

# Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 14<sup>th</sup> January 2025

		Action
1.	<b>Record of Members Present</b>	
	Councillors M Beech (MB) (Chair), R Honess (RH) M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
2.	<b>To receive Apologies</b>	
	Cllr Dale Keeling	
3.	<b>To receive Declarations of Personal or Pecuniary Interests</b>	
	None.	
4.	<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.	
5.	<b>To Approve the Minutes of the Ordinary Parish Council Meeting held on 12<sup>th</sup> November 2024</b>	
	Proposed by: Cllr Honess, Seconded by: Cllr Lewis. <b><i>It was resolved that the minutes of the Parish Council meeting held on 12<sup>th</sup> November 2024 be approved.</i></b>	
6.	<b>To receive Progress Reports on Outstanding Items not covered later on the agenda</b>	
6.1	<u>St Nicholas Church Grant</u> The following email was sent to the PCC clarifying the Parish Council's position:  <i>The Parish Council considered the application for a grant from St Nicholas's Church at its meeting last night. After much discussion the Parish Council agreed to continue to fund the electricity for the clock at £255; the payment will be made in the 2025/26 financial year.</i>  <i>The Parish Council does not have sufficient reserves to award the grant without increasing the Precept. Awarding the additional grant of £1,245 would mean an increase in the Precept of 7.27%; given that we are likely to be increasing the Precept by around 2% for ongoing inflationary increases the Parish Council cannot justify increasing the burden on taxpayers by almost 4 times that amount.</i>  <i>The Parish Council hopes that you can understand our position albeit you will find it disappointing.</i>	
6.2	<u>Signs for village pond</u> The 2 x 'Deep Water' and 1 x 'Do Not Climb the Fence' signs have been acquired and put up. Thanks to Steve and Leonie Tromans for putting the signs up.	
6.3	<u>Village Pond risk assessment</u> This has been updated to reflect the lack of a footpath beside the pond.	
6.4	<u>"Slow" signs on Lower Street road surface approaching pond</u> The signs have been repainted.	

7.	<b>General Power of Competence</b>	
7.1	<p><u>To consider whether the Parish Council meets the eligibility criteria for the general power of competence as set out in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012</u></p> <p>The criteria are:</p> <ul style="list-style-type: none"> <li>• Number of councillors elected at the last ordinary election, whether contested or uncontested, must be equal to or exceed two-thirds of the total number of councillors.</li> <li>• The clerk must hold at least one of the sector-specific qualifications, for example CiLCA or The Certificate of Higher Education in Local Policy.</li> </ul> <p>The decision is revisited at every annual council meeting after the ordinary election that normally takes place every 4 years to confirm that it still meets the criteria, or otherwise.</p> <p>Willoughby Parish Council now meets the criteria and councillors are asked to resolve that the criteria are met for the General Power of Competence.</p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Sheppard.  <b><i>It was resolved that the Parish Council meets the eligibility criteria for the general power of competence as set out in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.</i></b></p>	
8.	<b>Planning</b>	
8.1	<p><u>To acknowledge the following planning application approvals:</u></p> <ul style="list-style-type: none"> <li>• R23/1256 3, TATTLEBANK COTTAGES, LONDON ROAD, WILLOUGHBY, CV23 8BL Erection of a new agricultural building. Approval 04 Oct 2024</li> <li>• R24/0892 THE LODGE, MOOR LANE, WILLOUGHBY, RUGBY, CV23 8BU Single storey extension to create attached garage. Approval 15 Nov 2024</li> <li>• R24/0507 70, MAIN STREET, WILLOUGHBY, RUGBY, CV23 8BH Proposed front porch, single and two storey rear extension, rendering of property, and dropped kerb. Approval 25 Nov 2024</li> <li>• R24/0192 STEARN MEADOWS BARNS, LONDON ROAD, WILLOUGHBY Class Q Prior Approval for the conversion of agricultural barn to 1no. residential dwellinghouse (Class C3). Required and Approved 24 Dec 2024</li> <li>• R24/0321 STEARN MEADOWS BARNS, LONDON ROAD, WILLOUGHBY Class Q Prior Approval for the conversion of agricultural barn to 1no. residential dwellinghouse (Class C3). Required and Approved 24 Dec 2024</li> </ul>	
9.	<b>Highways, Street Lighting and Footpaths</b>	
9.1	<p><u>To receive any updates</u></p> <p>Cllr Sheppard reported the increasing number of accidents at the junction of the A45, Longdown Lane and Woolscott Road. A discussion took place on the measures that could be put in place to reduce the number of accidents.</p> <p><b>ACTION: Request to be made to WCC for the most recent accident data for 22/23 and 23/24.</b></p> <p><b>ACTION: Email to be drafted and circulated to councillors before sending to WCC Highways to express the residents' and Parish Council's concerns on the number of accidents at the junction of the A45, Longdown Lane and Woolscott Road. Cllr Keeling to be copied in.</b></p> <p>Cllr Lewis noted that the electricity invoices for the new LED streetlights show the cost to be just £1.34 per day for the 26 lights; the annual cost is in line with the expected savings.</p> <p><u>Concrete Grips on Moor Lane and Tarmacking Grass Verge in front of 5 White Barn Close</u></p> <p>An email was received from WCC Highways on 6<sup>th</sup> January 2025 to say that these two schemes are with the delivery team for costing and looking at availability.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

10.	<b>Village Flag</b>	
10.1	<p><u>To acknowledge the acquisition of the village Union Jack by two residents</u> The Parish Council thanked Mr and Mrs Taylor for replacing the village Union Jack at their own expense. The flag was destroyed in the recent storms. An antifray treatment has been applied to the new flag.</p>	
11.	<b>Finance</b>	
11.1	<p><u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. <b><i>It was resolved that the payments in the schedule be approved.</i></b></p>	
11.2	<p><u>To consider the financial statements to 31<sup>st</sup> December 2024</u> Cllr Sheppard reported that he carried out the quarterly financial checks prior to the meeting and that all tests were completed satisfactorily. Proposed by: Cllr Lewis, Seconded by: Cllr Honess. <b><i>It was resolved that the financial statements to 31<sup>st</sup> December 2024 be approved.</i></b></p>	
11.3	<p><u>To consider the 2025/26 mowing quotes</u> Three quotes have been obtained as follows (excluding VAT) Contractor 1 - £4,992.38 Contractor 2 - £4,750.00 Contractor 3 - £4,500.00 Cllr Honess recommended that, despite the increase in the quote, the existing contractor be reappointed as the high quality of their work has been proven. Cllr Honess will advise the contractor that their prices are at risk of becoming uncompetitive. The Clerk confirmed that the existing contractor's quote has been built into the budgets. Proposed by: Cllr Honess, Seconded by: Cllr Beech <b><i>It was resolved that the existing contractor be reappointed.</i></b> <b>ACTION: Existing contractor to be notified they have been awarded the contract.</b> <b>Unsuccessful contractors to be notified.</b></p>	Clerk
11.4	<p><u>To consider the 2025/26 budgets</u> The final budgets are presented for approval. Proposed by: Cllr Sheppard, Seconded by: Cllr Beech <b><i>It was resolved that the 2025/26 budgets be approved.</i></b> Councillors thanked the Clerk for all her work on the budgets.</p>	
11.5	<p><u>To approve the Precept request</u> It was proposed that a 2% increase be applied to the Precept. Proposed by: Cllr Honess, Seconded by: Cllr Sheppard <b><i>It was resolved that the 2025/26 Precept of £17,477 be approved.</i></b> <b>ACTION: Precept form to be submitted to RBC</b></p>	Clerk
11.6	<p><u>To acknowledge that the Clerk has moved up one point on the NJC pay scale as a result of gaining the CiLCA qualification, in line with the employment contract</u> The pay award was acknowledged. The Clerk thanked the Councillors for the flowers and chocolates sent on completion of the qualification.</p>	
11.7	<p><u>To consider the appointment of the internal auditor</u> The Clerk recommended the reappointment of Bill Robinson. Proposed by: Cllr Beech, Seconded by: Cllr Sheppard <b>ACTION: Internal auditor to be asked to carry out the 2024/25 audit</b></p>	Clerk

**SCHEDULE OF PAYMENTS TO BE APPROVED on 14<sup>th</sup> JANUARY 2025**

<b>Payee Name</b>	<b>Description of Service</b>	<b>Amount £</b>
Greenstone Contracts	Mowing – November 2024	330.00
Unity Trust	Bank charges	6.00
The Sign Shed	Village pond sign	27.52
SafetySigns4Less	Village pond sign	62.30
Unity Trust	Bank charges	3.00
Thomas of Flecknoe	Hedge trimming	96.00
Village Hall	Hire of meeting room	42.00
Amazon	Paper for Willoughby Monthly Newsletter – 3 boxes	86.94
<b>Total</b>		<b>£653.76</b>

<b>12.</b>	<b>Willoughby Brook</b>	
12.1	<p>To acknowledge the work on the clearance of the brook Contractors for Warwickshire County Council removed an estimated 9 to 10 tons of silt from the three culverts at the Lower Street junction on 10 and 11 December 2024. Following their recommendation, work was then carried out on 20 December to clear silt from before and after the culverts to further improve the water flow. In addition, one bank of the brook opposite the Village Hall was reduced and profiled as the accumulated mud was beginning to block the culverts there. The Parish Council wishes to thank everyone involved in this important flood mitigation work.</p> <p>Given the urgent nature of this work to minimise future flooding the Chair and the Clerk authorised a spend of £150 under their delegated powers.</p>	
<b>13.</b>	<b>Correspondence</b>	
	The Clerk reported that the Willoughby Charities have agreed to share the costs of the Willoughby Monthly.	
<b>14.</b>	<b>Councillors Reports</b>	
	Cllr Beech noted the proposal for Unitary Authorities and Warwickshire’s request to be part of the first wave. There are no proposals to change the way Parish Councils operate.	
<b>15.</b>	<b>Items for the Next Agenda</b>	
	Quarterly playground inspection and action plan – Cllr Honess Annual Community Meeting arrangements	

16.	<b>Date of the Next Meeting</b>	
16.1	<p>4<sup>th</sup> February 2025 at 7.00pm in the Village Hall.          Cllr Sheppard and Cllr Lewis gave their apologies for the meeting due to be held on 11<sup>th</sup> February 2025.  <b>ACTION: Village Hall availability to be obtained for 4<sup>th</sup> February 2025 with a view to moving the meeting.</b></p>	<b>Clerk</b>
	The meeting closed at 7.48pm	

Chair.....

Date .....

DRAFT