

To WILLINGTON PARISH COUNCIL

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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 28th JANUARY 2020

5. REPORT ON ACTIONS FROM THE MINUTES OF THE MEETING HELD ON 28th JANUARY 2020 NOT COVERED BY THE AGENDA

- a. Task Force – update (previous minute 19/091.2)
PROPOSAL: that the Clerk write to the owner of hedge between Pebble Cottage and The Hob on Willington Road regarding the work undertaken by the task force.
- b. Neighbourhood Watch Scheme – update on volunteer co-ordinator role (previous minutes 19/064 & 19/086 & 19/109.1)
- c. Website accessibility – update (previous minute 19/109.4)
- d. Update on the installation of 'security poles' at Roughlow Farm (previous minute 19/110.3)
- e. Call for volunteer in the February newsletter to manage the website – update (previous minute 19/112.2)

6. PLANNING MATTERS

a. NEW APPLICATIONS

To consider the following applications and any others received since the publication of this agenda.

- No planning applications have been received.

b. PREVIOUS APPLICATIONS

To note the planning application #1 listed on the planning register (provided in supporting papers), including comments submitted since the last meeting and any enforcement matters.

7. RISK ASSESSMENT, STATEMENT ON INTERNAL CONTROL, INSURANCE REVIEW

- a. These items are reviewed at least on an annual basis. Copies of the following documents are enclosed for consideration. The Clerk has suggested a number of changes with additions indicated in yellow:

- Risk Assessment.
- Statement on Internal Control.

- b. Insurance.

The Council needs to confirm that the existing cover meets the requirements of the Council.

8. INTERNAL AUDITORS

Proposal: that the council appoint JDH Business Services to undertake the internal audit for year 2019-20.

9. CORONAVIRUS SITUATION

To discuss:

- a. how the Council can support local residents
- b. how to manage Council business during the pandemic.

10. COMMUNITY ENGAGEMENT

- a. to discuss the outline plans and budget for the VE day celebration planned for Friday 8th May 2020 (outline plan and budget is provided in the supporting papers)
PROPOSAL: that the council makes the funds indicated in the budget paper available for the purposes of holding the VE Day celebrations
- b. to review future events; currently this is an event to celebrate the launch of the village history publication
- c. to consider further proposals from Councillors for community events and initiatives.

11. COMMUNITY COMMUNICATION

- a. Village notice boards – update (previous minute 19/112.1)
PROPOSAL: that the task force moves the 'old' notice board to a position adjacent to the main board.
- b. Willington Civil Parish Information Book revision – update (previous minute 19/112.2)
- c. Delivery of newsletters via e-mail or social media – update (previous minute 19/112.4)
- d. WhatsApp group for alerts (previous minute 19/112.5)
PROPOSAL: that the Willington Neighbours' WhatsApp group is publicised by the Council.

12. INSTALLATION OF PERMANENT SPEED DISPLAY DEVICES IN WILLINGTON – update (previous minute 19/113).

13. REDUCING THE SPEED LIMIT ON WILLINGTON ROAD TO 30 MPH – update (previous minute 19/114).

14. REPLACEMENT OF AED BATTERIES – discussion regarding date of replacement.

15. REPLACEMENT OF THE RETIRING COUNCILLOR IN 2020 – consideration of timing and process.

16. COMMUNITY TRANSPORT

PROPOSAL: that the residents are asked via the May newsletter whether the Council should request that CWaC schedule the twice weekly bus to stop in Willington.

17. POTENTIAL FUTURE PROJECTS - to review and approve list of proposed projects (provided in supporting papers).

18. REPORT ON COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT – to review of training and development undertaken (provided in supporting papers), and to agree future development and training requirements and activities (as per Training Statement).

19. REVIEW OF ACTION PLAN – to confirm that the 2020-21 Action Plan (provided in supporting papers) is appropriate in terms of format and content.

20. ROAD, PATH & PAVEMENT MAINTENANCE

- a. Remedial work on the road between the two entrances to Willington Hall (previous minutes 19/019 & 19/035.2 & 19/59.2 & 19/082.2 & 19/121) - update
- b. Roads and signage (previous minutes 19/045 & 19/059.4 & 19/082.4) – update on the clearance of the verges along Willington Road (CWaC ref # 4889884).

21. SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

The following table shows that one document needs to be reviewed in the light of recent changes. The Clerk has reviewed it and is recommending the actions noted below.

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	Approve the update Standing Orders. Changes are to document the revised Planning Consultation process in App 3.

PROPOSAL: that the Planning Committee no longer meets, and any discussions of planning applications take place during a scheduled meeting of the full council or at an Extraordinary Meeting (if the scheduled meeting does not allow discussion prior to the closure of the consultation period).

22. 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:

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

23. FINANCIAL MATTERS.

- a. Payments between meetings. To confirm the payments that have been made since the last Council Meeting.
- b. Payments to be authorised. To authorise outstanding payments.

c. Direct Debits. To note that payments have been made by direct debit:

e. Payments due before the May 2020 Council Meeting

PROPOSAL: that the Clerk be authorised to approve invoices with Councillors and make any payments that should be paid before the next meeting.

g. Management Accounts – review and approval of accounts to 29th February 2020.

24. ANNUAL PARISH MEETING

To consider the start time, publicity, refreshments and agenda of the Annual Parish Meeting in May.

25. PUBLICATION DATE FOR THE NEXT NEWSLETTER

To consider the publication date and content for the next quarterly newsletter.

26. ITEMS OF INTEREST FOR NEXT AGENDA

27. DATE OF NEXT MEETING

Confirmation that the next meeting will be held on Tuesday 19th May 2020 at Willington Hall beginning after the Annual Parish Meeting.

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