

Willoughby Parish Council

Agenda

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 4 October 2022 at 7.30pm, to which you are summoned for the transaction of the following business

Summons	Cllr Mike Thomas, Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis
Invitees	The General Public, Cllr Howard Roberts (WCC) and Cllr Emma Crane (RBC) Stuart Sheppard
Meeting Chair	Cllr Mike Thomas (Chair)
Minute Taker	Joanne Jarman (Parish Clerk)

The meeting is open to the public and the press, who are welcome to attend the duration of the meeting* and may raise questions or comment on agenda items during Public Participation.

Members of the public are not expected to speak at any other time during the meeting.

*Occasionally members of the public may be asked to leave the meeting if the council resolves to consider 'confidential business'.

- 1. Record of Members Present**
- 2. To Receive Apologies and the Reasons for Such Absence**
- 3. To receive Declarations of Personal or Pecuniary Interest**
- 4. Public Participation - to receive any questions or presentations from the public**
(15 minutes will be allowed for this item)
- 5. To approve the Minutes of the Meeting held on 9 August 2022**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 6.1 Village Hall grant
 - 6.2 Update on Magdalen Road street light replacement
 - 6.3 Update on issues raised by the member of public at the last meeting
- 7. Councillor Vacancy**
 - 7.1 To consider applications for the vacant post and next steps
- 8. Council Policies and Procedures**
 - 8.1 To approve the Risk Assessment
 - 8.2 To approve the Scheme of Delegation
 - 8.3 To approve the Data Protection policy
- 9. Planning Applications**
 - 9.1 To consider planning applications received
- 10 Highways, Street Lighting and Footpaths**
 - 10.1 To consider the recommendations and quote for a Jubilee tree
 - 10.2 To consider the action plan for the footpaths and kiss gates
 - 10.3 To receive an update on the repainting of the notice board
 - 10.4 To consider maintenance proposals for the A45 bus shelter
- 11. Finance**
 - 11.1 To approve the payments in the schedule attached to this agenda
 - 11.2 To consider the budgets for 2023/24
 - 11.3 To consider remaining opted-in into SAAA external auditor central procurement regime
(see Clerk's Report)
 - 11.4 To confirm the completion of the external audit
 - 11.5 To receive the accounts for the six months ended 30 September 2022

12. Annual Community Meeting

12.1 To consider the actions from the meeting and the next steps.

13. Village Pond

13.1 To consider the quotation for a lifebelt

13.2 To consider the quotation for a sign instructing people to keep off the ice and a replacement duck sign

14. Playground

14.1 To receive an update on the repairs to the Igloo climbing frame

14.2 To consider the offer from Cllr Honess to complete the mowing programme for 2022

15. Play Rangers

15.1 To receive an update on the Play Ranger sessions

16 Neighbourhood Watch

16.1 To receive an update on the response to the advertisement in the Willoughby Monthly

17. Correspondence (for information only)

None

18. Councillors' Reports and Items for the Next Agenda

To report on minor matters of information not included elsewhere on the agenda and to raise items for future agendas

19. Date of the next meeting: 8 November 2022**SCHEDULE OF PAYMENTS TO BE APPROVED on 4 OCTOBER 2022**

Payee Name	Description of Service	Amount £
RoSPA	Inspection checklist and playground inspection	141.00
WALC	Communicating with your Community - Cllr Lewis	18.00
WALC	Managing difficult people and conversations - Cllr Beech	18.00
J Jarman	3 hours overtime to attend Community Survey meeting and preparation	39.00
WS Gardens	Mowing - August	270.00
nPower	Street light electricity - July	89.06
Willoughby Village Hall	Hire of hall - 18.1.2022 to 12.7.2022 - 16 hours @ £6 per hour	96.00
M Cox Handyman	Igloo and noticeboard repairs – invoice 02	347.50
Baskets and Bunches	Sympathy Flowers – S 137	50.00
PKF Littlejohn LLP	External Audit fees	240.00
nPower	Street light electricity – August	88.49
Cllr Thomas	Expenses for Community meeting	17.35
Cllr Honess	Ring binders for Books of Condolences	6.58
Total		£1,420.98

Parish Clerk – Joanne Jarman

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