

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT
WILLINGTON HALL HOTEL ON TUESDAY 23rd July 2019**

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

IN ATTENDANCE: Parish Council Clerk – Mr R Winterbourne
Cheshire West & Chester Councillor – Councillor J Leather

APOLOGIES: Cheshire West & Chester Councillor – Councillor H Tonge; attending a CWaC meeting.

19/030 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS

19/030.1 New Written Requests for Dispensations

There were no new requests.

19/030.2 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.

Councillors Okell and Merrick declared an interest in Agenda item 6b - 'Consideration of apparent new access on the corner of Chapel Lane and Roughlow'; previous minute 19/015.3.2.

19/031 OPEN FORUM

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

19/032 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

19/033 REPORT ON OPEN FORUM

Councillor J Leather provided information regarding:

- Cheshire West And Chester Local Plan (Part Two) Land Allocations and Detailed Policies
- A51 improvements
- School transport policies
- A local British Geological Survey site
- Badger Vaccination Group.

19/034 MINUTES OF THE MEETING HELD ON 14th May 2019

RESOLVED: that the minutes of the meeting held on 14th May 2019 be signed by the Chairman as a correct record.

19/035 REPORT ON ACTIONS ARISING FROM THE MEETING ON 14th May 2019 NOT COVERED BY THE AGENDA

19/035.1 Cheshire Community Action Best Kept Village (Previous Minute 19/018)

The competition judges are yet to visit the village. Results are announced at an event in November (date to be confirmed); Willington are required to send representatives to the event where we will receive feedback.

19/035.2 Remedial work between the entrances to Willington Hall (Previous Minute 19/019).

Drain clearing, clearing the pull-ins of soil and debris, and pothole repairs are planned for 23/7 to 26/7.

19/035.3 Bank Mandate and Online banking access (Previous Minute 19/020.2)

Clerk is progressing the changes with NatWest. Clerk will need to visit Chester branch to submit the mandate forms.

19/035.4 Archiving minutes from May 2015 to March 2019 (previous Minute 19/026).

Clerk has yet to deliver paper copies of these minutes to Cheshire Record Office, Duke St, Chester.

19/036 PLANNING MATTERS

19/036.1 Planning Applications

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

19/036.2 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. CWaC Planning confirmed that as of 19th July 2019 no revised scheme had been 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, 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.

19/037 EXTERNAL AUDIT - EXEMPTION FROM A LIMITED ASSURANCE REVIEW FOR 2018/19

External Auditor (PKF Littlejohn) have confirmed that the council's exemption is logged on their database.

RESOLVED: That the Council retrospectively approve the application for exemption for 2018/19.

19/038 POSTING DRAFT COUNCIL MINUTES ON WEBSITE

RESOLVED: that Standing Orders Section 15 is amended to state that draft minutes of council meeting should be posted on the website within 28 days of the meeting to reflect current practice.

19/039 CODE OF CONDUCT

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

19/040 CREATION OF A FOCAL POINT (SUCH AS A WAR MEMORIAL) ON THE VILLAGE GREEN

RESOLVED: that, as the parishioners who fell during the World Wars are commemorated in St Peters Delamere, and in the case of 2nd World War also on the memorial in the centre of Kelsall, a further memorial is not appropriate. That the Clerk will write to the resident who raised the idea.

RESOLVED: that residents be asked for their opinion on the future use of the village green in a questionnaire to be distributed with the next newsletter.

19/041 COMMUNITY ENGAGEMENT

A very successful picnic was held on the village green on Sunday 14th July.

RESOLVED: that an event be arranged at Willington Hall on Thursday 24th October to present the History of Willington. There will be a charge of £5.00 to attend, to include 'wine and nibbles'. Any shortfall in income will be funded by the Council. Councillors Okell and Merrick, and the Clerk will progress the arrangements.

RESOLVED: that, Xmas carols be arranged on the village green on Sunday 1st December. And that the Council apply for funds from the CWaC Members budget to help fund the event.

19/042 NEWSLETTER

RESOLVED: that newsletter content (including articles on community events, speeding, road repairs and the tour of Britain bike race) be provided to the Clerk by Friday 23rd August for publication at the end of August.

RESOLVED: that the revised schedule for the delivery of newsletters agreed at the meeting be documented and then distributed by the Chairman.

19/043 VILLAGE NOTICE BOARDS

RESOLVED: that residents will be asked for their opinion on the location and use of the village notice boards in a questionnaire to be distributed with the next newsletter.

19/044 ACTION PLAN

The meeting reviewed the updated Action Plan provided by Councillor Lowthion.

RESOLVED: that the Action Plan for 2019-20 be accepted.

19/045 ROADS AND SIGNAGE

19/045.1 Speed Monitoring on Chapel Lane

Installation of a temporary speed indicator device (SID) on Chapel Lane at the end of August followed by speed monitoring during September is in hand with CWaC.

19/045.2 Additional Village Signs

RESOLVED: that residents will be asked for their opinion on the installation of additional village signs (at a cost of £500 per sign shared with the neighbouring council) on, for example, Willington Lane and Waste Lane in the questionnaire to be distributed with the next newsletter.

19/045.3 Road sign Renovation/cleaning

RESOLVED: that CWaC Highways be advised of any requirements for road sign renovation/cleaning, and of any plans for residents to complete such work. And that a risk assessment be completed by Councillor Merrick prior to residents commencing such work.

19/045.4 Encroaching Verges and Hedges onto Pavements

RESOLVED: that the Clerk and Chairman provide photographic evidence and full details of encroaching verges/hedges on Willington Road to Councillor J. Leather who will raise the issue again with Streetcare.

RESOLVED: that the Clerk contact Kelsall Parish Council raising our concerns about the verges on Willington Road. The overgrown verges have narrowed the pavement making it impossible for wheelchairs and prams to be pushed safely on the pavement and as a result they having to resort to walking along the road.

RESOLVED: that the Clerk contact CWaC Highways to enquire why the signpost to Willington on the corner of Chester Road and Church Street, Kelsall has been removed, and request its reinstatement.

19/046 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the changes below recommended by the Clerk following his review are implemented.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Action Plan	Yes	Yes (2017-18)	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	Yes	Yes	22-Mar-16	May-18	May-19	Review and Approve with changes to contact information
Email & Address Contact Privacy Notice (GDPR)	No (SLCC document)	Yes	22-May-18		May-19	Review and Approve with changes to contact information
Financial Standing Orders	Yes	No	28-Jul-15	Nov-18	Nov-20	Review and Approve with minor change to meeting frequency; currently states 'monthly'. Add document to website.
Standing Orders	Yes	Yes	27-Feb-18	Sep-18	Sep-22	Review and Approve including

						changes to reflect the website minute posting timescales (agenda item 8)
GDPR Information Data Protection Policy	No (SLCC document)	Yes	22-May-18	tbc	May-19	Review and Approve without changes
Media Policy	Yes	Yes	26-Apr-16	May-18	May-19	Review and Approve without changes (apart from review date)
Personal Data Management & Audit Policy	No	Yes	22-May-18	tbc	May-19	Review and Approve with changes to contact information
Publication Scheme	Yes	Yes	22-Mar-16	May-18	May-19	Review and Approve with changes to contact information and dates
Training Policy	Yes	Yes, documented as 'Training Statement'	22-Mar-16	May-18	May-19	Review and Approve with changes to contact information and dates
Code of Conduct	Yes	Yes	26-May-15	tbc	Jul-19	Review and adopt CWaC 10/12/15 Code
Statement on Internal Control 2019	Yes	Yes	11-Jun-19	Jun-19	n/a	Create Statement on Internal Control 2020

19/047 RISK ASSESSMENT DOCUMENT

RESOLVED: that the revised Risk Assessment and Management document be approved subject to the minor changes agreed at the meeting being discussed with ChALC and completed by the Clerk.

19/048 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. June 2019 newsletter from the Information Commissioner's Office
- c. Cheshire Police Alerts.
- d. Police & Crime Commissioner and Cheshire Constabulary stakeholder bulletin for July
- e. Public Health Monthly briefings
- f. Various invitations to conferences and briefings

19/049 FINANCIAL MATTERS.

19/049.1 Payments between meetings.

RESOLVED: that the following payments that have been made since the last Council Meeting are confirmed:

Payee	Supplier and Detail	Amount Paid
Rob Winterbourne	Expenses - postage, travel & parking to CWaC Chester, stationery, Annual Village Meeting refreshments for public, HP Ink (May)	90.49
Cheshire Community Action	2019-20 subscription	20.00
Payroll	June 2019	137.70
NALC	Local Councils Explained publication x 5	84.95
ChALC	Chairmanship Courses x 2	70.00
ChALC	Introduction to Local Councils x 1 Code of Conduct x 2	105.00

19/049.2 Cheque Payments

RESOLVED: that the following payments be authorised.

Payee	Detail	Amount to be Paid
Came & Company	Insurance Premium 2019-20	338.40
ChALC	Financial Training Half day	40.00

19/049.3 Direct Debits

To note that the following payments were made by direct debit:

Sage One Payroll – May 2019. Paid 16th May 2019 £7.20

Sage One Payroll – June 2019. Paid 16th June 2019 £7.20

Sage One Payroll – July 2019. Paid 16th July 2019 £7.20

19/049.4. Quarterly Review of the Cashbook and Bank statements to the end of April 2019.

Councillor Lowthion reported that she had studied the cash book and bank statements up to the end of April 2019 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.

19/049.5 Payments due before the September 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.

19/049.6 Management Accounts

Management Accounts for the 3 months to 30th June 2019 were presented and accepted.

RESOLVED: that future management accounts contain quarterly expected run-rates and highlight any significant variances.

19/049.7 HP Ink schedule

RESOLVED: that the monthly HP Ink schedule be increased to 100 pages at a cost of £3.49, an increase of £1.50, for an additional 50 pages with 200-page roll-over.

19/050 POTENTIAL FUTURE PROJECTS

RESOLVED: that proposals be discussed at September's council meeting and that a 'projects list' be maintained by Councillor Nicholas.

19/051 DATE OF NEXT MEETING – Tuesday 24th September 2019 at 19:30

19/052 RESOLVED – "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)

19/053 STAFF – EMPLOYMENT MATTERS

RESOLVED (19/053.1): that the Clerk's hourly rate based on revised grades described in the National Joint Council for Local Government Services be adopted (March to May at SCP 5, June to August at SCP 6, September onwards at SCP 7)

RESOLVED (19.053.2): Payment be made for the additional hours worked by the Clerk during April, May and June 2019.

RESOLVED (19.053.3): that additional hours that are worked in the future by the Clerk are monitored by the Chairman.

RESOLVED (19.053.4): that there is no requirement from the Council for the Clerk to obtain the CILCA (Level 3) qualification.

Chairman's Signature Dated.....