

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 22ND JANUARY 2019**

PRESENT: Councillor J Grimshaw (Chairman)
Councillor J Lowthion
Councillor A Nicholas

IN ATTENDANCE: 1 Member of the Public
Parish Council Clerk – Mr M Hassall

APOLOGIES: Councillor P Tyson-Jones (out of the area on the day of the meeting)
Councillor R Penk (unwell)
Cheshire West and Chester Councillors J Leather and H Deynem

**18/080 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS,
AND DISPENSATIONS**

18/080.1 New Written Requests for Dispensations

There were no new requests.

18/080.2 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.

18/081 OPEN FORUM

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

18/082 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

18/083 REPORT ON OPEN FORUM (This minute was not reported to Council in the formal meeting. It is a record of the items raised in the Open Forum)

No issues had been raised in the Open Forum.

18/084 MINUTES OF THE MEETING HELD ON 27TH NOVEMBER 2018

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

**18/085 REPORT ON ACTIONS ARISING FROM THE MEETING ON 27TH NOVEMBER
2018 NOT COVERED BY THE AGENDA**

18/085.1 Wooden Finger Post (Previous Minute 18/068.2.2)

The wooden finger post had been installed.

18/085.2 PCSO Sue Keers (Previous Minute 18/068.3)

PCSO Sue Keers had been unable to attend the meeting as she was on annual leave. The Clerk had invited her to attend the March 2019 meeting.

18/085.3 Road between the two entrances to Willington Hall (Previous Minute 18/070.2)

The residents who had attended the previous Council meeting had forwarded their concerns in writing to the Clerk who had forwarded them to Highways.

Highways had inspected the problem on 4th December 2018 and had scheduled the work to be carried out.

RESOLVED: that the Clerk provide the residents with an update.

18/085.4 Grit Bin (Previous Minute 18/075)

The grit bin had been delivered on Tuesday 15th January 2019.

18/085.5 Trees on the Green (Previous Minute 18/070.1)

The work to remove the deadwood and hanging branches from the ash tree had been completed.

18/086 PLANNING MATTERS

18/086.1 Planning Applications

There were no applications for consideration.

18/086.2 Notices

There were no notices

18/087 ACTION PLAN

RESOLVED (18/087.1): 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 Clerk and find appropriate training	All	July 19
	To look to co-opt new Councillors following the May election should it be necessary	All	July 19
	To engage with new ward Councillor(s)	All	June 19
Community engagement			
	Continue to liaise with and support the group Neighbours of Willington		Ongoing
	Organise a walk around the parish boundary again		June 19
	Arrange community work parties		Ongoing as necessary
	Carry out at least 2 public consultations		Aug and Nov 19
	Issue at least 4 newsletters		May, August, November and Feb
	Encourage members of the public to attend council meetings and bring issues of concern to the attention of councillors	All	Ongoing
	Engage with local people on identifying knowledge of the history of Willington		Ongoing

	Keep our notice board, web site and facebook page, up to date and interesting	All	Ongoing
Infrastructure			
	Enlist residents who are willing to pick litter in their area		Ongoing
	Continue to press for further speed reduction measures along Willington Road and Chapel Lane		Ongoing
	Ensure our footways and footpaths are kept and maintained to a safe standard		Ongoing
Welfare			
	Engage effectively with new PCSO	All	Ongoing
	To identify any residents who wish to be trained on how to use the defibrillator and arrange the training		As per Andrews action plan

RESOLVED (18/087.2): that “Lead Person” names be added to the Action Plan following the May 2019 election

18/088 BUDGET

The following budget had been prepared for consideration by Council. As the figures stood there would be no increase in the Parish precept. The General Reserves exceeded the amount required to meet any emergency or unforeseen expenditure. In the circumstances should the budget prove to be inadequate Council would be able to draw on its reserves without detriment to the overall Parish finances.

The cost of the election to the Council would be either £181.00 (uncontested) or £547.50 (contested)

Item	Actual	Budget	Budget
	Year to	Yr. to	Yr. to
PAYMENTS	Mar-18	Mar-19	Mar-20
Staff Salaries including Employers Costs	2,258	2,282	2,350
Staff/Councillor Travel	0	45	45
Postage	6	20	20
Office Supplies, Maint of Computer, Website	355	250	200
Subscriptions	110	80	80
Audit Fee	88	120	290
Insurance	280	300	340
Payroll Software	69	72	84
General Costs	95	100	250
Newsletter/Annual Report/Other Printing	130	200	200
Special Projects	195	825	375
Election Cost	0	0	181

Training	130	300	300
Total Payments	3,716	4,594	4,715
RECEIPTS			
Precept	4,400	4,517	4,505
Bank Interest	2	2	10
VAT on Previous Years Purchases	108	75	200
Other	0	0	0
Total Receipts	4,510	4,594	4,715
Cash at Bank 31st March 2018	6,375.63		
Estimated Cash at Bank 31st March 2019	6,500.00		

RESOLVED: that the draft budget be approved, and that Council request a budget requirement of £4,505.00

18/089 VILLAGE DESIGN STATEMENT

RESOLVED: that a quotation of £299.00 from Neave Creative to print enough copies for all properties in the Parish be approved.

18/090 WILLINGTON FOOTPATH NO 7

Mid Cheshire Bridleways wished to get Footpath No 7 registered as a Bridleway and had approached the landowner who they considered had no objection to the continued use of the path by riders but appeared reluctant to dedicate the route officially as a public bridleway. They were asking the Parish Council to consider supporting the upgrading of this route and to discuss the matter further with the landowner.

Prior to the meeting there had been communication with the landowner by a couple of Councillors and the Clerk.

RESOLVED: that the Clerk inform Mid Cheshire Bridleways that Council had approached the landowner, that the matter had been considered, and Council understood the reservations expressed by the landowner.

18/091 NEWSLETTER

RESOLVED: that articles be written on the May 2019 parish election, projects for 2019/20, Village Design Statement, defibrillator training, and litter. Articles were requested by 31st January.

18/092 APPOINTMENT OF NEW CLERK

The meeting noted that the position was being advertised on the Cheshire Association of Local Councils website, Parish Council website, and Parish Noticeboard with a closing date of 28th January 2019.

18/093 CLERK'S REPORT/CORRESPONDENCE

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

- Cheshire Association of Local Councils e-bulletins
- Vision ICT – Re Operation London Bridge – Vision ICT wished to know whether Council wish to accept the offer of £35.00 plus VAT to amend the Council website during Operation London Bridge.

RESOLVED: not to accept the offer

18/094 FINANCIAL MATTERS

18/094.1. Cheque Payments

RESOLVED: that the following payments be authorised:

Payee	Detail	Amount to be Paid
Payroll	December 2018 and January 2019	307.30
HMRC	PAYE and Nat Insce October to December 2018	115.20

18/094.2 Direct Debits

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

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

Sage One – Payroll – January 2019 – Paid 16th January 2019 £7.20

18/094.3 Payments due before the March 2019 Council meeting

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

18/094.4 Management Accounts

Management Accounts for the 9 months to 31st December 2018 were presented and accepted

18/094.5 Cash Book

Councillor Lowthion reported that she had studied the cash book and bank statements 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.

18/095 DATE OF NEXT MEETING – Tuesday 26th March 2019 – Willington Hall Hotel – 7.30pm

18/096 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)

18/097 STAFF EMPLOYMENT AND TERMS AND CONDITIONS – NEW CLERK

RESOLVED: (18/097.1) that Councillors Grimshaw, Lowthion, and Nicholas be the interview panel with the present Clerk in attendance for all interviews resulting from the current advertisement

RESOLVED: (18/097.2) that the three named Councillors be authorised to appoint a new Clerk and through the present Clerk issue all paperwork necessary to enable the new Clerk to commence employment as soon as possible.

RESOLVED: (18/097.3) to approve a “changeover/training period” during which both the present and new Clerk would be employed at the same time, should the three named Councillors consider it to be in the best interest of the Parish.

The meeting noted that the present Clerk had indicated that he would be happy with this arrangement should it be considered appropriate.

Chairman’s Signature Dated.....