

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

**PRESENT:**

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

**IN ATTENDANCE:** R Winterbourne – Clerk to the Parish Council, two members of the public, and representatives of PlusBus and Hubs Mobility Advice (for items 24/033 to 24/036 only).

**24/033 APOLOGIES** – Borough Councillor Tom Cooper.

**24/034 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS**

**24/034.1 New Written Requests for Dispensations**

There were no new requests.

**24/034.2 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.

**24/034.3 Councillors' Declarations of Interest**

All Councillors confirmed that their Member's Declaration of Interests are up to date.

**24/035 ORDER OF AGENDA**

**RESOLVED:** that agenda item 4 (Open Forum) and agenda item 3 (Casual Vacancy in the Office of Parish Councillor) are swapped.

**24/036 OPEN FORUM**

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

**24/037 PARISH COUNCIL MEETING**

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

**24/038 REPORT ON OPEN FORUM** – Gemma Coleman (Hubs Mobility Service Adviser) and Simon Finnie (General Manager ECT in Cheshire) provided information on the Hubs Mobility Service and PlusBus service.

**24/039 CASUAL VACANCY IN THE OFFICE OF PARISH COUNCILLOR**

The Clerk advised that there was one eligible candidate for the vacancy: Janet Smethurst.

The Clerk advised that the candidate meets the eligibility requirements to serve as a Parish Councillor (as provided in the Local Government Act 1972, s79) and is not disqualified from membership of the Parish Council (as provided in the Local Government Act 1972, s80).

**RESOLVED:** that Janet Smethurst be co-opted as a Councillor onto Willington Parish Council to serve until the next Parish Council election.

**24/040 MINUTES OF MEETINGS**

**Minutes of the meeting of the full Council held on 21st May 2024**

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

## **24/041 REPORT ON ACTIONS ARISING FROM THE MEETING ON 21<sup>st</sup> MAY 2024**

**24/041.1 iTravel on demand** - Councillor Ingram provided an update.

**RESOLVED:** that the iTravel are contacted with a proposal to use the bus stop on the Green as a Willington 'hub' for their service in Willington.

**24/041.2 Ownership of the Green** – Councillor Nicholas provided an update; there has been no further response from CWaC. Borough Councillor Cooper will chase CWaC on the PC's behalf.

**24/041.3 Fast Fibre Provision** - Councillor Ingram provided an update; all Willington properties will be in scope for the rollout from Freedom Fibre but it is not scheduled until 2026.

**24/041.4 Public Rights and AGAR statements of accounts 2023-24** – the Clerk confirmed that the legal requirements to publish the public rights statements and accounts (AGAR) had been met.

**24/041.5 Council Insurance** – the Clerk confirmed that Parish Council insurance (equivalent to previous policies) had been arranged with Zurich for the year July 2024 to July 2025.

**24/041.6 Purchase of gazebos** – the Clerk advised that two gazebos had been delivered.

## **24/042 PLANNING MATTERS**

**24/042.1 New Planning Applications** – none.

**24/042.2 Previous Applications** - the status of outstanding applications and of recently approved/refused applications was noted.

It was noted that a 'No Comments' response was submitted on behalf of the Council on 5<sup>th</sup> July 2024 regarding application 24/01230/FUL – Pear Tree Cottage, Willington Road CW6 0ND.

## **24/043 COMMUNITY ENGAGEMENT**

**24/043.1 D-Day Commemorations on 6<sup>th</sup> June 2024** - Councillor Abbott reported on a well-attended and received event.

**24/043.2 Village Treasure Hunt** - Councillor Abbott provided a report on the event.

**24/043.3 VE Day Celebrations on Thursday 8<sup>th</sup> May 2025** – options were discussed.

**RESOLVED:** that a beacon is not appropriate. Instead, a short ceremony is held on the Green on 8<sup>th</sup> May followed by a themed picnic on Sunday 11<sup>th</sup> May (subject to national guidelines).

**24/043.4 Countryfile Charity Ramble on Sunday 13<sup>th</sup> October 2024** – Councillor Abbott provided an update.

**24/044 TRAINING AND DEVELOPMENT** – Councillor and Clerk training and development requirements for 2024-25 were discussed and agreed.

**RESOLVED:** that the Clerk book the agreed courses and events.

## **24/045 ROAD SAFETY**

**24/045.1 Grit Bin on Tirley Lane** – the Clerk provided an update; it is on hold.

**24/045.2 Hedges and Trees Obstructing Footpaths and Highways** – the current issues with overgrown hedges, verges etc were discussed.

**RESOLVED:** that the Councillors contact the owners of the properties discussed, requesting that the issues are resolved; the standard letter template will be used where appropriate.

**24/045.3 Damaged signpost at the bottom of John St** – the Clerk confirmed that it had been reported to CWaC Highways.

## **24/046 COMMUNITY COMMUNICATION**

**24/046.1 Items for the August 2024 newsletter** - were discussed and agreed.

**24/046.2 Repair/replacement of the 'old' notice board** - was discussed.

**RESOLVED:** that Councillor Lindsay purchase a 4 x A4 board in green at £236.40 inc. VAT and arrange for its installation on the bus shelter.

**24/047 WILLINGTON ENVIRONMENT AND TASK FORCE**

**24/047.1 K6 Phone box installation and opening** – Councillor Ingram provided an update and thanked all those involved in the project.

**24/047.2 Produce Exchange** – was discussed.

**RESOLVED:** that Councillor Lindsay purchase a Loxley Hounslow greenhouse in green at a cost of £614 inc. VAT and arrange for its installation on the back of the bus shelter.

**RESOLVED:** that Councillor Lindsay produce a ‘usage’ protocol for the Produce Exchange for review by the PC.

**24/047.3 Moving tables, benches and the bin on the Green** – was discussed

**RESOLVED:** that the Councillor Lindsay work with the Task Force to relocate the benches and tables, and waste bin as part of the works to install the produce exchange.

**RESOLVED:** to request permission from CWaC to move the waste bin to the other side of the bus stop.

**24/047.4 Installation of a bench at the top of Little Switzerland** – was discussed.

**RESOLVED:** that the Councillor Nicholas work with Kelsall PC and contact the landowner to discuss installing a bench.

**24/047.5 Putting stones on the Green parking areas.**

**RESOLVED:** that the work proceeds at a cost of approximately £340.00 inc. VAT for materials.

**24/048 CLIMATE CHANGE ACTION PLAN** - was discussed.

**RESOLVED:** that a local action plan should be developed by a Climate Change working party and that Councillor Nicholas establishes the working party.

**24/049 SCHEDULE OF COUNCIL DOCUMENTS AND REGULATIONS**

**RESOLVED:** that following a review by the Clerk that the document below is changed as noted.

**RESOLVED:** that the risk assessment element of the Volunteer policy is reviewed with a view to simplifying the risk assessment processes.

Policy	On OneDrive (Y/N)	On website (Y/N)	Date Agreed	Date Last Reviewed	Next Review	Recommended Action
Volunteer Policy	Y	Y	-	Aug 2023	July 2025	Appendix D regarding Covid be removed.

**24/050 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](http://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.

**24/051 FINANCIAL MATTERS.**

**24/051.1 Payments between meetings.**

**RESOLVED:** that the following payments made since the Council Meeting on 21st May 2024 be confirmed:

Payee	Supplier and Detail	£ Amount Paid
JDH Business Services	Audit fees 2023-24	£264.00
R Winterbourne	Clerk Expenses May 2024	£91.31
R Winterbourne	Clerk salary May 2024	£239.11
R Winterbourne	Clerk Allowance for May 2024	£26.00
R Winterbourne	Clerk salary June 2024	£234.20
R Winterbourne	Clerk Allowance for June 2024	£26.00
R Winterbourne	Clerk salary July 2024	£228.88
R Winterbourne	Clerk Allowance for July 2024	£26.00
NMC D&P	May 2024 Newsletter Printing	£32.00
ChALC	Chairmanship Course	£25.00
Willington Hall	Refreshments & Room Hire for AVM	£109.00
R Winterbourne	Clerk Expenses July 2024	£463.59
Zurich Insurance	Insurance Premium 2024-25	£241.00
HMRC	PAYE April 2024 to June 2024	£175.40

**24/050.2 Cheque Payments** – the following payment was approved:

Payee	Detail	£ Amount to be Paid
R Winterbourne	Clerk Expenses July 30 <sup>th</sup> 2024	£140.29

**24/050.3 Direct Debits**

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

- Sage One Payroll – June 2024. Paid 19<sup>th</sup> June 2024 - £9.60
- Sage One Payroll – July 2024. Paid 17<sup>th</sup> July 2024 - £9.60.

**24/050.4 Management Accounts**

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

**24/050.5 Review of the cash book and bank statements.**

Councillor Abbott has reviewed the cash book and bank statements for June and July 2024. No issues were found.

**24/050.6 Bank Mandate** – was discussed.

**RESOLVED:** that Councillor Smethurst is added as a signatory on the Council’s current account. And that Rob Merrick is removed.

**RESOLVED:** that:

- if we add or remove Authorised Signatures in the “Add or remove individuals” section of this form, the Bank\*\* will update our mandate accordingly for the accounts we specify in this form’s “About your business” section
- if we change the Signing Rules in the “Account Signing Rules” section of this form, the Bank\*\* will update our mandate accordingly for the accounts we specify in this form’s “About your business” section
- the Bank\*\* can phone the individuals we’ve identified as “Call Back Contacts” to confirm or correct any instructions or information that we’ve given the Bank
- the current mandate will continue as amended. (\*\* NatWest)

**24/051 ITEMS OF INTEREST FOR NEXT AGENDA**

- Review of Action plan
- Tarporley Railway station.

**24/052 DATE OF NEXT MEETING**

**RESOLVED:** that the next meeting be held on Tuesday 24<sup>th</sup> September 2024 at 19:30 at Willington Hall.

**END OF DOCUMENT**

Chairman's Signature ..... Dated.....