

WILLOUGHBY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 12 May 2026

1. To Elect a Chair and to receive the Chair's Declaration of Acceptance of Office

Cllr Lewis proposed that Cllr Beech be elected chair.

Seconded by: Cllr Honess

It was resolved that Cllr Beech be elected chair.

Cllr Beech signed the Declaration of Acceptance of Office.

2. Record of members present

Councillors: M Beech (MB), R Honess (RH), M Lewis (ML)

Clerk: Joanne Jarman

3. To receive apologies and the reasons for such absence

S Sheppard and G Ash

4. To receive completed Declarations of Pecuniary Interests forms from all councillors.

All forms were signed and returned to the Clerk. Cllr Ash to sign his declaration at the next meeting albeit he has confirmed the declaration is correct.

5. Public Participation

To receive any questions or presentations from the public
(15 minutes will be allowed for this item)

Three members of the public were present. No questions were raised.

6. To adopt the Code of Conduct and receive the completed and signed Code of Conduct Declarations from all councillors.

Proposed by: Cllr Honess

Seconded by: Cllr Beech

It was resolved that the Code of Conduct be approved.

Completed declarations were returned to the Clerk.

All forms were signed and returned to the Clerk

7. To approve the minutes of the Parish Council Meeting held on 14 April 2026

Proposed by: Cllr Lewis, Seconded by: Cllr Beech

It was resolved that the minutes of the Parish Council meeting held on 14 April 2026 be approved.

8. To review the Scheme of Delegation

There were no changes to the Scheme of Delegation.

9. To review and adopt the Standing Orders

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

It was resolved that the Standing Orders be adopted.

10. To review and adopt the Financial Regulations

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

It was resolved that the Financial Regulations be adopted.

Willoughby Parish Council meeting on 12/05/2026

11. To review the Fixed Asset Register

The Fixed Asset Register was accepted. The Clerk confirmed that Parish Councils do not depreciate assets.

12. To review the Policy Review Schedule

The Clerk confirmed that all policy reviews are up to date.

13. To adopt the following policies:

13.1 Complaints Procedure:

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

It was resolved that the Complaints Procedure be approved.

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

None

15. Planning

15.1 Planning reference: R26/0345 – 42 Main Street, Willoughby – Proposed single storey front, side and rear extensions

Cllr Beech read out the proposed objection; this will be published on the Parish Council website with the minutes.

Seconded by: Cllr Honess

It was resolved that the objection response be submitted.

ACTION: Objection response to be submitted - Clerk

15.2 Planning reference: R25/1105 – Bath Farm - Proposed Conversion and Alteration of Existing Outbuilding to a 1-Bedroom Annex

The application was approved on 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

The Public Rights of Way (PROW) Officer has agreed to inspect the paths in the village that are becoming hazardous. The visit will take place on 11 June 2026 at 11.30am.

ACTION: PROW Officer to be asked to confirm that the footpaths to be inspected are the responsibility of WCC – Clerk

16.2 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.
- Sawbridge Road – the planings have been installed as a temporary fix. WCC Highways has confirmed that a permanent repair will be carried forward out as and when it reaches the point in the waiting list when it can be considered.
- Pothole on Main Street – this has been marked for repair.
- Pothole at the T junction of Lower Street and Woolscott Road – this has been repaired.
- 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.

- Hedges blocking view on the Longdown Lane/A45 junction – WCC Highways has agreed to write to the landowner asking for the hedges to be cut back

Cllr Beech has also contacted the owner of Gate Farm to ask for the shrubs at the Woolscott Road/A45 junction to be cut back.

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

Proposed by: Cllr Honess, Seconded by: Cllr Beech

It was resolved the payments be approved.

17.2 To review the bank mandate

The Clerk confirmed the mandate is up to date and no changes are required.

17.3 To receive the Annual Internal Audit Report

The written report is not yet available, but the auditor verbally indicated that no issues were found and has signed the Internal Audit Report.

17.4 To confirm the arrangements for insurance cover

This was reviewed at the meeting held on 14 April 2026.

18. Training

18.1 To identify councillors and clerk's training needs

The Clerk confirmed that she attends the WALC operational updates and at this time does not need any further training.

19. Annual Community Meeting

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

It is a legal requirement to hold a meeting for parish residents annually between 1 March and 1 June. This year the meeting was facilitated by the Parish Council, but residents can organise the meeting in the future, if they so wish. The Community Meeting Report 2026 was presented by Cllr Beech. This report is a summary of some of the significant events that have taken place over the past year and highlights some actions to be carried out later in the year. Both the minutes of the meeting and the report are available on the Parish Council website under Minutes and News.

Thank you to everyone who came along to hear about what has been happening in the parish over the last year and also to those who contributed to the discussions on local affairs.

20. Play Rangers

20.1 To consider the arrangements for Play Rangers

Cllr Lewis reported that RBC has now responded to his emails; he has informed RBC what the Parish Council would like to be included in the sessions and requested a quote. No response has been received as yet and he will continue to chase.

21. Telephone Box Library

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

Cllr Honess has obtained a quote to clean and paint the outside of the Telephone Box Library at £175 for labour plus the cost of materials. Cllr Honess proposed a budget of £225.

Seconded by: Cllr Beech

It was resolved that the budget of £225 be approved.

22. Parish Council Noticeboard

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

It was agreed to carry this forward to the next meeting. Cllr Honess to obtain a quote.

23. Correspondence

An email has been received from a parishioner apologising for not attending the Annual Community Meeting and thanking the Parish Council for all its hard work.

24. Councillors Reports and Items for the Next Agenda

Cllr Honess reported that a deer and its faun were run over on the A45/Main Street towards Dunchurch and the carcasses remain on the side of the road.

ACTION: Carcasses to be reported to WCC Highways/RBC to arrange removal - Clerk

Items for the next agenda:

Internal auditor's Report

Church clock repairs

Quote for painting or re-staining of the notice board

Carousel repainting

Policy reviews:

Equality and Diversity

Lone Working

25. Date of the Next Meeting

9 June 2026 at 7.00pm in the Village Hall

The meeting closed at 7.34pm.

Chair M Beech

Date 9 June 2026