

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 19th July 2022

		Action
1.	Record of Members Present	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Lewis (ML), M Beech (MB) Clerk: Joanne Jarman	
2.	To receive Apologies	
	Cllr Crane sent her apologies. No other apologies were received.	
3.	To receive Declarations of Personal or Pecuniary Interest	
	None declared.	
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. No questions were received.	
5.	To Approve the Minutes of the Meeting held on 14 June 2022	
	Proposed by: Cllr Honess. Seconded by: Cllr Lewis. The minutes were approved as a true record and signed by the Chair.	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	The request for the Rose Inn to be nominated as an asset of community value has been submitted to Rugby Borough Council for consideration. Confirmation of the receipt of the nomination form was received by Cllr Beech on 23rd June 2022. Rugby Borough Council has eight weeks to make their decision and must inform the Parish Council, the owner and the tenant of that decision, giving their reasons.	
6.2	The direct debit mandate related to nPower invoices is now in place.	
6.3	Cllr Lewis made contact with the resident who made an offer of a community vehicle and drafted an entry for the August Edition of the Willoughby Monthly.	
6.4	Cllr Honess sent an email regarding the kiss gates to Cllr Roberts on 22nd June 2022. No response has been received to date.	
6.5	Cllr Lewis reported that the work on all 8 the benches is complete. The invoice for the work has been received – see agenda item 11.5. Cllr Lewis highlighted that the benches will need painting annually. It is estimated that this will cost about £300 per annum. It was agreed that this should be included in the annual budget. ACTION: budget to include £300 per annum for maintenance of the benches.	Clerk

7.	Councillor Vacancy	
7.1	<p>Cllr Thomas informed the group that a resident has indicated an interest in joining the Parish Council.</p> <p>It was noted that another resident has observed several meetings but that work commitments means that now might not be the right time for him to join the Parish Council.</p> <p>It was agreed that an informal discussion be held with the resident who has indicated an interest.</p>	
8.	Parish Council Policies and Procedures	
	<p>It was agreed to adopt the following policies:</p> <ul style="list-style-type: none"> • The Health and Safety at Work Policy. <p>Proposed by: Cllr Beech. Seconded by: Cllr Honess. Motion passed. The policy will be posted on the Parish Council website.</p>	
9.	Planning	
9.1	<p><u>To respond to planning applications received.</u></p> <p>None</p>	
10.	Highways, Street Lighting and Footpaths	
10.1	<p><u>To receive an update on the replacement of the street light in Magdalen Road</u></p> <p>E.On has been asked to provide a comparison between the TRT Aspect Mini 19W LED lantern and SS3 photo electric cell to provide “all night” lighting, which is the system included in the quote, and the Holophane S-Line soft white 18w LED lantern. The latter system has been installed in a village in West Northamptonshire and has received positive feedback from residents. The Clerk reported that no comparison has been provided by E.On. The Clerk also reported that a quote has been received for the Holophane lantern and it is just under 37% more than the TRT Aspect lantern.</p> <p>A discussion ensued around the existing sodium street lamps; it was noted that any future street lights, including the one on Magdalen Road, will only be replaced by LED lanterns going forward. Cllrs Thomas and Beech and the Clerk have inspected a local installation of the TRT system.</p> <p>It was agreed that the Clerk will contact the manufacturer of the Holophane lantern to determine why the cost is significantly higher, a comparison between the TRT and the Holophane systems and the location of any local installations that could be visited. It was also agreed that the decision on which system to use for the replacement of the street light in Magdalen Road will be deferred until further information is obtained.</p> <p>ACTION: Clerk to contact the manufacturer of the Holophane lantern to determine why the cost is significantly higher, a comparison between the TRT and the Holophane systems and the location of any local installations that could be visited.</p> <p>It has been reported that the street light on Magdalen Road appears to remain on all day.</p> <p>ACTION: Clerk to contact E.On to report the fault.</p>	<p>Clerk</p> <p>Clerk</p>
11.	Finance	
11.1	<p><u>To approve the payments in the schedule attached to this agenda.</u></p> <p>Proposed by: Cllr Lewis. Seconded by: Cllr Beech The payments were approved.</p>	

11.2	<u>To review the financial statements for the quarter ended 30th June 2022</u> The financial statements had been circulated prior to the meeting. No questions were raised.	
11.3	<u>To consider the quotation for the refurbishment of the Parish Council noticeboard in the Amenity Garden</u> Cllr Lewis reported that the noticeboard needs sanding and staining: he has informed the handyman that, in his view, this will take 3.5 hours. Cllr Honess confirmed that this has been verbally confirmed to him during a conversation about the Igloo. The work will also require a tin of stain, which will cost around £40. The total cost of labour and materials is estimated to be c.£100. Proposed by: Cllr Honess. Seconded by: Cllr Lewis. Cllr Lewis reported that the handyman is extremely busy.	
11.4	<u>To consider the Village Hall hire charges</u> Cllr Thomas reported that he has asked the Chair of the Village Hall committee to consider not charging the Parish Council for hire of the Hall. The committee is meeting this week and will discuss this. ACTION: Cllr Thomas to report back at the next meeting.	MT
11.5	<u>To consider the verbal quote to for repairing the last bench</u> Cllr Lewis informed the group that the original quote for the eighth bench was excessive and that he had carried out some preparatory work which had reduced the cost. The total cost for all 8 benches comes to £590.50, being just under £74 per bench. The Clerk asked the Councillors to approve the invoice that has been submitted. Proposed by: Cllr Honess. Seconded by: Cllr Beech.	

Payee Name	Description of Service	Amount £
WS Gardens	Mowing – June 2022	432.00
WS Gardens	Mowing – Village Festival	150.00
nPower	May street lighting - electricity	97.22
J Ray	AED Pads for defibrillator – ratification – approved via email	142.00
Unity Trust	Service Charges	18.00
Total		£839.22

12.	Village Pond	
12.1	<u>To consider the health and safety issues associated with the Village Pond</u> A discussion ensued around the depth of the pond, water quality testing and the potential need for a lifebelt. While the pond is shallow in areas, there are also parts up to 8 feet deep. Signage was also	

	<p>discussed and all agreed this needs to be more prominent. Various other considerations were discussed including a board giving advice on feeding of the ducks and the addition of lily pads to the pond.</p> <p>It was agreed that in the interests of health and safety a site survey of the pond and suggested equipment should be considered.</p> <p>ACTION: Quotation for a site survey of the Village Pond, to include suggested equipment, to be obtained.</p> <p>It was also reported that the Perspex screen on the wildlife poster needs replacing.</p> <p>ACTION: Quotation for a replacement of the Perspex screen to be obtained.</p>	<p>RH Clerk</p> <p>RH Clerk</p>
13.	Flags	
13.1	<p><u>To consider quotations for a Willoughby flag to fly on special occasions on the flagpole being erected at the Village Hall and to decide whether or not to proceed.</u></p> <p>Cllr Lewis has not yet received the artwork for a Willoughby flag. Cllr Lewis advised that a flag would cost around £100 and the advice is that two or three flags should be obtained as flags do not have a very long useful life. A discussion ensued around the responsibility of the Parish Council to fund a Willoughby flag.</p> <p>It was agreed that the Parish Council will not fund the purchase of a Willoughby flag.</p>	
14.	Annual Community Meeting	
14.1	<p><u>To consider the community survey (previously circulated) and, if approved, to agree production, distribution and return date</u></p> <p>Cllr Beech reported that the survey had been agreed and tested by all Councillors via email. Due to the forthcoming school holidays the survey had been distributed over the previous weekend.</p> <p>A reminder will be issued in the next Willoughby Monthly.</p> <p>The return date is 12th August 2022.</p> <p>It was noted that this date is after the next meeting; it was agreed that Cllr Beech will provide an update on any responses received at the next meeting.</p> <p>ACTION: Update on responses to the survey to be provided at the next meeting.</p>	MB
15.	Playground	
15.1	<p><u>To consider a request for dogs on leads to be permitted in the playground</u></p> <p>Cllr Beech had circulated a link to the Public Spaces Protection Order (PSPO) – Dog Control as published on Rugby Borough Council website.</p> <p>Cllr Beech had also circulated guidance from RoSPA prior to the meeting.</p> <p>A discussion ensued around the potential dangers to children of dogs being allowed into play areas. It was noted that dogs are not allowed on the playing field, which includes the play area and if dogs were to be allowed onto the field the play area would need to be fenced off. Cllr Beech made reference to the RoSPA guidance indicating that should dogs be allowed into play areas daily monitoring of the playing field would need to take place and this would be an onerous task.</p>	

	<p>It was also highlighted that dogs are allowed along the bridle path that crosses the football field but must remain on a lead.</p> <p>It was proposed that dogs on leads continue to not be permitted in the playground other than to cross the bridle path on leads.</p> <p>Proposed by: Cllr Thomas. Seconded by: Cllr Beech</p> <p>Cllr Thomas also noted that the signage around the playing field needs reviewing.</p> <p>ACTION: signage to be reviewed.</p>	RH
16.	Play Rangers	
16.1	<p><u>To receive an update on the status of the Play Rangers</u></p> <p>Cllr Lewis provided an update on the Play Rangers. Sessions start on 25th July, from noon to 2pm. There will be a total of 5 sessions, the last one being on 22nd August. There will be a range of themes.</p> <p>The sessions have been publicised on Willoughby Facebook and 200 flyers have been delivered.</p> <p>Cllr Lewis will be responsible for collecting the key to the Village Hall and for its opening and closing to enable toilet access. Cllr Lewis will be the link with the head Play Ranger to ensure any issues are resolved.</p>	
17.	Correspondence	
	None	
18.	Councillor Training	
	<p><u>To consider the recording of Councillor training</u></p> <p>The Clerk will be maintaining a record of training and asked that the Councillors send her copies of training certificates. Cllr Beech has passed over the certificates that she holds for all Councillors.</p>	
19.	Councillors' Reports and Items for the Next Agenda	
19.1	Cllr Honess reported that the footpath on the A45 has been mown.	
19.2	<p>Cllr Honess reported on the outstanding issue from the last playground inspection being insufficient depth of the bark; one tonne of bark and replacement of the decking boards would be needed to resolve the issue. A discussion ensued around potential options and the use of the Igloo. All agreed that it is a well-used piece of equipment.</p> <p>Cllr Honess confirmed that the handyman has agreed to complete the work by the end of August, which will be in time for the next inspection due in September.</p> <p>The cost of materials and labour is estimated at £550.</p> <p>Proposed by: Cllr Honess, Seconded by: Cllr Lewis</p>	
19.3	Cllr Lewis noted that 28 Jubilee mugs have all been distributed, most at the festival and others delivered, and that they have been well received.	
19.4	Cllr Thomas referred to the bulrushes in the brook on the corner of Lower Street and Moor Lane. He has raised this with the Locality Officer at WCC. The clearing of the brook had been waiting for an ecological survey by WCC. The issue has been outstanding for 9 months.	

19.5	Cllr Lewis reported on a section of the brook where the roadside edge is showing signs of collapse. A resident has reported this to WCC Highways who has indicated that someone will come out to look at it.	
19.6	Items for the Next Agenda: To agree arrangements for the Annual Community Meeting To discuss the arrangements for the acquisition and planting of a Jubilee tree To consider the way forward for Neighbourhood Watch	
20.	Date of the Next Meeting	
	Tuesday, 9 August 2022 at 7.30pm in the Village Hall	
	The meeting closed at 8.29pm	

Chair

Date.....