

WILLINGTON PARISH COUNCIL

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NOTICE OF MEETING

MEETING:	WILLINGTON PARISH COUNCIL
DAY/DATE/TIME:	TUESDAY 23 rd July 2019 at 7.30pm
VENUE:	WILLINGTON HALL HOTEL

AGENDA

1. APOLOGIES AND REASONS FOR ABSENCE

2. 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

3. 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)

4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 14th MAY 2019

5. REPORT ON ACTIONS FROM THE MINUTES OF THE MEETING HELD ON 14th MAY 2019 NOT COVERED BY THE AGENDA

- a. Cheshire Community Action Best Kept Village Competition - update
- b. Remedial work on the road between the two entrances to Willington Hall - update
- c. Bank mandate and online banking access – update
- d. Clerk to deliver the paper copies of minutes from May 2015 to March 2019 to the Cheshire Record Office, Duke Street, Chester - update

6. 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. OTHER

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.

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 householder has informed CWaC Highways that there are no plans for a permanent entrance at the location in question.

7. EXTERNAL AUDIT - EXEMPTION FROM A LIMITED ASSURANCE REVIEW FOR 2018/19

To approve the successful application for exemption.

8. POSTING DRAFT COUNCIL MINUTES ON WEBSITE

Proposal: amend Standing Orders Section 15 to state that draft minutes of council meeting should be posted on the website within 28 days of the meeting. This reflects our current practice.

9. CODE OF CONDUCT

Proposal: that the council adopt the Code of Conduct which was adopted by CWaC on 10th December 2015 replacing the previously adopted code.

10. CREATION OF A FOCAL POINT (SUCH AS A WAR MEMORIAL) ON THE VILLAGE GREEN

To consider proposals.

11. COMMUNITY ENGAGEMENT

To consider proposals.

12. NEWSLETTER

- a. To review potential content for the August 2019 newsletter and agree target publication date. Suggestions to date:
 - Community event announcements
 - Tour of Great Britain cycle event
 - Road between Willington Hall entrances
 - Speed monitoring
- b. To agree the revised responsibilities for newsletter delivery.

13. VILLAGE NOTICE BOARDS

To consider the usage and location of the noticeboards on the village green.

14. ACTION PLAN

To review and approve the 2019-20 Action Plan issued by the Chairman following the meeting of 14th May 2019.

15. ROADS AND SIGNAGE

- a. Village sign on Waste Lane to identify the boundary with Kelsall. For discussion.
- b. Speed monitoring on Chapel Lane. Update and discussion.
- c. Renovation and maintenance of street and direction signs. For discussion.
- d. Encroachment of verges and hedges onto pavements. For discussion.

16. 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 reviewed at them and is recommending the amendments noted below:

Policy	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Action Plan	27-Feb-18	Reviewed at this Meeting	every Council	Put 2019-20 Action Plan on website following approval at meeting 23/7/19 Review at each council meeting
Complaints Procedure	22-Mar-16	May-18	May-19	Review and Approve with changes to contact information
Email & Address Contact Privacy Notice (GDPR)	22-May-18		May-19	Review and Approve with changes to contact information
Financial Standing Orders	28-Jul-15	Nov-18	Nov-20	Review and Approve with minor change to meeting frequency; currently states 'monthly'
Standing Orders	27-Feb-18	Sep-18	Sep-22	Review and Approve including changes to reflect website minute posting timescales (agenda item 8)
GDPR Information Data Protection Policy	22-May-18	To be confirmed	May-19	Review and Approve without changes
Media Policy	26-Apr-16	May-18	May-19	Review and Approve without changes (apart from review date)
Personal Data Management & Audit Policy	22-May-18	To be confirmed	May-19	Review and Approve with changes to contact information
Publication Scheme	22-Mar-16	May-18	May-19	Review and Approve with changes to contact information and dates
Training Policy	22-Mar-16	May-18	May-19	Review and Approve with changes to contact information and dates
Code of Conduct	26-May-15	To be confirmed	Jul-19	Review and adopt CWaC 10/12/15 Code
Statement on Internal Control 2019	11-Jun-19	Jun-19	n/a	Create Statement on Internal Control 2020

17. RISK ASSESSMENT DOCUMENT

Proposal: that the revised Risk Assessment and Management document be approved.

18. 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:

- Cheshire Association of Local Councils e-bulletins
- June 2019 newsletter from the Information Commissioner's Office
- Cheshire Police Alerts.
- Police & Crime Commissioner and Cheshire Constabulary stakeholder bulletin for July
- Public Health Monthly briefings
- Various invitations to conferences and briefings

19. FINANCIAL MATTERS.

- a. Payments between meetings.
- b. Payments to be authorised:
- c. Direct Debits.
- d. Quarterly Review of the Cashbook and Bank statements to the end of April 2019.
- e. Payments due before the September 2019 Council Meeting
- f. Management Accounts Year to June 2019
- g. HP Ink schedule

20. POTENTIAL FUTURE PROJECTS**21. DATE OF NEXT MEETING – Tuesday 24th September 2019**

22. 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 salary, staff training and development).

23. STAFF – EMPLOYMENT MATTERS

- a. Consideration of Clerk’s hourly rate based on revised 2019 grades described in the National Joint Council for Local Government Services
- b. Consideration of payment for additional hours worked by the Clerk during April, May and June 2019
- c. Consideration of the Clerk obtaining the CILCA (Level 3) qualification.

Rob Winterbourne

Clerk

19th July 2019

THE PRESS AND PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING