

# Willoughby Parish Council

**Minutes of the Ordinary Parish Council Meeting held on Tuesday 14<sup>th</sup> February 2023**

		Action
<b>1.</b>	<b>Record of Members Present</b>	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Beech (MB) M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
<b>2.</b>	<b>To receive Apologies</b>	
	None	
<b>3.</b>	<b>To receive Declarations of Personal or Pecuniary Interest</b>	
	None	
<b>4.</b>	<b>Public Participation</b> <b>To receive any questions or presentations from the public</b> (15 minutes will be allowed for this item)	
	None	
<b>5.</b>	<b>To Approve the Minutes of the Meeting held on 10 January 2023</b>	
	Proposed by: Cllr Honess Seconded by: Cllr Sheppard The minutes were approved as a true record and signed by the Chair.	
<b>6.</b>	<b>To Receive Progress Reports on Outstanding Items not covered later on the agenda</b> (for information only)	
6.1	Willoughbrook planning application – the application has been approved	
6.2	Speed aware signs –safety partnership lead at WCC has been contacted, a response is awaited.	
6.3	Village Hall Committee kitchen refurbishment – the Committee has been informed of the decision not to make a grant.	
6.4	IndieGo Bus Service – an invitation was sent to the meeting. No response was received.	
<b>7.</b>	<b>Planning</b>	
7.1	R23/0072 – Ivy Barn, Lower Street – the neighbours have confirmed that the application had been discussed with them and they have no objections. All agreed to a No objection response. <b>ACTION: Clerk to submit a No objection response</b>	<b>Clerk</b>
<b>8.</b>	<b>Highways, Street Lighting and Footpaths</b>	
8.1	<u>To receive an update on the kiss gate and footpath action plan</u> Footpath from Longdown Lane to the A45: the dip at the Longdown Lane end has been filled in and the owner has agreed to repair the stile at the A45 end.  The wooden gate at the end of Pye Court is to be removed from its hinges to allow easier access to the footpath. The conditions are: <ul style="list-style-type: none"> <li>● The Council pays for the removal of any fly tipped material</li> <li>● The arrangement be on a 12-month trial</li> </ul>	

	<p>Gate at the Lower Street end of The Shrubbery footpath – suggestion is to remove and store it.</p> <p>Cllr Thomas has reported that the brook on Moor Lane downstream of the pumping station has been cleared and the foliage and hedging overhanging the crash barrier has been cut back.</p>	
8.2	<p><u>To provide an update on faulty street lights</u> Faux gas light opposite village hall – The quote for replacing the ornamental lantern is £1,479.33 plus VAT. Quotes to replace with a standard lantern and to disconnect the electricity supply have been requested so that the original donor of the light can make repairs. E.On has been chased on several occasions regarding the street lights on Main Street.</p> <p>Cllr Lewis gave an update on the Street Lights meetings. The focus will be on how replacements could be funded and how the unmetered electricity supply works. Cllr Lewis distributed a detailed list of information about the 26 street lamps and a map showing the location of each light.</p>	
8.3	<p><u>To receive an update on the location for planting a Jubilee Tree</u> The Village Hall committee has agreed that the tree to mark the reign of Queen Elizabeth II can be planted at the front of the hall. A ceremonial planting will be arranged in the Spring. <b>ACTION: Cllr Honess to suggest wording for a plaque</b></p>	<b>RH</b>
8.4	<p><u>To obtain quotes for the street light maintenance</u> The service that we have received from E.On is slow. Cllr Lewis has requested a quote from WCC and will consider obtaining quotes from other suitable companies.</p>	
8.5	<p><u>To discuss the clearance of overgrown plants on Magdalen Road to Main Street footpath</u> A quote has been obtained to clear the overgrowth, weed kill and dispose of the waste - £150. <b>ACTION: Cllr Thomas to ask Localities Officer if the area falls within WCC remit</b></p>	<b>MT</b>
<b>9.</b>	<b>Emergency Plan</b>	
9.1	<p><u>To consider the need for an updated Emergency Plan and the next steps</u> An updated document had been circulated prior to the meeting. It was agreed to share the document with residents at the Annual Community Meeting.</p>	
<b>10.</b>	<b>Finance</b>	
10.1	<p><u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Beech Seconded by: Cllr Sheppard. <b>Approved</b></p>	
10.2	<p><u>To consider the renewal cost of the broadband at the Village Hall</u> The Parish Council confirmed that it would continue to meet 50% of the cost of the broadband this year.</p>	
10.3	<p><u>To consider the request for a grant towards the mowing costs at the Church</u> Request for a grant towards the mowing costs at the Church was considered. The request was not granted but Cllr Thomas has put in a request to the Willoughby Charity to consider making a grant. <b>ACTION: Clerk to advise that, due to the financial situation, the Willoughby Charity has been asked to consider making a grant.</b></p>	<b>Clerk</b>
10.4	<p><u>To confirm the submission of the VAT reclaim for the nine months ended 31<sup>st</sup> December 2022</u> VAT reclaim for the period from 1<sup>st</sup> April to 31<sup>st</sup> December 2022 on 23<sup>rd</sup> January 2023 amounting to £2,890.81 has been submitted.</p>	
10.5	<p><u>To consider the acquisition of a flag for the Coronation</u> The Parish Council decided not to acquire a flag. <b>ACTION: Clerk to advise the Flagmaster that no flag will be acquired.</b></p>	<b>Clerk</b>

Payee Name	Description of Service	Amount £
nPower	Electricity – November	109.70
nPower	Electricity - December	123.73
Willoughby Village Hall	Hire of village hall for Volunteer group meetings	60.00
Willoughby Village Hall	Contribution towards electricity costs for the defibrillator	50.00
Willoughby Village Hall	Broadband – annual charge (50%)	151.20
Post Office	Postage for charge card – Petty cash	2.05
nPower	Electricity – January	120.10
Total		<b>£616.78</b>

<b>11</b>	<b>Playground</b>	
11.1	<p><u>To approve the quote for the mowing contract</u>  The decision to award the mowing contract to Greenstone Contracts was made at the last meeting, subject to satisfactory references and proof of insurance; both have been received. The Clerk formally wrote to Greenstone Contracts confirming the appointment. The company has confirmed that the work will commence during the first week in March. <b>Approved.</b></p>	
11.2	<p><u>To receive an update on the painting of the Igloo</u>  The painting will take place when the weather improves.</p>	
<b>12.</b>	<b>Annual Community Meeting</b>	
12.1	<p><u>To consider the format and agenda for the 2023 Annual Community Meeting</u>  The meeting will run along similar lines to the 2022 meeting, with a start time of 7pm and light refreshments of tea, coffee and biscuits will be served. The agenda will include brief reports on ‘outcomes and next steps’ from the volunteer groups and on footpaths along with information about emergency planning.</p> <p><b>ACTION: Each volunteer group to provide a short report (maximum A4 sheet) detailing outcomes so far and next steps</b>  <b>ACTION: Cllr Beech to draft an agenda</b></p>	<p><b>Group leads</b>  <b>MB</b></p>
<b>13.</b>	<b>Elections</b>	
13.1	<p><u>To provide an update on the 2023 elections process</u>  2023 Elections - these are being held on 4<sup>th</sup> May 2023 and will include elections to the Parish Council. Anyone wishing to apply to be a Councillor on Willoughby Parish Council should apply to Rugby Borough Council.</p> <p>Councillors are responsible for returning their own application forms to Rugby Borough Council. Application forms will be available from Rugby Borough Council from 1<sup>st</sup> March 2023.</p>	
13.2	<p><u>To approve the Voter ID poster for non-internet users</u>  Voter ID – Cllr Beech has drawn up a poster to put up on the notice board: information about this will also be included in the article for the March edition of the Willoughby Monthly. <b>Approved.</b></p>	

<b>14.</b>	<b>Coronation</b>	
14.1	<u>To receive an update on the Coronation Mugs</u> Cllr Lewis showed the group a sample mug; the cost is expected to be c.£8 per mug. The text for a flyer was also shared. The deadline to return requests for mugs is 5pm on Sunday, 5 March 2023.	
<b>15.</b>	<b>Play Rangers</b>	
15.1	<u>To consider the provision of the Play Ranger event and the next steps</u> Cllr Lewis has made contact with Rugby Borough Council. Contact will be made after Easter to confirm the details and the cost.	
<b>16.</b>	<b>Policies and Procedures</b>	
16.1	<u>To approve the Procedure for Applying for a Grant</u> Proposed by: Cllr Sheppard Seconded by: Cllr Honess	
<b>17.</b>	<b>Clerk CiLCA enrolment</b>	
17.1	<u>To confirm the Clerk's enrolment onto the CiLCA course on 1<sup>st</sup> April 2023</u> Confirmed	
17.2	<u>To approve the initial course cost of £50 for The WALC CiLCA Introduction and Unit 1</u> Proposed by: Cllr Lewis Seconded by: Cllr Beech	
17.3	<u>To approve the SLCC fee – 50% of £450, being £225</u> Proposed by: Cllr Lewis Seconded by: Cllr Beech	
<b>18.</b>	<b>Neighbourhood Watch</b>	
18.1	<u>To consider the future of Neighbourhood Watch in the Parish</u> Residents appear to have little interest in this as a formal initiative. It was agreed not to continue with Neighbourhood Watch.	
<b>19.</b>	<b>Correspondence</b>	
	Planning reference: R23/0161 – 37 Main Street. The deadline for responses is 3 <sup>rd</sup> March 2023. The consultation was received by the Clerk on Friday 10 <sup>th</sup> February 2023 after the agenda was posted. <b>ACTION: Request an extension and ask for more information.</b>	<b>Clerk</b>
	Poll cards – the Parish Council can opt to receive Poll Cards for the election, but these would be at an additional cost. All agreed that these are not needed.	
	Laying of hedge at Jubilee allotment – Clerk will write a letter to confirm that permission has been given to lay the hedge.	<b>Clerk</b>
<b>20.</b>	<b>Councillors' Reports and Items for the Next Agenda</b>	
	Review of risk register Cllr Thomas sends his apologies for the next meeting.	
<b>21.</b>	<b>Date of the Next Meeting</b>	
	Tuesday, 14 <sup>th</sup> March 2023 at 7.30pm in the Village Hall	
	The meeting closed at 8.49pm	

Chair .....

Date.....