WILLINGTON PARISH COUNCIL

Clerk: Rob Winterbourne, 1 Lilac Close, Willington, CW6 0PL
Telephone: 01829 751266
E-mail: clerk.@willingtonparish.gov.uk

NOTICE OF MEETING

MEETING:	WILLINGTON PARISH COUNCIL
DAY/DATE/TIME:	TUESDAY 19th MAY at 7.30 pm
VENUE:	WILLINGTON HALL

AGENDA

1. **ELECTION OF CHAIRMAN FOR THE COMING YEAR**

2. **DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN)**

3. **APOLOGIES**

4. **ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR**

5. **APPOINTMENTS TO COMMITTEES AND WORKING GROUPS OF THE PARISH COUNCIL**
   a. Staffing Committee

6. **APPOINTMENTS TO OUTSIDE ORGANISATIONS**

7. **COUNCILLOR RESPONSIBILITIES**
   a. Management of Defibrillator: Note that Councillor Nicholas was the named Cllr for 25-2026.
   b. Events working party: Note that Councillor Abbott was the named Cllr for 25-2026 and that the working party has ceased to exist.

8. **DECLARATION OF INTEREST AND DISPENSATIONS**
   a. To consider new written requests for Dispensations for Disclosable Pecuniary Interests and where appropriate grant any requests
   b. To receive any “Pecuniary Interest”, “Outside Body Interest”, or “Family, Friend, or Close Associate Interest” from Councillors on any items on the agenda.

9. **REGISTER OF INTERESTS** Annual reminder to Councillors that before the next meeting of the Parish Council, they should check that their Member’s Declaration of Interests is up to date and confirm so with the Clerk.

10. **OPEN FORUM** To allow members of the Public to make comment and raise questions. (normal allocated time of 15 minutes).

11. **APPROVAL OF THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON WEDNESDAY 25th MARCH 2026.**

12. **REPORT ON ACTIONS FROM THE MINUTES OF THE MEETINGS HELD ON WEDNESDAY 25th MARCH 2026 NOT COVERED BY THIS AGENDA.**
    a. Public transport in Willington – update
    b. ‘Memorial’ project with Delamere and Oakmere PC for Roy Penk – update
    c. Fast fibre in Willington – update

d. Query raised at the PC meeting on 25th March 2026 regarding Planning Matters' agenda items – update.

13. PLANNING MATTERS

Any Parish Council comments on planning applications examined will be approved for submission to the CWaC Planning portal by the Clerk as per Appendix 3 of the PC's Standing Orders.

a. The following Planning Applications will be examined at the meeting:
   - 26/01003/FUL for 2 Manor Farm Barns Willington Road Tarvin Chester CW6 0NG; installation of a wall-mounted veranda to rear elevation over existing patio area
   - 26/01242/FUL for Wood Villa Willington Lane Willington Chester CW6 0NB; Demolition of existing conservatory, erection of single storey extension, existing window to change to door, installation of roof solar panels.

b. Any planning applications received up to the day of the meeting will be examined providing that they do not cover more than one dwelling.

d. Previous applications - to note any change of status of planning applications 59 to 62 on the planning register including comments that have been submitted to CWaC since the last meeting and any enforcement matters.

e. Neighbourhood Development Plan – update

f. Requirements to run an Airbnb type business in properties in the village – for discussion.

14. AUDIT AND ACCOUNTS YEAR TO MARCH 2026.

- To note that the documentation for the audit 2025-26 will be delivered by the Clerk to the auditor by 29th May 2026
- To review & approve the final accounts for FY 2025-26
- To note the variances in the accounts between 2024-25 and 2025-26.

15. AGAR SECTION 1 (ANNUAL GOVERNANCE STATEMENT) HAS BEEN COMPLETED BY THE CLERK.

a. Retaining photographs of Willington events on the website. Changes required to confirm adherence to Assertion 10 (IT and Data Management) – for discussion.
PROPOSAL: that the photographs of village events currently held on the Willington PC website are permanently removed.
PROPOSAL: that in future photographs of village events within which individuals can be identified are not posted on the PC website.

b. The Council needs to confirm that the Council can say "yes" to each of the statements in AGAR section 1. The form will then be completed and signed by the Chairman of the meeting and the Clerk.

16. AGAR SECTION 2 (ACCOUNTING STATEMENTS) WAS COMPLETED BY THE CLERK AND WILL BE FORWARDED TO THE INTERNAL AUDITOR ALONG WITH THE DOCUMENTS/RECORDS FOR THE YEAR 2025-2026. The Council needs approve Section 2 prior to it being signed by the Chairman of the meeting and the Clerk.

17. FIXED ASSET LIST – for review.
PROPOSAL: that following the Council's review of the updated fixed asset list provided with the agenda, the Council confirms that it is accurate and complete.

18. RISK ASSESSMENT – review and approval of the Risk Management document and the Risk Management Policy.

19. 2026-27 ACTION PLAN – review and update.

20. TRAINING PLAN – for review.
PROPOSAL: that GDPR & IT Security Training for Parish Councillors is scheduled for 2026-27.

21. ROAD SAFETY
a. Evolis speed indicator device results and options for addressing the speeding following the meeting with the PCSO – for discussion
b. Attendance at the next PCC consultation meeting to raise the issue of speeding on Willington Road – update.

22. COMMUNITY ENGAGEMENT AND EVENTS
a. Village picnic; arrangements for Sunday 7th June 2026
b. Yoga on the Green on 20th June 2026 at 1.30pm to celebrate the summer Solstice – for discussion
a. Purchase of a new Xmas tree for the Green – update.

23. COMMUNITY COMMUNICATION
a. Feedback on analytics data for the Parish Council website
b. MailChimp statistics for the April 2026 PC newsletter – for discussion.

24. WILLINGTON ENVIRONMENT AND TASK FORCE
a. Condition of trees on the Green – update
b. Establishing Tree Preservation Orders in Willington – update
c. Litter picking rota updates – for discussion.

25. ROADS, PATHWAYS AND PAVEMENT MAINTENANCE
a. Obstruction of the highway verge at Mallows Way – update
b. Repairs to Roughlow carriageway – update
c. Erosion of the public footpath at the top of Little Switzerland – update
d. Collapse of the retaining sandstone wall on the footpath on Little Switzerland – update
e. Road conditions in the parish – for discussion.

26. .CLIMATE AND NATURE GROUP & PLAN
a. How the 'Local Nature Recovery Strategy; affects the Local Development Plans and implications for future potential developments – for discussion
b. Organising a screening of the People's Emergency Briefing (a film based on the National Emergency Briefing in Westminster in Nov 2025) – for discussion
c. CAN activities – update.

27. SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS
a. Ten documents need to be to be reviewed. The Clerk has reviewed them and will recommend actions for each one – for discussion.

28. 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 below provides Council with the opportunity to comment on them:
- Cheshire Association of Local Councils (ChALC) bulletins
- National Association of Local Councils (NALC) bulletins
- Society of Local Clerk (SLCC) bulletins
- Cheshire Police Alerts

- Police & Crime Commissioner bulletins
- Web analytics for www.willingtonparish.gov.uk website
- Invitations to consultations, conferences, training sessions and briefings
- Neighbourhood Watch National Newsletter.

29. FINANCIAL MATTERS.

a. Payments between meetings. To confirm the payments that have been made since the Council meeting held on 25th March 2026.
b. Payments to be authorised: None
c. Direct Debits. To note the payments that have been made by DD.
d. Management Accounts – review and approve the accounts for FY 2026-27 to the end of April 2026.
e. Bank Mandate - to review the banking arrangements that are currently in place with NatWest and agree that they are suitable for the financial year 2026-2027
f. 2026-2027 Precept – to note that the 2026-2027 precept of £6535 was received from CWaC on 13th April 2026
g. Bank and credit card accounts, and cashbook for March and April 2026 - to note the outcome of the reviews by Councillor Abbott.

30. ITEMS OF INTEREST FOR NEXT AGENDA

31. DATE OF NEXT MEETING

The next meeting of Willington Parish Council is currently scheduled for Tuesday 21st July 2026 at 19:30 at Willington Hall.

PROPOSAL: that the July meeting of the PC is held on Tuesday 28th July 2026.

END OF DOCUMENT

If you require access to the documents referred to referred to in this agenda, please contact the clerk at clerk@willingtonparish.gov.uk or 01829 751266. Or follow this link:

https://drive.google.com/drive/folders/11QaxdGxTB-8h4exOZkp9a5mumgyZp15Y?usp=drive_link