

# Willoughby Parish Council

## Minutes of the Parish Council Meeting held on Tuesday 8<sup>th</sup> October 2024

		Action
<b>1.</b>	<b>Record of Members Present</b>	
	Councillors M Beech (MB) (Chair), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
<b>2.</b>	<b>To receive Apologies</b>	
	Cllr Honess – reasons have been provided and the absence was approved. Cllr Keeling.	
<b>3.</b>	<b>To receive Declarations of Personal or Pecuniary Interests</b>	
	None	
<b>4.</b>	<b>Public Participation</b> <b>To receive any questions or presentations from the public</b> (15 minutes will be allowed for this item)	
	No members of the public were present.	
<b>5.</b>	<b>To Approve the Minutes of the Ordinary Parish Council Meeting held on 24<sup>th</sup> September 2024</b>	
	Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. <b><i>It was resolved that the minutes of the Parish Council meeting held on 24<sup>th</sup> September 2024 be approved.</i></b>	
<b>6.</b>	<b>To receive Progress Reports on Outstanding Items not covered later on the agenda</b>	
6.1	Amenity Garden Hedges– the Chair of the Willoughby Charities met with the owner of the neighbouring property and has agreed a programme of maintenance to be carried out at least annually. Hedges and overgrown shrubs will be cut down to a lower level and trees will be pruned. The initial work will be carried out by the end of December.	
6.2	Drains on A45 – a resident has reported that these were cleared by WCC Highways at the start of the week commencing 23 <sup>rd</sup> September.	
6.3	Planning application R24/0773 – The Lodge, Moor Lane – a no objection response was submitted on 11 <sup>th</sup> September 2024.	
6.4	Planning application R24/0507 – 70 Main Street, Willoughby – 70 Main Street, Willoughby – a no objection response with requested conditions was submitted on 25 <sup>th</sup> September 2024.	
<b>7.</b>	<b>Planning</b>	
7.1	<u>Planning application R24 0892 – The Lodge, Moor Lane – single storey extension to create attached garage.</u>  The planning application was discussed.  <b><i>It was resolved that a no objection response be submitted in response to the planning application.</i></b>  <b>ACTION: no objection response to be submitted.</b>	<b>Clerk</b>

8.	<b>Highways, Street Lighting and Footpaths</b>	
8.1	<p><u>To receive an update on trial holes dug by WCC at the Lower Street junction</u> Cllr Dale Keeling reported on 1<sup>st</sup> October that he had chased for an answer about the lowering of the tarmac on the junction.</p> <p>On 2 October 2024, WCC Highways emailed the Flood Action Group (FLAG) to say that the tarmac could not be lowered as 'after completing the trial holes, it appears that unfortunately due to the barrel of the culvert we are unable to lower the carriageway at this section without having sufficient coverage of carriageway surface and base course to protect the culvert, therefore we are unable to lower the carriageway here'.</p>	
8.2	<p><u>To receive an updated on the repairs to Sawbridge Road</u> No update has been received.</p>	
9.	<b>Lower Street/MoorLane - 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> There has been no update. Volunteers cannot clear the buildup of silt from the culverts as it would be too dangerous but a working party of volunteers cleared the dense vegetation and debris from the brook between the Lower Street junction and the pumping station on 4 and 5 October. This is Highways' responsibility but the fact that there has been no communication about when the necessary work would be done meant that there was no option but to clear the brook before the winter sets in.</p> <p>The Parish Council commented on the excellent work and thanked the volunteers for their hard work.</p>	
10.	<b>Flood Action Group</b>	
10.1	<p><u>To consider the reimbursing of the temporary markers for the verge alongside the brook in Main Street</u> These were purchased as a matter of urgency after the flooding on 23 September by the flood warden.</p> <p>Cllr Beech proposed that the cost of £26.99 be approved. Seconded by: Cllr Lewis <b><i>It was resolved that the cost of the temporary markers of £26.99 be approved.</i></b></p>	
10.2	<p><u>To note the Grand Union Canal (GUC) Transfer Consultation</u> The consultation on the project runs from 11 September to 25 October 2024. The links to the information and consultation are: <a href="http://www.guctransfer.co.uk/">www.guctransfer.co.uk/</a> and <a href="http://www.guctransfer.co.uk/have-your-say/">www.guctransfer.co.uk/have-your-say/</a></p>	
10.3	<p><u>To consider the response to the GUC Transfer Consultation</u> Bert Ogle, the Chair of the Flood Action Group, has written a detailed, technical response to the consultation describing the engineering work that needs to be done on the Oxford Canal to ensure that, when the project for the transfer of water from the Midlands to the South-East is completed, there is no risk of the canal overtopping and flooding Willoughby.</p> <p>The Parish Council thanked Bert for his work. The Parish Council will submit the response online and email it to the WCC Flood Risk Management Team, Cllr Dale Keeling and Braunston Parish Council.</p> <p><b>ACTION: 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</b></p>	Clerk

<b>11.</b>	<b>Finance</b>	
11.1	<u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Lewis. <b><i>It was resolved that the payments in the schedule be approved.</i></b>	
11.2	<u>To consider the financial statements to 30<sup>th</sup> September 2024</u> Cllr Sheppard reported that he carried out the quarterly financial checks prior to the meeting and reported that all tests were satisfactory.  Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. <b><i>It was resolved that the financial statements to 30<sup>th</sup> September 2024 be approved.</i></b>	

### SCHEDULE OF PAYMENTS TO BE APPROVED on 8<sup>th</sup> OCTOBER 2024

Payee Name	Description of Service	Amount £
Rugby Borough Council	Play Rangers	418.00
Greenstone Contracts	Mowing – September 2024	739.20
Amazon – J Taylor	Driveway Markers (FLAG)	26.99
Unity Trust	Quarterly Service Charge	18.00
nPower	Final invoice to 12.9.2024	59.26
Total		<b>£1,261.45</b>

<b>12.</b>	<b>Risk Register</b>	
12.1	<u>To consider the updated risk register</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Lewis  <b><i>It was resolved that the updated risk register be approved.</i></b>	
<b>13.</b>	<b>Willoughby Children’s Playing Field</b>	
13.1	<u>To confirm the submission of the Charity Commission annual return</u> The Charity Commission annual return was submitted on 23 <sup>rd</sup> September 2024	
<b>14.</b>	<b>Policies</b>	
14.1	<u>To consider the Data Protection Policy</u> Proposed by: Cllr Lewis, Seconded by: Cllr Beech  <b><i>It was resolved that the updated Data Protection Policy be approved.</i></b>	
<b>15.</b>	<b>Correspondence</b>	
15.1	<u>Finding Fitness - Monkey Challenge</u> Due to Cllr Honess’s absence it was agreed to carry this forward to the next meeting.	

<b>16.</b>	<b>Councillors Reports</b>	
	<p>Play Rangers - Cllr Lewis sent a report to Rugby Borough Council on this year's Play Ranger sessions and has received a response.</p> <p>Lights on Woolscott Road – Cllr Sheppard contacted WCC Highways to establish when the lights will be operational. If no response is received by this Friday, he will chase them.</p> <p>Planning Application: R23/1256 – 3, Tattlebank Cottages, London Road, Willoughby – erection of a new agricultural building – approved 4<sup>th</sup> October 2024.</p> <p>Cllr Keeling has reported that WCC Highways has agreed to grasscrete the verge in the narrowest part of Main Street. He will pay for this out of his delegated budget.</p>	
<b>17.</b>	<b>Items for the Next Agenda</b>	
	<p>Draft budgets for 2025/26 (to include options for the grant requested by the Church)</p> <p>Finding Fitness – Monkey Challenge</p> <p>Willoughby Flood Action Plan</p> <p>Lights on Woolscott Road</p>	
<b>18.</b>	<b>Date of the Next Meeting</b>	
18.1	12 <sup>th</sup> November 2024 at 7.00pm in the Village Hall	
	The meeting closed at 7.35pm	

Chair.....

Date.....