

# Willoughby Parish Council

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 12 December 2023 at 7.30pm, to which you are summoned for the transaction of the following business

<b>Summons</b>	Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard
<b>Invitees</b>	The General Public, Cllr Dale Keeling
<b>Meeting Chair</b>	Cllr Maggie Beech
<b>Minute Taker</b>	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'.

## AGENDA

- 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 14<sup>th</sup> November 2023**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**  
(For information only)
  - 6.1 Appointment of internal auditor
- 7. Planning Applications**
  - 7.1 Planning reference: R23/1166 – The Lodge, Moor Lane – Variation of Condition 7 attached to planning permission reference R14/1423 – Erection of replacement dwelling
  - 7.2 Planning reference: R23/1167 – The Lodge, Moor Lane – Installation of bi-fold doors
- 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 street lighting on Woolscott Road
  - 8.3 To confirm the approval of the borrowing for the street light project by the Department for Levelling Up, Housing and Communities
  - 8.4 To approve the appointment of Electricity Network Contractors to carry out the street light upgrade
  - 8.5 To note the monthly inspection of the playground and to receive an update on the annual inspection
- 9. Finance**
  - 9.1 To approve the payments in the schedule attached to this agenda
  - 9.2 To approve the CiLCA registration for the intake on 1<sup>st</sup> February 2024 and to approve the cost of £225 (£450 shared)
  - 9.3 To confirm receipt of the accounts for the year ended 31 December 2022 for the Willoughby Educational Foundation
  - 9.4 To confirm receipt of the accounts for the year ended 31 December 2022 for the Willoughby Charity
  - 9.5 To confirm submission of the Willoughby Children's Playing Field 2023 annual return

**10. Councillor Vacancy**

10.1 To receive an update on the Councillor Vacancy

**11. Christmas period**

11.1 To consider the arrangements for the Christmas period

**12. Policies**

12.1 Disciplinary and Grievance Procedures

**13. Correspondence** (for information only)

None

**14. Councillors' Reports**

To report on minor matters of information not included elsewhere on the agenda

**15. Items for the Next Agenda**

**16. Date of the next meeting:** 9<sup>th</sup> January 2024

**SCHEDULE OF PAYMENTS TO BE APPROVED on 12<sup>th</sup> DECEMBER 2023**

Payee Name	Description of Service	Amount £
RoSPA	Playground Inspection (£260 + VAT)	312.00
PWLB	Loan administration fee	25.00
Greenstone Contracts	November mowing	300.00
D&D Tree Surgery	Drain clearance	280.00
Warwickshire Conservation Volunteers	Brook clearance	90.00
Total		<b>£1,007.00</b>



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