

## Willoughby Parish Council

**Minutes of the Annual Parish Meeting held on Tuesday 17<sup>th</sup> May 2022 at 7.30 pm in the Village Hall.**

		Action
<b>1.</b>	<b>Record of Members Present</b>	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Lewis (ML), M Beech (MB) Clerk: Joanne Jarman	
<b>2.</b>	<b>To receive Apologies</b>	
	None	
<b>3.</b>	<b>Parish Clerk</b>	
	The Chair welcomed Joanne (Jo) Jarman as the new Parish Clerk.	
<b>4.</b>	<b>Record of Members of the Public Present</b>	
	There were six members of the public present being: Elizabeth Woolf Di MacKnight Jane Edgar Alan Belgrove Janet Rowley Richard Heckford	
<b>5.</b>	<b>To Elect a Chair and sign the Declaration of Acceptance of Office</b>	
	Cllr Beech proposed that Cllr Thomas be elected as Chair. Cllr Beech noted that Cllr Thomas was proactive in the development of the Neighbourhood Plan and was very supportive when she was chair of the steering group. She also noted how much Cllr Thomas has done quietly in the background in moving the Parish Council on. Cllr Honess seconded the proposition.  The Motion was carried and the Declaration of Acceptance of Office was signed.	

### Minutes of the Ordinary Parish Council Meeting held on Tuesday 17<sup>th</sup> May 2022 (following the Annual Parish Meeting)

		Action
<b>1.</b>	<b>Record of Members Present</b>	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Lewis (ML), M Beech (MB) Clerk: Joanne Jarman	
<b>2.</b>	<b>To receive Apologies</b>	
	None	

<b>3.</b>	<b>To receive Declarations of Personal or Pecuniary Interest</b>	
	None declared.	
<b>4.</b>	<b>Public Participation</b> <b>To receive any questions or presentations from the public</b> (15 minutes will be allowed for this item)	
	It was raised that hedge cuttings and debris are being left on paths and roads. Cllr Thomas noted that residents creating the debris would be expected to dispose of it themselves. A request asking residents to clear up after themselves will be put in the next Willoughby monthly.	<b>MT</b>
	Richard Heckford (resident) noted that there are potholes on the side of the road from Willoughby to Sawbridge (Moor Lane); it is now impossible to use it as a two-lane road. Cllr Thomas will raise this with WCC Highways. RH also noted that the fencing around the pumping station is rotten. He has contacted Rugby Borough Council but there has been no follow up action as yet.	<b>MT</b>
	Elizabeth Woolf (resident) informed the Councillors that she has contacted WCC Highways about the damage to the bollards on Longdown Lane and also about the overgrown drainage channels. She is yet to see any action. Cllr Thomas noted that he usually contacts the Locality Officer.	<b>MT</b>
<b>5.</b>	<b>To Approve the Minutes of the Meeting held on 12 April 2022</b>	
	Proposed by: Cllr Honess. Seconded by: Cllr Lewis. The minutes were approved as a true record and signed by the Chair.	
<b>6.</b>	<b>To Receive Progress Reports on Outstanding Items not covered later on the agenda</b> (for information only)	
6.1	<u>Village Benches</u> Mark Cox, the handyman, has refurbished four of the benches and Cllr Lewis has reported that the quality of his work is good. Mark will now be asked to refurbish the other four benches, one of which needs some repairs.	
6.2	<u>Queen's Platinum Jubilee</u> Planters: The Willoughby Society has agreed that they will accept responsibility for the upkeep of the new planters as long as they are in place.	
<b>7.</b>	<b>Appointment of a new Councillor</b>	
7.1	<u>To confirm the outcome of the Notice of Vacancy posted on 13<sup>th</sup> April 2022 and the next step in the process of appointing a new councillor.</u> Cllr Beech confirmed that no one had put themselves forward by the closing date of 4 <sup>th</sup> May 2022. The vacancy is now being advertised on the website and notice board; residents would need to express an interest and could then be co-opted onto the Council. There are currently four councillors, five are needed to maintain the democratic process. The initial notice runs from 6 <sup>th</sup> to 28 <sup>th</sup> May but will continue if no candidate is forthcoming.  Cllr Beech asked that everyone put the word out.	
<b>8.</b>	<b>Mugs for Queen's Platinum Jubilee</b>	
8.1	Cllr Lewis informed the Council that the mugs will be handed out at the Jubilee lunch on 5 <sup>th</sup> June. There will be a table and an announcement will be made at the appropriate time. Cllr Thomas will present the mugs. Cllr Lewis will put a notice in the Willoughby Monthly.  The Clerk informed Cllr Lewis of two residents who are away and would like mugs delivered. She will send the details to Cllr Lewis so that he can deliver these after the lunch.	<b>ML</b>  <b>Clerk</b>

<b>9.</b>	<b>Play Rangers</b>	
9.1	<p>Cllr Lewis has held discussions with Tomas Parker at Rugby Borough Council. Five sessions are to take place on Mondays between 1pm and 3pm. <i>(Note after the meeting – Mondays might not be suitable due to keep fit classes already taking place, Cllr Lewis to follow up)</i></p> <p>The Village Hall toilets will need to be available and events might have to move into the Village Hall in the event of rain. Cllr Lewis will contact the Village Hall to make the arrangements. It was also noted that a councillor will need to open and close the Village Hall. Cllr Honess offered his support.</p>	<p><b>ML</b></p> <p><b>ML</b></p>
<b>10.</b>	<b>Parish Council Policies and Procedures</b>	
	<p>It was agreed to adopt the following policies:</p> <ol style="list-style-type: none"> <li>1. Equality and Diversity Policy</li> <li>2. Training and Development Policy</li> <li>3. Complaints Procedure</li> <li>4. Lone Working Policy</li> </ol> <p>Proposed by Cllr Honess. Seconded by Cllr Lewis. Motion passed. The policies will be posted on the Parish Council website.</p>	
<b>11.</b>	<b>Planning</b>	
11.1	<p>No applications have been received. Cllr Thomas noted that approval has been given for the gazebo on Main Street.</p>	
<b>12.</b>	<b>Highways, Street Lighting and Footpaths</b>	
12.1	<p><u>Email from E-ON to replace the street light at the bottom of Magdalen Road - £1,312.13.</u> It was noted that the concrete post is cracked and needs replacing. The quote is for energy efficient lighting. The quote expired on 6<sup>th</sup> May. Cllr Thomas noted that for health and safety reasons the Parish Council has no choice but to go ahead. The quote will need confirming, subject to this confirmation the Clerk will instruct E-On to carry out the work. Proposed by: Cllr Beech. Seconded by: Cllr Honess. Motion passed</p>	<b>Clerk</b>
12.2	<p><u>To consider repairs needed to some of the kiss gates in the village</u> Cllr Honess highlighted that the 5 wooden kiss gates are not causing a health and safety or livestock issue but that some timber needs replacing. It was noted that WCC is responsible for the upkeep but it will take a significant amount of time before they carry out the work. Cllr Thomas raised a concern that if the Parish Council takes on the work this time WCC might expect the same in the future. Cllr Lewis will obtain a quote for the work. It was proposed that the quote be sent to WCC asking them to accept liability and allow us to carry out the work on their behalf.</p>	<b>ML/RH</b>
<b>13.</b>	<b>Finance</b>	
13.1	<p><u>To approve the payments in the schedule</u> Approved</p>	
13.2	<p><u>To note and approve the Annual Internal Audit Report for the year ended 31<sup>st</sup> March 2022 and carried out on 23<sup>rd</sup> April 2022</u> Approved</p>	
13.3	<p><u>To approve and sign the Annual Governance and Accountability Return (AGAR) 2021/22: Section 1 – Annual Governance Statement 2021/22</u> Approved</p>	

13.4	<u>To approve and sign the Annual Governance and Accountability Return (AGAR) 2021/22: Section 2 – Accounting Statements 2021/22</u> Approved	
13.5	<u>To confirm the dates of the period for the Exercise of Public Rights (the period within which members of the public may make an appointment to view the accounts).</u> Agreed as 13 <sup>th</sup> June 2022 to 22 <sup>nd</sup> July 2022	
13.6	<u>To confirm the arrangements for the external audit by PKF Littlejohn</u> The Clerk is to send the forms and the account	<b>Clerk</b>
13.7	<u>To confirm the mandate for Unity Trust Bank</u> Joanne Jarman to be added - Approved	
13.8	<u>To approve training for the Parish Clerk up to a maximum of £240 for Clerking Essentials and Toolkits courses</u> Approved	

Date Rec'd	Payee Name	Description of Service	Amount £
	ESP Scotland Ltd	Playground climbing equipment	11,584.80
	WALC	Subscription 2022/2023	192.00
	S Lewis	Purchase of Platinum Jubilee mugs for children	314.69
	W.S. Gardens	April mowing	432.00
	Zurich	Annual insurance	493.18
	Jo Jarman	Charles Arnold Baker 'Local Council Administration' 50% cost with Avon Dassett Parish Council	68.50
	nPower	April street lighting	99.61
		TOTAL	13,184.78

<b>14.</b>	<b>Flags</b>	
	<u>To consider a request to purchase a Union Jack and a Willoughby flag to fly on special occasions on the flagpole being erected at the Village Hall.</u> Cllr Lewis indicated that the cost of a Willoughby flag will be c£70, a Union Jack will cost c£50. Cllr Lewis confirmed that Kim Taylor has offered to be the person responsible for managing flag protocols. Cllr Thomas asked Cllr Lewis to get written quotes for the flags for the next meeting on 14 June.	<b>ML</b>
<b>15.</b>	<b>Annual Community Meeting</b>	
	<u>To confirm the date, time and venue for the Annual Community Meeting.</u> It was agreed that the meeting will be held on 20 <sup>th</sup> September 2022. Cllr Thomas noted that 6 members of the public had attended this meeting and he thanked them for their presence and interest.	
<b>16.</b>	<b>Correspondence</b>	
	None – other than that already covered.	

<b>17.</b>	<b>Councillors' Reports and Items for the Next Agenda</b>	
	<p><u>Footpath Gates</u> Councillor Honess has received a request to include an item on the Parish Council agenda to consider widening the kiss gates at the west end of the Shrubbery footpath and at the 'Marlin' end of Pye Court, so that those people who find them to be too restrictive to use, can pass through. Public footpaths and the gates are a matter for Warwickshire County Council so the request has been forwarded for their consideration.</p>	
	<p><u>Items for the next agenda</u> Cllr Beech requested that the financial statements for April and May be presented to the next meeting. The Clerk confirmed that she would need access to the online banking a week before the meeting in order to be able to provide these.</p>	<b>MT Clerk</b>
	Cllr Beech requested that the risk register be available for the next meeting. The Clerk noted that this will be a live document and will require input from all councillors and that it might not be feasible for this to be available at the next meeting. The Clerk also noted that a review of the risk register should be a regular agenda item.	
	Cllr Beech requested that Cllr Lewis obtain a quote for the refurbishment of the Parish Council noticeboard in the Amenity Garden.	
	Cllr Thomas requested a review of grants given by the Council.	
<b>18.</b>	<b>Date of the Next Meeting</b>	
	Tuesday, 14 June 2022 at 7.30pm in the Village Hall	
	The meeting closed at 8.16pm	

Chair Cllr M Thomas

Date 14<sup>th</sup> June 2022