

Willoughby Parish Council

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 10 October 2023 at 7.30pm, to which you are summoned for the transaction of the following business

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| Summons | Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard |
| Invitees | The General Public, Cllr Howard Roberts and Cllr Dale Keeling |
| Meeting Chair | Cllr Maggie Beech |
| 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 12th September 2023**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 6.1 Planning Appeal reference – R22/1276
 - 6.2 Tree work at the pond – email to contractor
 - 6.3 Donation to Warwickshire Conservation Volunteers
 - 6.4 Emergency Planning Document
 - 6.5 Grant to village hall
- 7. Planning Applications**
 - 7.1 Planning Application Reference: R23/0913 – Navigation Farm, Construction of an Agricultural Building
 - 7.2 Planning Application Reference: R23/0914 – Navigation Farm, Construction of an Agricultural Building
- 8. Highways, Street Lighting and Footpaths**
 - 8.1 To receive an update on the public footpaths and bridleways
 - 8.2 To receive an update on the walkabout with Cllr Keeling
 - 8.3 To receive an update on the tree work at the village pond
 - 8.4 To receive an update on the street lighting on Woolscott Road
 - 8.5 To note that work is ongoing to finalise quotes for the street light upgrade
 - 8.6 To note the monthly inspection of the playground
- 9. Finance**
 - 9.1 To approve the payments in the schedule attached to this agenda
 - 9.2 To receive the financial statements for the six months to 30th September 2023
 - 9.3 To receive the External Auditor Report and Certificate 2022/23
 - 9.4 To receive the notice of conclusion of audit

- 9.5 To consider the appointment of the internal auditor
- 10. Neighbourhood Development Plan review**
- 10.1 To receive an update on the Neighbourhood Development Plan review
- 11. Councillor Vacancy**
- 11.1 To receive an update on the Councillor Vacancy
- 12. D-Day 80**
- 12.1 To consider D-Day 80 celebrations – 6th June 2024
- 13. Civility and Respect Pledge**
- 13.1 To consider signing up to the Civility and Respect Pledge
- 13.2 To approve the Dignity at Work Policy
- 13.3 To consider the training programme for councillors and the clerk
- 14. Correspondence** (for information only)
None
- 15. Councillors' Reports**
To report on minor matters of information not included elsewhere on the agenda
- 16. Items for the Next Agenda**
- 17. Date of the next meeting:** 14th November 2023

SCHEDULE OF PAYMENTS TO BE APPROVED on 10th OCTOBER 2023

| Payee Name | Description of Service | Amount £ |
|-----------------------|---|------------------|
| Moore | External audit fee | 252.00 |
| Rugby Borough Council | 4 x Play Ranger sessions | 320.00 |
| Greenstone Contracts | September mowing | 672.00 |
| Thomas of Flecknoe | Hedge trimming – Hayward Lodge and playground | 96.00 |
| Unity Trust | Service Charge | 18.00 |
| | | |
| | | |
| Total | | £1,358.00 |



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