

WILLINGTON PARISH COUNCIL

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NOTICE OF MEETING

MEETING: WILLINGTON PARISH COUNCIL
DAY/DATE/TIME: TUESDAY 14TH MAY 2019 – to begin after the Annual
Village Meeting which starts at 7.30pm
VENUE: WILLINGTON HALL HOTEL

AGENDA

1. ELECTION OF CHAIRMAN FOR THE COMING YEAR

2. DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN)

3. APOLOGIES AND REASONS FOR ABSENCE

4. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR

5. APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL

Council has had one committee (the Planning Committee) during the last year. All Councillors have been members of the committee.

6. APPOINTMENTS TO OUTSIDE ORGANISATIONS

The following were the 2018/19 appointments:

a. Neighbours of Willington

Named contact with the Neighbours of Willington group for meetings and events - Councillor Tyson-Jones.

b. Village Design Statement Steering Group

Council representative Councillor Lowthion has been the named contact

7. COUNCILLOR RESPONSIBILITIES

Management of Defibrillator

Councillor Nicholas has been the named person.

8. DECLARATION OF OFFICE (COUNCILLORS)

To confirm that all Councillors have completed their Declarations.

9. 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 (new Councillors have received their forms for completion during the last few days)

10. **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)

11. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 26TH MARCH 2019**

12. **REPORT ON ACTIONS FROM THE MINUTES OF THE MEETING HELD ON 26TH MARCH 2019 NOT COVERED BY THE AGENDA**

a. **Clerk Training (Previous Minute 18/112)**

Update

b. **Purchase of copies of the document 'Local Councils Explained' (Previous Minute 18/111)**

Update

c. **Litter Picking and Equipment (Previous Minute 18/112)**

Update

13. **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**

18/03996/FUL - Front and side porch extensions, alterations to windows, insertion of rear dormer windows and alteration to the roof at the rear - Keepers Cottage, Willington Lane, Willington, Chester, Cheshire CW6 0HH – **PERMISSION**

c. **18/02357/FUL**

Construction of new outbuilding to accommodate garage and accommodation ancillary to the main house - Pebble Cottage, Willington Road, Willington (Originally considered at Planning Meeting March 4th 2019).

The Clerk raised planning enforcement complaint PL108397874 on 6th March 2019. We await a revised scheme to be submitted by the applicant showing the front section of the building lower in height.

d. **Consideration of apparent new access on the corner of Chapel Lane and Roughlow.**

Concerns had been expressed regarding the blind-corner location of the apparent new access, and the likelihood that there had been no access at that point for at least 20 years. The Clerk raised planning enforcement complaint PL108408397 on 6th March 2019. An update will be given at the meeting.

e. **Procedure for considering Planning Applications**

Consideration of the process from when the Clerk receives notification of the Planning Application to the point in the meeting when it is examined.

14. **ACTION PLAN**

The January 2019 Council Meeting agreed that 'Lead Person' names would be added to the Action Plan following the May 2019 election.

15. **ROAD CLASSIFICATIONS**

To consider whether the Council should approach CWaC Highways to get Roughlow and Chapel Lane 'classified' as B or C roads. They are currently unclassified roads.

16. **CHESHIRE COMMUNITY ACTION BEST KEPT VILLAGE COMPETITION**

Update.

17. ROAD BETWEEN THE TWO ENTRANCES TO WILLINGTON HALL

Review of what needs to be done and by whom.

18. BANK MANDATE

To review the bank mandate.

19. COUNCIL MEETINGS YEAR TO MARCH 2020 PLUS DATE OF NEXT ANNUAL MEETING OF THE COUNCIL

PROPOSAL – that Council meetings for the year 2019-2020 are held on the following Tuesdays:

July	23
September	24
November	26
January	28
March	24
May	26

20. INSURANCE RENEWAL

Council Insurance is due for renewal on 14th July 2019. A long-term agreement was approved by Council last year so alternate quotations will not be obtained.

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

21. SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

The following table shows that a number of documents are due to be reviewed. All these documents can be found on the website. The Clerk has looked at them and is recommending no amendments. However, if Council wishes to study them in detail it is suggested that this item be carried over to the next meeting.

Policy	Date Agreed	Date Last Reviewed	Next Review
Action Plan	27 February 2018	Reviewed at Meeting	every Council
Complaints Procedure	22 March 16	May 2018	May 2019
Email & Address Contact Privacy Notice (GDPR)	22 May 2018		May 2019
Financial Standing Orders	28 July 2015	Nov 2018	Nov 2020
GDPR Information Data Protection Policy	22 May 2018		May 2019
Media Policy	26 April 2016	May 2018	May 2019
Standing Orders	27 Feb 2018	September 2018	Sept 2022
Personal Data Management & Audit Policy	22 May 2018		May 2019
Publication Scheme	22 March 16	May 2018	May 2019
Training Policy	22 March 16	May 2018	May 2019

22. REPORT ON ANY ITEMS FROM THE ANNUAL MEETING OF THE PARISH

23. GOOD COUNCILLORS GUIDE

Are more copies of the 2018 edition of the Good Councillor's guide required?

24. OLD MINUTES

Proposal: that the Clerk deliver the paper copies of minutes from May 2015 to March 2019 to the Cheshire Record Office, Duke Street, Chester.

25. CLERK'S REPORT/CORRESPONDENCE

E-Mail Correspondence

The following have been forwarded to Councillors via e-mail and are not shown elsewhere on the agenda:

- a. Cheshire Association of Local Councils e-bulletins
- b. April and May 2019 newsletter from the Information Commissioner's Office
- c. Cheshire Police Alerts.
- d. Report from PCSO Sue Keers

26. FINANCIAL MATTERS.

- a. Payments between meetings
- b. Payments to be authorised:
- c. Direct Debits
- d. Payments due before the July 2019 Council Meeting
- e. Accounts Year to March 2019

27. DATE OF NEXT MEETING – Tuesday 23rd July 2019

Rob Winterbourne

Assistant Clerk

9th May 2019

THE PRESS AND PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING