

WILLINGTON PARISH COUNCIL

Clerk: Rob Winterbourne, 1 Lilac Close, Willington, CW6 0PL
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NOTICE OF MEETING

MEETING: WILLINGTON PARISH COUNCIL
DAY/DATE/TIME: TUESDAY 7th APRIL 2020 at 7.30pm
VENUE: VIDEO CONFERENCE VIA ZOOM.
PLEASE CONTACT THE CLERK IF YOU WISH TO JOIN THE MEETING.

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.

4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 28th JANUARY 2020

5. 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.

6. 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 highlighted 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.

7. INTERNAL AUDITOR AND ANNUAL REPORT

- a. PROPOSAL: that the Council appoint JDH Business Services to undertake the internal audit for year 2019-20.

- b. PROPOSAL: Audit Year to March 2020 - that if a Council Meeting is not possible, the Annual Governance and Accountability Return (AGAR) 2019/20 be approved via e-mail circulated to all Councillors.

8. CORONAVIRUS SITUATION – MANAGEMENT OF COUNCIL BUSINESS

Council needs to be able to continue with its work during the coming months. To achieve that, much may need to be done differently but must be within either existing Standing Orders, other Council Resolutions, and Government Legislation and Guidelines.

PROPOSALS:

- a. that until regular Council meetings are reinstated, the Clerk be authorised to make all necessary day to day decisions in order that Council business can continue. The Clerk will consult with at least the Chairman and one other Councillor
- b. that if a Council Meeting is not possible, all Planning comments to be agreed via e-mail between Councillors and the Clerk
- c. that if the Clerk is unable to work, any necessary decisions may be taken by Chairman and Vice-Chairman in consultation with all other Councillors.

9. CORONAVIRUS SITUATION – consideration of how the Council can support local residents.

10. FINANCIAL MATTERS.

- a. Payments between meetings. To confirm the payments that have been made since the last Council Meeting:
- b. Payments to be authorised:
None.

c. Direct Debits. To note that the following payment has been made by direct debit:
Sage One Payroll – Feb 2020. Paid 16th Feb 2020 - £7.20
Sage One Payroll – March 2020 Paid 16th March 2020 - £8.40

d. Payments due before the next 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.

- e. Management Accounts – review and approval of accounts to 31st March 2020.

11. ANNUAL PARISH MEETING

PROPOSAL: That the Annual Meeting scheduled for 19th May 2020 is not held.

12. DATE OF NEXT MEETING

For consideration.

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