

WILLINGTON PARISH COUNCIL

Clerk: Mike Hassall, Roy Cottage, Townfield Lane, Tarvin CH3 8EG

Telephone: 01829 741075

E-mail: ClerkWillington@aol.com

NOTICE OF MEETING

MEETING: WILLINGTON PARISH COUNCIL
DAY/DATE/TIME: TUESDAY 23RD JANUARY 2018 – 7.30PM
VENUE: WILLINGTON HALL HOTEL

AGENDA

1. APOLOGIES AND REASONS FOR ABSENCE

2. 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

3. **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)

4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 28TH NOVEMBER 2017

5. REPORT ON ACTIONS FROM THE MINUTES OF THE MEETING HELD ON 28TH NOVEMBER 2017 NOT COVERED BY THE AGENDA

- a. **Speeding** (Previous Minute 17/100.1)
- b. **Trees** (Previous Minute 17/100.2)
- c. **Local Council Award Scheme** (Previous Minute 17/102)
- d. **Hedge** (Previous Minute 17/107)

6. PLANNING MATTERS

a. APPLICATIONS

The following Planning Applications will be examined along with any others received up to the day of the meeting:

None to date

b. NOTICES

16/03468/FUL – Conversion of existing redundant farm buildings into two residential units – Manor Farm, Willington Road - **PERMISSION**

7. ACTION PLAN

The following draft Action Plan is for consideration by Council:

Key Areas	Objectives	Lead person	By when
Parish Council			
	Identify the training needs of councillors and find appropriate training	All	April'18
	Seek a local person to train as parish clerk	All	Ongoing
	To assess and draw up plans for projects as identified by the local community	All	May'18

Community engagement			
	Continue to liaise with and support the group Neighbours of Willington	Pat	Ongoing
	Organise a walk around the parish boundary	John	October '18
	Arrange community work parties	John	Ongoing as necessary
	Carry out at least 2 public consultations	Jane	Aug and Nov '18
	Issue at least 4 newsletters	John	May, August, November and Feb
	Encourage members of the public to attend council meeting and bring issues of concern to the attention of councillors	All	Ongoing
	Engage with local people on identifying knowledge of the history of Willington	Pat	Ongoing
	Keep our notice board, web site and facebook page, up to date and interesting	All	Ongoing
Infrastructure			
	Support the group that is drawing up the village design statement	Jane	Ongoing
	Pursue the road lining at the bottom of Chapel Lane	John	August'18
	Ensure our footways and footpaths are kept and maintained to a safe standard	John	Ongoing
Welfare			
	Explore the possibility of setting up a lunch club for single elderly residents to socialise	John	October '18
	To identify any residents who wish to be trained on how to use the defibrillator and arrange the training	Andrew	As per Andrews action plan

8. BUDGET

The following draft budget has been prepared for consideration by Council. In recommending this budget, which means another year of no increase in the Parish precept, it is noted that General Reserves exceed the amount required to meet any emergency or unforeseen expenditure. In the circumstances should any budget prove to be inadequate Council would be able to draw on its reserves without detriment to the overall Parish finances.

Item	Actual	Budget	Budget
	Year to	Year to	Year to
PAYMENTS	Mar-17	Mar-18	Mar-19
Staff Salaries including Employers Costs	2,460	2,260	2,282
Staff Light and Heat Allowance	0	0	0
Staff/Councillor Travel	50	50	45

Postage	8	20	20
Telephone	0	0	0
Office Supplies, Maint of Computer, Website	309	250	250
Subscriptions	110	80	80
Insurance	274	280	300
Audit Fee	105	150	120
Room Hire Meetings	0	0	0
Newsletter/Annual Report/Other Printing	72	200	200
Payroll Software	53	60	72
Training	161	300	300
General Costs	83	100	100
Special Projects	875	650	825
Total Payments	4,560	4,400	4,594
RECEIPTS			
Precept	4,314	4,400	4,517
Bank Interest	2	0	2
Grants	1,500	0	0
VAT	249	0	75
Other	100	0	0
Total Receipts	6,165	4,400	4,594
Cash at Bank	5,666.59		
General	4,566.59		
Grant	1,000.00		
Fete - Designated	100.00		

9. HIGHWAYS/STREETSCENE/SIGNAGE

a. Parish Signage

The quotation for the three signs amounted to £1,875.00 plus VAT. Highways have requested payment with the order. The Clerk has asked Highways to provide an invoice showing a breakdown of the cost between the three Councils.

b. Dog Waste Bin

Update

10. LOCAL PLAN PART TWO LAND ALLOCATIONS AND DETAILED POLICIES PUBLICATION DRAFT CONSULTATION

Does Council wish to comment on the consultation?

11. BEST KEPT VILLAGE COMPETITION 2018

Paperwork providing details of the competition has previously been forwarded to Councillors. Does Council wish to enter the competition?

12. LIGHT FOR THE EX-TELEPHONE BOX

13. NEWSLETTER

The next newsletter is due to be published in February 2018

14. CLERK'S REPORT/CORRESPONDENCE

14.1 E-Mail Correspondence

The following have been forwarded to Councillors via e-mail and not shown elsewhere on the agenda – listing these items below provides Council with the opportunity to comment on them:

- Cheshire Association of Local Councils E-bulletins
- Cheshire West and Chester Council – Draft Community Assets Framework Consultation

c. Cheshire West and Chester Council – Local Boundary Review Update

d. Information Commissioners Office - update

14.2 Webinar

The Clerk will be attending a Webinar on 23rd January 2018, led by PKF Littlejohn LLP, the new External Auditor for Council.

15. FINANCIAL MATTERS

a. Payments to be authorised

b. Direct Debit

To note that the following payments have been made by direct debit:

Sage One – Payroll – December 2017 – Paid 16th December 2017 £7.20

c. Management Accounts

Management Accounts for the 9 months to 31st December 2017 are as follows:

	Actual 9 Months to 31 Dec 17	Budget Year to Mar 18
RECEIPTS		
Precept	4,400.00	4,400
Bank Interest	1.06	0
Other	0.00	0
TOTAL RECEIPTS	4,401.06	4,400
PAYMENTS		
Staff Salaries including Employers Costs	1,430.40	2,260
Staff Light and Heat Allowance	0.00	0
Staff/Councillor Travel	0.00	50
Telephone	0.00	0
Postage	0.00	20
Office Supplies + Maint of Computers	228.50	250
Subscriptions	74.90	80
Audit Fees	87.50	150
Insurance	280.00	280
Payroll Software	51.20	60
General	49.81	100
Newsletter/Annual Report/Other Printing	129.80	200
Special Projects	195.01	650
Training	129.98	300
TOTAL PAYMENTS	2,657.10	4,400
Cash at Bank 31 December 2017	7,353.37	

d. Cash Book

Report from Councillor Lowthion

16. **DATE OF NEXT MEETING** – Tuesday 27th February 2018 – Willington Hall Hotel – 7.30pm

Mike Hassall

Clerk

17th January 2018

THE PRESS AND PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING