

# Willoughby Parish Council

## Minutes of the Ordinary Parish Council Meeting held on Tuesday 9<sup>th</sup> August 2022

		Action
<b>1.</b>	<b>Record of Members Present</b>	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Lewis (ML), M Beech (MB) Clerk: Joanne Jarman	
<b>2.</b>	<b>To receive Apologies</b>	
	None	
<b>3.</b>	<b>To receive Declarations of Personal or Pecuniary Interest</b>	
	None declared.	
<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)	
	<p>One member of the public was present. The following items were raised:</p> <ol style="list-style-type: none"> <li>1. Bulrushes at the corner of Lower Street and Moor Lane – these are obscuring the view in both directions thus significantly increasing the risk of an accident. Cllr Thomas confirmed that he has previously contacted the Localities Officer about this issue and has been informed that the results of an ecological survey are awaited before any work can be carried out. A discussion ensued around possible options as to how to deal with the bulrushes.</li> <li>2. The condition of the verge and hedge between the brook and the pumping station – Cllr Thomas advised that the maintenance of this area is the responsibility of WCC Highways and that the area inside the brook is the responsibility of the landowner.</li> <li>3. The possibility of a gully between the brook and pumping station – Cllr Thomas advised that grips need to be cut in. <b>ACTION: Cllr Thomas to raise points 1 to 3 with the Locality Officer.</b></li> <li>4. The culvert on the opposite side next to the little brook is overgrown. Cllr Thomas advised that this is the responsibility of the landowner. The member of the public agreed to raise this with the landowner.</li> </ol>	<b>MT</b>
<b>5.</b>	<b>To Approve the Minutes of the Meeting held on 19 July 2022</b>	
	Proposed by: Cllr Beech. Seconded by: Cllr Honess.  The minutes were approved as a true record and signed by the Chair.	
<b>6.</b>	<b>To Receive Progress Reports on Outstanding Items not covered later on the agenda</b> (for information only)	
6.1	Street lighting – The update appears later on the agenda due to some late information being received.	
6.2	Faulty street light on Magdalen Road – this has been reported to E.On who have stated that as it is the street light that is due for replacement they are unable to repair it.	
6.3	A quotation for the replacement of the Perspex screen for the notice board at the pond has been obtained. This is included in the schedule of payments for approval.	

6.4	<p>Cllr Honess reported that the notice board in the Amenity Garden has been repainted but noted that the colour match has not provided the expected result. It was agreed that the notice board be repainted in the same paint as the benches.</p> <p><b>Action: Cllr Honess to instruct the handyman to repaint the notice board.</b></p>	RH
7.	<b>Council Policies and Procedures</b>	
7.1	<p><u>To approve the Co-option Policy and Procedure</u></p> <p>Proposed by: Cllr Lewis. Seconded by: Cllr Honess</p>	
8.	<b>Planning</b>	
8.1	<p><u>To respond to planning applications received.</u></p> <p>None</p>	
9.	<b>Highways, Street Lighting and Footpaths</b>	
9.1	<p><u>To receive an update on the replacement of the street light in Magdalen Road</u></p> <p>A discussion took place around the lantern to be used on the replacement street light. It was agreed that the TRT Aspect mini 14W LED lantern and SS3 photo electric cell to provide “all night” lighting would be ordered. This lantern is on the WCC recommended list and currently provides the best value for money. The Clerk will confirm that the colour temperature will be no more than 3000K. The option to have the light go off at predetermined times during the night was considered but not deemed appropriate. The retrofitting of shields will be considered once the light is in place and the impact on houses in the vicinity is established.</p> <p><b>Action: Clerk to instruct E.On to move forward with the replacement of the TRT Aspect mini 14 W LED lantern and SS3 photo electric cell to provide “all night” lighting provided the colour temperature is not more than 3000K.</b></p>	Clerk
9.2	<p><u>To receive an update on the alternative lanterns</u></p> <p>It was agreed to install the TRT Aspect (see 9.1) in Magdalen Road and review the quality of the lighting and to discuss at a later date should the Parish Council decide to move forward with the replacement of all street lights in the village.</p>	
9.3	<p><u>To discuss the report on the footpaths and kiss gates and to consider any next steps</u></p> <p>The report had been distributed prior to the meeting.</p> <p>It was agreed that Cllr Honess draw up an action list.</p> <p>Cllr Lewis noted that WCC will support volunteer groups with equipment and training and that these groups strengthen the position of WCC which could support the Parish Council when requesting future work to be undertaken.</p> <p>Cllr Thomas noted that volunteers have been sought in the past but that the demographics in Willoughby makes recruiting volunteers more difficult.</p> <p><b>Action: Cllr Honess to draw up an action list.</b></p>	RH

<b>10.</b>	<b>Jubilee</b>	
10.1	<p><u>To make arrangements for the acquisition and planting of a Jubilee tree</u></p> <p>It was suggested that the tree be planted in the corner of the playing field, with a plaque, next to the brook at the back. It was agreed that a tree with year-round interest would be most suitable.</p> <p><b>Action: Cllr Honess will research the best type of tree and obtain a quote.</b></p>	<b>RH</b>
<b>11.</b>	<b>Finance</b>	
11.1	<p><u>To approve the payments in the schedule attached to this agenda</u></p> <p>Approved.</p>	
11.2	<p><u>To receive an update on the Village Hall hire charges</u></p> <p>Cllr Thomas advised that the Parish Council will not pay hire charges for its regular meetings with effect from September.</p> <p>The Clerk confirmed that the grant of £450 agreed at the February meeting can now be paid.</p> <p><b>Action: Cllr Thomas to send contact details for the village hall treasurer to the Clerk.</b></p>	<b>MT</b>

Payee Name	Description of Service	Amount £
nPower	Street Lighting - electricity – June	87.74
WALC	Finance for Councillors Course – Cllr Beech	18.00
Metroguard	Replacement of Perspex sheet on board at pond	90.00
WS Gardens	July mowing and strimming	486.00
Numbers Plus	Defib phone service	118.80
Total		<b>£800.54</b>

<b>12.</b>	<b>Village Pond</b>	
12.1	<p><u>To consider the quotation for a safety review of the pond and the surrounding area.</u></p> <p>Cllr Honess advised the Council that a quote for a desktop review had been obtained at a cost of around £500. A full review would be nearer £1,000.</p> <p>Cllr Honess gave the view that the deeper part of the pond is not accessible and that he is not aware of any accidents in the past. A discussion ensued around the risks associated with the village pond. All agreed that the risks are minimal but that the following would be taken forward:</p> <ol style="list-style-type: none"> <li>1. A lifebelt be installed next to the pond</li> <li>2. A policy be put in place to cordon the pond off in the event of it freezing</li> <li>3. The signage around the pond to be reviewed and to include a sign informing people to stay off it if it freezes</li> </ol> <p><b>Action: Clerk to update the risk assessment.</b></p>	<b>Clerk</b>

	<b>Action: Cllr Honess to obtain quotes for a lifebelt, a sign informing people to stay off the ice and a replacement duck sign.</b>	<b>RH</b>
<b>13.</b>	<b>Neighbourhood Watch</b>	
13.1	<p><u>To consider the way forward for Neighbourhood Watch</u></p> <p>Cllr Beech notified the Councillors that Rachel Settle, the current Neighbourhood Watch Coordinator has resigned from the post. Cllr Thomas offered thanks to Rachel on behalf of the Parish Council.</p> <p>Cllr Beech talked through the information available on the Parish Council website and proposed an outline for an advertisement for one or two volunteers to take up the role of Neighbourhood Watch Coordinator.</p> <p>Cllr Lewis suggested that the role could be added to the list of duties for a new Parish Councillor.</p> <p><b>Action: Cllr Beech and Cllr Lewis to liaise to advertise the post in the Willoughby Monthly and on Facebook.</b></p>	<b>MB ML</b>
<b>14.</b>	<b>Annual Community Meeting</b>	
14.1	<p><u>To agree arrangements for the Annual Community Meeting</u></p> <p>Cllr Beech noted that the meeting will start at 7pm on 20<sup>th</sup> September 2022.</p> <p>All agreed that the meeting needs to be as informal as possible and include light refreshments provided by the Parish Council. It was agreed that the room be set up from 5.30pm.</p> <p>Cllr Thomas reiterated that the meeting should be marketed as being the residents' opportunity to give their points of view about what they would like to see happen in the future.</p> <p>The deadline for the return of the survey is Friday 12<sup>th</sup> August 2022. The results will be collated and used to inform the agenda for the meeting; a leaflet containing the results and main issues raised by residents will be provided at the meeting and distributed to remaining villagers following the meeting. Cllr Beech is obtaining display boards from RBC and these will be used to display all the comments, themes and ideas from the survey.</p> <p><b>Action: Cllr Beech and Clerk to liaise to draw up an agenda.</b></p> <p>It was agreed that Cllr Thomas would chair the meeting and the Clerk would make notes on the key points and themes.</p>	<b>MB Clerk</b>
<b>15.</b>	<b>The Rose Inn</b>	
15.1	<p><u>To confirm arrangements for a meeting between the new owner and residents</u></p> <p>The new owner has suggested that a meeting be held at the Rose Inn on 7<sup>th</sup> September. It was noted that the Parish Council has only agreed to advertise the meeting and is not organising it.</p> <p><b>Action: Cllr Thomas to contact the owner to agree the wording of the advertisement.</b></p>	<b>MT</b>

<b>16.</b>	<b>Playground</b>	
16.1	<u>To consider the signage around the playing field and to agree next steps</u>  The signage was discussed and it was agreed that it is appropriate and no further action is required.	
16.2	<u>To receive an update on the repairs to the Igloo climbing frame</u>  Cllr Honess has taken advice from the handyman and advised that 20mm safety matting would improve the area and would be more beneficial than replacing the bark and surrounding wood. He advised that the cost would fall within the £550 agreed at the meeting on 19 <sup>th</sup> July 2022.  Proposed by: Cllr Lewis. Seconded by: Cllr Beech  <b>Action: Cllr Honess to acquire the matting and instruct the handyman to carry out the work.</b>	<b>RH Clerk</b>
<b>17.</b>	<b>Play Rangers</b>	
17.1	<u>To receive an update on the Play Ranger sessions</u>  Cllr Lewis provided an update on the Play Ranger sessions. There are 2 more sessions left - 3 of the 5 have been completed, with the first session attended by 20 children, the second by 28 and the third by 15; it was noted that many families were on holiday for the third session. The sessions are attracting mostly under 9s and parents and carers are attending and enjoying the social aspect. Cllr Lewis also noted that the two Play Rangers adapt well to the needs of those present.	
<b>18.</b>	<b>Correspondence</b>	
	None	
<b>19.</b>	<b>Councillors' Reports and Items for the Next Agenda</b>	
19.1	Cllr Beech reported that a total of 45 responses to the community survey have been received so far, with 19 online and 26 on paper.  Cllr Thomas thanked Cllr Beech for her work in producing and managing the survey.	
19.2	Cllr Thomas raised the subject of the co-option to fill the vacancy.  <b>Action: Clerk to send the application form to Cllr Thomas to send to the interested party.</b>  <b>Action: Cllr Thomas to confirm with the first interested party to ensure that he does not want to progress with his application.</b>	<b>Clerk MT</b>
19.3	The Clerk highlighted that she will not be available for the meeting on 11 <sup>th</sup> October 2022.  It was agreed to move the meeting to the 18 <sup>th</sup> October 2022.	
<b>20.</b>	<b>Date of the Next Meeting</b>	
	Tuesday, 13 September 2022 at 7.30pm in the Village Hall	
	The meeting closed at 8.44pm	

Chair .....

Date.....