

WILLOUGHBY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 11 August 2026

1. Record of Members Present

Councillors: M Beech (MB), R Honess (RH), M Lewis (ML), S Sheppard (SS)

Clerk: Joanne Jarman

2. To Receive Apologies and the Reasons for Such Absence

Cllr Ash – reasons passed to the Clerk and accepted by the councillors.

3. To receive Declarations of Personal or Pecuniary Interests

None.

4. Public Participation

To receive any questions or presentations from the public

(15 minutes will be allowed for this item)

One member of the public was present.

A resident reported that there was an accident this week at the Longdown Lane/A45 junction; they believed that the protruding hedges was a contributing factor.

ACTION: WCC Highways to be asked if they can cut back the hedges if the landowner does not – Clerk

5. To Approve the Minutes of the Parish Council Meeting held on 14 July 2026

Proposed by: Cllr Sheppard, Seconded by: Cllr Lewis.

It was resolved that the minutes of the Parish Council meeting held on 14 July 2026 be approved.

6. To receive Progress Reports on Outstanding Items not covered later on the agenda

6.1 Overgrowth on the corner of Magdalen Road – this was cut back prior to letters being sent. The Parish Council thanked the residents.

7. Planning

7.1 None.

8. Highways, Street Lighting and Footpaths

8.1 To receive an update on the issues reported to WCC Highways

Footpath on A45 – WCC Highways has confirmed it will arrange for patching repairs to be completed. It was reported that a resident has recently had a bad fall on the footpath and is currently in hospital.

ACTION: Accident to be reported to WCC Highways to highlight the urgent need for the patching work - Clerk

9. Finance

9.1 To approve the following payments:

Payee	Service	Amount
Unity Trust	Bank charges	7.00
Greenstone Contracts	Mowing – July	764.33
Lloyds Bank	Card charge	3.00
Valda Energy	July electricity	35.58
B Robinson	Internal audit	220.00

Havenstoke Communications	Defibrillator line	118.80
M Cox	Notice board refurbishment	105.00
M Cox	Telephone box painting	175.00
		£1,428.71

Proposed by: Cllr Honess, Seconded by: Cllr Lewis

It was resolved the payments be approved.

9.2 To receive the internal auditor's report

The Clerk confirmed there are no actions to take following the internal audit. The Parish Council thanked the Clerk for her work.

10. Church Clock

10.1 To receive an update on the second opinion and further quotes for the repairs to the church clock

Cllr Lewis met with the Technical Sales Manager from the Cumbria Clock Company to discuss the repairs. He was extremely knowledgeable about the clock and will make recommendations on the repairs needed and will provide a quote for the repair and for annual maintenance in time for the next meeting.

A discussion took place on the various parts of the clock that might need repairing or replacing and the extent of the oil leak.

11. Village Pond and Drainage Ditch next to the village car park

11.1 To receive an update on the maintenance to the village pond and ditch

Cllr Beech met with the team leader from the Warwickshire Conservation Volunteers (WCV) to discuss the maintenance of the pond and drainage ditch. The group will carry out work at the pond, including the removal of vegetation from and around the outfall pipe, along the concrete edge and along the margin, as well as tidying up of the area in front of the memorial bench. They will also carry out work on the drainage ditch and will weed the island, including carefully removing the walnut trees that have taken root. If possible, these will be transplanted. Various plants will remain and only invasive plants and weeds will be removed.

The cutting back of brambles at Hayward Lodge was also discussed.

Cllr Beech proposed WCV be asked to spend a day on the pond, a day on the ditch and a day at Hayward Lodge at a cost of £100 maximum per day. The work will take place towards the end of September and in October.

Seconded by: Cllr Sheppard

It was resolved that WCV be asked to carry out three days' work on the pond, ditch and at Hayward Lodge at a cost of £300.

Cllr Beech reported that the Clerk has applied for a grant of £300 from Cllr Keeling's share of the Warwickshire County Council Grant Fund.

12. Policies

12.1 To review and adopt the Co-option Policy and Procedure

Proposed by: Cllr Sheppard, Seconded by: Cllr Honess.

It was resolved that the policy be approved.

13. Correspondence

None.

14. Councillors Reports

Cllr Honess asked when the widening of Sawbridge Road will take place. The Clerk confirmed that WCC Highways has said the work would be carried forward into the current financial year.

The Clerk has not received a response to her request for Thomas of Flecknoe to cut back the hedges in the playground in October.

ACTION: Flecknoe Fields Farm to be visited to see if they want to carry out the work – Cllr Beech

The tether attached to the lifebelt at the pond is falling apart.

ACTION: A new tether to be sourced – Cllr Honess

Cllr Lewis reported that a “20 is plenty” sign had fallen off and he has put it back up.

Cllr Lewis also reported that Cllr Ash covered for him at the Play Rangers session on 27 July and thanked him for this. He noted that the session that took place this week went well and was well attended.

Cllr Sheppard reported that the area around the bench on Woolscott Road does not need any work due to the dry weather.

15. Items for the Next Agenda

Village hall grant - £450

Play Rangers report

16. Date of the Next Meeting

8 September 2026 at 7pm in the Village Hall.

The meeting closed at 7.39pm

Chair

Date