

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

Date: 10th May 2023

To: The Chairman and Members of Willington Parish Council

Dear Councillor

You are summoned to attend the Annual Parish Council Meeting of Willington Parish Council, which will be held at 7pm on **Tuesday 16th May 2023** at The Old School, Castleway, Willington.

Yours sincerely

Rachel Male

Rachel Male
Clerk/RFO

AGENDA

1. To Elect a Chair for the Ensuing Year

- To receive nominations
- To elect the Chair for Willington Parish Council for 2023/24
- 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 2023/24
- 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 and members of the Council to comment on any matter.
- 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 18th April 2022 (attached at item 7)**
8. **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"
9. **Co-option**
 To consider and agree advertising campaign for co-opting new Councilors.
10. **Finance – Income and payments to 16th May 2023 (attached at item 10)**
 To approve the income and payments to 16th May 2023. 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 updated accounts to month ending 30th April 2023 (attached at item 11)**
12. **Internal Auditor**
 To approve the appointment of an internal auditor.
13. **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>
14. **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>
15. **Appointment of Members to Existing Committees** *(Please note the numbers required for each Committee are correct unless amended at Item 17 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 (3 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)
16. **To Elect a Chair for the following Committees;**
 - **Burial Committee**
 - **Footpaths and Open Spaces Group**
 - **Recreation and Amenities Committee**

- **Staffing Committee**
- **Finance Committee**
- **Neighbourhood Plan Working Group**

17. Signatories

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

18. Review and Adoption of;

- **Standing Orders**
- **Financial Regulations**
(attached at item 18)

19. 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 and I. Hudson)
 Willington Village Hall (Cllrs J. Houghton and C. Blanksby)
 Willington Carnival (Cllrs J. Houghton and C. Blanksby)
 South Derbyshire Area Forum (Cllr A. Macpherson and S. Mead)
 Safer Neighbourhood Meeting (Cllrs A. Macpherson and S. Mead)
 SDDC Flood Liaison Committee (Cllrs J. Houghton and C. Mead)
 SDDC Joint Meeting with Parish Councils (Cllrs J. Houghton and I. Hudson)
 Freeport Liaison Group (Cllr T. Bartram and I. Hudson)

20. Review of Inventory of Land and other Assets (attached at Item 20)

21. Confirmation of Arrangements for Insurance Cover

To confirm that a long-term insurance policy is in place with Zurich which ends in October 2027.

22. Review of the Council's Complaints Procedure

This document can all be found on the website;

<https://www.willingtonpc.org.uk/the-council.html>

23. 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;

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24. To determine the time and place of Ordinary Meetings of the Council 2023/24, up to and including the next Annual Meeting of the Council (attached at item 24).

25. Clerk's Report (attached at item 25)

26. Planning Applications (attached at items 26)

Any applications received after publication of the agenda will be advised at the meeting.

- a) DMPA/2023/0431 - The erection of a single storey rear extension and alterations to existing bay roof to the rear at 31 Oaks Road, Willington, Derby, DE65 6DU

27. Former site of Willington Primary School (the Old School) – verbal update

To consider application made by the Diocese of Derby for an Education Endowment Order for the former site of Willington CofE Primary School.

28. Twyford Road proposed community hall and changing rooms – Verbal Update

To receive a verbal update on the latest information.

29. Calon update

To receive a verbal update from Cllr. P. Allsopp on recent site visit with a Calon representative.

30. Donation request from Willington Raft Race

Willington Raft Race have requested a donation of £500 to go towards the purchase of new sides for the village gazebo's (so that St Johns Ambulance can use them for first aid) and also towards increased costs of safe traffic management of the road during the race.

31. Correspondence

- a) Email from resident regarding closure of the public right-of-way (foot crossing only) over the Derby to Stoke railway line (**attached at item 31. a)**)

32. Meeting close