

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL  
ON TUESDAY 23<sup>rd</sup> SEPTEMBER 2025**

**PRESENT:**

Councillor Matt Bloxham  
Councillor Stuart Ingram (Chairman)  
Councillor John Lindsay (Vice-Chairman)  
Councillor Andrew Nicholas

**IN ATTENDANCE:** R Winterbourne – Clerk to the Parish Council, Tom Cooper – CWaC Borough Councillor, four members of the public.

**25/061 APOLOGIES:** Councillor James Abbott, Ted Lush – CWaC Borough Councillor

**25/062 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS**

**25/062.1 New Written Requests for Dispensations**

There were no new requests.

**25/062.2 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. None were declared.

**25/063 OPEN FORUM**

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

**25/064 PARISH COUNCIL MEETING**

**RESOLVED:** that the Council meeting be reconvened.

**25/065 REPORT ON OPEN FORUM**

- The plans for the implementation of the 20 mph speed limit on Chapel Lane, and the repair to Roughlow were discussed.
- The Parish Council's response to planning application 25/01698/FUL, 4 Oak Tree Court, Willington, CW6 0NE, Garage conversion, and single storey rear extension was discussed
- The possibility of getting a dog waste bin installed at the entrance to Primrose Wood on Waste Lane was discussed. The PC will contact Forestry England again.
- Councillor Tom Cooper provided information on:
  - o the closure of the Post Office at Willington Coop; it will be permanently closed. Post Offices are located at Tarvin, Rose Farm in Utkinton and Tarporley
  - o the planning application for Green Lane Farm, Kelsall
  - o Cheshire & Warrington devolution; it has been agreed by the Councils involved
  - o visit of Rob Charnley (CWaC Head of Planning) to Kelsall and Tarvin later in the year
  - o a blister pack recycling scheme; the organiser to be invited to November's PC meeting.
- The results of the vehicle speed monitoring via the VAS device were presented by a member of the public and then discussed.

**25/066 MINUTES OF MEETINGS** - minutes of the meeting of the full Parish Council held on 15<sup>th</sup> July 2025.

**RESOLVED:** that the minutes of these meetings be signed by the Chairman as a correct record.

## **25/067 REPORT ON ACTIONS ARISING FROM THE MEETINGS ON JULY 15<sup>th</sup> 2025 NOT COVERED BY THE AGENDA**

- Closure of Roughlow – the Clerk provided an update; CWaC Highways are continuing to push for this repair to be completed
- Public Transport in Willington - Councillor Ingram provided an update; the matter has been raised with Aphra Brandreth MP, who is focusing on public transport in rural areas as one of her key issues.
- Councillors use of *.willingtonparish.gov.uk* email addresses. Some Councillors still have problems; a useful Teams meeting with JKE Webservices has been held. Further sessions can be arranged. All Councillors must migrate to their gov.uk addresses for Parish Council business as soon as possible
- Joint 'memorial' project with Delamere and Oakmere PC for Roy Penk. The Clerk provided an update. A response offering a donation towards the cost of a tree has been received from Delamere and Oakmere PC.

**RESOLVED:** that the Clerk contacts the Penk family to understand their preferences.

## **25/068 PLANNING MATTERS**

**25/068.1 New Planning Applications** – none.

**25/068.2 Previous Applications** - the status of the applications and of recently approved/refused applications was noted.

**25/068.3 Neighbourhood Development Plan** – was discussed. The next stage is a parish consultation; these sessions are planned on 17<sup>th</sup> and 19<sup>th</sup> October at Kelsall Community Centre. Willington residents should be encouraged to attend. Councillor Ingram will continue to represent the PC and will circulate the full details, dates and times of the consultations when finalised.

**25/068.4** Potential development on the land on Willington Road between Pebble Cottage and The Hob were discussed. It was noted that there has been no planning application submitted.

**RESOLVED:** that the PC investigates the potential for tree preservation orders in Willington.

**25/069 ACTION PLAN 2025-26** – the Action Plan for 2025-26 was reviewed and updates agreed. The Clerk will update and circulate the revised plan.

## **25/070 ROAD SAFETY**

**25/070.1 the report on the use and data collected from the Vehicle Activated Speed (VAS)** device was discussed. The Council thanked John Jeffries for his work on installing and managing the VAS.

**25/070.2 Revised speed limit between Oscroft and Willington corner** was discussed; the Clerk at Tarvin has confirmed that the change will not be progressed.

**25/071 AGAR ASSERTION 10 – Digital and Data Compliance.** The Clerk outlined the requirements for the 2026 AGAR report and the actions that the Council needs to complete.

**25/072 SLCC MEMBERSHIP 2025-26** was discussed.

**RESOLVED:** that the Clerk's membership of the Society of Local Council Clerks be renewed for 2025-26 at a cost of £105.

## **25/073 COMMUNITY ENGAGEMENT AND EVENTS**

- The Clerk provided an update on the forthcoming Remembrance and carols events. Carols on the Green will be held on Sunday 14<sup>th</sup> December
- A Climate and Nature (CAN) event will be held in the Spring of 2026.

## 25/074 COMMUNITY COMMUNICATION

- Analytics data for the Parish Council website [www.willingtonparish.gov.uk](http://www.willingtonparish.gov.uk) was reviewed. Data on 'repeat visits' is not readily available.
- Open/click statistics for the September 2025 PC newsletter were reviewed. Of 123 newsletters e-mailed, 92 were opened.
- Updates to the delivery rounds for paper copies of the newsletter were discussed.

**RESOLVED:** that Councillor Matt Bloxham adopts the newsletter delivery round previously completed by Janet Smethurst.

## 25/075 WILLINGTON ENVIRONMENT AND TASK FORCE

**25/075.1 the condition of the trees on The Green** – was discussed. The Senior Tree Officer at CWaC will arrange for the trees to be risk checked. No funding is available for fixing non-risk issues e.g. shading.

**RESOLVED:** that Councillor Ingram contacts some tree surgeons to discuss and cost the tree work needed on the Green and bring the findings to a future meeting.

**25/075.2 additional 'Willington Lane' sign at Willington Corner;** there had been no progress or update from CWaC Highways regarding this matter.

**25/075.3 status of the project to assign AONB status to the Cheshire Sandstone Ridge;** the Clerk confirmed that the initiative is 'paused'. Borough Councillor Cooper has raised the issue with Aphra Brandreth MP and will let the Parish Council know the outcome.

**25/076 CLIMATE AND NATURE WORKING GROUP.** Councillor Bloxham provided an update. The next meeting will be on 2<sup>nd</sup> October. An event is planned at The Boot in May or June 2026 involving local wildlife organisations such as Cheshire Wildlife Trust. A CAN article will be published in the November 2025 PC newsletter including advice on alternatives to pesticides and herbicides.

## 25/077 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

**RESOLVED:** that the document below is fit for purpose and the noted action be completed.

Document	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Co-Option Procedure	Y	Y	Sept 2020	October 2023	September 2026	That the PC re-adopts the Co-option procedure with no changes.

The Clerk and Councillor Ingram will change the Volunteer Policy to bring it in line with revised approach to risk assessments.

## 25/078 CLERK'S REPORT/CORRESPONDENCE

The following have been forwarded to Councillors via e-mail and are not shown elsewhere on the agenda; listing these items provides Council with the opportunity to comment.

- Cheshire Association of Local Councils e-bulletins
- SLCC and National Assoc. of Local Councils (NALC) bulletins.
- Web analytics for [www.willingtonparish.gov.uk](http://www.willingtonparish.gov.uk) website
- Various invitations to consultations, conferences, training sessions and briefings
- Neighbourhood Watch National Newsletter
- Police and Crime Commissioner bulletins and Cheshire Police alerts.

**25/079 FINANCIAL MATTERS.****25/079.1 Payments between meetings.**

**RESOLVED:** that the following payments made since the PC meeting on 15<sup>th</sup> July 2025 be confirmed:

Payee	Supplier and Detail	Amount Paid (£)
R L Winterbourne	Clerk Heat, Light, Phone allowance July 2025	26.00
R L Winterbourne	Clerk Salary July 2025	240.56
R L Winterbourne	Clerk Heat, Light, Phone allowance Aug 2025	26.00
R L Winterbourne	Clerk Salary August 2025	240.36
Cheshire Community Assoc.	CCA – First Aid Course x 2	100.00
ChALC	Cllr Bloxham Induction Course	25.00
SLCC	Clerk Membership 2025-26	105.00

**25/079.2 Payments to be authorised.**

Payee	Supplier and Detail	Amount Paid (£)
R L Winterbourne	Clerk Heat, Light, Phone allowance Sept 2025	26.00
R L Winterbourne	Clerk Salary Sept 2025	240.56

**25/79.3 Direct Debits.** It was noted that the following payments have been made by DD:

- Sage One Payroll – July 2025 paid 17<sup>th</sup> July 2025 - £13.20, August 2025 paid 15<sup>th</sup> August 2025 £13.20, September 2025 paid 15<sup>th</sup> September 2025 - £13.20.
- NatWest Credit Card - August 2025 paid 2<sup>nd</sup> August 2025 - £178.34, September 2025 paid 2<sup>nd</sup> September 2025 - £103.98.

**25/079.4 Management Accounts**

**RESOLVED:** that the 2025-26 management accounts to the end of August 2025 be approved.

**25/079.5 Bank Mandate** – the Clerk confirmed that the NatWest bank mandate has been amended to remove Janet Smethurst as a signatory and add Councillor Matt Bloxham.

**25/079.6 Review of the cash book and bank statements** - Councillor Abbott has reviewed the cash book, and the bank and credit card statements for July and August 2025; no issues were found.

**25/079.7 Budget 2026-27** – the Clerk requested that Councillors should submit any specific items for consideration for inclusion in the 2026-27 budget by the end of October. The draft budget will be reviewed at the November meeting.

**25/080 ITEMS OF INTEREST FOR NEXT AGENDA** – none were raised.

**25/081 DATE OF NEXT MEETING**

**RESOLVED:** that the next meeting be held on Tuesday 25<sup>th</sup> November 2025 at 19:30 at Willington Hall.

**END OF DOCUMENT**

Chairman's Signature ..... Dated.....

Chairman's Initial