

Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 12th November 2024

		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	
	Cllr Dale Keeling	
3.	To receive Declarations of Personal or Pecuniary Interests	
	None.	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	No members of the public were present.	
5.	To Approve the Minutes of the Ordinary Parish Council Meeting held on 8th October 2024	
	Proposed by: Cllr Honess, Seconded by: Cllr Sheppard. <i>It was resolved that the minutes of the Parish Council meeting held on 8th October 2024 be approved.</i>	
6.	To receive Progress Reports on Outstanding Items not covered later on the agenda	
6.1	Planning application R24/0892 – The Lodge, Moor Lane – single storey extension to create attached garage – no objection response submitted 9 th October 2024.	
6.2	Response to the GUC Transfer Consultation to be submitted online and copied to WCC Flood Risk Management Team, Cllr Dale Keeling and Braunston Parish Council – submitted online on 9 th October and circulated on 10 th October 2024.	
7.	Planning	
7.1	None	
8.	Highways, Street Lighting and Footpaths	
8.1	<u>To receive an update on the repairs to Sawbridge Road</u> WCC Highways has confirmed that they will carry out an inspection of the section of Sawbridge Road from The Lodge to the junction with the Ridgeway bridleway. They are looking to carry out some repairs and have the section resurfaced at some point but cannot give a date for this work.	
8.2	<u>To receive an update on the verge in the narrowest part of Main Street</u> WCC highways has confirmed it is not possible to grasscrete the verge so it will be tarmacked instead.	
8.3	<u>To note the case study about the street lighting upgrade</u> ENC, the contractor that installed the new street lights, indicated how impressed they were in the way in which the upgrade was researched and implemented by the Action Group and Parish	

	<p>Council. ENC made a specific request on how the cost saving scenario was carried out. Following this request, Cllr Lewis produced a case study to support other parish councils undertaking similar projects. The case study can be found on the Parish Council website news section:</p> <p>1df874d0-03df-49b3-9acc-d10b84f4a516.usrfiles.com/ugd/1df874_25b142b91bbc46cd874e7c1dbd2ff33d.pdf</p>	
8.4	<p><u>To receive an update on the works to the bus shelters and benches</u> The work to the benches is complete. The work to the bus shelters is weather dependent so will be held over until the Spring.</p>	
9.	Playing Field	
9.1	<p><u>To receive the RoSPA Playground report</u> Cllr Honess reported that the inspection highlighted that repairs are needed to the goalposts. The posts will need replacing at some point; £250 will be budgeted for 2025/26.</p> <p>The equipment needs cleaning and there is some minor maintenance work to carry out; a working party will carry out the required work in the Spring.</p>	
9.2	<p><u>To consider the demand for an additional item of climbing equipment in the playing field and the offer from a company to apply for funding from the National Lottery on behalf of the Parish Council</u> Cllr Honess reported that we would have to establish demand and we could do this via a post on Facebook or in the Willoughby Monthly. Ongoing maintenance costs would be the responsibility of the Parish Council.</p> <p>A discussion took place on where new climbing equipment could be sited and it was decided that there was no suitable place for it. The existing equipment is of good quality and is sufficient for the current usage.</p> <p>It was agreed that the offer will not be taken up.</p>	
10.	Finance	
10.1	<p><u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Beech, Seconded by: Cllr Lewis. <i>It was resolved that the payments in the schedule be approved.</i></p>	
10.2	<p><u>To consider the draft budgets</u> Draft budgets were discussed and additional expenditure included. Adjustments will continue to be made as information comes in.</p> <p>The final budgets will be presented to the January meeting.</p> <p>ACTION: 2025/26 mowing quote to be obtained to include strimming round the edges of the Memorial Garden twice a year.</p>	RH
10.3	<p><u>To consider the application for a grant from St Nicholas's Church in light of the draft budgets</u> St Nicholas' Church has applied for a grant of £1,500 from the Parish Council; this includes £255 for the electricity for the clock which the Parish Council has always funded.</p> <p>A discussion took place on the impact of making a grant for the additional £1,245 requested and the percentage increase in the Precept that would appear on Council Tax bills. The impact would be an increase in Council Tax for a Band D property of 53 pence per month and would raise the precept for 2025/2026 by 7.27% without taking into account the 2% rise for inflation required for existing commitments. The Parish council cannot justify increasing the burden on taxpayers by 7.27%.</p> <p>The Parish Council still needs to build its reserves and has refused grants to other village organisations. Concerns were also raised about setting a precedent for future grants.</p>	

	<p>Cllr Beech proposed making a grant of £255 to fund the electricity for the clock. Seconded by: Cllr Sheppard.</p> <p><i>It was resolved that a grant of £255 be made to St Nicholas Church to fund the electricity for the clock.</i></p> <p>ACTION: Email to be sent to the PCC to advise them of the decisions made.</p>	Clerk
10.4	<p><u>To confirm the NJC pay scale increase for 2024/25</u> The Clerk confirmed that the NJC pay scale for 2024/25 has been approved and her pay has been adjusted in accordance with her employment contract.</p>	

SCHEDULE OF PAYMENTS TO BE APPROVED on 12th NOVEMBER 2024

Payee Name	Description of Service	Amount £
Mark Cox	Bench repairs	167.20
Greenstone Contracts	Mowing – October 2024	739.20
NALC	Neighbourhood planning course – MB	39.22
Unity Trust	Bank charges	3.00
RoSPA	Annual playing field inspection	117.60
J Jarman	Clerk's Use of Home allowance	110.00
Warwickshire Conservation Volunteers	Village pond	170.00
D Dunkley	Clearance of the drain by the village car park	100.00
ENC	Final streetlight upgrade	1,266.24
Wix.com	Domain renewal	11.16
Total		£2,723.62

11.	Willoughby Flood Action Plan	
11.1	<p><u>To consider the Willoughby Flood Action Plan</u> The plan has been produced by the Flood Action Group (FLAG). Part 1 provides information about flooding in Willoughby and what will happen if flooding is imminent or occurring. Part 2 provides an overview of longer-term measures to mitigate flooding, with updates on progress.</p> <p>Cllr Beech proposed that the Flood Action Plan be accepted and published on the website under Plans/Surveys. Seconded by: Cllr Lewis</p> <p>The quality of the Flood Action Plan was noted and thanks were passed to FLAG, including Cllr Beech and Bert Ogle.</p> <p><i>It was resolved that the Flood Action Plan be accepted and published on the Parish Council website.</i></p>	

12.	Village Pond	
12.1	<p><u>To consider the risk assessment and the actions required</u> Following an enquiry by a resident a risk assessment on the Village Pond has been carried out. The Parish Council thanked Leonie Tromans for her work on putting this together. Two measures to control risk are noted - a lifebuoy and safety signage saying 'Danger Deep Water' and 'Do not climb the fence'.</p> <p>The Parish Council thanked the members of the Gentlemen's Coffee Morning for their swift response in funding the lifebuoy and specifically to Steve Tromans for purchasing and installing it.</p> <p>Cllr Beech proposed that three signs, 2 x 'Deep Water' and 1 x 'Do Not Climb the Fence' be acquired at a cost of no more than £75. Seconded by: Cllr Honess</p> <p><i>It was resolved that the aforementioned signs be acquired.</i></p> <p>ACTION: Three signs, 2 x 'Deep Water' and 1 x 'Do Not Climb the Fence', to be acquired at a cost of no more than £75.</p> <p>Cllr Honess suggested that a third measure be added because there is no pavement and the "Slow" signs painted on the road on Lower Street from Woolscott Road to the pond are faded and almost invisible.</p> <p>ACTION: Leonie to be asked to add this to the risk assessment.</p> <p>ACTION: WCC Highways to be asked to repaint the Slow signs as soon as possible</p>	<p>Clerk</p> <p>MB</p> <p>Clerk</p>
12.2	<p><u>To consider renovating the gates into the Catherine Marlow memorial garden</u> Cllr Beech highlighted that the appearance of the gates is rather messy. It was agreed that the Parish Council does not have the funds to renovate the gates at this time.</p>	
13.	Correspondence	
	None	
14.	Councillors Reports	
	Cllr Sheppard reported that the lights at the crossroads on the A45 are now working and that WCC is assessing the street light at the top of Main Street on the other side of the A45.	
15.	Items for the Next Agenda	
	Mowing contract quote for 2025/26	
16.	Date of the Next Meeting	
16.1	<p>14th January 2025 at 7.00pm in the Village Hall Councillors Sheppard and Lewis are not available for the meeting on 10th December so the meeting is cancelled.</p>	
	The meeting closed at 8.25pm	

Chair.....

Date.....