

# Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 18 January 2022 at 7.30 pm in the Village Hall

		Action
1.	<b>Record of Members Present</b>	
	Councillors M Thomas (Chairperson) (MT), B Hallam (BH), R Honess (RH), M Beech (MB) Mr M Lewis confirmed that he was willing to be co-opted as a Councillor on the Parish Council and had signed the Declaration of Acceptance Form. The Chairperson welcomed him to the Council. (ML)	
2.	<b>To receive Apologies</b>	
	None	
3.	<b>To receive Declarations of Personal or Pecuniary Interest</b>	
	None declared.	
4.	<b>Public Participation</b> <b>To receive any questions or presentations from the public</b> (15 minutes will be allowed for this item)	
	Mrs C Taylor and Mr A Palmer attended the meeting and were welcomed by the Chairperson.	
5.	<b>To Approve the Minutes of the Meeting held on 14 December 2021</b>	
	The minutes were approved as a true record and signed by the Chairperson with the following amendment for clarification: 7.5 <u>Upgrading Street Lighting to LEDs</u> The Council has received a quotation of £15,000 to update the street lights in the village. Councillor Beech agreed to look into grants to pay for the upgrade.	
6.	<b>To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)</b>	
6.1	<u>Brook and Culverts in Moor Lane near Property of Mrs J Edgar</u> Warwickshire County Council ecologists have visited again and say there is no problem with either the brook or the culverts.	
6.2	<u>Street Light outside B Beautiful</u> Councillor Thomas reported that he had spoken to the property owner and confirmed by email that, should the light remain in place, the Parish Council could take no responsibility for any damage or injury should it become unattached. The owner has acknowledged and accepted this by email.	
6.3	<u>Flooding</u> The Highways Department has dealt with issues relating to the flooding under the old railway bridge on the A45 and of two garages in Main Street.	
6.4	<u>Moor Lane - Sharp Bend at Willoughby House</u> The Highways Department has stated that there are chevrons warning of a sharp bend and there is nothing more that can be done.	

6.5	<u>Goal Nets</u> The correct nets have been delivered and will be fitted by Councillors Hallam and Thomas.	
6.6	<u>Electronic Minutes</u> Agendas and Minutes are now being produced in Word.	
<b>7.</b>	<b>Highways, Street Lighting and Footpaths</b>	
7.1	<u>Mowing Village Verges and Playing Field</u> It was agreed to accept the quotation from WS Gardens for 2022/2023. Once Councillor Honess has monitored the first two mowings this year and drawn up a detailed specification for the work, the Council will be in a position to seek alternative quotations for this work in 2023/2024.	<b>RH</b>
7.2	<u>Moor Lane - Vegetation left after brook cleared opposite Barberrry Cottage</u> It was agreed to leave the vegetation to degrade naturally.	-
7.3	<u>Street Light outside Little Shaws</u> The ivy on the light still needs to be cleared. Councillor Hallam was asked to follow up with the property owner again.	<b>BH</b>
7.4	<u>Upgrading Street Lighting to LEDs</u> Councillor Beech will update the Council on available grants at the next meeting.	<b>MB</b>
7.5	<u>Shrubbery Footpath</u> Councillor Hallam expressed concern about the condition of the Shrubbery footpath and asked what could be done. The Chairperson stated that Warwickshire County Council (WCC) is responsible for Public Rights of Way (PROW) and that, if the Parish Council does this work, this will set a bad precedent for other work WCC is responsible for in the parish. This will need to be discussed again at the next meeting if not resolved with WCC.	-
7.6	<u>Footpath between Pye Court and Shar Lane</u> The hedge has been cut back on one side of the footpath. It was agreed that the Chairperson would follow up with the owners on the other side and ask them to cut back their hedge as well.	<b>MT</b>
7.7	<u>The Willoughby Society (WS) - Planting and Tidying in the Village</u> Councillor Lewis noted a potential conflict of interest as his wife is on the committee of the Willoughby Society. The WS has written to the Council requesting permission to provide planters with bulbs and plants at agreed locations and to tidy up and add plants to the Village Sign roundabout as part of the Queen's Platinum Jubilee celebrations and the 'Plant A Tree' project. It was agreed this was a good idea and that, provided the planters were portable and made of timber, they would be an asset to the village. It was agreed that the planters could be placed at the entrances to the village - Lower Street, Moor Lane and the top of Main Street. The Chairperson will liaise with the WS about this. Following further discussion, it was agreed that it would benefit the community if all the organisations and clubs in the village collaborated on celebrating the Queen's Platinum Jubilee. Councillor Lewis was asked to put up a post on the Willoughby Monthly Facebook page suggesting this approach to find out what people think.	<b>MT</b>  <b>ML</b>
<b>8.</b>	<b>Playing Field</b>	
8.1	<u>New Playing Field Equipment</u> Councillor Honess has arranged an onsite survey tomorrow (19 January) with ESP, the agreed supplier of the new equipment. He will provide feedback on the visit at the next meeting.	<b>RH</b>
8.2	<u>Inspection of Playing Field Equipment</u> Councillor Honess has carried out an inspection. He stated that the annual audit by ROSPA noted two or three maintenance issues. One related to the rubber surface under the Igloo which	

	is coming adrift and he suggested the possibility of putting a grass grid underneath instead. It was agreed that Councillor Honess would ask ESP tomorrow if they would do this work and obtain a quotation. Any cost would need to be approved at the next meeting.	<b>RH</b>
8.3	<u>Lease Agreement for Village Hall Car Park</u> The Chairperson has acquired the names of two solicitors and will contact them about arranging a lease agreement.	<b>MT</b>
<b>9.</b>	<b>Village Pond</b>	
9.1	<u>Outlet from the Pond</u> The grid still needs to be cleared. In addition, someone has bent the grid back and this will now have to be repaired.	<b>BH/MT</b>
<b>10.</b>	<b>Future Developments</b>	
10.1	<u>Internet Banking</u> Following a discussion about the issues relating to authorising payments online, it was agreed that further research was needed to ensure best practice. Councillor Honess will contact the Parish Clerk at Braunston and the Chairperson will contact the Warwickshire Association of Local Councils (WALC). Their findings will be discussed at the next meeting.	<b>RH/MT</b>
10.2	<u>Village Handyman</u> There has been one response to the item in January's Willoughby Monthly. The person is self-employed, has the necessary insurance and works for two other parish councils. It was agreed that the Chairperson would follow up and seek references.	<b>MT</b>
10.3	<u>Electric Charging Point in the Village</u> It was agreed that there was no particular benefit in providing this.	
10.4	<u>Quality Council Accreditation</u> It was agreed by a majority that, in principle, this was a good idea and that it should be revisited once a new Parish Clerk is in post.	
<b>11.</b>	<b>Planning</b>	
	No planning applications had been received.	
<b>12.</b>	<b>Finance</b>	
12.1	The following payments were approved.	

<b>Date Recd</b>	<b>Payee Name</b>	<b>Description of Service</b>	<b>Amount £</b>	<b>Paid Date</b>
11/11/21	Smiths of Derby	Church clock repair	180.00	21/11/21
25/11/21	Thomas of Flecknoe	Cutting Hedges	105.00	07/12/21
	SLCC	Subscription	70.00	09/12/21
03/12/21	E.ON	Electricity bill. November Street Lights	103.81	09/12/21
06/12/21	WALC	Rights of Way Course. Rod Honess	30.00	09/12/21

13/12/21	E.ON	Repairs to light on triangle opposite Village Hall and Brooks Close.	200.00	13/12/21
	Rachel Settle	WIX payment. Parish Council Website	126.00	09/01/22
01/11/21	Village Hall	Room hire	36.00	09/01/22
31/12/21	Village Hall	50% Broadband Village hall	142.00	09/01/22
31/12/21	Village Hall	50% Defibrillator electrics	50.00	09/01/22
05/01/22	Staff Costs	1/4 Year salary + expenses	590.07	09/01/22
06/01/22	N Power	Electricity bill December. Street Lights	141.97	09/01/22

12.2	<u>Budget for 2022/2023</u> The Chairperson provided a draft budget based on the information available to him. He stated that he would provide a comparison with the past three years at the next meeting.	<b>MT</b>
<b>13.</b>	<b>Correspondence</b>	
	The Chairperson had circulated newsletters and other similar information to Councillors by email prior to the meeting. A number of magazines were made available at the meeting.	
<b>14.</b>	<b>Resignation of Councillor Alan Belgrove</b>	
14.1	<u>Thank you</u> The Council expressed their gratitude and thanks to Councillor Belgrove for all his work on behalf of the community over the years.	
<b>15.</b>	<b>Resignation of Dennis Neville, Parish Clerk</b>	
15.1	<u>Thank you</u> The Council expressed their gratitude and thanks to Dennis Neville for his 31 years of service to the community. They also thanked Audrey Mitchell for her work typing up the Minutes of Parish Council meetings during this time.	
15.2	<u>Advertisement for the Post of Parish Clerk</u> An advertisement for a new Clerk has been placed on the WALC website and will be on their social media platform. The post will also be advertised by Rugby Borough Council.	
15.3	<u>Interim Proper Officer and Responsible Financial Officer</u> In the absence of a parish clerk, it was agreed that Councillor Beech would act as the Proper Officer/Parish Clerk and that the Chairperson would act as the Responsible Financial Officer.	<b>MB/MT</b>
<b>16.</b>	<b>Councillors' Reports and Items for Future Agenda</b>	
16.1	<u>Gel Bags</u> Payment for some of these is outstanding. This is being followed up.	
16.2	<u>Bus Shelter on Main Street</u> The Chairperson confirmed that the shelter belongs to the Parish Council.	

16.3	<u>Councillor Lewis - Responsibilities</u> Councillor Lewis accepted the following responsibilities - Benches, Grants (Village and External), Activities for Children and Adults.	
16.4	<u>Agenda Items for the Meeting on 8 February 2022</u> Hedges and Trees (BH)                      Website (MB) Information on Notice Board (MB)      Telephone Kiosk (RH)	
<b>17.</b>	<b>Dates for Parish Council Meetings during 2022</b>	
	Meetings are held on the second Tuesday in each month. 18 January                      8 February                      8 March 12 April                          10 May (AGM)                      14 June 12 July                              9 August                          13 September 11 October                      8 November                      13 December	
<b>18.</b>	<b>Date of the Next Meeting</b>	
	Tuesday, 8 February 2022 at 7.30pm in the Village Hall	

Chairperson .....

Date .....