

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 22ND MAY 2018**

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

IN ATTENDANCE: Parish Council Clerk – Mr M Hassall

APOLOGIES: Councillor J Lowthion
Cheshire West and Chester Councillor H Deynem
Cheshire West and Chester Councillor J Leather

18/001 ELECTION OF CHAIRMAN

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

18/002 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Grimshaw signed the Declaration of Acceptance of Office.

18/003 ELECTION OF VICE CHAIRMAN

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

**18/004 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH
COUNCIL**

PLANNING COMMITTEE

All Councillors.

18/005 APPOINTMENTS TO OUTSIDE ORGANISATIONS

18/005.1 Neighbours of Willington

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

Councillor Tyson-Jones

18/005.2 Village Design Statement Steering Group

Councillor Lowthion

18/006 COUNCILLOR RESPONSIBILITIES

Management of Defibrillator

Councillor Nicholas

**18/007 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS,
AND DISPENSATIONS**

18/007.1 New Written Requests for Dispensations

There were no new requests.

18/007.2 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.

18/007.3 Members Declarations

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

18/008 OPEN FORUM

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

18/009 MINUTES OF THE MEETING HELD ON 27TH MARCH 2018

RESOLVED: that the minutes of the meeting held on 27th March 2018 be signed by the Chairman as a correct record.

18/010 REPORT ON ACTIONS ARISING FROM THE MEETING ON 27TH MARCH 2018 NOT COVERED BY THE AGENDA

18/010.1 Planning Application 18/01078/FUL (Previous Minute 17/153)

The Planning Officer had confirmed that the floor space of the extensions remained the same, but changes had been made to the roof.

18/010.2. Picnic Table (Previous Minute 17/156)

The picnic table had been ordered on 2nd May and delivery was expected on 23rd May 2018.

18/011 PLANNING MATTERS

18/011.1 Planning Applications

There were no applications for consideration.

18/011.2 Notices

18/01078/FUL – Single storey and first floor rear extension (re-submission of 17/03616/FUL) – Willington Mill - **PERMISSION**

18/012 ACTION PLAN

No specific training needs were requested by Councillors.

18/013 REVIEW OF POLICIES/PROCEDURES

RESOLVED: that the following documents be approved without amendment:

Complaints Procedure

Publication Scheme

Media Policy

18/014 VILLAGE DESIGN STATEMENT

18/014.1 The meeting noted that the Cheshire Wildlife Trust did have some wildlife recorded within the Parish. Councillor Lowthion had placed an order and the meeting noted that the invoice would be slightly higher than £55.00 as Councillor Lowthion had needed to request a search and citations.

18/014.2 The draft Village Design Statement had been publicised via the newsletter and Council's website.

It was thought that there were a large number of statements regarding new development which could be confusing and that some of the recommendations may need to be made clearer.

RESOLVED: to consider the document in more detail at a meeting when Councillor Lowthion was present.

18/015 HIGHWAYS/STREETSCENE

18/015.1 Parish Boundary Signs

The three boundary signs had been installed.

18/015.2 Existing Dog Waste Bin (Previous Minute 17/157.1)

The Clerk had not received any correspondence from the resident.

RESOLVED: that Council treat the matter as being closed

18/015.3 Proposed New Dog Waste Bin (Previous Minute 17/157.2)

There hadn't been any response to the article in the newsletter so there appeared to be nowhere to house a new bin which would be satisfactory to residents.

RESOLVED: not to purchase a new dog waste bin

18/015.4 Grit Bin (Previous Minute 17/157.3)

Immediately prior to the meeting the resident had confirmed that she was happy for a green bin to be installed within her curtilage. The Clerk would be forwarding options to her regarding the size of the bin during the next few days and once that had been agreed the grit bin would be ordered

18/015.5 White Line at Chapel Lane/Willington Road Junction (Previous Minute 17/157.4)

Highways had been unable to trace the paperwork regarding the white line.

RESOLVED: that the Clerk arrange an onsite meeting for Councillors to meet with Highways

18/016 LOCAL COUNCIL AWARD SCHEME

The Assistant Chief Officer had recently left the Cheshire Association of Local Councils. Councillors and the Clerk had since learnt that she had not forwarded Council's application to the panel before leaving.

RESOLVED: that the Clerk continue to liaise with the Cheshire Association until the matter was resolved.

18/017 CHESHIRE COMMUNITY ACTION

RESOLVED: to become members of Cheshire Community Action provided that the subscription was £20.00 or under.

18/018 ROAD BETWEEN THE TWO ENTRANCES TO WILLINGTON HALL

Complaints continued to be received from a local resident about the poor state of the road and the speed of traffic.

RESOLVED: that the Clerk ask Borough Councillor Leather to help to find a solution to the problems.

18/019 GENERAL DATA PROTECTION REGULATIONS

18/019.1 Data Protection Officer.

The meeting noted that the Government had tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

18/019.2 Personal Data Management and Audit Policy

RESOLVED: that the draft policy prepared by the Clerk be approved.

18/019.3 Information and Data Protection Policy

RESOLVED: that the draft policy prepared by the Clerk be approved

18/019.4 E-Mail and Address Contact Privacy Notice

RESOLVED: that the draft document prepared by the Clerk be approved

The meeting noted that whilst legislation did not specifically say it Councillors were advised to use an e-mail address for Council work that no one else had access to.

18/020 REVIEW OF STANDING ORDERS AND FINANCIAL STANDING ORDERS

RESOLVED: to review these documents in more detail at the next meeting.

18/021 COUNCIL MEETINGS YEAR TO MARCH 2019 PLUS DATE OF NEXT ANNUAL MEETING OF THE COUNCIL

RESOLVED: that Council meetings be held on the following dates:

July	24
September	25
November	27
January	22
March	25
May	14

18/022 INSURANCE RENEWAL

Council Insurance was due for renewal on 14th July 2018. A long-term agreement had been approved by Council on 30th June 2015 so alternate quotations would not be obtained.

RESOLVED: that the premium be paid as soon as it became due.

18/023 CLERK'S REPORT/CORRESPONDENCE

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

- a. Cheshire Association of Local Councils e-bulletins
- b. Cheshire Police – meeting with the Police and Crime Commissioner – Tuesday 8th May 2018 – 6.30pm – Police Headquarters Winsford
- c. Vision ICT – GDPR Update

18/024 FINANCIAL MATTERS

18/024.1 Cheque Payments

RESOLVED: (18/024.1.1) that the following payments be authorised

Payee	Detail	Amount to be Paid
Cheshire Association of Local Councils	Subscription Fee – Year to March 2019	77.04
Tarvin Methodist Church	Printing Newsletters February 2018 and May 2018	23.40
JDH Business Services Ltd	Internal Audit Year to March 2018	109.20
Marmax Recycling Products	Picnic Bench	491.40
Mr M Hassall	Re-imbursement of Expenditure Postage Jan to April 18 £3.40 HP Ink – January to April 18 £12.96	16.36
Payroll	April and May 2018	301.20

RESOLVED: (18/024.1.2) that the invoice from Cheshire Wildlife Trust be paid when received and due.

RESOLVED: (18/024.1.3) that the Clerk investigate item 18/018 and that the subscription be paid if appropriate.

RESOLVED: (18/024.1.4) that the invoice from Willington Hall for refreshments for the Annual Parish Meeting be paid on receipt.

18/024.2 Direct Debits

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

Sage One – Payroll – April 2018 – Paid 16th April 2018 £7.20

Sage One – Payroll – May 2018 – Paid 16th May 2018 £7.20

18/024.3 Internal Audit Report

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

18/024.4 Annual Governance Statement (Section 1)

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

18/024.5 Accounting Statements (Section 2)

The Accounting Statements for the year ended 31st March 2018 were approved and signed by the Chairman of the meeting and by the Clerk confirming that the return represented fairly the financial position of the Council.

18/024.6 Neighbours of Willington

RESOLVED: that Council meet the cost of fliers publicising a picnic on the Green to be held on 8th July 2018

18/025 DATE OF NEXT MEETING – Tuesday 24th July 2018 – Willington Hall Hotel – 7.30pm

18/026 RESOLUTION – “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw” (personal data, staff conditions of employment)

18/027 CONSIDERATION OF STAFF SALARY REVIEW

The National Joint Council for Local Government Services had approved a 2% increase on the Pay Scales for 2018/19 from 1st April 2018.

RESOLVED: (18/027.1) that the increase be given with effect from 1st April 2018

RESOLVED: (18/027.2) that the Clerk be paid an extra four hours for additional work undertaken regarding the General Data Protection Regulations.

Chairman's Signature Dated.....