

# Willoughby Parish Council

## Minutes of the Parish Council Meeting held on Tuesday 10<sup>th</sup> September 2024

		Action
1.	<b>Record of Members Present</b>	
	Councillors M Beech (MB) (Chair), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
2.	<b>To receive Apologies</b>	
	None	
3.	<b>To receive Declarations of Personal or Pecuniary Interests</b>	
	None	
4.	<b>Public Participation</b> <b>To receive any questions or presentations from the public</b> (15 minutes will be allowed for this item)	
	<p>Two members of the public and Cllr Dale Keeling were present.</p> <p>A resident raised that the hedges around the Amenity Garden owned by the Willoughby Charity are not being maintained. The hedge at the back is getting very high and is significantly encroaching on her property. The hedge to the right-hand side of the Amenity Garden is also getting high and encroaching onto the path down to Woodstock and The Old School House. Cllr Beech confirmed that she has already asked the Charity to cut back the hedge and the tree hanging over the footpath on Main Street.</p> <p><b>ACTION: Clerk to the Willoughby Charity to be contacted to request that the hedges around the Amenity Garden be cut back and the height reduced.</b></p> <p>The verge on the path along the right-hand side of the Amenity Garden is not being mown. Cllr Honess will ask the contractor to include this in its mowing.</p> <p>Cllr Honess referred to Cllr Keeling's visit to the village to assess highways issues and reported that some repairs had been made to Sawbridge Road but that in his opinion these were inadequate and haphazard. Cllr Keeling said he will revisit to inspect for himself.</p>	Clerk
5.	<b>To Approve the Minutes of the Ordinary Parish Council Meeting held on 13<sup>th</sup> August 2024</b>	
	Proposed by: Cllr Lewis, Seconded by: Cllr Sheppard. <b><i>It was resolved that the minutes of the Parish Council meeting held on 13<sup>th</sup> August 2024 be approved.</i></b>	
6.	<b>To Receive Progress Reports on Outstanding Items not covered later on the agenda</b> (for information only)	
6.1	The grant of £450 to the Village Hall was paid on 14 <sup>th</sup> August 2024.	
6.2	<p>A resident requested that WCC Highways be asked to clear the drain by the old railway bridge on the A45, just past the car wash going towards Daventry, as flooding occurred following the recent downpour. The request was made and WCC Highways said they would look into it. The blocked drain caused an obstruction during a recent cycle road race.</p> <p><b>ACTION: WCC Highways to be asked for an update.</b></p>	Clerk

<b>7.</b>	<b>Planning</b>	
7.1	None	
<b>8.</b>	<b>Highways, Street Lighting and Footpaths</b>	
8.1	<p><u>To receive an update on the trial holes dug by WCC at the Lower Street Junction</u> Contractors for WCC Highways dug two trial holes at the junction on 22<sup>nd</sup> and 23<sup>rd</sup> August. These show a depth of 200 - 250 mm above the culverts at these points. The tarmac in the middle of the road may be 500 mm or more. If so, it may be possible to remove some of it. Any progress will be determined by the willingness and ability of WCC or Cllr Dale Keeling to find the necessary funds.</p> <p>Cllr Keeling confirmed that funds for lowering the tarmac were to come from his delegated budget and he would follow up with Highways to find out what is happening.</p>	
8.2	<p><u>To receive an update on the response from Highways about the condition of the pavement on Main Street from Lower Street to White Barn Close</u> Following a nasty fall by a resident on 25<sup>th</sup> August, the poor condition of the pavement was reported to WCC Highways, together with photographs. The Area Surveyor has been out and inspected the pavement. An urgent repair is not needed but he has sprayed the pavement up for patching. There is no date as yet for this to be done.</p>	
<b>9.</b>	<b>Lower Street/Moor Lane – Culverts and Brook</b>	
9.1	<p><u>To receive an update on the response from WCC Flood Risk Management Team about clearing the culverts and the brook</u> A response to the most recent email exchange between the Parish Council/FLAG and WCC Highways/Flood Risk Management Team received on 23<sup>rd</sup> August states that concerns about the buildup of silt and debris in the culverts will be passed on to WCC Structures Team who will decide on any further action. An inspection of the brook from before the culverts to the pumping station will be carried out. It has been requested that the Parish Council be informed of the date this will be carried out but, so far, no date has been given.</p> <p>Spending control measures at WCC mean that Highways and the Flood Risk Management Team can no longer decide where money is spent without additional approvals/permissions. Both departments say they will make our case to their managers, but ultimately the final decision will be at their discretion.</p> <p>Cllr Keeling confirmed that he will follow up on whether the decision has been made.</p>	
<b>10.</b>	<b>Play Rangers</b>	
10.1	<p><u>To receive an update on the Play Rangers</u> Cllr Lewis gave an update on the Play Rangers. Between 12 and 24 children attended each of the 5 sessions, with at least half that number of adults also attending; the majority were girls aged 3 to 10 years. Those attending appeared to enjoy the sessions and there were no reportable accidents. A number of people from outside of the village attended with about half coming from the village. The Village Hall provided the toilet facilities free of charge which was much appreciated.</p> <p>Cllr Lewis highlighted the following:</p> <ul style="list-style-type: none"> <li>• Play Rangers should get more involved and arrange games and races</li> <li>• There were no organised themes this year</li> <li>• Equipment was tired</li> <li>• Consideration to be given to the cost vs benefit to the village</li> </ul> <p>A discussion took place about how to find out the benefit of the Play Rangers to residents in Willoughby. The idea of a simple survey or register of participants was put forward and it was agreed to consider this if the Parish Council decides to fund the Rangers next year.</p>	

	Cllr Lewis will report to Rugby Borough Council; the decision to engage the Play Rangers will be reviewed next year.	
<b>11.</b>	<b>Finance</b>	
11.1	<p><u>To approve the payments in the schedule attached to this agenda</u>  Proposed by: Cllr Sheppard, Seconded by: Cllr Beech.  <b><i>It was resolved that the payments in the schedule be approved.</i></b></p> <p>The Clerk highlighted that YU Energy failed to put the new electricity contract in place. The agent, Clear Utilities, complained to YU Energy on our behalf. A new 3-year contract with Tomato Energy has now been taken out; this contract is more cost effective.</p>	
11.2	<p><u>To consider the quote for the replacement of the front slat on the bench on Woolscott Road</u>  Cllr Honess reported that 7 slats need new fixings; the work will take 4 to 6 hours at an hourly rate of £17.50 per hour.  Cllr Lewis proposed that the quote be accepted.  Seconded by: Cllr Beech  <b><i>It was resolved that the handyman be appointed to carry out the work to the bench.</i></b></p>	
11.3	<p><u>To consider the quote for the sanding down and staining of the bus shelter on the A45</u>  Cllr Honess has obtained a quote for the labour; the work to cover the inside and outside of the bus shelter will take 4 to 6 hours with the Parish Council providing the materials.  Cllr Sheppard proposed that the quote be accepted.  Seconded by: Cllr Beech  <b><i>It was resolved that the handyman be appointed to carry out the work to the inside and outside of the bus shelter.</i></b></p>	
11.4	<p><u>To confirm receipt of the second instalment of the precept of £8,567</u>  The Clerk confirmed that the second instalment of the precept was paid into the bank account on 2<sup>nd</sup> September.</p>	

Payee Name	Description of Service	Amount £
nPower	Street light electricity – August 2024	145.09
Greenstone Contracts	Mowing – August 2024	739.20
PWLB	1 <sup>st</sup> repayment instalment of loan	958.12
Total		<b>£1,842.41</b>

<b>12.</b>	<b>Village Pond</b>	
12.1	<p><u>To receive an update on the clearing of the area in front of the Catherine Marlow bench and the removal of the ivy from the trees</u>  A representative from the Willoughby Society and Cllr Beech met the leader of the Warwickshire Conservation Volunteers on 20<sup>th</sup> August to discuss both this issue and item 12.2 on the agenda. The Volunteers have been booked for 9<sup>th</sup> and 16<sup>th</sup> October to carry out the work discussed with help from local volunteers for 12.2 below.</p> <p>Ongoing maintenance is the responsibility of the Parish Council. Consideration will need to be given to the cost of maintenance in the annual budget setting process.</p>	

12.2	<p><u>To consider the plan from the Willoughby Society for developing the pond and the risk assessment</u></p> <p>The Willoughby Society has provided a plan to improve the island and to add diversity to the planting in and around the pond. In addition, there is a risk assessment for local volunteers. Cllr Beech proposed that the plan be agreed and that the Parish Council fund the work on 9<sup>th</sup> and 16<sup>th</sup> August.</p> <p>Seconded by: Cllr Honess</p> <p><b><i>It was resolved that the plan be agreed and the Parish Council fund two days' work by the Warwickshire Conservation Volunteers.</i></b></p>	
13.	<b>Correspondence</b>	
	<p>The Clerk has circulated a request from the Parochial Church Council for a grant towards mowing the churchyard. The Clerk will request the following so that the grant can be considered at the next meeting:</p> <ul style="list-style-type: none"> <li>• The information required in the Procedure for Applying for a Grant</li> <li>• Sight of 3 (minimum of 2) quotes for the mowing</li> <li>• Quote for electricity for the clock</li> </ul> <p>Planning application R24/0773 – The Lodge, Moor Farm – Addition of an open oak front porch and change to an existing chimney breast. The Clerk confirmed that the planning application was not received in time for the agenda. The work is considered to be of minimal impact and an extra meeting to discuss the application was not considered necessary.</p> <p><b>ACTION: A no objection response will be submitted.</b></p>	Clerk
14.	<b>Councillors' Reports</b>	
	<p>Maintaining the brook beyond the pumping station - Cllr Beech has spoken to the landowner who has said he will see what can be done, particularly with the vegetation growing up the bridge.</p> <p>Cllr Sheppard reported that the lights at the Woolscott Road crossroads are now working.</p> <p>Cllr Honess reported that the triangular roundabout with the village sign has two self-sown walnut trees growing on it and he will remove these.</p> <p>It was noted that the hedge along the front of Ivy House Farm is overhanging Brooks Close. Cllr Honess will remind the owners of the need to cut the hedge back now that the bird nesting season is over.</p>	
15.	<b>Items for the Next Agenda</b>	
	<p>Financial statements to 30<sup>th</sup> September 2024</p> <p>Data Protection Policy</p> <p>Risk Register Review</p>	
16.	<b>Date of the Next Meeting</b>	
	8 <sup>th</sup> October 2024 at 7.00pm in the Village Hall	
	The meeting closed at 8.13pm	

Chair M Beech

Date 24<sup>th</sup> September 2024