

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 28TH JULY 2015**

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

IN ATTENDANCE: 3 Members of the Public
Parish Council Clerk – Mr M Hassall
Cheshire West and Chester Councillor H Deynem

APOLOGIES: Cheshire West and Chester Councillor J Leather

**15/043 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS,
AND DISPENSATIONS**

15/043.1 New Written Requests for Dispensations

There were no new requests.

15/043.2 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.

15/044 OPEN FORUM

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

15/045 PARISH COUNCIL MEETING

RESOLVED: that the meeting be reconvened.

15/046 REPORT ON OPEN FORUM

15/046.1 Cathy Boyd had given a presentation on Snow Angels which had been followed by a question and answer session.

15/046.2 PCSO Ryan Reid had introduced himself as the new PCSO covering the Kelsall and Tarvin Wards

15/047 MINUTES OF THE MEETING HELD ON 30TH JUNE 2015

RESOLVED: that the minutes of the meeting held on 30th June 2015 be signed by the Chairman as a correct record

15/048 REPORT ON ACTIONS ARISING FROM THE MEETING ON 30TH JUNE 2015

15/048.1. Risk Assessment and Management (Previous Minute 15/020.1)

RESOLVED: (15/048.1.1) that the attached document be approved with an item on Display Screen Equipment to be added by the Clerk

RESOLVED: (15/048.1.2) that Borough Councillor Deynem be asked to forward a Risk Register and Assessment template document to the Clerk

15/048.2 Planning Committee Terms of Reference (Previous Minute 15/020.2)

RESOLVED: that the following Terms of Reference be approved:

1. The Planning Committee:

- a. will consist of all Councillors
 - b. will only meet when it is necessary to examine a Planning Application outside a normal Council meeting
 - c. is authorised to comment on Planning Applications on behalf of the full Council
2. All Planning Committee meetings will:
- a. be advertised on the noticeboard
 - b. be open to members of the public
 - c. produce minutes for the next full Council meeting

15/048.3 Co-option of New Councillor (Previous Minute 15/021.2)

The Clerk had written to the unsuccessful candidate on 3rd July 2015

15/048.4 Resurfacing of Car Park (Previous Minute 15/039)

Councillor Grimshaw had not purchased some limestone to repair the surface of the car park. He had concluded that far more maintenance was required and he was in the process of obtaining estimates.

15/048.5 Dog Bags

Following the previous meeting Ms Sarah Dobbins, Cheshire West and Chester Council, had ordered a supply of dog bags which had been delivered to the Chairman.

RESOLVED: (15/048.5.1) that each Councillor take a supply of bags for distribution as and when required

RESOLVED: (15/048.5.2) that Councillor Nicholas study the types of sizes of bins available to see whether the ones within the Parish needed to be changed

15/049 PLANNING MATTERS

15/049.1 Planning Applications

RESOLVED: that the following comments be made on the planning applications submitted

15/03020/FUL - Extensions (alternative scheme to previous planning permission 14/05320/FUL) - Forest Side, Waste Lane, Kelsall

Comment: Whilst Council has no objection to the proposal there is a concern regarding overlooking, mainly due to the amount of glazing

15/049.2 NOTICES

The following notice had been received:

15/01783/FUL - Demolition of existing sheds and replacement with one multi-purpose storage building - Land Adjacent Cat Lane End, Willington Road, Delamere -

PERMISSION

15/050 LOCAL GOVERNMENT (TRANSPARENCY REQUIREMENTS) REGULATIONS 2015

It was still unclear how soon grants would be available to implement the regulations which came into force earlier in the month. The purpose of the grant would be to enable smaller Councils to move online and publish financial and other information as required by the new regulations. It was expected that the grant would cover the purchase of a computer, scanner, broadband access, training, and possibly the initial cost of a website.

RESOLVED: that the Clerk be authorised to apply for a grant as soon as it was available to enable Council to meet the new regulations

The meeting noted that Ward Members Grants were available and a computer for a new Council would probably be an eligible and appropriate item for an application

15/051 CONSIDERATION OF FINANCIAL STANDING ORDERS

RESOLVED: that the Financial Standing Orders prepared by the Clerk be approved. A copy of the document is attached to the minutes.

15/052 NEIGHBOURHOOD PLAN

The Chairman had forwarded all the relevant documents to update Councillors via e-mail. He reported that the Steering Group meeting scheduled for 29th July had been postponed and that when the meeting was rescheduled he was hoping to attend.

15/053 MOBILE LIBRARY

Councillor Tyson-Jones reported that she had been in contact with the mobile library which still operated from its Weaverham base. It was hoped that the library would visit Willington every 4 weeks starting from 7th August 2015

15/054 BETTER COMMUNITY COHESION

The meeting noted the presentation on the Snow Angel scheme given in the Open Forum

RESOLVED: that Councillor Lowthion provide Council with the results of the Parish Plan questionnaire previously completed by Willington residents. At that point Council would consider further the possible introduction of the scheme.

15/055 BANK ACCOUNTS

The meeting noted that the bank accounts (one current and one deposit) had been opened by National Westminster Bank and the paying in and cheque books had been received.

RESOLVED: that the Clerk apply for telephone and online banking, with the online banking restricted to checking balances at the present time.

15/056 APPOINTMENT OF INTERNAL AUDITOR

RESOLVED: that this item be left until the next meeting.

15/057 NEWSLETTER

15/057.1 The updated draft newsletter was circulated.

RESOLVED: that a short article on the Parish Plan be added

15/057.2 Councillor Tyson-Jones reported that she was making progress with an information booklet for Willington and hoped to have a draft available for the next meeting

15/058 LITTER PICKING

15/058.1 The meeting noted that Highways had agreed to provide litter pickers and bags once a date was agreed by Council

15/058.2 Equipment (Previous Minute 15/037.1)

Councillor Lowthion reported that the litter pickers and yellow jackets were at Willington Fruit Farm

15/059 CLERK'S REPORT/CORRESPONDENCE

The following had been forwarded to Councillors:

a. Invitation to meet with the Police and Crime Commissioner for Tarvin – Tarvin Community Centre – Thursday 30th July 2015

RESOLVED: that Councillor Tyson-Jones represent Council

b. Cheshire Association of Local Councils Newsletter – June 2015

- c. Note of introduction from the new PCSO Ryan Reid and e-mail from Pc Steve Trow
- d. Cheshire Association of Local Councils – Annual General Meeting – Middlewich Civic Hall – 29th October 2015 – Councillors Grimshaw and Lowthion expressed an interest in attending and Councillor Grimshaw stated that he would prepare a motion for the meeting
- e. Cheshire Association of Local Councils – Chairmanship 2 Training Session – Tarvin – 9th September 2015
- f. Cheshire Association of Local Councils – Community Energy

15/060 FINANCIAL MATTERS

15/060.1 Cheque Payments

RESOLVED: that the following payments be authorised –

Payee	Detail	Amount to be Paid
Came and Company	Insurance Year to July 2016	265.00
Cheshire Association of Local Councils	Training – Councillor Grimshaw – Chairmanship June 2015 £30.00 Subscription Fee £51.35	81.35

15.060.2 Precept

The meeting noted that the precept of £4,255.00 had been received

15/061 DATE OF NEXT MEETING – Tuesday 25th August 2015 – 7.30pm – Willington Hall Hotel

15/062 RESOLUTION – “That in view of the confidential nature of the business about to be transacted under minute 15/063, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw”

15/063 STAFF EMPLOYMENT MATTERS

RESOLVED: that the Clerk and Chairman draw up and sign a Contract of Employment for the Clerk.

Chairman’s Signature Dated.....