

# Willoughby Parish Council

**Minutes of the Ordinary Parish Council Meeting held on Tuesday 14<sup>th</sup> November 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>	
	None.	
<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)	
	<p>Cllr Dale Keeling (RBC) and two members of the public were present.</p> <p>Cllr Keeling reported the following:</p> <ul style="list-style-type: none"> <li>• Cllr Roberts and his wife have resigned as County Councillors. A by-election will take place in December.</li> <li>• the Mayor of Rugby will be available to attend an event in the village next year.</li> <li>• Cllr Butlin, WCC, is supporting with chasing for outstanding work to be completed. It was noted that yellow markings have appeared on the roads and that the footpath outside the Amenity Garden has been repaired.</li> </ul> <p>The Parish Council thanked Cllr Keeling for his support and attendance. Cllr Keeling left the meeting.</p> <p>A resident supported the street light upgrade and highlighted the Dark Sky initiative.</p> <p>The Parish Council thanked Jackie Hesketh for looking after the telephone box book exchange.</p>	
<b>5.</b>	<b>To Approve the Minutes of the Meeting held on 10<sup>th</sup> October 2023</b>	
	Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <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	Planning application references: R23/0913 and R23/0914 – Navigation Farm, Construction of Agricultural buildings – no objection responses were submitted to both applications.	
6.2	Civility and Respect Pledge – the certificate confirming that the Parish Council has signed up to the pledge has been uploaded to the website.	
<b>7.</b>	<b>Planning</b>	
7.1	None.	

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 reported that the WCC Public Rights of Way Officer will visit on 15<sup>th</sup> November 2023 to follow up on the outstanding work.</p>	
8.2	<p><u>To receive an update on the tree work at the village pond</u>  Cllr Honess reported that the tree work at the pond and on Woolscott Road has now been completed and reflected good value for money. It was noted that Woolscott Road is not the Parish Council's responsibility and, going forward, concerns should be reported to WCC Highways.</p>	
8.3	<p><u>To receive an update on the street lighting on Woolscott Road</u>  Cllr Sheppard reported that work is due to start on the installation in November.</p>	
8.4	<p><u>To consider the final report and recommendations on the street light upgrade</u>  A report on the proposal to upgrade the street lights to LED was posted on the Parish Council website at the end of October. The report was publicised on the notice board, in the Willoughby Monthly, on the Parish Council website and on the village Facebook page. Residents were invited to give their views.</p> <p>A survey carried out in July 2022 resulted in 66% of respondents supporting the upgrade of the street lights with 40% being concerned about an increase in the Precept. Cllr Lewis confirmed that the street light upgrade will be self-funding and there will be no increase in the Precept relating to the upgrade. A sample street light has been installed; confirmation will be obtained that it is Dark Sky approved. Cllr Lewis reported that the resident who lives close to the sample street light has confirmed that it provides better coverage with minimal backlighting.</p> <p>Cllr Lewis thanked the members of the action group, Bert Ogle, Steve Palmer and Tony Gasser and the Parish Clerk for their hard work in progressing the project. Cllr Beech added her thanks on behalf of the Parish Council and particularly thanked Cllr Lewis for his work on leading the project.</p> <p>A resolution was proposed to seek the Secretary of State's approval for the borrowing of £15,000 repayable over a 10-year period and that the Chair and Responsible Financial Officer sign the completed Parish and Town Borrowing Application form for submission to WALC. The annual loan repayments will be £1,930.78. It was also confirmed that the project is self-funding and no increase in the Precept will be required.</p> <p>The Parish Council undertakes to notify the Department for Levelling Up, Housing and Communities (DLUHC), as soon as reasonably practicable, in the event:</p> <ul style="list-style-type: none"> <li>• Of not exercising the approval, or</li> <li>• It finds that the original amount requested is greater than the actual borrowing need</li> </ul> <p>Proposed by: Cllr Lewis, Seconded by: Cllr Beech. <b>Resolution passed.</b></p> <p>Once approval has been received, it is proposed that the quote for £19,675 + VAT be accepted and Electricity Network Contractors be appointed to carry out the work; £4,675 will be paid out of reserves.</p> <p>Proposed by: Cllr Lewis, Seconded by: Cllr Beech. <b>Approved.</b></p> <p><b>ACTION: Parish and Town Borrowing Application Form to be submitted to WALC</b></p>	Clerk
8.5	<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; no issues were reported. The annual RoSPA inspection has still not taken place. The Clerk will chase this as the lack of inspection could impact on our insurance cover.</p> <p><b>ACTION: RoSPA inspection to be chased.</b></p>	Clerk

<b>9.</b>	<b>Finance</b>	
9.1	<p><u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <b>Approved.</b> There are two payments on the Schedule of Payments relating to the matters below:</p> <p><u>Section of the brook opposite the Village Hall</u> The Parish Council has made arrangements for the Warwickshire Conservation Volunteers to carry out clearance work on 22<sup>nd</sup> November or, possibly the 29<sup>th</sup>, depending on the weather.</p> <p><u>Drain alongside the village car park</u> Arrangements have been made to clear this part of the drain on 24<sup>th</sup> November. The Parish Council owns the car park and, as there is considerable growth in the drain and on the banks, this must be cleared to ensure free flow of the water coming down from the A45.</p> <p>It should also be noted that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. The Clerk's pay will be adjusted in line with the agreement.</p>	
9.2	<p><u>To consider the appointment of the internal auditor</u> Ant Ray has confirmed that he will not be carrying out the internal audit for 2023/24. The Parish Council's thanks have been passed to Ant for the audits that he has carried out and for his support of the Parish Council. The Parish Council is asked to approve the sourcing of an internal auditor. Proposed by: Cllr Beech, Seconded by: Cllr Lewis: <b>Approved</b> <b>ACTION: Internal auditor to be approached to consider undertaking the 2023/24 internal audit</b></p>	<b>Clerk</b>
9.3	<p><u>To consider the budgets for 2024/25</u> The budgets for 2024/25 have been drafted and were presented for discussion. It is proposed that the final budgets will be presented for approval at the January meeting.</p> <p>The Parish Council owns the public clock on the church; the mechanism will need replacing at some point. £2,000 has been put into the budgets over the next three years to cover potential repairs.</p> <p>It was noted that the cost of street light electricity was an estimate in the budgets for 2023/24.</p>	

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 the Willoughby NDP and editorial changes	346.80
Warwickshire Conservation Volunteers	Donation towards the clearing of brook opposite village hall	100.00
Greenstone Contracts	October mowing	672.00
D Dunkley	Drain clearance	340.00
nPower	Street light electricity – October	105.89
<b>Total</b>		<b>£2,646.41</b>

<b>10</b>	<b>Councillor Vacancy</b>																									
10.1	<u>To receive an update on the Councillor Vacancy</u> No expressions of interest have been received.																									
<b>11.</b>	<b>Biodiversity Statement</b>																									
11.1	<p><u>To approve the Biodiversity Statement</u> Under the Natural Environment and Rural Communities Act 2006 there is a public duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making. This duty has been reinforced under the Environment Act 2021 which requires the Parish Council to consider what action to take for biodiversity by 1<sup>st</sup> January 2024 and to agree policies and objectives.</p> <p>Objective 1 of the Neighbourhood Development Plan is to ensure that the rural landscape character and biodiversity of the parish is protected and enhanced. This objective will be progressed through Policies W1 to W4 – Protecting and Enhancing Rural Landscape, Protecting Significant Local Views, Community-led Renewable Energy Schemes and Green and Blue Infrastructure in Willoughby.</p> <p>To ensure the Parish Council meets its obligations under both the legislation and the NDP, a Biodiversity Statement is being put forward for approval.</p> <p>Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. <b>Approved.</b></p>																									
<b>12.</b>	<b>Meeting dates – 2024/25</b>																									
12.1	<p>The proposed dates are as follows:</p> <table border="0"> <tr> <td>9<sup>th</sup> January 2024</td> <td>13<sup>th</sup> February 2024</td> <td>12<sup>th</sup> March 2024</td> <td>9<sup>th</sup> April 2024</td> </tr> <tr> <td>14<sup>th</sup> May 2024 – to include the Annual Parish Council Meeting</td> <td></td> <td></td> <td>11<sup>th</sup> June 2024</td> </tr> <tr> <td>9<sup>th</sup> July 2024</td> <td>13<sup>th</sup> August 2024</td> <td>10<sup>th</sup> September 2024</td> <td>8<sup>th</sup> October 2024</td> </tr> <tr> <td>12<sup>th</sup> November 2024</td> <td>10<sup>th</sup> December 2024</td> <td>14<sup>th</sup> January 2025</td> <td>11<sup>th</sup> February 2025</td> </tr> <tr> <td>11<sup>th</sup> March 2025</td> <td>8<sup>th</sup> April 2025</td> <td></td> <td></td> </tr> <tr> <td>13<sup>th</sup> May 2025 – to include the Annual Parish Council Meeting</td> <td></td> <td></td> <td></td> </tr> </table> <p>The proposed date for the Annual Community Meeting is 17<sup>th</sup> April 2024.</p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Honess. <b>Approved.</b></p>	9 <sup>th</sup> January 2024	13 <sup>th</sup> February 2024	12 <sup>th</sup> March 2024	9 <sup>th</sup> April 2024	14 <sup>th</sup> May 2024 – to include the Annual Parish Council Meeting			11 <sup>th</sup> June 2024	9 <sup>th</sup> July 2024	13 <sup>th</sup> August 2024	10 <sup>th</sup> September 2024	8 <sup>th</sup> October 2024	12 <sup>th</sup> November 2024	10 <sup>th</sup> December 2024	14 <sup>th</sup> January 2025	11 <sup>th</sup> February 2025	11 <sup>th</sup> March 2025	8 <sup>th</sup> April 2025			13 <sup>th</sup> May 2025 – to include the Annual Parish Council Meeting				
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<b>13.</b>	<b>Neighbourhood Development Plan Review</b>																									
13.1	<p><u>To receive an update on the Neighbourhood Development Plan Review</u> The modified NDP is on the agenda for approval at the Rugby Borough Council meeting to be held on 13<sup>th</sup> December 2023.</p>																									
<b>14.</b>	<b>Correspondence</b>																									
	<p>A blocked drain on College Road has been reported to WCC Highways, who have confirmed they will clear this.</p> <p>Severn Trent has given notice of a road closure in January to carry out repairs to the hydrant on Main Street near College Farm.</p>																									
<b>15.</b>	<b>Councillors' Reports</b>																									
	Ash trees on Lower Street – four of the trees are to be felled.																									

	FLAG – the flood risk management officer and highways officer from WCC are carrying out a site visit to inspect the brook on 23.11.2023 to establish if there is a need to clear it; this follows the concerns raised by the Parish Council and FLAG. Members of FLAG will attend the visit.	
<b>16.</b>	<b>Items for the Next Agenda</b>	
	Christmas period arrangements	
<b>17.</b>	<b>Date of the Next Meeting</b>	
	Tuesday, 12 <sup>th</sup> December 2023 at 7.30pm in the Village Hall (Cllr Lewis has submitted his apologies)	
	The meeting closed at 8.21pm	

Chair .....

Date.....