

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL
HOTEL ON TUESDAY 24th SEPTEMBER 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 Councillors – Councillor J Leather &
Councillor H Tonge
Two members of the public

APOLOGIES: None

**19/054 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND
DISPENSATIONS**

19/054.1 New Written Requests for Dispensations

There were no new requests.

19/054.2 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.

19/055 OPEN FORUM

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

19/056 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

19/057 REPORT ON OPEN FORUM

Councillor J Leather provided information regarding:

- Cheshire West And Chester Council policy consultation on homeless strategy
- Cheshire West and Chester Council policy consultation on social housing allocation.

RESOLVED: that the Council meeting in November discuss the social housing consultation document and respond.

Councillor H Tonge provided information regarding a Streetcare offer of 500 daffodil bulbs at an advantageous price.

19/058 MINUTES OF THE MEETING HELD ON 24th July 2019

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

19/059 REPORT ON ACTIONS ARISING FROM THE MEETING ON 24th July 2019 NOT COVERED BY THE AGENDA

19/059.1 Cheshire Community Action Best Kept Village (Previous Minute 19/018)

The competition judges' visits are complete. Results are announced at the presentation of awards event on Monday 4th November.

RESOLVED: that Councillors Nicholas and Grimshaw attend the November event on behalf of the council. Clerk to confirm their attendance with Cheshire Community Action.

19/059.2 Remedial work between the entrances to Willington Hall (Previous Minute 19/019 and 19/035.2).

RESOLVED: that the Clerk write to Stuart Bateman at CWaC regarding the remedial work on the road surface.

19/059.3 Bank Mandate and Online banking access (Previous Minute 19/020.2 and 19/035.3)

All current councillors are now signatories on the bank accounts.

The mandate to provide access to online banking for the Clerk was signed by all Councillors.

19/059.4 Roads and Signage (previous minute 19/045)

RESOLVED: that the Clerk ask Ian Rutherford at CWaC for a second loan of the speed indicator device (SID) in October.

RESOLVED: that the Clerk invites PCSO Sue Keers to a future parish council meeting.

RESOLVED: that the Clerk write to the owner of the land between Pebble Cottage and The Hob asking for the verges and hedges to be cut back.

RESOLVED: that the Clerk write to the owner of the land between Boothsdale and Delamere Cottage asking for the verges and hedges to be cut back.

Councillor Leather will investigate whether a CWaC Highways 'High Impact Team' or similar could assist with maintaining verges and hedges.

Councillor Leather will review the Flintshire byelaw (to be provided by Councillor Lowthion) regarding householders keeping verges/boundaries tidy and consider whether it could be adopted by CWaC.

19/060 PLANNING MATTERS

19/060.1 Planning Applications

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

19/060.2 Other

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 of the building lower in height.

As at 23/9/19 no further update has been received regarding this application.

19/061 COMMUNITY ENGAGEMENT (previous minute 19/041)

RESOLVED: that the Willington History evening at Willington Hall Hotel proceed as a council event on Thursday 24th October. Councillor Okell will arrange for 130 advertising flyers and sixty tickets to be printed.

RESOLVED: that Xmas carols on the Green proceed as a council event on Sunday 1st December. The application for funding for the carols event from the CWaC Member Budget Grants scheme is progressing.

19/062 COMMUNITY FEEDBACK (previous minute 19/040)

Initial analysis of the 50 (41% of potential returns) questionnaires returned was provided by Councillor Lowthion.

RESOLVED: that the survey results be discussed fully at the next meeting, and that Councillor Lowthion provide feedback to residents via an article in the November Parish Council newsletter.

Following discussion of the initial analysis, it was resolved that:

RESOLVED: Councillor Merrick undertake some initial investigations regarding the provision of an electric vehicle charging point near the green.

RESOLVED: Councillor Grimshaw investigate the feasibility and cost of 'renovating' the old village notice board.

19/063 MAINTAINING AND IMPROVING THE VILLAGE ENVIRONMENT

RESOLVED: that Councillor Grimshaw provide an article for the November Parish Council newsletter asking for volunteers for a 'task-force' who could be called on (for example by e-mail or telephone) to join working parties as and when required.

RESOLVED: that the Clerk write to CWaC Highways asking them what we can expect from them in terms of cleaning and maintaining our roads, pavements, verges, drains etc.

19/064 NEIGHBOURHOOD WATCH SCHEME

Councillor Tonge advised that the scheme had been re-launched and will provide the Clerk with relevant details.

RESOLVED: that Councillor Lowthion discuss the status of the scheme in Willington with the current coordinator and report back to November's meeting.

19/065 ENFORCEMENT POLICY CONSULTATION

RESOLVED: that Councillor Lowthion complete the consultation document stating that the council does not have the resources or requirement to undertake such enforcement activities.

19/066 POTENTIAL FUTURE PROJECTS (previous minute 19/050)

The projects list was reviewed and updated.

RESOLVED: that Councillor Nicholas circulate the amended projects list to all Councillors with suggested time frames for review.

19/067 TRACK OPPOSITE ROCK FARM

The issue of sand and stones being washed into John St and Willington Lane from the track when it rains heavily was discussed.

RESOLVED: that the Clerk write to the landowner to establish his thoughts on the further addressing the problem.

19/068 COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT

The training and development undertaken to date this year was reviewed.

RESOLVED: that the Clerk attend the SLCC Cheshire Branch Conference on 9th October.

RESOLVED: that Councillor Lowthion attend the risk assessment workshop arranged by Tarporley PC on Tuesday 8th October. Clerk to confirm attendance with the Tarporley PC Clerk.

19/069 ACTION PLAN

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

RESOLVED: that progress against the 2019-20 Action Plan is satisfactory.

19/070 NEWSLETTER

RESOLVED: that newsletter content (including articles on the questionnaire, working parties and the Xmas carols event) be provided to the Clerk by Friday 1st November for publication in mid-November.

19/071 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
Financial Standing Orders	Yes	Yes	28-Jul-15	Jul-19	Nov-20	Review and Approve with updates based on revised NALC model Financial Regulations.
Disciplinary & Grievance Policy *	Yes	Yes	28-Mar-17	Mar-17	Nov-19	Review and Approve with changes to contact information and dates.

RESOLVED: That the Chairman reviews the new NALC Discipline and Grievance guidelines (that reflect the most up to date best practice and case law) prior to the next meeting and advises the council on their adoption.

19/072 RISK ASSESSMENT DOCUMENT

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

19/073 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
- July and August 2019 newsletter from the Information Commissioner's Office
- Cheshire Police Alerts.
- Cheshire Police Tarvin & Kelsall words – Parish Council Newsletter
- Public Health Monthly briefings
- Various invitations to conferences, training sessions and briefings.

19/074 FINANCIAL MATTERS.

19/074.1 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
Payroll	July and August 2019	£673.39
Councillor Grimshaw	Expenses – Forces War Records website subscription	£17.90
HMRC	PAYE Quarter to 30/6/19	£183.00
ChALC	Finance Training Course	£40.00

19/074.2 Cheque Payments

RESOLVED: that the following payments be authorised:

Payee	Detail	Amount to be Paid
Tarvin Methodist Church	August Newsletter and Questionnaire printing	£18.20
CWaC	Local Council (Town & Parish) Elections Recharges - Willington Parish Council	£197.20
Rob Winterbourne	Expenses - postage, mileage, parking in Chester, stationery, HP Ink (May to Sept)	£93.30

19/074.3 Direct Debits

To note that the following payment has been made by direct debit:

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

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

19/074.4. Quarterly Review of the Cashbook and Bank statements to the end of July 2019.

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

19/074.5 Payments due before the November 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.

19/074.6 Management Accounts

RESOLVED: that management accounts template presented to the meeting be accepted for use with minor amendments to 'sum' all columns.

RESOLVED: that management accounts be presented by the Clerk every 2 months (to coincide with Parish Council meetings). And that the Financial Standing Orders be updated to reflect this. The revised orders will be reviewed at November's meeting.

19/075 ITEMS OF INTEREST FOR NEXT AGENDA

- Social Housing Consultation document
- Website Accessibility

19/076 DATE OF NEXT MEETING – Tuesday 26th November 2019 at 19:30

End of Document

Chairman's Signature Dated.....