

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 28TH MARCH 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: Cheshire West and Chester Councillor J Leather

**16/172 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS,
AND DISPENSATIONS**

16/172.1 New Written Requests for Dispensations

There were no new requests.

16/172.2 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. Councillor Tyson-Jones declared a “Family, Friend, or Close Associate Interest” in Minute 16/175.2.

No other declarations were made.

16/173 OPEN FORUM

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

16/174 MINUTES OF THE MEETING HELD ON 28TH FEBRUARY 2017

RESOLVED: that the minutes of the meeting held on 28th February 2017 be signed by the Chairman as a correct record.

**16/175 REPORT ON ACTIONS ARISING FROM THE MEETING ON 28TH FEBRUARY
2017 NOT COVERED BY THE AGENDA**

16/175.1 Updated Map of the Parish (Previous Minute 16/168)

A copy of the updated map had been forwarded to Councillors

16/175.2 Website Training (Previous Minute 16/160.2)

Vision ICT Ltd had confirmed that the cost of the training would be £75.00. Mr Jones would be arranging a convenient date/time with Vision ICT Ltd after discussion with Councillor Grimshaw.

16/176 PLANNING MATTERS

16/176.1 Planning Applications

There were no applications to examine.

16/176.2 NOTICES

There were no notices

16/177 ACTION PLAN

16/177.1 Training Needs of Councillors

The training programme issued by the Cheshire Association of Local Councils had previously been circulated to Councillors. There was a discussion regarding the training needs of Councillors during which Councillor Tyson-Jones stated that she would like to attend a Chairmanship 1 session but would be unavailable on the date shown on the 2017 training programme.

16/177.2 Link between NoW and Parish Council

The meeting noted that the link between the Neighbours of Willington and the Parish Council had been achieved.

16/177.3 Public Consultations

Councillor Lowthion stated that she would prepare a questionnaire to go out with the next newsletter. It was suggested that the questionnaire might include questions along the line of whether residents valued the newsletter and noticeboard.

16/177.4 Seeking a Local Person to train as a Parish Clerk

RESOLVED: to publicise this in the next newsletter.

16/177.5 Defibrillator Training

Councillor Nicholas reported that:

16/177.5.1 between 7 and 10 residents had expressed an interest in attending the next training session.

16/177.5.2 Tattenhall First Aiders had said that they were happy to take the training equipment kit from Council (Previous Minute 16/150)

16/178 SIGNAGE

16/178.1 Finger Post (Previous Minute 16/164.1)

A quotation was awaited from Highways

16/178.2 Parish Signage (Previous Minute 16/164.3)

A response was awaited from Highways

16/179 VILLAGE DESIGN STATEMENT

RESOLVED: (16/179.1) that Mr Ian Dingwall be a member of the Steering Group.

RESOLVED: (16/179.2) that Councillor Lowthion represent Council on the Steering Group.

RESOLVED: (16/179.3) that Councillor Nicholas invite a local resident whose name was suggested by Councillors.

16/180 LOCAL COUNCIL AWARD SCHEME

RESOLVED: that the following policies be approved:

16/180.1 Disciplinary and Grievance Procedure

16/180.2 Training Statement

Copies of the policies are attached to the minutes at Appendix 1 and 2

16/181 HIGHWAYS/STREETSCENE

16/181.1 Condition of road along Willington Lane (from John Street junction along the length of Hall Wood) (Previous Minute 16/167.1)

Highways had said that they would fill the pot holes in the very near future.

16/181.2 Deep “Gutters” in the verge above the “German Wall” at Rough Low (Previous Minute 16/167.2)

A response was awaited from Highways. The meeting noted that part of a car bumper was in the verge of the road.

16/181.3 Willington Road (Previous Minute 16/167.3)

The grid at the edge of the road which had been completely blocked had been cleared by Highways.

16/182 NEIGHBOURHOOD PLAN UPDATE

The meeting noted that the result of the referendum was 576 votes in favour of Cheshire West and Chester Council using the Neighbourhood Plan for Kelsall and Willington to help it decide planning applications in the Neighbourhood Plan Area, 25 votes against, and one abstention.

16/183 RISK ASSESSMENT/STATEMENT ON INTERNAL CONTROL/INSURANCE REVIEW

16/183.1 Risk Assessment.

RESOLVED: that the risk assessment document attached to the minutes be approved after the sentence under “Financial controls and records” was amended to read “The cash book and bank statements are checked by a nominated Councillor on a quarterly basis and reported to Council.”

16/183.2 Statement on Internal Control.

RESOLVED: that the draft statement of internal control document attached to the minutes be approved.

16/183.3 Insurance Review.

RESOLVED: that the existing cover met the requirements of the Council.

16/184 PENSIONS REGULATOR

A letter had been received from the Pensions Regulator reminding Council that the staging date for automatic enrolment was 1st October 2017

RESOLVED: that the Clerk seek to recommend a pension scheme and begin the declaration of compliance

16/185 BT TELEGRAPH POLE (Previous Minute 16/136.1)

Highways had said that if Council was unhappy with the general response from BT in January 2017 a formal complaint could be lodged with the BT Pole Objection Team. The Clerk reported that he had made a formal complaint as suggested. The letter of complaint had been acknowledged and a further response was awaited.

16/186 CLERK’S REPORT/CORRESPONDENCE

The following had been forwarded to Councillors:

- a. Cheshire Association of Local Councils e-bulletins
- b. Cheshire West and Chester Council – Household Waste Recycling Centre changes
- c. Electoral Review of Cheshire West and Chester: Warding Arrangements

16/187 FINANCIAL MATTERS

16/187.1 Cheque Payments

RESOLVED: that the following payments be authorised

Payee	Detail	Amount to be Paid
Payroll	March 2017	149.14
Mr M Hassall	McAfee Software Subscription £89.99. Postage July 16 to March 17 £5.68	95.67

HMRC	PAYE and Nat Insce January to March 2017	111.80
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16/187.2 Direct Debit

The meeting noted that the following payment had been made by direct debit:

Sage One – Payroll – March 2017 – Paid 16th March 2017 £6.00

16/188 Audit Year to March 2017

The meeting noted that the Council records would be delivered to Sandbach for the Internal Auditor on Thursday 27th April and collected on Wednesday 10th May 2017. They would then need to be approved by Council at the meeting on 23rd May 2017 and sent to the External Auditor before 5th June 2017.

16/189 DATE OF NEXT MEETING – Tuesday 25th April 2017 – Willington Hall Hotel – immediately following the Annual Parish Meeting

RESOLVED: (16/189.1) that Councillor Lowthion compose a flyer for Councillors to deliver to all residents to encourage them to attend the Annual Parish Meeting

RESOLVED: (16/189.2) that Willington Hall be asked to provide tea, coffee, and biscuits for the meeting.

Chairman's Signature Dated.....

Appendix 1

Disciplinary and Grievance Procedures

Willington Parish Council Disciplinary and Grievance Procedures apply to staff employed by the Parish Council. They exist to ensure that problem areas in the work place are solved in a professional expeditious manner and with as much assistance and fairness as possible.

Disciplinary Procedure

1. Purpose of the Procedure

The Council's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the Council's rules or acceptable standards are breached.

2. The Principles

- This procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case, and be represented or accompanied by a fellow employee of your choice.
- You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.
- You have a right to appeal against any disciplinary action taken against you.
- The procedure may be implemented at any stage of your alleged misconduct warrants such action.
- If you request, you have the right to be accompanied at a disciplinary hearing by a fellow worker or trade union official.

3. Informal discussions

Before taking formal disciplinary action, the Council will make every effort to resolve the matter by informal discussions with you. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

4. First warning

If conduct or performance is unsatisfactory, you will be given a written warning or performance note. Such warnings will be recorded, but disregarded after six further

months of satisfactory service. You will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where a matter is sufficiently serious – for example because it is having, or is likely to have, a serious harmful effect on the Council, it may be considered necessary to move directly to a final written warning.)

5. Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement or change results within six months, you may be subject to dismissal. Unless dismissal involves gross misconduct, employees will receive a period of notice, or payment in lieu.

6. Discipline and dismissal procedure

If facing dismissal or action short of dismissal such as loss of pay - the following minimum statutory procedure will be followed:

- You will receive a written note setting out the allegation and the basis for it
- A meeting will be held to consider and discuss the allegation
- You will be given a right of appeal, including an appeal meeting
- You will be reminded of your right to be accompanied at any meetings.

7. Gross misconduct

If after investigation, it is confirmed that you have committed an offence of the following nature (the list is not exhaustive) the normal consequence will be dismissal without notice or payment in lieu of notice – theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination.

Whilst alleged gross misconduct is being investigated, you may be suspended, during which time you will be paid your normal rate of pay. Any decision to dismiss you will be taken by the Council only after full investigation.

8. Appeals

If you wish to appeal against any disciplinary decision, you must appeal, in writing, within five working days of the decision being communicated to you by the Council. Independent members who were not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible.

Where appropriate, the opportunity for mediation will be put forward at any stage of a disciplinary procedure.

Grievance Procedure

1. Introduction

It is the Council's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2. Informal discussions

If you have a grievance about your employment you should communicate this either verbally or in writing to the Council. In the case of the Clerk to the Council the line manager will be the Chair of the council unless the complaint is about the chair in which case another member can be identified to handle the clerks concerns. We hope that the majority of concerns will be resolved at this stage.

3. Grievance procedure

If you feel that the matter has not been resolved through informal discussions, you may raise the matter formally with the Council.

You will be invited to attend a meeting to discuss the grievance and be notified in writing of the decision. You have the right to be accompanied by an employee representative or trade union representative at all grievance meetings.

You will be given the right to appeal against the decision.

4. Appeals

Any appeal will be considered by members of the Council who were not involved in the original hearing, and who will decide the case as impartially as possible.

Where appropriate, the opportunity for mediation will be put forward at any stage of a grievance procedure.

Appendix 2

TRAINING STATEMENT OF INTENT

Willington Parish Council is committed to providing a formal training strategy. This ensures that staff and councillors are trained to the highest standard and kept up to date with new legislation. To support this, funding is allocated to a training budget each year.

TRAINING NEEDS

The types of training will often differ between the Clerk and the Councillors. However, all are entitled to:

- Equality of opportunity in all aspects of their development
- An induction programme into their own roles and the workings of the Council
- An understanding of the objectives and direction of the council
- An understanding of the contribution that is expected of them.

Training will include formal training courses, briefings and seminars and conferences such as those provided by the Society of Local Council Clerks (SLCC), National Association of Local Clerks (NALC), and Cheshire Association of Local Council (ChALC).

All new Councillors when joining receive an information pack which includes:

- The Good Councillors Guide
- Meetings timetable
- Code of Conduct
- Standing Orders
- Financial Standing Orders
- Copy of policies

They are also expected to attend a training course run by ChALC on basic induction or roles and responsibilities.

IDENTIFYING TRAINING NEEDS

The training needs for staff will be identified through an annual appraisal. Training needs will also become apparent as a result in changes in legislation, new equipment etc. The Clerk will notify Councillors of appropriate training/briefing sessions. A Chairman will be expected to undertake appropriate training in chairmanship as provided by ChALC.

RESOURCING TRAINING

An allocation is made in the budget each year for training both staff and members. The amount is reviewed annually. The Parish Council subscribes to ChALC in order to receive regular up-dates on matters relevant to local government and attend their bespoke training courses.

MEASURING THE IMPACT OF TRAINING

All councillors who attend training are expected to report back to the full Council meetings verbally, and if necessary, in writing with an appropriate form of report on training attended for relevance, content and appropriateness.

RECORD OF TRAINING

A record of training is kept by Council in order to record and monitor all training.