

# Willoughby Parish Council

## Minutes of the Parish Council Meeting held on Tuesday 12<sup>th</sup> August 2025

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| <b>1.</b> | <b>Record of Members Present</b>  |  |
|           | Councillors M Beech (MB) (Chair), G Ash (GA), R Honess (RH), M Lewis (ML), S Sheppard (SS)<br>Clerk: Joanne Jarman  |  |
| <b>2.</b> | <b>To Receive Apologies and the Reasons for Such Absence</b>  |  |
|           | None  |  |
| <b>3.</b> | <b>To receive Declarations of Personal or Pecuniary Interests</b>   |  |
|           | None  |  |
| <b>4.</b> | <b>Public Participation</b><br><b>To receive any questions or presentations from the public</b><br>(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 Parish Council Meetings held on 8<sup>th</sup> July 2025</b>   |  |
|           | Proposed by: Cllr Honess, Seconded by: Cllr Sheppard.<br><i>It was resolved that the minutes of the Parish Council meeting held on 8<sup>th</sup> July 2025 be approved.</i>  |  |
| <b>6.</b> | <b>To receive Progress Reports on Outstanding Items not covered later on the agenda</b>   |  |
| 6.1       | <u>Green wheelie bin by the gate to the playground</u><br>The green wheelie bin has been removed by Rugby Borough Council.  |  |
| 6.2       | <u>Neighbourhood Plans Campaign – letter to MP</u><br>The letter to the MP was sent on 9 <sup>th</sup> July 2025.   |  |
| <b>7.</b> | <b>Planning</b>   |  |
| 7.1       | <u>Reference: R25/0589 – 13 White House Farm, Main Street – Works to Trees</u><br>Minutes of the Parish Council meeting held on 13 January 2015 show that the Rugby Borough Council Tree Officer withdrew the TPO on the Walnut tree outside this property but had agreed to place a TPO on an Ash tree at the same address.<br><br>Cllr Beech has spoken to the Tree Officer who confirms this to be the case and there is no need for an application to carry out works on the Walnut tree.<br><br>The Tree Officer has agreed to:<br>1. Send TPOs on all relevant trees in the parish for the PC records.<br>2. Send notification to the Parish Clerk should any more applications for works on trees with TPOs be received. |  |
| <b>8.</b> | <b>Highways, Street Lighting and Footpaths</b>  |  |
| 8.1       | <u>To receive an update on the repainting of the Main Street bus shelter</u><br>Cllr Honess reported that work has not yet started. The handyman has confirmed the work will be finished in time for the next meeting.  |  |

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| 8.2 | <p><u>To record St Nicholas PCC thanks to Cllrs Lewis and Honess</u></p> <p>Following a communication from St Nicholas PCC the decision to remove the notice board was put on hold. Cllr Lewis has since carried out significant renovations to the notice board and it is now fit for purpose. St Nicholas PCC would like its thanks to Cllrs Lewis and Honess to be recorded. The Parish Council would also like to thank Cllr Lewis for his work.</p>  |                        |
| 8.3 | <p><u>To receive an update on the benches by the telephone kiosk, on the Brooks Close grass triangle and at the junction of Moor Lane and Lower Street</u></p> <p>Cllr Sheppard reported that he has carried out an audit of all benches in the village. All benches have been cleaned with a stiff brush. The Brooks Close bench is unusable due to overgrowth on the adjacent property; Cllr Honess will cut this back in the Autumn. The bench next to the telephone kiosk needs a new plank.</p> <p><b>ACTION: Cllr Honess to obtain a quote from the handyman for a new plank for the bench next to the telephone box.</b></p> <p>The red dog waste bin near the telephone box has been removed.</p> <p>Cllr Honess reported that dog waste bins still appear to have not been emptied for some time; the bins by the bus shelter on the A45 and at the top of Main Street at the junction with A45 are particularly full.</p> <p><b>ACTION: Overflowing dog waste bins to be reported and a schedule of emptying to be requested again.</b></p>   | <p>RH</p> <p>Clerk</p> |
| 8.4 | <p><u>To receive an update on the request to WCC Highways to tarmac Sawbridge Road to its original width</u></p> <p>Cllrs Beech and Honess, along with Cllr Keeling, met with the WCC Highways Area Surveyor on 29<sup>th</sup> July to inspect Sawbridge Road. The Surveyor has confirmed via email that:</p> <ul style="list-style-type: none"> <li>• he is arranging to have planings (stones) put in the verges along the edge of the carriageway to have these filled in.</li> <li>• a request will be put in for white edging lines to be painted.</li> <li>• he has raised a job to have the tarmac gang go along here and fill in any depressions within the carriageway areas.</li> </ul> <p>We are waiting for confirmation that:</p> <ul style="list-style-type: none"> <li>• SLOW signs will be painted on the road going into the sharp bend by Willoughby Lodge, as proposed by the Surveyor.</li> <li>• the work described will include the stretch of carriageway running past Manor Farm on Moor Lane.</li> </ul> <p>Cllr Honess reported that planings are a temporary fix. Roads are scored and if you rank in the top 12, work will be carried out in the current financial year. The Surveyor intimated that Sawbridge Road is close to reaching the top 12; he also confirmed that the use of planings will not impact the scoring and when the road reaches the top 12 it will be tarmacked to its original width.</p> |                        |
| 9.  | <p><b>Finance</b></p>   |                        |
| 9.1 | <p><u>To approve the payments in the schedule attached to this agenda</u></p> <p>Proposed by: Cllr Beech, Seconded by: Cllr Ash.</p> <p><b><i>It was resolved that the payments in the schedule be approved.</i></b></p>  |                        |
| 9.2 | <p><u>To confirm the NJC pay award for 2025/26</u></p> <p>The Joint Council for Local Government Services (NJC) has agreed a pay award of 3.2% for 2025/26. The Clerk's salary will be increased in line with pay scale 18. Arrears of £35.35 are due as the increase takes effect from 1<sup>st</sup> April 2025.</p>  |                        |

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| 9.3 | <p><u>To approve the backdated pay award arrears of £35.35</u><br/> Proposed by: Cllr Ash, Seconded by: Cllr Honess.<br/> <i><b>It was resolved that the arrears be approved.</b></i></p> |  |
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**SCHEDULE OF PAYMENTS TO BE APPROVED on 12<sup>th</sup> AUGUST 2025**

| Payee Name           | Description of Service                    | Amount £         |
|----------------------|---|------------------|
| M Cox                | Bus shelter on the A45 and basketball pad | 255.00           |
| Tomato Energy        | Street lights – June 2025                 | 27.12            |
| Greenstone Contracts | July mowing                               | 764.33           |
| Unity Trust          | Service charge                            | 6.00             |
| <b>Total</b>         |   | <b>£1,052.45</b> |

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| <b>10.</b> | <b>Play Rangers</b>   |              |
| 10.1       | <p><u>To receive an update on the Play Ranger sessions</u><br/> Cllr Ash reported that he attended the session on 11<sup>th</sup> August as Cllr Lewis was away. The session went well with about 40 children and adults attending. The Play Rangers’ car was driven on to the field so they could take their equipment out of the car; it worked well. Cllr Ash also reported that disappointingly there was dog waste in the field. Cllr Ash thanked Cllr Lewis for the information he shared prior to the session. Cllr Lewis thanked Cllr Ash for attending in his place.</p>   |              |
| <b>11.</b> | <b>Church Clock</b>   |              |
| 11.1       | <p><u>To receive an update on the Church clock</u><br/> Following a request from St Nicholas PCC, Cllr Lewis was able to change the time on the clock without the need to call in Smiths of Derby. The Parish Council thanked Cllr Lewis for his work.<br/><br/> Cllr Lewis reported that the clock is two minutes slow and he will look at the clock again.</p>  |              |
| <b>12.</b> | <b>Correspondence</b>   |              |
|            | None  |              |
| <b>13.</b> | <b>Councillors Reports and Items for the Next Agenda</b>  |              |
|            | <p>Cllr Ash noted the speeding past the duck pond. Cllr Sheppard confirmed that he has been through this in detail with the police and the current signage is all that can be done. Illuminated signs have been discussed in the past but WCC will not fund these.</p> <p>Cllr Beech reported that the collapsing grate on the road outside 37 Main Street has been repaired.</p> <p>Cllr Beech reported that the brook opposite the village hall needs attention.<br/> <b>ACTION: Clerk to contact the owner to ask that they carry out the necessary maintenance work</b></p> <p>Cllr Beech reported that a Willow tree at the pond is beginning to encroach over the road. Cllr Honess will approach a local tree surgeon for an opinion. Cllr Beech will contact the tree surgeon that she uses for an opinion.</p> | <b>Clerk</b> |

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|            | Items for the next agenda: <ul style="list-style-type: none"> <li>● Play Rangers feedback</li> <li>● Councillor’s Fund Grant application for removing the buildup of silt in the brook from Lower Street to The Moat</li> <li>● Trees at the pond</li> <li>● Overgrown shrubs on the island surrounding the village sign.</li> </ul> |  |
| <b>14.</b> | <b>Date of the Next Meeting</b>  |  |
| 14.1       | 9 <sup>th</sup> September 2025 at 7.00pm in the Village Hall.  |  |
|            | The meeting closed at 7.55pm   |  |

Chair.....

Date.....