

Willoughby Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 14th May 2024

		Action
1.	To Elect a Chair and to receive the Chair's Declaration of Acceptance of Office	
	Cllr Lewis proposed that Cllr Beech be elected Chair. Seconded by: Cllr Honess <i>It was resolved that Cllr Beech be elected chair.</i> Cllr Beech sign the Declaration of Acceptance of Office	
2.	Record of Members Present	
	Councillors M Beech (MB) (Chair), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
3.	To receive Apologies	
	Cllr Dale Keeling	
4.	To receive the completed Declaration of Pecuniary Interests forms from all Councillors	
	The Clerk confirmed that all councillors had completed and returned Declaration of Pecuniary Interest forms.	
5.	Public Participation To receive any questions or presentations from the public (15 minutes will be allowed for this item)	
	Three members of the public were present. No questions were raised or reports given.	
6.	To receive the completed and signed Code of Conduct Declarations from all Councillors	
	The Clerk confirmed that all councillors had signed the Code of Conduct Declarations	
7.	To Approve the Minutes of the Meeting held on 9th April 2024	
	Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <i>It was resolved that the minutes of the meeting held on 9th April 2024 be approved.</i>	
8.	To review the Scheme of Delegation	
	Proposed by: Cllr Beech, Seconded by: Cllr Lewis. <i>It was resolved that the Scheme of Delegation be approved.</i>	
9.	To review and adopt the revised Standing Orders	
	Proposed by: Cllr Sheppard, Seconded by: Cllr Honess. <i>It was resolved that the Standing Orders be adopted.</i>	
10.	To review and adopt the revised Financial Regulations	
	The Financial Regulations have been updated in line with the new NALC guidelines. Proposed by: Cllr Lewis, Seconded by: Cllr Sheppard. <i>It was resolved that the Financial Regulations be adopted.</i>	

11.	To review the Fixed Asset Register	
	Proposed by: Cllr Beech, Seconded by: Cllr Lewis. <i>It was resolved that the Fixed Asset Register be accepted.</i>	
12.	To review the Policy Review Schedule	
	The Clerk confirmed that all policies have been reviewed in line with the Policy Review Schedule.	
13.	To adopt the Complaints Procedure	
	Proposed by: Cllr Sheppard, Seconded by: Cllr Beech. <i>It was resolved that the Complaints Procedure be adopted.</i>	
14.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
14.1	R24/0094 - Old Filling Station, London Road - a no objection response was submitted on 10 th April along with a comment about concerns on the potential increase in traffic.	
14.2	R24/0192 – Stearn Meadows Barns, London Road - a no objection response was submitted on 10 th April along with the detailed comments on the risk of flooding and contamination.	
14.3	St Nicholas PCC was informed that the grants for the contribution towards the light repairs and the mowing would not be made. The Procedure for Applying for Grants was sent to the PCC.	
14.4	The flood barriers have been acquired.	
15.	Planning	
15.1	R24/0321 – Stearn Meadows Barn, London Road – a no objection response, with comments, as submitted for the previous application R23/1254, for the conversion of agricultural barn into 1no residential dwelling has been submitted.	
16.	Highways, Street Lighting and Footpaths	
16.1	<u>To receive an update on the holes on the path following the street light installation on Woolscott Road</u> The hydrant cover has been replaced and a new metal cover has been fitted over the other hole.	
17.	Finance	
17.1	<u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Honess, Seconded by: Cllr Lewis. <i>It was resolved that the payments in the schedule be approved.</i>	
17.2	<u>To review payments made under s137</u> Parish Councils are only able to make payments if there is a power to do so set out in legislation. S137 of the Local Government Act 1972 is a power of last resort and can be used if the payments are for the benefit of the community; payments under this power are subject to a maximum of £9.93 per elector. The following payments were made under s137 LGA 1972 in the year to 31 st March 2024: <ul style="list-style-type: none"> • Payments related to the Flood grant - £500.62 • Refreshments for Annual Community Meeting - £11.24 	
17.3	<u>To review the bank mandate</u> All councillors are on the bank mandate. No changes are required.	

17.4	<p><u>To receive the Annual Internal Audit Report for the year ended 31st March 2024</u> The report was circulated prior to the meeting. ACTION: Actions arising out of the Internal Audit Report to be reported at the next meeting.</p>	Clerk
17.5	<p><u>To approve the Annual Governance and Accountability Return – Section 1</u> Proposed by: Cllr Beech Seconded by: Cllr Sheppard It was resolved that Section 1 be signed by the Chair and Clerk.</p>	
17.6	<p><u>To approve the Annual Governance and Accountability Return – Section 2</u> Proposed by: Cllr Honess Seconded by: Cllr Lewis It was resolved that Section 2 be signed by the Chair and RFO.</p>	
17.7	<p><u>To confirm the dates of the period for the Exercise of Public Rights</u> The period for the Exercise of Public Rights will be 3rd June to 12th July 2024. The notice will be published on the website and notice board on 31st May 2024.</p>	
17.8	<p><u>To confirm the arrangements for insurance cover</u> The insurance renewal is due on 1st June 2024. The cover for the street lights has been increased to £20,000 at no extra premium. The annual premium has increased from £543.23 to £590.70 which is an 8.7% increase; this is a significantly lower increase than many other councils are seeing. The Clerk recommended that the insurance policy be renewed at the premium of £590.70. Proposed by: Cllr Lewis Seconded by: Cllr Sheppard It was resolved that the insurance be renewed. ACTION: Insurance policy to be renewed</p>	Clerk

Payee Name	Description of Service	Amount £
Greenstone Contracts	Mowing – March 2024	330.00
Greenstone Contracts	Mowing – April 2024	660.00
WALC	Annual subscription	175.20
SLCC	50% share of annual subscription	72.00
Zurich Insurance	Public and Employers liability insurance	590.70
nPower	Street light electricity – April	33.05
nPower	Street light electricity - March	71.82
M Beech	Refreshments for Annual Community meeting	9.10
Salaries	Overtime for Annual Community meeting	59.80
Total		£2,001.70

18	Councillor Vacancy	
18.1	<p><u>To receive an update on the Councillor Vacancy</u> No expressions of interest have been received.</p>	

19.	Training	
19.1	The training records for the councillors and clerk were reviewed. Councillors to inform the Clerk of any training courses they would like to attend.	
20.	Correspondence	
	None	
21.	Councillors' Reports	
	<p>Cllr Sheppard has contacted WCC Highways about the speeding concerns on the A45 raised at the Annual Community Meeting. He is awaiting a response.</p> <p>Cllr Honess reported that the verges on the A45 between Woolscott Road and Main Street have been cut.</p> <p>Cllr Honess reported that the path at the end of Pye Court leading into the field is becoming overgrown. Cllr Honess will contact the landowners to ask them to cut the overgrowth back.</p>	
22.	Items for the Next Agenda	
	<p>Internal audit report actions</p> <p>Equality and Diversity policy</p> <p>Lone Working policy</p> <p>Renewal of allotment tenancy</p>	
23.	Date of the Next Meeting	
	11 th June 2024 at 7.00pm in the Village Hall	
	The meeting closed at 7.20pm	

Chair

Date