

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

**Date: 8<sup>th</sup> July 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 13<sup>th</sup> July 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 – to be worn unless seated

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  
Clerk/RFO

**AGENDA**

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

- 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 Willington Parish Council Meeting held on 8<sup>th</sup> June 2021 (attached at Item 5)**
  6. **To note and agree the recommendations within the non-confidential Minutes of the RAC Meeting held on 21<sup>st</sup> June 2021 (attached at Item 6)**
  7. **To note and agree the recommendations within the non-confidential Minutes of the Neighbourhood Plan Steering Group Committee Council Meeting held on 28<sup>th</sup> June 2021 (attached at Item 7)**
  8. **To note and agree the recommendations within the non-confidential Minutes of the Burial Committee Meeting held on 30<sup>th</sup> June 2021 (attached at Item 8)**
  9. **To Consider and Agree Applications for Co-option to two Vacancies. Successful applicants to sign their declarations of acceptance of office and join the meeting.**
  10. **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”*
  11. **Finance – Income and payments to 13<sup>th</sup> July 2021 (attached at Item 11)**  
To approve the income and payments to 13<sup>th</sup> July 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.**
  12. **Authorisation of August Payments**  
As there is no Council Meeting in August. It is requested that the Clerk in consultation with the Chair and the Chair of Finance Committee be delegated authorisation to pay any invoices urgently required, to include payment of wages. All paid invoices will be submitted to Council to note in September.
  13. **To confirm and agree the accounts to month ending 30<sup>th</sup> June 2021 (attached at Item 13)**
  14. **Clerk’s Report (attached at Item 14)**
  15. **To Appoint to Committee Vacancies;**
    - a) **RAC – 1 Councillor Vacancy**
    - b) **FOSG – 2 Councillor Vacancies, 6 Non-Councillor Vacancies**
    - c) **FINANCE CTTEE – 2 Councillor Vacancies**

**d) NEIGHBOURHOOD PLAN STEERING GROUP – 1 Non-Councillor Vacancy**

**16. Review of Inventory of Land and other Assets (Asset Register attached at Item 16)**

**17. Local Information Requirements for the Validation of Planning Applications**

To agree a consultation response if required (attached at Item 17).

**18. Freeport Meeting Update**

Cllr T. Bartram to provide an update on the recent Freeport Meeting.

**19. NDP Grant**

A grant is available for assistance in completing the Neighbourhood Plan and authorisation is requested to allow the Clerk to apply for this grant on behalf of Willington Parish Council.

**20. Village Green Application – Twyford Road Playing Fields**

An email from Derbyshire County Council is attached at Item 20 regarding the Village Green Application. Council's views are sought.

**21. Update on S106 Projects**

- a) Twyford Road Playing Field
- b) Tennis Court Refurbishment

**22. Xero Costs**

To note that costs for Xero (accounting system) will increase by £2.00 per month.

**23. Training Course – Understanding Procurement and Writing Simple Contracts and Agreements**

The Clerk requests agreement to attend the above course to take place on Zoom on Monday 29<sup>th</sup> November 2021 between 10 am and 12.30 pm at a cost of £50.00. Details are attached at item 23. This course is also open to Councillors.

**24. SDDC Roll of Honour**

To note that the residents nominated by Willington Parish Council have been included on South Derbyshire's Community Heroes Roll of Honour.

**25. Outdoor Gym Installation**

To report on the outcome of the Meeting of Cllrs Blanksby and Walters with a resident regarding correspondence received relating to privacy (Minute Number 080621/19).

**26. Planning Applications**

To consider planning applications and agree any consultation response if required.

**27. Correspondence**

**28. Planning Applications**

**DMPA/2021/0884** 1 The Castle Way, Willington, Derby, DE65 6BT. Change of use of living room and bedroom (use class C3) to beauty treatment studio (Use Class E(c) - formerly A1).

**DMPN/2021/0891** 9 Wheatfield Court, Willington, Derby, DE65 6PT. Certificate of Lawfulness for proposed erection of a rear extension.

**DMPA/2021/0761** 65 Trent Avenue, Willington, Derby, DE65 6DN. The erection of a canopy.

**DMPA/2020/0918** 106 The Castle Way, Willington, Derby, DE65 6BU. Amended scheme to previously approved for the erection of ground and first floor side extension.

**29. 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.**

**30. Memorial Trees**

To provide an update on recent Memorial Tree enquiries.

**31. Meeting close**