

Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 8 February 2022 at 7.30 pm in the Village Hall.

		Action
1.	Record of Members Present	
	Councillors M Thomas (Chairperson) (MT), B Hallam (BH), R Honess (RH), M Beech (MB) Mr M Lewis (ML)	
2.	To receive Apologies	
	None	
3.	To receive Declarations of Personal or Pecuniary Interest	
	None declared.	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	No members of the public were present.	
5.	To Approve the Minutes of the Meeting held on 18 January 2022	
	The minutes were approved as a true record and signed by the Chairperson.	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	<u>Goal Nets</u> The nets have now been fitted.	
6.2	<u>Footpath between Pye Court and Shar Lane</u> The hedges on both sides have now been cut back.	
6.3	<u>The Willoughby Society (WS) - Planting and Tidying in the Village</u> The Chairperson has written to the Willoughby Society to agree to their proposal and to thank them.	
6.4	<u>Lease Agreement for Village Hall Car Park</u> The Chairperson has obtained costings from two solicitors and given these to the Chair of the Village Hall Committee as they will be paying the fee. This will be discussed at their committee meeting later this month.	
6.5	<u>Gel Bags</u> The payment for these has now been received.	
7.	Highways, Street Lighting and Footpaths	
7.1	<u>Upgrading Street Lighting to LEDs</u> The potential benefits of upgrading the 23 street lights in the parish, including the significant reduction in the cost of electricity and maintenance and the reduction in the parish's carbon footprint by installing energy efficient LED lights were discussed. Options for funding such a project, should it go forward, were also discussed. It was agreed to carry out further research	

	and to seek independent specialist advice on the condition of the current lights and what would need to be done to upgrade them. It was also agreed that, should such a project seem viable, residents would be consulted and their views taken into account before moving forward.	MT/MB
7.2	<u>Shrubbery Footpath</u> Sections of the footpath need to be resurfaced. Warwickshire County Council has agreed to carry out the work in 2023/2024.	
7.3	<u>Trees and Hedges</u> It was agreed to accept the quotation of £820 from Arbolution Tree Services to carry out necessary work on a number of trees and some hedges in the parish. Councillor Hallam will arrange for the work to be carried out as soon as possible.	BH
7.4	<u>Telephone Box</u> Mrs Jackie Hesketh has kindly offered to look after the telephone box. She will sort out the books and look at better shelving, as well as maintaining the box as a useful book exchange in the future. Councillors expressed their appreciation and asked Councillor Honess to thank Mrs Hesketh on their behalf.	RH
7.5	<u>Village Benches</u> Councillor Lewis has inspected the eight benches owned by the Parish Council. They all need maintenance work. It was agreed to ask the person offering to be the new handyman for the parish for a quotation to carry out this work.	ML
7.6	<u>Repositioning of the Bus Shelter</u> The bus shelter will be in the way of the access road to the new car park behind the village hall. It was agreed that, once work starts on the car park, the bus shelter will be moved to the playing field. Councillor Honess will look at the best place to locate it and report back at the next meeting.	RH
8.	Playing Field	
8.1	<u>New Playing Field Equipment</u> Installation of the new climbing frame by ESP will begin on 28 February and take four days. Councillor Honess will contact neighbours around the playing field so that they are aware of what is happening and he will oversee the work.	RH
8.2	<u>Inspection of Playing Field Equipment</u> The quotation by ESP to replace the rubber surface underneath the igloo was considered to be much too expensive. Councillor Honess suggested an alternative using playground bark and this was agreed as a good idea. Councillor Honess will confirm costs and how the project would be carried out and report back at the next meeting.	RH
9.	Village Pond	
9.1	<u>Outlet from the Pond</u> Work to clear the grid is still outstanding. Councillor Hallam was asked to carry out the work.	BH
10.	Future Developments	
10.1	<u>Internet Banking</u> The Unity Trust Bank in Birmingham has been recommended for online banking for parish councils. It was agreed to ascertain their requirements to transfer the Parish Council account and costs. The Chairperson will report back at the next meeting.	MT
10.2	<u>Village Handyman</u> See 7.5 Village Benches	MT

11.	Planning	
11.1	<p><u>Planning Application: Reference: R22/0056</u> <u>WILLOUGHBY HOUSE, MOOR LANE, WILLOUGHBY, RUGBY, CV23 8BU</u> <u>Application for Prior Approval for Change of Use of agricultural building to dwelling houses.</u></p> <p>The Council has no objection to this application.</p>	
12.	Finance	
12.1	The following payments were approved.	

Date Recd	Payee Name	Description of Service	Amount £	Paid Date
	NPower	Street Lighting February & March	284.00	
	Village Hall	Room rent February & March	24.00	
	ESP Play Equipment	25% Deposit	3861.50	
	Citizen Advice Bureau	Donation	100.00	
	Air Ambulance	Donation	100.00	
	Village Hall	Donation	450.00	
	Willoughby Parochial Church Council.	Donation	1650.00	
03/03/2022	Western Power	Cable removal	182.08	
03/03/2022	Smiths of Derby	Village clock service	231.60	
		TOTAL	6883.18	

12.2	<p><u>Appointing an Accountant</u> The Council has to appoint a Chartered Accountant to carry out the annual external audit of the accounts. It was agreed that Councillor Honess would ask a contact at TaxAssist for a quotation and report back at the next meeting.</p>	RH
12.3	<p><u>Comparison of 2022/2023 budget with budgets for the past three years</u> The Chairperson provided a provisional budget for 2022/2023 and a comparison with the two previous years. The provisional budget was agreed.</p>	
13.	Correspondence (for information only)	
	None.	
14.	The Queen's Platinum Jubilee	
14.1	<p>Councillor Lewis has put up posts on Facebook and the notice board highlighting the benefits of everyone in the village working together. He has also contacted the Chairs and Secretaries of all the groups and organisations in the village to gain an idea of what activities are planned so far and he provided a summary. It was agreed that the Parish Council will plant a tree in the playing field with a commemorative plaque and will provide Jubilee mugs for children in the village. Councillor Lewis will continue to find out what groups might be planning and will carry out further research into suitable mugs.</p>	ML

15.	Advertisement for the Post of Parish Clerk	
15.1	So far, there has been no response to the advertisement.	
16.	Parish Council Website	
16.1	Ed Beech has agreed to redesign and update the Parish Council website at no cost. The website should be ready by the end of February/early March. Councillors expressed their appreciation and asked Councillor Beech to thank him.	MB
17.	Information for the Parish Council Notice Board	
17.1	Councillor Beech noted that, as a minimum, the following should be posted on the notice board: agendas, minutes, information about councillors and their responsibilities, and planning applications.	
18.	Village Marquee	
18.1	The Willoughby Charity has kindly agreed to fund the replacement canopy at a cost of £139.99 as the marquee is an asset for the whole parish. Councillor Beech was asked to contact Leonie Tromans, Chair of the Willoughby Society, about ordering and paying for the new canopy.	MB
19.	Councillors' Reports and Items for the Next Agenda	
19.1	<u>Agenda Items for the Meeting on 15 March 2022</u> Public Rights Of Way (RH) Village Benches - Quote from Handyman (MT) Policies and Procedures: Code of Conduct (MB)	
20.	Date of the Next Meeting	
	Tuesday, 15 March 2022 at 7.30pm in the Village Hall	

Chairperson

Date