

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 13th June 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)	
	None	
5.	To Approve the Minutes of the Meeting held on 16th May 2023	
	Proposed by: Cllr Honess, Seconded by: Cllr Sheppard Approved	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	Bank mandate update - the amendment to the bank mandate has been submitted.	
6.2	The Notice of Public Rights was posted on the notice board and website in time for the deadline on 4 th June 2023.	
6.3	The AGAR and supporting documents have been submitted to the external auditor. An acknowledgement has been received.	
6.4	Co-opted Councillor vacancy advertisement - a notice has been posted on the notice board, website and Facebook. No applications have been received to date.	
6.5	Hedges on Longdown Lane - Cllr Honess has inspected the hedges at the junction of Longdown Lane and the A45 and considers that no action is required at this stage. Cllr Honess confirmed that the bushes at the Woolscott Lane and A45 junction have been trimmed back.	
7.	Planning	
7.1	None	
8.	Highways, Street Lighting and Footpaths	
8.1	<u>To receive an update on the kiss gate and footpath action plan</u> Kiss gates at Pye Court and at the Lower Street end of the Shrubberies footpath Following investigations by Cllr Honess, it was agreed that no work be carried out as the gates are well established and do not cause substantial problems for residents.	

	<p>Pathway by The Old School House and the Lower Street end of the Shrubberies footpath The Rights of Way Officer (RWO) from Warwickshire County Council has advised that both pathways are fit for purpose.</p> <p>ACTION: The Clerk to contact the Localities Officer to request that the pathway by The Old School House and the path on the Shrubberies be added to the work schedule when resurfacing work is next carried out in the parish.</p> <p>Gateway near Hayward Lodge - infill The RWO is arranging a meeting with the owner and tenant to arrange to supply and lay some hardcore.</p> <p>Gateway at Big Ground - infill The RWO has confirmed that WCC will supply the necessary hardcore. Volunteers will be needed to move it into place.</p> <p>ACTION: Cllr Honess to contact the RWO to arrange for the hardcore to be delivered to the site.</p> <p>Cllr Honess noted that the ROW Department has limited funds available.</p> <p>Cllr Honess reported that the top hinge on the kiss gate into the playing field extension has pulled out the bolts and is therefore inoperable. The gate has been taped off until it can be repaired.</p>	<p>Clerk</p> <p>RH</p>
8.2	<p><u>To receive an update on the Shrubberies kiss gate</u> See minute 8.1 above</p>	
8.3	<p><u>To receive an update on the street lighting upgrade on Woolscott Road</u> No update was available.</p> <p>ACTION: Agenda item carried forward.</p>	SS/Clerk
8.4	<p><u>To receive an update on the "20 is plenty" signs</u> Cllr Sheppard has contacted the "20 is plenty" campaign; there is a cost to the signage.</p> <p>ACTION: Cllr Sheppard to erect the two donated signs, one at the A45 end of Main Street and the other where Lower Street meets Main Street.</p> <p>The acquisition of further signs will be considered once the impact of the two signs has been assessed.</p>	SS
8.5	<p><u>To receive an update on WCC responsibilities for informing residents that hedges need to be trimmed</u> No update was available.</p> <p>ACTION: Agenda item carried forward</p>	SS/Clerk
8.6	<p><u>To consider the quote for a double headed lantern on the footpath from Magdalen Road to Main Street</u> A quote of £692.02 plus VAT has been received to install a double headed lantern at the bottom of the footpath from Magdalen Road to Main Street. The quote was not considered acceptable and will not be progressed.</p>	
8.7	<p><u>To receive an update on the ash trees on Lower Street</u> Following concerns raised by a resident and branches falling into the road, Cllr Honess has obtained advice that four trees between the pond and Woolscott Road on Lower Street have ash dieback and other afflictions.</p>	

	Cllr Honess has contacted the owner of the land who has confirmed that action will be taken.	
9.	Finance	
9.1	<u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Lewis. Approved	
9.2	<u>To acknowledge the receipt of a grant of £1,250 from the Willoughby Educational Foundation</u> The Willoughby Educational Foundation has made a grant to the Parish Council for an amount of £1,250. The grant is to assist with the upkeep and maintenance of the village playing field and to contribute to the cost of the play rangers and Jubilee/Coronation mugs. The Parish Council noted its thanks. The Clerk confirmed that she has written to the Foundation to thank them for the very generous grant.	

Payee Name	Description of Service	Amount £
WALC	Subscription	161.00
WALC	Chairs' training	36.00
Greenstone Contracts	May mowing	545.00
nPower	April Electricity	105.94
M Beech	Storage boxes	25.00
M Cox	Painting of Igloo	285.00
nPower	May electricity	101.77
Hvis.co.uk	Hi Vis vests for flood wardens	74.73
ICO	Data Protection fee	35.00
Total		£1,369.44

10	Play Rangers	
10.1	<p><u>To confirm the dates for the Play Rangers sessions</u> There will be four Play Ranger sessions taking place from noon until 2pm on the following dates:</p> <ul style="list-style-type: none"> ● Monday 31st July 2023 ● Monday 7th August 2023 ● Monday 14th August 2023 ● Monday 21st August 2023 <p>The Village Hall committee has confirmed that the hall toilets will be available and that the hall can be used in the event of bad weather at no cost. The total cost of the Play Rangers will be £240.</p>	
10.2	<p><u>To confirm the advertising of the sessions</u> 100 Leaflets have been ordered. The sessions will be advertised on the notice board, website, Willoughby Monthly and Facebook. Leaflets will also be delivered to every household.</p> <p>ACTION: Cllr Lewis to order an additional 100 leaflets and send a soft copy to the Clerk.</p>	<p>MB/Clerk</p> <p>ML/Clerk</p>

11.	Councillor Responsibilities																															
11.1	<p><u>To consider and agree Councillors' responsibilities</u></p> <p>The following responsibilities were agreed:</p> <table border="0"> <tr> <td>Cllr Beech</td> <td>Cllr Lewis</td> </tr> <tr> <td>Planning</td> <td>Street Lighting</td> </tr> <tr> <td>Neighbourhood Plan Review</td> <td>Play Rangers</td> </tr> <tr> <td>Website/Noticeboard</td> <td>Telephone Box Exchange Library - Liaison</td> </tr> <tr> <td>Flood Action Group – Liaison</td> <td></td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Cllr Honess</td> <td>Cllr Sheppard</td> </tr> <tr> <td>Management of Outdoor Areas including:</td> <td>Highways - Reporting and Liaison</td> </tr> <tr> <td>• Mowing</td> <td>Police - Liaison</td> </tr> <tr> <td>• Pond</td> <td>Benches and Bus Shelters - Inspection and</td> </tr> <tr> <td>• Playing Field - Inspections and</td> <td>Maintenance</td> </tr> <tr> <td>• Trees and Hedges</td> <td></td> </tr> <tr> <td>• Footpaths and Bridleways</td> <td></td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Allotments – Liaison</td> <td></td> </tr> </table>	Cllr Beech	Cllr Lewis	Planning	Street Lighting	Neighbourhood Plan Review	Play Rangers	Website/Noticeboard	Telephone Box Exchange Library - Liaison	Flood Action Group – Liaison		 		Cllr Honess	Cllr Sheppard	Management of Outdoor Areas including:	Highways - Reporting and Liaison	• Mowing	Police - Liaison	• Pond	Benches and Bus Shelters - Inspection and	• Playing Field - Inspections and	Maintenance	• Trees and Hedges		• Footpaths and Bridleways		 		Allotments – Liaison		
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12.	Correspondence																															
	None																															
13.	Councillors' Reports and Items for the Next Agenda																															
	<p>Cllr Beech reminded councillors that the annual Willoughby Festival will be held on 1st July on the playing field. Cllr Honess was asked to arrange for the field to be mowed in such a way that little or no grass is left lying on it.</p> <p>ACTION: Cllr Honess to arrange for an additional mowing ACTION: Clerk to notify Parish Council insurers to confirm that the public liability insurance will cover the event.</p> <p>Items for the next Agenda:</p> <ul style="list-style-type: none"> • Applications for the Co-opted Councillor vacancy • Financial statements for the quarter ended 30th June 2023 • Report on ash trees in Lower Street • Broken kiss gate at the playing field • Update from the street lighting group 	RH Clerk																														
17.	Date of the Next Meeting																															
	Tuesday, 11 th July 2023 at 7.30pm in the Village Hall																															
	The meeting closed at 8.23pm																															

Chair

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