

WILLINGTON PARISH COUNCIL

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NOTICE OF MEETING

MEETING: WILLINGTON PARISH COUNCIL
DAY/DATE/TIME: TUESDAY 21st MAY 2024 at 8.00 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

Management of Defibrillator: Note that Councillor Nicholas was the named Cllr for 22-2023.

Events working party: Note that Councillor Abbott was the named Cllr for 22-2023.
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 they should check that their Member's Declaration of Interests is up to date and confirm so with the Clerk.
10. OPEN FORUM The Council Meeting will be suspended 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 MEETINGS OF THE FULL COUNCIL HELD ON TUESDAY 26th MARCH 2024 AND TUESDAY 23rd APRIL 2024.
12. REPORT ON ACTIONS FROM THE MINUTES OF THE MEETINGS HELD ON TUESDAY 26th MARCH 2024 AND TUESDAY 23rd APRIL 2024 NOT COVERED BY THIS AGENDA.
 - a. iTravel (bus) on demand and PlusBus community transport service.

13. PLANNING MATTERS

- a. NEW APPLICATIONS. None.
- b. PREVIOUS APPLICATIONS.

To note the status of planning applications 35, 36, 39, 45, 46, 48-51 listed on the planning register including comments that have been submitted to CWaC since the last meeting and any enforcement matters.

14. AUDIT AND ACCOUNTS YEAR TO MARCH 2023.

- Review of comments by Internal Auditor on year to end of March 2024 and agreement of the Council's response
- To note the Annual Governance & Accountability (AGAR) Annual Audit Report 2023-24 from the Internal Auditor
- To note the variances in the accounts between 2022-23 and 2023-24.

15. AGAR SECTION 1 (ANNUAL GOVERNANCE STATEMENT) HAS BEEN

COMPLETED BY THE CLERK. The Council needs to confirm that the Council can say "yes" to each of the statements. 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 FORWARDED TO THE INTERNAL AUDITOR ALONG WITH THE DOCUMENTS/RECORDS FOR THE YEAR 2023-2024. The Council needs approve Section 2 prior to it being signed by the Chairman of the meeting and the Clerk.

17. FIXED ASSET LIST

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. INSURANCE FOR 2024-25 – update and review.

PROPOSAL: that the Clerk accepts a suitable insurance quotation to begin in July 2024 as long as it meets the requirements of the Council and is within 5% of the £490.00 budgeted for 2024-2025.

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

20. COMMUNITY ENGAGEMENT

- a. D-Day Commemoration on 6th June – update
- b. Future events – update
- c. Parish Council purchase of two gazebos for use at village events – update.

21. COMMUNITY COMMUNICATION - agreement of publication date for August 2024 newsletter and take suggestions for contents.

22. WILLINGTON ENVIRONMENT AND TASK FORCE

- a. Verges on Chapel Lane – stones near the carriageway and parking/driving on the verges – update
- b. 'Old' notice board repairs – consider feedback from Annual Village Meeting and agree next steps.

23. SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS

- a. Nine documents need to be reviewed. The Clerk has reviewed them and is recommending the necessary actions to be discussed and agreed.

24. 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 e-bulletins
- Cheshire Police Alerts
- Police & Crime Commissioner bulletins
- Vision ICT web analytics for www.willington.org.uk website
- Various invitations to consultations, conferences, training sessions and briefings
- Neighbourhood Watch National Newsletter.

25. FINANCIAL MATTERS.

- a. Payments between meetings. To confirm the payments that have been made since the Council meeting held on 26th March 2024.
- b. Payments to be authorised: None
- c. Direct Debits. To note that the payments that have been made by DD
- d. Management Accounts – review and approve the final accounts for FY 2023-24
- e. Bank Mandate - to review the banking arrangements that are currently in place with NatWest are suitable for the financial year 2024-2025
- f. 2024-2025 Precept – to note that the 2024-2025 precept of £6589 was received from CWaC on 10th April 2024
- g. To note the outcome of the review of the accounts and cashbook for March and April 2024.

26. ITEMS OF INTEREST FOR NEXT AGENDA

27. DATE OF NEXT MEETING

The next meeting of Willington Parish Council is currently scheduled for Tuesday 30th July 2024 at 19:30 at Willington Hall.

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