

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 10th January 2023

		Action
1.	Record of Members Present	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Beech (MB) 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)	
	<p>Representative from Cllr Crane and Cllr Roberts' team. Four members of the public.</p> <p>Willoughbrook planning application - the report from RBC's agricultural consultant will not be ready until Friday 13th January 2023. The applicants requested that the Parish Council agree their comments via email rather than wait until the next meeting. Agenda item 7.1.</p> <p>Willoughby Jubilee Allotments is in need of financial support to enable the hedge to be traditionally laid. The hedge laying season finishes at the end of March 2023. Quote is for £1,600 of which the Association has raised £750. Cllr Thomas highlighted that the Parish Council needs to build its own reserves. The Parish Council asked to be kept informed.</p>	
5.	To Approve the Minutes of the Meeting held on 13 December 2022	
	<p>Proposed by: Cllr Beech. Seconded by: Cllr Sheppard</p> <p>The minutes were approved as a true record and signed by the Chair.</p>	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	Grips on Longdown Lane – Cllr Thomas has received no update following an email to the Locality Officer two days ago. The representative of Cllrs Crane and Roberts was asked to follow this up.	
6.2	Responses to Planning Applications were submitted on 14 th December 2022 as follows: R22/1196 – application supported R22/1276 – no comment	
6.3	Willoughby Charity – the extension of the tenure of the members representing the Parish Council has been confirmed to the Clerk to the Charities	
6.4	Location of Jubilee Tree planting – the Village Hall Committee will be discussing a potential location at their meeting on 18 th January 2023.	
6.5	Footpath and kiss gate action plan – Cllr Honess had circulated an update prior to the meeting. Longdown Lane field to A45 – work has been carried out.	

7.	Planning	
7.1	<p><u>Reference: R22/1036 – Willoughbrook - Retention of log cabin for permanent occupation by essential worker</u></p> <p>Representation made by applicants under Public Participation agenda item.</p> <p>Cllr Beech confirmed she has spoken to the Planning Officer who has confirmed that the report should be received this week following further information being requested prior to Christmas.</p> <p>It was agreed that a discussion will be held via email to consider the Parish Council response.</p> <p>ACTION: Cllr Beech to lead on the email consideration of the Parish Council response</p>	MB
8.	Highways, Street Lighting and Footpaths	
8.1	<p><u>To consider the options for the A45 bus shelter and the quote for relocation</u></p> <p>Quotes received - £1,500 and £3,280.</p> <p>Agreed to put on hold due to financial status of the Parish Council.</p>	
8.2	<p><u>To provide an update on faulty street lights</u></p> <p>Faux gas light opposite village hall – cracked light reported to E.On on 5th December 2022. On 20th December 2022 E.On advised that the whole light will need to be replaced. A quote has been requested but not been received as yet.</p> <p>All three faulty lights in Main Street have been reported to E.On.</p> <p>ACTION: Clerk to chase E.On to expedite the repairs</p>	Clerk
9.	Policies for approval	
9.1	<p>Policy on Responding to Planning Applications</p> <p>Proposed by: Cllr Honess Seconded by: Cllr Lewis</p>	
9.2	<p>Freedom of Information Policy</p> <p>Proposed by: Cllr Sheppard Seconded by: Cllr Beech</p>	
9.3	<p>Reserves Policy</p> <p>Proposed by: Cllr Beech Seconded by: Cllr Sheppard</p>	
10.	Finance	
10.1	<p><u>To approve the payments in the schedule attached to this agenda</u></p> <p>Approved</p>	
10.2	<p><u>To receive the financial statements for the nine months ended 31st December 2022</u></p> <p>The financial statements had been circulated prior to the meeting.</p> <p>Cllr Beech asked for confirmation that the budget for the telephone and broadband is for the village hall. Cllr Thomas confirmed broadband was put in to give access to broadband to residents. It was noted the price is increasing significantly. The Parish Council agreed that the use of broadband needs to be assessed before deciding whether to continue with its provision.</p> <p>ACTION: Clerk to contact Village Hall Committee to establish the usage and by whom and circulate to the Councillors.</p>	Clerk
10.3	<p><u>To consider the level of reserves and earmarked reserves</u></p> <p>The Reserves policy as approved at 9.3 recommends that the Parish Council retain a minimum of 12 months operational costs less regular income (other than the Precept) in general reserve. This protects</p>	

	<p>the finances from unforeseen expenditure and rises in costs.</p> <p>The annual operational costs as budgeted for 2023/24 will be £19,556; regular income relates to the VAT refund and mowing contribution from RBC and is budgeted at £1,850 in a normal year. The level of General Reserves should be £17,706.</p> <p>The reserves are predicted to be about £9,000 at 31st March 2023. This leaves a shortfall in General Reserves of about £8,700.</p> <p>The Parish Council will need to consider the level of reserves in future budget setting and give regard to setting the Precept at a level to enable it to increase its General Reserves. An increase is not considered appropriate for 2023/24 as it is recognised that the cost-of-living crisis is putting considerable pressure on household finances.</p> <p>The Clerk confirmed that no action is required at this stage but Councillors should be aware of the shortfall when considering unbudgeted expenditure.</p>	
10.4	<p><u>To confirm the submission of the Precept declaration</u></p> <p>The Clerk confirmed that the 2023/24 Parish Precept Request Form was submitted, in line with the approved budgets, to Rugby Borough Council on 14th December 2022 ahead of the deadline on 9th January 2023.</p>	

Payee Name	Description of Service	Amount £
M Cox	Village pond signs and repairs to steps	126.00
J Jarman	Website domain – expense claim	11.16
J Jarman	Website annual renewal – expense claim	126.00
Total		£263.16

11.	Volunteer Groups	
11.1	<p><u>To receive an update from Councillors about the volunteer groups they are facilitating</u></p> <p>Streetlights – meeting being arranged for 18th January 2023. Focus will be on the potential for replacing existing stock with lower cost LEDs and improving the lighting in the village. Grants will be looked into as the cost will be over £15k to replace all street lights.</p> <p>Traffic and Speed Watch – no meetings to date as no current feasible actions. Speed aware signs – WCC will not pay for them and have discouraged them in the past.</p> <p>ACTION: Cllr Sheppard to establish WCC current policy on speed aware signs</p> <p>Flood Action Plan and Flood Wardens – Bert Ogle to arrange a walk for 28th January to review flood related features in the village; a meeting will be arranged following the walk.</p>	SS
12	Playground	
12.1	<p><u>To receive an update on the obtaining of quotes for the mowing contract</u></p> <p>Out of 11 contractors responding, four have provided quotes ranging from £257 to £684 per cut (16 cuts per annum). References will be obtained from the contractor providing the lowest quote from other Parish Councils for which he carries out work.</p> <p>ACTION: To approve the quote at the next meeting following the satisfactory receipt of references</p>	RH

12.2	<u>To receive an update on the painting of the Igloo</u> Weather has held up the painting. It was agreed that upkeep of the equipment should continue.	
13.	Annual Community Meeting	
13.1	<u>To confirm the date of the 2023 Annual Community Meeting</u> It was agreed that the Annual Community Meeting will be held on 27 th April 2023. ACTION: Agenda item for the next meeting to consider the agenda and format for the Annual Community Meeting	Clerk
14.	Grants	
	<u>To consider a request from the Village Hall Management Committee for a grant towards the kitchen refurbishment</u> Given the shortfall in reserves the Parish Council agreed that it cannot consider any contribution at this time. ACTION: Clerk to contact the Village Hall Committee to explain the financial situation of the Parish Council	Clerk
15.	Coronation	
15.1	<u>To consider the Parish Council contribution to the Coronation celebrations</u> All agreed that the Jubilee Mugs were well received; it was agreed that mugs to commemorate the Coronation should be given to children who live in the parish and who will be aged 12 years or under on the date of the Coronation. ACTION: Cllrs Lewis and Beech to identify mugs, price and children who would be entitled to a mug	ML/MB
16.	Correspondence	
	Email from WRCC re IndieGo Bus Service ACTION: Invitation to next meeting to be sent to present during the Public Participation agenda item	Clerk
17.	Councillors' Reports and Items for the Next Agenda	
	Play Rangers Update on footpath and kiss gates action plan Location of planting of Jubilee Tree in grounds of the Village Hall May 2023 Elections and voting identification Mowing grant for church Mowing contract Annual Community Meeting agenda and format	
18.	Date of the Next Meeting	
	Tuesday, 14 th February 2023 at 7.30pm in the Village Hall	
	The meeting closed at 8.26pm	

Chair

Date.....