

**Annual Meeting Minutes of Willington Parish Council**

**Held on Tuesday 18<sup>th</sup> May 2021 at The Old School, Castleway, Willington**

**Present:** Cllrs P. Allsopp (Chair), M. Bartram, J. Houghton, and I. Walters.  
Cllrs C. Mead and S. Mead (after Item 10).  
Members of the Public.  
D. Townsend (Locum Clerk).

**180521/1 To Elect a Chair for the Ensuing Year**

Nominations were received for the position of Chair, and it was  
**RESOLVED that Cllr P. Allsopp be elected Chair for 2021/22.**

**180521/2 To Elect a Vice-Chair for the Ensuing Year**

Nominations were received for the position of Vice-Chair, and it was  
**RESOLVED that Cllr J. Houghton be elected Vice-Chair for 2021/22.**

**180521/3 To Receive Apologies for Absence**

Apologies for absence were received from Cllrs T. Bartram, C. Blanksby, A. MacPherson and Cllr M. Ford (SDDC and DCC).

**180521/4 Variation of Order of Business**

Not required.

**180521/5 Declaration of Members' Interests**

None

**180521/6 Public Speaking, including County, District and Police Representation.**

The Chair read out a report from Cllr Ford. He thanked the residents of Willington for returning him as the County Councillor for the community of Willington in the recent election. He also advised that as things got back to normal, Derbyshire County Council had a new Officer looking after Place, formally ETE, and he would be pressing him and the new Cabinet Member responsible for highways to resolve long standing issues around the village, especially the handrail on Findern Lane. The next meeting with Goodmans regarding the EMIP development was another opportunity to press for the very best mitigation measures to help reassure residents about the impact of the site as it develops.

**180521/7 To confirm and agree as a true record the non-confidential Minutes of the Willington Parish Council Meeting held on 13<sup>th</sup> April 2020.**

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

**180521/8 To note the non-confidential Minutes of the Staffing Committee Meeting, held on 27<sup>th</sup> April 2021, and agree the recommendations therein.**

**RESOLVED to note the Minutes (see also Minute Number 180521/52).**

**180521/9 To consider a resolution to close the meeting for public participation under the Public Bodies (admission to meetings) Act 1960.**

Not required.

**180521/10 Councillor Co-option**

Councillors C. Mead and S. Mead were co-opted onto Willington Parish Council, and having signed the Declarations of Acceptance of Office joined the Meeting.

**180521/11 Council Vacancies**

**RESOLVED** to advertise the remaining two Councillor vacancies on noticeboards and the website, for a period of one month. Following this all prospective Councillors to be invited to a zoom meeting before a decision is made at Council.

**180521/12 Finance – Income and payments to 18<sup>th</sup> May 2021**

To approve the income and payments to 18<sup>th</sup> May 2021. (Attached at Annexe A to the Minutes). All invoices were available for inspection prior to the Meeting.

**RESOLVED** that all income and payments as submitted be agreed.

**180521/13 To confirm and agree the accounts to month ending 30<sup>th</sup> April 2021**

**RESOLVED** that the accounts and bank reconciliation to month ending 30<sup>th</sup> April 2021, as submitted, be agreed.

**180521/14 To approve and note the Internal Audit Report 2020/21**

**RESOLVED** that the Internal Audit Report and the areas of concern be noted for improvement.

**180521/15 Annual Governance Statement**

**RESOLVED** that the Annual Governance Statement 2020/21 be approved.

**180521/16 Accounting Statement**

**RESOLVED** that the Accounting Statement 2020/21 be approved.

**180521/17 Clerk's Report**

Councilors were reminded to ensure their declarations of interest were up to date as this was a legal requirement.

**Noted**

**180521/18 Review of Delegation Arrangements to Committees, Sub-Committees, Staff and other Local Authorities.**

**RESOLVED** that delegation agreements as submitted be approved.

**180521/19 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 (Agreed as submitted)**
- **Footpaths and Open Spaces Group (Agreed as submitted)**
- **Burial Committee (Agreed as submitted)**
- **Staffing Committee (Agreed as submitted, subject to membership being decreased to three members of the Council).**
- **Finance Committee (Agreed as submitted).**
- **Neighbourhood Plan Working Group (Agreed as submitted).**

**180521/20 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)**  
*Cllrs M. Bartram, C. Mead and J. Houghton (3 Cllr Vacancies, 1 Non-Member Vacancy)*
- **Footpaths and Open Spaces Group (6 Members of the Council 8 Non-Members of the Council)**  
*Cllrs C. Mead and S. Mead (4 Cllr Vacancies, 8 Non-Member Vacancies)*
- **Burial Committee (4 Members of the Council)**  
*Cllrs I. Walters, J. Houghton and P. Allsopp (1 Cllr Vacancy)*
- **Staffing Committee (3 Members of the Council)**  
*Cllrs P. Allsopp and S. Mead (1 Cllr Vacancy)*
- **Finance Committee (5 Members of the Council)**  
*Cllrs P. Allsopp, J. Houghton and I. Walters (2 Cllr Vacancies)*
- **Neighbourhood Plan Working Group (5 Members of the Council 3 Non-Members of the Council)**  
*Cllrs P. Allsopp, M. Bartram, J. Houghton, C. Mead and S. Mead (3 Non-Member Vacancies)*

**180521/21 To Elect a Chairperson for the following Committees;**

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

**RESOLVED** that Chairs be appointed as follows;

- **Burial Committee – Cllr I. Walters**
- **Footpaths and Open Spaces Group – To be confirmed at the next Meeting**
- **Recreation and Amenities Committee – Cllr M. Bartram**
- **Staffing Committee – Cllr P. Allsopp**
- **Finance Committee – Cllr J. Houghton**

**180521/22 Signatories**

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

**RESOLVED** that Cllrs P. Allsopp, H. Houghton and I. Walters remain as signatories.

**120521/23 Appointment of any New Committees in accordance with Standing Order 4.**  
**None.**

**180521/24 Review and Adoption of Standing Orders and Financial Regulations**

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

**180521/25 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

**None.**

**180521/26 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)  
Willington Village Hall (Cllrs J. Houghton and A. Macpherson)  
Willington Arts Festival (Vacancy)  
Willington Carnival (Cllrs J. Houghton and C. Blanksby)  
South Derbyshire Area Forum (Cllr A. Macpherson)  
Safer Neighbourhood Meeting (Cllrs A. Macpherson and S. Mead)  
SDDC Flood Liaison Committee (Cllrs J. Houghton and A. Macpherson)  
SDDC Joint Meeting with Parish Councils (Cllrs A. Macpherson and J. Houghton)  
Freeport Liaison Group (Cllr T. Bartram)

**180521/27 Review of Inventory of Land and other Assets**  
**RESOLVED** that the Finance Committee be requested to review the Asset Register.

**180521/28 Confirmation of Arrangements for Insurance Cover**  
It was confirmed that a long-term insurance policy was in place with Zurich which ended in October 2022.  
**Noted**

**180521/29 Review of the Councils and/or Staff Subscriptions to other bodies**  
It was confirmed that the Council currently subscribes to;  
Derbyshire Association of Local Councils  
Institute of Cemetery and Cremation Management  
**Noted**

**180521/30 Review of the Council's Complaints Procedure**  
**RESOLVED** that the document as submitted be approved.

**180521/31 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.

**180521/32 Review of the Council's Employment Policies and Procedures**  
**RESOLVED** that all employment policies be submitted to the Staffing Committee for review before recommending them to Council.

**180521/33 Review of the Council's a under Section 137 of the Local Govt Act 1972**  
**NOTED**

**180521/34 To determine the time and place of Ordinary Meetings of the Council 2020/21, up to and including the next Annual Meeting of the Council**  
**RESOLVED** that all Meetings as submitted be agreed.

**180521/35 Planning Applications**

- a) DMPA/2021/0241. The erection of a single storey side extension (amended scheme to previously approved ref: DMPA/2020/0821) at The Stables, Hill Farm, Etwall Road, Willington, Derby, DE65 6DX
- b) DMPA/2021/0652. The erection of a single storey to the existing workshop previously approved under 9/2015/0428 at Mercia Marina, Findern Lane, Willington, Derby, DE65 6DW
- c) DMOT/2021/0764. The felling of a common ash tree at 13 The Green, Willington, Derby, DE65 6BP.

- d) DMPA/2021/0718. The erection of a greenhouse at 94 The Castle Way, Willington, Derby, DE65 6BU

Whilst no comments were submitted on these Planning Applications, the Locum Clerk was requested to advise SDDC that items c) and d) above did not appear on the website.

**180521/36 Resident consultation on future of household recycling sites in South Derbyshire**  
**Noted**

**180521/37 Freeport Meeting Update**

As Cllr T. Bartram had forwarded his apologies, no update was provided. To be carried forward to the next Meeting.

**180521/38 Trees on Derwent Court**

The contractor would carry out this work on 9<sup>th</sup> – 12<sup>th</sup> August as it was now nesting season.

**Noted**

**180521/39 Transfer of Land Adjacent to Allotments from Peveril Homes to Willington Parish Council**

It was reported that this matter had now been concluded, and the land transfer completed. Arrangements needed to be considered for ongoing maintenance.

**Noted**

**180521/40 Noticeboard**

It was reported that the Noticeboard situated outside the Co-op has been removed due to refurbishment and would not be reinstated. This was currently being stored by the Co-op but needed removing and placing into storage arranged by Willington Parish Council.

**RESOLVED that re-use of this noticeboard be considered by the RAC Committee.**

**180521/41 Bins**

**RESOLVED that the replacement bins be considered by the RAC Committee**

**180521/42 Grass Seed**

**RESOLVED that grass seed be purchased for the levelled-up area on Hall Lane Play Area, up to a maximum value of £20.00.**

**180521/43 Update on S106 Projects**

- a) Outdoor Gym – this was now installed and appeared to be very popular.
- b) Twyford Road Playing Field – a response to the planning application was still awaited.
- c) Tennis Court Refurbishment – it was reported that only two quotes were submitted as it had been very difficult to get a third to quote. Other companies had been approached but either declined to quote or hadn't responded. Therefore it was;

**RESOLVED that, under the circumstances, to consider the two companies and accept Quote number 1, up to a total cost of £8000.00 (this needed to be slightly flexible as the tarmac work may vary once started due to unknown issues). Acceptance of this quote was subject to confirmation from SDDC that they would support this option through s106 monies.**

**180521/44 Outdoor Gym Inspection**

The Council's existing contractor had been asked to provide a cost to inspect the new outdoor gym equipment. A cost had been provided of £5.00 per month for a visual check. In addition, the cost of collecting the grass cuttings from around the equipment would be £10.00 extra per cut.

**RESOLVED that the above costs be accepted.**

**180521/45 Summer Activities 2021**

To note that Active South Derbyshire and South Derbyshire District Council have made the decision to cancel this year's Summer Playscheme.

**Noted.**

**180521/46 Play Area Inspections**

**RESOLVED** to ask the RAC Committee to consider the monthly play area inspections, and consider any remedial action where necessary.

**180521/47 Public Rights of Way Minor Maintenance Agreement**

**RESOLVED** that Derbyshire County Council be advised that the Council wish to participate in the scheme 2021-22, and that FOSIG Committee be requested to look into areas where this could be used.

**180521/48 Correspondence**

An email had been received regarding traffic concerns at the junction of Hall Lane and Repton Road.

**RESOLVED** to ask DCC to review concerns at this junction.

**180521/49 Items for Information**

All items of interest had been circulated by email.

**180521/50 Exclusion of the Press and Public**

**RESOLVED** that 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.

**180521/51 Memorial**

**RESOLVED** that Cllrs M. Bartram and P. Allsopp contact the resident concerned.

**180521/52 To consider the recommendations of the Staffing Committee Meeting held on 27<sup>th</sup> April 2021;**

SC270421/6 To Consider the Recruitment of a Permanent Parish Clerk/RFO

RECOMMENDED to make an offer of employment for Clerk/RFO to an Applicant.

**RESOLVED** that the Chair discuss terms and conditions with prospective employee and report to the next Council Meeting.

The Meeting closed at 9.00 pm