## Willoughby Parish Council

## Minutes of the Ordinary Parish Council Meeting held on Tuesday 16<sup>th</sup> May 2023

		Action
1.	Record of Members Present	
	Councillors M Beech (MB) (Chair), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
2.	To receive Apologies	
	None	
3.	To receive Declarations of Personal or Pecuniary Interest	
	None	
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 18 <sup>th</sup> April 2023	
	Proposed by: Cllr Honess Seconded by: Cllr Sheppard Approved	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	Street lighting maintenance contract – WCC has been informed that the Parish Council will not be proceeding with the contract at this stage as the lighting in the village is under review.	
6.2	Church clock repairs – the invoice has been readdressed to the Parish Council and is included in the schedule of payments being proposed for approval. The Churchwarden has been informed.	
6.3	Planning reference R23/0354 – Adjacent to Forge Cottage, Main Street – insertion of two new rooflights - a No Objection response was submitted on 19 <sup>th</sup> April 2023. It was noted that the planning application was approved on 15 <sup>th</sup> May 2023.	
6.4	Planning reference R23/0355 – Adjacent to Forge Cottage, Main Street –listed building consent for insertion of two new rooflights onto the north (inner) elevation - a No Comment response was submitted on 19 <sup>th</sup> April 2023. It was noted that the planning application was approved on 15 <sup>th</sup> May 2023.	
6.5	The approved contribution to the Willoughby Monthly printing costs has been paid.	
7.	Planning	
7.1	None	
8.	Highways, Street Lighting and Footpaths	
8.1	Cllr Honess reported that he is meeting with the Rights of Way Officer from WCC on 17 <sup>th</sup> May 2023.	

9.	Finance	
9.1	To approve the payments in the schedule attached to this agenda Proposed by: Cllr Lewis Seconded by: Cllr Beech. <b>Approved</b>	
9.2	To review the bank mandate It was proposed that Cllr Sheppard be added to the bank mandate and Mike Thomas be removed. Proposed by: Cllr Lewis Seconded by: Cllr Beech. <b>Approved</b> <b>ACTION: Bank mandate to be updated and submitted to Unity Trust</b>	Clerk
9.3	To receive the Annual Internal Audit Report for the year ended 31 <sup>st</sup> March 2023 The internal audit report was received; it was noted that there are no areas of concern. The Councillors extended their thanks to Ant Ray. Cllr Beech thanked the Clerk for her work on the financial statements and AGAR.	
9.4	To confirm the dates for the Exercise of Public Rights It was proposed that the dates between which the public has a right to inspect the records will be from 5 <sup>th</sup> June to 14th July 2023. The notice will be posted on the website and the notice board on 2 <sup>nd</sup> June 2023. Proposed by: Cllr Honess Seconded by: Cllr Sheppard. <b>Approved</b> <b>ACTION: Notice of Public Rights to be posted on notice board and website by 4<sup>th</sup> June 2023</b>	MB
9.5	To confirm the arrangements for external audit by Moore UK The Clerk confirmed that the AGAR and supporting documents will be submitted to the external auditor this week. ACTION: AGAR and supporting documents to be submitted to the external auditor by 19 <sup>th</sup> May 2023	Clerk

Payee Name         Description of Service         Amount £	
--	--

J Jarman	Clerk overtime	41.85
Greenstone Contracts	April mowing	470.00
Total Energies	Street light electricity – March 2023	107.12
M Thomas	Annual Community meeting refreshments	11.24
M Thomas	Refund of overpayment for Coronation mugs	2.00
Smiths of Derby	St Nicholas Church clock maintenance	243.60
J Jarman	Ink cartridge	20.09
SLCC	Clerk subscription	69.50
Total		965.40

10	Councillor Vacancy	
10.1	To consider the next steps in the recruitment of a Councillor It was noted that as an election has just taken place there is no requirement to inform the Electoral Office at Rugby Borough Council of the vacancy. The post will be advertised with a closing deadline of 30 <sup>th</sup> June 2023. Applications will be considered at the meeting on 11 <sup>th</sup> July 2023.	

	ACTION: Flyer to be posted on the Parish Council website, notice board and Willoughby Monthly Facebook page. ACTION: Applications to be considered at the meeting on 11 <sup>th</sup> July 2023 – agenda item	MB Clerk Clerk
11.	Policies	
11.1	To approve the Equality and Diversity policy Proposed by: Cllr Beech Seconded by: Cllr Honess. <b>Approved</b>	
12.	Communication	
12.1	To confirm a Parish Clerk Facebook profile The Clerk has set up a Willoughby Parish Clerk Facebook profile. This will be used to share information on the Willoughby Monthly Facebook page. The Clerk will not engage in conversations on Facebook other than to confirm the details of a post.	
13.	Annual Community Meeting	
13.1	To consider the actions arising from the Annual Community Meeting and the next steps Footpath adjacent to the pub and the Shrubbery footpath – Cllr Honess will raise the concerns highlighted at the meeting with the WCC Rights of Way Officer at the meeting on 17 <sup>th</sup> May 2023. Street lighting upgrade on Woolscott Road - Cllr Sheppard will continue to chase and monitor the progress. <b>ACTION: Cllr Sheppard to contact Cllr Keeling to request that he takes the matter forward</b> Community speedwatch and traffic calming measures – Cllr Sheppard has obtained some "20 is plenty" signs and will source more to place around the village.	SS
	<ul> <li>ACTION: Cllr Sheppard to put "20 is plenty" signs up around the village.</li> <li>Bush next to Four Crosses apartments – this has been inspected and it was confirmed that it has been trimmed back.</li> <li>ACTION: Cllr Sheppard to contact WCC Highways to establish their responsibilities in informing residents of hedges that need to be trimmed.</li> <li>Longdown Lane hedges</li> <li>ACTION: Cllr Honess to inspect the hedge and consider whether the owner needs to be asked to trim the hedge.</li> </ul>	SS SS RH
	Volunteer scheme – Cllr Beech is in the process of gathering information on all the activities for which people volunteer within the community. It was noted that this is not a Parish Council responsibility but it was felt that an overview would be helpful in raising awareness.	
14.	Play Rangers	
14.1	To confirm the arrangements for the Play Rangers Cllr Lewis is in active discussion with Rugby Borough Council to confirm the arrangements for the sessions ACTION: Agenda item for the next meeting	ML Clerk
15.	Correspondence	
	None	
16.	Councillors' Reports and Items for the Next Agenda	
	Cllr Honess reported that there is an outstanding invoice from Arbolution Tree Services relating to work on trees in the parish; the quotation was accepted at the Parish Council meeting held on 8 <sup>th</sup> February 2022 (agenda item 7.3). The work commenced last year but was not completed. Cllr Honess confirmed that an invoice will be submitted on satisfactory completion of the work.	
	Fallen branch in Lower Street – Arbolution Tree Services has advised that four trees in the area have Ash dieback. Cllr Honess advised that he will inform the landowner.	

	Brooks Close verge - the mowing of the verge was omitted from the contract specification; the verge will be cut at a small additional cost.	
	Item for the next agenda - To consider Councillors' responsibilities.	
17.	Date of the Next Meeting	
	Tuesday, 13 <sup>th</sup> June 2023 at 7.30pm in the Village Hall	
	The meeting closed at 8.30pm	

Chair .....

Date.....