

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD VIA VIDEO-
CONFERENCE ON TUESDAY 19TH MAY 2020**

PRESENT: Councillor J Lowthion
Councillor A Nicholas (Chairman)
Councillor J Grimshaw
Councillor R Merrick (Vice Chairman)
Councillor D Okell.

IN ATTENDANCE: Parish Council Clerk – Mr R Winterbourne
Cheshire West & Chester Councillors – Councillor J Leather.

APOLOGIES: Councillor H Tonge – prior engagement.

20/001 ELECTION OF CHAIRMAN FOR THE COMING YEAR

RESOLVED: that Councillor Nicholas be appointed Chairman for the coming year.

20/002 DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN)

RESOLVED: that having verbally accepted office, that Councillor Nicholas sign the Acceptance of Office provided by the Clerk as soon as is practically possible.

20/003 APOLOGIES AND REASONS FOR ABSENCE

None.

20/004 ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR

RESOLVED: that Councillor Merrick be appointed Vice Chairman for the coming year.

20/005 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL

RESOLVED: that as the functions of the Planning Committee will be adopted by the full council in the future, there is no requirement for either committees or working parties for the coming year.

20/006 APPOINTMENTS TO OUTSIDE ORGANISATIONS

RESOLVED: no appointments to outside organisation were required at the present time.

20/007 COUNCILLOR RESPONSIBILITIES

Management of the defibrillator: Councillor Nicholas

20/008 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

20/008.1 New Written Requests for Dispensations

There were no new requests.

20/008.2 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.

20/008.3 Councillors' Declarations

Councillors were reminded that they should check that their Member's Declaration of Interests are up to date. Confirmation of this or any amendments should be forwarded to the Clerk prior to the next meeting.

20/009 – FILLING THE CASUAL VACANCY IN THE OFFICE OF PARISH COUNCILLOR

Councillor Lowthion advised that she will be resigning from the Council after this meeting.

RESOLVED: that the Clerk begin the process to fill the vacancy on the Council as laid out in the Local Government Act 1972 Section 232 by placing a public notice advising of the vacancy.

20/010 OPEN FORUM

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

20/011 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

20/012 REPORT ON OPEN FORUM

Councillor J Leather provided information regarding the plans and activities of Cheshire West and Chester Council in response to the Covid-19 pandemic.

20/013 MINUTES OF MEETINGS HELD IN APRIL 2020

20/013.1 Minutes of the meeting of the full Council held on 7th April 2020

RESOLVED: that the minutes of the meeting held on 7th April 2020 be signed by the Chairman as a correct record.

20/013.2 Minutes of the meeting of the Planning Committee held on 28th April 2020

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

20/014 REPORT ON ACTIONS ARISING FROM THE MEETING ON 28th JANUARY 2020 AND 7TH APRIL 2020 NOT COVERED BY THE AGENDA

20/014.1 Neighbourhood Watch Scheme (Previous Minute 19/091)

There have been no volunteers for the vacant coordinator role.

RESOLVED: that the Council no longer actively seeks a coordinator for the Neighbourhood Watch Scheme.

20/014.2 Social Housing allocation - Brunswick Cottages (Previous Minute 19/091)

RESOLVED: that the Clerk continues to pursue a full set of documentation from Jigsaw Homes Group.

20/015 PLANNING MATTERS

20/015.1 Planning Applications

No applications had been submitted up to the day of the meeting.

20/015.2 Previous Applications

It was noted that the Council's comments regarding application 20/00974/FUL, Foxhill, Chapel Lane, Willington, CW60PH had been submitted to the CWaC Planning website. And that to date no decision had been made

20/015.3 Other

- 'Security' poles at Roughlow Farm, Tirley Lane, Willington, Chester, Cheshire CW6 0PG (previous minute 19/110.3). CWaC Planning Enforcement confirmed that although there had been a technical breach of planning regulations, it had been agreed with the owner of the

property that the issue could be addressed by the implementation of a suitable planting scheme, details of which have been provided to CWaC Planning.

- 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)
RESOLVED: that the Clerk contact CWaC about this issue providing photographic evidence.
- rocks placed on the verge at Manor Farm, Willington Road.
RESOLVED: that the Clerk contact CWaC about this issue providing photographic evidence.

20/016 COMMUNITY ENGAGEMENT

20/016.1 Event for the launch of the village history publication

The event planned towards the end of October 2020 is currently on hold but will be held when it is safe and practical to do so.

19/016.2 Future Events

A number of ideas were raised including a stalls and games event on the Green, open gardens day, an indoor winter social gathering, a village barbecue.

RESOLVED: that Councillors ask residents informally for any further ideas for community events.

20/017 COMMUNITY COMMUNICATION

20/017.1 Additional Village Notice Board

Councillor Grimshaw will arrange for the Board to be made watertight.

RESOLVED: that the Board remains in its current location.

RESOLVED: that the Clerk 'manages' the additional notice board.

20/017.2 Willington Civil Parish Information book revision

The work to incorporate the sections of the book regarding the village and council history, and to add references to third party organisations (via links) to the website is yet to be completed.

20/017.3 Website

- the website contains a legal, formal accessibility statement
- website management and administration

RESOLVED: that the Council accept Jane Lowthion's offer to manage the content of the website in conjunction with the Clerk.

RESOLVED: that suitable training be provided to Jane Lowthion.

20/017.4 Delivery of the newsletter electronically

RESOLVED: that the next newsletter stresses the benefits of an electronic version of the newsletter and asks residents to contact the Clerk if they would be interested in this.

20/017.5 Use of Zoom for Council Meetings

RESOLVED: that the Council purchase Zoom Pro at a monthly rate of £11.99 plus VAT per month until face to face meetings are able to resume.

20/018 NEXT NEWSLETTER

RESOLVED: that the next newsletter, which was originally due to be published in May 2020, will now be published by the end of June.

It will include a precis of the Chairman's annual report, an article on how the community has responded to the Covid-19 crisis, and a task force update. Copy is to be provided to the Clerk by 6th June.

20/019 INSTALLATION OF PERMANENT SPEED DISPLAY DEVICES IN WILLINGTON

This is on hold as CWaC Highways need to make a further site visit to confirm the feasibility and cost of the installation of a speed display device on Chapel Lane (previous minute 19/113).

20/020 REDUCTION OF THE SPEED LIMIT ON WILLINGTON ROAD TO 30 MPH

The analysis of the speed data collected on Willington Road is on hold until CWaC staff return to the office (previous minute 19/114).

20/021 ROADS AND PATHWAYS

- around 11 metres of the road between the entrances to Willington Hall have been resurfaced
- road signs warning of horses and S-bends on Roughlow

RESOLVED: that the Clerk contact CWaC regarding the practicalities and costs of installing suitable signs.

20/022 POTENTIAL FUTURE PROJECTS

The projects list was reviewed and approved.

Councillor Nicholas will revise the format of the project plan. Councillors to provide any other ideas for projects.

20/023 COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT

The training and development activities undertaken on 2019-20 were reviewed and approved.

RESOLVED: that the Clerk pull together a cost-effective training plan for the new Councillor.

20/024 REVIEW OF ACTION PLAN

The meeting reviewed the updated 2020-21 Action Plan.

Councillor Nicholas will manage and update the Action Plan during the coming year.

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

20/025 RISK ASSESSMENT

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

20/026 BANK MANDATE

RESOLVED: that the banking arrangements with NatWest that are currently in place are suitable for the coming financial year.

RESOLVED: that the mandate is updated to remove Councillor Lowthion and add the new Councillor only when the new Councillor has completed the acceptance of office form.

20/027 COUNCIL MEETINGS YEAR TO MARCH 2021 PLUS DATE OF NEXT ANNUAL MEETING OF THE COUNCIL

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

July 2020	21
September 2020	29
November 2020	24
January 2021	26
March 2021	23
May 2021 (Annual Meeting)	18

20/028 INSURANCE RENEWAL

Council Insurance is due for renewal on 14th July 2020. The Clerk has reviewed the cover with the insurer and recommends that the Council proceeds with the final year of the three-year deal with Came & Company.

20/029 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the changes to update the Standing Orders provided with the agenda which clarify the process for commenting on planning applications and describe the process for remote meeting are approved.

RESOLVED: that the documents in the following table which were due to be reviewed in May 2020 are satisfactory and therefore that no amendments are required.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Complaints Procedure	Yes	Yes	March-16	May-19	May-21	Approval
Email & Address Contact Privacy Notice (GDPR)	Yes	Yes	May-18	May-19	May-21	Approval
GDPR Information Data Protection Policy	Yes	Yes	May-18	May-19	May-21	Approval
Media Policy	Yes	Yes	April-16	May-19	May-21	Approval
Personal Data Management & Audit Policy	Yes	Yes	May-18	May-19	May-21	Approval
Publication Scheme	Yes	Yes	March-16	May-19	May-21	Approval
Training Policy	Yes	Yes	March-16	May-19	May-21	Approval

20/030 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.

20/031 FINANCIAL MATTERS.

20/031.1 Payments between meetings.

RESOLVED: that the following payments that have been made since the last Council Meeting are confirmed:

Payee	Detail	Amount to be Paid
Rob Winterbourne	Expenses (Xmas Lights, travel, postage HP Ink)	£326.67. Paid on 30 th Nov 2019.
Payroll - Clerk	January 2020 Salary	£140.76
HMRC	PAYE for quarter to 31/12/19	£199.80

20/031.2 Cheque Payments. None.

20/031.3 Direct Debits

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

Sage One Payroll – April 2020. Paid 16th April £8.40

Sage One Payroll – May 2020. Paid 16th May £8.40

Information Commissioners Office – 2020-21 Annual Subscription. Paid 13th March 2020 £35.00.

20/031.4 Payments due before the July 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.

20/031.5 Accounts and Audit to the Year ending 30th March 2020

- 20/031.5.1 Internal Audit report. The comments provided by the internal auditor circulated prior to the meeting were examined and noted.

RESOLVED: that the Clerk respond to the internal auditor as agreed.

- 20/031.5.2 External Audit. The Clerk advised that the council is eligible for exemption from external audit for the year 2019-20

RESOLVED: that the Council approve the application for exemption from external audit for 2019/20. And that the Chairman sign the certificate as soon as is practically possible.

20/031.6 Annual Governance and Accountability Review - AGAR (Section 1)

The Annual Governance Statement for the year ending 31st March 2020 which was circulated prior to the meeting was accepted.

RESOLVED: that the Chairman sign AGAR Section 1 as soon as is practically possible.

20/031.7 AGAR Accounting Statements (Section 2)

The Accounting Statements for the year ended 31st March 2020 which were circulated prior to the meeting were approved And it was confirmed by the Council that the return represented fairly the financial position of the Council.

RESOLVED: that the Chairman and Clerk sign AGAR Section 2 as soon as is practically possible.

20/032 ITEMS OF INTEREST FOR NEXT AGENDA

- provision of community transport
- opportunities to reduce the length of this agenda

20/033 DATE OF NEXT MEETING –Tuesday 21st July 2020 at 7:30 pm.

Chairman's Signature Dated.....

Chairman's Initial