

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL  
ON WEDNESDAY 25<sup>th</sup> MARCH 2026**

**PRESENT:**

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

**IN ATTENDANCE:** Three members of the public.

**25/126 APOLOGIES:** Rob Winterbourne – Clerk to the Parish Council, Tom Cooper – CWaC Borough Councillor, Ted Lush – CWaC Borough Councillor.

**25/127 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS**

**25/127.1 New Written Requests for Dispensations**

There were no new requests.

**25/127.2 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.

**25/128 OPEN FORUM**

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

**25/129 PARISH COUNCIL MEETING**

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

**25/130 REPORT ON OPEN FORUM**

A Willington resident raised concerns regarding the Parish Council procedures and questioned whether the Council was following the regulations correctly. The Parish Council agreed to review the specific concerns and report back.

A Willington resident raised the issue of the CWAC Council Tax budget for 2026 for roads; the issue has been raised with Councillor Tom Cooper.

**25/131 MINUTES OF MEETINGS**

**25/131.1 Minutes of the meeting of the full Parish Council held on 27<sup>th</sup> January 2026.**

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

**25/132 REPORT ON ACTIONS ARISING FROM THE MEETINGS ON 27<sup>th</sup> JANUARY 2026 NOT COVERED BY THE AGENDA**

- Blister pack recycling scheme – Councillor Ingram provided an update; Kelsall PC have discussed this and believe such a scheme should be a CWAC led project, not at Parish level. It was agreed that Willington PC will adopt the same approach.
- Public Transport in Willington – Councillor Ingram provided an update. The PC is still waiting for an update from Borough Councillor Tom Cooper regarding iTravel following the CWaC Transport Board held in December 2025. A 'Your Bus' service will launch on 1<sup>st</sup> April 2026, replacing the previous Plusbus Service – details to be published on PC website.

- Joint 'memorial' project with Delamere & Oakmere PC for Roy Penk. It was agreed that the Clerk will discuss the proposal with the Penk family, and a decision will be made at the next meeting.
- Fast fibre in Willington – Councillor Ingram provided an update. There is no update on the BDUK and OpenReach contract for the Cheshire 'lot'. No information is available from OpenReach regarding their recent visits to 'survey for fast fibre'.

## **25/133 PLANNING MATTERS**

**25/133.1 New Planning Applications** – None.

**25/133.2 Previous Applications** - the status of the applications and of recently approved/refused applications was noted.

**Application 25/03629/FUL** – Honey Pot Cottage – rejected.

**Application 25/03886/FUL** – Roughlow Farm - approved.

**25/133.3 Merle Bank Roughlow** – a proposed alteration to the existing approved plan was discussed.

**RESOLVED:** that the Clerk respond to residents of Merle Bank confirming that the Parish Council have no comments on the proposed alteration.

**25/133.4 Neighbourhood Development Plan** – Councillor Ingram provided an update on the NDP. Kelsall Parish Council have appointed Creative Streets to prepare their Design Code; a draft has been issued. The next stage will be to present the updates to the public; two sessions have been scheduled on 26<sup>th</sup> and 29<sup>th</sup> April 2026 at Kelsall Community Centre. This information will be shared with Willington Residents once confirmed.

## **25/134 AUDIT 2025-2026**

**RESOLVED:** that the Council approve the application for exemption from external audit for 2025-26. And that the Chairman sign the exemption certificate as soon as possible.

**RESOLVED:** that the Council appoint JDH Business Services to undertake the internal audit for the year 2025-26.

## **25/135 INSURANCE REVIEW**

**RESOLVED:** that the existing insurance cover meets the requirements of the Council.

## **25/136 STATEMENT OF INTERNAL CONTROL**

**RESOLVED:** that the statement of internal control for 2025-26 be approved.

## **24/137 TRAINING AND DEVELOPMENT**

The Training and Development plan was reviewed and outstanding training noted.

**RESOLVED:** that the Training and Development plan is appropriate.

**25/138 ACTION PLAN 2026-27** – the Action Plan for 2026-27 was reviewed and updates agreed. The Clerk will update and circulate the revised plan.

## **25/139 ROAD SAFETY**

**25/139.1 Speed Indicator Device** The results are being regularly circulated.

**RESOLVED:** that the Parish Council purchases two additional mounting bars for the Evolis SID to facilitate movement of the unit.

**RESOLVED:** that the Parish Council attends the next PCC consultation meeting and raise the issue there. It was noted that the PCC meeting format has changed under the current PCC; meetings no longer allow direct questioning.

### **25/140 COMMUNITY ENGAGEMENT AND EVENTS**

- The CAN event will be held on Sunday 17<sup>th</sup> May 2026.
- The Village Picnic is provisionally planned for Sunday 7<sup>th</sup> June 2026.
- Further discussion on events will be encouraged at the forthcoming Annual Village Meeting, specifically regarding additional events, and changes to the Christmas event (Santa Walk and Carols on the Green)
- Christmas Tree on the Green – Councillor Abbott will review options to replace the damaged LED tree and present back.
- Notice of PC Meetings to residents was discussed

**RESOLVED:** that notice of forthcoming PC meetings is published by the Clerk on the Willington Neighbours WhatsApp Group once the agenda is published.

### **25/141 COMMUNITY COMMUNICATION**

- Analytics data for the Parish Council website [www.willingtonparish.gov.uk](http://www.willingtonparish.gov.uk) was reviewed.
- The next PC newsletter will be published in April 2026, and each Councillor was requested to provide ideas for inclusion.

### **25/142 WILLINGTON ENVIRONMENT AND TASK FORCE**

**25/142.1 Condition of the trees on The Green** – was discussed. Councillor Abbott will formalise a condition report with the tree specialist. An annual allowance for tree maintenance has been included in the Budget, which will only be used once the report has been issued.

**RESOLVED:** that Clerk enquire if this could be supported by the Borough Councillors' Members Budget.

**25/142.2 Establishing Tree Preservation Orders** – was discussed; Councillors Lindsay & Bloxham will conduct a review of the trees in the village.

**25/142.3 Leader of Task Force** – was discussed; Clerk to draft a formal note to John Grimshaw to thank him for his leadership.

**25/142.4 Purchase of Traffic Cones for Task Force** – was discussed;

**RESOLVED:** the PC to purchase four warning cones for use by the Task Force to improve safety when working on the roadside.

### **25/143 ROAD, PATHWAYS AND PAVEMENT MAINTENANCE**

**25/143.1 Obstruction on the verge at Mallows Way** – Councillor Ingram provided an update. The Clerk has followed up with CWaC Highways and an update is awaited.

**25/143.2 Repairs to Roughlow Carriageway** – Councillor Ingram provided an update. Cllr Tom Cooper was to follow this matter up from the last PC meeting.

**25/143.3 Erosion of the path at the top of the Little Switzerland** – Councillor Ingram provided an update. The Task Force will look into carrying out repairs.

**25/143.4 Collapse of a portion of the retaining wall on the Little Switzerland path** – Councillor Ingram provided an update. The Clerk has followed up with the CWAC footpaths officer, who has raised the issue with their contractor, and will confirm a date.

**25/143.5 Installation of a CCTV Camera Continuously Monitoring Chapel Lane** – has been raised by a resident; it was discussed. The Council rejected the proposal due to GDPR and privacy issues. Clerk to respond to the resident who suggested the CCTV.

**25/144 CLIMATE AND NATURE WORKING GROUP.** Councillor Bloxham provided an update. The CAN event planned at The Boot is confirmed on Sunday 17<sup>th</sup> May 2026.

**25/145 NATIONAL EMERGENCY BRIEFING.** Councillor Bloxham confirmed that he will attend on 8<sup>th</sup> April 2026 at 6pm at Storyhouse, Chester.

**25/146 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS**

**25/146.1 – Standing Orders**

**RESOLVED:** that the revision to Section 19 of the Standing Orders to include an open forum on extraordinary meeting agendas is approved.

**25/146.2 – Volunteer Policy**

The Clerk and Councillor Ingram are updating the Volunteer Policy with the new Task Force Leader to bring it in line with revised approach to risk assessments.

**25/147 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](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.

**25/148 BUDGET FOR FINANCE YEAR 2026-27** – The Council were informed that CWAC have acknowledged the PC precept request for 2026-2027 of £6,535.

**25/149 FINANCIAL MATTERS.**

**25/149.1 Payments between meetings.**

**RESOLVED:** that the following payments made since the PC meeting on 27<sup>th</sup> January 2026 be confirmed:

Payee	Supplier and Detail	Amount Paid (£)
R L Winterbourne	Clerk Heat, Light, Phone allowance February 2026	26.00
R L Winterbourne	Clerk Salary February 2026	248.11
R L Winterbourne	Clerk Heat, Light, Phone allowance March 2026	26.00
R L Winterbourne	Clerk Salary March 2026	248.31
Vision ICT	Willington.org.uk domain 2026-27	36.00
John Lindsay	Expenses for Post Mix	28.99

**25/149.2 Payments to be authorised** – None.

**25/149.3 Direct Debits.** It was noted that the following payments have been made by DD:  
 Sage One Payroll – February 2026: Paid 17<sup>th</sup> February 2026 - £13.20, March 2026; Paid 17<sup>th</sup> March 2026 - £13.20  
 Office of Information Commissioner – Annual Subscription. Paid – 14<sup>th</sup> March 2026 – £52.00  
 NatWest Credit Card – January 2026: Paid 2<sup>nd</sup> February 2026 - £98.23, February 2026: Paid 2<sup>nd</sup> March 2026 - £357.34.

**25/149.4 Management Accounts**

**RESOLVED:** that the 2025-26 management accounts to the end of February 2026 be approved.

**25/149.5 Review of the cash book and bank statements** - Councillor Abbott has reviewed the cash book, and the bank and credit card statements for January and February 2026; no issues were found.

**25/150 ANNUAL VILLAGE MEETING 2026** – was discussed.

**RESOLVED:** that Councillor Ingram circulates proposals for the format and content of the Annual Village Meeting 2026 based on the format of 2025 for review

**RESOLVED:** that the Annual Village Meeting 2026 is held on a separate date in May (to be agreed) to the scheduled 19<sup>th</sup> May 2026 meeting of the Parish Council.

**25/151 CLERK'S LOCATION DURING MARCH AND APRIL 2026** – the Clerk will not be in the UK from 25<sup>th</sup> March 2026 until 7<sup>th</sup> April 2026 but will be working during that period.

**25/152 ITEMS OF INTEREST FOR NEXT AGENDA** – Road conditions in parish; Airbnb requirements.

**25/153 DATE OF NEXT MEETING**

**RESOLVED:** that the next meeting be held on Tuesday 19<sup>th</sup> May 2026 at 19:30 at Willington Hall.

**END OF DOCUMENT**

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

Chairman's Initial