

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

**Date: 6<sup>th</sup> October 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 12<sup>th</sup> October 2021** at The Old School, Castleway, Willington.

**Members are asked to complete the Declaration Sheet for items other than Disclosable Pecuniary Interests (DPI).**

Yours sincerely

*Debra Townsend*

Debra Townsend  
Clerk/RFO

### **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 Willington Parish Council Meeting held on 14<sup>th</sup> September 2021 (attached at Item 5).**

6. **To confirm and agree as a true record the non-confidential Minutes of the Extra Ordinary Willington Parish Council Meeting held on 21<sup>st</sup> September 2021 (attached at Item 6).**
7. **To note and agree the recommendations within the non-confidential Minutes of the RAC Meeting held on 20<sup>th</sup> September 2021 (attached at Item 7).**
8. **To note and agree the recommendations within the non-confidential Minutes of the FOSG Committee Meeting held on 23<sup>rd</sup> September 2021 (attached at Item 8). To follow.**
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. **Finance – Income and payments to 12<sup>th</sup> October 2021 (attached at Item 10)**  
To approve the income and payments to 12<sup>th</sup> October 2021. An update may be provided at the Meeting.  
Please note that all invoices are available for inspection. Please contact the Clerk if you have any questions prior to the Meeting.
11. **To confirm and agree the accounts to month ending 30<sup>th</sup> September 2021 (attached at Item 11).**
12. **Clerk's Report (attached at Item 12).**
13. **2019/20 External Audit Report**  
To report that the 2019/20 Audit and Limited Assurance Review is now complete, and a Certificate issued. (AGAR Sections 1, 2 and 3 attached at Item 13). To also note the 'Except For' matters.
14. **Risk Management Scheme**  
To review and adopt the Risk Management Scheme (attached at Item 14)
15. **Freeport Meeting Update**  
Cllr T. Bartram to provide an update on the recent Freeport Meeting (held on 15<sup>th</sup> September 2021).
16. **Tennis Courts**  
To discuss a paid usage option for the tennis courts for non-Willington residents.
17. **Allotment Regulations**  
An allotment holder has requested that Council review the Allotment Regulations to allow them to have tool stores, small sheds and greenhouses on their plot. The current Agreement reads;  
*"The tenant shall not without the written consent of the Council, erect any building on the Allotment Garden".*  
It is understood that any request in the past has been refused.
18. **Condition of the Willington Christmas Tree**

Concern has been raised over the current condition of the Christmas Tree. Emails and photos are attached at Item 18.

**19. Christmas Lights**

To consider the need to purchase new lights for Christmas 2021.

**20. Correspondence (attached at Item 20)**

**21. Planning Matters to be considered**

a) DMPA/2021/1467. The conversion of garage into living space and the replacement of existing conservatory with single storey rear extension at 172 Twyford Road, Willington, Derby, DE65 6DG.

**22. 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.**

**23. Correspondence (Exempt)**

a) To consider an email from a resident regarding Hall Lane (Exempt as it refers to a private individuals property).

**24. Memorial Trees**

To provide an update on recent Memorial Tree enquiries at Mercia Marina.

**25. Staffing Update**

To receive an update on applications received in response to the recently advertised Clerk/RFO vacancy.

**26. Appointment of a Locum**

To consider the appointment of a named Locum to cover for the Clerk/RFO vacancy from 15.10.21. To include rate of pay, hours, terms etc.

**27. Meeting close**