

# Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 9<sup>th</sup> April 2024

		Action
<b>1.</b>	<b>Record of Members Present</b>	
	Councillors M Beech (MB) (Chair), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
<b>2.</b>	<b>To receive Apologies</b>	
	Cllr Dale Keeling	
<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)	
	Two members of the public were present.	
<b>5.</b>	<b>To Approve the Minutes of the Meeting held on 13<sup>th</sup> February 2024</b>	
	Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. <b>Approved.</b>	
<b>6.</b>	<b>To Receive Progress Reports on Outstanding Items not covered later on the agenda</b> (for information only)	
6.1	Planning application: R23/1256 - 3 Tattlebank Cottages, London Road - a no objection response was submitted.	
6.2	The response to the WCC Public Rights of Way Improvement Plan was circulated to councillors and the agreed response was submitted.	
6.3	The mowing contract has been formally awarded to Greenstone Contracts.	
<b>7.</b>	<b>Planning</b>	
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).  The application includes rearranging an internal space and adding a door instead of the middle window at the front and creating a convenience store, aiming to offer patrons a selection of cold sandwiches, snacks, and beverages. The application falls under Class E(b) - sale of food and drink for consumption mostly on the premises.  A discussion took place around the potential increase in traffic; it was noted that WCC Highways is also a consultee.  <b>ACTION: No objection response to be submitted along with a comment that there is a concern about the potential increase in traffic on an already busy road.</b>	<b>Clerk</b>

7.2	<p>R24/0192 – Stearn Meadows Barns, London Road - Class Q Prior Approval for the conversion of agricultural barn to 1no. residential dwelling house (Class C3).</p> <p>The application, including flood mitigation measures, is the same as in the original application that was withdrawn. The Environment Agency and Flood Risk Authority have been added as consultees. It was proposed that a ‘no objection’ response be submitted with the same detailed comments on the risk of flooding and contamination as stated in the minutes for the Parish Council meeting on 31 January 2024.</p> <p><b>ACTION: No objection response to be submitted along with detailed comments as stated in the minutes of the meeting on 31 January 2024.</b></p> <p>It was noted that the application for the second barn conversion was submitted at the same time as this one but has not yet appeared on the RBC website.</p>	Clerk
8.	<b>Highways, Street Lighting and Footpaths</b>	
8.1	<p><u>To receive a progress report on the installation of the street light upgrade</u></p> <p>The only work outstanding is the Victorian style top fitting which is on order. Cllr Lewis is looking at potential solutions to two lights following concerns raised by a resident. Cllr Lewis reported that most people are pleased with the new lights. A Certificate of Unmetered Supply has been obtained and will be passed on to nPower so that the invoices can be adjusted. Cllr Lewis confirmed that up to date calculations support the original costings and confirmed that the project is self-funding.</p>	
8.2	<p><u>To receive a progress report on the tarmacking of the grass verge adjacent to 5 White Barn Close</u></p> <p>Councillor Keeling has confirmed that he supports both this project and the lowering of the tarmac at the Lower Street/Main Street junction. Costings are awaited from WCC Highways so that funding can be considered. He will let the Parish Council know once he has definitive answers.</p>	
9.	<b>Finance</b>	
9.1	<p><u>To approve the payments in the schedule attached to this agenda</u></p> <p>Proposed by: Cllr Sheppard, Seconded by: Cllr Beech. <b>Approved.</b></p>	
9.2	<p><u>To receive the financial statements for the year ended 31<sup>st</sup> March 2024</u></p> <p>The Clerk confirmed that the financial statements have been submitted to the internal auditor.</p>	
9.3	<p><u>To confirm that a limited assurance review will be required for 2023/24</u></p> <p>The loan from PWLB was received on 27<sup>th</sup> March 2024 and the invoice for the street light upgrade was paid on 28<sup>th</sup> March 2024. This takes both gross income and gross expenditure to over £25,000 which means that a limited assurance review is necessary for 2023/24.</p>	
9.4	<p><u>To consider the cost of the playground maintenance</u></p> <p>Cllr Honess confirmed that there is unlikely to be any cost associated with maintenance.</p>	
9.5	<p><u>To consider a contribution of £255.48 towards the repairs to the lights that illuminate the church tower</u></p> <p>St Nicholas PCC has requested that the Parish Council makes a contribution of £255.48 to the repairs of the lighting that illuminates the church tower. The Parish Council has not funded this before and it has not been budgeted for. The Parish Council has a range of statutory obligations which it must fulfil; any grants made are discretionary. Requests for grants should be sent to the Parish Clerk by 1 November for consideration in the budget-setting process in accordance with the Procedure for Applying for Grants.</p> <p>It was agreed that the grant will not be awarded this year but the PCC be informed that it can make an application for a grant for 2025/26 by following the proper procedure.</p> <p><b>ACTION: PCC to be notified that the grant will not be made this year but that grants for 2025/26 can be applied for in accordance with the procedure. Any grants made will increase the Precept and impact residents' pockets.</b></p>	Clerk

9.6	<p><u>To consider a contribution of £900 towards the mowing costs of the church</u> St Nicholas PCC has requested that the Parish Council makes a grant of £900.00 to the mowing costs at the church. The Willoughby Charity has agreed to make a grant of two-thirds of the cost of £2,800. The budget for 2024/2025 does not include any grant for this and, if made, this will reduce the Parish Council reserves which already fall short of those required by the Reserves Policy by around £6,000. Making a grant would impact on the Precept and consequently increase the amount that households pay through their council tax.</p> <p>A grant was considered at the meeting held on 13<sup>th</sup> February 2024 and the decision was made not to award a grant (Minute 9.4).</p> <p><b>ACTION: PCC to be notified that the grant will not be made this year but that grants for 2025/26 can be applied for in accordance with the procedure. Any grants made will increase the Precept and impact residents' pockets.</b></p>	Clerk
9.7	<p><u>To consider purchasing two barriers at a cost of £74.99 each for use by flood wardens</u> The Flood Action Group has asked the Parish Council to consider funding two barriers from the remaining reserve for flood mitigation in its budget. There is already one barrier of this type by the Village Hall and, because this, together with the flood warning sign was highly visible, it was much more successful in warning motorists that the village was flooded on 2 January than the flood signs alone.</p> <p>Proposed by: Cllr Honess, Seconded by: Cllr Lewis. <b>Approved.</b></p> <p><b>ACTION: Order for barriers to be placed.</b></p>	Clerk
9.8	<p><u>To confirm the submission of the VAT claim of £4,742.85</u> The VAT126 claim was submitted on 2<sup>nd</sup> April 2024 and received into the bank on 9<sup>th</sup> April 2024.</p>	
9.9	<p><u>To confirm receipt of the first instalment of the 2024/25 Precept of £8,567</u> The Precept was paid into the bank on 3<sup>rd</sup> April 2024.</p>	

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>

<b>10</b>	<b>Councillor Vacancy</b>	
10.1	<p><u>To receive an update on the Councillor Vacancy</u> No expressions of interest have been received.</p>	

<b>11.</b>	<b>Speeding Concerns</b>	
11.1	<p><u>To consider the information received from PCSO Banks</u>  PCSO Banks confirmed that there are no changes to the Warwickshire Police Speed Watch Policy. In early 2023, the police decided that there were no suitable sites identified anywhere in the village that complied with the minimum safety requirements for speed watch activities to be conducted.</p> <p>Moving the 30mph speed limit further out on Moor Lane and installing rumble strips: the lack of frontages and small number of houses means there is little change for a driver to observe and therefore any reduction in the speed limit would not be effective. Rumble strips are only used at collision hot spots and, in addition to this, they cannot be placed within 400 metres of a residential property due to the noise factor.</p> <p>PCSO Banks has advised the Parish Council that he will carry out speed checks in the area.</p> <p>WCC Highways has informed PCSO Banks that residents with speed concerns should report them directly to the central reporting system - <a href="https://warksspeedconcerns.org/">https://warksspeedconcerns.org/</a></p>	
<b>12.</b>	<b>Play Rangers</b>	
12.1	<p><u>To consider the arrangements for the Play Rangers</u>  It was proposed that five sessions will be held on Mondays from 12.00 to 14.00 from 22<sup>nd</sup> July through to 19<sup>th</sup> August at a total cost of £418. The Clerk confirmed this had been budgeted for. Proposed by: Cllr Lewis, Seconded by: Cllr Beech. <b>Approved.</b></p>	
<b>13.</b>	<b>Annual Community Meeting</b>	
13.1	<p><u>To confirm the arrangements for the Annual Community Meeting</u>  The meeting will be held on 7<sup>th</sup> May 2024 at 7pm. Residents have until 18<sup>th</sup> April to submit themes for discussion. The agenda will be published 7 days prior to the meeting. Cllr Beech will acquire tea, coffee, milk, sugar and biscuits and arrange display boards. 25 copies of the report to be made. Councillors and the Clerk to attend from 6.30pm.</p>	
<b>14.</b>	<b>Policies</b>	
14.1	<p><u>To consider the Risk Register review</u>  Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. <b>Approved.</b></p>	
14.2	<p><u>To consider the Training and Development policy</u>  Proposed by: Cllr Honess, Seconded by: Cllr Lewis. <b>Approved.</b></p>	
<b>15.</b>	<b>Correspondence</b>	
	None	
<b>16.</b>	<b>Councillors' Reports</b>	
	<p>Cllr Honess reported that the books in the telephone box need refreshing; he will provide support to the organiser.</p> <p>Cllr Beech thanked Cllr Honess for clearing the fallen tree on the public footpath at the end of Brooks Close.</p> <p>Parish Council website – Cllr Beech reported that the Village Life page has been updated and the reference to Neighbourhood Watch has been removed. Thanks were passed to the website designer and administrator.</p> <p>Cllr Lewis reported that there are two holes on the path following the street light installation on Woolscott Road. Cllr Sheppard has reported this and will follow up with WCC Highways.</p>	

<b>17.</b>	<b>Items for the Next Agenda</b>	
	Annual Parish Council meeting	
<b>18.</b>	<b>Date of the Next Meeting</b>	
	14 <sup>th</sup> May 2024 (Annual Parish Council meeting) at 7.00pm in the Village Hall	
	The meeting closed at 8.12pm	

Chair .....

Date .....

DRAFT