

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD VIA VIDEO-
CONFERENCE ON TUESDAY 7TH APRIL 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 Councillors – Councillor J Leather, Councillor H Tonge.

**19/129 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND
DISPENSATIONS**

19/129.1 New Written Requests for Dispensations

There were no new requests.

19/129.2 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.

19/130 OPEN FORUM

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

19/131 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

19/132 REPORT ON OPEN FORUM

Councillor Leather provided an update on the covid-19 situation in Cheshire, and the publicity materials and funding available from CWaC during the outbreak.

19/133 MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 28th January 2020

RESOLVED: that the minutes of the meeting held on 28th January 2020 be signed by the Chairman as a correct record.

19/134 PLANNING MATTERS

19/134.1 Planning Applications

No Planning Applications had been submitted between the Council meeting on January 28th 2020 and this meeting.

19/134.2 Previous Applications

The approval by CWaC of application 19/03327/LDC for Meadowbank, Willington Road was noted.

19/135 RISK ASSESSMENT/STATEMENT ON INTERNAL CONTROL/INSURANCE REVIEW

19/135.1 Risk Assessment.

RESOLVED: that the updated risk assessment document circulated with the agenda be approved.

19/135.2 Statement on Internal Control.

RESOLVED: that the statement of internal control document for 2019-20 circulated with the agenda be approved.

19/135.3 Insurance Review.

RESOLVED: that the existing cover meets the requirements of the Council.

19/136 INTERNAL AUDITOR AND ANNUAL REVIEW

19/136.1 Internal Auditor

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

19/136.2 Annual Return 2019-20

RESOLVED: 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.

19/137 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 activities must be undertaken within either existing Standing Orders, other Council Resolutions, and Government Legislation and Guidelines.

RESOLVED:

- that if it is not possible to hold a Council meeting, 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
- that if it is not possible to hold a Council meeting, all Planning comments be agreed via e-mail between Councillors and the Clerk
- that if the Clerk is unable to work, any necessary day to day decisions may be taken by video link or e-mail by at least 3 members of the Council (i.e. a quorum).

RESOLVED:

That the Clerk consult with ChALC and SLCC regarding best practice if the Clerk is unable to undertake the role of Responsible Financial Officer for a prolonged period.

19/138 CORONAVIRUS SITUATION

The community volunteer scheme in place in Willington was outlined by the Chairman. The volunteering best practices published by NALC have been made available to Willington volunteers.

19/139 FINANCIAL MATTERS.

19/139.1 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	February 2020 salary	£140.76
Vision ICT	Website Hosting service 2020-21	£150.00
Vision ICT	Accessibility Statement for website	£54.00
NMC Design & Print	Print February 2020 newsletters	£20.00
Clotton Hoofield PC	Planning training attended by R. Winterbourne & Cllr A. Nicholas	£40.00
Cllr J Grimshaw	Expenses – parts for notice board	£32.64
Payroll - Clerk	March 2020 Salary	£218.98

19/139.2 Payments to be authorised:

None.

19/139.3 Direct Debits

Noted that the following payments have 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

19/139.4 Payments due before the next Council meeting

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

19/139.5 Management Accounts

RESOLVED: that management accounts to 31st March 2020 be approved.

19/140 ANNUAL PARISH MEETING

RESOLVED: that the Annual Parish Meeting scheduled for 19th May 2020 is not held due to the coronavirus outbreak.

19/141 DATE OF NEXT MEETING

RESOLVED: – the annual meeting of the Parish Council will be held on Tuesday 19th May 2020 at 7:30 pm.

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Chairman's Signature Dated.....