

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

Date: 9<sup>th</sup> July 2020

To: The Chairman and Members of Willington Parish Council

Dear Councillor

You are summoned to attend a Council Meeting of Willington Parish Council, which will be held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 at 7pm on **Tuesday, 14<sup>th</sup> July 2020**.

Joining instructions for Councillors and Members of the public to access this Meeting are as follows;

Topic: Willington Parish Council Meeting

Time: July 14<sup>th</sup>, 2020 at 7:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/8995257757?pwd=cmlIWU5NaU1mUWIWTW40OUNhVHd2dz09>

Meeting ID: 899 525 7757

Password: 0vG1qg

One tap mobile

+442034815240,,8995257757#,,,,0#,,008531# United Kingdom

+441314601196,,8995257757#,,,,0#,,008531# United Kingdom

Dial by your location

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 899 525 7757

Password: 008531

Find your local number: <https://us02web.zoom.us/j/kcGP5bULvw>

Yours sincerely

*Debra Townsend*

Debra Townsend  
Locum Clerk

## 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 9<sup>th</sup> June 2020 (please see Annexe – Item 5).**
6. **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”*
7. **Finance – Income and payments to 14<sup>th</sup> July 2020.**

To approve the income and payments to 14<sup>th</sup> July 2020. An update may be provided at the Meeting. Please see Annexe – Item 7.

**Please note that all invoices are available for inspection. Please contact the Locum Clerk if you have any questions prior to the Meeting.**
8. **To confirm and agree the accounts and bank reconciliation to month ending 30<sup>th</sup> June 2020.**

Please see Annexe – Item 8.
9. **Locum Clerk's Report.**

Please see Annexe – Item 9.

**10. To Consider the New Government Guidelines for the Opening of Outdoor Play Areas, and agree a strategy for re-opening.**

The Locum Clerk has completed a risk assessment for re-opening the Outdoor Play Areas, and asks Councillors to either agree or amend these to allow the play areas to re-open. Please see Annexe – Item 10.

**11. To Consider the Report of the Working Group**

To consider the report, proposals and costings of the Working Group set up at Council on 9<sup>th</sup> June 2020, for replacement bins, consideration of a large street cleaning barrow for use in the village and maintenance of the allotment shed. Please see Annexe – Item 11.

**12. Willington Crown Green Bowls Club**

An email has been sent requesting permission for the Bowls Club to re-open. They have given an assurance that they will abide by all the rules and regulations made by the Government and the British Crown Green Bowls Association regarding COVID-19, which includes having the ‘landlords’ permission to open the Green.

**13. Coaching on Willington Tennis Courts**

An email has been received requesting permission to be given to deliver tennis coaching on Willington Tennis Courts. Councillors instructions are sought. Please see Annexe - Item 13.

**14. Arrangements for Consideration of Projects for Willington**

To confirm arrangements for consideration of project(s) for Willington as agreed at Council 9<sup>th</sup> June 2020. Guidance was requested from SDDC, and the attached ‘Section 106 Guide for Developers’ gives a rough guide as to what is classed as Built Facilities and Outdoor Sports. However it was confirmed that, for Built Facilities it is anything that is related to a building for the community, whereas Outdoor Sports is items such as play areas or local sports clubs. Please see Annexes – Item 14.

**15. Appointment of Members to Existing Committees**

- **Recreation and Amenities Committee (6 Councillors, 1 non-Councillor)**
- **Footpaths and Open Spaces Group (6 Councillors, 8 non-Councillors)**
- **Burial Committee (4 Councillors)**
- **Staffing Committee (6 Councillors)**
- **Finance Committee (5 Councillors)**
- **Neighbourhood Plan Working Group (5 Councillors, 3 non-Councillors)**

**16. Appointment of Chairman to Existing Committees**

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

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

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

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

To note that the Council subscribes to Derbyshire Association of Local Councils which was renewed April 2020.

**19. Review of the Council's Expenditure (2019/20) under Section 137 of the Local Govt Act 1972**  
(Please see Annexe – Item 19).

**20. Review of the Council's Complaints Procedure (Please see Annexe – Item 20)**

**21. Review of the Council's Policy for dealing with the Press/Media (Please see Annexe – Item 21)**

**22. Review of the Council's Grievance Procedure (Please see Annexe – Item 22)**

**23. Transfer of Land Adjacent to Allotments from Peveril Homes to Willington Parish Council**

The following was agreed in July 2018;

**150/18 Peacehaven land offer.** Clerk reported that Peveril Homes have asked if the Parish Council would like the spare land running adjacent to the Cemetery. Cllr Houghton proposed the PC accept the offer, seconded by Cllr Finney and all in agreement. Clerk to contact Terry from Peveril.

Council are now requested to agree the appointment of a Solicitor and authorise payment to complete the legal arrangements for this land transfer. (Please see Annexe – Item 23).

**24. Safer Neighbourhood Funding Grants**

To report the availability of the SN Fund for South Derbyshire.

**25. Statement of Licensing Policy**

Under the above Act, the Licensing Authority (SDDC) is required to prepare and publish a Statement of Licensing Policy every 5 years. The Licensing Authority is currently undertaking a review of their Statement of Licensing Policy. Any comments on the proposed Policy must be emailed to [licensing@southderbyshire.gov.uk](mailto:licensing@southderbyshire.gov.uk) or in writing to the Licensing Department before 28<sup>th</sup> August 2020. (Please see Annexe – Item 25).

**26. Items for Information**

All items of interest have been circulated by email.

**27. 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.**

**28. Councillor Communications**

To note a difficulty of communication between a Member and Locum Clerk.

**29. To Discuss the Maintenance Contract for the Parish (Exempt as this relates to an individuals business affairs). Cllr J. Cullen**

**30. To Consider Extending the Role of the Locum Clerk to include the position of RFO and Burials Clerk. (Exempt as this relates to personnel matters). Cllr J. Cullen.**

**31. To Report an Alleged GDPR Breach (Exempt as this matter is confidential). (Please see Annexe – Item 31 to follow).**

**32. To Report an FOI Request, and Request a Response from Full Council. (Exempt as this matter is confidential). (Please see Annexe – Item 32 to follow).**

**33. To Report two Grievances submitted as per Willington Parish Council’s Grievance Procedure.**

**In line with Stage 3 of the Grievance Procedure, and in the absence of a comprehensive Grievance Procedure, the Chairman would like these grievances to be considered in line with the Complaints Procedure. Therefore;**

In line with Stage 1 of the Complaints Procedure

- a) The validity of the complaint will be considered and determined by the Chairman or Vice Chairman and any two further Councillors (to be agreed).
- b) The complaint may be deemed invalid and therefore, rejected. Reasons of which may include, but may not be limited to: the complaint being vexatious, relating to a matter outside the powers or control of the Council or being better heard by a third party.
- c) In the event that the complaint is rejected at this stage, then the Complainant will be informed and all members of the Council will be notified of the decision.
- d) The decision at this stage is final, and Stages 2/3 should be followed if necessary.

The Council should also look to the ACAS website to determine how this should be handled to avoid any later issues: <https://www.acas.org.uk/grievance-procedure-step-by-step/step-3-responding-to-a-formal-grievance>

**34. To Report a Complaint to be actioned as per Willington Parish Council’s Complaints Procedure.**

In line with Stage 1 of the Complaints Procedure

- a) The validity of the complaint will be considered and determined by the Chairman or Vice Chairman and any two further Councillors (to be agreed).
- b) The complaint may be deemed invalid and therefore, rejected. Reasons of which may include, but may not be limited to: the complaint being vexatious, relating to a matter outside the powers or control of the Council or being better heard by a third party.
- c) In the event that the complaint is rejected at this stage, then the Complainant will be informed and all members of the Council will be notified of the decision.
- d) The decision at this stage is final, and Stages 2/3 should be followed if necessary.

**Councillors are reminded that if the Complainant is known to them they shouldn’t partake in the Panel to maintain impartiality.**

**35. Meeting close**