

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL  
ON TUESDAY 30<sup>th</sup> JANUARY 2024**

**PRESENT:**

Councillor James Abbott  
Councillor Stuart Ingram  
Councillor John Lindsay  
Councillor A Nicholas (Chairman)

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

**23/095 APOLOGIES:** Councillor Rob Merrick, Borough Councillor Ted Lush.

**23/096 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS**

**23/096.1 New Written Requests for Dispensations**

There were no new requests.

**23/096.2 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.

**23/097 OPEN FORUM**

**RESOLVED:** that the Council meeting be adjourned for the Open Forum.

**23/098 PARISH COUNCIL MEETING**

**RESOLVED:** that the Council meeting be reconvened.

**23/099 REPORT ON OPEN FORUM**

- Willington Road (Willington Corner to Oscroft) speed limit changes were discussed.
- Public Right of Way maintenance funding and repair works on Little Switzerland were discussed.

**23/100 MINUTES OF MEETINGS**

**Minutes of the meeting of the full Council held on 21<sup>st</sup> November 2023**

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

**23/101 REPORT ON ACTIONS ARISING FROM THE MEETING ON 21<sup>st</sup> November 2023**

**23/101.1 Replacement of the Willington Corner phone box**

Councillor Ingram provided an update. X2 Connect are still to confirm a delivery date, citing delays due to Xmas and illness. CWaC have yet to respond to the risk statement and implementation plan sent to them for their consideration.

**23/101.2 Ownership of the Green**

Councillor Nicholas informed the Council that discussions on ownership and maintenance of the Green were continuing; CWaC are proposing a maintenance agreement and will prioritise our case for review in February 2024.

## **23/102 PLANNING MATTERS**

**23/102.1 New Planning Applications – 23/03948/FUL** Oakfield, Waste Lane, Kelsall, Tarporley CW6 0PE. Demolition of existing dwelling and erection of a self-build dwelling with garage and landscaping works. The application was discussed and the Council's comments were agreed.

**RESOLVED:** that the Clerk submit the Council's comments on the application by 31/1/24.

**23/102.2 Previous Applications** - the status of outstanding and of recently approved/turned down applications was noted.

It was noted that following an e-mail based consultation, a 'No Comments' response was submitted to CWaC Planning on 22.11.2023 for *23/03862/FUL Southmead Rough Low Delamere Northwich CW6 0PG - Alterations to include replacement windows, doors in black metal, new black metal entrance portico and side balcony with balustrade.*

### **23/102.3 Notes**

**23/102.3.i** the removal of the hedges at Highcroft and Hillside Farm was discussed.

**RESOLVED:** that the Clerk write to the CWaC Planning to ask whether a physical boundary of some sort is required between 'garden' and 'agricultural' land

**23/102.3.ii** the extent of the gardens to the rear of the new dwellings at Manor Farm, Willington Road was discussed. The gardens appear to have been extended into the agricultural land beyond that shown in the application 21/03941/S73; 14.2.22 Revised Drawing Site Layout Plan.

**RESOLVED:** that the Clerk make CWaC Planning Enforcement aware of the situation.

## **23/103 COMMUNITY COMMUNICATION**

**23/103.1 Re-establishing the Parish Council Facebook page** - an update on the work on the Facebook and website changes was provided by Councillor Ingram. The new Willington PC Facebook page is now live; the changes will be announced in the February 2024 newsletter.

**23/103.2 February 2024 Newsletter** – was discussed. Articles will include: the new Facebook page, phone box update, Willington Road 30 mph speed limit adherence plans, 2024-25 budget and precept, events diary, quiz results.

## **23/104 COMMUNITY ENGAGEMENT**

**23/104.1 Events 2024** – the Events Working Group has met twice since the last PC meeting. Councillor Abbott provided an update on the events plan.

**23/104.2 Produce Exchange near the bus shelter** – was discussed. Councillor Lindsay has submitted a design to a supplier but is still awaiting costs.

**RESOLVED:** that a quote for a 2/3 size cabinet is also obtained.

**RESOLVED:** that a request for funding will be made for the CWaC 2024-25 Members budget.

**23/104.3 Gazebos for community events** – the purchase of gazebos for use at community events as discussed.

**RESOLVED:** that the Council purchase two suitable gazebos at a cost of around £200.00 each, subject to finding a suitable place to store them.

**23/104.4 Carols Sheets** – the purchase of more carol sheets was discussed.

**RESOLVED:** that the Council purchase carol sheets to a maximum cost of £50.00.

## **23/105 ROAD SAFETY**

**23/105.1 Proposed 50/40 mph limit on Willington Road (Lilac Close down to Oscroft)** – was discussed.

**RESOLVED:** that Tarvin PC represent Willington for section of the road in Willington.

**23/105.2 Proposed 20 mph limit on Chapel Lane.** An e-mail has been received from CWaC Highways; a costing will be prepared but due to a backlog of speed limits and storm damage work

that pre-date the Chapel Lane proposal, CWaC may not be able to progress the scheme until the next financial year.

**23/105.3 Reduction of the speed limit on Willington Road to 30 mph** – the action plan to improve compliance to 30 mph limit was reviewed. A meeting with the P&CC has been held, and a 30 mph sign and stickers have been purchased.

**23/105.4 The traffic mirror on Willington Road at bottom of Boothsdale** – was discussed. Although the mirror is very helpful, its positioning back from the boundary limits its field of view.

**RESOLVED:** that the Task Force look into the feasibility of using a cantilever bracket and extension pole to position the mirror closer to the footpath.

**23/105.5 Provision of a grit bin on Waste Lane near to the Dial House** – the Clerk provided an update. CWaC Highways have yet to complete a site survey despite a number of requests.

**23/105.6 Filling of a grit bin at the bottom of Roughlow** – it was noted that the bin is now full.

**23/105.7 Boundary hedges at Corner House, Chapel Lane** – it was noted that the hedges had recently been cut back and visibility at the junction with Willington Road/Lane improved.

**RESOLVED:** that no further action is required.

**23/106 WILLINGTON ENVIRONMENT AND TASK FORCE**

**23/106.1 Verges on Chapel Lane** – stones near the carriageway and damaged verges at the top of Chapel Lane were discussed.

**RESOLVED:** that the Clerk contact Highways to clarify the situation regarding the proximity of stones etc. to the carriageway.

**RESOLVED:** that the Chairman contact the owners of Laburnum Cottage regarding the parking of tradesman’s vehicles on verges.

**23/106.2 ‘Old’ Notice Board repairs** - Councillor Ingram will progress the repairs in Spring.

**23/106.3 Little Switzerland renovation** – CWaC Public Rights of Way (PROW) Officer has confirmed that repairs to the top end of the steps has been approved. A further inspection of the sandstone retaining wall will need to be made prior to any work.

**23/107 ACTION PLAN** – was discussed.

**RESOLVED:** that the Chairman will create the 2024-25 Action Plan following input from the Councillors for approval at the meeting in March 2024.

**23/108 ATTENDANCE AT CWAC TOWN AND PARISH COUNCIL CONFERENCE ON 6<sup>TH</sup> MARCH 2024** – was discussed.

**RESOLVED:** that the Chairman and Councillor Ingram will attend along with the Clerk who will provide a short presentation regarding the PC’s LCAS accreditation.

**23/109 iTRAVEL (BUS) ON DEMAND – CONNECTING PEOPLE AND PLACES**– was discussed. The scheme is currently 1 year into a 3 year pilot. Willington is just outside the boundary of the area included. Borough Councillor Cooper will contact CWaC Highways to request Willington’s inclusion.

**RESOLVED:** that the PC support this initiative and the inclusion of Willington in it.

**23/110 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS**

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

Policy Name	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Disciplinary	Y	Y	-	January 2023	January 2025	No changes.
Grievance	Y	Y	-	January 2023	January 2025	No changes.

**23/111 CLERK'S REPORT/CORRESPONDENCE**

**E-Mail Correspondence** The following have been forwarded to Councillors via e-mail and are not shown on the agenda; listing these items provides Council with the opportunity to comment;

- a. Cheshire Association of Local Councils e-bulletins
- b. NALC bulletins
- c. Cheshire Police Tarvin and Kelsall Wards – Parish Council Newsletter
- d. Cheshire Police Alerts
- e. Vision ICT web analytics for [www.willington.org.uk](http://www.willington.org.uk) website
- f. CWaC and other Consultations
- g. Neighbourhood Watch National Newsletter
- g. Police and Crime Commissioner bulletins.

**RESOLVED:** that the Clerk contact Vision-ICT to obtain web analytics.

**23/112 BUDGET FOR FINANCE YEAR 2024-25** The Council considered the draft budget.

**RESOLVED:** that the draft budget (below) presented to the meeting be approved. And that the Council request a precept of £6589 from CWaC.

The revised precept is £6589, an increase of £254 over the 23/24 precept of £6335; the Band D (151.9 households) 23/24 charge was £41.71 per annum.

Based on the CWAC 2024-25 calculator and 155.1 households, the Band D 24/25 charge will be £42.48 per annum, an increase of £0.77 per annum (1.8%) or £0.07 per month.

In the circumstances that, due to unforeseen circumstances, the 24-25 budget is inadequate, the Council would be able to draw on its reserves without detriment to the work of the Parish Council.

Item	Actual	Agreed Budget	Budget	2023-24 to
	Full Yr to	Yr to	Yr to	2024-25
PAYMENTS	Mar-23	Mar-24	Mar-25	variance
Staff Salaries including Employers Costs	3,012	3,780	<b>4,030</b>	250
Staff Light and Heat Allowance	0	0	<b>312</b>	312
Staff/Councillor Travel		40	<b>45</b>	5
Telephone	0	0	<b>0</b>	0
Postage	8	10	<b>16</b>	6
Office Supplies, Maint of Computer, Website	463	505	<b>532</b>	27
Accounting Software Fees	0	0	<b>180</b>	180
Subscriptions to outside organisations	307	215	<b>236</b>	21
Bank Charges	0	0	<b>0</b>	0
Audit Fee	185	230	<b>253</b>	23
Insurance	396	460	<b>490</b>	30
Room Hire & refreshments for meetings	0	120	<b>390</b>	270
Payroll Software	101	111	<b>126</b>	15
Taskforce & other costs	2,942	300	<b>350</b>	50
Chairman's Allowance	24	100	<b>125</b>	25
Community Engagement	44	100	<b>250</b>	150
Newsletter/Annual Report/Other Printing	162	224	<b>266</b>	42
Special Projects	0	17000	<b>12133</b>	-4867

Election Cost	0	250	0	-250
Training	109	370	200	-170
Vision ICT additional costs	0	200	50	-150
Defibrillator AED Batteries & Pads	218	100	150	50
<b>Total Payments</b>	7,971	<b>24,115</b>	<b>20,134</b>	<b>-3,981</b>
<b>RECEIPTS</b>				
	Actual to March 2023	Expected for 2023-24	Budget year to March 2025	
Precept from CWaC	6,235	6335.00	<b>6589</b>	
Income from Events		0.00	<b>0</b>	
Bank Interest	65	250.00	<b>312</b>	
VAT refund to 31/3/2023	179	949.77	<b>1100</b>	
Other Grants	3,968	0.00		
Community Infrastructure Levy - CIL	11126.00	0.00		
EV Charging point grant	0	0.00	<b>0</b>	
CWaC Councillor Members Budget 2024-25	0	0.00	<b>0</b>	
CWaC Neighbourhood Scheme 2024-25	1,800	0.00	<b>0</b>	
Funding from WPC reserves required	608	8188.00	<b>12133</b>	
Other	0	0.00	<b>0</b>	
<b>Total Receipts</b>	23,981	15722.77	<b>20134</b>	

**23/113 FINANCIAL MATTERS.**

**23/113.1 Payments between meetings.**

**RESOLVED:** that the following payments made since the last Council meeting be confirmed:

Payee	Supplier and Detail	Amount Paid
ChALC	Introduction to Planning Course	£30.00
NMC D&P	November 2023 Newsletter printing	£32.00
R Winterbourne	Clerk salary December 2023	£229.08
A Nicholas	Expenses for December 2023	£23.30

**23/113.2 Cheque Payments** – the following payments were approved:

Payee	Detail	£ Amount
R L Winterbourne	Clerk's salary January 2024	£218.85
HMRC	PAYE Oct, Nov & Dec 2023	£200.20
Willington Hall	Meeting Room Hire 30.1.24	£30.00

**23/113.3 Direct Debits**

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

- Sage One Payroll – December 2023. Paid 15<sup>th</sup> December 2023 - £9.60
- Sage One Payroll – January 2024. Paid 17<sup>th</sup> January 2024 - £9.60

**23/113.4 Management Accounts**

**RESOLVED:** that the accounts for financial year 23-24 to the end of December be approved.

**23/113.5 Review of the cash book and bank statements.**

Councillor Lindsay has reviewed the cash book and bank statements for November and December 2023. No issues were found.

**23/113.6 Business Savings Account** – opening a Unity Trust savings account was discussed. To avoid CHAPS costs when transferring funds to the NatWest current account, a Unity Trust current account is needed as well as a savings account.

**RESOLVED:** that, subject to fees, the Clerk initially open both a Current Account and an Instant Access Account with Unity Trust. If the Unity Trust service is satisfactory, the NatWest current account can be transferred to the Unity Trust one at a future date.

**RESOLVED:** that the items in the Unity Trust Deposit Account Resolutions, telephone and internet banking resolution and the Current Account resolutions are accepted.

**23/114 ITEMS OF INTEREST FOR NEXT AGENDA** – fast fibre update.

**23/115 DATE OF NEXT MEETING**

The next meeting of Willington Parish Council is on Tuesday 26<sup>th</sup> March at 19:30 at Willington Hall.

**END OF DOCUMENT**

Chairman’s Signature ..... Dated.....

Chairman’s Initial