

Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 29 March 2022 at 7.30 pm in the Village Hall.

		Action
1.	Record of Members Present	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Beech (MB)	
2.	To receive Apologies	
	Councillor Mr M Lewis	
3.	To receive Declarations of Personal or Pecuniary Interest	
	None declared.	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	No members of the public were present.	
5.	To Approve the Minutes of the Meeting held on 8 February 2022	
	The minutes were approved as a true record and signed by the Chair.	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	<u>Trees and Hedges</u> Councillor Hallam has contacted Arbolution Tree Services and arranged for the necessary work to be carried out.	
6.2	<u>Outlet from the Pond</u> Councillor Hallam has cleared the grid.	
6.3	<u>Village Marquee</u> The new canopy has been delivered.	
6.4	<u>Parish Council Website</u> The new website went 'live' on 25 February 2022. The website address is www.willoughbyparishcouncil.org	
6.5	<u>New Playing Field Equipment</u> The installation was completed on 18 March and an independent inspector from RoSPA declared the equipment safe to use on 21 March. An official opening ceremony was carried out on 26 March by Connie and Lilly who, together with their friend Evie, originally identified the need for more adventurous playground equipment.	
6.6	<u>Internet Banking</u> A new bank account has been opened at Unity Trust Bank and the Parish Council is in the process of transferring their account at Lloyds Bank to the new account.	

7.	Highways, Street Lighting and Footpaths	
7.1	<u>Repositioning of the Bus Shelter</u> It was agreed to postpone any decision until the Village Hall Management Committee's plans for building the new car park are finalised.	
7.2	<u>Village Benches</u> It was agreed to ask the handyman to refurbish four of the benches initially at an approximate cost of £180 - £200.	MT
8.	Playing Field	
8.1	<u>Inspection of Playing Field Equipment - Igloo</u> It was agreed to double the height of the wooden boards around the base and to lay down playground bark to a depth of 300mm (around 1 ton). Subject to acceptance, the village handyman will be asked to carry out this work. Councillor Honess noted that he has carried out three inspections of the playing field recently and there are no other issues.	RH
9.	Allotments	
9.1	It was agreed to extend the lease on the allotments for another 10 years from 2024 to 2034. Councillor Beech will email Graham Geddes, Chair of the Allotment Association, to inform him.	MB
10.	Planning	
	No new planning applications have been received.	
11.	Queen's Platinum Jubilee	
11.1	<u>Mugs</u> Councillor Lewis provided an example of the mug to be given to children in the parish to celebrate the Queen's Jubilee. It was agreed that the mugs would be given to all children living within the parish boundary who will be 12 years or under on 5 June 2022. Parents or guardians who would like their child/ren to receive a mug will be asked to send the name, age and the address of the child to the Parish Clerk at wiloughbyparishclerk@gmail.com . Councillors Beech and Lewis will put information on the website, noticeboard, Facebook and put posters around the village.	MB ML
11.2	<u>Planters</u> The proposal from the Willoughby Society (WS) to place their new planters at three locations in the village (by the pond, the triangle at the end of Brooks Close and in front of the Amenity Garden) was agreed. Councillor Beech will email Leonie Tromans, Chair of the WS, to confirm the agreement and to note that the responsibility for the upkeep of the planters remains with the WS as long as they are in place.	MB
12.	Subscriptions	
12.1	It was agreed to renew the subscription to Warwickshire and West Midlands Association of Local Councils (WALC) for 2022/2023.	
13.	Finance	
13.1	<u>Payments</u> The following payments were approved.	

Date Recd	Payee Name	Description of Service	Amount £	Paid Date
	Willoughby Parish Council	Cheque to Unity Trust Bank with application to open online account	500.00	
	WALC	Subscription for 2022/2023	128.00	
	E.ON	Repair to street light on Main Street near White Barn Close	48.00	

13.2	<u>Appointing an Accountant</u> If required, it was agreed to ask PKF to carry out the external audit of the accounts for 2021/2022 as recommended by Warwickshire County Council.	
14.	Policies and Procedures	
14.1	<u>Code of Conduct</u> In light of very recent new information, it was agreed to produce a different model for the Code of Conduct and to bring this to the Parish Council meeting on 12 April for adoption.	MB
14.2	<u>Standing Orders</u> It was agreed to hold over the adoption of the updated Standing Orders until the meeting on 12 April.	
15.	Correspondence (for information only)	
	The following correspondence has been received <ul style="list-style-type: none"> • 'Levelling Up the UK' White Paper from NALC requesting comments. • Email from WCC Flood Risk Management team offering support in re-establishing the Willoughby Flood Action Group post-Covid. 	
16.	Parish Clerk	
	The position of Parish Clerk was discussed and it was agreed to make a formal offer to an applicant who was interviewed by Councillors Thomas and Beech on 25 March. Councillor Thomas will write to the applicant.	MT
17.	Councillors' Reports and Items for the Next Agenda	
17.1	<u>Public Rights of Way (PROW)</u> Under legislation passed in 2020, walkers and horse riders had been given until 1 January 2026 to apply to save unmapped rights of way through private land. The government has now agreed to cancel this deadline for registering forgotten footpaths on the Definitive Maps and Statements (DMS) for each county.	
17.2	<u>Agenda Items for the Meeting on 12 April 2022</u> To adopt the Councillor Code of Conduct To adopt the updated Standing Orders To adopt Financial Regulations To confirm the situation with regard to the position of Parish Clerk and to decide next steps.	
18.	Date of the Next Meeting	
	Tuesday, 12 April 2022 at 7.30pm in the Village Hall	

Chair

Date