

Willoughby Parish Council

PARISH COUNCIL MEETING

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 11th November 2025 at 7.00pm, to which you are summoned for the transaction of the following business

Summons	Cllr Maggie Beech, Cllr Grahame Ash, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard
Invitees	The General Public, Cllr Dale Keeling
Meeting Chair	Cllr Beech
Minute Taker	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. **Record of Members Present**
2. **To Receive Apologies and the Reasons for Such Absence**
3. **To receive Declarations of Personal or Pecuniary Interests.**
4. **Public Participation - to receive any questions or presentations from the public**
(15 minutes will be allowed for this item)
5. **To approve the minutes of the meeting held on 7th October 2025**
6. **To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 6.1 Planning reference: R25/0731 – Hay Loft, Manor Farm Barns, Brooks Close – Certificate of Lawfulness for a proposed single storey rear extension
 - 6.2 Area outside “Annescope” and two cracks within 100 yards east of Olde Farm
 - 6.3 Mowing contract – 2026/27
7. **Planning Applications**
 - 7.1 None
8. **Highways, Street Lighting and Footpaths**
 - 8.1 To receive an update on the repairs to the base of the Main Street bus shelter
 - 8.2 To receive an update on the work to the island surrounding the village sign
9. **Finance**
 - 9.1 To approve the payments in the schedule attached to this agenda
 - 9.2 To consider the draft budgets for 2026/27
 - 9.3 To consider making a provision for costs to campaign against any inclusion of Lodge Farm in the next stages of Rugby Borough Council's Local Plan
10. **Playing Field**
 - 10.1 To consider the replacement of the goal posts
 - 10.2 To confirm the submission of the Willoughby Children's Playing Field annual Charity Commission return
11. **Village Pond**
 - 11.1 To consider the options for the work required on the ash tree
 - 11.2 To consider the quotes for the work and to appoint a contractor
12. **Village car park**
 - 12.1 To consider the Car Park Policy
 - 12.2 To consider additional signage for the car park

13. Risk Assessment

13.1 To consider the updated risk assessment

14. Neighbourhood Plan

14.1 To confirm the postponement of the review of the Neighbourhood Plan due to the unlikely adoption of the RBC Local Plan until 2027 and expected changes to national planning policy

15. Flood Action

15.1 To confirm receipt of the funds raised of £1,740 that will be earmarked for work to the brook

15.2 To consider the work required to maintain the ditch beside the village car park and to identify a potential contractor

16. Correspondence (for information only)

None

17. 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

18. Date of the next meeting: 9th December 2025

SCHEDULE OF PAYMENTS TO BE APPROVED on 11th November 2025

Payee Name	Description of Service	Amount £
M Beech	Land Registry fee (car park)	14.00
WALC	Planning 1 and 2	168.00
Greenstone Contracts	Mowing – October	764.33
Unity Trust	Bank charges	6.00
Tomato Energy	September 2025	30.06
B Wain	Ditch clearance	1,620.00
J Jarman	Use of home as office	110.00
Total		£2,712.39



Parish Clerk – Joanne Jarman

Email: clerk@willoughbyparishcouncil.org

Tel: 07809 197817

Website: www.willoughbyparishcouncil.org/

Dated: 6th November 2025