

WILLOUGHBY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 14 April 2026

1. Record of Members Present

Councillors: G Ash (GA), M Beech (MB), R Honess (RH), M Lewis (ML), S Sheppard (SS)

Clerk: Joanne Jarman

2. To Receive Apologies and the Reasons for Such Absence

None.

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)

No members of the public were present.

5. To Approve the Minutes of the Parish Council Meeting held on 10 March 2026

Proposed by: Cllr Honess, Seconded by: Cllr Lewis.

It was resolved that the minutes of the Parish Council meeting held on 10 March 2026 be approved.

6. To receive Progress Reports on Outstanding Items not covered later on the agenda

6.1 Government consultation on Local Government Reorganisation in Warwickshire

The link was publicised on the Parish Council website on 19 February and on Facebook on 11 March 2026.

6.2 RBC Regulation 19 consultation

Submissions to RBC's Regulation 19 consultation in support of SALFV's representations and the extension of the designated area of the Rainsbrook Valley were made on 12 March 2026.

A response to the West Northamptonshire Council Draft Local Plan Regulation 18 Consultation was submitted on 19 March 2026.

6.3 Hedges around the playground

An email has been sent to Thomas of Flecknoe to book a cut in for October.

7. Planning

7.1 None

8. Highways, Street Lighting and Footpaths

8.1 To receive an update on the repairs to the kissing gates

The Clerk emailed the resident who raised the narrowness of the kissing gate at the Lower Street end of the Shrubby footpath to inform them of the work that would be taking place.

Cllr Honess reported that work has been carried out to the gate and has achieved an additional 2" to 3" opening in the gap.

8.2 To receive an update on the issues reported to WCC Highways

The following is an update on issues that have been reported to WCC Highways:

- Footpath on A45 – WCC Highways has escalated this to its delivery team as the contractor is not responding to it.
- Hedges on Main Street – Cllr Honess reported that this has now been cut back.
- Sawbridge Road – the contractor has been chased again. WCC Highways has confirmed that the job will be completed even if it is carried forward into 2026/27.
- Pothole on Main Street – this has been marked for repair.
- Facilities cover on Lower Street – this has now been repaired.
- Pothole at the T junction of Lower Street and Woolscott Road – this is on WCC Highways job list to be carried out.
- Damaged drain grate and surround at No.37, Main Street – WCC Highways has raised a job to have this temporarily made safe with a gully reset to eventually take place.
- Repair required adjacent to College Farm, Main Street – WCC Highways has raised this with their contractor to be repaired.
- Minor repairs to surface in the vicinity of 17 and 19 Main Street – this will be issued out for patching during the next patching release.

9. Finance

9.1 To approve the following payments:

Payee	Service	Amount
Unity Trust	Bank charges	6.00
Greenstone Contracts	Mowing - March	341.22
WALC	Annual subscription	190.20
Zurich Insurance	2026-27 renewal	619.53
Valda Energy	Street light electricity - 24.1 to 24.3.2026	60.87
		£1,217.82

Proposed by: Cllr Sheppard, Seconded by: Cllr Beech

It was resolved the payments be approved.

9.2 To consider the financial statements for the year ended 31 March 2026

Cllr Sheppard reported that he had carried out the quarterly checks prior to the meeting and found no areas of concern.

Cllr Sheppard proposed the financial statements be approved.

Seconded by: Cllr Ash

It was resolved that the financial statements for the year ended 31 March 2026 be approved.

9.3 To approve the Annual Governance and Accountability Return – Section 1

Proposed by: Cllr Ash, Seconded by: Cllr Lewis.

It was resolved that Section 1 of the Annual Governance and Accountability Return be approved.

9.4 To approve the Annual Governance and Accountability Return – Section 2

Proposed by: Cllr Beech, Seconded by: Cllr Honess.

It was resolved that Section 2 of the Annual Governance and Accountability Return be approved.

9.5 To confirm the dates of the period for the Exercise of Public Rights

Proposed by: Cllr Sheppard, Seconded by: Cllr Lewis.

It was resolved that the dates of the period for the Exercise of Publics Rights, being 3rd June to 14th July 2026, be approved.

9.6 To approve the Certificate of Exemption – AGAR 2025/26

Proposed by: Cllr Ash, Seconded by: Cllr Beech.

It was resolved that the Certificate of Exemption for 2025/26 be approved.

9.7 To consider the insurance renewal quote

The insurance is due for renewal on 1 June 2026. The renewal premium is £619.53 and has increased by 25% on last year. The budget was set at £520. The Clerk has reviewed the levels of cover and advised that they meet the Parish Council's requirements.

A quote has been obtained for the Zurich service to smaller Parish Councils; there is a small saving, but the limited cover does not meet the needs of the Parish Council.

Cllr Honess proposed the insurance be renewed at a premium of £619.53.

Seconded by: Cllr Beech

It was resolved that the insurance be renewed at a premium of £619.53.

10. Annual Community Meeting

10.1 To confirm the arrangements for the Annual Community Meeting

Cllr Beech had circulated the report prior to the meeting. The agenda will be posted on the notice board and website 7 days prior to the meeting. The annual report will be posted on the website with the agenda. Councillors and Clerk to arrive at 6.30pm to help set the room up.

11. Play Rangers

11.1 To consider the arrangements for Play Rangers

Cllr Lewis sent an email to his contact at RBC in February to obtain information on their plans for this year and a quote but did not receive a response. He has since made further attempts to elicit a response but to no avail. Cllr Lewis will keep trying to make contact.

12. Playground

12.1 To receive the quarterly playground inspection

Cllr Honess circulated the inspection report prior to the meeting. He highlighted the following:

- a piece of metal was protruding from the kissing gate, next to the main gate into the playing field; Cllr Honess has repaired this and will continue to monitor it.
- a quote from the handyman for the painting of the carousel will be obtained.
- the fence between the playground and the Rose Inn has been propped up but it is only a temporary fix. Cllr Honess suggested that the owner be contacted to see what the plans are for the fencing around the Rose Inn during the renovations. Cllr Beech will review the planning application for any reference to the fencing before any approach is made.
- the goalposts are fit for purpose.

13. Policies

13.1 To consider the Training and Development Policy

Proposed by: Cllr Beech, Seconded by: Cllr Sheppard.

It was resolved that the Training and Development Policy be approved.

14. Risk Register

14.1 To consider the Risk Register

Proposed by: Cllr Ash, Seconded by: Cllr Honess.

It was resolved that the Risk Register be approved.

15. Neighbourhood Governance Structure

15.1 To consider WALC's briefing note on the neighbourhood governance proposals within the English Devolution and Community Empowerment Bill

Councillors agreed that the proposals will take away the influence of parish councils and that they are best placed to represent their neighbourhoods.

15.2 To consider the motion: Ensuring an Influential Role for Parish/Town Councils in Neighbourhood Governance (full motion attached to the minutes)

Proposed by: Cllr Beech, Seconded by: Cllr Honess.

It was resolved that the motion be passed.

16. Willoughby Festival

16.1 To receive an update on the arrangements for the Willoughby Festival

The festival is to be held at the Cricket Club to celebrate their 125th anniversary. There will be a band, BBQ and bar from 6.30pm on Saturday 11 July and craft stalls, races, prize giving and a BBQ on Sunday 12 July from 1pm until 5/5.30pm. Volunteers are needed on the Sunday afternoon for rotas to look after the games, refreshments and to set up the marquee the week before.

17. Correspondence

None.

18. Councillors Reports and Items for the Next Agenda

Cllr Ash reported that he observed a resident exercising his dog off lead in the playing field. He pointed the notice out to the resident who did not respond well to him.

Cllr Beech reported that a resident has highlighted that a stretch of path from the Old School House to the first kissing gate has been flooded through the winter and is very slippery. This has led to people going through the playing field, often with their dogs, because they are concerned that they may slip and fall.

Cllr Honess noted that there are several footpaths in the village that are hazardous.

ACTION: The Public Rights of Way Officer to be invited to visit the village to inspect and assess the state of the footpaths – Clerk

Items for the next agenda:

Internal auditor's Report

19. Date of the Next Meeting

12 May 2026 at 7.00pm in the Village Hall (Annual Parish Council meeting).

The meeting closed at 8.16pm.

Chair

Date