

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 23RD JANUARY 2018**

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

IN ATTENDANCE: Parish Council Clerk – Mr M Hassall

APOLOGIES: Councillor A Nicholas (family commitment)
Cheshire West and Chester Councillor J Leather

**17/115 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS,
AND DISPENSATIONS**

17/115.1 New Written Requests for Dispensations

There were no new requests.

17/115.2 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.

17/116 OPEN FORUM

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

17/117 MINUTES OF THE MEETING HELD ON 28TH NOVEMBER 2017

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

**17/118 REPORT ON ACTIONS ARISING FROM THE MEETING ON 28TH NOVEMBER
2017 NOT COVERED BY THE AGENDA**

17/118.1 Speeding (Previous Minute 17/100.1)

PCSO Ryan Reid had reported that on the occasions that he had carried out speed checks he hadn't seen anyone speeding. He had since been asked to carry out checks on weekdays between 7-9am and 4-7pm.

17/118.2 Trees (Previous Minute 17/100.2)

The meeting noted that the landowner did not have a programme to check trees on a regular basis.

RESOLVED: that Councillors report any trees that they were concerned about at any time in the future to Cheshire West and Chester Council.

17/118.3 Local Council Award Scheme (Previous Minute 17/102)

The application had been completed. Cheshire Association of Local Councils had recommended some minor amendments including Council adopting the Model Standing Orders produced by the National Association of Local Councils.

RESOLVED: that the Clerk produce a copy of the Model Standing Orders, with appropriate amendments made for a Council the size of Willington, for consideration at the next meeting.

17/118.4 Hedge (Previous Minute 17/107)

Highways had stated that in their opinion the hedge was not in a bad enough condition for them to either cut the hedge or write to the landowner. The meeting did not accept the conclusion reached by Highways

RESOLVED: that Councillors Lowthion and Tyson-Jones take photographs of the hedge and forward them to the Clerk who would forward them to Highways and request that the matter be considered again.

17/118.5 Annual Parish Meeting (Previous Minute 17/108.2)

Andrew Hull, Chair Sandstone Ridge Trust, had agreed to attend the meeting to talk about the Ridge and their work. He had requested the use of a digital projector and screen.

17/119 PLANNING MATTERS

17/119.1 Planning Applications

There were no applications to examine.

17/119.2 Notices

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

17/120 ACTION PLAN

RESOLVED: that the following Action Plan for the coming year be approved:

Key Areas	Actions	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

17/121 BUDGET YEAR TO MARCH 2019

RESOLVED: (17/121.1) that the number of Council meetings held during the year be an agenda item at the next meeting with consideration being given to reducing the number from 10 to 6

RESOLVED: (17/121.2) that a picnic table on the Green be an agenda item at the next meeting

RESOLVED: (17/121.3) that the draft budget prepared by the Clerk be approved and that Council request a budget requirement of £4,517.00

17/122 HIGHWAYS/STREETSCENE/SIGNAGE

17/122.1 Parish Signage

The quotation for the three signs amounted to £1,875.00 plus VAT and Highways had requested payment with the order.

RESOLVED: (17/122.1.1) that the quotation be approved

RESOLVED: (17/122.1.2) that payment be made on receipt of the invoice

17/122.2 Dog Waste Bin

The Gooseberry Lane residents had stated that they did not want a dog waste bin close to their properties.

RESOLVED: to seek views of residents regarding the positioning of a bin via the next newsletter.

17/123 LOCAL PLAN PART TWO LAND ALLOCATIONS AND DETAILED POLICIES PUBLICATION DRAFT CONSULTATION

RESOLVED: not to comment on the consultation

17/124 BEST KEPT VILLAGE COMPETITION 2018

RESOLVED: not to enter the 2018 competition

17/125 LIGHT FOR THE EX-TELEPHONE BOX

The light was not working.

RESOLVED: that Councillor Nicholas be asked to ask North West Responders whether they could help to resolve the problem

17/126 NEWSLETTER

A number of possible articles were suggested, and Councillors were asked to forward them to the Clerk by 31st January 2018.

17/127 CLERK'S REPORT/CORRESPONDENCE

17/127.1 The following had been forwarded to Councillors via e-mail:

- a. Cheshire Association of Local Councils e-bulletins
- b. 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

17/127.2 Webinar

The meeting noted that the Clerk had attended a Webinar on 23rd January 2018 which had been led by PKF Littlejohn LLP, the new External Auditor for Council.

17/128 FINANCIAL MATTERS

17/128.1 Cheque Payments

RESOLVED: that the following payments be authorised

Payee	Detail	Amount to be Paid
Mr M Hassall	Payroll December 2017 and January 2018	301.00
HMRC	PAYE Qtr. To 31st December 2017	112.80
Mr M Hassall	Clerks Expenses Postage – April to December 2017 £5.60 HP Instant Ink December 2017 £1.99	7.59

17/128.2 Direct Debit

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

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

17/128.3 Management Accounts.

Management Accounts for the 9 months to 31st December 2017 were presented and accepted

17/128.4 Cash Book

Councillor Lowthion reported that she had received the cash book and bank statements from the Clerk. She had studied them and was happy that all transactions had been made in accordance with Council approval. The monthly bank statements had been signed to confirm that the work had been done.

17/129 DATE OF NEXT MEETING – Tuesday 27th February 2018 – Willington Hall Hotel – 7.30pm

Chairman's Signature Dated.....

Chairman's Initial