

Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 11th June 2024

		Action
1.	Record of Members Present	
	Councillors M Beech (MB) (Chair), R Honess (RH), M Lewis (ML) Clerk: Joanne Jarman	
2.	To receive Apologies	
	Cllr Sheppard's apologies were accepted. The reason for absence has been declared to the Clerk.	
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)	
	<p>Three members of the public were present.</p> <p>A resident raised that there is a significant amount of vegetation in the brook from the pumping station on Moor Lane going away from the village. Cllr Beech suggested that the adjacent landowner is responsible for clearing this. Another resident present will pass this on to the landowner.</p> <p>Planning application reference R24/0438 - the applicant made a presentation to the Parish Council. The key points raised were:</p> <ul style="list-style-type: none"> ● The application has been respectful to the Class Q regulations and to the Neighbourhood Plan. ● The proposed dwelling will be a retirement home for the applicant who has links to the parish. ● The dwelling will remain in the family. <p>Cllr Beech raised the following points:</p> <ul style="list-style-type: none"> ● The lack of a flood risk assessment – the applicant confirmed that he has discussed this with the planning officer and that ¾ of the property falls within Zone 1 with ¼ in Zone 2 (the flood risk area). It was the applicant's view that a flood risk assessment is not required under Class Q requirements. ● Climate change – Cllr Beech suggested that flood mitigation measures be built in. The resident commented that the topology and ground levels indicate that the property will not be prone to flooding. <p>A resident asked if the Parish council has any decision-making powers in the planning application process. Cllr Beech confirmed that the Parish Council is a statutory consultee and can submit comments but has no decision-making powers as these rest with Rugby Borough Council.</p>	
5.	To Approve the Minutes of the Annual Parish Council Meeting held on 14th May 2024	
	<p>Proposed by: Cllr Lewis, Seconded by: Cllr Honess.</p> <p><i>It was resolved that the minutes of the Annual Parish Council meeting held on 14th May 2024 be approved.</i></p>	

6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	The insurance policy has been renewed.	
6.2	The reported overgrowth on the footpath at Pye Court has been cut back by the landowner.	
7.	Planning	
7.1	<p><u>Planning application reference: R24/0438 – Little Leys, Moor Lane, Willoughby – Prior approval change of use of existing redundant agricultural building to 1no 2/3 bedroom single storey dwelling house.</u></p> <p>It was agreed that a no objections response be submitted with a recommendation that a site-specific flood risk assessment be obtained.</p> <p>ACTION: No objection response to be submitted with a recommendation that a site-specific flood risk assessment be obtained.</p>	Clerk
8.	Highways, Street Lighting and Footpaths	
8.1	<p><u>To receive an update on the street lighting installation</u></p> <p>Cllr Lewis gave an update. The new photocells are still awaited.</p>	
8.2	<p><u>To delegate the decision to take out an electricity contract to the Clerk, Cllr Lewis and Cllr Beech</u></p> <p>Cllr Lewis explained that the current contract expires at the end of July 2024; it has been established that few, if any, suppliers are currently offering unmetered supply fixed contracts at present. The Clerk has approached a broker and awaits a response. Cllr Lewis indicated that a variable contract might be the best option.</p> <p>It was proposed that the decision to take out an electricity contract be delegated to the Clerk, Cllr Lewis and Cllr Beech.</p> <p>Proposed by: Cllr Honess, Seconded by: Cllr Beech</p> <p><i>It was resolved that the decision to take out an electricity contract be delegated to the Clerk, Cllr Lewis and Cllr Beech.</i></p>	
9.	Playground	
9.1	<p><u>To acknowledge the repairs carried out by a volunteer to the roundabout and shelter</u></p> <p>The Parish Council would like to thank Leigh Pears and Warwickshire Decorating Contracts for removing the graffiti from the shelter and for repainting the roundabout. Leigh carried out the work free of charge and to a very high standard, for which the Parish Council is very grateful.</p>	
9.2	<p><u>To consider the reporting of regular playground inspections</u></p> <p>The insurers have advised that the playground should be inspected at regular intervals. Cllr Honess will complete a checklist and email it to the Clerk at least every second month to confirm that the playground has been inspected and will indicate whether any maintenance is required.</p> <p>Cllr Honess reported that, following his recent inspection, no maintenance is required. There is one small outstanding advisory from the annual inspection that is considered to be low risk.</p>	
10.	Village Pond	
10.1	<p><u>To acknowledge the work of volunteers to clear the blockage in the overflow pipe</u></p> <p>The Parish Council would like to thank Mike Thomas and Ant Ray for clearing the blockage in the overflow pipe on Bank Holiday Monday.</p>	

10.2	<u>To consider cleaning and, if necessary, repairing the Catherine Marlow memorial bench</u> It was confirmed that the bench is owned by the Parish Council. ACTION: a quote to be obtained for the cleaning of the bench and its surrounds	RH
11.	Finance	
11.1	<u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Honess, Seconded by: Cllr Lewis. It was resolved that the payments in the schedule be approved.	
11.2	<u>To receive an update on the actions arising out of the internal audit</u> Councillors accepted the report and acknowledged that all actions are being undertaken. FLAG risk assessment has been undertaken.	
11.3	<u>To approve Canva training for Cllrs Beech and Lewis</u> Proposed by: Cllr Honess, Seconded by: Cllr Beech It was resolved that the training be approved.	

Payee Name	Description of Service	Amount £
WALC	Canva training courses x 2	84.00
nPower	Street light electricity - May	32.53
Greenstone Contracts	Mowing – May 2024	739.20
Amazon	Flood barriers	149.98
Total		£1,005.71

12	Allotment Lease	
12.1	<u>To consider the renewal of the allotment lease for a further 10 years</u> The draft lease had been circulated prior to the meeting. Proposed by: Cllr Beech, Seconded by: Cllr Lewis It was resolved to approve the terms of the lease for a further 10 years ACTION: Draft lease to be submitted to the Allotment Association Committee	Clerk
13.	Policies	
13.1	<u>To consider the Equality and Diversity policy</u> Proposed by: Cllr Honess, Seconded by: Cllr Lewis. It was resolved that the Equality and Diversity policy be approved.	
13.2	<u>To consider the Lone Working policy</u> Proposed by: Cllr Honess, Seconded by: Cllr Lewis. It was resolved that the Lone Working policy be approved.	
14.	Telephone Box Library	
14.1	<u>To thank the volunteer for their management of the library</u> The Parish Council would like to thank Jackie Hesketh for all her work as a volunteer in the management of the library.	

14.2	<u>To confirm the arrangements for the management of the library</u> Deborah Sheppard has agreed to take over the management of the library now that Jackie is leaving the village. Cllr Lewis confirmed that Jackie has handed over responsibility for the library to Deborah.	
15.	Barby and Onley Draft Neighbourhood Plan Review	
15.1	<u>To consider the response to the draft Neighbourhood Plan Review</u> It was agreed that Barby and Onley Parish Council be thanked for sharing the review and that the Parish Council has no comments. ACTION: Thanks to be sent to Barby and Onley Parish Council for their detailed and interesting plan.	Clerk
16.	Correspondence	
	None	
17.	Councillors' Reports	
	Cllr Honess reported that he has mowed the public footpath opposite the church. Cllr Honess will clear the overgrowth from the hedge around the bench on Brooks Close. Some vegetation needs to be cleared to create a path to the bench on Woolscott Road.	
18.	Items for the Next Agenda	
	Health and Safety at Work Procedure for Applying for a Grant Policy on Responding to Planning Applications Play Rangers arrangements	
19.	Date of the Next Meeting	
	9 th July 2024 at 7.00pm in the Village Hall	
	The meeting closed at 7.53pm	

Chair.....

Date.....