

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 22ND MAY 2018 – to be held immediately following the Annual Parish Meeting (approx. 8.00pm)

VENUE:

WILLINGTON HALL HOTEL

AGENDA

1. **ELECTION OF CHAIRMAN FOR THE COMING YEAR**
2. **DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN)**
3. **ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR**
4. **APOLOGIES AND REASONS FOR ABSENCE**
5. **APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL**
6. **APPOINTMENTS TO OUTSIDE ORGANISATIONS**
 - a. Neighbours of Willington
 - b. Village Design Statement Steering Group
7. **COUNCILLOR RESPONSIBILITIES**

Management of Defibrillator
8. **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
 - c. Annual reminder to all Councillors that before the next meeting they should check that their Members Declaration of Interests is up to date
9. **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)
10. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 27TH MARCH 2018**
11. **REPORT ON ACTIONS FROM THE MINUTES OF THE MEETING HELD ON 27TH MARCH 2018 NOT COVERED BY THE AGENDA**
 - a. Planning Application 18/01078/FUL (Previous Minute 17/153)
The Planning Officer confirmed that the floor space of the extensions remained the same but changes had been made to the roof.
 - b. Picnic Table (Previous Minute 17/156)
The picnic table was ordered on 2nd May and delivery is expected on 23rd May 2018
12. **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**

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

c. **OTHER**

13. **ACTION PLAN**

Update

14. **REVIEW OF POLICIES/PROCEDURES**

Policies, procedures, and guidelines are reviewed on a regular basis. The following are now due for review: Complaints Procedure, Publication Scheme, Media Policy

15. **VILLAGE DESIGN STATEMENT**

Update

16. **HIGHWAYS/STREETSCENE/SIGNAGE**

a. Parish Boundary Signs

To note that the three boundary signs have been installed.

b. Existing Dog Waste Bin (Previous Minute 17/157.1) - Update.

c. Proposed New Dog Waste Bin (Previous Minute 17/157.2) - Update.

d. Grit Bin (Previous Minute 17/157.3) - Update.

e. White Line at Chapel Lane/Willington Road Junction (Previous Minute 17/157.4) - Update.

17. **LOCAL COUNCIL AWARD SCHEME**

Update.

18. **CHESHIRE COMMUNITY ACTION**

To consider becoming members of Cheshire Community Action

19. **ROAD BETWEEN THE TWO ENTRANCES TO WILLINGTON HALL**

Review: Complaints continue to be received about the poor state of the road and the speed of traffic

20. **GENERAL DATA PROTECTION REGULATIONS**

a. To note that the Government has 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.

b. To consider the draft Personal Data Management and Audit Policy prepared by the Clerk.

c. To consider the draft Information and Data Protection Policy document prepared by the Clerk.

d. To consider the draft E-Mail and Address Contact Privacy Notice document prepared by the Clerk.

21. **REVIEW OF STANDING ORDERS AND FINANCIAL STANDING ORDERS**

Update.

22. COUNCIL MEETINGS YEAR TO MARCH 2019 PLUS DATE OF NEXT ANNUAL MEETING OF THE COUNCIL

PROPOSAL – that Council meetings are held on the following dates:

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

23. INSURANCE RENEWAL

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

PROPOSAL: that the premium is paid as soon as it is due.

24. CLERK'S REPORT/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:

- 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

25. FINANCIAL MATTERS

a. Payments to 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-imbursment of Expenditure Postage Jan to April 18 £3.40 HP Ink – January to April 18 £12.96	16.36

b. Direct Debit.

To note that the following payments have 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

c. Accounts Year to March 2018

1. Comments by Internal Auditor on Year to March 2018

2. Section 1 has been completed by the Clerk. Council needs to confirm that Council can say “yes” to each of the statements. The form will then be completed and signed by the Chairman of the meeting and the Clerk.

Section 2 was completed by the Clerk and forwarded to the Internal Auditor along with all the documents/records used during the year. It now needs to be approved by Council and signed by the Chairman of the meeting and the Clerk.

26. **DATE OF NEXT MEETING** – Tuesday 24th July 2018 – Willington Hall Hotel – 7.30pm

27. **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)

28. **STAFF SALARY REVIEW**

a. Consideration of Salary Review

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

Mike Hassall

Clerk

17th May 2018

THE PRESS AND PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING