

Willoughby Parish Council

Agenda

I hereby give notice that an **Ordinary Meeting of Willoughby Parish Council** will be held in the **Village Hall on 8 November 2022 at 7.30pm**, to which you are summoned for the **transaction of the following business**

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

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 may be asked to leave the meeting if the council resolves to consider 'confidential business'.

- 1. Record of Members Present**
- 2. To Receive Apologies and the Reasons for Such Absence**
- 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 4 October 2022**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**
(For information only)
 - 6.1 Faux gas light bulb replacement
 - 6.2 Village pond signs
- 7. 2023 meeting dates**
 - 7.1 To confirm the meeting dates for 2023
- 8. Council Policies and Procedures**
 - 8.1 To approve the Transparency Code
 - 8.2 To approve the Publication Scheme
- 9. Planning Applications**
 - 9.1 To consider planning applications received:
Reference: R22/1036 – Willoughbrook, London Road – retention of log cabin for permanent occupation by essential worker
- 10 Highways, Street Lighting and Footpaths**
 - 10.1 To consider the recommendations and quote for a Jubilee tree
 - 10.2 To receive an update on the action plan for the footpaths and kiss gates
 - 10.3 To consider the maintenance of the Triangle
 - 10.4 To consider the options for the A45 bus shelter
- 11. Finance**
 - 11.1 To approve the payments in the schedule attached to this agenda
 - 11.2 To approve the budgets for 2023/24
 - 11.3 To confirm the process for tendering for the mowing contract
 - 11.4 To approve the application for a Corporate Multipay Charge Card for online purchases

12. Annual Community Meeting

12.1 To receive an update on the forming of the volunteer steering groups

13. Playground

13.1 To receive an update on maintenance progress following the annual inspection

14. Allotments

14.1 To consider the terms for renewing the lease

15. Correspondence (for information only)

None

16. 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

17. Date of the next meeting: 13 December 2022**SCHEDULE OF PAYMENTS TO BE APPROVED on 8 NOVEMBER 2022**

Payee Name	Description of Service	Amount £
WCV Volunteers	Costs related to clearing of brook	60.00
S Wingrove	Mowing - October	200.00
nPower	Street lighting - September	91.30
E.On	Replacement of street light in Magdalen Road (agreed to quote - £1,312.13 + VAT)	1574.56
WALC	Overdue invoices – courses approved at meeting on 12 April 2022	156.00
WALC	Late payment charges on overdue invoices	60.00
RBC	Play Rangers	350.00
Signzone Graphics	Village pond signs	250.00
Total		£2,741.86

Parish Clerk – Joanne Jarman
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