

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 23RD MAY 2017**

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

IN ATTENDANCE: Parish Council Clerk – Mr M Hassall

APOLOGIES: None

17/016 ELECTION OF CHAIRMAN

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

17/017 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Grimshaw signed the Declaration of Acceptance of Office.

17/018 ELECTION OF VICE CHAIRMAN

RESOLVED: that Councillor Tyson-Jones be appointed Vice Chairman for the coming year.

17/019 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL

PLANNING COMMITTEE

All Councillors.

17/020 APPOINTMENTS TO OUTSIDE ORGANISATIONS

17/020.1 Neighbours of Willington

Named contact with the Neighbours of Willington group for meetings and events

Councillor Tyson-Jones

17/020.2 Village Design Statement Steering Group

Councillor Lowthion

17/021 COUNCILLOR RESPONSIBILITIES

Management of Defibrillator

Councillor Nicholas

Councillor Nicholas said that it would be helpful if someone else was prepared to take on the role of training.

RESOLVED: that the next training session be arranged later in the year.

A decision was not taken on who would arrange the training session.

17/022 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS

17/022.1 New Written Requests for Dispensations

There were no new requests.

17/022.2 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. No such declarations were made.

17/022.3 Members Declarations

Members were reminded that they should check that their Members Declaration of Interests were up to date

17/023 OPEN FORUM

As there were no members of the public present the meeting was not adjourned for the Open Forum.

17/024 MINUTES OF THE MEETING HELD ON 25TH APRIL 2017

RESOLVED: that the minutes of the meeting held on 25th April 2017 be signed by the Chairman as a correct record.

17/025 REPORT ON ACTIONS ARISING FROM THE MEETING ON 25TH APRIL 2017 NOT COVERED BY THE AGENDA

There were no items under this heading.

17/026 PLANNING MATTERS

17/026.1 Planning Applications

There were no applications to examine.

17/026.2 Notices

There were no notices.

17/026.3 OTHER

Councillor Grimshaw reported that he had written to the Enforcement Officer regarding Planning Approval 15/01783/FUL, Storage Shed, Willington Road asking him to ensure that there were no breaches of planning approval and conditions. He had followed it up with a letter to the leader of the Borough Council complaining about the slow response from the Enforcement Officer.

17/027 ACTION PLAN

Councillor Lowthion reported that overall the Action Plan was on target. The planned walk around the Parish Boundaries was likely to take place in the Autumn. The demographic breakdown of the Parish, originally circulated to Councillors on 11th January 2017, would be forwarded to Councillor Lowthion following the meeting.

17/028 LOCAL COUNCIL AWARD SCHEME

The meeting noted that all the policies and guidelines on the website needed to show a review date.

RESOLVED: (17/028.1) that a review date be added to the following:

Complaints Procedure – Approved March 16

Publication Scheme – Approved March 16

Media Policy – Approved April 16

Training Statement – Approved March 17

RESOLVED: (17/028.2) that the above be reviewed on a two year basis with the review dates showing the same month each year, May, in order that Council could look at all those due for a review at the same meeting.

RESOLVED: (17/028.3) that the agenda and minutes of the Annual Parish Meetings be added to the website.

RESOLVED: (17/028.4) that Councillor responsibilities approved earlier in the meeting be added to the website.

17/029 VILLAGE DESIGN STATEMENT

The Steering Group consisting of Mr Simon Walker, Mr Ian Dingwall, and Councillor Lowthion had met. It had been agreed that Mr Dingwall would lead on landscape and Mr Walker would lead on architecture.

17/030 HIGHWAYS/STREETSCENE/SIGNAGE

17/030.1 Gooseberry Lane Sign

Highways had been asked to provide a new sign in May 2016 and on 23rd August 2016 they had confirmed that the order had been placed on 27th May 2016. On 28th April 2017 Highways had apologised for the delay stating that an employee who had recently left the employment of Cheshire West and Chester Council had not ordered the sign but had made an entry in Highways books saying that he had ordered it. A new sign was being ordered.

17/030.2 Signage

17/030.2.1 Finger Post

Rights of Way had stated that they were still waiting for the quote to come in.

17/030.2.2 Parish Signage

The Clerk had spoken with Highways and had followed the call with a further e-mail. It appeared that the e-mail sent to Highways in March 2017 had not been picked up and passed to the correct person.

17/031 NEIGHBOURS of WILLINGTON

The Neighbours of Willington group had requested the following:

- a. a small grant from Council to cover prizes for children at their event to be held on 9th July 2017
- b. that the event be covered by Council insurance
- c. that leaflets for the event be printed and paid for by Council

RESOLVED: (17/031.1) that a grant of £30.00 be approved.

As the NoW group did not have a bank account they would purchase the prizes and reclaim the expenditure from Council.

RESOLVED: (17/031.2) that the event be covered by Council Insurance provided that the event met the requirements of Councils insurance policy.

The Clerk was asked to check with Came and Company whether the event could be covered by Council's Insurance, and if so whether it would be necessary for an appropriate written risk assessment to be undertaken by the NoW.

RESOLVED: (17/031.3) that the Clerk arrange for the leaflets to be printed and that Council meet the cost of printing.

17/032 DOG FOULING

It was thought that more dog waste bins were required in the Parish and Councillor Nicholas provided the meeting with a draft sign that could be displayed encouraging dog owners to clean up after their dogs.

RESOLVED: (17/032.1) to pursue both suggestions.

RESOLVED: (17/032.2) to place a dog fouling sign on the noticeboard

17/032 PC PROJECTOR

RESOLVED: (17/032.1) that Councillor Nicholas obtain a quote for the purchase of a projector which would enable Council to show paperwork for meetings on a large screen.
RESOLVED: (17/032.2) that Councillor Tyson-Jones ask Willington Hall whether they had a projector which could be used/hired for meetings.

17/033 STATE OF LITTLE SWITZERLAND

Concerns were raised regarding the poor state of Little Switzerland.
 There was also discussion regarding a bench which was situated on land thought to be owned by Mr M Hardy. It was not known who, if anyone, owned the bench.

RESOLVED: (17/033.1) that Councillor Grimshaw visit the local resident who owned the land to ask for it to be tidied up

RESOLVED: (17/033.2) by three votes to two not to attempt to adopt the bench.

17/034 FIRE HYDRANTS IN THE PARISH

The fire brigade had been called out to deal with a fire close to Willington Hall and had travelled to Boothsdale to re fill its tanks from the hydrant. Councillor Grimshaw had written asking why the vehicle needed to travel to Boothsdale and whilst a response had been received it did not fully answer the query.

RESOLVED: that Councillor Grimshaw continue the dialogue with the fire brigade.

17/035 CLERK'S REPORT/CORRESPONDENCE

The following had been forwarded to Councillors:

- a. Cheshire Association of Local Councils e-bulletins
- b. Cheshire Association of Local Councils – Parish Forum – Police Issues – 13th June 2017

17/036 FINANCIAL MATTERS

17/036.1 Cheque Payments

RESOLVED: that the following payments be authorised

Payee	Detail	Amount to be Paid
Mr J Grimshaw	Reimbursement of Expenditure water proof colour enlargement of the Parish map from Hobb's of Watergate St Chester	18.00
Tarvin Methodist Church	Printing	31.20
Willington Hall Hotel	Refreshments for Annual Parish Meeting	55.00
JDH Business Services Ltd	Internal Audit Year to March 2017	105.00
Payroll	May 2017	149.14

17/036.2 Direct Debit

The meeting noted that the following payment had been made by direct debit:
 Sage One – Payroll – May 2017 – Paid 18th May 2017 £6.00

17/036.3 Internal Audit Report

The report completed by the Internal Auditor was examined and agreed.

17/036.4 Annual Governance Statement

The Annual Governance Statement was read, completed, and signed by the Chairman and the Clerk.

17/036.5 Accounting Statements

The Accounting Statements for the year ended 31st March 2017 were approved and signed by the Chairman and by the Clerk confirming that the return represented fairly the financial position of the Council.

17/037 DATE OF NEXT MEETING – Wednesday 28th June 2017 – Willington Hall Hotel – 7.30pm

Chairman's Signature Dated.....