

Willoughby Parish Council

Agenda

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 14 February 2023 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, Cllr Stuart Sheppard
Invitees	The General Public, Cllr Howard Roberts (WCC) and Cllr Emma Crane (RBC)
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 10 January 2022**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 6.1 Willoughbrook Planning Application
 - 6.2 Speed aware signs – WCC policy to be ascertained
 - 6.3 Village Hall grant
 - 6.4 IndieGo Bus Service – an invitation to the meeting was sent on 11th January 2023
- 7. Planning Applications**
 - 7.1 R23/0072 – Ivy Barn, Lower Street – demolition of existing sheds and replacement with outbuildings for garden/household storage, incorporating Photovoltaic cells to pitched roof
- 8. Highways, Street Lighting and Footpaths**
 - 8.1 To receive an update on the kiss gate and footpath action plan
 - 8.2 To provide an update on faulty street lights
 - 8.3 To receive an update on the location for planting a Jubilee Tree
 - 8.4 To obtain quotes for the street light maintenance
 - 8.5 To discuss the clearance of overgrown plants on Magdalen Road to Main Street footpath
- 9. Emergency Plan**
 - 9.1 To consider the need for an updated Emergency Plan and the next steps
- 10. Finance**
 - 10.1 To approve the payments in the schedule attached to this agenda
 - 10.2 To consider the renewal cost of the broadband at the Village Hall
 - 10.3 To consider the request for a grant towards the mowing costs at the Church
 - 10.4 To confirm the submission of the VAT reclaim for the nine months ended 31st December 2022

- 10.5 To consider the acquisition of a flag for the Coronation
- 11. Playground**
- 11.1 To ratify the appointment of the contractor to undertake the mowing
- 11.2 To receive an update on the painting of the Igloo
- 12. Annual Community Meeting**
- 12.1 To consider the format and agenda for the 2023 Annual Community Meeting
- 13. 2023 Elections**
- 13.1 To provide an update on the 2023 elections process
- 13.2 To approve the Voter ID poster for non-internet users
- 14. Coronation**
- 14.1 To receive an update on the Coronation mugs
- 15. Play Rangers**
- 15.1 To consider the provision of the Play Ranger event and the next steps
- 16. Policies and Procedures**
- 16.1 To approve the Procedure for Applying for a Grant
- 17. Clerk CiLCA enrolment**
- 17.1 To confirm the Clerk's enrolment onto the CiLCA course on 1st April 2023
- 17.2 To approve the initial course cost of £50 for the WALC CiLCA Introduction and Unit 1
- 17.3 To approve the SLCC fee – 50% share of £450, being £225
- 18. Neighbourhood Watch**
- 18.1 To consider the future of Neighbourhood Watch in the Parish
- 19. Correspondence** (for information only)
None
- 20. 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
- 21. Date of the next meeting:** 14th March 2023

SCHEDULE OF PAYMENTS TO BE APPROVED on 14 FEBRUARY 2023

Payee Name	Description of Service	Amount £
nPower	Electricity – November	109.70
nPower	Electricity - December	123.73
Willoughby Village Hall	Hire of village hall for Volunteer group meetings	60.00
Willoughby Village Hall	Contribution towards electricity costs for the defibrillator	50.00
Willoughby Village Hall	Broadband – annual charge (50%)	151.20
Post Office	Postage for charge card – Petty cash	2.05
nPower	Electricity – January	120.10
Total		£616.78

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