

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD VIA VIDEO-
CONFERENCE ON TUESDAY 21st JULY 2020**

PRESENT:

Councillor B Crossley
Councillor J Grimshaw
Councillor R Merrick (Vice Chairman)
Councillor A Nicholas (Chairman)
Councillor D Okell.

IN ATTENDANCE: Parish Council Clerk – Mr R Winterbourne
Cheshire West & Chester Councillor – Councillor H Tonge.

20/037 APOLOGIES AND REASONS FOR ABSENCE

None.

**20/038 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND
DISPENSATIONS**

20/038.1 New Written Requests for Dispensations

There were no new requests.

20/038.2 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.

20/039 OPEN FORUM

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

20/040 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

20/041 REPORT ON OPEN FORUM

Councillor H Tonge provided information regarding:

- Further support to be provided by Cheshire West and Chester Council (CWaC) in response to the Covid-19 pandemic
- CWaC consultations including Delivering our Highways, Stronger Futures and Walk Ride Thrive (that focuses on cycling and walking) that Councillors may wish to contribute to
- The potential availability of Members Budget funds for the remedial work on the Little Switzerland footpath
- A51 roadworks.

20/042 MINUTES OF MEETINGS

20/042.1 Minutes of the meeting of the full Council held on 19th May 2020

RESOLVED: that the minutes of the meeting should be signed by the Chairman as a correct record.

20/042.2 Minutes of the Extraordinary meeting of the Council held on 9th July 2020

RESOLVED: that the minutes of the extraordinary meeting be signed by the Chairman as a correct record.

20/043 REPORT ON ACTIONS ARISING FROM THE MEETING ON 19th MAY 2020 NOT COVERED BY THE AGENDA

20/043.1 Installation of permanent speed display devices (VAS) in Willington – a site meeting is to be held with CWaC Highways on 23rd July to discuss siting of a VAS on Chapel Lane. The Clerk and Councillor Merrick will attend.

20/043.2 Reducing the speed limit on Willington Road to 30mph – we are waiting for CWaC Highways have yet to complete their analysis of the speed data; this has been delayed due to the corona-virus.

The Council has received a letter from a resident regarding a ‘near-miss’ on Willington Road involving two pedestrians and a speeding vehicle. The Clerk will reply to the resident.

RESOLVED: that the speed reduction strategy proposed by the Chairman is adopted.

The Clerk will ask to borrow the speed indicator device from CWaC and progress the speed-gun initiative with the PCSO.

20/043.3 Councillors’ declarations of interests – all Parish Councillors have confirmed that there are no changes required or provided updated declarations.

20/043.4 Social Housing Allocation – the Clerk has reminded Jigsaw Homes that we require the full set of documentation for Brunswick Cottages.

20.043.5 Insurance renewal – the Clerk confirmed that the Council’s insurance has been renewed for one year with Came & Company.

20/044 PLANNING MATTERS

20/044.1 Planning Applications

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

20/044.2 Previous Applications

It was noted that the Council’s comments regarding applications 20/01628/FUL, Roughlow Farm, and 20/01675/FUL, Badgers Gate, Chapel Lane had been submitted to the CWaC Planning website. And that to date no decision had been made on either application.

20/044.3 Other – The Chairman confirmed that if any Councillor or a member of the public has substantive comments on a planning application, it will be discussed at a Council meeting.

20/045 COMMUNITY ENGAGEMENT

20/045.1 Event for the launch of the village history publication

The event is on hold but will be held when it is safe and practical to do so, probably Spring 2021.

19/045.2 Future Events

A resident has proposed that a Willington ‘memories of lockdown’ book or calendar be produced.

20/045 COMMUNITY COMMUNICATION

20/045.1 Website

Jane Lowthion is now managing the website in conjunction with the Clerk. Updates to documents and photographs have been made but we are restricted in what we can do with the website due to the arrangement we have with our web hosting supplier.

RESOLVED: that the Clerk research alternative web-hosting suppliers.

20/045.2 Parish Council Newsletter responsibilities

RESOLVED: that the Council accept the offer from a resident to manage the design and production of the newsletter. The Chairman will contact the resident to discuss arrangements.

20/045.3 Delivery of the newsletter electronically

A third of households have agreed to receive the newsletter via e-mail rather than paper mail.

To encourage further take-up, the Clerk will post a note on the notice board, Councillor Crossley will ask whether the landlord of The Boot would allow a notice to be posted, a note will be added to the website, and that when delivering the next newsletters, Councillors will ask residents if they are willing to receive future newsletters via e-mail.

Councillor Crossley will take over Jane Lowthion's newsletter delivery round.

20/045.4 Future Newsletters

RESOLVED: that the next newsletters will be delivered at the end of August 2020 and early in November 2020. Copy for the August newsletter is required by 20th August.

20/046 WILLINGTON COMMUNITY HUB

RESOLVED: that Councillor Okell set up a working group to investigate options for a community meeting place and produce a short report of the findings.

20/047 PROJECTS LIST AND ACTION PLAN

Councillors will provide any other ideas for projects to the Chairman.

RESOLVED: that the revised format, content and lead roles of the projects list and action plan be approved.

20/048 COMMUNITY TRANSPORT

Councillor Okell provided an update on the Tarporley Transport Study; Willington is not in scope.

RESOLVED: that residents are asked for their views on provision of a local transport service in Willington via a questionnaire.

RESOLVED: That Councillor Okell investigate whether Willington can be incorporated into the scope of the proposed community transport service.

Councillor Tonge advised that Councillor Leather will be able to provide advice and guidance.

20/049 WILLINGTON ENVIRONMENT AND TASK FORCE

Councillor Grimshaw provided an update on task force activities, plans to mend the footpath/steps along Little Switzerland, and plans to re-site two unused kissing gates above Little Switzerland to replace unsafe stiles on footpaths near Tirley Garth.

RESOLVED: that the Council formally thank Councillor Grimshaw and the working party members for their work.

RESOLVED: that the Council formally thank Councillor Merrick for his provision of maintenance supplies.

20/050 COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT

The training and development activities planned for 2020-21 were reviewed and approved. It was noted that classroom-based courses provided by ChALC will not take place for the foreseeable future. ChALC may provide webinars later in the year.

RESOLVED: that the Clerk provide Councillors with details of NALC documents that will assist with development activities.

20/051 ROAD, PATH AND PAVEMENT MAINTENANCE

20/051.1 Installation of S bend and 'horse-riders' warning signs on Roughlow – following a meeting with CWaC Highways on 20th July, a suitable site for the signs was agreed. CWaC Highways will confirm ownership of the verge where the signs will be sited, and the Clerk will contact the owner of the adjacent property (Roughlow Farm).

20/051.2 Hedges obscuring road traffic signs – The Chairman has agreed with the owners of all but two of the offending hedges that they will cut them.

RESOLVED: The Chairman will contact the remaining owners to ask them to cut their hedges.

Councillor Grimshaw will provide Councillor Tonge with details of the requests made to CWaC to replace the missing 40mph sign on Willington Road.

20/052 CHESHIRE COMMUNITY ACTION SUBSCRIPTION

RESOLVED: that Council does not subscribe to Cheshire Community Action for 2020-21.

20/053 THANK YOU TO PREVIOUS CHAIRMAN

RESOLVED: that the Chairman's allowance is used to provide a small token of thanks.

20/054 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the changes to update the Standing Orders and the new Volunteers policy provided with the agenda are approved with minor changes agreed at the meeting.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Financial Standing Orders	Yes	Yes	Jul-20	Jul-19	Sept-21	Approve the updated standing orders to amend the frequency of review of management accounts, to state that responsibility for review of statements and cashbook should be rotated between Councillors at least annually, and to clarify the reqt for External Audit.
Volunteer Procedure	No	No	Jul-20	-	Sept-21	Approve the new procedure for managing volunteers at Council events

20/055 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
- CWaC Consultations

20/056 FINANCIAL MATTERS.

20/056.1 Payments between meetings.

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

Payee	Supplier and Detail	Amount Paid
Payroll - Clerk	March 2020 salary	£218.98
HMRC	PAYE	£125.00
Payroll - Clerk	April 2020 salary	£175.90
Payroll - Clerk	May 2020 salary	£175.70
JDH Business Services	19-20 Internal Audit	£184.80
Rob Winterbourne	Expenses – Zoom & HP Ink subs, postage, travel, training course.	£89.35
ChALC	Affiliation fee 20-21	£83.52
Payroll - Clerk	June 2020 salary	£281.32

20/056.2 Cheque Payments

RESOLVED: that the following payments be authorised:

Payee	Detail	Amount to be Paid
Payroll - Clerk	July 2020 Salary	£175.90
Cllr J Grimshaw	Expenses – materials and signs	£49.78 (from 'General' budge line)

20/056.3 Direct Debits

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

Sage One Payroll – June 2020. Paid 16th June 2020 - £8.40

Sage One Payroll – July 2020. Paid 16th July 2020 - £8.40

20/056.4 Payments due before the Sept 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.

20/056.5 Chairman's Allowance

RESOLVED: that a Chairman's Allowance of £100 be provided for 2020-21.

20/056.6 Management Accounts to 30th June 2020

RESOLVED: that the Management Accounts to 30th June 2020 be approved.

20/057 EMPLOYMENT MATTERS

The Clerk will revert to 5 hours per week as contracted now that volunteers have come forward for management of the website and newsletter. Additional hours should be pre-approved.

20/058 ITEMS OF INTEREST FOR NEXT AGENDA

Review and approval of new Co-Option procedure.

20/059 DATE OF NEXT MEETING –Tuesday 29th September 2020 at 7:30 pm.

Chairman's Signature Dated.....

Chairman's Initial