

**Annual Meeting Minutes of Willington Parish Council
Held on Tuesday 16th May 2023 at The Old School, Castleway, Willington**

Present: Cllrs P. Allsopp (Chair), M. Bartram, J. Houghton, T. Bartram, I. Walters and I. Hudson.
County/District Cllr. M.Ford.
Members of the Public.
Rachel Male (Clerk).

160523/1 To Elect a Chair for the Ensuing Year

A nomination was received for the position of Chair, and it was **RESOLVED that Cllr P. Allsopp be elected Chair for 2023/24.**

160523/2 To Elect a Vice-Chair for the Ensuing Year

A nomination was received for the position of Vice-Chair, and it was **RESOLVED that Cllr J. Houghton be elected Vice-Chair for 2023/24.**

160523/3 To Receive Apologies for Absence

Apologies for absence were received Cllr C. Mead.

160523/4 Variation of Order of Business

Not required.

160523/5 Declaration of Members' Interests

Cllr. P. Allsopp declared a personal interest in agenda item 26. Planning application DMPA/2023/0431.

Cllrs. M. Bartram, T. Bartram, I. Walters and J. Houghton declared a personal interest in agenda item 30. Willington Raft Race donation request.

Cllrs I. Hudson and I. Walters declared an interest in agenda item 27. The Old School as they both sit on the committee.

160523/6 Public Speaking, including County, District and Police Representation.

a) Residents raised the following issues:

- Litter around the Chinese takeaway on Twyford Road.
- V3 bus service - the bus has been full on a regular basis, could either a bigger bus be supplied or a more frequent service be implemented. County Cllr. M. Ford will feedback to DCC.
- Cllr. Bartram asked who is responsible for the mowing of the triangle on the corner of Kingfisher Lane and Repton Road. According to other Councillors, this is responsibility of the management company of the developer.
- Cllr. Walters reported the road between the Molly triangle and the row of houses opposite is never swept/cleaned. Is there anyway the Council could pay this some attention. District Councillors Ford and Hudson will report this to District.

b) County Cllr. M Ford reported as follows:

- Highways are going to carry out a traffic survey on Oaks Road/Hall Lane re the weight limit.
- Bittern View – pressure remains on the developer to resolve all outstanding issues which include the roads being finished.
- Kingfisher Lane – parking concerns are still being raised however County Council still require the developer to release the rest of the estate highway and footway for adoption. Until this is done restrictions can not be considered by Highways.

Willington Parish Council

T: 07976 230669 E: clerk@willingtonpc.org.uk

- Pot holes have been re-reported on Findern Lane and Oaks Lane. Hall Lane have recently had some filled in. Please report all pot holes via the County website.
- The white lines in the village that are in desperate need of re-painting, mainly the pedestrian crossings have been reported however the team who carry this out are currently out in the county filling pot holes.
- No update on the Freeport.

160523/7 To confirm and agree as a true record the non-confidential Minutes of the Willington Parish Council Meeting held on 18th April 2023

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

160523/8 To consider a resolution to close the meeting for public participation under the Public Bodies (admission to meetings) Act 1960.

Not required.

160523/9 Co-option

RESOLVED to advertise the 4 council vacancies via the website, noticeboards and Facebook and aim to co-opt at the July meeting.

160523/10 Finance – Income and payments to 16th May 2023

To approve the income and payments to 16th May 2023. (attached). All invoices were available for inspection prior to the Meeting.

RESOLVED that all income and payments as submitted be agreed.

160523/11 To confirm and agree the accounts to month ending 30th April 2023

RESOLVED that the accounts and bank reconciliation to month ending 30th April 2023, as submitted, be agreed.

160523/12 Internal Auditor

RESOLVED to appoint East Midlands Audit Services for yearend accounts (31st March 2023).

160523/13 Review of Delegation Arrangements to Committees, Sub-Committees, Staff and other Local Authorities.

RESOLVED that delegation agreements as submitted be approved.

160523/14 Review of Terms of Reference.

RESOLVED that Terms of Reference as submitted be approved subject to the following amendments;

- **Council (Agreed as submitted)**
- **Recreation and Amenities Committee (with the following amendment the terms of reference was agreed:**
Meetings
1. The Committee will meet when required)
- **Footpaths and Open Spaces Group (with the following amendment the terms of reference was agreed:**
Meetings
1. The Committee will meet when required)
- **Burial Committee (Agreed as submitted)**
- **Staffing Committee (Agreed as submitted).**
- **Finance Committee (Agreed as submitted).**
- **Neighbourhood Plan Working Group (Agreed as submitted).**

RESOLVED to temporarily pause RAC and FOSG committees until all vacancies have been filled.

160523/15 Appointment of Members to Existing Committees

RESOLVED that the following Members be appointed;

- **Recreation and Amenities Committee (6 Members of the Council 1 Non-Member of the Council)**
RESOLVED to temporarily pause RAC and FOSG committees until all vacancies have been filled.
- **Footpaths and Open Spaces Group (6 Members of the Council 8 Non-Members of the Council)**
RESOLVED to temporarily pause RAC and FOSG committees until all vacancies have been filled.
- **Burial Committee (4 Members of the Council)**
Cllrs I. Walters, J. Houghton, T. Bartram and P. Allsopp.
- **Staffing Committee (3 Members of the Council)**
Cllrs P. Allsopp I. Walters and M. Bartram.
- **Finance Committee (5 Members of the Council)**
Cllrs P. Allsopp, J. Houghton, I. Hudson, I. Walters and T. Bartram.
- **Neighbourhood Plan Working Group (5 Members of the Council 3 Non-Members of the Council)**
Cllrs P. Allsopp, M. Bartram, J. Houghton, and C. Mead.

160523/16 To Elect a Chairperson all Committees;

RESOLVED that Chairs be appointed as follows;

- **Burial Committee – Cllr I. Walters**
- **Footpaths and Open Spaces Group – paused until vacancies filled.**
- **Recreation and Amenities Committee – paused until vacancies filled.**
- **Staffing Committee – Cllr. P. Allsopp.**
- **Finance Committee – Cllr J. Houghton.**
- **Neighbourhood Plan Working Group – Cllr. J. Houghton.**

160523/17 Signatories

RESOLVED that all members of the Finance Committee be signatories.

160523/18 Review and Adoption of Standing Orders and Financial Regulations

RESOLVED that the Standing Orders and Financial Regulations as submitted be adopted.

160523/19 Review of Representation on or work with external bodies and arrangements for reporting back.

RESOLVED that the following representatives be agreed;

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)

Willington Carnival (Cllrs J. Houghton)

South Derbyshire Area Forum (Cllr I. Hudson and T. Bartram)

Safer Neighbourhood Meeting - delayed until all vacancies have been filled.

SDDC Flood Liaison Committee (Cllrs J. Houghton and T. Bartram)
SDDC Joint Meeting with Parish Councils (Cllrs J. Houghton and I. Hudson)
Freeport Liaison Group (Cllr T. Bartram and I. Hudson)

160523/20 Review of Inventory of Land and other Assets
RESOLVED that the Finance Committee be requested to review the Asset Register.

160523/21 Confirmation of Arrangements for Insurance Cover
It was confirmed that a long-term insurance policy was in place with Zurich which ends in October 2027.

160523/22 Review of the Council's Complaints Procedure
RESOLVED that the document as submitted be approved.

160523/23 Review of the Council's Policies, Procedures and Practices in respect of its obligations under Freedom of Information and Data Protection Legislation
RESOLVED that the documents as submitted be approved.

160523/24 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
RESOLVED that all Meetings as submitted be agreed.

160523/25 Clerk's Report
Noted and attached.

160523/26 Planning Applications
a) DMPA/2023/0431 – Th erection of a single storey rear extension and alterations to existing bay roof to the rear at 31 Oaks Road, Willington, Derby, DE65 6DU. **Noted.**

160523/27 Former site of Willington Primary School (the Old School)
RESOLVED to display the notice requested by the Department of Education (where they are asking to remove the education clause on the building) and support the Old School Committee fully with the campaign against this. The Council RESOLVED to send in an objection against the removal of this clause.

160523/28 Twyford Road proposed community building and changing rooms UPDATE
A drainage survey is required and 3 quotes have been received.
Quote 1 = £275
Quote 2 = £620
Quote 3 = 690
RESOLVED to go ahead with quote 1 at a cost of £275.

Structural Engineer report is required and a quote has been received for £1250.
RESOLVED to accept this if no further quotes received which is less.

Cllrs. Allsopp and Houghton to visit 2 kitchen suppliers to look at rough design.

Once this is complete we should be ready to move towards going out to tender.

Willington Parish Council

T: 07976 230669 E: clerk@willingtonpc.org.uk

160523/29 Calon update

Cllr. P. Allsopp and J. Houghton met with a representative last week who checks the site perimeter. They employ a local farmer to tidy up areas of overgrowth etc. The Council have requested they consider trimming back the trees and brambles back to the fence line which they have agreed to get a quote for then consider.

They will consider placing some concrete blocks at the two old site entrances to stop cars parking there.

It is believed the site owner would like to keep the land for energy use. Clerk will send an email to follow up and try and find out more information.

160523/30 Donation request from Willington Raft Race

RESOLVED to donate £500 towards costs of traffic management.

160523/31 Correspondence

- a) An email has been received from a resident to enquire whether the Parish Council have any objection to the closure of the public right-of-way (foot crossing only) over the Derby to Stoke railway line (footpath 9).

RESOLVED to respond that the Council do not agree that any part of the footpath should be closed.

160523/32 Meeting close

The meeting closed at 8.40pm

Signed:.....

Date:.....

Willington Parish Council 18th May 2023

Payments to approve 18th May 2023					
Date	Method	Name	Description	VAT	Total Inc VAT
	BACS	Groundsman	Groundsman duties (invoice 11 + 14)		£ 1,262.00
	BACS	P. Allsopp	Reimburse for Coronation celebration expenses		£ 59.09
	BACS	Willington Village Hall	Room hire (inv.2033)		£ 13.50
	BACS	Brian Davis	Newsletter costs (May/June edition)		£ 353.65
	BACS	Contractor	TRPF mowing (inv. 4622)	£ 47.08	£ 282.48
	BACS	J. Houghton	Coronation Expenses		£ 469.37
	BACS	Clerk Expenses	Mileage		£ 23.40
From Unity Trust Bank Statement					
03.04.23	DD	South Derbyshire	Tennis Courts Business Rates		£ 32.43
03.04.23	DD	South Derbyshire	Cemetery Business Rates		£ 45.17
27.04.23	DD	Eon	Twyford Road, changing rooms, Electric		£ 120.82
28.04.23	DD	Eon	Bowls Club, Electric		£ 44.76
02.05.23	DD	South Derbyshire	Cemetery Business Rates		£ 41.00
02.05.23	DD	South Derbyshire	Tennis Courts Business Rates		£ 28.00
12.05.23	BACS	South Derbyshire CVS	Clerk's Salary, inv 11008		£ 1,217.78
12.05.23	BACS	Contractor	Inflatables for Coronation celebration		£ 450.00
Total				£ 47.08	£ 2,775.67

Income to note from 1st April up to and including 18th May 2023					
06.04.23		SDDC	Precept		£ 31,074.50
Various		Burial income			£ 2,130.00
Various		Newsletter income	Advertising		£ 130.00
Total					£ 33,334.50

Clerks Report May 2023

	MINUTE NUMBER	RESOLUTION	ACTION
	Calon	Tidiness of area	<p>Dec 2022 – Clerk has written to Calon Energy CEO and the local contact however the emails were undelivered.</p> <p>Clerk has written to local MP Heather Wheeler with the Council’s condition of the footpaths surrounding the area.</p> <p>UPDATE: response received 05.01.23</p> <p>Thank you for raising your concerns regarding the vegetation impeding footpaths adjacent to the Willington site. There are no Calon energy personnel based on the site, but I visit it once every couple of months to make sure everything is in order with my last visit being in Nov 22. I will be visiting the site later this month so I will see exactly where it is so we can get the overgrowth removed.</p> <p>Update: Agenda item</p>
COUNCIL 8TH JUNE 2021			
	080621/17 To Consider a Health Initiative Proposal Using Outdoor Gym	RESOLVED that a personal trainer be approached to carry out three one-hour sessions over a three-week period at a cost of £40.00 per session. Evidence that they are fully insured and a risk assessment must be provided to the Clerk before this takes place.	Clerk to meet with a representative from SDDC on site.
	080621/18 Bowls Club Mower (PC owned)	RESOLVED that Cllr Houghton look into advertising this on Facebook Market Place.	Photos received from the Bowls Club. Photos forwarded to Cllr. T Bartram to arrange the selling of the item. Cllr. Bartram now has the mower and hopes t be able to sell as soon as its fixed.
FULL COUNCIL MEETING 11TH JANUARY 2022			
	110122/15 Village Green Application – Twyford Road Playing Fields	RESOLVED for the Clerk to investigate how we can protect the playing field if the Village Green application is unsuccessful.	Clerk is in discussions with Field in Trust.

110122/19 Young Tree on Beech Avenue and Oaks Road	The tree has a TPO attached to it, planning permission to prune has been requested. RESOLVED to accept a quote of £100, Clerk to check with Contractor the exact work he plans to undertake.	Clerk has a site visit with DCC on 11th May to consider. Permission now granted – to decide at the meeting when work is to be carried out. RESOLVED to carry out the work at the end of the year (it was reported it appears to have already been done). Update: Clerk has chased.	
Full Council Meeting – 5th April 2022			
100522/23 Review of Inventory of Land and other Assets	RESOLVED that the Finance Committee be requested to review the Asset Register.	To be discussed at the next Finance Cttee meeting.	
Full Council Meeting – 14th June 2022			
<u>140622/15 Website</u>	<u>RESOLVED to upgrade the website (including change to .gov.uk as opposed to .org.uk and Clerk's email address updated to .gov.uk) with the current provider at a price of £985 + VAT.</u>	<u>2Commune instructed. Ongoing.</u> <u>Update: draft website almost ready for review.</u>	
140622/21 Correspondence b) Email from resident regarding SDDC Tree preservation Order records for trees in Willington	RESOLVED to email SDDC, Strategic Director asking for an audit to be carried out.	Emailed.	
Full Council Meeting – 12th July 2022			
120722/16 Review of Community Facilities	There has been a request to review our community facilities from the Village Hall. RESOLVED to set up an informal working group to look into this further (September). This will be led by Cllr. I. Hudson with Cllrs. J. Houghton, C. Mead, C. Blanksby and the Village Hall chair forming part of the group.	Meetings continue between the Old School, Village Hall and Parish Council. Report being compiled. Ongoing.	
120722/18 Correspondence a) Marina parking (email from resident).	RESOLVED to ask County Council if wooden bollards could be placed around the area to prevent cars from being parked on the green.	Requested. Chased April 2023	

	<p>120722/18 Correspondence d) Derbyshire County Council's failure to satisfactorily maintain Willington's pavements in a safe condition (email from resident).</p>	<p>The County Councillor was present at the start of the meeting and will speak to highways. RESOVLED the Clerk will chase if no response is received, contact DCC for an update</p>	<p>Chased.</p>
<p>Full Council Meeting – 11th October 2022</p>			
	<p>111022/29 Correspondence a) Canal Marina out of date map (email from resident)</p>	<p>The map at the marina is out of date (pharmacy at its old location) RESOLVED that the Clerk will investigate replacing.</p>	<p>Being investigated.</p>
	<p>111022/29 Correspondence b) Paths and roads on Repton Road (email from resident)</p>	<p>Concern about the condition of the paths and roads around Repton Road/Kingfisher Lane end of the village. RESOLVED the Clerk will speak to the relevant authorities.</p>	<p>Reported to DCC, Highways and email sent to Western Power.</p>
	<p>111022/29 Correspondence c) Oak tree plaque on Oaks Road (email from resident)</p>	<p>Concern regarding a plaque near the base of an old oak tree is close to be engrossed by growth of the tree. Asking if the Council would consider having it moved. RESOLVED the Clerk will check with SDDC on the TPO and arrange a cost for the work.</p>	<p>Clerk has spoken with SDDC as there is a TPO on the tree. Ongoing. Update: Site being visited by the end of March 2023. Clerk chased April 2023.</p>
	<p>111022/29 Correspondence g) email from Willington WI</p>	<p>Willington Station Adopters Group (a sub group of the Willington WI) have asked if the Council would consider placing a memorial stone for the world wars in the Station Garden. RESOLVED the Clerk will contact Network Rail to ask permission for it to be placed there. The Council would like to accept this however the Clerk will seek permission first.</p>	<p>Clerk has spoken with Network Rail, they have forwarded my email to Property Services who deal with community licences. Dec 2022 – Clerk continues to chase. Update: WI have met with EMR and we are awaiting a decision.</p>
<p>Other outstanding matter for Council’s information:</p>			
<p>Graffiti - please report any graffiti to the Clerk. Findern side of the railway bridge – reported to SDDC.</p>			
<p>Centre of the village – zebra crossings Faded lines have been reported to DCC.</p>			
<p>Tree planting at the marina for the Queen’s Jubilee RESOLVED to request a cultivation license to enable this. Clerk to action.</p>			

St Michaels Mead – Best Dressed Street – Jubilee Award

Clerk is trying to find a suitable sign.

Allotment tap

There has been a report of low pressure. **RESOLVED** that Cllr. T. Bartram will purchase a new tap and replace.

Oaks Road Weight Limit**Minute ref: 180423/9 - April 2023 meeting**

Oaks Road weight limit At the entrance to Oaks Road and Trent Avenue there is a 7.5-ton weight limit except for access which is being ignored. The Council are concerned that verges are being damaged and there are a number of pot holes reappearing. **RESOLVED** to request costings for a road traffic survey and the Clerk will place notices around the village and on social media/website asking residents to report issues so these can be forwarded to Highways.

Updates:

Highways are going to carry out a traffic survey.

Playarea inspections**Minute ref: 180423/13 (April 2023)**

Hall Lane and Trent Avenue playground maintenance agreement **RESOLVED** that the Clerk will enquire with SDDC if the Council's play equipment is covered under the new agreement for a monthly routine maintenance at an extra cost of £17 per site per month. Should this be covered, the Clerk will go ahead and sign the agreement.

Council happy to proceed with routine maintenance at an extra cost of £17 per month.

V3 Bus Service –**Minute ref: 180423/15 (April 2023)**

Correspondence a) Email from resident regarding the V3 bus service TrentBarton have replied to Cllr. M. Ford informing him they are reconsidering the route of the V3 which is encouraging. The resident has asked if the Council would consider organising a letter drop to specific houses in the village (Twyford Road southwards/Repton Road eastwards) to find out how much support would be received for the reintroduced extended service. **RESOLVED** to ask the resident if they would consider writing a small piece for the newsletter/notice boards for this.

Update: The Clerk has requested a small article to include in the newsletter.

Litter bins

New litter bins should be fitted by the beginning on June.