

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 13th December 2022

		Action
1.	Record of Members Present	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Beech (MB), S Sheppard (SS) Clerk: Joanne Jarman	
2.	To receive Apologies	
	Cllr M Lewis	
3.	To receive Declarations of Personal or Pecuniary Interest	
	None Cllr Honess declared a potential interest in agenda item 11.1.	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	<p>8 members of the public were present.</p> <p>The owners of Willoughbrook described their business to the Councillors and asked them to support their application for permanent residency. The business supports wildlife and is well known in the area for the work it carries out. The project is eco-friendly, saves birds and promotes rare breeds. Once permanent residency is gained a zoo licence can be applied for. This will enable educational visits and other members of the public to visit with a limit of 20 people per day. The owners noted their financial and personal investment over the years. Evidence of business solvency has been provided to the Planning Officer. Councillors were invited to visit the project. A resident had visited and was made welcome and given a tour. The resident offered to write to the Planning Officer to support the application.</p> <p>Cllr Thomas confirmed that the Parish Council would need to see Rugby Borough Council's consultant's report to ensure specific criteria for permanent residency have been met before deciding on how to comment on the application. Cllr Beech had contacted the Planning Officer on 9 December. He indicated that the report will not be available until at least January. The dates of the next two Parish Council meetings have been given to him so that these can be taken into account in determining any new date for submission of comments. Cllr Beech reiterated that the Parish Council does not make the decision and can only comment.</p> <p>Issue still remains with grips on Longdown Lane with the work still not complete.</p> <p>ACTION: Cllr Thomas to follow up with WCC</p>	MT
5.	To Approve the Minutes of the Meeting held on 8 November 2022	
	Proposed by: Cllr Sheppard. Seconded by: Cllr Honess. The minutes were approved as a true record and signed by the Chair.	

6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	The replacement of the cracked light opposite the village hall has been chased but has not yet been replaced. The Clerk will continue to chase this.	
6.2	Village pond signs – the handyman has installed the signs	
6.3	Electricity costs requested by the Street Lights Group have been sent to Cllr Lewis	
6.4	Cllr Sheppard provided brief written updates on the Speedwatch and Traffic Groups to Cllr Beech for uploading to the website	
6.5	<u>Reference: R22/1044</u> – Alterations and home office in garden A comment of No Objection was submitted on 21 st November 2022.	
6.6	<u>Reference: R22/1047</u> – Construction of a new dwelling adjacent No 42 on double width plot The Local Planning Authority has advised the applicant that given the scale, design and siting of the proposed dwelling, the above planning application is not considered acceptable in its current form. The applicant is currently considering how they will proceed.	
7.	Planning	
7.1	<u>Reference: R22/1036</u> – Willoughbrook - Retention of log cabin for permanent occupation by essential worker See Public Participation above. The Planning Officer advised Cllr Beech on 9 December that he does not expect the Functional Needs Assessment from their consultant, Sanham Agricultural Planning, until at least January. He is seeking an extension of the date for submitting comments. The Council is waiting to see the report from RBC's consultant before making any comment.	
7.2	<u>Reference R22/1196</u> – 15 Brooks Close – Demolition of conservatory and part existing garage, extensions and internal alterations The conservatory is quite noticeable in the street scene and the new extension to the house would appear to be more in keeping with the immediate area. The 'moving back' of the garage would enable access to the back garden from the driveway. Decision to support the application. ACTION: Clerk to respond indicating Parish Council support of the application.	Clerk
7.3	<u>Reference R22/1276</u> – Willoughby House, Moor Lane – Construction of three detached dwelling houses, car ports and associated works including demolition of existing buildings. Prior approval was granted on 22 March 2022 for the change of use of an agricultural building to 5 dwelling houses under Class Q legislation. The applicant is now seeking planning permission to demolish the barn and other outbuildings and to build three houses (2 x 4 bed and 1 x 3 bed) in a 'barn conversion' style which they say is much more in tune with the rural setting than the original proposal. These houses would cover a larger area than the original barn footprint. The planning statement describes this type of application as 'fall back' where the applicant states that they will build out the original approval of five houses, if this application is not approved. Various legal precedents are cited where planning officers or inspectors have approved this type of application. One of the main planning issues is that this new application could be seen as unsustainable development in the open countryside. Decision to make no comment.	

	ACTION: Clerk to respond that Parish Council makes no comment on the application.	Clerk
8.	Highways, Street Lighting and Footpaths	
8.1	<p><u>To receive an update on the potential location within the grounds of the village hall for the planting of the tree to mark the Jubilee</u></p> <p>The Village Hall management committee will discuss this at their January meeting. There may be a restriction on height and width of the tree.</p> <p>Prices for the tree range from £32 to £65 + VAT.</p>	
8.2	<p><u>To receive an update on the action plan for the footpaths and kiss gates</u></p> <p>An action plan has been agreed with the Rights of Way Officer (RoWO). Landowners will be contacted by her. The kiss gate at the Lower Street end of The Shrubberies still needs to be discussed. The two field areas with dips will be filled with rubble at WCC expense. Cllr Honess will also look into the dip at the canal end of Longdown Lane</p> <p>ACTION: Agenda item for next meeting</p>	Clerk
8.3	<p><u>To consider the quote for the cutting back of the Triangle</u></p> <p>Quote is c. £250. The requirement for a licence to dispose of waste increases the cost. It was suggested that the Conservation Volunteers be asked to consider taking on the work.</p> <p>ACTION: Conservation Volunteers to be approached to see if they would consider taking on the work</p>	MT
8.4	<p><u>To consider the options for the A45 bus shelter, including the potential for resale and the cost of a concrete base and relocation of the shelter</u></p> <p>The potential sale price is unknown but is unlikely to be any more than £250. The shelter is embedded in a concrete base. If relocated it could be bolted to posts in concrete on the playing field. A concrete slab with labour would cost c. £500.</p> <p>ACTION: Two quotes to be obtained to relocate and re-site the shelter before making a decision.</p>	RH
9.	Finance	
9.1	<p><u>To approve the payments in the schedule attached to this agenda</u></p> <p>Approved</p>	
9.2	<p><u>To approve the budgets for 2023/24</u></p> <p>The budget for 2023/24 has been updated to reflect the discussions at the meeting on 8th November 2022.</p> <p>The adjustments result in a proposed increase to the Precept of 5.61%, this equates to an increase of 35 pence per month on a Band D property.</p> <p>It was proposed that the budgets be approved.</p> <p>Proposed by: Cllr Beech Seconded by: Cllr Sheppard</p>	

Payee Name	Description of Service	Amount £
M Cox	Erection of signs at Village Pond - estimate	50.00
E.on	Replacement of bulb in faux gas light opposite village hall	57.60
nPower	Electricity – October	99.88
Thomas of Flecknoe	Hedge trimming	63.00
S Wingrove	Mowing – November	200.00
Total		£470.48

10.	Volunteer Groups	
12.1	<p><u>To receive an update from Councillors about the volunteer groups they are facilitating</u></p> <p><u>Flood Action Plan and Flood Wardens:</u> Meeting to be held in January.</p> <p><u>Street Lighting:</u> Meeting to be held in January.</p> <p><u>Speedwatch and Traffic:</u> The groups will meet together in January</p> <p>The Community Speed Watch assessment by the police has determined that there is no site deemed to be safe for CSW use. The potential for a 20mph limit in the village will be discussed at the Traffic Report Group meeting.</p> <p>Cllr Beech highlighted that updates from Councillors have been posted on the Parish Council website and that the report from the police will be posted in the next day or two under News.</p>	
11.	Playground	
11.1	<p><u>To receive an update on the obtaining of quotes for the mowing contract</u></p> <p>One quote has been received; five contractors are visiting; further quotes are awaited.</p> <p>Cllr Honess declared a potential interest in one of the contractors who is quoting used to work for him and that he continues to do some work for them. It was agreed that Cllr Honess should continue obtaining quotes.</p> <p>ACTION: Agenda item for next meeting</p>	RH Clerk
11.2	<p><u>To consider the quote for the painting of the Igloo and the repairs to the steps up to the shelter</u></p> <p>Strip down, one coat of anti-rust and two coats of paint = 12 hours work. c. £300.</p> <p>Proposed by: Cllr Sheppard Seconded by: Cllr Beech</p> <p>Repairs to the steps up to the shelter – cost of £50 with new timber. The work has been carried out as the area was considered dangerous.</p> <p>Proposed by: Cllr Sheppard Seconded by: Cllr Beech</p>	

12.	Christmas period	
12.1	<p><u>To consider the arrangements for the Christmas period</u></p> <p>The Clerk will be on annual leave from 21st December 2022 until 4th January 2023 inclusive. The out of office responder on the Clerk's email will be updated to state that only urgent issues will be responded to.</p>	
13.	Correspondence	
	<p><u>27.11.2022 - Email from resident requesting an emergency meeting to discuss planning application R22/1047</u></p> <p>The Clerk advised the resident that the Planning Officer had agreed to accept comments from the Parish Council after their meeting on 13th December 2022. It was also noted that the LPA has advised that the planning application is not considered acceptable in its current form.</p> <p><u>Willoughby Charities</u></p> <p>The Clerk read out a letter she had received regarding the Trustees representing the Parish Council on the boards of the Willoughby Charity and Willoughby Educational Foundation.</p> <p>All are willing to stand. It was agreed that the tenure for all three should be extended.</p> <p>ACTION: Clerk to confirm the extension of tenure.</p>	Clerk
14.	Councillors' Reports and Items for the Next Agenda	
	<p>The Clerk informed the Councillors that she will need to receive agenda items by close of play on 4th January 2023 to enable the agenda to be issued in time for the next meeting.</p> <p>ACTION: All agenda items to be submitted to the Clerk by close of play on 4th January 2023</p> <p>The Clerk will circulate the following policies to be submitted for approval ahead of the next meeting:</p> <ul style="list-style-type: none"> ● Freedom of Information ● Reserves policy ● Planning Applications policy <p>ACTION: Policies above to be circulated prior to the next meeting</p> <p>The local police constable from the Safer Neighbourhood Team has asked for a meeting with residents during neighbourhood policing week (23rd to 29th January 2023). This would provide the opportunity for residents to meet the police constable and PCSO, to gain the latest crime prevention advice face to face, to raise concerns and to find out how best to contact the police when issues arise.</p> <p>ACTION: Meeting to be arranged and publicised in the Willoughby Monthly and on the Parish Council website</p> <p>Date of 2023 Annual Community Meeting to be added to the next agenda</p>	<p>All Cllrs</p> <p>Clerk</p> <p>SS/MB</p> <p>Clerk</p>
15.	Date of the Next Meeting	
	Tuesday, 10 th January 2023 at 7.30pm in the Village Hall	
	The meeting closed at 8.25pm	

Chair

Date.....