

Willoughby Parish Council

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 14 November 2023 at 7.30pm, to which you are summoned for the transaction of the following business

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'.

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 10th October 2023**
6. **To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 6.1 Planning application references: R23/0913 and R23/0914 – Navigation Farm, Construction of Agricultural buildings
 - 6.2 Civility and Respect Pledge
7. **Planning Applications**
 - 7.1 None
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 tree work at the village pond
 - 8.3 To receive an update on the street lighting on Woolscott Road
 - 8.4 To consider the final report and recommendations on the street light upgrade
 - 8.5 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 consider the appointment of the internal auditor
 - 9.3 To consider the budgets for 2024/25
10. **Councillor Vacancy**
 - 10.1 To receive an update on the Councillor Vacancy
11. **Biodiversity Statement**
 - 11.1 To approve the Biodiversity Statement
12. **Meeting dates – 2024/2025**
 - 12.1 To agree the meeting dates for 2024/2025

13. Neighbourhood Development Plan Review

13.1 To receive an update on the Neighbourhood Development Plan review

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: 12th December 2023

SCHEDULE OF PAYMENTS TO BE APPROVED on 14th NOVEMBER 2023

Payee Name	Description of Service	Amount £
J Jarman	Postage – CCLA	3.45
Arbolution Tree Services	Tree work – Woolscott Road and Duck Pond	984.00
nPower	Street light electricity – September	94.27
Kirkwells Ltd	Support with review of Willoughby NDP and editorial changes	346.80
Warwickshire Conservation Volunteers	Donation towards the clearing of brook opposite the village hall	100.00
Greenstone Contracts	October mowing	672.00
D Dunkley	Drain clearance	340.00
nPower	Street light electricity – October	105.89
Total		£2,646.41



Parish Clerk – Joanne Jarman

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