

Willoughby Parish Council

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

		Action
1.	Record of Members Present	
	Councillors M Beech (MB) (Chair), R Honess (RH), S Sheppard (SS) Clerk: Joanne Jarman	
2.	To receive Apologies	
	Cllr Lewis – personal reasons	
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 Keeling joined the meeting at 7.50pm. Cllr Keeling reported that he recently carried out a walkabout with Parish Councillors in Flecknoe at which maintenance work was identified that he could assist with. Cllr Keeling suggested carrying out a similar walkabout in Willoughby. A date was provisionally agreed for 10.30am on 30 th September. Councillor Keeling left the meeting at 8.02pm. ACTION: Clerk to email Cllr Keeling with the provisional date, copying all councillors in. Councillors to be asked to provide a list of issues to Cllr Honess ahead of the meeting.	Clerk
5.	To Approve the Minutes of the Meeting held on 8th August 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	Planning Reference - R23/0645 – Navigation Farm – Lawful Development Certificate – a no comment response was submitted.	
6.2	Planning Reference - R23/0702 – Ivy House Farm – Extension of an Existing Stable Block and Development of an Equestrian Arena/Manege - a no objection response was submitted for the extension along with an objection as noted in the minutes of the last meeting to the arena/manege.	
6.3	Willoughby Children’s Playing Field Charitable Trust – it has not been possible to submit the changes to the Trustees and signatories as the Charity Commission changed its logging in procedure on 31st July 2023 which resulted in a request being made for new logging in details; these are still awaited.	
7.	Planning	
7.1	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 The Parish Council’s response to the appeal was discussed. It was agreed that an objection be submitted on the following basis:	

	<ul style="list-style-type: none"> The proposed development is a considerable distance outside the village settlement boundary in the open countryside. The location is unsustainable. The Willoughby Neighbourhood Development Plan, Policy W8 (Providing Suitable Homes – House Types and Sizes) does not support more 4-bedroom houses in the Willoughby Neighbourhood Plan Area, as there is no identified need for them. <p>ACTION: Clerk to submit an objection response on the basis stated.</p>	Clerk
8.	Highways, Street Lighting and Footpaths	
8.1	<p><u>To receive an update on the public footpaths and bridleways</u> Cllr Honess continues to chase Warwickshire’s Rights of Way Officer to finish work on two gate infills.</p> <p>ACTION: Agenda item for the next meeting.</p>	Clerk
8.2	<p><u>To receive an update on the tree work at the village pond</u> Cllr Honess reported that the contractor has not yet carried out the work. It was agreed that the Clerk write to the contractor giving a deadline of 15th October 2023 for the work to be completed; if the work is not completed by the deadline, the Parish Council will consider that the arrangement is at an end and will no longer require their services. An invoice for any work carried out to date will also be requested.</p> <p>ACTION: Clerk to write to the contractor giving a deadline for the work and requesting an invoice.</p> <p>ACTION: Agenda item for the next meeting.</p>	Clerk Clerk
8.3	<p><u>To receive an update on the street lighting on Woolscott Road</u> Cllr Sheppard has tried to contact WCC Highways but received an out of office reply.</p> <p>ACTION: Agenda item for the next meeting.</p>	Clerk
9.	Finance	
9.1	<p><u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Honess, Seconded by: Cllr Sheppard . Approved</p>	
9.2	<p><u>To approve the grant of £450 to the Village Hall</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Beech. Approved</p>	
9.3	<p><u>To consider making grants of £100 each to Air Ambulance and CAB</u> Councillors discussed whether making the grants would benefit the local community and agreed not to award them this year due to limited financial resources.</p>	
9.4	<p><u>To consider making a donation to the Warwickshire Conservation Volunteers for work at Hayward Lodge</u> Hayward Lodge is owned by the Parish Council. Historically, the Willoughby Society has ‘commissioned’ and paid for the work of the volunteers in tidying up the Lodge but its income is stretched. The Chair of the Willoughby Society has arranged a tidy up which is planned for 20 September 2023.</p> <p>A donation was discussed as the work will be of benefit to the local community.</p> <p>It was proposed that the Parish Council make a donation of £100 to the Conservation Volunteers for work at Hayward Lodge.</p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Honess. Approved</p> <p>ACTION: Clerk to arrange for the donation to be paid.</p>	Clerk

Payee Name	Description of Service	Amount £
nPower	Street light electricity – July	94.66
nPower	Street light electricity – August	93.32
St Nicholas PCC	Electricity for church clock	275.00
B Ogle	Lashing straps and strakes	32.97
Greenstone Contracts	Mowing – August	720.00
Willoughby Village Hall	FLAG meeting room hire – 18.7.2023 and 22.8.2023	24.00
Numbers Plus	Annual Defibrillator contract	118.80
Total		£1,358.75

10	Play Rangers	
10.1	<p><u>To receive an update on the Play Ranger Sessions</u> The four sessions were reasonably well attended and were completed without any “accidents” or negative happenings. The Village Hall toilet facilities were used but the hall was not required for any of the activities. Two, and sometimes, three Play Rangers were present for all sessions and were all accepted by the assembled children. The sessions were mainly made up of female children in the 3 to 13 age group, well supported by their parents/guardians. The weather held up well, the children seemed to enjoy themselves and Cllr Lewis received good feedback from adults and Play Rangers. Attendance was as follows:</p> <ul style="list-style-type: none"> ● 31.7.2023 – 19 children, 9 adults ● 7.8.2023 – 17 children, 8 adults ● 14.8.2023 – 20 children, 10 adults ● 21.8.2023 – 20 children, 10 adults <p>The Councillors thanked Cllr Lewis for arranging and attending the sessions.</p>	
11.	Risk Assessment	
11.1	<p><u>To review the risk assessment</u> The updated risk assessment had been circulated prior to the meeting. The updates have been shown in red.</p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. Approved</p>	
11.2	<p><u>To consider and approve the Emergency Planning document</u> The updated Emergency Planning document had been circulated prior to the meeting. The document provides information that will be of use to residents in the event of an emergency. The document will be available on the Parish Council website; paper copies will be available from the Clerk.</p> <p>Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. Approved</p> <p>ACTION: Clerk to publicise the document on Facebook, including a link to the website.</p>	Clerk

12.	Councillor Vacancy	
12.1	<p><u>To receive an update on the Councillor Vacancy and to consider the next steps</u> As the post is vacant following the election, Rugby Borough Council has confirmed that we can continue with the co-option process.</p> <p>ACTION: Vacancy to be advertised on the website, in the Willoughby Monthly and on Facebook. Cllr Sheppard to draft an advert.</p>	SS/Clerk
13.	Correspondence	
	None	
14.	Councillors' Reports	
	<p><u>Junction of Main Street/Lower Street/Moor Lane</u> The Flood Action Group has been informed that Highways are going to lower the profile of the tarmac on the road at this junction, so that floodwater from Main Street will flow down Moor Lane, rather than turning right into Lower Street as happens at present, because of the sizeable 'mound' in the road. The Chair of the group is asking for a timescale for when the work might be done.</p>	
15.	Items for the Next Agenda	
	<p>To receive the report and recommendations on the street light upgrade To receive an update on the walkabout with Cllr Keeling To receive an update on the Neighbourhood Development Plan review</p>	
16.	Date of the Next Meeting	
	Tuesday, 10 th October 2023 at 7.30pm in the Village Hall	
	The meeting closed at 8.37pm	

Chair

Date.....