

Please note that Council meetings are recorded
Willington Parish Council
Email: clerk@willingtonpc.org.uk

Date: 19th November 2020

To: The Chairman and Members of Willington Parish Council

Dear Councillor

You are summoned to attend an Extra Ordinary Council Meeting of Willington Parish Council, which will be held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 at 7pm on **Tuesday, 24th November 2020**.

Joining instructions are as follows;

Topic: Extra Ordinary Council Meeting
Time: Nov 24, 2020 7:00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86056816127?pwd=S1Q3SEx2VjB5UXp2VlVWbXhOMytoQT09>

Meeting ID: 860 5681 6127

Passcode: 866894

One tap mobile

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+442039017895,,86056816127#,,,,,0#,,866894# United Kingdom

Dial by your location

+44 203 481 5240 United Kingdom

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+44 203 051 2874 United Kingdom

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Meeting ID: 860 5681 6127

Passcode: 866894

Find your local number: <https://us02web.zoom.us/j/kcKRtauBvK>

Yours sincerely

Debra Townsend

Debra Townsend
Locum Clerk

AGENDA

1. **To Receive Apologies for Absence**
2. **Variation of Order of Business (if required).**
3. **Declaration of Members' Interests**
 - a) Members must ensure that they advise the Clerk of any Declaration of Members Interests by email prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).
 - b) Where a member indicates that they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.
4. **Public Speaking, including County, District and Police Representation. Total 15 minutes.**
 - a) At the start of the meeting a period of not more than three minutes will be made available for members of the public to comment on **any matter already on the agenda** (Standing Order 3g). While members of the public are welcome to observe the full meeting, they **may not** take an active role once the question period has closed.
 - b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.
 - c) Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.
5. **To confirm and agree as a true record the non-confidential Minutes of the Ordinary Meeting of Willington Parish Council Meeting held on 10th November 2020 (attached at Annexe A).**
6. **To receive the non-confidential minutes of the Finance Committee held on 17th November 2020 (attached at Annexe B).**
7. **To agree the recommendations of the Finance Committee held on 17th November 2020 (attached at Annexe B), and for clarity, stated below.**

Minute Number F171120/5 Current Year to Date (Attached at Annexe C)
NOTED

Minute Number F171120/6 Budget
RECOMMENDATIONS

- a) that the draft budget (attached at Annexe C), be recommended to Council for approval.
- b) That an increase in £5,000.00 in the precept be recommended to Council (to be earmarked for the Twyford Road Playing Field project). Council are recommended to approve the setting of the 2021/22 precept as £46,100.00 (this also takes into account the increase in the number of properties (1025).

Minute Number F171120/7 Available Funds

RECOMMENDATIONS

- a) That the outdoor gym project be agreed, at a budgetary cost of £13,000.00 (taken from Outdoor Sports S106 funding).
- b) That the tennis courts be subject to agreed improvements/refurbishment up to a maximum of £10,000.00.
- c) That the remainder of the Outdoor Sports S106 funding (£10,799.00), be earmarked towards the Twyford Road Playing Field project, subject to identifying spend that fits the criteria for Outdoor Sports.
- d) That the Twyford Road Playing Field project be agreed, and the following funding be earmarked;

S106 Funds (Build Facilities)	£25,310.16
SDDC Funding to be pursued	£25,000.00 (SDDC to be approached once Council agree to go ahead with this project)
Willington Parish Council Reserves	£100,000.00
Other funding streams may also be available, and will be pursued once Council give agreement to support this project	
Willington Parish Council Precept Increase	<u>£5,000.00</u>
TOTAL	£155,310.00

To also be agreed that all of the above must be pursued in line with current contract and tender regulations, as detailed in legislation and Financial Regulations.

**F171120/8 Auditor
RECOMMENDATION**

It was recommended to Council that due to having the same Internal Auditor for a number of years, in the interests of transparency, that the Locum Clerk seek an alternative for 2020/21.

8. Formal Approach to SDDC

Subject to the above recommendations being agreed, the Locum Clerk be requested to make a formal approach to SDDC (who are current owners of the TRPF Changing Rooms), in respect of pursuing this project.

9. Planned Approach

To agree the next steps in pursuant of completion of projects (subject to Council approval)

- a) Subject to the agreement by Council of the above recommendations within Minute Number F171120/7 i) and ii), to request that the recently formed Working Groups submit formal quotations to be considered and a contract be awarded by Council in line with the Financial Regulations.
- b) Subject to the agreement of the above recommendations within Minute Number F171120/7 (iv), to request that the recently formed Working Group submits a detailed business case and project plan to Council. To include provision for all fees that may be incurred before commencement of project (legal/planning etc.), timescales and an understanding of the tender process.

10. Items for Information

All items of interest have been circulated by email.

1. Meeting close

Willington Parish Council
clerk@willingtonpc.org.uk

Minutes of the Ordinary Parish Council Meeting

Held on Tuesday 10th November 2020 under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Present: P. Allsopp (Chair), M. Bartram, T. Bartram, C. Carter, R. Casey, J. Houghton, A. McPherson and I. Walters.

Members of the Public

D. Townsend (Locum Clerk).

101120/1 To receive apologies for absence

None.

101120/2 Variation of Order of Business

None

101120/3 Declaration of Members' Interests

101120/4 Public Speaking, including County, District and Police Representation.

A resident remarked that in regard to Minute Number 101120/11 he hoped the Council would support the extension of the Twyford Road Playing Fields changing room when considering the S106 money available.

Councillor Ros Casey announced that this would be her final meeting as she was resigning from her position as Councillor.

Councillor Ford provided an update on the following matters;

- Coronavirus in the District
- A reminder for residents to look at the Sand and Gravel Consultation which was on the DCC website.
- A Council briefing that was taking place to consider the resurrection of Area Forums.

Councillor Ford was also asked to provide a response to the following;

- The drains at the bottom of Oaks Rd needed investigating as they were constantly full.
- Confirmation was required on the implications of the Village Green application.

Councillor McPherson provided an update on the Street Trading Policy.

101120/5 To confirm and agree as a true record the non-confidential Minutes of the Ordinary Willington Parish Council Meeting held on 13th October 2020.

RESOLVED to agree and sign the Minutes as a true and accurate record.

101120/6 To consider a resolution to close the meeting for public participation under the Public Bodies (admission to meetings) Act 1960.

Not Required

101120/7 Finance – Income and payments to 10th November 2020

To approve the income and payments to 10th November 2020 (attached at Annexe A to the Minutes). All invoices were available for inspection prior to the Meeting.

RESOLVED that all income and payments as submitted be agreed, subject to the Zoom invoice being amended to £2.40 (VAT), total including VAT £14.39.

101120/8 Income and payments – October 2020

It was reported that the payment for Smiths of Derby (Clock Repair) was incorrectly reported in October 2020 as follows;

Reported as	£250.00 including VAT
Corrected as	£250.00 plus VAT – Total including VAT £300.00

NOTED

101120/9 To confirm and agree the accounts to month ending 31st October 2020

RESOLVED that the accounts and bank reconciliation to month ending 31st October 2020 as submitted, be agreed.

101120/10 External Auditor Report 2019-20

On the basis of the review by the External Auditors (PKF Littlejohn LLP), of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Particular attention was paid to Section 3 – Other Matters, where comments were noted.

RESOLVED that the External Auditor Report 2019-20 and all comments in Section 3 – Other Matters were noted.

101120/11 Report and further consideration of S106 proposals

Further to the residents consultation meeting, and further investigation work undertaken by Councilors, Council were requested to decide a list of final projects to progress.

RESOLVED

- that the following projects to be investigated further be agreed as;
 - 1) Twyford Road Playing Field Building Extension
 - 2) Outdoor Gym
 - 3) Multi Use Games Area
 - 4) Tennis Court Refurbishment
- That an Extra Ordinary Meeting to discuss these proposals be convened after the next Finance Committee Meeting (due to take place on 17.11.20).
- That the Locum Clerk write to SDDC to advise them that Willington PC had identified a number of projects, for which S106 money may be claimed once further investigation had taken place.

101120/12 Willington Nature Reserve Bridge Project

Correspondence had been received from Derbyshire Wildlife Trust, and a current project overview was circulated.

RESOLVED that the Wildlife Trust be contacted and advised how to apply for a S137 Grant, and that a letter of support and endorsement for the project be sent to the Trust.

101120/13 Clerk's Report

A Clerks Report was circulated providing an update on current and outstanding issues.

NOTED

101120/14 To Consider the Report of the Working Group.

RESOLVED that Cllr T. Bartram submit a written report and costings to the next Meeting.

101120/15 Traffic Calming/Speed Cameras in Willington

It was reported that the speed detection sign on Repton Road, between Church View and Kingfisher Lane was still not working, and that a similar sign was required on Twyford Road, although it was noted that these were only available in areas with a 30mph limit, not 40 as existed on Twyford Road

NOTED

101120/16 Flooding Strategy

The Chair gave an update and reported that other local parishes had been contacted along with the Environment Agency. There would be another meeting convened shortly, and all Councillors were invited to attend.

9.05 pm **RESOLVED** to extend the meeting beyond two hours to allow the Meeting to finished.

101120/17 Play Equipment

It was reported that play equipment had been broken on Hall Lane Park.

RESOLVED that Councillor Walters, in conjunction with the Locum Clerk get three quotes to be discussed at the next Council Meeting.

101120/18 Christmas Tree/Lights – Station Garden

RESOLVED that Cllr John Houghton put up the Christmas lights, and that the Locum Clerk be authorised to replace any broken lights/batteries up to a maximum of £100.00, in consultation with Cllr Houghton.

101120/19 Station Garden

RESOLVED that as the WI carried out an excellent job of maintaining other areas of the Station Garden, they be contacted to ask if they wish to take on the extra area.

101120/20 Application to Register a Village Green

Derbyshire County Council had contacted the Parish Council about an application to register land known as Twyford Road Playing Field, Willington (the application land) as a town or village green. The application was made to Derbyshire County Council (DCC) as the registration authority.

Willington Parish Council was the registered owner of the land described above.

A 2019 Supreme Court Judgment regarding statutory incompatibility could have substantial bearing on certain TVG applications across the country and this application might be one of those affected. At the request of the last meeting further information had been sought and circulated to all Councillors.

RESOLVED that the Locum Clerk write to DCC and confirm that Willington Parish Council do not want this site to be registered as a Village Green, as it is believed that it has sufficient protection through open/green spaces legislation. Events are managed on this site and consent is given by the Parish Council.

101120/21 DCC Snow Warden Scheme

RESOLVED that Willington Parish Council would not participate in this scheme for 2020/21. However, Cllr McPherson agreed to carry out some local informal research on any assistance that might be required in inclement weather.

101120/22 Correspondence received

a) Parking on Green Close, Willington

b) Willington Station Adopters for East Midlands Railway

RESOLVED to respond as follows

a) The Locum Clerk write to DCC and the Safer Neighbourhood Team to raise concern on this issue.

b) The Locum Clerk respond confirming support for this project from Willington Parish Council.

101120/23 Planning Applications

To respond where necessary to the following planning applications received since the last Meeting.

a) DMOT/2020/1030. The felling of 3 trees and the pruning of 3 trees in Group 1 of Tree Preservation Order no. 24 at Annesley, Willington Road, Repton, Derby, DE65 6FH. Comments no later than 12/11/2020.

b) DMPA/2020/0862. Construction of a single garage to the front of 6, The Castle Way, Willington, Derby, DE65 6BT Comments no later than 6/11/2020.

No comments were submitted

101120/24 Sand and Gravel Sites Consultation

The next stage in the preparation of the Minerals Local Plan and how the County and City Councils intended to engage with members of the public and other interested parties on the Plan were circulated.

NOTED

101120/25 Consultation Draft Street Trading Policy

NOTED

101120/26 Items for Information

All items of interest had been circulated by email.

The Meeting closed at 9.50 pm

PAYMENTS/INCOME TO APPROVE 10TH NOVEMBER 20

ANNEXE A

Date	Name	Description	VAT	Total inc VAT
10.11.20	BACS	INVOICES ATTACHED		
10.11.20	PKF Littlejohn	Audit	£	£
10.11.20	South Derbys CVS	Finance Clerk Inv. 8994	60.00	360.00
10.11.20	J. Houghton Reimbursement	Zoom Inv. 49524850		41.26
10.11.20	J. Houghton Reimbursement	Xero March – November 2020	2.40	14.39
10.11.20	Graham McCulloch	Routine Mtce INV 60	43.20	259.20
10.11.20	Graham McCulloch	Litter Picking/Play Area/Station Frontage/Footpath Mtce (Sept) INV. 55		700.00
10.11.20	Graham McCulloch	Litter Picking/Play Area/Station Frontage/Footpath Mtce (Oct) INV. 65		454.00
10.11.20	D. Townsend Reimbursement	Poppy Wreath Order 31195742		439.00
10.11.20	D. Townsend	Locum Clerk Inv		17.00
10.11.20	Bloomin' Gardens	Grounds Mtce – Twyford Rd Inv. 647369		1200.00
10.11.20	Newsletter Nov/Dec	B. Davis	206.00	1236.00
				189.00
		FROM BANK STATEMENT		
		PAYMENTS		
01.10.20	DD	SDDC		
21.10.20	DD	EON		
				43.00
				17.10
		INCOME		

Willington Parish Council

Minutes of the Finance Committee Meeting

Held on Tuesday 17th November 2020 at 7.00 pm under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Present: Cllrs P. Allsopp, T Bartram, J. Houghton and I Walters
D. Townsend (Locum Clerk)

In the absence of the Chair, it was
RESOLVED that Cllr J. Houghton assume the Chair for this Meeting.

F171120/1 To Receive Apologies for Absence
None

F171120/2 Variation of Order of Business
None

F171120/3 Declarations of Members Interests
None

F171120/4 To consider a resolution under the Public Bodies (admission to meetings) Act 1960 to exclude members of the public due to the confidential nature of the business to be transacted
Not required

F171120/5 Current Year to Date
The Locum Clerk had distributed the current year to date figures (to 31.10.20), and a draft predicted year end (31.3.21) to all members of the Committee.
NOTED

F171120/6 Budget
The Locum Clerk had distributed a draft budget (2021/22), and report for consideration, to all members of the Committee. This was examined in detail, and amendments made where necessary. Consideration of the budget was carried out with specific thought given to the proposed projects which were being considered by the Council following availability of S106 funds and a residents consultation meeting, where projects were suggested. In order to enable robust financial planning to allow projects to go ahead, the importance of setting accurate budgets and identifying reserves was agreed. Ear-marked reserves and general reserves were discussed in detail. In addition, debate was carried out on setting of the 2021/22 precept. It was proposed that, due to there being no increase in precept for a number of years, that an increase of £5000.00 be recommended, with all additional funds to be ear-marked for the Twyford Road Playing Field project.

RESOLVED

- a) that the draft budget (attached at Annexe A), be recommended to Council for approval.
- b) That an increase in £5,000.00 in the precept be recommended to Council (to be earmarked for the Twyford Road Playing Field project), and Council are recommended to approve the setting of the 2021/22 precept as £46,100.00 (this also takes into account the increase in the number of properties (1025)).

F171120/7 Available Funds

Consideration was given to the availability of funding to supplement the S106 funds which were currently available for Built Facilities (£25,310.16) and Outdoor Sports (33,799.00). All options were explored and discussed in detail.

RESOLVED that the following be recommended to Council;

- a) That the outdoor gym project be agreed, at a budgetary cost of £13,000.00 (taken from Outdoor Sports S106 funding).
- b) That the tennis courts be subject to agreed improvements/refurbishment up to a maximum of £10,000.00.
- c) That the remainder of the Outdoor Sports S106 funding (£10,799.00), be earmarked towards the Twyford Road Playing Field project, subject to identifying spend that fits the criteria for Outdoor Sports.
- d) That the Twyford Road Playing Field project be pursued, and the following funding be ear-

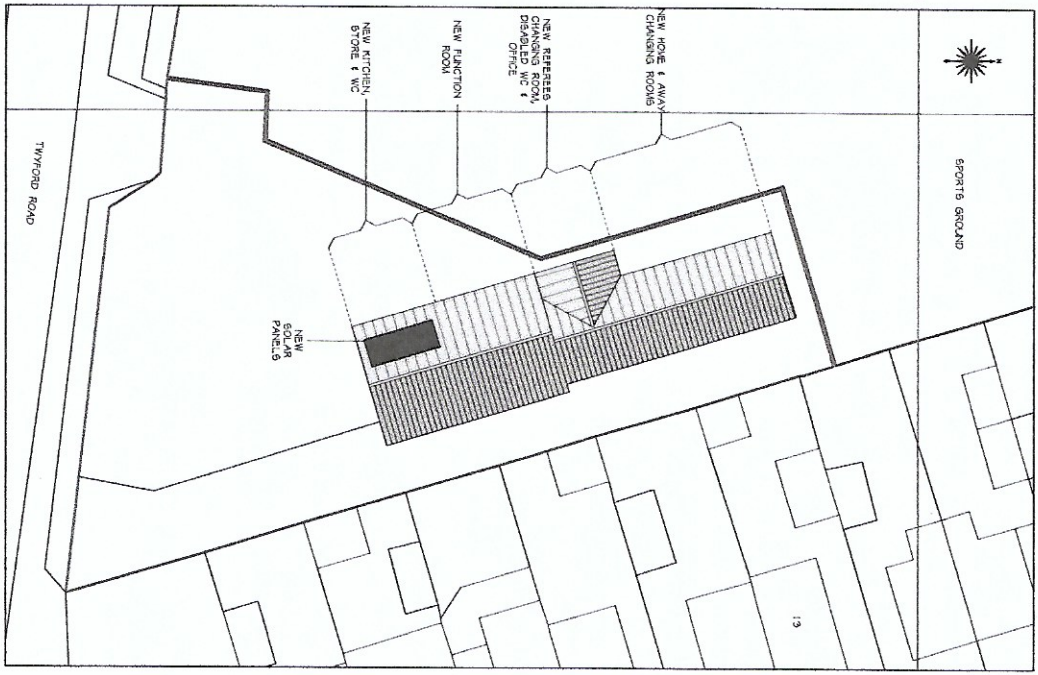
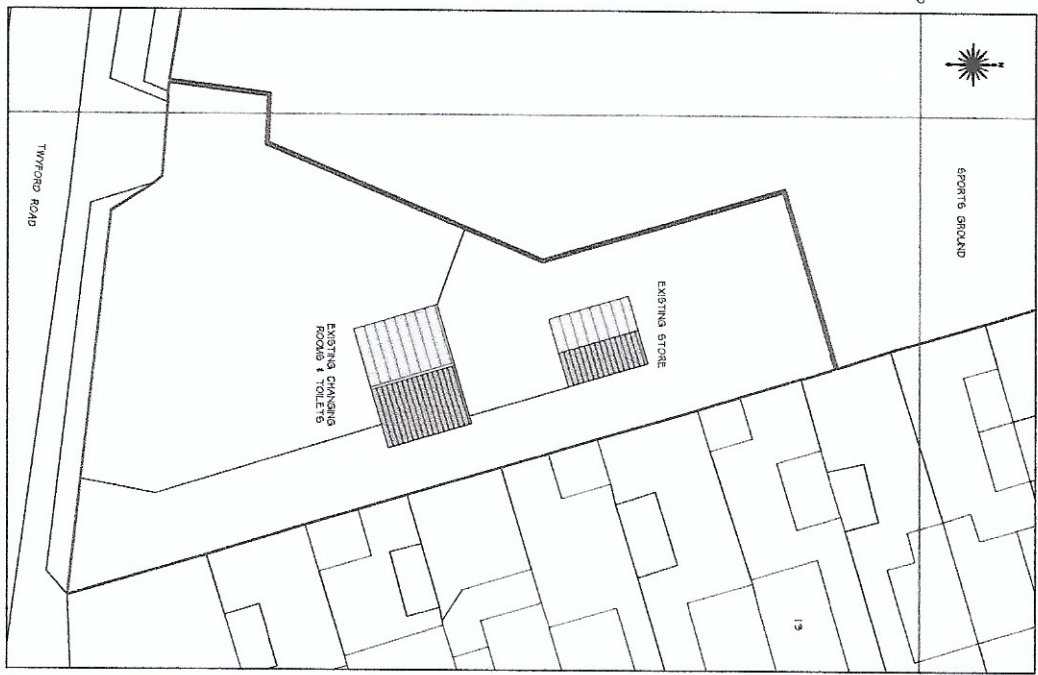
S106 Funds (Build Facilities)	£25,310.16
SDDC Funding to be pursued	£25,000.00 (SDDC to be approached once Council agree to go ahead with this project)
Willington Parish Council Reserves	£100,000.00
	Other funding streams may also be available, and will be pursued once Council give agreement to support this project
Willington Parish Council Precept Increase	<u>£5,000.00</u>
TOTAL	£155,310.00

F171120/8 Auditor

RESOLVED that it be recommended to Council that due to having the same Internal Auditor for a number of years, in the interests of transparency, that the Locum Clerk seek an alternative for 2020/21.

The Meeting closed at 8.20 pm.

ITEM 9.



EXISTING BLOCK PLAN
1:200

PROPOSED BLOCK PLAN
1:200



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PAPER SIZE: A1
NOTES

All dimensions must be checked on site and only
included from the drawing for planning purposes only.

Date	Revisions

Client: WILLINGTON PARISH COUNCIL

Location: SPORTS PAVILION, TWYFORD ROAD, WILLINGTON, WILTSHIRE, DEEDS BN1

Proposal: PROPOSED EXTENSION / ALTERATIONS FOR FUNCTION ROOM, TOILETS, KITCHEN TO SPORTS PAVILION

Drawing Title: EXISTING & PROPOSED BLOCK PLANS

Scale: 1:200

Date: OCT 2020
Drawn by: HRP

Dwg No.: J3-33-02
Revision: DKMT 02

MAKING PLANS
Architects

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