

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 19 th MAY 2020 at 7.30pm
VENUE:	VIDEO CONFERENCE VIA ZOOM.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted "online".

Any members of the public who also wish to attend on this basis please contact the Clerk so that arrangements may be made for them.

THE MEETING WILL BE HELD ONLINE USING "ZOOM" SOFTWARE.

If you wish to attend the online meeting you need:

- 1) an internet connection or a telephone connection (voice only)
- 2) to email the Clerk for simple instructions

If you wish to speak during the Public Session, please advise the Clerk in your email.

AGENDA

- 1. ELECTION OF CHAIRMAN FOR THE COMING YEAR**
- 2. DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN)**
- 3. APOLOGIES AND REASONS FOR ABSENCE**
- 4. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR**
- 5. APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE COUNCIL**
- 6. APPOINTMENTS TO OUTSIDE ORGANISATIONS**
- 7. COUNCILLOR RESPONSIBILITIES**
- 8. 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
 - c. Annual reminder to all Councillors that before the next meeting they should check that their Members Declaration of Interests is up to date.
- 9. FILLING THE CASUAL VACANCY IN THE OFFICE OF PARISH COUNCILLOR – for discussion.**

10. **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)
11. **APPROVAL OF THE MINUTES OF:**
- a. the meeting of the full Council held on 7th April 2020
 - b. the meeting of the Planning Committee held on 28th April 2020
12. **REPORT ON ACTIONS FROM THE MINUTES OF THE MEETINGS HELD ON 28th JANUARY AND 7th APRIL 2020 NOT COVERED BY THE AGENDA**
- a. Neighbourhood Watch Scheme
 - b. Social Housing Allocation (Brunswick Cottages documentation)
13. **PLANNING MATTERS**
- a. APPLICATIONS - The following planning applications will be examined along with any others received up to the date of the meeting. None to date.
 - b. PREVIOUS APPLICATIONS – To note planning application #2 listed on the planning register (provided in supporting papers)
 - c. OTHER
 - ‘Security’ poles at Roughlow Farm, Tirley Lane, Willington, Chester, Cheshire CW6 0PG - update (previous minute 19/110.3).
 - creation of ‘footings’, and groundworks that are visible from Roughlow at Roughlow Farm, Tirley Lane, Willington, Chester, Cheshire CW6 0PG – update (previous minute 20/6PC.2)
 - c. Rocks placed on the verge at Manor Farm, Willington Road – for discussion.
14. **COMMUNITY ENGAGEMENT** - to consider proposals from Councillors for community events and initiatives
15. **COMMUNITY COMMUNICATION**
- a. Village notice boards – update
 - b. Willington Civil Parish Information Book revision – update
 - c. Website:
 - I. Website accessibility - update
 - II. Management/administration of website - update
 - d. Delivery of newsletters via e-mail or social media – update
 - e. Use of Zoom Pro for Council meetings
16. **NEXT NEWSLETTER** – consideration of content and issue date.
17. **INSTALLATION OF PERMANENT SPEED DISPLAY DEVICES IN WILLINGTON** (previous minute 19/113) – update
18. **REDUCTION OF SPEED LIMIT ON WILLINGTON ROAD TO 30 MPH** – update
19. **ROADS AND PATHWAYS**
- a. road between the two entrances to Willington Hall – update
 - b. additional road signs for horses and 'S' bends on Roughlow as traffic enters the 30 mph zone – for consideration.
20. **POTENTIAL FUTURE PROJECTS** – review and approval of list for 2020-21
21. **COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT** – review

22. ACTION PLAN – review and approval of the plan for 2020-2021

23. RISK REGISTER - review and approve the updated Risk Register

24. BANK MANDATE - to review the bank mandate for 2020-21. Current authorised signatories are Councillors Grimshaw, Lowthion, Okell, Merrick and Nicholas and the Clerk. The Clerk is not authorised to sign cheques.

25. COUNCIL MEETINGS YEAR TO MARCH 2020 PLUS DATE OF NEXT ANNUAL MEETING OF THE COUNCIL

PROPOSAL – that Council meetings for the year 2020-2021 are held on the following Tuesdays:

July 2020	28
September 2020	29
November 2020	24
January 2021	26
March 2021	23
May 2021 (Annual Meeting)	18

26. INSURANCE RENEWAL

Council Insurance is due for renewal on 14th July 2020 - update.

27. SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

28. 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:

- a. Cheshire Association of Local Councils e-bulletins
- b. Newsletter from the Information Commissioner's Office
- c. Cheshire Police Alerts.
- d. Cheshire Tarvin & Kelsall wards – Parish Council Newsletter
- e. Vision ICT web analytics for website.

29. FINANCIAL MATTERS.

- a. Payments between meetings.
- b. Payments to be authorised:
- c. Direct Debits.
- d. Payments due before the July 2020 Council Meeting
- e. Accounts Year to March 2020
 - Comments by Internal Auditor on Year to March 2020 (if available)
 - External Audit Exemption certificate for signature by the Chairman of the meeting and the Clerk.
- f. AGAR Section 1
- g. AGAR Section 2

30. ITEMS OF INTEREST FOR NEXT AGENDA

31. DATE OF NEXT MEETING

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