

Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 11th November 2025

1.	Record of Members Present	
	Councillors: M Beech (MB), R Honess (RH), M Lewis (ML), S Sheppard (SS), G Ash (GA) Clerk: Joanne Jarman	
2.	To Receive Apologies and the Reasons for Such Absence	
	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)	
	<p>Three members of the public were present.</p> <p>A resident raised that the dog waste bin on the Brooks Close island is located too close to the bench. It was suggested that residents contact Rugby Borough Council directly to raise this as they would charge the Parish Council to relocate the bin.</p> <p>Drains on Brooks Close from Lower Street to the church – it was reported that five drains were not cleared during WCC’s last visit which was about 4 weeks ago. ACTION: WCC Highways to be asked to complete the clearance of the drains along the whole street.</p> <p>A resident raised that they have parked their spare car in the car park for nearly five years and that introducing a short-term parking policy would mean they would have nowhere to park the car.</p>	Clerk
5.	To Approve the Minutes of the Parish Council Meetings held on 7th October 2025	
	Proposed by: Cllr Honess, Seconded by: Cllr Ash. <i>It was resolved that the minutes of the Parish Council meeting held on 7th October 2025 be approved.</i>	
6.	To receive Progress Reports on Outstanding Items not covered later on the agenda	
6.1	<u>Planning reference: R25/0731 – Hay Loft, Manor Farm Barns, Brooks Close – Certificate of Lawfulness for a proposed single storey rear extension</u> A no comment response was submitted on 8 th October 2025.	
6.2	<u>Area outside “Annescope” and two cracks within 100 yards east of Olde Farm</u> Reported 8 th October 2025.	
6.3	<u>Mowing contract – 2026/27</u> Greenstone Contracts were notified that they have been awarded the contract on 8 th October 2025.	

7.	Planning	
7.1	None	
8.	Highways, Street Lighting and Footpaths	
8.1	<u>To receive an update on the repairs to the base of the Main Street bus shelter</u> Cllr Beech thanked Cllr Lewis for his work. Cllr Lewis reported that the section at the back of the bus shelter will also need repair work in the spring.	
8.2	<u>To receive an update on the work to the island surrounding the village sign</u> Cllr Beech reported that the agreed work will be carried out after Christmas.	
9.	Finance	
9.1	<u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <i>It was resolved that the payments in the schedule be approved.</i>	
9.2	<u>To consider the draft budgets for 2026/27</u> The draft budget has been circulated for discussion purposes. It has been updated following responses from councillors. Councillors thanked the Clerk for her work on the budgets. The Clerk updated councillors on Tomato Energy being put into administration and that she is obtaining quotes. The budgets will be updated for any increase. The Clerk will liaise with Cllrs Lewis and Beech before entering into a new contract.	
9.3	<u>To consider making a provision for costs to campaign against any inclusion of Lodge Farm in the next stages of Rugby Borough Council's Local Plan</u> Any provision would increase the Precept which is ultimately paid by residents. <ul style="list-style-type: none"> • a contribution of £3,000 would result in an approximate 17% increase in the Precept • a contribution of £2,000 would result in an approximate 11.44% increase in the Precept • a contribution of £1,000 would result in an approximate 5.72% increase in the Precept Any increase would be on top of the annual increase to cover inflationary increases in other costs for which the Parish Council is responsible. Councillors discussed the impact on residents' pockets. The councillors voted, by a majority, not to increase the precept to include a provision for a contribution to costs for campaigning against Lodge Farm. The Parish Council confirmed that it would continue to share information on the campaign and promote fundraising to support the costs.	

SCHEDULE OF PAYMENTS TO BE APPROVED on 11th November 2025

Payee Name	Description of Service	Amount £
M Beech	Land Registry fee (car park)	14.00
WALC	Planning 1 and 2	168.00
Greenstone Contracts	Mowing – October	764.33
Unity Trust	Bank charges	6.00

Tomato Energy	September 2025	30.06
B Wain	Ditch clearance	1,620.00
J Jarman	Use of home as office	110.00
Total		£2,712.39

10.	Playing Field	
10.1	<p><u>To consider the replacement of the goal posts</u> Cllr Honess has sourced replacement goal posts at a cost of £169.99 each. Cllrs Honess and Lewis indicated that they could repair the current goalposts.</p> <p>ACTION: The goal posts will be inspected and repairs carried out, if possible.</p>	RH/ML
10.2	<p><u>To confirm the submission of the Willoughby Children’s Playing Field annual Charity Commission return</u> The return was submitted on 23rd October 2025.</p>	
11.	Village Pond	
11.1	<p><u>To consider the options for the work required on the ash tree</u> The quotes and options were discussed at the last meeting.</p> <p>Cllr Honess proposed that the tree be pollarded, Seconded by: Cllr Beech</p> <p><i>It was agreed that the ash tree be pollarded.</i></p>	
11.2	<p><u>To consider the quotes for the work and to appoint a contractor</u> Cllr Beech proposed that Roots be appointed to carry out the work, Seconded by: Cllr Honess.</p> <p><i>It was agreed that Roots be appointed to carry out the work.</i> ACTION: Roots to be instructed to carry out the pollarding work to the ash tree.</p>	Clerk/RH
12.	Village car park	
12.1	<p><u>To consider the Car Park Policy</u> The policy had been circulated prior to the meeting following a concern being raised about the car park being used for commercial purposes. The purpose of the car park is primarily to support access to community and recreation facilities and community events, as well as local businesses. Four vehicles, one of which is not taxed or mot’d, are being parked by two households. The car park belongs to the Parish Council and it is the Parish Council’s responsibility to manage it.</p> <p>A discussion took place on who the car park is for and the issues that it will cause to one resident if it becomes short-term parking only. It was accepted that there is no simple answer.</p> <p>Cllr Beech proposed that the Car Park Policy be approved and reviewed in three months’ time, Seconded by: Cllr Ash.</p> <p><i>It was resolved that the Car Park policy be approved to take effect from 1st January 2026.</i></p>	
12.2	<p><u>To consider additional signage for the car park</u></p> <p>ACTION: Draft signage to be circulated to councillors and a quote obtained</p>	MB/ Clerk

13.	Risk Assessment	
13.1	<u>To consider the Risk Assessment</u> Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. <i>It was resolved that the Risk Assessment be approved.</i>	
14.	Neighbourhood Plan	
14.1	<u>To confirm the postponement of the review of the Neighbourhood Plan due to the unlikely adoption of the RBC Local Plan until 2027 and expected changes to national planning policy</u> Cllr Beech confirmed the review will be postponed.	
15.	Flood Action	
15.1	<u>To confirm receipt of the funds raised of £1,740 that will be earmarked for work to the brook</u> Cllr Beech confirmed that an additional £66 has been transferred to the bank account, giving a total of £1,806. Any funds surplus to the payment for work carried out recently on the brook will be earmarked for any further work required to the brook.	
15.2	<u>To consider the work required to maintain the ditch beside the village car park and to identify a potential contractor</u> The contractor will strim this as part of the work he carries out for a resident; there will be no cost to the Parish Council this year.	
16.	Correspondence	
	None	
17.	Councillors Reports and Items for the Next Agenda	
	Repairs to two of the kiss gates on The Shrubbery footpath will cost about £180. The third kiss gate which was reported as being too narrow would require a wall being rebuilt, which would be costly, so no further action will be taken. Ash trees on Lower Street will be felled this week. Drain by the old station bridge on the A45 is getting blocked, there is soil alongside the pathway which washes down and fills the pipe. Cllr Lewis will look into this. Disciplinary and Grievance Policy Car park signage Kiss gate repairs cost of £180	
18.	Date of the Next Meeting	
18.1	9 th December 2025 at 7.00pm in the Village Hall.	
	The meeting closed at 8.21pm.	

Chair.....

Date.....