

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 12th December 2023

		Action
1.	Record of Members Present	
	Councillors M Beech (MB) (Chair), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
2.	To receive Apologies	
	None.	
3.	To receive Declarations of Personal or Pecuniary Interest	
	None.	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	Cllr Dale Keeling (RBC) was present. Cllr Keeling confirmed that he has not received any further updates on the issues he took forward following the walkabout in the village.	
5.	To Approve the Minutes of the Meeting held on 14th November 2023	
	Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. Approved.	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	Appointment of internal auditor – Bill Robinson has confirmed that he will carry out the 2023/24 internal audit.	
7.	Planning	
7.1	<u>Planning reference: R23/1166 – The Lodge, Moor Lane – Variation of Condition 7 attached to planning permission reference R14/1423 – Erection of replacement dwelling</u> The application is to regularise work that was carried out in 2016. It was agreed that a no objection response be submitted. ACTION: No objection response to be submitted.	Clerk
7.2	<u>Planning reference: R23/1167 – The Lodge, Moor Lane – installation of bi-fold doors</u> The application is to regularise work that was carried out in 2016. It was agreed that a no objection response be submitted. ACTION: No objection response to be submitted.	Clerk
8.	Highways, Street Lighting and Footpaths	
8.1	<u>To receive an update on the public footpaths and bridleways</u> Cllr Honess reported that the WCC Public Rights of Way (PRoW) Officer has agreed to supply the materials needed to infill the two gateways. Volunteers will carry out the work on the gateway in Big Ground and the landowner will carry out the work on the one near Hayward Lodge. It is currently too wet for the materials to be delivered and the work to be carried out.	

8.2	<p><u>To receive an update on the street lighting on Woolscott Road</u> Cllr Sheppard reported that work has not yet started. Cllr Keeling agreed to follow this up with WCC Highways.</p>	
8.3	<p><u>To confirm the approval of the borrowing for the street light project by the Department for Levelling Up, Housing and Communities</u> The Department for Levelling up, Housing and Communities has approved the borrowing of £15,000 to fund the street light upgrade.</p>	
8.4	<p><u>To approve the appointment of Electricity Network Contractors to carry out the street light upgrade</u> As the borrowing has now been approved, it is proposed that Electricity Network Contractors (ENC) be instructed to carry out the street light upgrade in accordance with the quote of £19,675.20 + VAT. The drawdown of the funds from the PWLB will be made two weeks prior to the payment of the invoice.</p> <p>Cllr Lewis confirmed that ENC can start work between Christmas and the new year. The two broken street lights will be prioritised.</p> <p>Proposed by: Cllr Lewis, Seconded by: Cllr Beech. Approved. ACTION: Electricity Network Contractors to be instructed to carry out the work. The contract to be sent to the Clerk.</p>	ML
8.5	<p><u>To note the monthly inspection of the playground and to receive an update on the annual inspection</u> Cllr Honess reported no issues.</p> <p>It has become apparent that we were not on the automatic inspection system with RoSPA for the annual playground inspection. RoSPA has now been instructed to carry out the inspection but as we are now out of their usual season for inspections this will be at an increased cost. RoSPA has confirmed that we are now on the automatic inspection system.</p>	
9.	Finance	
9.1	<p><u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. Approved.</p>	
9.2	<p><u>To approve the CiLCA registration for the intake on 1st February 2024 and to approve the cost of £225 (£450 shared)</u> The next intake for registration with the SLCC is on 1st February 2024. The cost is £450 which will be shared with the other Parish Council for which the Clerk acts. It was proposed that the cost of the registration be approved.</p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Lewis. Approved.</p>	
9.3	<p><u>To confirm receipt of the accounts for the year ended 31 December 2022 for the Willoughby Educational Foundation</u> The Parish Council confirmed receipt of the accounts.</p>	
9.4	<p><u>To confirm receipt of the accounts for the year ended 31 December 2022 for the Willoughby Charity</u> The Parish Council confirmed receipt of the accounts.</p>	
9.5	<p><u>To confirm submission of the Willoughby Children's Playing Field 2023 annual return</u> The Clerk confirmed that the annual return has been submitted to the Charity Commission</p>	

Payee Name	Description of Service	Amount £
RoSPA	Playground inspection	312.00
Warwickshire Conservation Volunteers	Donation towards the clearing of brook opposite village hall	90.00
Greenstone Contracts	November mowing	300.00
D&D Tree Surgery	Drain clearance	280.00
PWLB	Administration fee	25.00
Total		£1,007.00

10	Councillor Vacancy	
10.1	<u>To receive an update on the Councillor Vacancy</u> No expressions of interest have been received. Rugby Borough Council has confirmed that we can continue with the co-option process.	
11.	Christmas Period	
11.1	<u>To consider the arrangements for the Christmas period</u> The Clerk will be taking annual leave from 20 th December 2023 until 2 nd January 2024 (inclusive). During this time emails will be monitored and urgent matters dealt with. An out of office will be put on the Clerk's email.	
12.	Policies	
12.1	<u>Disciplinary and Grievance Procedure</u> The recent WALC newsletter highlighted that some smaller councils have policies in place that are not appropriate to their size. WALC recommends that ACAS procedures for small organisations are used to ensure they are easy to follow and appropriate to the resource capability of the council. To this end the Disciplinary and Grievance Procedures have been revised and are submitted for approval. Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. Approved.	
13.	Correspondence	
	The Clerk read out the local MP's Christmas card and letter.	
14.	Councillors' Reports	
	Cllr Honess noted that the mowing contract has come to an end. He will write to Greenstone Contracts to thank them for their work and request a quote for 2024/25. Cllr Honess will also request a quote from the previous contractors. ACTION: quotes for 2024/25 mowing contract to be obtained.	RH
15.	Items for the Next Agenda	
	Approval of budgets for 2024/25 Neighbourhood Development Plan Reserves Policy review Submission of PWLB loan drawdown application and direct debit	

	Willoughby Monthly – contribution to printing costs Councillor Vacancy Mowing contract Woolscott Road street light update Progress report on the installation of the street lights	
16.	Date of the Next Meeting	
	Tuesday, 9 th January 2024 at 7.30pm in the Village Hall	
	The meeting closed at 8.03pm	

Chair

Date 12th