

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 13th February 2024

		Action
1.	Record of Members Present	
	Councillors M Beech, (MB) (Chair), R Honess (RH), S Sheppard (SS) Clerk: Joanne Jarman	
2.	To receive Apologies	
	Cllr Lewis – personal reasons	
3.	To receive Declarations of Personal or Pecuniary Interest	
	None.	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	Two members of the public were present. Councillors representing Rugby Borough Council and Warwickshire County Council were in attendance for agenda item 4. Cllr Keeling confirmed that he has requested costings from WCC Highways for the work to lower the profile of the road at the junction of Lower Street and Main Street.	
5.	To Approve the Minutes of the Meeting held on 31st January 2024	
	Proposed by: Cllr Sheppard, Seconded by: Cllr Honess . Approved.	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	Public Right of Way - evidence of ownership of the public right of way from the carport at The Old School House to the highway was sent to WCC Highways which has acknowledged responsibility. The “metalled surface” will be on the future works list for resurfacing. Following a conversation with the Rights of Way Team they are of the view that all necessary work will be covered by WCC Highways. It is proposed that the situation is reviewed once the work is complete.	
6.2	Planning reference: R23/1254 – Stearn Meadows Barns – Prior Approval – change of use of two agricultural barns to dwellings. A no objection response with comments was submitted. It was noted that the application was withdrawn on 7 th February 2024.	
6.3	Playground graffiti– an article regarding the graffiti has been put into the Willoughby Monthly. Thanks were passed to a member of the public who offered to look at the graffiti with a view to removing it.	
6.4	The Safer Neighbourhood Team was invited to make a presentation at the Annual Community Meeting. No one from the Team is available to attend. The Team has made a request to use the Village Hall; this has been passed on to the Village Hall Committee.	
6.5	The link to the Warwickshire Fire and Rescue Resourcing to Risk Consultation has been posted on Facebook.	

6.6	Warwickshire Conservation Volunteers have confirmed that they will spend a day clearing as many bulrush rhizomes by hand as they are able. They will complete this work when the weather improves in February/early March.	
7.	Planning	
7.1	<p><u>R23/1256 – 3 Tattlebank Cottages, London Road – erection of an ancillary building and change of use of agricultural land</u></p> <p>The Councillors referred to the Biodiversity Statement and considered whether the application will deliver a measurable improvement to the local habitat. The applicants indicated that they will be planting trees on their property. The building will be for storage with no commercial use so there will be no impact on traffic.</p> <p>It was agreed that a no objection response be submitted.</p> <p>ACTION: No objection response to be submitted.</p>	Clerk
8.	Highways, Street Lighting and Footpaths	
8.1	<p><u>To receive a progress report on the installation of the street light upgrade</u></p> <p>The upgrade of the street lights to LED is progressing. The outstanding work is as follows:</p> <ul style="list-style-type: none"> • The Victorian style top fitting for the light beside the village sign is on order; the pole will be repainted when the work is complete. • Adjustments will be made to poles 6 and 16 following requests by residents. • Dimmable photocells will be fitted in a week or so. 	
8.3	<p><u>To consider the response to WCC Public Rights of Way Improvement Plan</u></p> <p>Cllr Honess had circulated the proposed response ahead of the meeting. Cllr Beech made further suggestions which Cllr Honess will consider before recirculating the response prior to submission.</p> <p>Cllr Beech thanked Cllr Honess for his work.</p> <p>ACTION: Cllr Honess to recirculate the response prior to submission.</p>	RH
9.	Finance	
9.1	<p><u>To approve the payments in the schedule attached to this agenda</u></p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Sheppard . Approved.</p>	
9.2	<p><u>To consider the quotes for the mowing contract</u></p> <p>Quotes have been obtained for the mowing for the 2024/25 season. The contractor with the most cost-efficient quote carried out the mowing last year to a good standard. It is proposed that the contractor be reappointed at a quote of £4,796 + VAT for the year.</p> <p>Proposed by: Cllr Honess, Seconded by: Cllr Beech. Approved.</p> <p>ACTION: Clerk to write to the contractor to formally appoint them.</p>	Clerk
9.3	<p><u>To consider the cost of the playground maintenance</u></p> <p>Quotes have not yet been obtained. To be carried forward to the next meeting.</p>	
9.4	<p><u>To consider a grant towards the mowing of the churchyard</u></p> <p>A request has been received from St Nicholas' Church for support with the mowing costs for the churchyard. The budget for 2024/2025 does not include any grant for this and, if made, this will reduce the Parish Council reserves even more. Parish Council reserves already fall short of those required by the Reserves Policy by around £6,000. It should also be recognised that making such a grant would impact on the Precept and consequently increase the amount that households pay through their council tax.</p> <p>It was agreed that no grant be made.</p>	

Payee Name	Description of Service	Amount £
nPower	Street light electricity – December	124.17
Willoughby Village Hall	Electricity costs for defibrillator	50.00
Willoughby Village Hall	Contribution towards broadband costs	162.89
Total		£337.06

10	Councillor Vacancy	
10.1	<u>To receive an update on the Councillor Vacancy</u> No expressions of interest have been received.	
11.	Email addresses	
11.1	<u>To consider the use of gov.uk email addresses for the Clerk and Councillors</u> WALC has advised that it is best practice that the Clerk and Councillors hold gov.uk email addresses. There will be an additional cost to this. The use of gov.uk emails addresses is not currently law albeit the thinking is that it soon will be. It should be noted that no allowance has been made in the budget for this cost. It was agreed that as the cost had not been budgeted the use of gov.uk emails will be considered in the future.	
12.	Play Rangers	
12.1	<u>To consider the arrangements for the Play Rangers</u> To consider at the next meeting.	
13.	Annual Community Meeting	
13.1	<u>To confirm the date of the Annual Community Meeting</u> It was agreed to hold the Annual Community Meeting on Tuesday 7 th May 2024, Start time – 7pm ACTION: Date of the meeting to be posted in the Willoughby Monthly, on the noticeboard and on Facebook	MB Clerk
13.2	<u>To consider the format of the Annual Community Meeting</u> It was agreed that the Councillors will meet informally to discuss the format.	
14.	Correspondence	
	None	
15.	Councillors' Reports	
	None	
16.	Items for the Next Agenda	
	Play Rangers Playground maintenance costs Risk Register review Standing Orders Code of Conduct	

	Financial Regulations – potentially carried forward until new regulations are issued – due March 2024 Annual Financial Statements Approval and signing of Annual Governance and Accountability Return (AGAR) 2023/24 Sections 1 and 2	
17.	Date of the Next Meeting	
17.1	In order to be quorate at least three councillors must be present. Cllrs Lewis and Sheppard are unavailable for most of March so the meeting has been cancelled. Any business that would have been transacted at the March meeting will be carried over to the April meeting.	
17.2	Tuesday, 9 th April 2024 at 7.30pm in the Village Hall	
	The meeting closed at 8.05pm	

Chair

Date