

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 14th June 2022

		Action
1.	Record of Members Present	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Lewis (ML), M Beech (MB) Clerk: Joanne Jarman	
2.	To receive Apologies	
	None	
3.	To receive Declarations of Personal or Pecuniary Interest	
	None declared.	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	None	
5.	To Approve the Minutes of the Meeting held on 17 May 2022	
	Proposed by: Cllr Beech. Seconded by: Cllr Lewis. The minutes were approved as a true record and signed by the Chair.	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	<u>Hedge Cuttings</u> A notice was put in the June edition of the Willoughby Monthly reminding residents of the importance of collecting cuttings.	
6.2	<u>Potholes along both sides of the Willoughby to Sawbridge Road</u> Cllr Thomas contacted WCC Highways on 17 th May 2022. A response was received to the effect that the potholes will be repaired until such time as they can be resurfaced.	
6.3	<u>Rotten fencing around the pumping station on Moor Lane</u> Cllr Thomas contacted WCC Highways on 17 th May 2022. The response was that the fencing is owned by Severn Trent Water.	
6.4	<u>Longdown Lane - Damage to bollards and blocked drainage channels</u> Cllr Thomas contacted WCC Highways on 17 th May 2022. WCC has responded that these will be replaced in due course.	
6.5	<u>Request to WCC about widening the kiss gates at the west end of the Shrubbery footpath and at the 'Marlin' end of Pye Court.</u> Cllr Honess sent the request to WCC on 23 rd May 2022. Cllr Honess has sent a reminder and has still received no response. Cllr Honess will now contact WCC Cllr Howard Roberts to ask him to intervene.	
6.6	<u>Village benches</u> To date 6 benches are complete; the remaining bench in the playing field requires a plank of wood. A provisional quote of £143 has been obtained for the Brooks Close bench as this requires wood, paint and hardware. This brings the total cost of the bench repairs to almost £600.	
6.7	<u>Submission of Annual Governance and Accountability Return 2021/22 to PKF Littlejohn</u> The Clerk submitted the return on 26th May 2022	
7.	Councillor Vacancy	
7.1	<u>To note the response to the co-option notice requesting expressions of interest which closed on 28 May 2022 and to consider next steps</u> The Clerk confirmed that no responses had been received.	

	<p>Cllr Thomas updated the group on an individual who has expressed an interest in the post albeit he is very busy both personally and professionally. Cllr Honess suggested that the current councillors could retain their responsibilities with the potential councillor attending meetings until such time as he would have the time to take on his own responsibilities.</p> <p>ACTION: Cllr Thomas to make contact with the person concerned to establish whether or not he is still interested in the vacancy.</p>	MT
	<p>Cllr Lewis is also aware of another resident who has previously applied for the post.</p> <p>ACTION: Cllr Lewis to make contact with the person concerned to establish whether or not they would be interested in the vacancy.</p>	ML
	<p>It was agreed that another notice be entered in the Willoughby Monthly advertising the vacancy.</p> <p>ACTION: Cllr Beech to put a notice in the Willoughby Monthly advertising the vacancy.</p>	MB
7.2	<p><u>To consider whether a change in timings of Council meetings might encourage more interest</u> Cllr Thomas gave the view that a change in the timings would not encourage more interest. Cllr Beech gave the view that working councillors would need time to return from work before attending meetings. It was agreed that the meetings remain at 7.30pm.</p>	
8.	Play Rangers	
8.1	<p><u>To note the update received from Councillor Lewis on providing Play Ranger sessions for children in the summer and to approve dates and times.</u> Due to an existing booking at the Village Hall, Play Rangers will now take place from 12pm to 2pm on the following dates: Mon 25th July - Nature Explorers Mon 1st August - National Play week Mon 8th August - Mad Science Mon 15th August - Mini-Olympics Mon 22nd August - Water Play There will be four coaches delivering the project. Flyers will be supplied for distribution around the village. ACTION: Cllr Lewis to promote the sessions on the Willoughby Facebook page ACTION: Cllr Beech to put an entry in the Willoughby Monthly to promote the event</p> <p>It was noted that children from outside the village who have attended the sessions in the past hear about them via word of mouth and that this is entirely appropriate.</p>	ML MB
9.	Parish Council Policies and Procedures	
	<p>It was agreed to adopt the following policies:</p> <ul style="list-style-type: none"> ● Grievance Policy. ● Disciplinary Policy <p>Proposed by Cllr Honess. Seconded by Cllr Beech. Motion passed. The policies will be posted on the Parish Council website.</p>	
10.	Planning	
10.1	<p><u>To respond to planning applications received.</u> <u>Reference: R22/0465</u> IVY BARN, LOWER STREET, WILLOUGHBY, RUGBY, CV23 8BX - Erection of a summer house in rear garden.</p> <p>No objections were raised.</p>	
10.2	<p><u>To consider nominating the Rose Inn as an asset of community value and sending the nomination to Rugby Borough Council (RBC) for consideration.</u> Cllr Beech talked through the "Request to List The Rose Inn as an Asset of Community Value". The guide to RBC's protocol for nominating an asset is here.</p> <p>Proposed: Cllr Beech. Seconded: Cllr Honess ACTION: Cllrs Beech and Thomas to submit the nomination to Rugby Borough Council.</p>	MT/MB
11.	Highways, Street Lighting and Footpaths	
11.1	<p><u>To note the broken right turn sign on the A45 into Woolscott Road and the street lights not working and to consider the next step</u> Cllr Thomas contacted WCC and has been informed that the sign is on order and that the street lighting team has been chased for an update on when the new lights will be operational.</p>	

12.	Finance	
12.1	<p><u>To approve the payments in the schedule attached to this agenda.</u> The payments were approved. The Clerk also asked the Councillors to confirm that her monthly salary as stated in the employment contract has already been approved as part of the recruitment process, only overtime hours will require approval. All agreed.</p>	
12.2	<p><u>To review the financial statements for April and May</u> The VAT claim of £1776.51 was submitted to HMRC on 23rd May 2022. The £5,000 swing liability that was carried forward in the accounts to 31st March 2022 has been set off against the cost of the playground equipment. The Clerk asked the Councillors to provide feedback on the format of the accounts. All were satisfied with the format. It was agreed that Financial Statements will be provided quarterly in line with the Financial Regulations. Financial Statements will be provided for the first quarter at the next meeting. ACTION: Financial Statements to be reported on a quarterly basis. Quarter ended 30th June to be reported at the next meeting.</p>	Clerk
12.3	<p><u>To consider the quotation for the refurbishment of the Parish Council noticeboard in the Amenity Garden</u> A verbal quote has been requested from the handyman to include sanding and staining the notice board. The suggested time for the work is 3.5 hours. No quote has yet been received. A discussion ensued around how busy the handyman is and how hard it is to obtain a verbal quote. Cllr Thomas suggested that any verbal quote be confirmed back to the handyman via an email. Cllr Lewis will continue to chase for quotes as all agreed that work cannot be undertaken without at least a verbal quote.</p>	
12.4	<p><u>To consider the quotation for repairs to some of the 'kiss' gates and, if approved, send to WCC for their approval and acceptance of liability for the Council to carry out the work.</u> The Councillors thanked Cllr Lewis for the work that he has carried out on the kiss gates. This work has been carried out free of charge. It was recognised that the cost would have been £127. Cllr Thomas, whilst extremely appreciative of the work carried out by Cllr Lewis, stated that Warwickshire County Council is responsible for work in this area and that we are saving them money out of their budget when we undertake work that they should be doing. Cllr Lewis has a little more work to carry out to complete the repairs; he was asked to complete this work.</p>	
12.5	<p><u>To consider the verbal quote to for repairing the last bench</u> The verbal quote is for £143. Cllr Beech noted that the quality of work appears good. The quote was accepted.</p>	
12.6	<p><u>To approve the signing of a direct debit mandate for the payment of the monthly nPower invoices</u> Proposed: Cllr Honess. Seconded: Cllr Lewis The mandate was signed and will be submitted by the Clerk. ACTION: direct debit mandate to be submitted.</p>	Clerk

Payee Name	Description of Service	Amount £
WS Gardens	May mowing	486.00
SLCC	Clerk's subscription - 50% shared with ADPC (full cost £144.00)	72.00
ICO	Data Protection (£35 if paid by direct debit)	40.00
WALC	Training invoices x 4	120.00
M Beech	Additional Jubilee Mugs	24.48
Total		£742.48

13.	Risk Assessments	
13.1	<p><u>To consider and note risks specific to Willoughby</u> The following were highlighted as potential risks in the village: Lamp posts: There are two remaining concrete lamp posts – the cost of replacing these would be c £2,600</p>	

	<p>Flooding: There were 4 floods last year. A Flood Response Plan was discussed.</p> <p>Emergency Plan: An information sheet was discussed as the Councillors felt that this would be more relevant than an emergency plan.</p> <p>Village Pond: The following were discussed:</p> <ul style="list-style-type: none"> • the cost of maintenance • the potential for a child to fall in the pond • green algae being a potential danger for dogs <p>It was agreed that signage and special equipment for the pond be added to the agenda for the next meeting. ACTION: signage and special equipment for the pond to be added to the agenda for the next meeting.</p> <p>Website: There is currently only one individual who can access and upload documents to the site. ACTION: quote to be obtained from an external company to carry out this work. ACTION: the above identified risks will all be addressed in the Risk Assessment</p>	Clerk Clerk Clerk
13.2	<p><u>To consider the Draft Risk Assessment (previously circulated) and to decide on next steps</u> Work has started on the risk assessment based on the WALC template. This is a generic risk assessment. The assessment will remain a work in progress as risks are assessed and outstanding matters addressed. ACTION: the risk assessment will continue to be developed and an action plan drawn up</p>	Clerk
14.	Flags	
14.1	<p><u>To consider quotations for Union Jack and a Willoughby flag to fly on special occasions on the flagpole being erected at the Village Hall and to decide whether or not to proceed.</u> ML provided a quote of £62.24 + delivery for Union Jack.- 180cm x 90cm A discussion ensued around who would be responsible for flying the flag. Flag protocols are in place in the village and it was believed that Kim Taylor is responsible for the flags. On this basis it was proposed that the Union Jack be bought: Proposed: Cllr Beech. Seconded: Cllr Lewis. ACTION: Cllr Lewis to acquire the Union Jack</p> <p>A quote for the Willoughby Flag has not yet been obtained as the artwork was insufficient. A discussion ensued around whether or not it is the Parish Council's responsibility to acquire a Willoughby Flag and the need for this. It was agreed to obtain the quote and to consider it at the next meeting. ACTION: Cllr Lewis to pursue the quotation for a Willoughby Flag</p>	ML ML
15.	Grants given by Council	
15.1	<p><u>To review grants given by the Council</u> Cllr Thomas confirmed that grants to the PCC contravene the Local Government Act (LGA) of 1894. The payment for this year was approved in February but no further grants will be given. Cllr Thomas has approached the Willoughby Charity which will take the grant over from next year.</p> <p>Grants to CAB fall within s142(2A) of the LGA 1972 (assistance to voluntary organisations to provide for individuals (a) information and advice concerning those individuals' rights and obligations. The grant was approved in February but has not yet been paid.</p> <p>Grants to the Air Ambulance fall within LGA 1972 s 137 (3) - may incur expenditure on contributions to any of the following funds, that is to say – (a) the funds of any charitable body in furtherance of its work in the United Kingdom, (b) the funds of any body which provides any public service (whether to the public at large or to any section of it) in the United Kingdom otherwise than for the purposes of gain. The grant was approved in February but has not yet been paid. ACTION: grants to be paid to CAB and Air Ambulance as approved at the meeting on 8th February 2022.</p> <p>The grant to the Village Hall was discussed in light of the additional hire charge that is also paid. ACTION: Cllr Thomas will ask the Village Hall committee to review the hire charges in light of the grant.</p>	Clerk MT
16.	Annual Community Meeting	
16.1	<p><u>To consider the agenda for the Annual Community Meeting on 20th September 2022</u> Cllr Beech suggested that a survey of the village be carried out to identify the key issues the residents might want to discuss. All agreed that this is a good idea. The start time of the meeting will need to be considered. ACTION: proposed survey questions be provided at the next meeting</p>	MB/MT

17.	Data Protection Officer	
17.1	<p><u>To consider and approve the appointment of a Data Protection Officer.</u> Under GDPR the Parish Council is required to put a Data Protection Policy in place. This will be drawn up in due course. As part of the policy a Data Protection Officer will be required. It is proposed that the Clerk be appointed to this role. The Clerk confirmed that she has previous experience in this area Proposed: Cllr Honess. Seconded: Cllr Lewis. ACTION: Data Protection policy to be put in place</p>	Clerk
18.	Correspondence	
	None – other than that already covered.	
19.	Councillors' Reports and Items for the Next Agenda	
	To consider the quotation for the repairs to the Igloo climbing frame.	
	To consider the quotation for the refurbishment of the Notice Board in the Amenity Garden.	
	To consider signage and special equipment for the village pond.	
	To consider the quotation for the Willoughby Flag.	
	To consider the questions for the village survey to identify items for discussion at the Annual Community Meeting.	
	To consider the Financial Statements for the quarter ended 30 th June 2022.	
	To receive an update on the request to WCC for the widening of the kiss gates.	
20	Other Urgent Business	
20.1	ACTION: Other urgent business will be reinstated as an agenda item for future meetings	Clerk
20.2	<p>Cllr Honess has received a request for the playing field to be mowed prior to the Willoughby Festival which takes place on 2nd July 2022. It was proposed that an extra cut, with a mulching mower which will minimise grass cuttings, take place on 28th/29th June 2022 at an additional cost of £75 + VAT. Proposed: Cllr Honess. Seconded: Cllr Lewis</p>	
20.3	<p>Cllr Lewis referred to an offer by a resident to provide a community vehicle for the village that would be fully funded for the first year. The resident has previously made the offer but has received no response. The Councillors agreed that there would need to be a demand for this service but, as generous as the offer is, community vehicles do not fall within the Parish Council remit. Cllr Thomas suggested that an entry be put in the Willoughby Monthly asking for a volunteer organiser. ACTION: Cllr Lewis to feed back to the resident making the offer and ask for his permission to put an entry in the Willoughby Monthly including the resident's name. ACTION: subject to the aforementioned permission, an entry to be put in the August edition of the Willoughby Monthly requesting a volunteer organiser.</p>	ML MB
21	Acknowledgements	
21.1	The Parish Council thanked Cllr Maggie Beech for her support of the new Clerk and in developing policies and procedures for the Council. The Clerk also offered her thanks for the support she has received from Cllr Beech.	
21.2	The Parish Council recorded its thanks to the Clerk for the extraordinary amount of unpaid time and effort that she has put into the recent work on the Council's policies and procedures together with her ongoing training. This is greatly appreciated. The Chair also added his own personal thanks.	
22.	Date of the Next Meeting	
	Tuesday, 19 July 2022 at 7.30pm in the Village Hall	
	The meeting closed at 9.04pm	