

Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 9th September 2025

1.	Record of Members Present	
	Councillors M Beech (MB) (Chair), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
2.	To Receive Apologies and the Reasons for Such Absence	
	Cllr Ash – reasons given to the Clerk and accepted.	
3.	To receive Declarations of Personal or Pecuniary Interests	
	None	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	Cllr Dale Keeling and one member of the public were present. The path along the A45, from Woolscott Road to Main Street, is getting narrower due to grass and overgrowth. The surface of the path is also breaking up causing a trip hazard for the numerous walkers who regularly use the path. ACTION: Report the narrowing path along the A45 to WCC Highways. Cllr Keeling reported that £700 was granted to Willoughby Village Hall for a new fire door. Cllr Keeling will look into grants available for tree maintenance. There are severe cracks on Woolscott Road from Willowbrook Barn to Olde Farm, with significant differences in surface levels which are dangerous to cyclists and other road users. ACTION: Report the cracks on the Woolscott Road from Willowbrook Barn to Olde Farm to WCC Highways and copy Cllr Keeling in.	Clerk Clerk
5.	To Approve the Minutes of the Parish Council Meetings held on 12th August 2025	
	Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. <i>It was resolved that the minutes of the Parish Council meeting held on 12th August 2025 be approved.</i>	
6.	To receive Progress Reports on Outstanding Items not covered later on the agenda	
6.1	<u>Overflowing waste bins and schedule of emptying</u> The dog waste bins have been emptied. The schedule has not yet been forthcoming and the Clerk continues to chase.	
6.2	<u>Maintenance of brook opposite the village hall</u> The homeowner has confirmed that they will be carrying out maintenance work in September. Cllr Honess reported that work has started.	

7.	Planning	
7.1	None	
8.	Highways, Street Lighting and Footpaths	
8.1	<u>To receive an update on the repainting of the Main Street bus shelter</u> Cllr Honess reported that the bus shelter has been repainted. The bottom of some vertical wooden plank sides of the bus shelter are in a bad state and the plan was to cover the damage with a skirting board to extend the life of the shelter until the wooden sides are ultimately replaced. Various options were discussed. ACTION: Bus shelter to be inspected and a method of repairing the base agreed with the handyman.	RH/ML
8.2	<u>To consider the quote for the new plank for the bench next to the telephone box</u> Cllr Honess proposed the quote of £35 be approved. Seconded by: Cllr Beech. <i>It was resolved that the quote be approved.</i> Cllr Honess reported that he has trimmed back the overgrowth around the bench located opposite the church gate.	
8.3	<u>To consider the work required on the overgrown shrubs on the island surrounding the village sign</u> A quote for a maximum of £100 plus £60 for waste disposal has been received to include the following: • Cotoneaster to be reduced in height by removing and cutting back some of the central branches. • The roadside vegetation including the lavender will be taken back to the kerb and some of it removed. The lavender will likely be beyond saving after so many years and there may be an opportunity to replace some of it. • Two walnut saplings - one will be dug out; the other will be cut off and treated with weedkiller. • The oak post to be treated with linseed oil. Cllr Beech proposed that the above quote be accepted. Seconded by: Cllr Sheppard. <i>It was resolved that the quote be accepted.</i> ACTION: The contractor to be instructed to carry out the work as quoted.	MB
8.4	<u>To receive an update on the removal of the dog waste bin next to the telephone box</u> A resident raised that the removal of the dog waste bin next to the telephone box means that the waste bin next to the seat now has to be used, creating a very unpleasant smell for those using the seat. The nearest dog waste bin is not accessible. The Clerk has reported this to Rugby Borough Council and has asked for the dog waste bin to be put back. Rugby Borough Council has reported that the bin will be reinstated as it was removed in error.	
9.	Finance	
9.1	<u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Beech, Seconded by: Cllr Lewis. <i>It was resolved that the payments in the schedule be approved.</i>	
9.2	<u>To consider the annual grant of £450 to the Village Hall</u> The Clerk confirmed that there has been no charge for the hire of the committee room for ordinary	

	Parish Council meetings for the year. Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. <i>It was resolved that the annual grant of £450 be approved.</i> ACTION: Annual Grant of £450 to be paid to the Village Hall.	Clerk
9.3	<u>To confirm receipt of the second instalment of the Precept</u> The second instalment of the Precept for 2025/26 of £8,738.50 was paid into the bank on 27 th August 2025.	

SCHEDULE OF PAYMENTS APPROVED on 9th September 2025

Payee Name	Description of Service	Amount £
Tomato Energy	Street lights – July 2025	31.07
Greenstone Contracts	August mowing and mowing for village fete	868.33
Unity Trust	Service charge	6.00
Darren Dunkley	Willow tree at the pond	70.00
Village Hall	Hire of hall and committee Room	60.50
PWLB	Streetlight loan repayment	958.12
Total		£1,994.02

10.	Play Rangers	
10.1	<u>To receive feedback on the Play Ranger sessions</u> Cllr Lewis provided a report prior to the meeting. The following is a summary of the key points: • Attendance was 50% up on last year. • Village hall toilet facilities were provided free of charge. • Between 13 and 25 children, aged between 3 and 10 years, attended each session. • There were no reported accidents. • The majority of attendees were from the local area. • Information on the flyers did not match up with the equipment and activities organised. • The quality of the equipment degenerated as the sessions progressed. • The cost of the 5 sessions is £426. The Parish Council discussed whether the sessions were good value for money. The number of attendees fell later in the summer holidays. It was agreed that only 4 sessions be offered next year. The Parish Council thanked Cllr Lewis for organising the sessions and Cllr Ash for representing the Council at the session on 11 August in Cllr Lewis's absence.	
11.	Village Pond	
11.1	<u>To consider the work required on the trees at the pond</u> The work to the roadside willow has been carried out at a cost of £70. The quotes for the pollarding work required on the willow trees range from £1,500 to £1,600 + VAT. One of the contractors advised that the work will not be necessary for at least a year.	

	The large ash tree on the left-hand side of the pond has been inspected and is showing signs of decay on the stem and at major unions. The quote for the work required to reduce the risk of major limb failure is £1,350 + VAT. ACTION: Second opinion and quote to be sought on the ash tree.	RH
12.	IT Policy	
12.1	<u>To consider the IT Policy</u> The 2025 Practitioners' Guide has introduced a 10th Assertion that the Parish Council has to confirm when completing the Annual Governance and Accountability Return. This requires the Parish Council to have an IT Policy. The policy is based on the suggested template within the Guide. Proposed by: Cllr Sheppard, Seconded by: Cllr Beech. <i>It was resolved that the IT Policy be approved.</i>	
13.	Correspondence	
	None	
14.	Councillors Reports and Items for the Next Agenda	
	Cllr Beech reported that FLAG is organising a concert on 11th October at the village hall to raise £1,600 for the hire of a large digger and operator to remove the silt build up in the brook from the Lower Street culverts to The Moat on Moor Lane. Cllr Lewis reported that he recently had a conversation with a resident who commented on the proactivity of the Parish Council.	
15.	Date of the Next Meeting	
15.1	7 th October 2025 at 7.00pm in the Village Hall.	
	The meeting closed at 7.58pm.	

Chair SM Lewis

Date 7th October 2025