

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 14th MAY 2019**

PRESENT:

Councillor J Lowthion (Chairman)
Councillor A Nicholas (Vice Chairman)
Councillor J Grimshaw
Councillor R Merrick
Councillor D Okell

IN ATTENDANCE:

Two Members of the Public
Parish Council Clerk – Mr M Hassall
Assistant Parish Council Clerk – Mr R Winterbourne
Cheshire West & Chester Councillor – Councillor J Leather
Cheshire West & Chester Councillor – Councillor H Tonge

APOLOGIES:

None

19/001 ELECTION OF CHAIRMAN FOR THE COMING YEAR

RESOLVED: that Councillor Lowthion be appointed Chairman for the coming year.

19/002 DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN)

Councillor Lowthion signed the Acceptance of Office.

19/003 APOLOGIES AND REASONS FOR ABSENCE

None

19/004 ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR

RESOLVED: that Councillor Nicholas be appointed Vice Chairman for the coming year.

**19/005 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH
COUNCIL**

Planning Committee: All Councillors.

19/006 APPOINTMENTS TO OUTSIDE ORGANISATIONS

Neighbours of Willington

That the Council contact with the Neighbours of Willington group for meetings and events will be Councillor Okell.

19/007 COUNCILLOR RESPONSIBILITIES

Management of Defibrillator: Councillor Nicholas.

19/008 DECLARATION OF ACCEPTANCE OF OFFICE (COUNCILLORS)

All councillors signed an Acceptance of Office prior to the meeting.

**19/009 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS,
AND DISPENSATIONS**

19/009.1 New Written Requests for Dispensations

There were no new requests.

19/009.2 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.

19/009.3 Councillors Declarations

Newly elected Councillors were reminded that they need to complete their Members Declaration of Interests within 28 days of taking office and forward the completed declaration to the Clerk.

Re-elected Councillors were reminded that they should check that their Members Declaration of Interests are up to date. Revised declarations should be forwarded to the Clerk.

19/010 OPEN FORUM

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

19/011 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

19/012 REPORT ON OPEN FORUM

Nothing was raised.

19/013 MINUTES OF THE MEETING HELD ON 24th MARCH 2019

RESOLVED: that the minutes of the meeting held on 24th March 2019 be signed by the Chairman as a correct record.

19/014 REPORT ON ACTIONS ARISING FROM THE MEETING ON 24th MARCH 2019 NOT COVERED BY THE AGENDA

19/014.1 Clerk Training (Previous Minute 18/112)

ILCA Level 1 computer-based training is underway. Two ChALC provided introductory courses have been booked for June and July.

19/014.2 Purchase of copies of 'Local Councils Explained' (Previous Minute 18/111).

Clerk to progress.

19/014.3 Litter Picking and Equipment

Litter pickers and h-vis vests have been procured. Distribution to the volunteer pickers is underway.

19/015 PLANNING MATTERS

19/015.1 Planning Applications

No Planning Applications had been submitted up to the day of the meeting:

19/015.2 Notices

Application 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. **PERMISSION**

19/015.3 Other

19/015.3.1 Application 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 to the Planning Department by the applicant showing the front section of the building lower in height.

19/015.3.2 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. **Update:** CWaC Highways are to contact the owners of Merle Bank to discuss the access. Highways have responsibility for such issues on unclassified roads such as Roughlow and Chapel Lane.

19/015.3.3 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.

RESOLVED: that the Clerk:

- forward the link for any planning application for consideration to Councillors as soon as it is 'posted' on the CWaC planning system
- consider whether planning applications can be easily downloaded and provided to Councillors via e-mail
- work with Councillor Merrick to provide the capability to view planning applications via a projector at Parish Council meetings.

19/016 ACTION PLAN

The meeting reviewed the Action Plan.

RESOLVED: Councillor Lowthion to update the Action Plan as discussed and provide to Councillors for review and agreement at the July Parish Council meeting.

19/017 ROAD CLASSIFICATIONS

RESOLVED: The Council will not approach CWaC Highways regarding the re-classification of Roughlow and Chapel Lane as there are no apparent advantages in re-classification of these roads.

19/018 CHESHIRE COMMUNITY ACTION BEST KEPT VILLAGE

Cheshire Community Action have confirmed receipt of our entry. The first meeting of the judging panel will be on 23rd May. Unannounced inspection visits are planned for June and July.

**19/019 ROAD BETWEEN THE TWO ENTRANCES TO WILLINGTON HALL HOTEL
(Previous Minute 18/070.2 & 18/085.3)**

Borough Councillor J Leather will ask the CWaC Senior Highways Officer (Dean Sargent) if the remedial work is funded and scheduled this year.

19/020 BANK MANDATE

RESOLVED: (19/020.1) that the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3 (of the Nat West document), be changed in accordance with section Authorised Signatories.

And the current mandate will continue as amended

RESOLVED: (19/020.2) that Councillors Merrick and Okell, and the Clerk from 1 June 2019 be added to the mandate

RESOLVED: (19/020.3) that former Councillor Tyson-Jones and the present Clerk be removed from the mandate.

RESOLVED: That the Clerk from 1st June 2019 have access to online banking services for the Willington Parish Council current and deposit accounts in order to be able to transfer balances between the two.

19/021 COUNCIL MEETINGS YEAR TO MARCH 2020 PLUS DATE OF NEXT ANNUAL MEETING OF THE COUNCIL

RESOLVED: 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

19/022 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.

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

19/023 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

The following table shows that several 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.

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

RESOLVED: That the Council accept the Clerk's recommendation that no immediate amendments are needed. But that Councillors review these documents prior to the July meeting for discussion at that meeting.

Note: The Financial Standing Orders have been re-issued by the National Association of Local Councils. The Clerk will review the new version, and advise the Councillors and Assistant Clerk of any important changes.

19/024 REPORT ON ANY ITEMS FROM THE ANNUAL MEETING OF THE PARISH

RESOLVED: that the possibility of a War Memorial on the Village Green be discussed at the July meeting of the Parish Council.

RESOLVED: that Councillor Lowthion contact a local resident regarding the verge subsidence opposite the entrance to Manor Farm.

19/025 GOOD COUNCILLORS GUIDE

RESOLVED: To not purchase paper copies but to utilise the online documents instead.

19/026 OLD MINUTES

RESOLVED: that the Clerk deliver the paper copies of minutes from May 2015 to March 2019 to the Cheshire Record Office, Duke Street, Chester who will provide the Clerk with a receipt for Council's records.

19/027 CLERK'S REPORT/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

RESOLVED: Clerk to put relevant Cheshire Police Reports on the village notice board.

19/028 FINANCIAL MATTERS

19/028.1 Payments between meetings

RESOLVED: that the following payments be confirmed:

Payee	Supplier and Detail	Amount Paid
Rob Winterbourne	McAfee. AV Software for Council laptop	94.99
Rob Winterbourne	HP Inc for Council printer (monthly subscription)	1.99
Rob Winterbourne	The Helping Hand Co. Litter picking kits x 12	230.72
Rob Winterbourne	SLCC Enterprises Ltd. ILCA Level 1 Training Course	118.80
Cheshire Community Action	Entry to Best Kept Village competition	40.00
Payroll	April 2019	135.55

19/028.2. Cheque Payments

RESOLVED: that the following payments be authorised:

Payee	Detail	Amount to be Paid
ChALC	Subscription Fee	83.52
ChALC	Training courses x 2 for Clerk	70.00
Cheshire Community Action	Membership Year to March 2020	20.00
JDH Business Services Ltd	Internal Audit Year to March 2019	114.24
Tarvin Methodist Church	Printing Newsletters May 2019	13.00
Payroll	April 2019	161.88
Payroll	May 2019	297.43

19/028.3 Direct Debits

The meeting noted that the following payment has been made by direct debit:
Sage One Payroll – April 2019. Paid 16th April 2019 £7.20

19/028.4 Payments due before the July 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.

19/028.5 Accounts Year to March 2019

19/028.5.1 Comments by Internal Auditor on Year to March 2019 were examined and noted

19/028.5.2 Annual Governance Statement (Section 1)

The Annual Governance Statement was read, completed, and signed by the Chairman of the meeting and the Clerk.

19/028.5.3 Accounting Statements (Section 2)

The Accounting Statements for the year ended 31st March 2019 were approved and signed by the Chairman of the meeting and by the Clerk confirming that the return represented fairly the financial position of the Council.

19/028.6 Quarterly Review of the Cashbook and Bank statements

RESOLVED: (19/028.6.1) Councillor Lowthion to complete the quarterly review of the cashbook/bank statements for the next meeting.

RESOLVED: (19/028.6.2) that Councillor Okell conduct the July to September review and subsequent quarters.

19/029 DATE OF NEXT MEETING – Tuesday 23rd July 2019

Chairman's Signature Dated.....

Chairman's Initial