

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 25TH SEPTEMBER 2018**

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
Cheshire West and Chester Councillor H Deynem

**18/047 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS,
AND DISPENSATIONS**

18/047.1 New Written Requests for Dispensations

There were no new requests.

18/047.2 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 other declarations were made.

18/048 OPEN FORUM

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

18/049 MINUTES OF THE MEETING HELD ON 24TH JULY 2018

RESOLVED: that the minutes of the meeting held on 24th July 2018 be signed by the Chairman as a correct record.

RESOLVED: that the Clerk ascertain whether names of Cheshire West and Chester Council employees could be named in Parish Council minutes.

**18/050 REPORT ON ACTIONS ARISING FROM THE MEETING ON 24TH JULY 2018
NOT COVERED BY THE AGENDA**

Road between the two entrances to Willington Hall (Previous Minute 18/018)

Borough Councillor Leather had raised the matter with the Head of Highways and he had requested it to be evaluated, but probably for next year's programme.

RESOLVED: that the Clerk write to Rock Farm asking whether anything could be done from their property to improve road safety

18/051 PLANNING MATTERS

18/051.1 Planning Applications

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

18/03235/FUL - Single storey and first floor rear extension - Willington Mill

Comment: No objection but must be matching bricks

18/051.2 Notices

18/02357/FUL - Construction of new outbuilding to accommodate garage and accommodation ancillary to the main house - Pebble Cottage, Willington Road, Willington - **PERMISSION**

18/02627/FUL - Two storey extension to side elevation and single storey extension to rear elevation – Heathfield, Chapel Lane, Willington - **PERMISSION**

The meeting noted that the application had been amended after Council had commented on it, but Cheshire West and Chester Council had not consulted again.

RESOLVED: that the Clerk ask why Council had not been consulted on the amended application.

18/052 ACTION PLAN

The meeting reviewed the Action Plan and noted that overall it remained on target.

18/053 VILLAGE DESIGN STATEMENT

The meeting noted with some disappointment that there had been no responses from residents on the Village Design Statement consultation. Councillor Lowthion hoped that the document would be tidied up during the next couple of months and available for printing by the next Council meeting.

18/054 LAMP POST – GOOSEBERRY LANE

The meeting noted that the light had been transferred to the new post. The resident accepted what was in place and so no further action was required.

18/055 HIGHWAYS/STREETSCENE/SIGNAGE

18/055.1 Grit Bin

A response was still awaited.

18/055.2 White Line at the end of Chapel Lane

Highways had completed the work.

18/055.3 Signage Willington/Utkinton outside Tirley Garth

The resident at Tirley Garth had raised concerns regarding the positioning of the sign. An onsite meeting had been held with Highways in attendance and it had been agreed to move the sign further along the road and closer to the Parish Boundary. Tirley Garth had kindly agreed to fund the work.

18/055.4 Condition of the trees on the Green

RESOLVED: that the Clerk ask the Borough Councillor Tree Officer to meet with Councillor Grimshaw to consider the safety of some of the trees.

18/056 KELSALL MEDICAL CENTRE CONSULTATION

A document from Kelsall Medical Practice Patient Participation Group had been forwarded to Councillors. The meeting noted the contents. It was considered that individual responses from Councillors would be more appropriate than one response from Council.

18/057 NOTICEBOARD MAINTENANCE

A quotation of £200.00 plus VAT had been received for maintenance to the noticeboard. Councillor Grimshaw had informed the contractor that the charge was excessive. He had spoken with a local resident and it had been agreed that the resident's son would carry out

the work with support from his father. Councillor Grimshaw had purchased the following materials: Barretine Premier Wood Preserver- 1 Litre Golden Brown, £10.25
Osmo UV Protection Oil Extra Clear 420 - 750 ml. £20.77, a total of £31.02.
The work had been completed and the meeting was delighted with the work that had been done.

RESOLVED: that the Clerk write a letter of thanks to the resident who had carried out the work and that a donation of £60.00 be approved.

18/058 REVIEW OF STANDING ORDERS AND FINANCIAL STANDING ORDERS

18/058.1 Draft updated standing orders had been circulated to Councillors.

RESOLVED: that the new document be approved.

18/058.2 The Clerk reported that he would provide draft updated Financial Standing Orders for the next meeting.

18/059 NEWSLETTER

The next newsletter was due to be published in November 2018. Councillors were asked to let the Clerk have any articles by the end of October 2018.

18/060 CLERK'S REPORT/CORRESPONDENCE

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

- a. Cheshire Association of Local Councils e-bulletins
- b. Cheshire Association of Local Councils – Code of Conduct Training 11th September 2018

The Clerk had attended the training on behalf of Council

18/061 FINANCIAL MATTERS

18/061.1. Cheque Payments

RESOLVED: that the following payments be authorised

Payee	Detail	Amount to be Paid
PKF Littlejohn LLP	External Audit Year to March 2018	240.00
Mr Alistair Bailey	Donation to cover Noticeboard Maintenance	60.00
Cheshire Association of Local Councils	Code of Conduct Training September 2018	35.00
Mr J Grimshaw	Reimbursement of Expenditure Re Noticeboard	31.02
Payroll	August and September 2018	307.30
HMRC	PAYE and Nat Insce July to September 2018	115.20

18/061.2 Direct Debits

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

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

Sage One – Payroll – September 2018 – Paid 17th September 2018 £7.20

18/061.3 Payments due before the November 2018 Council meeting

RESOLVED: that the Clerk be authorised to approve any invoices with Councillors and that appropriate payments be made before the next meeting

18/061.4 External Audit

The External Audit had been completed and the Annual Return had been returned to the Clerk. No issues had been raised. The Completed Annual Return was presented to Council.

RESOLVED: that the Annual Return including the certificate signed by the External Auditor be approved and accepted by Council

18/062 DATE OF NEXT MEETING – Tuesday 27th November 2018 – Willington Hall Hotel – 7.30pm

18/063 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)

18/064 EMPLOYMENT OF THE CLERK TO THE COUNCIL.

The Clerk reported that he wished to stand down from his position as Clerk to the Council although he did not formally tender his resignation.

RESOLVED: that appropriate steps be taken to employ a new Clerk as soon as practically possible whilst following Standing Orders and Employment Legislation

Chairman's Signature Dated.....