

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL
HOTEL ON TUESDAY 28th JANUARY 2020**

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

**19/104 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND
DISPENSATIONS**

19/104.1 New Written Requests for Dispensations

There were no new requests.

19/104.2 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.

19/105 OPEN FORUM

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

19/106 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

19/107 REPORT ON OPEN FORUM

Councillor J Leather provided information regarding:

- Cheshire West And Chester Council's Local Cycling and Walking Infrastructure Plan
- Cheshire West & Chester Council's Right of Way Improvement Plan.

19/108 MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 26th NOV 2019

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

**19/109 REPORT ON ACTIONS ARISING FROM THE MEETING ON 26th NOVEMBER 2019 NOT
COVERED BY THE AGENDA**

19/109.1 Neighbourhood Watch Scheme (Previous Minutes 19/064, 19/086)

There have been no volunteers for the vacant coordinator role.

RESOLVED: that a further request for a volunteer be made in February's newsletter.

19/091.2 Village Task Force (Previous Minute 19/087)

A number of residents have volunteered for the task force. A list of activities that the task force needs to tackle will be created shortly by Councillor Grimshaw.

19/109.3 Bank Mandate and Online banking access (Previous Minute 19/059.3, 19/082.3)

The updated mandate is in place. The Clerk now has access to online banking facilities.

19/109.4 Website Accessibility

The Clerk will continue to work with the Council's web hosting supplier to progress this.

19/109.5 Social Housing Allocation consultation (Previous Minute 19/088)

The Clerk will obtain the documentation regarding Brunswick Cottages on Chapel Lane.

19/109.6 Parish Council Meeting on 28th July 2020 (Previous Minute 19/098).

RESOLVED: that, due to the absence of the Clerk, the meeting administration, agenda and minutes will be handled by Councillors.

19/110 PLANNING MATTERS

19/110.1 Planning Consultation 19/04198/FUL – Manor Farm

RESOLVED: that the 'no comment' response from the Council which was provided on 16th December 2019 be confirmed.

19/110.2 Planning Applications

No Planning Applications had been submitted between the Council meeting on November 26th 2019 and this meeting.

19/110.3 Other

An update was provided by the Clerk regarding the installation of 'security poles' at Roughlow Farm.

19/111 COMMUNITY ENGAGEMENT

19/111.1 Xmas Carols on the Green

The Xmas carol event on Sunday 1st December was very well attended and enjoyed.

RESOLVED: that a letter of thanks be to Jane Platt and James Abbot for the use of their electricity for the Xmas lights.

RESOLVED: that a letter of thanks be sent to Pat and Gwyn Tyson-Jones for the use of their facilities to provide refreshments.

RESOLVED: that a similar event be held on the first Sunday in December this year.

19/111.2 VE Day Celebrations on 8th May

Arrangements are progressing; there is considerable interest from villagers.

19/111.3 Event for the launch of the village history publication

An event towards the end of October will be held if the timing is appropriate.

19/111.4 Willington based competition to replace 'best kept village'

RESOLVED: that the Council does not arrange such an event this year.

19/112 COMMUNITY COMMUNICATION

19/112.1 Additional Village Notice Board

The work on the 'old' noticeboard will be completed in February.

RESOLVED: that the February newsletter advertises the availability of the notice board for non-Council notices.

19/112.2 Willington Civil Parish Information book revision

RESOLVED: that the book is not updated. The sections regarding the village and council history will be incorporated into the website. References to third party organisations will be added to website as web links.

RESOLVED: that a further request for a volunteer to manage the Council website is made in February's newsletter

19/112.3 Contact information for local support groups

RESOLVED: that the February newsletter provides contact details for these organisations.

19/112.4 Delivery of the newsletter electronically

RESOLVED: this delivery approach be put on hold but in the meantime that that the February newsletter asks residents to contact the Clerk if they would be interested in this.

19/112.5 WhatsApp group for alerts

RESOLVED: that this will not be progressed. But that links to items such as Cheshire Police alerts and Public Health memos be publicised in a future newsletter.

19/113 INSTALLATION OF PERMANENT SPEED DISPLAY DEVICES IN WILLINGTON

CWaC Highways continue to investigate the feasibility and cost of the installation of a speed display device on Chapel Lane.

RESOLVED: on a majority vote, it was resolved that £2000 is put into the 2020-21 budget to fund a potential permanent speed display device on Chapel Lane.

Councillors Grimshaw, Lowthion and Nicholas voted for the proposal, Councillors Merrick and Okell against.

19/114 REDUCTION OF THE SPEED LIMIT ON WILLINGTON ROAD TO 30 MPH

RESOLVED: that CWaC are asked to proceed with a re-assessment of the Willington Road speed limit. The assessment is likely to be in March 2020.

RESOLVED: that £400 is put into the 2020-21 budget to fund the assessment and the work to implement the revised speed limit.

19/115 BUDGET 2020-2021

The following amended budget (a £100 increase in the amount allocated to Training is the only change from the figures published in this meeting's agenda) was considered by Council. As the figures stood the budget would result in an increase in the Parish precept of £185 to £4690. This will result in an increase of £1.14 per annum to £31.80 for a band D household.

Funding of the speed display device and the work on the reduction in the speed limit on Willington Road will be provided from reserves. After these costs, the reserves will still exceed the amount required to meet any emergency or unforeseen expenditure. In the circumstances that the budget proves to be inadequate, the Council would be able to draw on its reserves without detriment to the overall Parish finances.

	Yr to	Yr to	Yr to
PAYMENTS	Mar-19	Mar-20	Mar-21
Staff Salaries including Employers Costs	2,510	2,350	3,258
Staff Light and Heat Allowance	0	0	0
Staff/Councillor Travel	9	45	100
Telephone	0	0	0
Postage	13	20	17
Office Supplies, laptop maintenance & s/w	277	200	200
Subscriptions	277	80	195
Audit Fee	291	290	115
Insurance	330	340	340
Room Hire Meetings	0	0	0
Payroll Software	72	84	86
General Costs	197	250	0
Community Engagement			0

Newsletter/Annual Report/Other Printing	59	200	212
Special Projects & Equipment	800	375	2400
Election Cost	0	200	0
Training	35	300	450
Vision ICT - Accessibility Compliance work			150
Defibrillator AED Batteries & Pads		0	43
Total Payments	4,870	4,734	7,566
Increase over 19-20 budgeted spend is....			2,751
RECEIPTS			
Precept from CWaC	4,517	4,505	4,690
Income from Events			0
Bank Interest	9	11	10
Grants	0	0	0
VAT refund on Previous Years Purchases	78	75	80
Funding from WPC reserves			2786
Other		0	0
Total Receipts	4,604	4,591	7,566

RESOLVED: that the draft budget be approved, and that Council request a precept of £4,690.00.

19/116 REPLACEMENT OF THE RETIRING CHAIRMAN

Councillor Lowthion informed the meeting that she will stand down as a councillor later in the year.

RESOLVED: that the February newsletter announces the future vacancy on the Parish Council, and requests that anyone interested should contact the Chairman or Clerk.

19/117 POTENTIAL FUTURE PROJECTS

The projects list was reviewed and approved subject to minor amendments.

19/118 COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT

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

RESOLVED: that Councillor Okell attend a Finance course on Weds 22nd April 2020 in Middlewich at a cost of circa £40.

RESOLVED: that the Clerk attend the New Clerk training event on Weds 11th March 2020 in Harrogate at a cost of £10 plus mileage (circa 180 miles).

19/119 REVIEW OF ACTION PLAN

The meeting reviewed the updated 2020-21 Action Plan.

RESOLVED: that the format and content of the 2020-21 Action Plan is satisfactory.

19/120 NEWSLETTER

A list of articles for the February 2020 newsletter was reviewed and agreed.

19/121 ROAD, PATH AND PAVEMENT MAINTENANCE

The Clerk provided updates on the remedial work on the road between the two entrances to Willington Hall and the clearance of the Willington Road verges.

RESOLVED: that the Clerk contact CWaC Highways regarding the progress of these works.

19/122 CWaC LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN CONSULTATION

RESOLVED: that the Councillor Grimshaw respond on behalf of the Council highlighting general and specific issues with the local/rural cycling and walking infrastructure.

19/123 CLOTTON & HOOFIELD NEIGHBOURHOOD CONSULTATION

RESOLVED: that the Councillor Grimshaw respond on behalf of the Council.

19/124 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the changes to update the Standing Orders to clarify the process for commenting on planning applications are progressed for review at the next meeting.

RESOLVED: that the updated Discipline and Grievance procedures be accepted.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Standing Orders	Yes	Yes	Jul-19	Jul-19	Mar-20	Update the Standing Orders to clarify the process for commenting on planning applications
Disciplinary & Grievance Policy *	Yes	Yes	28-Mar-17	Mar-17	Jan-20	Review and Approve with changes to reflect NALC guidelines.

19/125 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
- Various invitations to conferences, training sessions and briefings.

19/126 FINANCIAL MATTERS.

19/126.1 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	December 2019 and back-pay for additional hours July- Dec 2019	£517.94
Councillor Jane Lowthion	Expenses for Xmas Carols event	£67.98

19/126.2 Cheque Payments

RESOLVED: that the following payments be authorised:

Payee	Detail	Amount to be Paid
Payroll - Clerk	January 2020 Salary	£140.76
HMRC	PAYE for quarter to 31/12/19	£199.80

19/126.3 Direct Debits

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

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

Sage One Payroll – Jan 2020. Paid 16th Jan 2020 £7.20

19/126.4 Payments due before the March 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.

19/126.5 Quarterly Review of the Cashbook and Bank statements to the end of Dec 2019.

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

19/126.6 Management Accounts

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

19/127 – EMPLOYMENT MATTERS - CONSIDERATION OF AN INCREASE IN THE CLERK'S CONTRACTED HOURS

RESOLVED: that the Clerk's contracted hours are increased from four to five and that his contract of employment is updated to reflect this.

19/127 ITEMS OF INTEREST FOR NEXT AGENDA

- 'Plastic free' Willington.
- provision of community transport

19/128 DATE OF NEXT MEETING –Tuesday 24th March 2020 at 7:30 pm.

End of Document

Chairman's Signature Dated.....

Chairman's Initial