

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 16th 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 18th 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 th April 2023. It was noted that the planning application was approved on 15 th 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 th April 2023. It was noted that the planning application was approved on 15 th 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 th May 2023.	

9.	Finance	
9.1	<u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Lewis Seconded by: Cllr Beech. Approved	
9.2	<u>To review the bank mandate</u> 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. Approved ACTION: Bank mandate to be updated and submitted to Unity Trust	Clerk
9.3	<u>To receive the Annual Internal Audit Report for the year ended 31st March 2023</u> 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	<u>To confirm the dates for the Exercise of Public Rights</u> It was proposed that the dates between which the public has a right to inspect the records will be from 5 th June to 14 th July 2023. The notice will be posted on the website and the notice board on 2 nd June 2023. Proposed by: Cllr Honess Seconded by: Cllr Sheppard. Approved ACTION: Notice of Public Rights to be posted on notice board and website by 4th June 2023	MB
9.5	<u>To confirm the arrangements for external audit by Moore UK</u> 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 19th 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	<u>To consider the next steps in the recruitment of a Councillor</u> 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 th June 2023. Applications will be considered at the meeting on 11 th July 2023.	

	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 th June 2023 at 7.30pm in the Village Hall	
	The meeting closed at 8.30pm	

Chair

Date.....