

Willoughby Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 13th May 2025

1.	To Elect a Chair and to receive the Chair's Declaration of Acceptance of Office	Action
	<p>Cllr Lewis proposed that Cllr Beech be elected Chair. Seconded by: Cllr Ash <i>It was resolved that Cllr Beech be elected chair.</i> Cllr Beech signed the Declaration of Acceptance of Office.</p>	
2.	Record of Members Present	
	<p>Councillors M Beech (MB) (Chair), G Ash (GA), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman</p>	
3.	To Receive Apologies and the Reasons for Such Absence	
	None	
4.	To receive the completed Declaration of Pecuniary Interests forms from all Councillors.	
	The Clerk confirmed that all declarations have been received and will be submitted to Rugby Borough Council.	
5.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	<p>One member of the public was present.</p> <p>Richard Heckford presented an annual update on the Willoughby Charities:</p> <ul style="list-style-type: none"> The Educational Foundation has an annual income of between £9,000 and £10,000. Grants will be considered for anyone up to the age of 25 towards non-curricular activities/items. The Charity has an annual income of about £2,500 from tenancies. There is a Relief in Need fund, and grants are also made to the church, the playing field, the Willoughby Monthly and towards supporting the clearing of the brook. 	
6.	To receive the completed and signed Code of Conduct Declarations from all Councillors	
	The Clerk confirmed that there has been no change to the code of conduct, consequently there is no need to update the declarations.	
7.	To Approve the Minutes of the Ordinary Parish Council Meeting held on 8 th April 2025	
	<p>Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <i>It was resolved that the minutes of the Parish Council meeting held on 8th April 2025 be approved.</i></p>	
8.	To review the Scheme of Delegation	
	<p>Proposed by: Cllr Lewis, Seconded by: Cllr Honess. <i>It was resolved that the Scheme of Delegation be approved.</i></p>	
9.	To review and adopt the Standing Orders	
	<p>Proposed by: Cllr Sheppard, Seconded by: Cllr Ash. <i>It was resolved that the Standing Orders be adopted.</i></p>	

10.	To review and adopt the revised Financial Regulations	
	Proposed by: Cllr Honess, Seconded by: Cllr Ash. <i>It was resolved that the Financial Regulations be adopted.</i>	
11.	To review the Fixed Asset Register	
	Proposed by: Cllr Beech, Seconded by: Cllr Lewis. <i>It was resolved that the Fixed Asset Register be accepted.</i>	
12.	To review the Policy Review Schedule	
	The Clerk confirmed that all policies have been reviewed in line with the Policy Review Schedule.	
13.	To adopt the following policies:	
13.1	<u>Complaints Procedure</u> Proposed by: Cllr Lewis, Seconded by: Cllr Honess. <i>It was resolved that the Complaints Procedure be adopted.</i>	
14.	To receive Progress Reports on Outstanding Items not covered later on the agenda	
14.1	<u>Clerk's email address</u> The new Clerk's email address has been set up and is now in use (clerk@willoughbyparishcouncil.org). There will be a period of using both email addresses as the transition takes place.	
15.	Planning	
15.1	None	
16.	Highways, Street Lighting and Footpaths	
16.1	<u>To receive an update on the gate on the footpath to Pye Court</u> The condition of the wooden kiss gate was raised at the last meeting. Cllr Honess has inspected the gate and considers it fit for purpose; it could be made more secure with the fitting of a bracket. ACTION: bracket to be made and fitted to the gate.	RH/ML
17.	Finance	
17.1	<u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Beech, Seconded by: Cllr Ash. <i>It was resolved that the payments in the schedule be approved.</i>	
17.2	<u>To review payments made under s137</u> The following payments were made under s137 LGA 1972: <ul style="list-style-type: none"> • Refreshments for Annual Community meeting - £9.10 • Flood barriers - £149.98 • Verge markers - £26.99 • Drain clearance - £100.00 • Brook clearance - £150.00 	
17.3	<u>To review the bank mandate</u> All councillors are on the bank mandate; no changes are needed.	
17.4	<u>To receive the Annual Internal Audit Report for the year ended 31st March 2025</u> There are no actions following the internal audit report.	

17.5	<p><u>To confirm the arrangements for insurance cover</u> The insurance currently covers 4 benches to a value of £3,500. Replacement of the 9 benches would cost in the region of £5,000. The telephone box is not insured.</p> <p>ACTION: Quote to be obtained for 9 benches at a value of £5,000 and the telephone box at £2,500.</p>	Clerk
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SCHEDULE OF PAYMENTS TO BE APPROVED on 13th MAY 2025

Payee Name	Description of Service	Amount £
WJ Robinson	Internal Audit – 2024/25	220.00
Greenstone Contracts	Mowing – April 2025	682.44
SLCC	50% share of annual subscription	75.00
Zurich Insurance	Public and Employers liability insurance	495.02
S Sheppard	Refreshments for Annual Community meeting	10.30
Clerk	Overtime for Annual Community meeting	4 hours
Total		£1,482.76

18.	Training	
18.1	<p>The following training has taken place this year:</p> <ul style="list-style-type: none"> • Cllr Beech – Canva and Neighbourhood Planning • Cllr Lewis – Canva • Clerk – completion of CiLCA qualification <p>Councillors are encouraged to undertake training.</p>	
19.	Rugby Borough Local Plan	
19.1	<p><u>To consider the Parish Council's response to the Local Plan Preferred Option consultation</u> A draft response had been circulated prior to the meeting. Stand Against Lodge Farm (SALFV) will be obtaining further information from planning consultants and has asked parish councils not to submit responses until this is received.</p> <p>Cllr Beech proposed that the response be submitted to RBC subject to any new information that comes to light ahead of the deadline. Seconded by: Cllr Sheppard</p> <p><i>It was resolved to submit the Parish Council's response, subject to any new information that comes to light ahead of the deadline, to the Local Plan Preferred Option consultation.</i></p>	
20.	Annual Community Meeting	
20.1	<p><u>To report on the Annual Community Meeting held on 29th April 2025</u> Over 65 residents attended. The Chair of SALFV gave a presentation on the inclusion of Lodge Farm in the "reasonable alternative scenarios" in RBC's Local Plan Preferred Option Consultation. The Parish Council would like to thank the Chair of SALFV for his informative talk and for answering questions.</p> <p>The Community Action Report 2025, celebrating the work of volunteers in the community, was also presented.</p>	

21.	Grand Union Canal (GUC) Water Transfer – Comments for Scoping Document	
21.1	<p><u>To thank Bert Ogle for his work in responding to the request for information</u> The Parish Council and the Flood Action Group (FLAG) have been identified as a consultation body in the formulation of the Scoping Document for the GUC project.</p> <p>Bert Ogle, as Chair of FLAG, provided input to the initial consultation process and this was resubmitted along with a list of the main investigations required to address concerns arising from the project, which would see water transferred along the canal system from the West Midlands to South-East England.</p> <p>The Parish Council thanked Bert Ogle for his work on the submission.</p>	
22.	Play Rangers	
22.1	<p><u>To receive an update on the arrangements for the Play Rangers</u> Cllr Lewis has requested promotional materials from RBC.</p>	
23.	Willoughby Festival on 12th July 2025	
23.1	<p><u>To consider the mowing requirements</u> Cllr Honess has arranged for mowing to take place on 11th July, to include picking up the cuttings.</p>	
23.2	<p><u>To check the Parish Council's insurance covers the event</u> The Clerk confirmed that the Parish Council's insurance covers the event.</p>	
23.3	<p><u>To note the need for the risk assessment to be updated</u> The risk assessment will be updated and sent to the Clerk.</p>	
24.	Correspondence	
	None	
25.	Councillors Reports	
	Work will be carried out on the bus shelter on the A45 by the end of the month.	
26.	Items for the Next Agenda	
	Equality and Diversity Policy	
27.	Date of the Next Meeting	
27.1	10 th June 2025 at 7.00pm in the Village Hall.	
	The meeting closed at 7.53pm	

Chair.....

Date.....