

# Willoughby Parish Council

## PARISH COUNCIL MEETING

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 7<sup>th</sup> October 2025 at 7.00pm, to which you are summoned for the transaction of the following business

|                      |  |
|----------------------|--|
| <b>Summons</b>       | Cllr Maggie Beech, Cllr Grahame Ash, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard |
| <b>Invitees</b>      | The General Public, Cllr Dale Keeling  |
| <b>Meeting Chair</b> | Cllr Beech   |
| <b>Minute Taker</b>  | 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 and press may be required 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 Interests.**
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 meeting held on 9<sup>th</sup> September 2025**
6. **To receive Progress Reports on Outstanding Items not covered later on the agenda**  
(For information only)
  - 6.1 Reporting of narrowing path along the A45 to WCC Highways
  - 6.2 Reporting of the cracks on the Woolscott Road from Willowbrook Barn to Olde Farm to WCC Highways
  - 6.3 Annual grant of £450 to be paid to the Village Hall
7. **Planning Applications**
  - 7.1 Planning reference: R25/0731 – Hay Loft, Manor Farm Barns, Brooks Close – Certificate of Lawfulness for a proposed single storey rear extension
8. **Highways, Street Lighting and Footpaths**
  - 8.1 To receive an update on the repairs to the base of the Main Street bus shelter
  - 8.2 To receive an update on the work to the island surrounding the village sign
9. **Finance**
  - 9.1 To approve the payments in the schedule attached to this agenda
  - 9.2 To consider the mowing quote for the 2026/27 season
  - 9.3 To consider the financial statements to 30<sup>th</sup> September 2025
10. **Playing Field**
  - 10.1 To receive the RoSPA annual inspection report
  - 10.2 To consider any work required as a result of the report
11. **Village Pond**
  - 11.1 To receive the second opinion on the ash tree
  - 11.2 To consider the quotes for the work required on the ash tree
12. **Risk Assessment**
  - 12.1 To consider the risk assessment
13. **Correspondence** (for information only)  
None

**14. Councillors' Reports and Items for the Next Agenda**

To report on minor matters of information not included elsewhere on the agenda and to raise items for future agendas

**15. Date of the next meeting: 11<sup>th</sup> November 2025**

**SCHEDULE OF PAYMENTS TO BE APPROVED on 9<sup>th</sup> September 2025**

| <b>Payee Name</b>    | <b>Description of Service</b> | <b>Amount £</b> |
|----------------------|-------------------------------|-----------------|
| Tomato Energy        | Street lights – August 2025   | 31.07           |
| Greenstone Contracts | September mowing              | 764.33          |
| Unity Trust          | Service charge                | 6.00            |
| RoSPA                | Annual Playground inspection  | 120.00          |
| <b>Total</b>         |                               | <b>£921.40</b>  |



Parish Clerk – Joanne Jarman

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Dated: 2<sup>nd</sup> October 2025