

Willoughby Parish Council

ANNUAL PARISH COUNCIL MEETING

I hereby give notice that the Annual Meeting of Willoughby Parish Council will be held in the Village Hall on 12 May 2026 at 7.00pm, to which you are summoned for the transaction of the following business

Councillors: Maggie Beech (Chair), Grahame Ash, Rod Honess, Malcolm Lewis, Stuart Sheppard

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. To Elect a Chair and to receive the Chair's Declaration of Acceptance of Office**
- 2. Record of Members Present**
- 3. To Receive Apologies and the Reasons for Such Absence**
- 4. To receive the completed Declaration of Pecuniary Interests forms from all Councillors.**
- 5. Public Participation - to receive any questions or presentations from the public**
(15 minutes will be allowed for this item)
- 6. To adopt the Code of Conduct and receive the completed and signed Code of Conduct Declarations from all Councillors**
- 7. To confirm the approval of the minutes of the meeting held on 14 April 2026**
- 8. To review the Scheme of Delegation**
- 9. To review and adopt the Standing Orders**
- 10. To review and adopt the Financial Regulations**
- 11. To review the Fixed Asset Register**
- 12. To review the Policy Review Schedule**
- 13. To adopt the following policies:**
 - 13.1 Complaints Procedure – no proposed changes
- 14. To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 14.1 None
- 15. Planning Applications**
 - 15.1 Planning reference: R26/0345 – 42 Main Street, Willoughby – Proposed single storey front, side and rear extensions
 - 15.2 Planning reference: R25/1105 Proposed Conversion and Alteration of Existing Outbuilding to a 1-Bedroom Annex – Approved 23 April 2026
- 16. Highways, Street Lighting and Footpaths**
 - 16.1 To receive an update on the invitation to the Public Rights of Way Officer to visit the village
 - 16.2 To receive an update on the issues reported to WCC Highways
- 17. Finance**
 - 17.1 To approve the following payments:

Payee	Service	Amount
Unity Trust	Bank charges	6.00
Greenstone Contracts	Mowing - April	682.44
Lloyds Bank	Sheep Shed, Sign Shed and charges	82.23
M Cox	Kissing gate repair	175.00
M Cox	Kissing gate repair	107.50
Valda Energy	Street light electricity - January 2026	90.54
M Lewis	Screws for repairs carried out	25.51
J Jarman	Overtime for ACM - 3 hours	
S Sheppard	Refreshments for ACM	11.68
Wix.com	Email renewal to 9.4.2027	161.28
Lloyds Bank	Card charge	3.00
Valda Energy	Street light electricity 20.2 to 19.3.2026	59.34
		£1,169.22

17.2 To review the bank mandate

17.3 To receive the Annual Internal Audit Report for the year ended 31 March 2026

17.4 To confirm the arrangements for insurance cover

18. Training

18.1 To identify councillors and clerk's training needs

19. Annual Community Meeting

19.1 To report on the Annual Community Meeting held on 23 April 2026

20. Play Rangers

20.1 To receive an update on the arrangements for the Play Ranger sessions

21. Telephone Box

21.1 To consider the quote for the cleaning and repainting of the Telephone Box Library

22. Parish Council Noticeboard

21.1 To consider the quote for the repainting/re-staining of the noticeboard

23. Correspondence (for information only)

None

24. 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

25. Date of the next meeting: 9 June 2026



Parish Clerk – Joanne Jarman

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Dated: 7 May 2026