

Willoughby Parish Council

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 13th August 2024 at 7.00pm, to which you are summoned for the transaction of the following business

Summons	Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard
Invitees	The General Public, Cllr Dale Keeling
Meeting Chair	Cllr Maggie Beech
Minute Taker	Joanne Jarman (Parish Clerk)

The meeting is open to the public and the press, who are welcome to attend the duration of the meeting* and may raise questions or comment on agenda items during Public Participation.

Members of the public are not expected to speak at any other time during the meeting.

*Occasionally members of the public may be asked to leave the meeting if the council resolves to consider 'confidential business'.

AGENDA

1. **Record of Members Present**
2. **To Receive Apologies and the Reasons for Such Absence**
3. **To receive Declarations of Personal or Pecuniary Interest**
4. **Public Participation - to receive any questions or presentations from the public**
(15 minutes will be allowed for this item)
5. **To approve the Minutes of the Parish Council Meeting held on 9th July 2024**
6. **To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 6.1 Street light electricity contract
 - 6.2 Allotment lease
 - 6.3 Speed survey data
7. **Planning Applications**
 7. None
8. **Highways, Street Lighting and Footpaths**
 - 8.1 To receive an update on the street lighting installation
 - 8.2 To consider the results of the audit of the benches and any maintenance required
 - 8.3 To consider the results of the audit of the bus shelters and any maintenance required
9. **Play Rangers**
 - 9.1 To receive an update on the Play Rangers
10. **Finance**
 - 10.1 To approve the payments in the schedule attached to this agenda
 - 10.2 To consider the annual grant of £450 to the Village Hall
 - 10.3 To receive the External Auditor Report and Certificate 2023/24
11. **Village Pond and Memorial Bench**
 - 11.1 To receive an update on the cleaning of the Catherine Marlow Memorial bench
 - 11.2 To consider the clearing of the area in front of the bench and the removal of the ivy from the trees
12. **Policies**
 - 12.1 To consider the Co-option Policy and Procedure

13. Correspondence (for information only)

None

14. Councillors' Reports

To report on minor matters of information not included elsewhere on the agenda

15. Items for the Next Agenda

16. Date of the next meeting:

16.1 Date of the next meeting 10th September 2024

SCHEDULE OF PAYMENTS TO BE APPROVED on 13th August 2024

Payee Name	Description of Service	Amount £
Moore	External Auditor fees	252.00
nPower	Street light electricity – July	31.20
Greenstone Contracts	Mowing – July 2024	739.20
Defib Warehouse	Replacement of defibrillator battery	356.80
Number Plus	Defibrillator – annual call charge	118.80
Total		£1,498.00



Parish Clerk – Joanne Jarman

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Dated: 8th August 2024