

**GREATER WILLINGTON TOWN COUNCIL**  
**Minutes of the Extra Ordinary Meeting**  
**21<sup>st</sup> September 2021**

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**IN ATTENDANCE**

Councillor Henfrey, Councillor Berry, Councillor Elgie  
Councillor Hales, Councillor Jordan,  
Councillor Smith, Councillor Tinsley  
Helen Cogdon, Town Clerk (TC) (minutes)  
Emma McCann, Deputy Town Clerk (DTC)

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**1. ACCEPTANCE OF APOLOGIES FOR ABSENCE**

There were apologies from Councillors Read, Spirit and Tinsley which were accepted.

**2. DECLARATION OF INTEREST**

**Members are invited to declare any personal and/or prejudicial interest in matters appearing on the agenda and the nature of their interest.**

Members are reminded to update their Declaration of personal and prejudicial interest register as and when required, and as soon as is reasonably possible.

**5. TO APPROVE THE MINUTES OF THE ORDINARY MEETING 13<sup>th</sup> July 2021**

The minutes of the Ordinary Meeting held on the 13<sup>th</sup> July 2021 as written and circulated were approved as a true record.

Proposed Councillor Berry  
Seconded Councillor Hales

**6. TO APPROVE THE ALLOTMENT REPORT**

Councillor Berry gave the Allotment update for July to August 2021

• BRIEF OVERVIEW

Initial inspection 15<sup>th</sup> July 2021.

Three sites to visit Oakenshaw, Park Top & Springfield.

Present: Helen Cogdon Town Clerk, Emma McCann Deputy Town Clerk,  
Charles Hales Councillor, Emma Berry Councillor.

(Park Top also accompanied by RSPCA and community police officers).

Findings

Oakenshaw

11 issue and action required letters issued.

Springfield

13 issue and action required letters issued.

Park Top

11 issue and action required letters issued.

Main issues failure to follow allotment statutory requirements.

Including:

Dumping of inappropriate materials and potentially dangerous materials.

Keeping and (substantive) breeding of animals outside the allotment regulations.

Failure to cultivate.

RSPCA issues.

Following these results a follow up inspection took place.

31st August 2021

Present

Emma McCann Deputy Town Clerk, Ken Henfrey Mayor, Emma Berry Councillor.

This inspection was to give certain individuals time to bring their plots up to standard or to explain their circumstances.

During the year we have had plot holders who have divulged personal issues, health, family, loss, COVID etc, that has limited their ability to fully manage their plots, so no formal letters were issued to those as they kept the council in the loop and they had an action plan for future work. Unfortunately, many did not come forward until the point of the issue/action letter. Where they did, they had the opportunity to explain their circumstances and it was agreed we would give lee way across those plots within reason.

Priority issues to be addressed

Respect to the senior and deputy clerk and any councillors must be upheld, regardless of the allotment holders' opinions of their rights.

Cockerels on many plots.

Water matters must be addressed.

(I have a separate document for you to read in your own time should you wish).

We have a community police officer who will accommodate support where possible to any site visits where tenants have previously hostile.

Trees

Dates are set for the two trees that were agreed at the previous meeting and will be completed by the end of this month.

Evictions

We currently have 3 evictions in place.

On empty plots and those where eviction notices are currently in place management, rubbish removal must be organised as mares tail is taking hold on many sites and may make future letting difficult, reducing the allotment income and causing an impact of the desirability to rent an allotment.

Going forward

To look at letters that are issued to allotment tenants. Resend the allotment regulations in a letter format highlighting the key issues

Cultivation – what is it classed as?

Animals – which are allowed and where?

Locks on gates- who is allowed in?

The Clerk said that Oakenshaw allotments have constant problems with rats and rabbits and tenants are using their own poison.

A snare was set in the wildlife corridor that killed a residents cat. A neighbouring property have accrued high vets bills with one of their valuable show dogs who may or may not have picked up a poisoned rat.

She suggested a mailshot to all tenant advising them on who to contact for pest control.

This was AGREED.

Proposed Councillor Henfrey

Seconded Councillor Smith

## 7. PROJECT UPDATES REQUIRING APPROVAL

- Community Fund Application Form  
The Clerk said following previous discussions she had refreshed the community fund application form and changed the name of the Chair. And updated section 3 to reflect current practices.  
The 75% grant award remains the same.
- Street Cleaner Accommodation  
The Clerk said she had been approached by D.C.C Clean and Green to ask if we could accommodate the Street Cleaners equipment. The Clerk felt this would be a good idea and has spoken to Craig and said he is welcome to use the office for his breaks.
- IT Training Dates  
Members agreed that they would like training sessions on a Tuesday evening.
- Office Refurbishment  
The Deputy Town Clerk said  
Since the last meeting, the first-floor office space had been stripped of all flooring, bathroom suite and old gas fire. Laminate flooring and carpet has been fitted. New electric fire installed and fire safety heads attached in all required rooms.  
John Taylor architect was appointed to deal with Planning Permission and Building Regulations applications. Planning application was submitted last month and the Deadline for Decision is 08/10/2021. Plans include a full disability toilet in the existing ladies toilet. This will involve tiling floor to ceiling and a cushioned wet floor. Full application can be viewed online.  
Local Painter and Decorators were approached for quotes and Stephen Jackson has been given the task and works commenced yesterday 20th September. Decorating will be plain magnolia and all gloss work throughout. General tidy up. Plasterer has been appointed and work will be carried out this week also.  
Kitchen will be fitted week commencing 27/09/2021 and then the plumbing will be completed after this.  
Once these have been completed, everything will be moved upstairs to prepare for the works downstairs upon successful approval of planning.  
Due to material shortages, the windows and door fitting has been delayed until 10th January 2022.

Long Term Empty Property Policy has an additional 200% premium charge if the building has been empty over 5 years. The charge goes with the property, not the owner. An application was made to DCC to remove this premium and this was successful. This is a discretionary award for the 2020/2021 and 2021/2022 financial years only. Council Tax bill for 2021-2022 has been put on hold for the moment and will be reviewed monthly until renovations are complete.

## 8. TO CONSIDER PROJECT ACTIVITY TO INCLUDE IN THE PARISH PLAN

- Halloween Fancy Dress Disco and Magic Show  
As the Town Council is unable to host a Halloween Event in the office this year. The Clerk intends to approach the Working Mens Club to see if they will work with us. The Town Council will have to pay for the entertainer.

- Remembrance Day, Sculpture and Poppy Net  
The Remembrance Day service will be on the 14<sup>th</sup> November 2021 at 3pm. The Council will have the wreathes to distribute. We will meet the road closure costs and produce the order of service. We intend to incorporate a tribute to the Royal British Legions 100<sup>th</sup> Anniversary achieved on 15 May 2021
- Home and Away  
The Councils AAP application has been submitted and was successful.
- Willing to Bloom  
The Environment Groups application has been submitted and was successful.
- Community Bulb Competition
- There is a competition to win 2000 bulbs for each AAP. The residents are asked to vote for their favourite scheme. The Clerk has asked the Environment Group if they would like to apply.
- Work with Northern Heartlands  
Northern Heartlands are submitting a Heritage Lottery Bid. The application relates to covid recovery and is based around social prescribing, well being and heritage. NH intend to work in Willington and continue their work with existing groups. The bid is for £160,000 and we have been asked if the Town Council can provide match funding for the two year programme. Members agreed to allocate 4k each year.
- Queens Jubilee  
Jill Cole, Northern Heartlands has agreed with the Clerk to work with the Town Council to provide a Jubilee event.
- Cold Storage Site  
This area is constantly subject to fly tipping and a resident was assaulted here recently. The owner is deceased and his estate passed to his daughter who lives in the south of England but despite enquiries D.C.C cannot locate her. The Clerk asked if the council would fence off the gateway. After discussion this was agreed.  
Proposed Councillor Smith  
Seconded Councillor Henfrey

## **9. TO CONSIDER PLANNING APPLICATIONS AND UPDATE ON PLANNING DECISIONS**

### **New Planning Applications**

- DM/21/02725/FPA - 4 Manor Road, Willington - Conversion of garage to form dining room

For Information Only – Standard Consultation Expiry Date: 30/08/2021

- DM/21/02719/FPA - 15 Surtees Drive, Willington - Erection of first floor balcony on east elevation (resubmission)

For Information Only – Standard Consultation Expiry Date: 23/08/2021

Approved

- DM/21/02575/FPA - Our Lady and St Thomas RC Primary School, Cumberland Terrace, Willington - Extension of current playground area including the provision of DDA compliant ramp. Installation of access gate. Erection of barrier  
For Information Only – Standard Consultation Expiry Date: 30/08/2021
- DM/21/02509/TPO - Vinovia Dene West End Terrace, Willington - T1 Sycamore: fell as close to current ground level as practical; T2 Sycamore: Shorten branches on pub side by a maximum of 1m in the lower crown and 1.5m in the mid crown and trim the ivy on the lower part of the crown back to the main stem; T3 Sycamore: Shorten branches on pub side by a maximum of 1m in the lower crown and 1.5m in the mid crown and trim the ivy on the lower part of the crown back to the main stem; T4 Sycamore: remove the lowest limb overhanging the pub back to the main stem; T5 Sycamore: Branches overhanging canvas to be shortened back to an appropriate side branch, by a maximum of 1.5m. Where pruning to an appropriate side branch cannot be achieved at 1.5m, the pruning distance should be lessened to one that can be. T6 Sycamore: shortening back the secondary branches, to an appropriate side branch, by a maximum of 1.5m. Where pruning to an appropriate side branch cannot be achieved at 1.5m, the pruning distance should be lessened to one that can be.

For Information Only – Approved

- DM/21/02476/FPA - The Brown Trout, 8 Prospect Place, Sunnybrow - Single storey rear and side extension (amended 4.8.2021)

For Information Only – Standard Consultation Expiry Date: 24/08/2021

Approved

- DM/21/01613/FPA - Black Horse Inn, 42 Low Willington - Conversion and refurbishment of existing out building to form 4 letting rooms and construction of porch, part demolition of out building to improve access and external alterations. (Amended description and plans.)

For Information Only – Standard Consultation Expiry Date: 16/08/2021

- DM/21/02876/FPA - 67 High Street, Willington - Proposed change of use of first floor from residential to office use and associated external alterations

For Information Only – Standard Consultation Expiry Date: 09/09/2021

- DM/21/02772/FPA - 27 Railway Terrace, Willington - Single storey extension and alteration to dormer window (north east elevation)

For Information Only – Standard Consultation Expiry Date: 31/08/2021

- DM/21/02782/FPA - 17A Prospect Terrace, Willington - Retrospective erection of garage, annex and reposition of window on adjacent bungalow

For Information Only – Standard Consultation Expiry Date: 26/08/2021

- DM/21/03084/FPA – 55 Armstrong Drive, Willington - Two storey rear extension (Resubmission)

### **Previous Planning Application Decisions**

- DRC/21/00218 – Phoenix House, 29 Watling Terrace, Willington – Discharge of condition No 3 (window and door details) pursuant to planning permission

DM/21/00429/FPA

Approved

- DRC/21/00135 – Site of Former Willington Health Centre, Chapel Street, Willington – Discharge of condition 5 (contaminated land) pf planning permission DM/20/01113/OUT

Approved

- DM/21/02150/FPA – 8 Low Willington – Rear storey rear extension (resubmission)

Approved

- DM/21/01922/FPA – Stable House, 1 Stable Cottage, Willington – Detached Garage

Approved

- DM/21/02808/FPA – 52 Armstrong Drive, Willington – Two storey rear extension  
Approved
- DM/21/01667/FPA – Chantel, Hall Lane Estate, Willington – Erection of two storey side extension and second storey extension  
Refused
- DM/21/01932/FPA – 26 Rosemead Avenue, Willington – Porch to front, single and two storey rear extensions  
Approved

### **Previous Planning Applications Waiting Decisions**

- DM/20/01960/VOC – Land at Hawthorn Drive/Hill Meadows, Low Willington – Variation of condition 2 (approved plans) of planning permission 3/2013/0257 and DM/15/02380/VOC substitution of house types for 41 plots to northern part of site
- DM/19/02002/OUT – Site of Former Kensington Hall Hotel, Kensington Terrace, Willington – Housing development of 9 no. dwellings (Outline – All Matters Reserved Other Than Access) (Amended 21/04/2021)

### **10.TO APPROVE THE BANK RECONCILIATION (July and August 2021)**

The Clerk said in July the Council had an opening balance of £149,978.76. There was expenditure of £6,212.89 and credits of £591.86 leaving an end balance of £144,357.73. In August the Council had an opening balance of £144,357.73 There was expenditure of £18,019.81 and credits of £893.23 leaving an end balance of £127,231.15  
Proposed Councillor Henfrey  
Seconded Councillor Smith

### **11.TO APPROVE THE BUDGET REPORT**

The Clerk said the budget for 2021/2022 is £117453 there has been expenditure of £37,750.26 leaving an available resource on budget of £79,705.74.  
There have been queries from the auditor on income, staffing costs, variances and petty cash the Clerk is working with the accountant to reply/amend. Once this information is supplied the AGAR will be approved.  
Proposed Councillor Henfrey  
Seconded Councillor Elgie

### **12 TO CONSIDER CIVIC FUND APPLICATIONS**

Oakenshaw Community Association die ask for £50.00 towards High Vis Jackets however this has been withdrawn.  
The Willington Leek Club have thanked the Town Council for their sponsorship for the Leek Show.

### **13.TO CONSIDER COMMUNITY FUND APPLICATIIONS**

Previous Approved Community Fund Applications  
Bringing Back A Smile have been unable to allocate a date for a new event but will notify us once a decision has been made.

Sunnybrow Community Centre is still awaiting on a date of return. Award has not yet been paid into their account. Group will update us once a date has been scheduled.

The Clerk circulated a Community Fund application form from the Environment Group in late July 2021 towards the Reflection Bulb Planting Project at Church View. This was agreed via email.

As the s106 application was unsuccessful, they would like to transfer the award to the Willing to Bloom Project which has been supported. The funding will still be used to purchase and plant bulbs but in four different locations around the parish

#### Previous Approved Civic Fund Applications

OCA were approved for a £50 award. They had requested the donation towards the cost of litter pickers and bags. They were provided with information to the Civic Pride Team on how to apply for these items. The Town Council offered to provide the award for high vis vests for volunteers. The group thanked the Town Council for signposting them to DCC and also the offer of a Civic Fund award but they politely declined this as they have sufficient high vis vests.

#### Previous Approved Sponsorship

Willington WMC Leek Club thanked the Town Council for the generous sponsorship of £416. The club said without the support, they would struggle to continue.

### **15. TO RECEIVE THE TOWN COUNCILLORS REPORT**

Councillor Smith said she had been speaking to Malcolm Whitaker about fly tipping and has reported the matter to the police.

Youths have been throwing stones at cars

### **16. DATE AND TIME OF THE NEXT MEETING**

12<sup>th</sup> October 2021 at 6pm