

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 26TH MARCH 2019**

PRESENT: Councillor J Grimshaw (Chairman)
Councillor J Lowthion
Councillor R Penk

IN ATTENDANCE: 4 Members of the Public
Parish Council Clerk – Mr M Hassall
Cheshire West and Chester Councillor J Leather

APOLOGIES: Councillor P Tyson-Jones (holiday)
Councillor A Nicholas (family commitment)
Cheshire West and Chester Councillor H Deynem

**18/098 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS,
AND DISPENSATIONS**

18/098.1 New Written Requests for Dispensations

There were no new requests.

18/098.2 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.

18/099 OPEN FORUM

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

18/100 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

18/101 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)

18/101.1 A resident had indicated an interest in hearing an update on the road between the two entrances to Willington Hall.

18/101.2 Borough Councillor Leather had spoken about the Cheshire West and Chester Council post Brexit Policy

18/101.3 Borough Councillor Leather had thanked Councillors for the work that they had done over the last four years to establish and develop Willington as a Parish.

18/102 MINUTES OF THE MEETING HELD ON 22ND JANUARY 2019

RESOLVED: that the minutes of the meeting held on 22nd January 2019 be signed by the Chairman as a correct record.

**18/103 REPORT ON ACTIONS ARISING FROM THE MEETING ON 22ND JANUARY
2019 NOT COVERED BY THE AGENDA**

18/103.1 Road between the two entrances to Willington Hall (Previous Minute 18/085.3)

The Clerk had informed the relevant residents of the outcome and Cheshire West and Chester Council had scheduled some remedial work for the next financial year although the date was unknown.

18/103.2 Appointment of New Clerk (Previous minute 18/097.3).

Interviews had been held during February 2019 and a new Clerk appointed with a start date of 1st March 2019. The new Clerk would be working a probationary period of 6 months with a formal review at the end of that period. For the first 3 months of that period the role would be that of Assistant Clerk.

18/104 PLANNING MATTERS

18/104.1 Planning Minutes

RESOLVED: that the minutes of the Planning Meeting held on 4th March 2019 be approved

18/104.2 Planning Applications

19/00716/FUL - Two storey front extension and amendments to existing access - Meadow Bank, Willington Road, Willington, CW6 0ND

Comment: No Objections

18/104.3 Notices

19/00243FUL - Reinstatement of a Clock Tower on the roof of the property and replacement of first floor window to rear with Juliet balcony - Fox Leap Cottage, 5 Oak Tree Court, Willington - **PERMISSION**

18/104.4 Other

18/104.4.1 Application 18/02357/FUL - Construction of new outbuilding to accommodate garage and accommodation ancillary to the main house - Pebble Cottage, Willington Road, Willington (Previous minute 4.c.2 – Planning Meeting 4th March 2019).

The Clerk had reported the issue to Planning Enforcement on 6th March and had been given reference PL108397874. Indications were that a revised scheme would be submitted to the Planning Department by the applicant showing the front section of the building lower in height.

18/104.4.2 Consideration of apparent new access on the corner of Chapel Lane and Roughlow. (Previous minute 4.c.1 – Planning Meeting 4th March 2019).

The Clerk had reported the issue to Planning Enforcement on 6th March and had been given reference PL108408397. The Enforcement Officer had indicated that as the road was unclassified, she was unable to take any action.

The meeting noted that there had been a minor accident on Chapel Lane on 25th March 2019 between a car and a cyclist.

RESOLVED: that the Clerk ask Highways whether they were able to take any action to improve safety, particularly on the corner of Chapel Lane and Roughlow

18/104.4.3 The Clerk was asked to copy Borough Councillor Leather in on correspondence for the two above items

18/104.5 Procedure for considering Planning Applications

RESOLVED: that the new Council consider the most effective way of Council examining Planning Applications

18/105 OPEN FORUM

RESOLVED: that the Council meeting be adjourned to allow PCSO Sue Keers to address those present and answer any questions that they had.

18/106 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

18/107 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)

The main items that had been raised were speeding, hawkers, and the use of phone line 101.

18/108 ACTION PLAN

The meeting was reminded that “Lead Person” names would be added to the Action Plan following the May 2019 election.

18/109 VILLAGE DESIGN STATEMENT

The meeting noted that copies had been delivered to all properties. Feedback from residents had been positive.

18/110 NEWSLETTER

RESOLVED: that the May 2019 newsletter include an article by a local resident on Gooseberry Lane.

Articles were requested by 30th April 2019.

18/111 RISK ASSESSMENT/STATEMENT ON INTERNAL CONTROL/INSURANCE REVIEW

18/111.1 Risk Assessment.

18/111.1.1 RESOLVED: that the Protection of Physical Assets be amended to read “Telephone Box which houses a defibrillator, two Notice Boards, Brick Bus Shelter, Picnic Table with Benches”

18/111.1.2 RESOLVED: that the risk assessment document be approved and that a copy be attached to the minutes.

18/111.2 Statement on Internal Control.

RESOLVED: that the draft statement of internal control document attached to the minutes be approved.

18/111.3 Insurance Review.

RESOLVED: that the existing cover met the requirements of the Council.

18/111.4 Risk Assessment

RESOLVED: that the Risk Assessment document be reviewed at the first meeting following the departure of the present Clerk

18/112 TRAINING FOR NEW PARISH CLERK

RESOLVED: that the following be approved:

18/112.1 Level 2 ILCA computer-based training @ £99.00

18/112.2 Introduction to Local Councils at Christleton on 12th June 2019 – £35.00

18/112.3 Code of Conduct at Christleton on 17th July 2019 – £35.00

18/112.4 Level 3 Cert in Local Council Administration (CiLCA) - £350.00, complete during FY 19-20.

18/113 LOCAL COUNCILS EXPLAINED

RESOLVED: that the Clerk purchase five copies of the book “Local Councils Explained” from the National Association of Local Councils at a cost of £14.99 each plus postage of £2.50 per copy.

18/114 LITTER PICKING

18/114.1 The litter picking on Sunday 24th March 2019 had gone well. Eleven people had attended and collected and bagged a large amount of rubbish which had since been collected by Cheshire West and Chester Council. In addition to the litter pick the footpath between Pebble Cottage and The Hob had been cleared of grass and weeds.

18/114.2 A list showing who had accepted responsibility for litter picking each road in Willington on a regular basis had been circulated to Councillors.

18/114.3 RESOLVED: that the Clerk purchase 12 litter pickers and hi-vis vests.

18/115 CHESHIRE COMMUNITY ACTION BEST KEPT VILLAGE COMPETITION

RESOLVED: that Council enter the 2019 competition.

The Clerk would complete the application form and forward it along with a cheque to cover the entrance fee of £40.00.

18/116 CLERK'S REPORT/CORRESPONDENCE

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

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

18/117 FINANCIAL MATTERS

18/117.1 Payments between meetings

RESOLVED: that the following payments be confirmed:

Neave Creative – Village Design Statements - £299.65

Vision ICT Ltd – Hosting Website - £150.00

18/117.2. Cheque Payments

RESOLVED: that the following payments be authorised:

Payee	Detail	Amount to be Paid
Information Commissioner	Data Protection Registration Year to 14th March 2020	40.00
Mr M Hassall	Expenses Postage May 18 to Mar 19 £9.86 Travel Re Election £9.45 HP Ink Nov 18 to Feb 19 £7.96	27.27
Tarvin Methodist Church	Printing Newsletter February 19	11.70
Payroll	February and March 2019	436.81
HMRC	PAYE and Nat Insce. January to March 2019	147.60

18/117.3 Direct Debits

18/117.3.1 The meeting noted that the following payments had been made by direct debit:

Sage One – Payroll – February 2019 – Paid 18th February 2019 £7.20

Sage One – Payroll – March 2019 – Paid 18th March 2019 £7.20

18/117.3.2 RESOLVED: To make future payments to the Information Commissioner by Direct Debit to save £5.00.

The Direct Debit Mandate was signed by Councillors Grimshaw and Lowthion.

18/117.4 Payments due before the May 2019 Council Meeting

RESOLVED: that the Clerk and Assistant Clerk be authorised to approve invoices with Councillors and make any payments that should be paid before the next meeting

18/118 ANNUAL PARISH MEETING

RESOLVED: that the Annual Parish Meeting commence at 7.30pm

18/119 DATE OF NEXT MEETING (First meeting of the New Council following the Election) – Tuesday 14th May 2019 – Willington Hall Hotel – to be held immediately following the Annual Parish Meeting

18/120 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, and other employment matters)

18/121 STAFF – EMPLOYMENT MATTERS

18/121.1 Rates of Pay

The National Joint Council for Local Government Services had approved an increase of 2% on the Pay Scales for 2019/20 from 1st April 2019.

RESOLVED: that the increase be approved

18/121.2 Employment of the present Clerk.

The meeting noted that the present Clerk would terminate his employment with Council with effect from 31st May 2019.

18/121.3 Written Terms and Conditions for the Assistant Clerk.

RESOLVED: that the Chairman provide the Assistant Clerk with written terms during April 2019.

Chairman's Signature Dated.....

Chairman's Initial