

**MINUTES OF A MEETING OF WILLINGTON PARISH COUNCIL HELD AT WILLINGTON HALL
ON TUESDAY 21st MAY 2024**

PRESENT:

Councillor James Abbott
Councillor Stuart Ingram (Chairman)
Councillor John Lindsay (Vice-Chairman)
Councillor Rob Merrick
Councillor A Nicholas

IN ATTENDANCE: R Winterbourne – Clerk to the Parish Council, Borough Councillor Tom Cooper.

24/005 ELECTION OF CHAIRMAN FOR THE COMING YEAR

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

24/006 DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN) - Councillor Ingram signed the Acceptance of Office.

24/007 APOLOGIES - None.

24/008 ELECTION OF VICE CHAIRMAN FOR THE COMING YEAR

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

24/009 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 2024-25.

24/010 APPOINTMENTS TO OUTSIDE ORGANISATIONS

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

24/011 COUNCILLOR RESPONSIBILITIES. Management of the defibrillator: Councillor Nicholas.

24/012 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

24/012.1 New Written Requests for Dispensations

There were no new requests.

24/012.2 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.

24/012.3 Councillors' Declarations of Interest

Councillors were reminded that before the meeting on 30th July 2024, they must check that their Member's Declaration of Interests is up to date and confirm so with the Clerk.

24/013 OPEN FORUM

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

24/014 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

24/015 REPORT ON OPEN FORUM – nothing to report.

24/016 MINUTES OF MEETINGS

Minutes of the meeting of the full Council held on 26th March 2024

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

Minutes of the meeting of the full Council held on 23rd April 2024

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

24/017 REPORT ON ACTIONS ARISING FROM THE MEETING ON 26th MARCH 2024

iTravel on demand and PlusBus Community Transport – Councillors Ingram and Cooper provided an update.

RESOLVED: that the Clerk contact PlusBus with a view to them speaking at the meeting on 30th July 2024.

24/018 PLANNING MATTERS

24/018.1 New Planning Applications – none.

24/018.2 Previous Applications - the status of outstanding applications and of recently approved/refused applications was noted.

24/019 ACCOUNTS AND AUDIT YEAR TO 31st MARCH 2024

24/019.1 Internal Audit report. The comment provided by the internal auditor for 2023-2024 circulated prior to the meeting was examined and noted.

RESOLVED: that the Clerk respond to the internal auditor as agreed.

24/019.2 Internal Auditor AGAR Report. The completed Auditor's report (p.4 of the AGAR 2023/24) which was made available prior to the meeting was noted.

24/019.3 The variances in the accounts between 2022-23 and 2023-24 which were made available prior to the meeting were noted.

24/020 AGAR SECTION 1 - ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW

The Annual Governance Statement for the year ending 31st March 2024 which was made available prior to the meeting was reviewed. The Council confirmed that it can confirm each of the statements.

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

24/021 AGAR SECTION 2 ACCOUNTING STATEMENTS

The Accounting Statements for the year ended 31st March 2024 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 2023-2024.

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

24/022 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.

24/023 COUNCIL INSUREANCE 2024-2025

Insurance for the coming year was discussed.

RESOLVED: that the Clerk researches and 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.

24/024 RISK ASSESSMENT– the Risk Management Policy and the Risk Management document were reviewed and approved.

24/025 COMMUNITY ENGAGEMENT – Councillor Abbott provided an update on forthcoming events.

24/026 COMMUNITY COMMUNICATION – it was agreed that the next newsletter will be published during the last week of August.

24/027 WILLINGTON ENVIRONMENT AND TASK FORCE

24/027.1 Verges on Chapel Lane – obstacles on the verges were discussed. Borough Councillor Cooper will contact CWaC Highways for an update.

24/027.2 Repair/replacement of the ‘old’ notice board - was discussed.

RESOLVED: that Councillor Lindsay and the Clerk produce a costed proposal for a new ‘open’ board on the Green for the next meeting. The damaged board will not be repaired.

24/028 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	-	May 2023	May 2025	Changes are accepted
Financial Regulations	Y	Y	-	May 2023	May 2025	No changes required
Complaints	Y	y	-	May 2023	May 2025	No changes required
Email & Address Contact Privacy Notice (GDPR)	Y	Y	-	May 2023	May 2025	No changes required.
GDPR Information Data Protection Policy	Y	Y	-	May 2023	May 2025	No changes required.
Media Policy	Y	Y	-	May 2023	May 2025	No changes required.
Publication Scheme			-	May 2023	May 2025	
Personal Data Management & Audit Policy	Y	Y	-	May 2023	May 2025	No changes required.
Training Statement/Policy	Y	Y	-	May 2023	May 2025	No changes required.

24/029 CLERK’S REPORT/CORRESPONDENCE

E-Mail 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.

- a. Cheshire Association of Local Councils e-bulletins
- b. Cheshire Police Alerts

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

The web analytics report will be reviewed at the next meeting.

24/030 FINANCIAL MATTERS.

24/030.1 Payments between meetings.

RESOLVED: that the following payments made since the Council Meeting on 26th March 2024 be confirmed:

Payee	Supplier and Detail	Amount Paid (£)
ChALC	Subscription 2024-25	84.74
Willington Hall	Room hire for meeting 23.4.24	30.00
R L Winterbourne	Clerk Heat, Light, Phone allowance April 2024	26.00
R L Winterbourne	Clerk Salary April 2024	229.08
SP Manweb	Works to install refurbished K6 phone box	2269.16

24/030.2 Cheque Payments – none.

24/030.3 Direct Debits

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

- Sage One Payroll – April 2024. Paid 17th April 2024 - £9.60
- Sage One Payroll – May 2024. Paid 16th May 2024 - £9.60.

24/030.4 Management Accounts

RESOLVED: that the management accounts for the full financial year 2023-24 be approved.

24/030.5 Review of the cash book and bank statements.

Councillor Lindsay has reviewed the cash book and bank statements for March and April 2024. No issues were found.

RESOLVED: that Councillor Abbott take over the cash book review role with immediate effect.

24/031 ITEMS OF INTEREST FOR NEXT AGENDA

- Climate Change Action Plan
- Co-option progress
- Tarporley Railway station
- PlusBus.

24/032 DATE OF NEXT MEETING

RESOLVED: that the next meeting be held on Tuesday 30th July 2024 at 19:30 at Willington Hall.

END OF DOCUMENT

Chairman’s Signature Dated.....

Chairman’s Initial