clerk requests that Vision ICT switch the Council's analytics tool to Analytics GA4 at a cost of £40.00 plus VAT.

23/024 ROAD SAFETY

23/024.1 Reduction of the speed limit on Willington Road to 30 mph – the lack of an implementation date was discussed.

RESOLVED: that the Clerk contact CWaC Highways to expedite implementation.

23/024.2 Assessment of the speed limit on Chapel Lane – the speed limit assessment has confirmed that Chapel Lane and Gooseberry Lane are suitable for a 20 mph limit. No further progress will be made until the reduction of the limit on Willington Road to 30 mph is completed.

23/024.3 Installation of a traffic mirror on Willington Road at bottom of Boothsdales – the Clerk stated that BHIB had confirmed that the Parish Council's liability insurance will provide cover for any claims made against the PC as a result of installing such a mirror.

Councillor Lindsay confirmed that the owner of the land where the mirror is likely to be sited will permit the mirror installation on their land.

RESOLVED: that Councillor Lindsay research options for mirrors and installation, and costs.

23/024.4 Speeding on the section of road between Willington Hall and Willington Corner – Councillor Nicholas provided an update.

23/024.5 Provision of a grit bin on Tirley Lane by Dial House – was discussed. It appears that the site of the proposed bin is in the parish of Delamere and Oakmere.

RESOLVED: that the Clerk contact the residents involved to confirm where they pay their precept to.

23/025 WILLINGTON ENVIRONMENT AND TASK FORCE

23/025.1 Task Force Plans – no update was available.

23/025.2 Tree maintenance on the Green – Councillor Nicholas confirmed that no work will be done before the Autumn and is then dependent on the outcome of the 'ownership of the Green'.

23/025.3 Litter picking rota – this was discussed.

RESOLVED: that Clerk ask for volunteers in the May 2023 newsletter.

23/026 STAFFING COMMITTEE

RESOLVED: that the Committee be made up of three Councillors and that the quorum be two.

RESOLVED: that the sample Terms of Reference provided with the agenda are revised to reflect adoption by Willington PC and submitted to the next Parish Council meeting for approval.

23/027 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
Standing Orders	Y	Y	-	March 2023	March 2024	No changes required
Financial Standing Orders	Y	Y	-	Nov 2022	July 2024	Changes are accepted
Complaints	Y	y	-	????	May 2024	No changes required
Email & Address Contact Privacy Notice (GDPR)	Y	Y	-	May 2021	May 2024	No changes required.
GDPR Information Data Protection Policy	Y	Y	-	May 2021	May 2024	No changes required.

Media Policy	Y	Y	-	May 2021	May 2024	No changes required.
Personal Data Management & Audit Policy	Y	Y	-	May 2021	May 2024	No changes required.

23/028 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
- Police and Crime Commissioner bulletins.

23/029 FINANCIAL MATTERS.

23/029.1 Payments between meetings.

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

Payee	Supplier and Detail	Amount Paid
Jane Lowthion	Expenses - poppy display (fy 2022-23)	£34.96
NMC D & P	Newsletter printing (fy 2022-23)	£32.00
ChALC	Subs 2023-24	£85.84
HMRC	PAYE Jan 2023 to March 2023	£163.00
R Winterbourne	Clerk salary April 2023	£201.78
R Winterbourne	Clerk Expenses for April 2023	£24.98
Andrew Nicholas	Expenses (new bench and defib batteries)	£710.00

23/029.2 Cheque Payments – the following payments were approved.

Payee	Supplier and Detail	Amount To Be Paid
JDH Business Services	Internal Audit Fee 2022-23	£228.00
R Winterbourne	Clerk salary May 2023	£257.36
R Winterbourne	Clerk Expenses for May 2023	£28.84
Willington Hall	Annual Village Meeting Teas & Coffees	£118.50

23/029.3 Direct Debits

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

- Sage One Payroll – April 2023. Paid 16th April 2023 - £8.40
- Sage One Payroll – May 2023. Paid 16th May 2023 - £8.40
- Information Commissioners Office. Paid 14th March 2023 - £35.00

23/029.4 Management Accounts

RESOLVED: that the management accounts for the financial year 2022-23 be approved.

23/029.5 Review of the cash book and bank statements.

Councillor Lindsay has reviewed the cash book and bank statements for March and April 2023. No issues were found.

23/030 ITEMS OF INTEREST FOR NEXT AGENDA

- re-establishing a Parish Council Facebook page
- installing the AED at Willington Hall
- revisions to the litter picking schedule.

23/031 DATE OF NEXT MEETING

RESOLVED: that the next meeting be held on Tuesday 1st August 2023 at 19:30 at Willington Hall rather than Tuesday 25th July.

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Chairman's Signature Dated.....