

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL  
ON TUESDAY 19th MAY 2026**

**PRESENT:**

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

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

**26/001 ELECTION OF CHAIRMAN FOR THE COMING YEAR**

**RESOLVED:** that Councillor Ingram be appointed Chairman for the coming year.

**26/002 DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN)** - Councillor Ingram signed the Acceptance of Office.

**26/003 APOLOGIES** - None.

**26/004 ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR**

**RESOLVED:** that Councillor Lindsay be appointed Vice Chairman for the coming year.

**26/005 APPOINTMENTS TO COMMITTEES & WORKING GROUPS OF THE PARISH COUNCIL**

**RESOLVED:** that the Staffing Committee comprise Councillors Ingram, Lindsay and Abbott.

**RESOLVED:** that the Events working group is led by Councillor Abbott for 2026-27.

**RESOLVED:** that the Climate and Nature working group is led by Councillor Bloxham for 2026-27.

**26/006 APPOINTMENTS TO OUTSIDE ORGANISATIONS**

**RESOLVED:** that no appointments to outside organisations are required at the present time.

**26/007 COUNCILLOR RESPONSIBILITIES.**

Management of the Defibrillator: Councillor Nicholas.

**26/008 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS**

**26/008.1 New Written Requests for Dispensations**

There were no new requests.

**26/008.2 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.

**29/009 REGISTER OF INTERESTS** – Councillors were reminded 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 or request changes.

## **26/010 OPEN FORUM REPORT**

The Clerk provided an update to the member of the public who raised concerns regarding the Planning agenda item at the PC meeting in March. A letter with the PC's response was sent to the member of the public on Friday 15<sup>th</sup> May 2026.

Councillor Cooper provided an update on the CWaC Local Plan, CWaC performance in fixing our roads and 'permission in principle' planning applications.

**26/011 MINUTES OF MEETINGS** - minutes of the meeting of the full Council held on 25<sup>th</sup> March 2026.

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

## **26/012 REPORT ON ACTIONS ARISING FROM THE MEETING ON 25<sup>th</sup> MARCH 2026 NOT COVERED BY THE AGENDA**

- **Public Transport in Willington** - Councillor Ingram and Councillor Cooper provided updates.
- **Memorial project with Delamere & Oakmere PC for Roy Penk** – the Clerk provided an update.
- **Fast fibre in Willington** – Councillor Ingram provided an update. OpenReach are currently working on provision of fast fibre in the village. No details are available from OpenReach.
- **Query raised at the PC meeting on 25<sup>th</sup> March 2026 regarding the Planning Matters agenda items.** This was discussed during the Open Forum item.

## **26/013 PLANNING MATTERS**

**26/013.1 New Planning Applications.** The following two new applications were considered:

- 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. The PC had no comments.
- 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. The PC had no comments.
- No planning applications were received for consideration during the period between the publication of the agenda for this meeting and the meeting.

**RESOLVED:** that the Clerk post 'No Comment' responses for the above planning applications on behalf of the PC on the CWaC Planning website.

**26/013.2 Previous Applications** - the status of outstanding applications and of recently approved/refused applications was noted.

**26/013.3 Neighbourhood Development Plan** – Councillor Ingram provided an update.

**26/013.4 Requirement for planning permission for rental properties.** This was discussed.

**RESOLVED:** that the Clerk writes to owners of rental businesses in the village regarding planning permissions required if there could be a material change of use to a property.

## **26/014 ACCOUNTS AND AUDIT YEAR TO 31<sup>st</sup> MARCH 2025**

**26/014.1 Internal Audit for 2025-26.** The meeting noted that the Clerk will provide documentation for the 2025-26 Internal Audit to the auditor by 29<sup>th</sup> May.

**26/014.2 Final Accounts for financial year 2025-26** – were discussed.

**RESOLVED:** that the PC approve the final accounts for financial year 2025-26.

**26/014.3 The variances in the accounts** between 2024-25 and 2025-26 which were made available prior to the meeting were noted.

**26/015 PHOTOGRAPHS ON THE PC WEBSITE** – were discussed.

**RESOLVED:** that the photographs of village events held on the Willington PC website greater than 2 years old are permanently removed.

**RESOLVED:** that photographs that clearly identify individuals (excluding images of the Councillor and Clerk on the 'About the Council' page) are permanently removed.

**RESOLVED:** that in future, photographs in which individuals can be clearly identified are not posted on the PC website.

**26/016 AGAR SECTION 1 - ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW**

The Annual Governance Statement for the year ending 31<sup>st</sup> March 2026 which was made available prior to the meeting was reviewed. The Council confirmed that it can confirm each of the statements in AGAR Section 1.

**RESOLVED:** that the Chairman and Clerk sign AGAR Section 1 Page 5.

**26/017 AGAR SECTION 2 ACCOUNTING STATEMENTS**

The Accounting Statements for the year ended 31<sup>st</sup> March 2026 which were made available prior to the meeting were approved. And it was confirmed by the Council that the return correctly represented the financial position of the Council for 2025-2026.

**RESOLVED:** that the Chairman and Clerk sign AGAR Section 2 Page 6.

**26/018 FIXED ASSET LIST**

The Council confirmed that the Asset Register which was made available prior to the meeting correctly reflects the assets owned by the Council.

**26/019 RISK ASSESSMENT**– the Risk Management Policy and the Risk Management document were reviewed and approved.

**26/020 2026-27 ACTION PLAN** – was discussed. The Clerk will make the agreed updates.

**26/021 2026-27 TRAINING PLAN** – was discussed.

**RESOLVED:** that GDPR & IT Security Training for Parish Councillors is scheduled for 2026-27.

**26/022 ROAD SAFETY**

**26/022.1 Evolis speed indicator device results and options for addressing speeding**

Following the meeting with our PCSO on 14<sup>th</sup> April the Task Force leader and Councillor Lindsay provided updates. The PC thanked the Task Force leader for his work on the Evolis speed indicator.

**26/022.2 Attendance at the next PCC consultation** – raising our concerns regarding speeding was discussed. There is no longer the option to ask questions during an Open Forum.

**26/023 COMMUNITY ENGAGEMENT**

**26/023.1 Arrangements for the village picnic on Sunday 7<sup>th</sup> June** were discussed. The event needs to be publicised on Facebook and WhatsApp.

**26/023.2 Yoga on the Green on 20<sup>th</sup> June 2026 at 1.30pm to celebrate the summer Solstice** – was discussed. The Clerk is to contact the yoga teacher.

**26/023.3 Purchase of a new Xmas tree for the Green** – Councillor Abbott provided an update.

**26/024 COMMUNITY COMMUNICATION**

**26/024.1 website analytics** were discussed.

**26/024.2 delivery, open and click through statistics** for the recent newsletter were discussed. Open, click and bounce rates were still good.

**26/025 WILLINGTON ENVIRONMENT AND TASK FORCE**

- **Condition of trees on the Green** – Councillor Abbott provided an update; a report will be commissioned from a suitable consultant now the canopy is visible.
- **Establishing Tree Preservation Orders in Willington** – Councillors Bloxham and Lindsay, and Borough Councilor Cooper provided updates. The wider community needs to be engaged in the ‘selection’ process. There are no TPO’s in force in Willington.
- **Litter picking rota** – was discussed. It is on the agenda for the Annual Village Meeting.

**26/026 ROADS, PATHS AND PAVEMENT MAINTENANCE**

- **Obstruction of the highway verge at Mallows Way** – a response from CWaC regarding establishing the extents of the adopted highway is still awaited.
- **Repairs to Roughlow carriageway** – CWaC Highways have provided the PC with contacts in COLAS, and instructed geotechnical consultants to carry out all necessary investigations and produce a detailed design for a permanent solution.
- **Erosion of the public footpath at the top of Little Switzerland** – Councillor Bloxham provided an update. The CWaC Footpaths Officer will be contacted.
- **Mending the sandstone wall on the footpath on Little Switzerland** – this work is complete.
- **Road conditions in the parish** – were discussed. Councillor Cooper will highlight to CWaC Highways the state of the road surfaces on John St (before the junction with Willington Lane) and on Willington Lane between the two entrances to Willington Hall.

**26/027 CLIMATE AND NATURE WORKING GROUP**

- **Local Nature Recovery Strategy effect on the Local Development Plans** and implications for future potential developments – Councillor Bloxham provided an update.
- **Organising a screening of the People’s Emergency Briefing film** – Councillor Bloxham provided an update. A screening at Willington Hall will be arranged.
- **CAN activities** – Councillor Bloxham provided an update. The planned event on 17<sup>th</sup> May was cancelled as the main exhibitors pulled out.

**26/028 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS**

**RESOLVED:** that the documents below are fit for purpose and the noted action be completed.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Standing Orders	Y	Y	-	March 2026	May 2027	Update to include the Open Forum as part of the PC meeting.
Financial Regulations	Y	Y	-	May 2025	May 2027	No changes required.
Complaints	Y	y	-	May 2025	May 2027	No changes required.
Email & Address Contact Privacy Notice (GDPR)	Y	Y	-	May 2025	May 2027	No changes required. But review against best practice templates during 2026-27.

GDPR Information Data Protection Policy	Y	Y	-	May 2025	May 2027	No changes required. But review against best practice templates during 2026-27..
Media Policy	Y	Y	-	May 2025	May 2027	No changes required. But review against best practice templates during 2026-27..
Personal Data Management & Audit Policy	Y	Y	-	May 2025	May 2027	No changes required. But review against best practice templates during 2026-27.
Training Statement/Policy	Y	Y	-	May 2025	May 2027	No changes required.
Publication Scheme	Y	Y	-	May 2024	May 2027	Update to clarify website publication scheme
Volunteer Policy	Y	Y	-	May 2024	May 2027	Update to align the policy with the Risk Policy.

**26/029 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 (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](http://www.willingtonparish.gov.uk) website
- Invitations to consultations, conferences, training sessions and briefings
- Neighbourhood Watch National Newsletter.

**26/030 FINANCIAL MATTERS.**

**26/030.1 Payments between meetings.**

**RESOLVED:** that the following payments made since the PC Meeting on 25<sup>th</sup> March 2026 be confirmed:

Payee	Supplier and Detail	Amount Paid (£)
R L Winterbourne	Expenses – April 2026	66.18
R L Winterbourne	Clerk Heat, Light, Phone allowance April 2026	26.00
R L Winterbourne	Clerk Salary April 2026	248.31

**26/030.2 Payments to be authorised.**

Payee	Supplier and Detail	Amount Paid (£)
HMRC	PAYE Jan, Feb & March 2026	186.20
ChALC	Training Course – Meetings & Agendas	25.00

**26/030.3 Direct Debits**

It was noted that the following payments have been made by direct debit:

Sage One Payroll – April 2026: Paid 16<sup>th</sup> April 2026 - £13.20, May 2026: Paid 17<sup>th</sup> May 2026 - £13.20.

Natwest Business Credit card – March 2026: Paid 1<sup>st</sup> April 2026 - £48.16, April 2026: Paid 5<sup>th</sup> May 2026 - £18.33

**26/030.4 Management Accounts**

**RESOLVED:** that the management accounts for the full financial year 2025-26 be approved.

**26/030.5 Banking Arrangements** - the banking arrangements with NatWest were reviewed.

**RESOLVED:** that the current banking arrangements are suitable for 2026-27.

**26/030.6 Precept 2026-27** – the Clerk advised that the precept of £6535 for 2026-27 was received from CWaC on 13<sup>th</sup> April 2025

**26/030.7 Review of the cash book and bank statements.**

Councillor Abbott has reviewed the cash book, bank statements and credit card statements for March and April 2026; no issues were found.

**26/031 ITEMS OF INTEREST FOR NEXT AGENDA**

- Funding fallen tree removal on Little Switzerland
- Providing guidance on the use of cctv, doorbells and other recording capabilities.

**26/032 DATE OF NEXT MEETING**

**RESOLVED:** that the next meeting be held on Tuesday 28<sup>th</sup> July 2026 at 19:30 at Willington Hall.

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