

Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 8th April 2025

		Action
1.	Record of Members Present	
	Councillors M Beech (MB) (Chair), G Ash (GA) R Honess (RH) M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
2.	To receive Apologies	
	None	
3.	To receive Declarations of Personal or Pecuniary Interests	
	None	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	One member of the public was present. The poor state of repair of the wooden gate at the top of Pye Court was raised. Cllr Honess will contact the WCC Public Rights of Way Officer. Cllr Dale Keeling attended. Cllr Honess asked if there was an update on the repairs to Sawbridge Road; Cllr Keeling will follow up on this.	
5.	To Approve the Minutes of the Ordinary Parish Council Meeting held on 11th February 2025	
	Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <i>It was resolved that the minutes of the Parish Council meeting held on 11th March 2025 be approved.</i>	
6.	To receive Progress Reports on Outstanding Items not covered later on the agenda	
6.1	<u>Planning application reference – R25/0183 – Site near Gate Farm</u> A no objection response was submitted on 12 th March 2025. The application was approved on 21 st March 2025.	
6.2	<u>Planning application reference – R25/0018 – Rose Inn</u> A no objection response was submitted on 12 th March 2025	
6.3	<u>Planning application reference – R25/0019 – Rose Inn</u> A no objection response was submitted on 12 th March 2025	
6.4	<u>Email to Cllr Dale Keeling</u> An email was sent to Cllr Dale Keeling on 12 th March 2025 thanking him for his support with the grips and tarmacking of the grass verge and for funding these out of his delegated budget.	
6.5	<u>Appointment of Cllr Ash as a signatory</u> The forms to appoint Cllr Ash as a signatory were signed at the meeting.	

7.	Planning	
7.1	Planning application reference: R25/0065 – Old Filling Station, London Road, Willoughby Partial change of use of the current office/storage area of the hand car wash (Sui Generis), to a convenience store (Class E(a)) – withdrawn by applicant/agent on 26 th March 2025	
8.	Highways, Street Lighting and Footpaths	
8.1	<u>To receive an update on the damage caused by the running of cows through the village</u> The verges have been repaired. The Clerk has emailed the farmer and their family to thank them for the work they have put in.	
9.	Playground	
9.1	<u>To receive an update on the playground maintenance action plan</u> Cllrs Honess and Lewis have carried out the cleaning of the equipment. The hole where a hand hold used to be on the climbing wall has been repaired with a bolt. Basketball area – the top grill is joined to the post by a shackle of which half was missing – Cllr Lewis has made a shackle to repair it. The Parish Council thanked Cllrs Lewis and Honess for their work and also the village hall committee for the use of their water and electricity.	
10.	Finance	
10.1	<u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Honess, Seconded by: Cllr Beech. <i>It was resolved that the payments in the schedule be approved.</i>	
10.2	<u>To consider the financial statements for the year end 31st March 2025</u> Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. Cllr Sheppard confirmed that the quarterly checks carried out prior to the meeting were satisfactory. <i>It was resolved that the financial statements be approved.</i>	
10.3	<u>To approve the Annual Governance and Accountability Return – Section 1</u> Proposed by: Cllr Lewis, Seconded by: Cllr Ash. <i>It was resolved that Section 1 of the Annual Governance and Accountability Return be approved.</i>	
10.4	<u>To approve the Annual Governance and Accountability Return – Section 2</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <i>It was resolved that Section 2 of the Annual Governance and Accountability Return be approved.</i>	
10.5	<u>To confirm the dates of the period for the Exercise of Public Rights</u> Proposed by: Cllr Beech, Seconded by: Cllr Honess. <i>It was resolved that the dates of the period for the Exercise of Publics Rights, being 3rd June to 14th July 2025, be approved.</i>	
10.6	<u>To approve the Certificate of Exemption – AGAR 2024/25</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Ash. <i>It was resolved that the Certificate of Exemption for 2024/25 be approved.</i>	
10.7	<u>To approve the setting up of clerk@willoughbyparishcouncil.org email address at a cost of £11.20 per month in accordance with the requirements of the 2025 edition of the Practitioners Guide</u> Proposed by: Cllr Beech, Seconded by: Cllr Lewis . <i>It was resolved that the setting up of clerk@willoughbyparishcouncil.org at a cost of £11.20 per month be approved.</i> ACTION: clerk@willoughbyparishcouncil.org email address to be set up	Clerk

10.8	<p><u>To confirm the submission of the annual VAT claim of £1,582.10</u></p> <p>The annual VAT claim was submitted on 2nd April 2025. The refund was received into the bank account on 4th April 2025.</p>	
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SCHEDULE OF PAYMENTS TO BE APPROVED on 8th APRIL 2025

Payee Name	Description of Service	Amount £
Greenstone Contracts	Mowing - March	341.22
Tomato Energy	Streetlight electricity – January and February 2025	0.68
Tomato Energy	Streetlight electricity – March	42.92
Willoughby Monthly	2025 costs (50% to be refunded from Willoughby Charities)	226.76
Unity Trust	Bank charges	6.00
WALC	Subscription	182.00
Total		£799.58

11.	Annual Community Meeting	
11.1	<p><u>To confirm arrangements for the Annual Community Meeting</u></p> <p>Meeting to be held on 29th April 2025 at 7pm</p> <p>Agenda items:</p> <ul style="list-style-type: none"> Preferred Option Local Plan and Lodge Farm Leader of Stand Against Lodge Farm (SALFV) campaign group to be invited to attend the meeting and to give a talk/presentation Community Action Report – celebrating volunteers <p>Agenda to be published by Monday 20th April 2025</p> <p>Councillors to meet at 6.30pm to set the room up, Cllr Sheppard to buy refreshments.</p>	
12.	Play Rangers	
12.1	<p><u>To consider the arrangements for the Play Rangers</u></p> <p>Cllr Lewis had circulated the correspondence from RBC. Cllr Lewis proposed that the Play Rangers sessions go ahead, 5 sessions starting on 21st July 2025, from 12 until 2pm, with 2 play rangers per session. The cost is £21.30 per hour per play ranger, being £426.</p> <p>Seconded by: Cllr Beech</p> <p><i>It was resolved to arrange the Play Ranger sessions</i></p>	
13.	Policies	
13.1	<p><u>To consider the Risk Register</u></p> <p>Cllr Honess proposed that the Risk Register be approved.</p> <p>Seconded by: Cllr Ash</p> <p><i>It was resolved that the Risk Register be approved.</i></p>	
14.	Rugby Borough Local Plan	
14.1	<p><u>To note the dates for the Local Plan Preferred Option consultation</u></p> <p>RBC's preferred option, to find sites for over 3,000 more homes than the current allocation, is to use a dispersal strategy but two of the 'reasonable alternative' scenarios include the Lodge Farm</p>	

	development for almost 2,700 homes on both sides of the A45 starting one field away from Willoughby. The consultation runs from 24 th March to 19 th May 2025.	
14.2	<u>To consider the Parish Council's response to the Preferred Option Consultation</u> Cllrs Beech and Ash are members of the SALFV committee. Cllr Beech proposed that the Parish Council submit its own response. ACTION: Draft Parish Council response to be circulated for comments, to be approved at the meeting on 13th May 2025.	MB
14.3	<u>To consider how to engage residents in responding to the consultation</u> Objectives are: <ul style="list-style-type: none"> to object to the inclusion of Lodge Farm as a 'reasonable alternative' in RBC's current preferred option plan; and to call on RBC to exclude Lodge Farm from the next version of the plan - the Regulation 19 Submission Plan. <p>Engagement with local people was discussed, including on Facebook, the noticeboard, the Parish Council website and the Willoughby Monthly. Options to support residents in making their responses include: providing possible responses online for residents to choose from and adapt before emailing to RBC, letters for residents to post to RBC, providing information at the Annual Community Meeting, Willoughby Society events, village organisations' meetings, Pop Up Café, Soup and Social, in leaflets, door to door. Standard letters were discussed and whether they will have an impact; one letter/petition with many signatories was also considered.</p> <p>Volunteers could be sought to support the process at the Annual Community Meeting.</p> <p>Parish Council briefing to go on the website. Cllr Beech will prepare an A5 flyer to go into the May edition of the Willoughby Monthly.</p>	MB
15.	Correspondence	
	Precept The first instalment of £8,738.50 was paid into the bank account on 7 th April 2025.	
16.	Councillors Reports	
	None	
17.	Items for the Next Agenda	
	Policies for review at Annual Parish Council meeting Internal auditor's report Approval of Parish Council submission to the Local Plan consultation.	
18.	Date of the Next Meeting	
18.1	13 th May 2025 at 7.00pm in the Village Hall – Annual Parish Council meeting.	
	The meeting closed at 8.10pm	

Chair.....

Date