

# Willoughby Parish Council

## Minutes of the Ordinary Parish Council Meeting held on Tuesday 10<sup>th</sup> October 2023

		<b>Action</b>
<b>1.</b>	<b>Record of Members Present</b>	
	Councillors M Beech (MB) (Chair), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
<b>2.</b>	<b>To receive Apologies</b>	
	Cllr D Keeling	
<b>3.</b>	<b>To receive Declarations of Personal or Pecuniary Interest</b>	
	None	
<b>4.</b>	<b>Public Participation</b> <b>To receive any questions or presentations from the public</b> (15 minutes will be allowed for this item)	
	One member of the public was present. The resident raised the issue of flooding on Moor Lane and Lower Street and asked what measures are being put in place to ensure the vegetation and bulrushes are regularly cut down to reduce the risk of flooding. Cllr Beech reported on the progress of the Flood Action Group (FLAG). The raised tarmac at the junction of Moor Lane and Lower Street is on WCC's schedule of future works but no timescale has been given. An ecology report in 2022 suggested possible evidence of water voles in the brook; as a result, WCC can only carry out work with an ecologist present. Undergrowth can be cut down to 10cm between October and February, a bucket can be used to remove the silt and manual raking can take place to remove bulrush rhizomes. FLAG will be asking the Parish Council to contact WCC Highways to request that work to the brook is undertaken as a matter of urgency.	
<b>5.</b>	<b>To Approve the Minutes of the Meeting held on 12<sup>th</sup> September 2023</b>	
	Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. <b>Approved</b>	
<b>6.</b>	<b>To Receive Progress Reports on Outstanding Items not covered later on the agenda</b> (for information only)	
6.1	R22/1276 – Willoughby House – Construction of three detached dwelling houses, car ports and associated works including demolition of existing buildings – appeal made to Secretary of State against the decision of Rugby Borough Council to refuse to grant consent – an objection was submitted along with the reasons stated in the minutes of 12 <sup>th</sup> September 2023.	
6.2	Tree work at the pond - an email was sent to the contractor on 13 <sup>th</sup> September 2023 giving them a deadline of 15 <sup>th</sup> October 2023 to complete the work. An invoice for outstanding work was also requested. No response has been received to either request. In the event that no response is forthcoming Cllr Honess will obtain a quote from an alternative contractor.	
6.3	Warwickshire Conservation Volunteers submitted an invoice for £60; the invoice has been paid.	
6.4	The Emergency Planning document has been uploaded to the website and publicised in the News section of the website, in the October edition of the Willoughby Monthly and on Facebook.	
6.5	The grant of £450 to the village hall was paid on 13 <sup>th</sup> September. The Committee passed on its thanks to the Parish Council.	

7.	<b>Planning</b>	
7.1	<p><u>Planning Application Reference: R23/0913 – Navigation Farm, Construction of Agricultural Building</u> The application was discussed. Cllr Lewis abstained from the vote. The remaining three councillors voted to submit a no objection response. <b>ACTION: It was agreed that a No Objection response be submitted.</b></p>	Clerk
7.2	<p><u>Planning Application Reference: R23/0914 – Navigation Farm, Construction of Agricultural Building</u> The application was discussed. Cllr Lewis abstained from the vote. The remaining three councillors voted to submit a no objection response. <b>ACTION: It was agreed that a No Objection response be submitted.</b></p>	Clerk
8.	<b>Highways, Street Lighting and Footpaths</b>	
8.1	<p><u>To receive an update on the public footpaths and bridleways</u> Cllr Honess had provided a comprehensive summary of all outstanding issues prior to the meeting. This list formed the basis for the walkabout with Cllr Keeling (agenda item 8.2).</p>	
8.2	<p><u>To receive an update on the walkabout with Cllr Keeling</u> Cllr Dale Keeling, our representative on Rugby Borough Council, visited Willoughby on Saturday, 30 September to see if he could assist Parish Councillors with any issues that needed resolving. The Councillors walked and drove around the village and the wider parish noting a variety of issues, including the state of paths and bridleways, the need for funding to update street lighting, highways issues on Main Street, Moor Lane and Woolscott Road, the lack of completion of the Woolscott Road lights and flooding issues. Cllr Keeling confirmed he would look into these and see if he could unlock any barriers being faced. The Parish Council would like to thank Cllr Keeling for his time and offer of support. The Clerk confirmed that Cllr Keeling has confirmed via email and a telephone call that he has reported all issues.</p>	
8.3	<p><u>To receive an update on the tree work at the village pond</u> See agenda item 6.2</p>	
8.3	<p><u>To receive an update on the street lighting on Woolscott Road</u> Cllr Sheppard continues to chase WCC Highways but has not yet received a response. <b>ACTION: Cllr Sheppard to forward on the contact details of the WCC street lighting officer to the Clerk to forward to Cllr Keeling.</b></p>	SS/ Clerk
8.5	<p><u>To note that work is ongoing to finalise quotes for the street light upgrade</u> Cllr Lewis gave an update. The three contractors were asked to update their quotes for extra work that has been identified. Of the two updated quotes received, the lowest now stands at just under £20K, with the EON quotation outstanding. The lowest quote is for 13.1W lanterns rather than 20W lanterns recommended by the other two quotes. The contractor has offered to install a sample lantern so that it can be established if the wattage will be sufficiently powerful; this will only be paid for if the full installation goes ahead. The benefits of using 13.1W lanterns would be to further reduce our energy bill and reduce our carbon footprint. Cllr Lewis will establish the conditions to this offer. Cllr Lewis has obtained contact details for referees which he will follow up. The contractor has indicated that the quote will stand for 6 months. <b>ACTION: Report and recommendations to be updated to reflect the new quotes.</b></p>	Clerk
8.6	<p><u>To note the monthly inspection of the playground</u> Cllr Honess reported that he has carried out the monthly inspection of the playground and carried out minor repairs. The annual RoSPA inspection is due to take place this month.</p>	
9.	<b>Finance</b>	
9.1	<p><u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Lewis, Seconded by: Cllr Sheppard . <b>Approved</b> The Clerk reported that the second instalment of the Precept was received on 5<sup>th</sup> October 2023.</p>	

9.2	<u>To receive the financial statements for the six months to 30<sup>th</sup> September 2023</u> Proposed by: Cllr Beech, Seconded by: Cllr Honess. <b>Approved</b>  Cllr Beech reported that she had carried out the quarterly inspection of the financial records and confirmed that she was satisfied with the results.	
9.3	<u>To receive the External Auditor Report and Certificate 2022/23</u> The report from the external auditor has been received and has been uploaded to the website.	
9.4	<u>To receive the notice of conclusion of audit</u> The notice of the conclusion of the audit has been uploaded to the website.	
9.5	<u>To consider the appointment of the internal auditor</u> Ant Ray has carried out recent internal audits. The appointment of the internal auditor was discussed. It was proposed that Ant Ray be asked to undertake the internal audit for 2023/24. Proposed by: Cllr Lewis. Seconded by: Cllr Beech. <b>Approved</b>  <b>ACTION: Ant Ray to be asked to carry out the internal audit for 2023/24</b>	<b>Clerk</b>

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		<b>£1,358.00</b>

<b>10</b>	<b>Neighbourhood Development Plan Review</b>	
10.1	<u>To receive an update on the Neighbourhood Development Plan (NDP) review</u> The NDP is reviewed every two years to ensure it remains up to date. A schedule of minor modifications is being produced in collaboration with Rugby Borough Council and the planning consultant, who supported the Parish Council in developing the original plan. These modifications mainly update census information and references to the new national planning framework published in September. The policies remain the same. The modified NDP will go to a Rugby Borough Council meeting for approval in due course.	
<b>11.</b>	<b>Councillor Vacancy</b>	
11.1	<u>To receive an update on the Councillor Vacancy</u> The vacancy has been advertised on the website and notice board, in the Willoughby Monthly and on Facebook. No expressions of interest have been received.	
<b>12.</b>	<b>D-Day80</b>	
12.1	<u>To consider D-Day 80 celebrations – 6<sup>th</sup> June 2024</u> The Pageantmaster of D-Day 80 is seeking to achieve the lighting of 80 beacons across every county in England and Wales. Willoughby does not have a beacon so cannot take part.	

<b>13.</b>	<b>Civility and Respect Pledge</b>	
13.1	<p><u>To consider signing up to the Civility and Respect Pledge</u>  There have been growing concerns throughout the local government sector about the impact of bullying, harassment and intimidation on parish and town councils, councillors and council staff. The National Association of Local Councils and the Society of Local Council Clerks along with One Voice Wales have responded by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.</p> <p>The aim of the Working Group is to deliver tangible resources, actions and interventions in the following areas:</p> <ul style="list-style-type: none"> <li>• Providing councils with the tools to support good governance</li> <li>• Lobbying to strengthen the standards regime and to encourage more people to get involved</li> <li>• Training</li> <li>• Processes to intervene to provide support to struggling councils.</li> </ul> <p>The Clerk gave her view that Willoughby Parish Council is a very respectful council but signing up to the pledge will show the Council's support for the sector and those people who are subjected to bullying, harassment and intimidation. Signing up will also show to any new councillors the standards of behaviour that we expect. The Clerk confirmed that all the criteria are met by the Parish Council. It was proposed that the Parish Council sign up to the Civility and Respect Pledge.</p> <p>Proposed by: Cllr Lewis, Seconded by: Cllr Sheppard. <b>Approved</b>  <b>ACTION: The Civility and Respect Pledge be signed up to.</b></p>	<b>Clerk</b>
13.2	<p><u>To approve the Dignity at Work Policy</u>  In order to sign up to the Pledge we require a Dignity At Work Policy, which Cllr Beech has drawn up. It was proposed that the policy be approved.  Proposed by: Cllr Beech, Seconded by: Cllr Honess. <b>Approved</b></p>	
13.3	<p><u>To consider the training programme for councillors and the clerk</u>  The training programme was circulated prior to the meeting. It was proposed that the programme be approved.  Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <b>Approved</b></p>	
<b>14.</b>	<b>Correspondence</b>	
	None	
<b>15.</b>	<b>Councillors' Reports</b>	
	Cllr Sheppard reported that the bench in Moor Lane appears to be in a garden; it was confirmed that the bench does belong to the Parish Council.	
<b>16.</b>	<b>Items for the Next Agenda</b>	
	<p>To receive the final report and recommendations on the street light upgrade  To consider the budgets for 2024/25  To consider declaring a Climate Emergency  To consider the Biodiversity Statement</p>	
<b>17.</b>	<b>Date of the Next Meeting</b>	
	Tuesday, 14 <sup>th</sup> November 2023 at 7.30pm in the Village Hall	
	The meeting closed at 8.31pm	

Chair .....

Date.....