WILLINGTON PARISH COUNCIL
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NOTICE OF MEETING

MEETING: WILLINGTON PARISH COUNCIL
DAY/DATE/TIME: TUESDAY 2nd DECEMBER at 7.30 pm
VENUE: WILLINGTON HALL

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 29th SEPTEMBER 2026.**

5. **REPORT ON ACTIONS FROM THE MINUTES OF THE MEETING HELD ON TUESDAY 29th SEPTEMBER 2026 NOT COVERED BY THIS AGENDA.**
   a. Fast fibre in Willington – update
   b. Public transport in Willington – iTravel - update
   c. Short term lets / Airbnb's in Willington - 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 59, 60, 67 and 68 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. Review of the criteria for the Bronze Award (which replaces Foundation level) against the Willington PC documentation and processes.
   PROPOSAL: that following a review by the PC of the Bronze Award criteria that the PC confirms that the required criteria are in place

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

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

10. TRAINING AND DEVELOPMENT – to review the training and development register and confirm its suitability.

11. 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

12. COMMUNITY ENGAGEMENT AND EVENTS

a. Purchase of a new Xmas tree for the Green – update
b. Willington Xmas Carols on the Green on Sunday 6th December – update.

13. COMMUNITY COMMUNICATION

a. Items for the December 2026 PC newsletter – update.

14. WILLINGTON ENVIRONMENT AND TASK FORCE

a. Task Force activities – update
b. Condition of trees on the Green – update
c. Litter picking event – update
d. Cutting back the hedges on Willington Lane between the entrances to Willington Hall - update
e. Problem hedges in Willington - for discussion.

15. 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.

16. CLIMATE AND NATURE GROUP & PLAN

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

17. SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

a. The following table shows that two documents need to be to be reviewed. The Clerk has reviewed them and is recommending the actions noted below:

	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Councillor – Officer Protocol	Y	N	November 2023	November 2025	November 2027	That the PC re-adopts the Protocol without changes. And confirms its support for the Protocol.
IT Policy	Y	Y	November 2025	n/a	November 2027	The Clerk has reviewed the document and no updates are required.

18. 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.

19. FINANCIAL MATTERS.

a. Budget 2027-2028 Budget 2026-2027 – to review the draft budget and agree any amendments required for its agreement at the first meeting of he PC in 2027.
b. Payments between meetings. To confirm the following payments that have been made since the Council meeting held on 29th September 2026

Payee	Supplier and Detail	Amount Paid (£)
NALC	LCAS Bronze Registration Fee	50.00
NJ Sparkes	Hedge-cutting on Willington Road	200.00
R L Winterbourne	Clerk Heat, Light, Phone allowance October 2026	26.00
R L Winterbourne	Clerk Salary October 2026	256.31
HMRC	July, August, September 2026	198.80

c. Payments to be authorised:

Payee	Detail	£ Amount to be Paid
R L Winterbourne	Clerk Heat, Light, Phone allowance November 2026	26.00
R L Winterbourne	Clerk Salary November 2026	256.51
NALC	LCAS Bronze Registration Fee - VAT	10.00

d. Direct Debits. To note that the following payments have been made by DD:
Sage One Payroll – October 2026. Paid 15th October 2026 - £16.80
Sage One Payroll – November 2026. Paid 17th November 2026 - £16.80
Natwest Business Credit card – October 2026: Paid 2nd Oct 2026 - £18.09
November 2026: Paid 2nd November 2026 - £48.25
e. Management Accounts – review and approve the accounts for FY 2026-27 to the end of October 2026.
f. Bank and credit card accounts, and cashbook for September and October 2026 - to note the outcome of the reviews by Councillor Abbott.

20. DATES FOR PARISH COUNCIL MEETINGS IN 2027
PROPOSAL: that the meetings of Willington Parish Council in 2027 be held on the following Tuesdays: 2nd Feb, 23rd March, 18th May, 27th July, 28th Sept 30th November.

21. ITEMS OF INTEREST FOR NEXT AGENDA

22. DATE OF NEXT MEETING
The next meeting of Willington Parish Council is currently scheduled for Tuesday 2nd February 2027 at 19:30 at Willington Hall.

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/1l-fkN67GiMQ9gR7ViRqsEQXGqzK2WdBi?usp=drive_link

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