

# Willoughby Parish Council

## ANNUAL PARISH COUNCIL MEETING

**I hereby give notice that the Annual Meeting of Willoughby Parish Council will be held in the Village Hall on 13<sup>th</sup> May 2025 at 7.00pm, to which you are summoned for the transaction of the following business**

<b>Summons</b>	Cllr Maggie Beech, Cllr Grahame Ash, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard
<b>Invitees</b>	The General Public, Cllr Dale Keeling
<b>Meeting Chair</b>	Cllr Beech
<b>Minute Taker</b>	Joanne Jarman (Parish Clerk)

The meeting is open to the public and the press, who are welcome to attend the duration of the meeting\* and may raise questions or comment on agenda items during Public Participation. Members of the public are not expected to speak at any other time during the meeting.

\*Occasionally members of the public and press may be required to leave the meeting if the council resolves to consider 'confidential business'.

### AGENDA

- 1. To Elect a Chair and to receive the Chair's Declaration of Acceptance of Office**
- 2. Record of Members Present**
- 3. To Receive Apologies and the Reasons for Such Absence**
- 4. To receive the completed Declaration of Pecuniary Interests forms from all Councillors.**
- 5. Public Participation - to receive any questions or presentations from the public**  
(15 minutes will be allowed for this item)
- 6. To receive the completed and signed Code of Conduct Declarations from all Councillors**
- 7. To confirm the approval of the minutes of the meeting held on 8<sup>th</sup> April 2025**
- 8. To review the Scheme of Delegation**
- 9. To review and adopt the Standing Orders**
- 10. To review and adopt the revised Financial Regulations**
- 11. To review the Fixed Asset Register**
- 12. To review the Policy Review Schedule**
- 13. To adopt the following policies:**
  - 13.1 Complaints Procedure – no proposed changes
- 14. To receive Progress Reports on Outstanding Items not covered later on the agenda**  
(For information only)
  - 14.1 Clerk's email address
- 15. Planning Applications**
  - 15.1 None
- 16. Highways, Street Lighting and Footpaths**
  - 16.1 To receive an update on the gate on the footpath to Pye Court
- 17. Finance**
  - 17.1 To approve the payments in the schedule attached to this agenda
  - 17.2 To review payments made under s137
  - 17.3 To review the bank mandate
  - 17.4 To receive the Annual Internal Audit Report for the year ended 31<sup>st</sup> March 2025

17.5 To confirm the arrangements for insurance cover

**18. Training**

18.1 To review the training records for councillors and the clerk and to identify training needs

**19. Rugby Borough Local Plan**

19.1 To consider the Parish Council's response to the Local Plan Preferred Option consultation

**20. Annual Community Meeting**

20.1 To report on the Annual Community Meeting held on 29<sup>th</sup> April 2025

**21. Grand Union Canal (GUC) Water Transfer – Comments for Scoping Document**

21.1 To thank Bert Ogle for his work in responding to the request for information

**22. Play Rangers**

22.1 To receive an update on the arrangements for the Play Ranger sessions

**23. Willoughby Festival on 12<sup>th</sup> July 2025**

23.1 To consider the mowing requirements

23.2 To check the Parish Council's insurance covers the event

23.3 To note the need for the risk assessment to be updated

**24. Correspondence** (for information only)

None

**25. Councillors' Reports and Items for the Next Agenda**

To report on minor matters of information not included elsewhere on the agenda and to raise items for future agendas

**26. Date of the next meeting:** 10<sup>th</sup> June 2025

**SCHEDULE OF PAYMENTS TO BE APPROVED on 13<sup>th</sup> 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		<b>£1,482.76</b>



Parish Clerk – Joanne Jarman

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Dated: 8<sup>th</sup> May 2025