

WILLINGTON PARISH COUNCIL

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NOTICE OF MEETING

MEETING: WILLINGTON PARISH COUNCIL
DAY/DATE/TIME: TUESDAY 29TH SEPTEMBER at 7.30 pm
VENUE: WILLINGTON HALL

AGENDA

1. APOLOGIES

2. 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.

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

4. APPROVAL OF THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON TUESDAY 28th JULY 2026.

5. REPORT ON ACTIONS FROM THE MINUTES OF THE MEETINGS HELD ON TUESDAY 28TH JULY 2026 NOT COVERED BY THIS AGENDA.

- a. Fast fibre in Willington – update
- b. CPR and AED training – update
- c. Willington Defibrillators – status and training course - update
- d. Public transport in Willington – iTravel update.

6. PLANNING MATTERS

Parish Council comments on the planning applications examined at this meeting will be submitted to the CWaC Planning portal by the Clerk on behalf of the PC. Any planning applications received up to the day of the meeting will be examined providing that they do not cover more than one dwelling.

- a. There are no new or amended Planning Applications to be examined at this meeting
- b. Previous applications - to note any change of status of planning applications 57, 59, 60 and 66 on the planning register including comments that have been submitted to CWaC since the last meeting and any enforcement matters.
- c. Neighbourhood Development Plan and Willington Design Guide – update.

7. LOCAL COUNCIL AWARD SCHEME – the PC's Foundation status expires in December 2026.

PROPOSAL: that the PC completes the application process for LCAS accreditation at Foundation level for a further 4 years.

8. 2026-27 ACTION PLAN – review and update.

9. ROAD SAFETY

- a. Evolis speed indicator device results – for information
- b. Improving the visibility and road markings at the junction of Boothsdale and Willington Lane – update
- c. Village of the Week initiative – update.

10. COMMUNITY ENGAGEMENT AND EVENTS

- a. Purchase of a new Xmas tree for the Green – update
- b. Village Quiz – update
- c. Willington Xmas events for 2026
 - Carols on the Green - for discussion
 - Santa walkabout – for discussion.

11. COMMUNITY COMMUNICATION

- a. MailChimp statistics for September 2026 newsletter – for discussion
- b. Items for the December 2026 PC newsletter – for discussion.

12. WILLINGTON ENVIRONMENT AND TASK FORCE

- a. Task Force activities – update
- b. Condition of trees on the Green – update
- c. Litter picking event – update.

13. ROADS, PATHWAYS AND PAVEMENT MAINTENANCE

- a. Repairs to Roughlow carriageway – update
- b. Erosion of the footpath and steps at the top of Little Switzerland – update.

14. CLIMATE AND NATURE GROUP & PLAN

- a. Organising a screening of the People's Emergency Briefing (a film based on the National Emergency Briefing in Westminster in Nov 2025) – update
- b. CAN activities – update.

15. SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

- a. The following table shows that one document needs to be reviewed. The Clerk has reviewed it and is recommending the action noted below:

	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Co-option Procedure	Y	Y	September 2020	September 2026	September 2027	That the PC re-adopts the Co-option Procedure with no changes.

16. CLERK'S REPORT/CORRESPONDENCE

To review the correspondence forwarded to Councillors via e-mail not shown elsewhere on the agenda. This provides Council with the opportunity to comment on them.

17. FINANCIAL MATTERS.

- a. Clerk salary 2026-27

PROPOSAL: that the Clerk's hourly rate of pay for 2026-27 is increased as recommended by the Staffing Committee at its meeting on 22nd September 2026.

- b. Budget 2027-2028 – to note that Councillors should submit any specific items for consideration for inclusion in the 2027-28 budget to the Clerk by the end of October 2026. The draft budget will be reviewed at the November meeting.
- c. Payments between meetings. To confirm the following payments that have been made since the Council meeting held on 28th July 2026.

Payee	Supplier and Detail	Amount Paid (£)
NMC D&P	May 2026 Newsletter print	51.15
Cloudy IT	Cyber Security Course x 3	162.00
R L Winterbourne	Clerk Heat, Light, Phone allowance August 2026	26.00
R L Winterbourne	Clerk Salary August 2026	248.31
HMRC	PAYE April, May & June 2026	202.60

- d. Payments to be authorised:

Payee	Detail	£ Amount to be Paid
R L Winterbourne	Clerk Heat, Light, Phone allowance September 2026	26.00
R L Winterbourne	Clerk Salary September 2026	299.26
Vision ICT	Willington.org.uk domain 2026-27. Replacement for cheque 000535 that has been lost by the payee.	36.00
ChALC	Affiliation fee 2026-27	82.90

- e. Direct Debits. To note that the following payments have been made by DD:
 Sage One Payroll – August 2026. Paid 17th August 2026 - £16.80
 Sage One Payroll – September 2026. Paid 17th September 2026 - £16.80
 Natwest Business Credit card – August 2026: Paid 3rd August 2026 - £511.60
 September 2026: Paid 1st September 2026 - £184.65
- f. Management Accounts – review and approve the accounts for FY 2026-27 to the end of August 2026.
- g. Bank and credit card accounts, and cashbook for July and August 2026 - to note the outcome of the reviews by Councillor Abbott.

18. ITEMS OF INTEREST FOR NEXT AGENDA

19. DATE OF NEXT MEETING

The next meeting of Willington Parish Council is scheduled for Tuesday 24th November 2026 at 19:30 at Willington Hall.

If you require access to the documents 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/1oafD1AqEPDXuanucqtuQcm8rGKxbA6cj?usp=drive_link

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