WILLOUGHBY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 13 October 2026

1. Presentation on the Grand Union Canal Transfer Scheme on behalf of Severn Trent and Affinity Water.

The meeting commenced at 7.55pm.

2. Record of Members Present

Councillors: M Beech (MB), G Ash (GA), M Lewis (ML), S Sheppard (SS)
Clerk: Joanne Jarman

3. To Receive Apologies and the Reasons for Such Absence

Cllr Rod Honess

4. To receive Declarations of Personal or Pecuniary Interests

None.

5. Public Participation

To receive any questions or presentations from the public
(15 minutes will be allowed for this item)
Four members of the public were present.

6. To Approve the Minutes of the Parish Council Meeting held on 8 September 2026

Proposed by: Cllr Sheppard, Seconded by: Cllr Ash.
It was resolved that the minutes of the Parish Council meeting held on 8 September 2026 be approved.

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

None.

8. Planning Applications

8.1 R25/1121, 13A Walnut Tree Barn, Main Street, Willoughby – Change of use of land from agricultural to garden/equestrian use including erection of garage, garden office and swimming pool, stable block and menage with biodiversity enhancements – approved 10 September 2026.

9. Highways, Street Lighting and Footpaths

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

Woolscott Road – the road between Willowbrook Barn and Olde Farm was resurfaced on 6 October 2026.

10. Finance

10.1 To approve the following payments:

Payee	Service	Amount
Unity Trust	Bank charges	7.00
Greenstone Contracts	Mowing - September	764.32
Lloyds Bank	Card charge	3.00
Valda Energy	September electricity	60.85
Warwickshire Conservation Volunteers	Pond work (paid 14.9.2026)	60.00
WALC	Planning for non-planners	48.00

Thomas of Flecknoe	Playground hedge cutting	162.00
Warwickshire Conservation Volunteers	Pond and drainage ditch	70.00
RoSPA	Playground inspection	123.60
		£1,298.77

Proposed by: Cllr Beech, Seconded by: Cllr Ash.
It was resolved the payments be approved.

10.2 To receive the financial statements for the six months ended 30 September 2026

Cllr Sheppard confirmed he had carried out the quarterly financial checks prior to the meeting and the results were satisfactory.

11. Church Clock

11.1 To receive an update on the church clock

Cllr Beech gave a brief history of the clock which is owned by the Parish Council. Cllr Lewis explained that the mechanism needs to be replaced. It was agreed at the meeting on 8 September 2026 that the mechanism be replaced and grant applications be made to fund the project.

Grant applications were submitted to the RBC Councillors' grant fund, the Willoughby Charities, the Catherine Cookson Charitable Trust and the Janet and Bryan Moore Trust.

The Clerk reported that the Janet and Bryan Moore Trust granted £3,000 towards the project, which along with the earmarked funds of £1,500 is sufficient to complete the works.

It was agreed to accept the offer from the Janet and Bryan Moore Trust and to withdraw the other applications.

ACTION: Grant to be accepted and Smith of Derby to be appointed to replace the mechanism – ML/Clerk

Cllr Beech thanked the Clerk for submitting a successful grant application.

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

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

Cllr Beech reported that the Warwickshire Conservation Volunteers have completed their work to the pond and drainage ditch. Cllr Beech thanked Steve Palmer who worked with the volunteers on Day 2 removing two wheelbarrow loads of mud from the area in front of the outfall pipe as part of the work.

13. Risk Register

13.1 To consider the updated risk register

Proposed by: Cllr Sheppard, Seconded by: Cllr Beech.
It was resolved that the risk register be approved.

14. Playing Field

14.1 To receive an update on the hedges at the playing field and Hayward Lodge

The Clerk confirmed the hedges have been cut back.

15. Policies

15.1 To review and adopt the Data Protection Policy

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

It was resolved that the Data Protection Policy be approved.

16. Correspondence

None

17. Councillors Reports

Cllr Beech reported the following:

- The bin next to the village car park has no lid; RBC has agreed to replace the bin.
- A request has been made to WCC to paint the railings at the Lower Street junction.

18. Items for the Next Agenda

- Draft budgets
- RoSPA playground inspection report
- Willow trees at the pond
- Boundary markers at the village car park

Date of the Next Meeting

10 November 2026 at 7pm in the Village Hall.

The meeting closed at 8.14 pm.

Chair M Beech Date 10 November 2026