

# Willoughby Parish Council

## Agenda

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 14 June 2022 at 7.30pm, to which you are summoned for the transaction of the following business

<b>Summons</b>	Cllr Mike Thomas, Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis
<b>Invitees</b>	The General Public, Cllr Howard Roberts (WCC) and Cllr Emma Crane (RBC)
<b>Meeting Chair</b>	Cllr Mike Thomas (Chair)
<b>Minute Taker</b>	Joanne Jarman (Parish Clerk)

- 1. Record of Members Present**
- 2. To Receive Apologies**
- 3. To receive Declarations of Personal or Pecuniary Interest**
- 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 17 May 2022**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**  
(For information only)
  - 6.1 Hedge cuttings
  - 6.2 Potholes along the Willoughby to Sawbridge Road
  - 6.3 Rotten fencing around pumping station on Moor Lane
  - 6.4 Longdown Lane - damage to bollards and blocked drainage channels
  - 6.5 Request to WCC to widen two kiss gates
  - 6.6 Village benches
  - 6.7 Submission of Annual Governance and Accountability Return 2021/22 to PKF Littlejohn
- 7. Councillor vacancy**
  - 7.1 To note the response to the co-option notice requesting expressions of interest which closed on 28 May 2022 and to consider next steps.
  - 7.2 To consider whether a change in timings of Council meetings might encourage more interest.
- 8. Play Rangers**
  - 8.1 To note the update received from Councillor Lewis on providing Play Ranger sessions for children in the summer and to approve dates and times.
- 9. Parish Council Policies and Procedures**
  - 9.1 To adopt the Grievance Policy.
  - 9.2 To adopt the Disciplinary Policy.
- 10. Planning**
  - 10.1 To respond to planning applications received.  
Reference: R22/0465 IVY BARN, LOWER STREET, WILLOUGHBY, RUGBY, CV23 8BX  
Erection of a summer house in rear garden.
  - 10.2 To consider nominating the Rose Inn as an asset of community value and sending the nomination to Rugby Borough Council for consideration.
- 11. Highways, Street Lighting and Footpaths**
  - 11.1 To note the broken right turn sign on the A45 into Woolscott Road and the street lights not working and to consider the next step.
- 12. Finance**
  - 12.1 To approve the payments in the schedule attached to this agenda.
  - 12.2 To review the financial statements for April and May (previously circulated) (see Parish Clerk's report for supporting information)
  - 12.3 To consider the quotation for the refurbishment of the Parish Council noticeboard in the Amenity Garden.
  - 12.4 To consider the quotation for repairs to some of the 'kiss' gates and, if approved, send to WCC for their approval and acceptance of liability for the Council to carry out the work.

- 12.5 To consider the verbal quote for repairing the last bench.
- 12.6 To approve the signing of a direct debit mandate for the payment of the monthly nPower invoices.
- 13. Risk Assessments**
- 13.1 To consider and note risks specific to Willoughby.
- 13.2 To consider the Draft Risk Assessment (previously circulated) and to decide on next steps.
- 14. Flags**
- 14.1 To consider quotations for Union Jack and a Willoughby flag to fly on special occasions on the flagpole being erected at the Village Hall and to decide whether or not to proceed.
- 15. Grants given by the Council**
- 15.1 To review grants given by the Council.
- 16. Annual Community Meeting (ACM)**
- 16.1 To consider the agenda for the Annual Community Meeting on 20th September 2022.
- 17. Data Protection Officer**
- 17.1 To consider and approve the appointment of a Data Protection Officer.
- 18. Correspondence** (for information only)  
None
- 19. 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.
- 20. Acknowledgements**
- 20.1 To formally thank Cllr Maggie Beech for her support of the new Clerk and in developing policies and procedures for the Council.
- 20.2 The Parish Council wish to record their thanks to the Clerk for the extraordinary amount of unpaid time and effort that she has put into the recent work on the Council's policies and procedures together with her ongoing training. This is greatly appreciated. The Chair would also like to add his own personal thanks.
- 21. Date of the next meeting:** 12 July 2022

**SCHEDULE OF PAYMENTS TO BE APPROVED on 14 JUNE 2022**

Payee Name	Description of Service	Amount £
WS Gardens	May mowing	486.00
SLCC	50% shared with ADPC (full cost £144.00)	72.00
ICO	Data Protection (£35 if paid by direct debit)	40.00
WALC	Training invoices x 4	120.00
Total		£718.00

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