

Willaston Parish Council

Email: clerk@willastonparishcouncil.org.uk
 Website: www.willastonparishcouncil.org.uk
 Telephone: 07355 282721



Minutes

of the meeting of the Council held at
 Saint Lukes Church, Coppice Road, Willaston. CW5 6QA

On

Tuesday 28th April 2026 at 7pm

Present: Cllrs Cutts, Newton, Gough, Barrow, Jones, Angier, Morris, Bailey, Salisbury (Chair)

In Attendance: C Coventry – Clerk to the Council

1. **Apologies:** Cllr Kirby, no apologies have been received from Cllr Brazier

2. Leave of Absence

The chair reported that Cllr. Brazier had been unwell for some time. A three month leave of absence was proposed to provide a defined period of support while the council remained aware of the position.

RESOLVED: A leave of absence of 3 months be granted to Cllr Brazier from 28th April 2026.

3. Declarations of Interest and Dispensation Considerations

- a) Cllr Salisbury declared a pecuniary interest in item 14 as payee.
- b) None declared
- c) None granted

4. Minutes of the Previous Meeting

The Chair explained there had been an issue with the numbering of the pages, but the correctly numbered pages were presented for approval.

One amendment was agreed: to remove the first paragraph from the top of page 5063, relating to an apology, on the basis that its inclusion could be misleading to anyone reading the minutes in isolation. Revised minutes are to be published on the website.

RESOLVED: that the minutes of the previous meeting of the Council held on Tuesday 31st March 2026 are a true and correct record.

Matters Arising, Cllr Newton asked that under item 10.a) the reason for the playing field being locked at night, is clarified, as a recommendation of the police.

5. Public Participation

No members of the public were present and no questions had been received.

6. Borough Councillors' Reports

No reports have been received from Cheshire East Councillors. Cllr Bailey requested it be recorded that Cllr Coiley has missed 22 Consecutive meetings, Cllr Gage 24 and Cllr Simon 28.

7. Points of Order

Cllr Morris raised a point of order in advance of the meeting, reporting that on 3 April 2026 an internal member email had been forwarded to Cheshire Police by another member.

Members noted that the council had resolved at its meeting of 31st March 2026 that a breach of Standing Order 33(b) had occurred on 10th March 2026 in relation to the same conduct.

Cllr Morris further reported that the forwarded email contained the email address of a member of the public which had not been redacted prior to forwarding. The Clerk confirmed she had assessed the incident under the council's GDPR obligations. The incident was assessed as low risk and below the threshold requiring notification to the Information Commissioner's Office within 72 hours. A file record would be maintained.

Cllr Cutts noted that the member was absent from the March meeting and that the minutes recording the first breach had only been published the week before last, and after the 3rd of April incident. The Chair responded that the volume of email correspondence sent by multiple members following the first incident was substantial and that Standing Orders apply independently of whether the minutes have been read.

The Chair requested a named vote be recorded.

Training on our obligations under GDPR, provided by ChALC, would be offered to the member concerned.

RESOLVED: That a continuing breach of Standing Order 33(b) had occurred

Named Vote

Cllr Salisbury – For	Cllr Angier – For	Cllr Morris – For
Cllr Cutts – For	Cllr Barrow – For	Cllr Gough – For
Cllr Bailey – For	Cllr Jones – For	Cllr Newton – For

8. Police

- a) No police representatives were present at the meeting, and no report had been received. The Chair reported that a new PCSO, Alexis Barrington, had been assigned to the Willaston, Wistaston and Rope area.
- b) Councillor Morris had provided the Clerk with a report prior to the meeting and gave an update on the outstanding issues.

Littering at Huntsbank Allotments

The police have confirmed that they have notified the local PCSO.

Lettie Spencer fields and the community resolution order on the banned individual

The police were asked for further information on this community resolution order on the 2nd March 2026. Previously, the police had confirmed that they have provided officer education and reached out to the banned individual's parents, but they had not engaged with the police any further. It was confirmed that the banned individual has not come to the attention of Nantwich police.

Drug incident on Dairyfields

No police incident report had been created regarding this incident. However, it was mentioned that an ASB had been served in relation to vehicular damage in this area.

Willaston White Star Event

Sgt Stonier has stated that the police will always be happy to join local community events. He noted that the White Stars were the organisation that extended the invite to the police, given concern over previous ASB incidents.

Following emails from Cllr Kirby requesting that the council have a full meeting with the police the Clerk will be emailing Cllr Kirby to agree a way forward and providing the police with updated contact information.

9. Delegated Policing Liaison Representatives Terms of Reference

The Chair presented a revised copy of the Delegated Policing Liaison Representatives Terms of Reference and introduced a new action log. Following a discussion the Action Log is to be completed by the police Liaisons and accessible to all Cllrs as a read only document.

RESOLVED: To adopt the updated Delegated Policing Liaison Representatives Terms of Reference

10. Planning

- a) No applications were received following the publication of the agenda.
- b) It was noted that the clerk had responded to the following application under delegated arrangements and following consultation with members. 26/1253/HOUS/ Holly House 23 Park Road, Willaston, Nantwich, Cheshire East, CW5 6PN, Single storey extension to side of dwelling
Willaston Parish Council Support this application.

11. Playing Field and Open Spaces

Lettie Spencer Playing Field – on the evening of 13th April, the security company did not lock the field. The following morning a padlock, placed by persons unknown, was on the gate and the Security company were called out to remove this lock.

On the evening of 22nd April, Cllr Bailey noted the gates were unlocked at 8.45pm but at 9pm it was locked with children inside. The Clerk is to check this with the security company. A telephone number needs to be placed on the inside should this happen again.

Cllr Jones has looked at the issue with the playground gate, as specialist welding is required, it was decided that repairs need to be outsourced, as soon as possible.

No Issues with Mike Heywood Green, the Spinney will be discussed at the June meeting. The war memorial needs clearing of weeds and Cllr Morris, having the relevant licence, will arrange to spray the area.

A planter on Park Road has not been used for some time and a quotation will be obtained for its removal.

12. Willaston In Bloom

Crewe Road Nurseries have provided 2 quotations for the Summer Planting. Quote 2 at £8540 is within budget and removes the need for volunteers. A market test to ensure we are receiving best price will be conducted in September.

RESOLVED: To accept quote 2 for £8540 (exc VAT) from Crewe Rod Nurseries for the Willaston in Bloom summer campaign.

13. Clerk's Report

The Clerk provided a report prior to the meeting. Cllr Jones and Bailey wish to attend the Devolution meeting and the Clerk will ask if an additional place can be provided.

14. Authorisation of Payments

The Chair confirmed that an additional payment had been included for additional hours worked by the Clerk in 2025/26.

RESOLVED: That the schedule of payments for April correctly states the invoices presented and that £4,362.29 is approved to be paid (as detailed on page 5072). The amount of £1,901.12 had been paid to secure items and that an amount of £20,000 had been transferred from the current account to the instant access account.

15. Allotments

Cllr Angier submitted a written report and provided a verbal update. Ten new plots had been let during the preceding month, bringing the total to 96 following the subdivision of two plots.

The overall condition of the allotments was reported as improving. Cllr Angier requested that members volunteer to assist with measuring all plots in order that tenants could be formally notified of their plot dimensions under the new tenancy agreement. Dates would be circulated following her return from leave.

16. Publication Scheme

RESOLVED: To adopt the Publication Scheme.

17. Email Communication & Acceptable Use Policy

Section 4 addresses the unique situation regarding the legacy use of Gmail accounts whilst the council transitioned to gov.uk email addresses.

RESOLVED: To adopt the Email Communication & Acceptable Use Policy.

18. Asset Register

Following a discussion, it was agreed that an inventory, as well as an asset register, was needed to record all council assets. An Asset Policy should also be created to outline the procedure for recording values, before April 2027.

RESOLVED: To edit and amend the asset register, as discussed, deleting items of minor value and adding 3 benches and the finger post. The Clerk will then use this for the purpose of the AGAR submission.

19. Next Meeting

Tuesday 12th May 2026

Willaston Parish Council

Schedule of Payments

28th April 2026

Date of Debit	Recipient	Purpose	£	£	Payment Ref	Power of expenditure	Scribe	Rebursal
	The Works	2 Packs printer paper	12.00	27.00		LGA 1972 S111		Claire Coventry
	Giffgaff	CCTV Data Bill - April 2026	15.00			Crime and Disorder Act 1998 S17		Claire Coventry
	U Store All	Storage Unit Rental and Insurance 30.4.26 - 29.10.26	549.00			LGA 1972 S111		
	Unity Trust Bank	March Service Charge	7.00			LGA 1972 S111		
	Aubergine	Website setup and email provision	670.80			LGA 1972 S111		
	The National Allotment Society	Membership Renewal	84.00			Small Holdings and Allotments Act 1908		
	Claire Coventry	April Salary	691.40	852.08		LGA 1972 S112		
	Claire Coventry	25/26 C/F hours (12.2)	160.68			LGA 1972 S112		
	HMRC	Employer Tax - April	312.42			LGA 1972 S112		
	Alpha Omega	Security Lock At Playing Field (1.3.2026-31.3.2026)	720.00			LGA 1972 S111		
	HP Inc UK Ltd	Laptop for Clerk	1139.99			LGA 1972 S111		Wayne Saisbury
Total			4362.29					

Payments made as authorised by the Approved Payments List, Meeting Resolution, and to avoid late payment

Date of Debit	Recipient	Purpose	£	£	Payment Ref	Power of expenditure	Scribe	Rebursal
9.4.2026	Street Solutions UK LTD	Allotment Barrier	1418.12			Small Holdings and Allotments Act 1908		
10.4.2026	The Parish Notice Board Co.	Deposit for notice board (50%)	483.00			Small Holdings and Allotments Act 1908		
		Total	1901.12					N/A

Total 0.00

Internal Transfers

Date of Debit	From Account	To Account	£
18.4.2026	Unity Current	Unity Instant Access	10,000.00
18.4.2026	Unity Current	Unity Instant Access	10,000.00
		Total	20,000.00

