

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

**Date: 13<sup>th</sup> May 2021**

**To: The Chairman and Members of Willington Parish Council**

Dear Councillor

You are summoned to attend a Meeting of Willington Parish Council, which will be held at 7pm on **Tuesday 18<sup>th</sup> May 2021** at The Old School, Castleway, Willington.

Please note the following arrangements to comply with COVID regulations;

Maintain a 2 metre distance

Please bring a mask – I will confirm if they will be required closer to the time

Sanitise hands on entrance

Please avoid close contact during entrance/exit etc.

**Members of the public are welcome to attend this meeting. However, social distancing will need to be considered and numbers will be limited.**

Yours sincerely

*Debra Townsend*

Debra Townsend  
Locum Clerk

## **AGENDA**

To avoid passing round paperwork, the attendance sheet for the meeting will be completed by the Locum Clerk. Please also contact the Locum Clerk before the Meeting with any declarations of interest (if appropriate).

**1. To Elect a Chair for the Ensuing Year**

- To receive nominations
- To elect the Chair for Willington Parish Council for 2021/22
- To receive and sign the formal declaration of acceptance of office

**2. To Elect a Vice-Chair for the Ensuing Year**

- To receive nominations
- To elect the Vice-Chair for Willington Parish Council for 2021/22
- To receive and sign the formal declaration of acceptance of office

**3. To Receive Apologies for Absence**

**4. Variation of Order of Business (if required)**

**5. 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.

**6. 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.

**7. To confirm and agree as a true record the non-confidential Minutes of the Willington Parish Council Meeting held on 13<sup>th</sup> April 2020 (attached at Item 7)**

**8. To note the non-confidential Minutes of the Staffing Committee Meeting held on 27<sup>th</sup> April 2021 (attached at Item 8)**

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

*"In view of the confidential nature of item..... to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, in order to discuss the item"*

**10. Councillor Co-option**

To co-opt Sophie Mead and Christopher Mead as Parish Councillors, to include the signing of Declarations of Acceptance of Office.

**11. Council Vacancies**

The Council currently has two vacancies available for co-option. Arrangements for advertising these positions to be agreed.

**12. Finance – Income and payments to 18<sup>th</sup> May 2021 (attached at Item 12)**

To approve the income and payments to 18<sup>th</sup> May 2021. An update may be provided at the Meeting.

**Please note that all invoices are available for inspection. Please contact the Locum Clerk if you have any questions prior to the Meeting.**

**13. To confirm and agree the accounts to month ending 31<sup>st</sup> April 2021 (attached at Item 13).**

**14. To approve and note the Internal Audit Report 2020/21 (attached at Item 14)**

**15. Annual Governance Statement (attached at Item 15)**

To approve the Annual Governance Statement 2020/21

**16. Accounting Statement (attached at Item 15)**

To approve the Accounting Statement 2020/21

**17. Clerk's Report (attached at Item 17)**

Councillors are also reminded of their responsibility to update their Registrations of Interest as soon as anything changes. This is a legal requirement and failure to complete this may, in some circumstances, lead to prosecution.

**18. Review of Delegation Arrangements to Committees, Sub-Committees, Staff and other Local Authorities (Scheme of Delegation).**

This document can all be found on the website;  
<https://www.willingtonpc.org.uk/the-council.html>

**19. Review of Terms of Reference.**

- Council
- Recreation and Amenities Committee
- Footpaths and Open Spaces Group
- Burial Committee
- Staffing Committee
- Finance Committee
- Neighbourhood Plan Working Group

These documents can all be found on the website;  
<https://www.willingtonpc.org.uk/the-council.html>

**20. Appointment of Members to Existing Committees (pl To note the non-confidential Minutes of the Staffing Committee Meeting held on 27<sup>th</sup> April 2021 (Please note the numbers required for each Committee are correct unless amended at Item 19 above).**

- Recreation and Amenities Committee (6 Members of the Council 1 Non-Members of the Council)
- Footpaths and Open Spaces Group (6 Members of the Council 8 Non- Members of the Council)
- Burial Committee (4 Members of the Council)
- Staffing Committee (6 Members of the Council)
- Finance Committee (5 Members of the Council)
- Neighbourhood Plan Working Group (5 Members of the Council 3 Non-Members of the Council)

**21. To Elect a Chairperson for the following Committees;**

- **Burial Committee**
- **Footpaths and Open Spaces Group**
- **Recreation and Amenities Committee**
- **Staffing Committee**
- **Finance Committee**

**22. Signatories**

In line with Committee Terms of Reference all members of the Finance Committee must agree to become signatories. Agreement to be recorded.

**23. Appointment of any New Committees in accordance with Standing Order 4.**

**24. Review and Adoption of;**

- **Standing Orders**
- **Financial Regulations**

These documents can all be found on the website;  
<https://www.willingtonpc.org.uk/the-council.html>

**25. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

**26. Review of Representation on or work with external bodies and arrangements for reporting back, to include;**

Toyota Liaison (Chair and Vice-Chair)  
John Allsop Education Foundation (Chair)  
Willington Old School (Cllr I. Walters)  
Willington Village Hall (Cllrs J. Houghton and A. Macpherson)  
Willington Arts Festival (Vacancy)  
Willington Carnival (Cllrs J. Houghton and C. Blanksby)  
South Derbyshire Area Forum (Cllr A. Macpherson)  
Safer Neighbourhood Meeting (Cllr A. Macpherson and Vacancy)  
SDDC Flood Liaison Committee (Cllrs J. Houghton and A. Macpherson)  
SDDC Joint Meeting with Parish Councils (Cllrs A. Macpherson and J. Houghton)  
SDDC Joint Highways Forum (Vacancy)  
Railhead (Cllr J. Houghton)  
Freeport Liaison Group (Cllr T. Bartram)

**27. Review of Inventory of Land and other Assets (attached at Item 27)**

**28. Confirmation of Arrangements for Insurance Cover**

To confirm that a long-term insurance policy is in place with Zurich which ends in October 2022.

**29. Review of the Councils and/or Staff Subscriptions to other bodies**

Derbyshire Association of Local Councils  
Institute of Cemetery and Cremation Management.

**30. Review of the Council's Complaints Procedure**

This document can all be found on the website;  
<https://www.willingtonpc.org.uk/the-council.html>

**31. Review of the Council's Policies, Procedures and Practices in respect of its obligations under Freedom of Information and Data Protection Legislation**

These documents can all be found on the website;  
<https://www.willingtonpc.org.uk/the-council.html>

**32. Review of the Council's Employment Policies and Procedures**

To be considered by the Staffing Committee and recommended to Council.

**33. Review of the Council's Expenditure under Section 137 of the Local Govt Act 1972 (attached at Item 33).**

**34. To determine the time and place of Ordinary Meetings of the Council 2020/21, up to and including the next Annual Meeting of the Council (attached at Item 34).**

**35. Planning Applications**

- a) DMPA/2021/0241. The erection of a single storey side extension (amended scheme to previously approved ref: DMPA/2020/0821) at The Stables, Hill Farm, Etwall Road, Willington, Derby, DE65 6DX
- b) DMPA/2021/0652. The erection of a single storey to the existing workshop previously approved under 9/2015/0428 at Mercia Marina, Findern Lane, Willington, Derby, DE65 6DW
- c) DMOT/2021/0764. The felling of a common ash tree at 13 The Green, Willington, Derby, DE65 6BP.
- d) DMPA/2021/0718. The erection of a greenhouse at 94 The Castle Way, Willington, Derby, DE65 6BU

- 36. Resident consultation on future of household recycling sites in South Derbyshire (attached at Item 36).**  
To note the Parish Briefing on the above consultation.
- 37. Freeport Meeting Update**  
Cllr T. Bartram to provide an update on the recent Meeting held on 21<sup>st</sup> April 2021.
- 38. Trees on Derwent Court**  
To note that the contractor will carry out this work on 9<sup>th</sup> – 12<sup>th</sup> August as we are now in nesting season.
- 39. Transfer of Land Adjacent to Allotments from Peveril Homes to Willington Parish Council**  
This matter has now been concluded. Arrangements need to be considered for ongoing maintenance.
- 40. Noticeboard**  
To report that the Noticeboard situated outside the Co-op has been removed due to refurbishment and will not be reinstated. This is currently being stored by the Co-op but needs removing and placing into storage arranged by Willington Parish Council.
- 41. Bins**  
Further to a recent report by the informal working group, costs for replacement bins are provided and Council's instructions are sought. (attached at Item 41).
- 42. Grass Seed**  
To agree to purchase grass seed for a levelled-up area on Hall Lane Play Area.
- 43. Update on S106 Projects**  
a) Outdoor Gym  
b) Twyford Road Playing Field  
c) Tennis Court Refurbishment. Please see two quotes attached at Item 43.
- 44. Outdoor Gym Inspection**  
The Council's existing contractor has been asked to provide a cost to inspect the new outdoor gym equipment. A cost has been provided of £5.00 per month for a visual check. In addition, the cost of collecting the grass cuttings from around the equipment would be £10.00 extra per cut. Council's instructions are sought.
- 45. Summer Activities 2021**  
To note that Active South Derbyshire and South Derbyshire District Council have made the decision to cancel this year's Summer Playscheme.
- 46. Play Area Inspections**  
To note the Play Area Inspections and take remedial action where necessary (attached at Item 46).
- 47. Public Rights of Way Minor Maintenance Agreement**  
To consider if the Council wishes to participate in the scheme 2021-22 (attached at Item 47).
- 48. Correspondence**  
a) Email regarding traffic concerns (attached at Item 48).
- 49. Items for Information**  
All items of interest have been circulated by email.
- 50. Exclusion of the Press and Public**

**Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.**

**51. Memorial**

To consider the provision of a Memorial.

**52. To consider the recommendations of the Staffing Committee Meeting held on 27<sup>th</sup> April 2021.**

SC270421/6 To Consider the Recruitment of a Permanent Parish Clerk/RFO  
RECOMMENDED to make an offer of employment for Clerk/RFO to an Applicant.

**53. Meeting close**