

WILLOUGHBY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 9 June 2026

1. Record of Members Present

Councillors: G Ash (GA), 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

None.

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)

No members of the public were present.

5. To Approve the Minutes of the Annual Parish Council Meeting held on 12 May 2026

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

It was resolved that the minutes of the Annual Parish Council meeting held on 12 May 2026 be approved.

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

6.1 Planning Reference: R26/0345 – 42 Main Street, Willoughby – Proposed single storey front, side and rear extensions

The objection was submitted on 13 May 2026.

6.2 Removal of deer carcasses from the footpath on the A45

These were reported to RBC and removed within a few days.

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 – the overgrowth has been cut back but the surface has not yet been repaired.
- Damaged drain grate and surround at No.37, Main Street – this has been temporarily made safe.

The Clerk continues to work with WCC Highways to resolve the issues.

8.2 To receive an update on the footpath concerns reported to WCC Rights of Way Officer

The Rights of Way Officer (ROW) has asked the landowners to cut the hedges back along the Pye Court footpath; she has also confirmed that the path does not meet the criteria for repair as tree roots are acceptable for an unsurfaced path.

The path running north to south by the Rose Inn is the responsibility of WCC Highways as it has a tarmac surface.

ACTION: WCC Highways to be informed of the tarmac issues along the path, particularly from The Old School House carport to the first kissing gate – Clerk

The Clerk has emailed the ROW Officer to enquire when the work at the gateway on Big Ground will be carried out. There are two gates that can be opened by the landowner so the hardcore can be delivered to the gateway. Cllr Honess highlighted that a bag of hardcore has already been dropped off at the A45 gateway of footpath R308/R247b1, east of The Old Vicarage.

ACTION: the access gates to Big Ground to be highlighted to the ROW Officer prior to the delivery of the hard core - Clerk

9. Finance

9.1 To approve the following payments:

Payee	Service	Amount
Unity Trust	Bank charges	7.00
Greenstone Contracts	Mowing - May	784.33
Lloyds Bank	Card charge	3.00
SLCC	50% share of annual subscription	79.00
Valda Energy	Street light electricity 24.4.2026 to 23.5.2026	50.16
		£923.49

Proposed by: Cllr Beech, Seconded by: Cllr Sheppard

It was resolved the payments be approved.

10. Playing Field

10.1 To consider the repainting of the carousel

Cllr Honess reported that the three sections, being the floor, seats and grab rails, would each cost around £200 to repaint. In total the cost would be £600 including materials.

The work is cosmetic and was raised as an advisory by RoSPA. It was agreed that the need for the work will be reviewed following the next inspection which is due in August/September.

11. Church Clock

11.1 To consider the repairs to the church clock

The mechanism is almost 80 years old. Following the service, Smith of Derby highlighted an oil leak and indicated that work should be undertaken albeit this is not urgent. The quote is £4,555 + VAT to essentially install a new clock mechanism.

ACTION: A second opinion and quote to be obtained from The Cumbria Clock Company – Cllr Lewis

It was agreed to put any further discussions on hold until a second opinion has been obtained.

12. Play Rangers

12.1 To consider the arrangements for Play Rangers

The Play Ranger sessions will take place on 20 July 2026, 27 July 2026, 10 August 2026 and 17 August 2026 and will run from noon until 2pm. Cllr Lewis confirmed that the village hall toilets will be available and the village hall can be used if the weather is poor. Cllr Lewis is away for the session on 27 July 2026; Cllr Ash has agreed to cover the session in his absence.

Cllr Beech thanked Cllr Lewis for his patience and persistence in contacting RBC.

12.2 To approve the cost of £340.80 + VAT for the Play Ranger sessions

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

It was resolved that the cost of £340.80 + VAT for the Play Ranger sessions be approved.

13. Parish Council Notice Board

13.1 To consider the quote for the renovation of the notice board

Cllr Honess provided a quote of about £102 for labour plus about £20 for materials.

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

It was resolved that a cost of up to £130 be approved.

14. Telephone Box

14.1 To receive an update on the painting of the telephone box

Cllr Honess reported that he has acquired the paint. The work will be carried out by the end of the month, weather permitting.

ACTION: Facebook post to be made informing the village that the telephone box is being repainted when the weather improves and will be restocked when the work is complete - Clerk

15. Policies

15.1 To review and adopt the Equality and Diversity Policy

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

It was resolved that the policy be approved.

15.2 To review and adopt the Lone Working Policy

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

It was resolved that the policy be approved.

16. Correspondence

None.

17. Councillors Reports

Cllr Lewis reported that notices have been put up by Openreach on the telegraph poles in front of the Amenity Garden and near the Main Street/Lower Street junction stating that it intends to install new poles. The what3words app appears to suggest that the electricity pole in Cllr Lewis's front garden is also part of the installation. This pole supports a streetlight.

Cllr Beech reported that Rugby Borough Council (RBC) is consulting on the formation of a Rugby Town Council, following the move to a Unitary Authority. The deadline for responses is 13 June 2026. The consultation has not been publicised by RBC despite it stating it would notify all Parish Councils. The link to the consultation is:

<https://www.rugby.gov.uk/w/community-governance-review-a-town-council-for-rugby>

18. Items for the Next Agenda

Grant procedure

Health and safety at work policy

Policy on responding to Planning

Playground inspection

19. Date of the Next Meeting

14 July 2026 at 7pm in the Village Hall

The meeting closed at 7.55pm

Chair

Date