

# Willoughby Parish Council

## Minutes of the Parish Council Meeting held on Tuesday 13<sup>th</sup> August 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>	
	Cllr Dale Keeling	
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 were present.</p> <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.</p> <p>A resident asked about the clearing of the brook both before and after the pumping station. Cllr Beech reported that the section before is Highways' responsibility and this is being followed up with them. The part of the brook after the pumping station is the responsibility of the landowner; Cllr Beech will contact the landowner.</p> <p>A resident thanked the Parish Council for its continued financial support for the defibrillator and the recent purchase of a new battery for this vital resource for the Parish. The resident thanked the chair and clerk for their swift response.</p> <p>Cllr Keeling had emailed prior to the meeting and reported the following:</p> <ul style="list-style-type: none"> <li>• Rugby Borough Council has various grants available: <a href="https://www.rugby.gov.uk/w/our-grants-funds">https://www.rugby.gov.uk/w/our-grants-funds</a></li> <li>• The digging of the trial hole for the Lower Street junction scheme is booked for 16<sup>th</sup> August; this should enable WCC to establish how much the carriageway could be lowered, if at all.</li> </ul>	
5.	<b>To Approve the Minutes of the Ordinary Parish Council Meeting held on 9<sup>th</sup> July 2024</b>	
	Proposed by: Cllr Honess, Seconded by: Cllr Lewis. <b><i>It was resolved that the minutes of the Parish Council meeting held on 9<sup>th</sup> July 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	Clear Utilities was instructed on 10 <sup>th</sup> July 2024 to take out an electricity contract with YU Energy for the street lights fixed for 3 years.	
6.2	The signed lease for the allotment has been sent to the Allotment Association Committee.	

6.3	The resident who commissioned the speed survey has not given permission for the data to be shared with the Police at the present time.	
<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 street lighting installation</u>  Cllr Lewis reported that the street light installation is complete with all issues now resolved. Cllr Lewis took light intensity readings at 9.30pm and 1.30am on the night of 10<sup>th</sup>/11<sup>th</sup> August and confirmed that all lights dimmed by 50%. Cllr Lewis reported that the latest electricity bills show that the predicted savings are being made. Electricity and maintenance costs will continue to be monitored to ensure the predicted savings will be made. The final invoice has not yet been received.</p> <p>Cllr Lewis thanked members of the working group for their support, professionalism, research, planning and execution of the project which will be of significant and lasting benefit to the village.</p> <p>Cllr Beech congratulated and thanked Cllr Lewis for his commitment in leading the project and bringing it to fruition.</p>	
8.2	<p><u>To consider the results of the audit of the benches and any maintenance required</u>  Cllr Sheppard provided photos of the benches in the village. Remedial work is required on the bench on Woolscott Road – the front slat needs to be replaced and secured. All benches have been checked for rotten wood.</p> <p><b>ACTION: quote to be obtained for the replacement of the front slat on the bench on Woolscott Road.</b></p>	<b>RH/SS</b>
8.3	<p><u>To consider the results of the audit of the bus shelters and any maintenance required</u>  Cllr Sheppard provided photos of the bus shelters on Main Street and the A45. The shelter on the A45 is in need of remedial work.</p> <p><b>ACTION: quotes to be obtained for the sanding down and staining of the bus shelter on the A45; the inside and outside to be quoted separately.</b></p>	<b>RH/SS</b>
<b>9.</b>	<b>Play Rangers</b>	
9.1	<p><u>To receive an update on the Play Rangers</u>  Cllr Lewis reported that between 12 and 24 children have attended the 4 sessions which have taken place so far.</p>	
<b>10.</b>	<b>Finance</b>	
10.1	<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>	
10.2	<p><u>To consider the annual grant of £450 to the Village Hall</u>  Proposed by: Cllr Beech, Seconded by: Cllr Lewis.  <b><i>It was resolved that the annual grant of £450 to the Village Hall be approved.</i></b>  <b>ACTION: Grant of £450 to be paid to the Village Hall</b></p>	<b>Clerk</b>
10.3	<p><u>To receive the External Auditor Report and Certificate 2023/24</u>  The Clerk confirmed that no matters were raised and the External Auditor Report and Certificate for 2023/24 has been posted on the website.</p>	

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		<b>£1,498.00</b>

<b>11</b>	<b>Village Pond and Memorial Bench</b>	
11.1	<u>To receive an update on the cleaning of the Catherine Marlow Memorial Bench</u> Cllr Honess confirmed that the work has been carried out to a high standard at a cost of £70. The bench will be included in the annual audit of benches going forward.	
11.2	<u>To consider the clearing of the area in front of the bench and the removal of the ivy from the trees</u> Cllr Beech is meeting with representatives of the Warwickshire Conservation Volunteers (WCV) and the Willoughby Society next week to see what would be involved in doing this work and the Willoughby Society project for improving the island and replanting the pond.  Cllr Beech proposed that a cost of up to £200 be approved. Seconded by: Cllr Sheppard <b><i>It was resolved that a cost of up to £200 be approved to clear the area in front of the bench.</i></b>	
<b>12.</b>	<b>Policies</b>	
12.1	<u>To consider the Co-option Policy and Procedure</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <b><i>It was resolved that the Co-option Policy and Procedure be approved.</i></b>	
<b>13.</b>	<b>Correspondence</b>	
	None	
<b>14.</b>	<b>Councillors' Reports</b>	
	Cllr Honess will send a playground inspection report to the Clerk. The Clerk noted that the annual RoSPA inspection is due.  <u>Silt in the culverts and vegetation in the brook</u> Cllr Beech has emailed WCC Highways again and asked them to fulfil their responsibilities to clear the build-up of silt in the culverts and the vegetation in the brook from Lower Street to the pumping station. This work can be done from the beginning of October through to the end of February.	
<b>15.</b>	<b>Items for the Next Agenda</b>	
	Update on Play Rangers Update on the trial hole at the Lower Street junction Update on the clearing of the area around the Catherine Marlow bench	

16.	<b>Date of the Next Meeting</b>	
	10 <sup>th</sup> September 2024 at 7.00pm in the Village Hall	
	The meeting closed at 7.37pm	

Chair.....

Date.....