

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL
HOTEL ON TUESDAY 26th NOVEMBER 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: Councillor H Tonge – prior engagement

**19/077 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND
DISPENSATIONS**

19/077.1 New Written Requests for Dispensations

There were no new requests.

19/077.2 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.

19/078 OPEN FORUM

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

19/079 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

19/080 REPORT ON OPEN FORUM

Councillor J Leather provided information regarding:

- Cheshire West And Chester Council activities during the general election 'purdah'
- Progress with Willington Parish Council's application for a grant under the Members' Budgets Award Scheme
- Tarvin Xmas market on Saturday 30th November.

19/081 MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 26th September 2019

RESOLVED: that the minutes of the meeting held on 26th September 2019 be signed by the Chairman as a correct record.

**19/082 REPORT ON ACTIONS ARISING FROM THE MEETING ON 26th SEPTEMBER 2019 NOT
COVERED BY THE AGENDA**

**19/082.1 Cheshire Community Action Best Kept Village (Previous Minutes 19/018, 19/035.1,
19/059.2)**

Councillors Nicholas and Grimshaw attended the results presentation on behalf of the council. Willington was third overall in the small village (<400 residents) category and received a 'Little Gem' award for the notice board.

RESOLVED: that Council discuss options for a Willington based competition e.g. best frontage, at January's meeting of the Council.

19/082.2 Remedial work between the entrances to Willington Hall (Previous Minute 19/019, 19/035.2, 19/059.2).

Stuart Bateman at CWaC stated on 31st October that the work required to repair the road surface just north of the southern entrance to Willington Hall is too large for the maintenance team, and that he has asked for an update on when the repair will be completed by the appropriate team.

19/082.3 Bank Mandate and Online banking access (Previous Minute 19/020.2, 19/035.3, 19/059.3)

The mandate to provide access to online banking for the Clerk was signed again by all Councillors to comply with NatWest's requirements.

19/082.4 Roads and Signage (previous minute 19/045, 19/059.4)

RESOLVED: that the Clerk ask Streetcare to clear the verges off the pavement on the stretch of Willington Road in the parish.

19/083 PLANNING MATTERS

19/083.1 Minutes of the Planning Committee held on Friday 8th November 2019

RESOLVED: that the minutes of the meeting held on Friday 8th November 2019 be signed by the Chairman as a correct record.

19/083.2 Planning Applications

No Planning Applications had been submitted between the Planning Committee on 8th November 2019 and this meeting.

19/083.3 Other

RESOLVED: that the Clerk contact CWaC Planning regarding what appear to be security camera posts at Roughlow Farm with photographic evidence (to be provided by Councillor Okell).

19/084 COMMUNITY ENGAGEMENT (previous minutes 19/041, 19/061)

The planning for the Xmas carol event on Sunday 1st December is progressing to plan.

RESOLVED: that an event be organised on 8th May 2020 to celebrate the 75th anniversary of VE Day; Councillor Lowthion will lead the organisation of the event.

RESOLVED: that an event be planned to coincide with the launch of the village history publication once the date is known.

19/085 COMMUNITY FEEDBACK (previous minutes 19/040, 19/062)

The responses to the questionnaire were discussed.

RESOLVED: that Councillor Grimshaw proceed with the renovation of that 'old' notice board in its current position to enable it to be used as an 'open' board for use by residents. The cost should not exceed £60.00.

RESOLVED: that the next newsletter ask residents who wish to receive Council communications via e-mail to provide their e-mail address to the Clerk.

19/086 NEIGHBOURHOOD WATCH SCHEME (previous minute 19/064)

The current Neighbourhood Watch co-ordinator is unable to continue in the role.

RESOLVED: that all Councillors try and identify a volunteer for the role of co-ordinator. A request for a volunteer will be made in the next newsletter if required.

19/087 VILLAGE TASK FORCE

The article in the November Parish Council newsletter asking for volunteers for a 'task-force' who could be called on to join working parties yielded a small number of volunteers.

19/088 SOCIAL HOUSING ALLOCATION CONSULTATION

RESOLVED: that Councillor Lowthion respond to the consultation document.

RESOLVED: that the Clerk contact the Family Housing Trust (Manchester) to confirm the status of the Scheme regarding the management of Brunswick Cottages on Chapel Lane.

19/089 PLAY YOUR PART – ENGAGEMENT IN THE CWAC 4 YEAR PLAN - CONSULTATION

RESOLVED: that Council will review and respond to the published document. In the meantime, Councillors will respond to the consultation as individuals if they wish to do so.

19/090 WILLINGTON CIVIL PARISH INFORMATION BOOK

RESOLVED: that the Clerk review the contents of the book and recommend which sections could be updated and published on the Council website.

19/091 PROVIDING INFORMATION SUCH AS POLICE ALERTS AND PUBLIC HEALTH INFORMATION TO RESIDENTS

RESOLVED: that the location of such documents be provided in the next newsletter.

RESOLVED: that the Clerk consider the practicalities of a residents' WhatsApp group specifically for local 'alerts', draft a 'code of use' statement and publicise it in the next newsletter.

19/092 INSTALLATION OF PERMANENT SPEED DISPLAY DEVICES IN WILLINGTON

CWaC Highways are current investigating the feasibility and cost of the installation of such a device on Chapel Lane.

RESOLVED: that the Clerk investigate whether there is any evidence that such signs reduce speeding.

RESOLVED: that the Clerk contact CWaC Highways regarding the implementation of a 30mph speed limit on Willington Road.

19/093 POTENTIAL FUTURE PROJECTS

The projects list was reviewed and approved.

19/094 COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT

The training and development activities undertaken to date this year were reviewed and approved.

19/095 REVIEW OF ACTION PLAN

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

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

RESOLVED: that Councillor Lowthion produce a draft 2020-21 Action Plan for review at the meeting in January 2020, and that the actions be linked to the six topic areas identified in the CWaC Play Your Part Consultation document.

19/096 NEWSLETTER

RESOLVED: that newsletter content be provided to the Clerk by 1st February 2020 for publication in mid-February 2020. And that the Clerk remind Councillors of this deadline in January 2020.

19/097 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the changes below to the Financial Standing Orders recommended by the Clerk following his review are implemented including the minor change agreed at the meeting.

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	Jan-20	Review and Approve with changes to reflect NALC guidelines.

RESOLVED: that Councillor Lowthion review 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.

19/098 DATES FOR COUNCIL MEETING IN 2020

RESOLVED: that the Council meets in 2020 every other month beginning with January 2020 on the following dates at Willington Hall at 19:30:

Tuesday 28th January Tuesday 24th March Tuesday 19th May
 Tuesday 28th July Tuesday 29th September Tuesday 24th November.

RESOLVED: that the Clerk ask the Tarvin Parish Council Clerk if he is available to take the minutes at the meeting in July.

RESOLVED: that the Clerk contact Willington Hall thanking them for the use of their facilities in 2019 and requesting a similar arrangement for 2020.

19/099 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; listing these items below provides Council with the opportunity to comment on them, none were made.

- Cheshire Association of Local Councils e-bulletins
- Cheshire Police Tarvin and Kelsall Wards – Parish Council Newsletter
- Cheshire Police Alerts
- Vision ICT web analytics for www.willington.org.uk website
- Best Kept Village updates
- Public Health Monthly briefings
- Various invitations to conferences, training sessions and briefings.

19/100 FINANCIAL MATTERS.

19/100.1 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 - Clerk	September and October 2019	£281.12
CWaC	Electoral Recharge	£197.20
Rob Winterbourne	Expenses - postage, mileage, SLCC Conference, parking in Northwich, HP Ink (Oct & Nov), MS Office annual licence	£126.76
Tarporley PC	Risk Training Course	£50.00
NMC Design & Print	Tickets & flyers for History Evening	£31.20
Councillor J Lowthion	Expenses – Santa outfit	£69.99
Rob Winterbourne	Repayment of loan to Willington Parish Council	£350.00

19/100.2 Cheque Payments

RESOLVED: that the following payments be authorised:

Payee	Detail	Amount to be Paid
HMRC	PAYE Quarter to 30/9/19 plus interest	£204.06
NMC Design & Print	Additional tickets for History Evening	£12.00
NMC Design & Print	November newsletter printing	£20.00
Payroll - Clerk	November 2019	£140.56

19/100.3 Direct Debits

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

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

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

19/100.4. Interest free loan of £350 from the Clerk to the Council

RESOLVED: that the Council retrospectively approve a loan of £350 from the Clerk to the council (received on 3rd October 2019) which was required to provide funds to the current account (as the Clerk had no access to online banking).

19/100.5 Payments due before the January 2020 Council meeting

RESOLVED: that the Clerk be authorised to approve any invoices with Councillors and that appropriate payments be made before the next meeting.

19/100.6 Management Accounts

RESOLVED: that management accounts to 31st October 2019 be approved.

19/100.7 Budget for 2020-21

The draft budget was reviewed.

RESOLVED: that Councillors review the draft budget outside the meeting once the draft 2020-21 Action Plan is produced by Councillor Lowthion. Approval of the budget is required at the meeting to be held in January 2020.

19/101 – EMPLOYMENT MATTERS

19/101.1 Consideration of an increase to the Clerk's contracted hours

RESOLVED: that the contracted hours are not changed at present.

19/101.2 Clerk Probationary Period

RESOLVED: that following the Clerk's annual appraisal on 1st October 2019, that the Council confirm that the Clerk has successfully completed the six-month probationary period (1st March to 1st Sept 2019) as specified in the contract of employment.

19/102 ITEMS OF INTEREST FOR NEXT AGENDA

None

19/103 DATE OF NEXT MEETING –Tuesday 28th January 2020 at 7:30 pm. (see item 22).

End of Document

Chairman's Signature Dated.....