

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL
ON TUESDAY 25th NOVEMBER 2025**

PRESENT:

Councillor Matt Bloxham
Councillor James Abbott
Councillor John Lindsay (Vice-Chairman)
Councillor Andrew Nicholas

IN ATTENDANCE: R Winterbourne – Clerk to the Parish Council, Ted Lush – CWaC Borough Councillor, two members of the public.

25/082 APOLOGIES: Councillor Stuart Ingram

25/083 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

25/083.1 New Written Requests for Dispensations

There were no new requests.

25/083.2 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.

Cllr Bloxham declared an existing DPI for **6a Planning: New Applications. 25/03629/FUL, Honey Pot Cottage Rough Low Delamere Northwich CW6 0PG** by virtue of owning the adjoining property. No dispensation was granted.

25/084 OPEN FORUM

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

25/085 PARISH COUNCIL MEETING

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

25/086 REPORT ON OPEN FORUM

- Planning Application 25/03629/FUL, Honey Pot Cottage, Rough Low, CW6 0PG was discussed. A member of the public present drew the Parish Council's attention to their concerns regarding planning application 25/03629/FUL.
- The possibility of reducing the (national) speed limit on Willington Road between Lilac Close and Common Lane was discussed.
- Councillor Ted Lush provided information on:
 - o the success of the community led highway scheme; it is likely to be run again in 2026
 - o the likely CWaC precept for 2026.

25/087 MINUTES OF MEETINGS - minutes of the meeting of the full Parish Council held on 23rd September 2025.

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

25/088 REPORT ON ACTIONS ARISING FROM THE MEETINGS ON JULY 15th 2025 NOT COVERED BY THE AGENDA

- Dog waste bin installation at the Kingsgate entrance to Delamere Forest on Waste Lane was discussed. We await responses from both Forestry England and CWaC.

- Closure of Roughlow – the Clerk provided an update; we await an update from CWaC Highways.
- Councillors use of *.willingtonparish.gov.uk* email addresses. Councillors must use their gov.uk e-mail addresses for PC business. The remaining issues with use of gov.uk accounts will be addressed with JKE Web Services.
- Public Transport in Willington - the matter will be raised again with Aphra Brandreth MP. No update was available from Borough Councillor Tom Cooper
- Joint 'memorial' project with Delamere & Oakmere PC for Roy Penk. The Clerk provided an update. We await a response from the Penk family regarding their preferences.

25/089 PLANNING MATTERS

Councillor Bloxham left room for item **6a Planning Application 25/03629/FUL, Honey Pot Cottage, Rough Low, CW6 0PG** and took no part in the discussion or vote.

25/089.1 New Planning Applications – Application No: 25/03629/FUL, Honey Pot Cottage, Rough Low, Delamere, Northwich CW6 0PG was discussed.

RESOLVED: that the Clerk submit the Parish Council's comments on the application that were agreed at this meeting by 15th December 2025.

25/089.2 Previous Applications - the status of the applications and of recently approved/refused applications was noted.

25/089.3 Neighbourhood Development Plan – was discussed. A public consultation was held on 17th and 19th October 2025 at Kelsall Community Centre – this was followed by a survey that attendees were invited to complete. The next stage is to consolidate the feedback from the consultation and other concerns; the draft NDP can then be started.

25/089.4 Potential tree preservation orders on trees in Willington was discussed. Councillors Bloxham and Lindsay will progress this.

25/090 ACTION PLAN 2025-26 – the Action Plan for 2025-26 was reviewed and updates agreed. The Clerk will update and circulate the revised plan.

25/091 RISK ASSESSMENT– the Risk Management Policy and the Risk Management document were reviewed and approved.

25/092 TRAINING AND DEVELOPMENT – the training and development plan and activities for 2025-26 were reviewed and considered adequate.

RESOLVED: that the Clerk investigates an IT and data security refresher course for Councillors.

25/093 ROAD SAFETY

Revised speed limit on Willington Road between Lilac Close and Common Lane was discussed. It will be on the agenda for the meeting of Tarvin PC on 15th December. Councillor Lindsay will attend.

25/094 COMMUNITY ENGAGEMENT AND EVENTS

- Councillor Abbott reported on the well-attended Remembrance Sunday event.
- Councillor Nicholas provided an update on the Carols on the Green event which will now be held on Sunday 7th December.

25/095 COMMUNITY COMMUNICATION

- Analytics data for the Parish Council website www.willingtonparish.gov.uk was reviewed.

25/096 WILLINGTON ENVIRONMENT AND TASK FORCE

25/096.1 Condition of the trees on The Green – was discussed. CWaC have attended and recommended urgent remedial actions to two trees. CWaC have confirmed that funding is only available for fixing ‘safety’ issues.

RESOLVED: that Councillors Ingram & Abbott contact some tree specialists to discuss and cost the other tree work needed on the Green and bring the findings to a future meeting.

25/096.2 Obstruction on the verge at Mallows Way was discussed.

RESOLVED: that the Clerk reports the issue to CWaC Highways.

25/096.3 Overhanging vegetation at the junction of John Street and Willington Road was discussed.

RESOLVED: that the Clerk contact the landowners and request that the vegetation is cut back.

25/096.4 Erosion at the top of the Little Switzerland footpath was discussed. Councillor Bloxham will investigate and report back on potential solutions.

25/097 CLIMATE AND NATURE WORKING GROUP. Councillor Bloxham provided an update. The event planned at The Boot is likely to be on Saturday 16th May 2026 and will involve local organisations such as Cheshire Wildlife Trust and The Woodland Trust.

25/098 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

RESOLVED: that the documents below are 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
Councillor – Officer Protocol	Y	Y	November 2023	November 2023	November 2026	That the PC re-adopts the Protocol with no changes.
IT Policy	N	N	New document	n/a	November 2026	That the PC adopts the IT Policy.

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

25/099 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 Association of Local Councils (NALC) bulletins.
- Web analytics for 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.

25/100 FINANCIAL MATTERS.

25/100.1 Payments between meetings.

RESOLVED: that the following payments made since the PC meeting on 23rd September 2025 be confirmed:

Payee	Supplier and Detail	Amount Paid (£)
R L Winterbourne	Clerk Heat, Light, Phone allowance Oct 2025	26.00
R L Winterbourne	Clerk Salary October 2025	240.36
HMRC	PAYE July, Sept and October 2025	180.20
ChALC	Cllr Bloxham Planning Course	35.00
NMC D&P	September 2025 Newsletter	49.01
ChALC	Cllr Bloxham Roles & Responsibilities Course	25.00
James Newman	Bird box installation	175.00

25/100.2 Payments to be authorised.

Payee	Supplier and Detail	Amount Paid (£)
R L Winterbourne	Clerk Heat, Light, Phone allowance November 2025	26.00
R L Winterbourne	Clerk Salary November 2025	304.63
R L Winterbourne	Clerk Expenses November 2025	140.92
ChALC	Canva Training Course Pt 1- Cllr Ingram	30.00
Vision ICT	.org.uk domain fee 2025-26	36.00
ChALC	Internal Controls – Cllr Bloxham	35.00

25/100.3 Direct Debits. It was noted that the following payments have been made by DD: Sage One Payroll – October 2025: Paid 16th October 2025 - £13.20, November 2025; Paid 15th November 2025 - £13.20

NatWest Credit Card - September 2025: Paid 2nd October 2025 - £18.13
October 2025: Paid 3rd November 2025 - £48.14

25/100.4 Management Accounts

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

25/100.5 Review of the cash book and bank statements - Councillor Abbott has reviewed the cash book, and the bank and credit card statements for September and October 2025; no issues were found.

25/100.6 Clerk salary 2025-26 – was discussed.

RESOLVED: that the Clerk’s hourly rate of pay for 2025-26 is increased as recommended by the Staffing Committee at its meeting on 5th November 2025.

25/100.7 Budget 2025-2026 – the draft budget was discussed.

RESOLVED: that the draft budget be adopted with the changes discussed. The costs associated with the AED’s will be funded from reserves. The budget will be formally approved at the meeting in January 2026.

25/101 DATES FOR PARISH COUNCIL MEETINGS IN 2026 were discussed.

RESOLVED: that the meetings of Willington Parish Council in 2026 be held on the following Tuesdays: 27th January, 24th March, 19th May, 21st July, 29th September, 24th November.

25/102 ITEMS OF INTEREST FOR NEXT AGENDA – none were raised.

25/103 DATE OF NEXT MEETING

RESOLVED: that the next meeting be held on Tuesday 27th January 2026 at 19:30 at Willington Hall.

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Chairman's Signature Dated.....