

# Willoughby Parish Council

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 9<sup>th</sup> April 2024 at 7.00pm, to which you are summoned for the transaction of the following business

<b>Summons</b>	Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard
<b>Invitees</b>	The General Public, Cllr Dale Keeling
<b>Meeting Chair</b>	Cllr Maggie 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 may be asked 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 Interest**
- 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 13<sup>th</sup> February 2024**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**  
(For information only)
  - 6.1 Planning application: R23/1256 - 3 Tattlebank Cottages, London Road
  - 6.2 WCC Public Rights of Way Improvement Plan response
  - 6.3 Mowing contract
- 7. Planning Applications**
  - 7.1 R24/0094 - Old Filling Station, London Road – partial change of use of the current office/storage area of the hand car wash (Sui Generis) to a convenience store (Class E9a)
  - 7.2 R24/0192 – Stearn Meadows Barns, London Road - Class Q Prior Approval for the conversion of agricultural barn to 1no. residential dwelling house (Class C3)
- 8. Highways, Street Lighting and Footpaths**
  - 8.1 To receive a progress report on the installation of the street lighting upgrade
  - 8.2 To receive a progress report on the tarmacking of the grass verge adjacent to number 5 White Barn Close
- 9. Finance**
  - 9.1 To approve the payments in the schedule attached to this agenda
  - 9.2 To receive the financial statements for the year ended 31<sup>st</sup> March 2024
  - 9.3 To confirm that a limited assurance review will be required for 2023/24
  - 9.4 To consider the cost of the playground maintenance
  - 9.5 To consider a contribution of £255.48 towards the repairs to the lights that illuminate the church tower
  - 9.6 To consider a contribution of £900 towards the mowing costs of the church
  - 9.7 To consider purchasing two barriers at a cost of £74.99 each for use by flood wardens
  - 9.8 To confirm the submission of the VAT claim of £4,742.85
  - 9.9 To confirm receipt of the first instalment of the 2024/25 Precept of £8,567

**10. Councillor Vacancy**

10.1 To receive an update on the Councillor Vacancy

**11. Speeding Concerns**

11.1 To consider the information received from PCSO Banks

**12. Play Rangers**

12.1 To consider the arrangements for the Play Rangers

**13. Annual Community Meeting**

13.1 To confirm the arrangements for the Annual Community Meeting

**14. Policies**

14.1 To consider the Risk Register review

14.2 To consider the Training and Development policy

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

None

**16. Councillors' Reports**

To report on minor matters of information not included elsewhere on the agenda

**17. Items for the Next Agenda**

**18. Date of the next meeting:**

18.1 Date of the next meeting 14<sup>th</sup> May 2024 (Annual Parish Council meeting)

**SCHEDULE OF PAYMENTS TO BE APPROVED on 9<sup>th</sup> April 2024**

Payee Name	Description of Service	Amount £
nPower	Electricity – January	129.72
nPower	Electricity – February	114.14
Electricity Network Contractors	Street light upgrade (paid 28 <sup>th</sup> March 2024 – invoice in accordance with approval of contract made on 12 <sup>th</sup> December 2023)	22,584.00
Smiths of Derby	Church clock annual service	243.60
Unity Trust	Bank charges	3.00
Unity Trust	Quarterly service charge	18.00
St Nicholas' PCC	Electricity for clock (6.6% increase)	293.15
Total		<b>£23,385.61</b>



Parish Clerk – Joanne Jarman

Email: [willoughbyparishclerk@gmail.com](mailto:willoughbyparishclerk@gmail.com)

Tel: 07809 197817

Website: [willoughbyparishcouncil.org](http://willoughbyparishcouncil.org)

Dated: 4<sup>th</sup> April 2024