

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 18th April 2023

		Action
1.	Record of Members Present	
	Councillors M Thomas (MT), R Honess (RH), M Beech (MB), 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 14th March 2023	
	Proposed by: Cllr Beech, Seconded by: Cllr Honess <i>Agenda item 6.6 of the minutes was amended to add a reference to agenda item 15 of the minutes of 14th June 2022 stating that grants to the PCC contravene the Local Government Act (LGA) of 1894 and no further grants will be given.</i> The amended minutes were approved as a true record and signed by the Chair.	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	Grips on Longdown Lane – the Localities Officer confirmed the grips were cleaned and cut on 22 nd February 2023. It has been suggested to the resident that they contact the Localities Officer directly to discuss their concerns.	
6.2	Cllr Beech submitted a list of those paying for the Coronation mugs to the Clerk. There has been a request for two additional mugs, one of which will be paid for; these will be provided from the original stock bought. The Clerk will commence the process of asking for payment.	
6.3	Planting of the tree to commemorate the reign of Queen Elizabeth II – the tree has been acquired; the plaque will be delivered on 24 th April 2023. Cllr Honess will ensure a hole is dug in readiness for the day so that the tree can be transferred directly from the pot. The tree will be planted at a time just prior to the commencement of the Coronation events. ACTION: Bert Ogle to be invited to plant the tree.	MT
6.4	Coils of barbed wire at the Main Street end of the Shrubbery footpath – Cllr Honess has cleared these.	

7.	Planning	
7.1	<p><u>To consider the policy on the communication of meetings to discuss planning applications</u> Notification of extra meetings to residents was discussed. It was agreed the required notices being placed on the notice board and website is sufficient and meets the legal requirements. It was noted that the Policy on Responding to Planning Applications is available on the Willoughby Parish Council website.</p>	
7.2	<p><u>Planning Reference: R23/0354 – Adjacent to Forge Cottage, Main Street - insertion of two new rooflights</u></p> <p>ACTION: Clerk to submit a No Objections response.</p>	Clerk
7.3	<p><u>Planning reference: R23/0355 – Adjacent to Forge Cottage, Main Street – listed building consent for insertion of two new rooflights onto the north (inner) elevation</u></p> <p>ACTION: Clerk to submit a No Comment response.</p>	Clerk
8.	Highways, Street Lighting and Footpaths	
8.1	<p><u>To receive an update on the kiss gate and footpath action plan</u> Cllr Honess provided an update. The WCC Rights of Way (RoW) Officer is carrying out a site visit (see 8.2) and will be asked to inspect the sites to which she has committed to providing hard core. The cost will come out of the WCC budget for this current year, hence the delay.</p> <p>Pye Court – Cllr Honess will discuss the potential removal of the gate with the property owner.</p> <p>The owner of the footpath across the field between Longdown Lane and the A45 will be contacted again about the repair to the stile at the A45 end.</p> <p>Cllr Honess is responsible for the open public spaces in the village as well as footpaths and bridleways and, as such, will include mowing and playground inspections in his reports.</p>	
8.2	<p><u>To consider the quotes and options for the Shrubbery kiss gate</u> The RoW Officer has agreed to carry out a site visit to provide advice.</p>	
8.3	<p><u>To provide an update on faulty street lights</u> The College Road light has been repaired. No other lights have been reported as faulty. The Street Lighting Group is considering the faux gas light repairs.</p>	
8.4	<p><u>To consider WCC quote for the street light maintenance</u> Cllr Lewis advised that, as the Street Lighting Group is currently reviewing the street lighting, this be put on hold until the review is complete</p> <p>ACTION: Clerk to inform WCC that, as we are undertaking a review of the lighting, we will not go ahead at this time.</p>	Clerk
9.	Finance	
9.1	<p><u>To approve the payments in the schedule attached to this agenda</u> The Clerk noted that the Parish Council is tied into the insurance policy until 1st June 2024.</p> <p>Proposed by: Cllr Lewis, Seconded by: Cllr Sheppard. Approved</p>	
9.2	<p><u>To consider the financial statements for the year ended 31st March 2023</u> A discussion took place around the impact of the Precept on council tax bills. It was highlighted that the Parish Council element, which is based on the budgets approved at the meeting on 13th December 2022, makes up a small part of the annual Council Tax bills. The services provided for this small charge include street lighting and repairs, mowing, playing field upkeep.</p>	

9.3	<u>To approve and sign the Annual Governance and Accountability Return (AGAR) 2022/23 Sections 1 and 2</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Lewis. Approved	
9.4	<u>To consider a contribution of £190 to the printing costs of the Willoughby Monthly</u> Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. Approved	

Payee Name	Description of Service	Amount £
nPower	Electricity – February	105.96
nPower	Electricity – March	115.94
Zurich Municipal	Parish Policy renewal due 1 st June 2023	543.23
R Honess (Brunel Engraving)	Plaque for commemorative tree	96.48
J Edgar (Bernhard's Landscapes)	Commemorative tree	42.00
Total		£903.61

10	Playground	
10.1	<u>To receive an update on the painting of the Igloo</u> As the weather has improved this will be progressed.	
11.	Policies	
11.1	<u>To adopt the Standing Orders</u> Proposed by: Cllr Beech, Seconded by: Cllr Honess. Approved	
11.2	<u>To adopt the Financial Regulations</u> Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. Approved	
11.3	<u>To adopt the Code of Conduct</u> Proposed by: Cllr Lewis, Seconded by: Cllr Beech. Approved	
12.	Annual Community Meeting	
12.1	<u>To confirm the agenda for the Annual Community Meeting</u> Cllr Beech had circulated a proposed agenda prior to the meeting. A hard copy document will be available for members of the public. Information will be posted on the display boards. The meeting will start at 7pm; the Clerk and Councillors to arrive at 6.30pm to set up the hall. ACTION: One-page Action Group reports to be submitted to Cllr Beech by close of play on Monday 24th April 2023.	All
13.	Flood Action Group	
13.1	<u>To consider funding the cost of high vis tabards for twelve flood wardens</u> Cllr Beech presented the case to acquire sleeveless tabards for £54.57 to include delivery and VAT. Proposed: Cllr Honess, Seconder: Cllr Sheppard. Approved	

	ACTION: Cllr Beech to arrange for the details of the order to be sent to the Clerk to place the order	MB Clerk
13.2	<u>To consider sending grant applications under the auspices of the Parish Council</u> It was noted that the Flood Action Group has no official status and as such cannot apply for grants; this applies to all action groups. It was confirmed that the process to apply for a grant would be via the Parish Council. Grant applications should be submitted to the Clerk for consideration and formal approval by the Parish Council; the Clerk will submit any approved applications and manage the allocation of funds.	
14.	Correspondence	
	Service of Church Clock – a payment demand has been received for £243.60. ACTION: Clerk to follow up with Smith of Derby Limited to obtain the invoice and to confirm who gave the instruction for the work to be carried out.	Clerk
15.	Councillors' Reports and Items for the Next Agenda	
	Agenda Items <ul style="list-style-type: none"> • Co-Option • Play Rangers - dates and arrangements • Internal Audit – AGAR <p>Cllr Thomas noted how proud he is of what the Parish Council has achieved over the last 17 years and more recently. The current Councillors are committed to their roles and should be proud of themselves. Cllr Thomas also thanked the Clerk.</p> <p>Cllr Honess thanked Cllr Thomas on behalf of the village and the Parish Council for his public service over the last 17 years and the work he has carried out behind the scenes that we will never know about. His experience will be missed.</p>	
16.	Date of the Next Meeting	
	Tuesday, 16 th May 2023 at 7.30pm in the Village Hall	
	The meeting closed at 8.27pm	

Chair M Beech

Date 16th May 2023