

Willoughby Parish Council

Minutes of the Ordinary Parish Council Meeting held on Tuesday 8th November 2022

		Action
1.	Record of Members Present	
	Councillors M Thomas (Chair) (MT), R Honess (RH), M Lewis (ML), M Beech (MB), S Sheppard (SS) Clerk: Joanne Jarman	
2.	To receive Apologies	
	None	
3.	To receive Declarations of Personal or Pecuniary Interest	
	None	
4.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	3 members of the public attended. The following were raised: <ul style="list-style-type: none"> • A request for an update on the bulrushes and the brook. Cllr Thomas confirmed the bulrushes should be dug out this week, with the work to the grips to be carried out at some point. It was noted that a Warwickshire County Volunteer had cleared part of the brook opposite the Village Hall and had offered to carry out work on Moor Lane. Cllr Thomas confirmed that any part of the brook in front of a property is the responsibility of the owner to clear; the volunteer was supporting a property owner who was not able to carry out the work themselves. It was noted that RBC would write to property owners who do not carry out the necessary maintenance. • The clearing of the grips on Longdown Lane – Cllr Thomas is aware that the Localities Officer has said these will be cleared this year. Cllr Thomas will remind him. • Lights not working on Woolscott Road and A45 junction – the reason for this is that when the original survey was carried out, they did not see the cable. Cllr Sheppard attended an online meeting with WCC in the last two weeks and raised the issue at the time. 	
5.	To Approve the Minutes of the Meeting held on 4 October 2022	
	Proposed by: Cllr Beech. 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	Street lights - the bulb in the faux gas light opposite the village hall has been replaced. A crack has also been reported to E.On. The street light in Magdalen Road was replaced on 22 nd October 2022. Cllr Lewis has inspected the street light and has reported that it looks better than the old one. ACTION: Clerk to chase E.On to replace the cracked light opposite the village hall	Clerk
6.2	Cllr Honess has ordered and received the signs for the village pond. They need bolting to the metal posts. ACTION: Cllr Honess to obtain a quote for fixing the signs at the pond.	RH

7.	2023 meeting dates	
7.1	<p><u>To confirm the meeting dates for 2023</u></p> <p>Proposed meeting dates for 2023:</p> <ul style="list-style-type: none"> ● 10th January 2023 ● 14th February 2023 ● 14th March 2023 ● 18th April 2023 ● 16th May 2023 including Annual Parish Council Meeting ● 13th June 2023 ● 11th July 2023 ● 8th August 2023 ● 12th September 2023 ● 10th October 2023 ● 14th November 2023 ● 12th December 2023 <p>Elections are being held on 4th May 2023. The Annual Parish Council Meeting has to take place within 14 days, the May meeting is being delayed to enable the agenda and papers to be circulated to any new Councillors.</p> <p>The Clerk highlighted that most Parish Councils do not hold meetings in August and December and asked the Councillors to consider whether they want to continue with meetings in those months. It was agreed that meetings would continue to be held throughout the year.</p> <p>Proposed by: Cllr Sheppard. Seconded by: Cllr Lewis All in favour</p>	
8.	Council Policies and Procedures	
8.1	<p><u>To approve the Transparency Code</u></p> <p>Proposed by: Cllr Beech. Seconded by: Cllr Honess</p>	
8.2	<p><u>To approve the Publication Scheme</u></p> <p>Proposed by: Cllr Beech. Seconded by: Cllr Sheppard</p>	
9.	Planning	
9.1	<p><u>To respond to planning applications received.</u></p> <p>NR22/1036 – Willoughbrook, London Road – retention of log cabin for permanent occupation by essential worker.</p> <p>There was not sufficient information on the Rugby Borough Council planning website for councillors to comment one way or the other on the application.</p> <p>ACTION: Cllr Beech will contact Thomas Leech, the planning officer, tomorrow, upon his return from holiday, to find out what additional information is available.</p> <p>Cllr Thomas noted that the field next to the property is up for sale. The land is outside the settlement boundary.</p>	MB
10.	Highways, Street Lighting and Footpaths	
10.1	<p><u>To consider the recommendations and quote for a Jubilee Tree</u></p> <p>It was agreed at the last meeting that a winter flowering cherry tree be purchased. A resident has a contact at Bernhards and agreed to enquire as to the best time to plant the tree and to obtain a quote.</p>	

	<p>A discussion took place around the possible locations for the planting. The Village Hall grounds were considered to be an option.</p> <p>ACTION: Cllr Honess to contact the Village Hall management committee about a potential location within the grounds and also to obtain cost and best time to plant from the resident</p>	RH
10.2	<p><u>To receive and update on the action plan for the footpaths and kiss gates</u></p> <p>Cllr Honess has walked the area again and noted that no work has been carried out. He has sent the action plan to the WCC Rights of Way Officer and is awaiting her response.</p> <p>ACTION: Cllr Honess will provide an update on the action plan for the footpaths and kiss gates at the next meeting</p>	RH
10.3	<p><u>To consider the maintenance of the Triangle</u></p> <p>Cllr Honess suggested it would be sensible to cut back the plants to see what is there, then make a decision on the way forward.</p> <p>ACTION: Cllr Honess to obtain a quote for the cutting back of the Triangle</p>	RH
10.4	<p><u>To consider the options for the A45 bus shelter</u></p> <p>The Clerk confirmed that she has received no response from the companies that run the current bus services through the village regarding the possibility of a service being reinstated that might use the bus shelter. The value of the two bus shelters currently showing on the fixed asset list is £7,470.25, being £3,735,13 each. The following options were considered:</p> <ul style="list-style-type: none"> • sell it • move it to the playing field <p>ACTION: Cllr Honess to research ebay to see if the bus shelter is saleable and establish an estimated sales value</p> <p>Cllr Thomas noted that, should the shelter be moved to the playground, we would need a quote for moving it and putting in a concrete base. Cllr Honess estimated this to cost over £1,000.</p> <p>ACTION: Cllr Honess to obtain a quote for a concrete base and the moving of the bus shelter.</p>	RH RH
11.	Finance	
11.1	<p><u>To approve the payments in the schedule attached to the agenda</u></p> <p>Approved</p>	
11.2	<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 4th October 2022. The adjustments result in a proposed increase to the Precept of 8.55%. In the future the election costs and review of the neighbourhood plan will be accrued rather than all hitting in one year.</p> <p>The Councillors agreed that any contribution to the Coronation celebrations would be taken out of reserves to reduce the increase in the precept.</p> <p>ACTION: Clerk to amend budgets and bring back for final approval at December meeting</p>	Clerk
11.3	<p><u>To confirm the process for tendering for the mowing contract</u></p> <p>The current contract value is c £3,900; the Financial Regulations state that three quotes should be obtained for contracts over £3,000.</p>	

	<p>ACTION: Cllr Honess to prepare a specification and obtain three quotes from local ground maintenance contractors.</p> <p>It was noted that another cut will be required this year. It was proposed that Cllr Honess carry out another cut on the same basis as agreed at the last meeting.</p> <p>Proposed by: Cllr Sheppard. Seconded by: Cllr Beech</p>	RH
11.4	<p><u>To approve the application for a Corporate Multipay Charge card</u></p> <p>More and more purchases are being made online. It is not best practice for Councillors or the Clerk to use their personal accounts. Unity Trust offers a Corporate Multipay Charge Card. The set-up fee is £50 and there is a £3 per month charge per user. The balance would be paid off every month so no interest would be incurred.</p> <p>The Clerk proposed that, if approved, this is taken out in the Clerk's (also being the RFO) name and the transactions approved along the same lines as the bank payments. The statement would be sent to the Councillors on receipt for review.</p> <p>Proposed by: Cllr Honess. Seconded by: Cllr Beech</p> <p>ACTION: Clerk to complete the application forms for the Corporate Multipay Charge Card for signature at the next meeting</p>	Clerk

Payee Name	Description of Service	Amount £
WCV Volunteers	Costs related to clearing of brook	60.00
S Wingrove	Mowing - October	200.00
nPower	Street lighting - September	91.30
E.On	Replacement of street light in Magdalen Road (agreed to quote - £1,312.13 + VAT)	1574.56
WALC	Overdue invoices – courses approved at meeting on 12 April 2022	156.00
RBC	Play Rangers	350.00
Signzone Graphics	Village pond signs	250.00
Total		£2,681.86

12.	Annual Community Meeting	
12.1	<p><u>To receive an update on the forming of the volunteer steering groups</u></p> <p>Cllr Lewis updated on the <u>Street Lights Group</u>:</p> <p>Only 3 volunteers were available for the first meeting and one stood down at the meeting. Progress was made and another meeting will be held in December. Notes from the meeting have been circulated.</p> <p>ACTION: Clerk to provide last 12 months electricity costs and maintenance costs split month by month to Cllr Lewis</p> <p>Cllr Sheppard updated on the <u>Community Speed Watch Group</u>:</p>	Clerk

	<p>Cllr Sheppard has been carrying out research to establish the parameters of the group. A Police Constable from Rugby will be coming out to assess the areas suitable for a speed watch. Volunteers will then be vetted and trained. No speed device is currently available to borrow but they are expecting one. Clerk noted that we could share a device with another Parish Council to save on costs.</p> <p>Cllr Sheppard updated on the <u>Traffic Group</u>:</p> <p>Cllr Sheppard has been carrying out research to establish the parameters of the group. The Traffic Officer for Warwickshire has been consulted for advice. Cllr Sheppard said he intended to arrange initial meetings with his groups in the next two weeks or so.</p> <p>Cllr Beech updated on the <u>Flood Groups</u>:</p> <p>The Flood Action Plan and Flood Warden groups had an initial meeting with Cllr Thomas and Cllr Beech on 3 November 2022. Fourteen volunteers attended. Notes on key information were circulated to all volunteers and councillors/the clerk. The following posts were agreed:</p> <p>Chair – Bert Ogle Secretary – Brian Hall Treasurer – Ant Ray</p> <p>Next step – Bert Ogle to arrange a walk around the village to see the layout of the brooks and the key areas where flooding occurs so that everyone understands the causes and can consider both possible prevention and actions when flooding occurs.</p> <p>ACTION: Cllr Sheppard to provide brief written notes on the update he gave at the meeting. Cllr Beech will post the three sets of notes on the website as a news item.</p>	SS MB
13.	Playground	
13.1	<p><u>To receive an update on the maintenance progress following the annual inspection</u></p> <p>ACTION: Cllr Honess to obtain quotes for the painting of the Igloo and repairs to the step up to the shelter</p>	RH
14.	Allotments	
14.1	<p><u>To consider the terms for renewing the lease at the allotment</u></p> <p>It was confirmed that the lease commenced in March 2014 and is for a period of 10 years. This will be revisited in 2024.</p>	
15.	Correspondence	
	None	
16.	Councillors' Reports and Items for the Next Agenda	
	<ul style="list-style-type: none"> • Church Warden has advised that free hedging saplings are available • Cllr Lewis will not be available for the next meeting. 	
17.	Date of the Next Meeting	
	Tuesday, 13 December 2022 at 7.30pm in the Village Hall – Cllr Lewis has sent apologies	
	The meeting closed at 8.34pm	

Chair

Date.....