

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 4th October 2022

		Action
1.	Record of Members Present	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Lewis (ML), M Beech (MB) S Sheppard (SS) – appointed under agenda item 7 Clerk: Joanne Jarman	
2.	To receive Apologies	
	None	
3.	To receive Declarations of Personal or Pecuniary Interest	
	Cllr Honess declared an interest in agenda item 14.2. No further declarations were received.	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	None	
5.	To Approve the Minutes of the Meeting held on 9 August 2022	
	Proposed by: Cllr Beech. Seconded by: Cllr Lewis. 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	Village hall grant - the grant of £450 that was approved at the February meeting has been paid - thanks have been sent to the Parish Council	
6.2	The replacement of the street light on Magdalen Road was scheduled for week commencing 5th September 2022 but due to staffing shortages this has been delayed. The faux gas street light on the village sign opposite the village hall car park has been reported as not working; this has been reported to E.On. ACTION: Clerk to chase	Clerk
6.3	The issues raised by a member of the public were raised with the Locality Officer. Cllr Thomas reported that grip and brook work will be carried out. WCC has stated that the growth over the crash barrier is the responsibility of the farmer. Cllr Thomas has pointed out to WCC that they did the work last time.	
7.	Councillor Vacancy	
7.1	<u>To consider applications for the vacant post and next steps</u> It was proposed that Stuart Sheppard be co-opted to the Parish Council Proposed by: Cllr Lewis Seconded by: Cllr Honess All in favour Cllr Sheppard signed the Declaration of Acceptance of Office and the Code of Conduct Declaration. Cllr Thomas welcomed Cllr Sheppard to the meeting.	

8.	Council Policies and Procedures	
8.1	<u>To approve the Risk Assessment</u> Proposed by: Cllr Beech. Seconded by: Cllr Honess	
8.2	<u>To approve the Scheme of Delegation</u> Proposed by: Cllr Beech. Seconded by: Cllr Honess	
8.3	<u>To approve the Data Protection Policy</u> Proposed by: Cllr Beech. Seconded by: Cllr Honess	
9.	Planning	
9.1	<u>To respond to planning applications received.</u> None	
10.	Highways, Street Lighting and Footpaths	
10.1	<u>To consider the recommendations and quote for a Jubilee Tree</u> Cllr Honess had circulated some suggestions for a tree, being a Rowan or winter flowering Cherry, prior to the meeting. Cllr Honess suggested a budget of £100. The location of the planting was discussed. As the Queen has since passed away it was agreed that the tree should celebrate the reign of Queen Elizabeth II rather than commemorate the Jubilee as previously planned; a plaque would be an additional cost. The purchase of a winter flowering Cherry tree was approved; the planting location will be decided at a later date. Cllr Honess reported that the triangle area opposite the Rose Inn is overgrown. Cllr Thomas confirmed that this land belongs to WCC which is responsible for its upkeep but, in reality, it will be the Parish Council that carries out the work. WCC will not allow anything to be planted on their land. Cllr Thomas will confirm who owns the land before any work is carried out. Cllr Lewis noted that the Willoughby Society had previously considered undertaking this work but decided to focus on the Amenity Garden instead. ACTION: Agenda item for the next meeting to consider the triangle.	Clerk
10.2	<u>To consider the action plan for the footpaths and kissgates</u> Cllr Honess explained the background for the benefit of Cllr Sheppard. Cllr Honess had circulated an action plan to the council prior to the meeting. Cllr Honess will take this forward. ACTION: Cllr Honess to provide an update as the work progresses - agenda item.	RH Clerk
10.3	<u>To receive an update on the repainting of the notice board</u> Cllr Honess reported that the work is now complete.	
10.4	<u>To consider maintenance proposals to the A45 bus shelter</u> Cllr Honess reported that the bus shelter needs repainting. Cllr Thomas confirmed that this is the responsibility of the Parish Council. The handyman estimates the work will take 12 hours to carry out the work. A discussion ensued around whether the bus shelter is used and whether it could be moved elsewhere or disposed of. Cllr Sheppard suggested contacting the bus companies to establish if they are planning to put a service back in. ACTION: Clerk to email bus companies to confirm no service is planned in the near future. ACTION: Clerk to establish the value of the bus shelter on the asset list ACTION: Agenda item for the next meeting	Clerk Clerk Clerk

11.	Finance	
11.1	<u>To approve the payments in the schedule attached to the agenda</u>	Approved.
11.2	<p><u>To consider the budgets for 2023/24</u> The budgets were discussed in detail:</p> <ul style="list-style-type: none"> • 2023 column relates to the budget that was set for last year • Lamp posts – there are two more to replace at some point at a cost of £1,350 each. It was agreed to earmark reserves and to add £675 per annum over the next 4 years to cover the potential replacement of the two streetlights • Exercise class to be taken out (see 11.5) • Neighbourhood Plan is due for review in October 2023 - £400. • Leave external audit fee in case we exceed the limit for exemption • Adult exercise equipment was discussed; due to Insurance concerns this will not be progressed and no amount included in the budget. • Village hall hire – volunteer groups’ meetings - £200 <p>The Clerk explained that the budgeted surplus should also be at break even point as the Precept is set at a level to achieve this. ACTION: Budgets to be amended and recirculated for approval at the next meeting</p>	Clerk
11.3	<p><u>To consider remaining opted-in into SAAA external auditor central procurement regime</u> It was proposed that the Parish Council remain opted-on to the SAAA external auditor central procurement regime. Proposed by: Cllr Beech Seconded by: Cllr Lewis Approved</p>	
11.4	<p><u>To confirm the completion of the external audit</u> The Clerk confirmed that the external audit has been completed and the AGAR, including the audit report, and Notice of Completion have been published on the Parish Council website.</p>	
11.5	<p><u>To receive the accounts for the six months ended 30 September 2022</u> Cllr Lewis raised questions on the accounts for the year ended 31st March 2022. The income was clarified. The budgeted exercise classes were discussed and it was agreed that the classes would not be progressed as there was no take up. The Clerk confirmed that the second half of the Precept has been received into the bank. Proposed by: Cllr Lewis Seconded by: Cllr Honess</p>	

Payee Name	Description of Service	Amount £
RoSPA	Inspection checklist and playground inspection	141.00
WALC	Communicating with your Community - Cllr Lewis	18.00
WALC	Managing difficult people and conversations - Cllr Beech	18.00
J Jarman	3 hours overtime to attend Community Survey meeting and preparation	39.00
WS Gardens	Mowing - August	270.00
nPower	Street light electricity - July	89.06
Willoughby Village Hall	Hire of hall - 18.1.2022 to 12.7.2022 - 16 hours @ £6 per hour	96.00
M Cox Handyman	Igloo and noticeboard repairs – invoice 02	347.50
Baskets and Bunches	Sympathy Flowers – S 137	50.00

PKF Littlejohn LLP	External Audit fees	240.00
nPower	Street light electricity – August	88.49
Cllr Thomas	Expenses for Community meeting	17.35
Cllr Honess	Ring binders for Books of Condolences	6.58
Total		£1,420.98

12.	Annual Community Meeting	
12.1	<p><u>To consider the actions from the meeting and the next steps</u> Cllr Beech circulated a summary of the main points from the meeting and noted that over 40 people attended the meeting. It was noted that volunteers had already come forward via the survey and more volunteered at the meeting.</p> <p>Cllr Beech suggested that each Councillor act as facilitator for one group. The groups will be set up as follows:</p> <ul style="list-style-type: none"> • Upgrading street lights – research and reporting back to the Parish Council – Cllr Lewis to facilitate • Community speed watch – to include collating data for the Traffic group – Cllr Sheppard to facilitate • Updating the flood action plan – Cllr Beech to facilitate • Flood wardens - flood officer for WCC has indicated that there is no current facility for training but they are looking into it. National Flood Forum could be a resource – Cllr Thomas to facilitate • Traffic – to make recommendations that the Parish Council can take to WCC Highways – Cllr Sheppard to facilitate • Footpaths – Cllr Honess <p>Cllr Thomas thanked Cllr Beech for all her hard work in the facilitation of the survey and meeting – all agreed that the event was a great success and added their thanks.</p> <p>ACTION: Cllr Beech to circulate the list of volunteers to the group facilitators ACTION: Group facilitators to arrange the first meeting at the village hall</p>	MB Cllrs
13.	Village Pond	
13.1	<p><u>To consider the quotation for a lifebelt</u> Cllr Honess presented a quote for a lifebelt proposal and container at c£150. Concerns were raised around the potential misuse of the lifebelt and the consequent cost of replacement and maintenance. It was highlighted that a red lifebelt and box would not sit well in an area of natural beauty. A discussion ensued around the risks associated with not having a lifebelt and the fact that there has never been an incident. The Councillors considered the risk to be low and decided not to proceed.</p>	
13.2	<p><u>To consider the quotation for a sign instructing people to keep off the ice and replacement duck sign</u> Cllr Honess presented the cost of £250 for two illustrated double-sided boards. Proposed by: Cllr Beech Seconder: Cllr Lewis</p> <p>Cllr Thomas referred to an email received from a resident raising concerns around the low water levels and the risk to the fish in the pond. Cllr Thomas will respond that there is little that we can do and the amount of water that would be needed would be significant, and we are still in a drought situation. Cllr Honess confirmed that oxygenating weed has been put in the pond. He also suggested lily pads which could reduce water evaporation. It was noted that previous plants have not survived.</p> <p>ACTION: Cllr Honess to arrange the purchase of the signs.</p>	RH

14.	Playground	
14.1	<p><u>To receive an update on the repairs to the Igloo climbing frame</u> Cllr Honess confirmed that this is complete and we passed the recent RoSPA inspection. Cllr Honess provided an update on the annual inspection:</p> <ul style="list-style-type: none"> • some rust on the Igloo • faulty safety matting was confirmed as being a mistake • the loose bolts referred to cannot be moved – Cllr Honess is querying this with ROSPA • shelter requires work to replace rotten wood on the step and the hard area in front of the shelter needs weeding <p>Cllr Honess will take the maintenance issues forward.</p>	
14.2	<p><u>To consider the offer from Cllr Honess to complete the mowing programme for 2022</u> The mowing contractor has ceased trading without completing the cuts for the remainder of the season. Cllr Honess has previous experience in this area and proposed carrying out one more cut; he can hire a ride-on mower for £140 including delivery and collection. The work will take around 6 hours, covering the playing field and all verges. The Clerk confirmed that any payment to a Councillor for work carried out would have to be a business arrangement. Cllr Honess quoted £200 per cut to carry out the mowing; the Councillors considered this would be of benefit to the village and would enable the Parish Council to meet its obligations.</p> <p>Cllr Honess refrained from voting. Proposed by: Cllr Beech Seconded by: Cllr Lewis All in favour.</p>	
15.	Play Rangers	
15.1	<p><u>To receive an update on the Play Ranger sessions</u> Cllr Lewis reported that the five sessions are now complete – the weather was good, attendance ranged from 15 to 28 children and were, mostly under 9 years; adults also attended and enjoyed the sessions. Village hall toilets were used but the weather was good so the main hall was not needed. Many people relayed their thanks to the Parish Council for arranging the sessions. Cllr Lewis thanked the Play Rangers and confirmed that no problems or negative comments were reported to him. Cllr Lewis confirmed his commitment to organising the sessions again next year. Thanks were passed to Cllr Lewis for arranging and attending the sessions.</p>	
16.	Neighbourhood Watch	
16.1	<p><u>To receive an update on the response to the advertisement in the Willoughby Monthly</u> No responses received. Adverts will continue to be placed at intervals.</p>	
17.	Correspondence	
	None	
18.	Councillors' Reports and Items for the Next Agenda	
18.1	<ul style="list-style-type: none"> • Contract for the allotments – renewal of the lease to the allotment society • To agree meeting dates for 2023 – Clerk to compile a list for the next meeting • To confirm volunteer groups that they have been established and dates of first meetings • Budgets for approval 	
19.	Date of the Next Meeting	
	Tuesday, 8 November 2022 at 7.30pm in the Village Hall	
	The meeting closed at 8.59pm	

Chair

Date.....