

# WILLOUGHBY PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Tuesday 10 March 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)

One member of the public was present. No questions were raised.

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

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

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

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

#### 6.1 Temporary notices for kissing gate on Lower Street

The notices were attached and the Parish Council thanked the resident who laminated these. The gate was also repaired by Cllr Honess so that it could not easily be removed.

#### 6.2 Signs regarding dogs to be acquired for the Shrubbery footpath and the playing field

The signs have been acquired and put up. Councillors thanked Cllr Lewis for his work in this area. There was also an article in the March Willoughby Monthly about dogs in the two areas.

### 7. Planning

#### 7.1 None

### 8. Highways, Street Lighting and Footpaths

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

Cllr Honess has discussed the gate at the Lower Street end of the Shrubbery footpath with the handyman. A kissing gate is necessary to prevent children and dogs running out on to the road. Cllr Honess proposed that a new post be installed on the right as the existing one is past its useful life, the existing bolts be refitted closer to the post and that the gate itself be shortened vertically on its left-hand side; these two changes will create a larger aperture while retaining the kissing gate.

The cost of the work of up to £200 was approved.

**ACTION: Email to be sent to the resident who had highlighted the poor state of repair and small opening to inform them of the proposed works – Clerk**

## 8.2 To receive the definitive list of potholes in the village

Cllr Honess reported the following:

- Pothole at the T junction of Lower Street and Woolscott Road. This is the only one in the village that can be officially classed as such. It was marked for repair some time ago but had been overlooked.

**ACTION: Pothole at T junction of Lower Street and Woolscott Road to be reported to WCC Highways - Clerk**

- Damaged facilities cover on Lower Street, near B Beautiful.
- Damaged drain grate and surround at No.37, Main Street.
- Repair required adjacent to College Farm, Main Street.
- Minor repairs to surface in the vicinity of 17 and 19 Main Street.

The Clerk reported that WCC Highways is currently only carrying out temporary repairs to potholes due to the number that have developed in the County over the winter. Only potholes that pose a risk to road users should be reported. She also noted that residents can report potholes on the Warwickshire County Council website.

[Report a pothole](#)

## 8.3 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.
- Hedges on Main Street – WCC Highways has requested the Land Registry to establish who the owner is so they can write to them asking for the hedges to be cut back.
- Sawbridge Road – WCC Highways has confirmed that the work will be carried out. Cllr Keeling reported at the recent Pop Up café that the work has been started.
- Pothole on Main Street – this has been marked for repair.

The following has also been reported:

- Portaloo on the verge at the junction of the A45 and Woolscott Road blocking the view of oncoming traffic – following intervention by WCC Highways the company owning the Portaloo has removed it.

## 9. Finance

### 9.1 To approve the following payments:

Payee	Service	Amount
Unity Trust	Bank charges	6.00
Smith of Derby	Church clock service	308.40
J Jarman	Overtime - 10 hours	Confidential
Safety Signs for Less	Car park sign	93.60
PWLB	Street lights loan repayment	958.12
Valda Energy	January street lights	71.22
		<b>£1,437.34</b>

Proposed by: Cllr Sheppard, Seconded by: Cllr Ash

**It was resolved the payments be approved.**

## **10. Annual Community Meeting**

### **10.1 To confirm the date for the Annual Community Meeting**

The village hall has been booked for 23 April from 6pm; the meeting will start at 7pm.

### **10.2 To consider ideas for the Annual Community Meeting**

Cllr Beech is drawing up an annual report for the meeting and will circulate this for discussion.

## **11. Play Rangers**

### **11.1 To consider the arrangements for Play Rangers**

Cllr Lewis has made contact with RBC to obtain information on their plans for this year and a quote.

## **12. Government Consultation on Local Government Reorganisation**

### **12.1 To consider responding to the government consultation on Local Government Reorganisation in Warwickshire**

The Government has started the consultation process for the reorganisation of local government in Warwickshire. The deadline for responses is 26 March 2026.

WALC has suggested that Parish Councils respond on behalf the community but as no consultation has been made with residents it is proposed that the consultation be publicised for residents to respond individually.

The link to the consultation is as follows:

[Proposals for local government reorganisation in Warwickshire - GOV.UK](#)

**ACTION: Link to be publicised on Facebook – Clerk**

## **13. Correspondence**

Garages at the top of College Road – an email was received from Rugby Borough Council stating that they are bringing forward the site for disposal and that tenants will be given notice.

Car park – an email was received from a resident who considers that the parking on Main Street is being impacted by the Car Park Policy. The resident gave the view that a car had been parked on Main Street for some time as a result of the policy; following email exchanges with Cllr Beech the resident has agreed to take this up directly with the owner of the parked car.

## **14. Councillors Reports and Items for the Next Agenda**

Rugby Borough Council Local Plan – Regulation 19 consultation:

Cllr Beech reported that SALFV is making a submission and has requested the opportunity to participate in the Examination in Public to support the exclusion of Lodge Farm from the Local Plan.

Cllr Beech proposed that the Parish Council make a submission in support of SALFV.

**All agreed.**

Cllr Beech also reported that she has received a proposed submission supporting Policy EN3 but requesting that the designated area of the Rainsbrook Valley be extended to cover the whole valley, not just the northern face.

Cllr Beech proposed that the Parish Council make a submission in support of the extension of the designated area of the Rainsbrook Valley.

All agreed.

**ACTION: Submissions to be made to RBC's Regulation 19 consultation in support of SALFV's representations and the extension of the designated area of the Rainsbrook Valley – Clerk/MB**

Church clock – Cllr Lewis attended the annual service; the engineer indicated that some repairs will be required and will provide a quote. This has not yet been received.

Cllr Honess noted that the playing field hedges have not been cut this year and they cannot now be cut until September.

**ACTION: Thomas of Flecknoe to be contacted to establish why the hedges were not cut and to book them in for October - Clerk**

Items for the next agenda:

Quarterly playground inspection

Training and Development Policy

Risk Register (brought forward from May 2026)

Approval of Annual Governance and Accountability Return and associated documents

Approval of Certificate of Exemption

### **15. Date of the Next Meeting**

14 April 2026 at 7.00pm in the Village Hall.

The meeting closed at 8.04pm.

Chair M Beech

Date 14 April 2026