

WILLINGTON PARISH COUNCIL

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NOTICE OF MEETING

MEETING: WILLINGTON PARISH COUNCIL
DAY/DATE/TIME: TUESDAY 29th SEPTEMBER 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. APOLOGIES AND REASONS FOR ABSENCE

2. DECLARATION OF INTEREST AND DISPENSATIONS

3. **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)

4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 21st July 2020.

5. REPORT ON ACTIONS FROM THE MINUTES OF THE MEETING HELD ON 21st July 2020 NOT COVERED BY THE AGENDA

- a. Obtaining the full set of documentation for Brunswick Cottages – update

6. ROAD, PATH & PAVEMENT MAINTENANCE

- a) Installation of S bend and 'horse-riders' warning signs on Roughlow – update
- b) Hedges obscuring road traffic signs – update
- c) Installation of a mirror on Roughlow on the bend near the 'German Wall'
- d) PROPOSAL: That a suitable mirror is installed and that the offer from a local resident to partially fund the mirror and its installation is accepted.
- e) Reduction of the speed limit on Willington Road to 30 mph – update
- f) Installation of speed warning devices – update on VAS installation and discussion regarding procurement of a speed indicator device (SID) and a speed gun.

7. PLANNING MATTERS

a. NEW APPLICATIONS

To consider the following applications and any others received since the publication of this agenda. No applications have been received up to the date of publication of this agenda.

b. NOTES

To consider the recent development at Meadowbank, Willington Road.

c. PREVIOUS APPLICATIONS

To note the status of the planning applications # 2, 3 & 4 listed on the planning register.

8. COMMUNITY ENGAGEMENT

- a. to consider a potential Xmas event on the green.

9. COMMUNITY COMMUNICATION

- a. Management of Willington Parish Council website – update
- b. Responsibilities for the design, production and distribution of the Willington Parish Council newsletter going forward – update
- c. Delivery of newsletters via e-mail – update
- d. Date for distribution of newsletters in November – for agreement

10. PROVISION OF A COMMUNITY HUB – discussion of working party findings to date.

11. PROJECTS LIST AND ACTION PLAN - to review and approve any required changes.

12. COMMUNITY TRANSPORT – update

13. WILLINGTON ENVIRONMENT AND TASK FORCE – update.

14. COUNCIL COMMUNICATIONS

To consider:

- a. Parish Council e-mail protocols
- b. Parish Council newsletter article protocol.

15. REPORT ON COUNCILLOR AND CLERK TRAINING AND DEVELOPMENT – to receive feedback on the recent training undertaken by Councillor Crossley, and to confirm that future development and training requirements are identified and satisfied.

16. BECOME A COVID 19 COMMUNITY CHAMPION

To consider if Willington would benefit from a Covid Community Champion.

17. WHAT THREE WORDS - to consider whether we should begin using ‘what3words’ for identifying locations accurately (on our website and newsletter for example).

18. ENGAGEMENT TERMS - JDH BUSINESS SERVICES AS INTERNAL AUDITORS

PROPOSAL: that the Clerk sign and return the internal audit engagement letter received from JDH Business Services.

19. SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

The following table shows that one new document needs to be reviewed. The Clerk has reviewed it and is recommending the actions noted below.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Co-option Procedure	N	N	-	-	-	Approve the new procedure for co-opting new councillors.

20. CLERK'S REPORT/CORRESPONDENCE

21. FINANCIAL MATTERS.

- a) Payments between meetings.
- b) Payments to be authorised
- c) Direct Debits.
- d) Payments due before the November 2020 Council Meeting
- e) Management Accounts – review and approval of accounts to 31st August 2020.
- f) Quarterly Review of the Cashbook and Bank statements.

22. BANK MANDATE

PROPOSAL: that the Authorised Signatories in the current mandate, for the accounts detailed in section 1.3 (of the Nat West document), be changed in accordance with the section Authorised Signatories. And that the current mandate will continue as amended

23. EMPLOYMENT MATTERS

To note that the Clerk's hourly rate will increase from 1st April 2020 as per the National Joint Council for Local Government Services (NJC) new pay scales for 2020-21.

24. ITEMS OF INTEREST FOR NEXT AGENDA

25. DATE OF NEXT MEETING

Confirmation that the next meeting will be held on Tuesday 24th November 2020.

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