

WILLOUGHBY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 14 July 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)

One member of the public was present.

5. To Approve the Minutes of the Parish Council Meeting held on 9 June 2026

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

It was resolved that the minutes of the Parish Council meeting held on 9 June 2026 be approved.

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

None.

7. Planning

7.1 None.

8. Highways, Street Lighting and Footpaths

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

WCC Highways have been informed of the tarmac issues along the path, from The Old School House carport to the first kissing gate. Highways responded that the main section of the footpath is on their list of works but will not be carried out in this financial year. A response is awaited regarding the particular section where the issue is.

The WCC Rights of Way Team Volunteer has confirmed that they will arrange the delivery of the hard core with the landowner, following which we can organise a date for volunteers to carry out the work on the footpath across Big Ground. Tools will be provided by the RoW Team.

9. Finance

9.1 To approve the following payments:

Payee	Service	Amount
Unity Trust	Bank charges	7.00
Greenstone Contracts	Mowing – June	764.32
Lloyds Bank	Card charge	3.00

ICO	Data Protection fee	52.00
Valda Energy	June electricity	48.97
M Lewis	Parts for the bin	14.11
R Honess	Paint for telephone kiosk (paid 10.6.2026)	60.98
		£950.38

Proposed by: Cllr Beech, Seconded by: Cllr Sheppard

It was resolved the payments be approved.

9.2 To receive the financial statements for the period ended 30 June 2026

Cllr Sheppard confirmed that he had carried out the quarterly accounting checks prior to the meeting and there are no concerns.

10. Playing Field

10.1 To receive the quarterly playground inspection report

Cllr Beech thanked Cllr Honess for the report.

Cllr Honess reported that the leaning fence at the back of the Rose Inn has been repaired and is now upright.

11. Church Clock

11.1 To receive the second opinion and further quotes for the repairs to the church clock

Cllr Lewis reported that he contacted two companies for a second opinion and a quote. The Cumbria Clock Company has responded and will inspect the clock when there is an engineer in the area; there will be no charge for the inspection and a quote will also be provided. Cllr Lewis will meet with the engineer. No response has been received from Time Assured yet.

All agreed that a clock is needed in the village. The funds earmarked for the clock will stand at £2,000 by April 2027. Cllr Lewis confirmed that the repairs are not urgent and it could be two years before the work is required. Various fund-raising options were discussed.

12. Parish Council Notice Board

12.1 To receive an update on the renovation of the notice board

Cllr Honess reported that the work is complete.

13. Telephone Box

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

Cllr Honess reported that the work is complete. Cllr Beech thanked Cllr Honess for his work with the handyman on the notice board and telephone box. Cllr Beech also thanked Deb Sheppard and Cllr Sheppard for their work on restocking the telephone box to such a high standard.

14. Village Pond

14.1 To consider the maintenance needed and to decide on actions

Cllr Beech reported that the Parish Council is responsible for the maintenance of the pond. There is bindweed and rosebay willowherb growing, along with an elder which has taken root. There is work that can be carried out without disturbing the birds. Cllr Lewis suggested that it would be easier to remove the weeds while the water levels are low. Cllr Beech will liaise with the Willoughby Society, who led on work last summer, to establish which plants need to remain.

ACTION: Definitive list of what needs to remain and work to be carried out to be obtained and quotes obtained – Cllrs Beech and Honess and Clerk

15. Policies

15.1 To review and adopt the Grant Procedure

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

It was resolved that the policy be approved.

15.2 To review and adopt the Health and Safety at Work Policy

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

It was resolved that the policy be approved.

15.3 To review and adopt the policy on Responding to Planning Applications

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

It was resolved that the policy be approved.

15.4 To review and adopt the Dignity at Work Policy

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

It was resolved that the policy be approved.

16. Correspondence

None.

17. Councillors Reports

Cllr Ash reported that there is growth over the pavement at the corner of Magdalen Road and at other locations.

ACTION: List to be made of the addresses where the overgrowth is and passed to Cllr Beech and the Clerk – Cllr Ash

ACTION: A request to be put in the Willoughby Monthly asking homeowners to cut back overgrowth – Cllr Beech

18. Items for the Next Agenda

Co Option Policy and Procedure.

19. Date of the Next Meeting

11 August 2026 at 7pm in the Village Hall.

The meeting closed at 7.34pm

Chair M Beech

Date 11 August 2026