

# Willoughby Parish Council

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

		<b>Action</b>
<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 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)	
	One member of the public was present.  The resident provided evidence that WCC Highways owns the public right of way from the carport at The Old School House to the highway and is responsible for the maintenance. The Clerk will send the information to WCC Highways as evidence that it is responsible for maintenance and request that the public right of way be resurfaced as this has not been done for years and it is in a very poor state.  <b>ACTION: Clerk to send the evidence of ownership to WCC Highways and request that the public right of way be resurfaced.</b>	<b>Clerk</b>
<b>5.</b>	<b>To Approve the Minutes of the Meeting held on 12<sup>th</sup> December 2023</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 reference: R23/1166 – The Lodge, Moor Lane – Variation of Condition 7 attached to planning permission reference R14/1423 – Erection of replacement dwelling – no objection response submitted.	
6.2	Planning reference: R23/1167 – The Lodge, Moor Lane – installation of bi-fold doors – no objection response submitted.	
<b>7.</b>	<b>Planning</b>	
7.1	None	
<b>8.</b>	<b>Highways, Street Lighting and Footpaths</b>	
8.1	<u>To receive an update on the street lighting on Woolscott Road</u> Cllr Sheppard reported that work has still not started. Cllr Sheppard will contact Cllr Keeling to request that he intervene.	

8.2	<p><u>To receive a progress report on the installation of the street light upgrade</u>  Cllr Lewis reported that the upgrade of the street lights to LED is progressing with just 4 out of the 26 street lights left to upgrade; these include the two concrete posts, the ivy clad post that needs to be moved and the Victorian lamp.</p> <p>National Grid will be notified of the installation of the new LED street lights when the project is complete. No timescale has been given for completion.</p>	
8.3	<p><u>To receive the annual playground inspection report</u>  Cllr Honess reported that the annual RoSPA inspection noted no areas rated any higher than “low”. The following is a summary of the findings:</p> <ul style="list-style-type: none"> <li>● Operation of kiss gate by village hall needs to be checked as it was locked</li> <li>● Timber on bench splintered</li> <li>● Shelter has graffiti</li> <li>● Repaint roundabout and review matting</li> <li>● Vertigo climber replace missing grip</li> <li>● Bolt missing on netball, concrete surface repair</li> <li>● Multiplayer slide climber, clean</li> <li>● Metal slide, clean</li> <li>● Jungle Jim cap missing</li> </ul> <p>Cllr Honess will obtain quotes for the following:</p> <ul style="list-style-type: none"> <li>● replacement or repair of the concrete base of the netball court</li> <li>● maintenance of bench, shelter and roundabout</li> <li>● sanding down and revarnishing of bus shelter to remove the graffiti</li> </ul> <p>An article on the graffiti will be put in the Willoughby Monthly highlighting that the repairs will be at the cost of the Parish Council which has limited funds.</p> <p>Volunteers will be approached in the Spring to clean the multiplayer slide climber and the metal slide.</p> <p>Cllr Honess will seek to source the minor missing items from existing stock or from the manufacturer free of charge.</p> <p><b>ACTION: Quotes for work to the playground to be obtained</b>  <b>ACTION: Article to be put into the Willoughby Monthly</b></p>	<b>RH</b> <b>MB</b>
9.	<b>Finance</b>	
9.1	<p><u>To approve the payments in the schedule attached to this agenda</u>  Proposed by: Cllr Lewis, Seconded by: Cllr Beech. <b>Approved.</b></p>	
9.2	<p><u>To approve the financial statements for the nine months ended 31<sup>st</sup> December 2023</u>  Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <b>Approved.</b></p>	
9.3	<p><u>To approve the 2024/25 budgets and to confirm the Precept for 2024/25</u>  Cllr Lewis questioned how the Parish Council will build up its reserves to the required level. The Clerk explained that the Precept could be increased next year with little impact on the cost to residents and this would help to build up the level of reserves.</p> <p>It was proposed that the Precept for 2024/25 be set at £17,134 to cover the increased costs of mowing. It was noted that for 2024/25 a property assessed as Council Tax Band D will pay £7.33 per month towards the Parish Council precept being an increase of just 45p per month for 2024/25.</p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Honess. <b>Approved.</b></p>	

9.4	<p><u>To consider the quotes for the mowing contract</u> Cllr Honess confirmed that he has invited two contractors to quote. One quote has been received and the other is awaited. A discussion ensued around the specification and increasing costs. It was proposed to increase the 2024/25 Precept by £500 to cover the increased mowing cost.</p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. <b>Approved.</b></p>	
9.5	<p><u>To consider supporting the Willoughby Monthly</u> The cost for printing the WM on the current printer is not sustainable. The publisher is out of pocket to the tune of £217.60. The Willoughby Charity has agreed to cover 50% of this cost (£108.80) and it was proposed that the Parish Council covers the other 50% so that we can draw a line under the situation. This payment is in the schedule of payments for approval.</p> <p>Contributors to the WM, as well as other interested parties, attended a meeting on 4 January 2024 to find a cost-effective way forward. After discussion, it was agreed to purchase an Epson subscription deal for an ecotank printer. This has now been done and the current printer has been put on eBay so that any sale can offset the cost of the new printer. The Willoughby Charity and Parish Council agreed to share the cost of the printer activation fee, ink subscription and paper for 2024 at a cost of £140 each.</p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Honess. <b>Approved.</b></p>	

Payee Name	Description of Service	Amount £
nPower	Street light electricity – November	118.48
Wix.com	Website Domain	11.16
Wix.com	Website annual renewal	158.40
H Gowney-Hedges	Willoughby Monthly contribution to cover shortfall in costs to date	108.80
M Beech	Willoughby Monthly - paper	28.72
AED	Defibrillator pads	77.39
K Nichols	Willoughby Monthly printing – January edition	10.00
J Jarman	5 hours of overtime to cover additional work related to the Street Light upgrade	Confidential Information
Total		<b>£512.95</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. Rugby Borough Council has confirmed that we can continue with the co-option process. The vacancy will be advertised again.</p>	<b>MB Clerk</b>
<b>11.</b>	<b>Policies</b>	
11.1	<p><u>To approve the Reserves Policy</u> The Clerk confirmed that there have been no changes.</p> <p>Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. <b>Approved.</b></p>	

<b>12.</b>	<b>Neighbourhood Development Plan Review</b>	
12.1	<p><u>To confirm the approval of the modified Neighbourhood Development Plan by Rugby Borough Council</u></p> <p>The modified Neighbourhood Development Plan was approved by Rugby Borough Council at its meeting held on 13<sup>th</sup> December 2023. The modified NDP and the Schedule of Changes are on the WPC website under Plans/Surveys.</p>	
<b>13.</b>	<b>Safer Neighbourhood Team</b>	
13.1	<p><u>To consider the response to the email from the Safer Neighbourhood Team</u></p> <p>The PCSO has offered to attend a Parish Council meeting. It was agreed to invite him to the Annual Community Meeting on 17<sup>th</sup> April 2024.</p> <p><b>ACTION: Invite to Annual Community Meeting to make a short presentation and to speak to residents</b></p>	<b>Clerk</b>
<b>14.</b>	<b>Warwickshire Fire and Rescue</b>	
14.1	<p><u>To note the Resourcing to Risk Consultation</u></p> <p>The survey will close on 10<sup>th</sup> March 2024. Residents are encouraged to complete the survey that can be found at: <a href="https://ask.warwickshire.gov.uk/insights-service/wfrs-r2r/">https://ask.warwickshire.gov.uk/insights-service/wfrs-r2r/</a></p> <p><b>ACTION: Link to survey to be posted on Facebook</b></p>	<b>Clerk</b>
<b>15.</b>	<b>Flood Action Group (FLAG)</b>	
15.1	<p><u>To receive an update on the work carried out by FLAG</u></p> <p>On 2 January, Main Street and Lower Street flooded as the brook could no longer cope with the volume of water from the sustained and, sometimes heavy, rainfall. Flood wardens from the Flood Action Group spent hours, in the cold and rain, engaging with drivers at the three entrances to the village, asking them to turn around or, at least, to drive slowly through the village so that water was not thrown up against houses and onto gardens. Residents expressed their appreciation on Facebook for the wardens' stalwart work and the Parish Council wishes to second this. This dedicated activity by volunteers really helped to mitigate the effect of the flooding on a number of properties. Thank you very much to everyone who turned out.</p> <p>In the past two months a considerable amount of work has also been done to clear the brook above the Village Hall to beyond the culverts at the Lower Street junction. The main issue arising now is the anticipated growth of the bulrushes before and after the culverts which will, once again make the junction dangerous as, once they are fully grown, vehicles approaching cannot be seen.</p> <p>Cllr Beech proposed we ask the Warwickshire Conservation Volunteers if they would do a day's work with a specific focus on clearing as many bulrush rhizomes as they can in this section of the brook.</p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Honess. <b>Approved.</b></p> <p><b>ACTION: Warwickshire Conservation Volunteers to be contacted to see if they will spend a day clearing as many bulrush rhizomes by hand as they are able.</b></p>	<b>Clerk</b>
<b>16.</b>	<b>Correspondence</b>	
	None	
<b>17.</b>	<b>Councillors' Reports</b>	
	<p><u>Footpaths</u></p> <p>Cllr Honess reported that a wooden finger post is rotten and that he has approached WCC Rights of Way Officer to see if they will replace it.</p>	

	<p><u>The Rugby Local Plan Review - Issues and Options consultation</u></p> <p>This runs until 2 February 2024. The consultation and associated documents have been published at <a href="http://www.rugby.gov.uk/localplan">www.rugby.gov.uk/localplan</a>. The local plan sets out planning policies and proposals for new development in the borough. Cllr Beech attended a consultation meeting for parish councils on 30 November 2023 and asked questions about the process for evaluating possible development sites. During the previous review of the Rugby local plan, evaluations had, at times, led to judgements which were incomprehensible to local people. All comments and questions raised at the meeting were noted by Tony Gillias, Chair of RBC's planning committee, and will be taken forward as part of the consultation process.</p>	
<b>15.</b>	<b>Items for the Next Agenda</b>	
	<p>Submission of PWLB loan drawdown application and direct debit</p> <p>Councillor Vacancy</p> <p>Mowing contract</p> <p>Woolscott Road street light update</p> <p>Progress report on the installation of the street lights</p> <p>Play Rangers</p> <p>Playground maintenance</p> <p>Response to Warwickshire County Council Public Rights of Way Improvement Plan</p>	
<b>16.</b>	<b>Date of the Next Meeting</b>	
	Tuesday, 13 <sup>th</sup> February 2024 at 7.30pm in the Village Hall	
	The meeting closed at 8.47pm	

Chair .....

Date .....