

Willoughby Parish Council

Minutes of the Parish Council Meeting held on Tuesday 9th July 2024

		Action
1.	Record of Members Present	
	Councillors M Beech (MB) (Chair), R Honess (RH), M Lewis (ML), S Sheppard (SS) Clerk: Joanne Jarman	
2.	To receive Apologies	
	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. The Telephone Box Library volunteer asked if she could put a shelf up and reorganise the library. Cllr Lewis confirmed that the volunteer has free rein to manage the library as she sees fit.	
5.	To Approve the Minutes of the Ordinary Parish Council Meeting held on 11th June 2024	
	Proposed by: Cllr Lewis, Seconded by: Cllr Honess. <i>It was resolved that the minutes of the Parish Council meeting held on 11th June 2024 be approved.</i>	
6.	To Receive Progress Reports on Outstanding Items not covered later on the agenda (for information only)	
6.1	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. A no objection response was submitted with a recommendation that a site-specific flood risk assessment be carried out. The application has been recommended for refusal by the Local Planning Authority because it does not satisfy the requirements of Schedule 2, Part 3, Class Q of the Town and Country Planning (General Permitted Development) Order.	
6.2	Planning application reference: R23/1256 – 3 Tattlebank Cottages – erection of a new agricultural building. This was an improved application to which the Parish Council previously submitted a No Objection response. A No Objection response was submitted to the updated application. WCC Highways has objected pending further information about the impact on traffic on the A45.	
6.3	Barby and Onley Parish Council was thanked for sharing their Draft Neighbourhood Plan Review.	
7.	Planning	
7.1	None	

8.	Highways, Street Lighting and Footpaths	
8.1	<p><u>To receive an update on the street lighting installation</u> Cllr Lewis gave an update. The contractor had indicated that the photocells would be installed by the end of June. So far, ENC has not confirmed that this work has been done. A quote for an 8KW light to replace a 13KW light is also awaited.</p> <p>The Clerk reported that a quote has been received from Clear Utilities recommending YU Energy; the tariffs quoted range between 25.521p/KWh and 29.023p/KWh with a standing charge of 21.229 pence per day depending on the length of the contract. The current contracted tariff with nPower is 16.581p/KWh with a standing charge of 28.825 pence per day; this contract expires at the end of July and was taken out when rates were considerably lower. Cornwall Insight is indicating an increase in energy prices in the last quarter of the year.</p> <p>It should be noted that nPower is quoting a tariff of 50.188p/KWh and that very few energy suppliers are taking on Unmetered Supply contracts.</p> <p>The total annual cost on a 3-year contract, including VAT, will be c£569; electricity was budgeted at £467. Given the volatility in the market, the Clerk recommended that a 3-year contract be taken out with YU Energy.</p> <p>Proposed by: Cllr Lewis, Seconded by: Cllr Honess</p> <p><i>It was resolved that a 3-year fixed tariff contract be taken out with YU Energy.</i></p> <p>ACTION: Clear Utilities to be instructed to proceed with a 3-year fixed tariff contract with YU Energy.</p>	Clerk/ ML
8.2	<p><u>To note the information available about vehicle speeds on the A45 during the period 20th to 26th May 2024 inclusive</u> In one week, just over 60,000 vehicles travelled on the road, approximately 90% of which were within the speed limit, with about 10% between 50 and 60 mph.</p> <p>A discussion ensued about the possibility of sharing the data with the Police.</p> <p>ACTION: Resident who commissioned the survey to be contacted to ask if they will allow the Parish Council to share the data with the Police.</p>	MB
9.	Play Rangers	
9.1	<p><u>To confirm the arrangements for the Play Rangers</u> Rugby Borough Council has produced flyers for distribution. The event has been publicised on Facebook and will be posted on the Parish Council website.</p>	
10.	Finance	
10.1	<p><u>To approve the payments in the schedule attached to this agenda</u> Proposed by: Cllr Sheppard, Seconded by: Cllr Beech. <i>It was resolved that the payments in the schedule be approved.</i></p>	
10.2	<p><u>To receive the financial statements to 30th June 2024</u> Councillors accepted the financial statements. Cllr Sheppard confirmed that he carried out financial checks prior to the meeting and the outcome was satisfactory.</p>	
10.3	<p><u>To consider the quote to clean the Catherine Marlow memorial bench</u> The quote is for 4 hours labour totalling £70. The Parish Council will acquire the materials which are estimated to cost up to £50. The view from the bench was discussed.</p> <p>Proposed by: Cllr Honess, Seconded by: Cllr Beech. <i>It was resolved that the quote be approved.</i></p>	

Payee Name	Description of Service	Amount £
Information Commissioner	Data Protection Fee	35.00
nPower	Street light electricity – June	30.29
Greenstone Contracts	Mowing – June 2024 – includes additional £70 + VAT for mowing of playing field for village fete	823.20
Unity Trust	Bank charges	18.00
Total		£906.49

11	Allotment Lease	
11.1	<p><u>To approve the signing of the Allotment Lease</u> The draft lease had been circulated prior to the meeting. Proposed by: Cllr Honess, Seconded by: Cllr Sheppard <i>It was resolved to approve that the lease be signed.</i></p> <p>ACTION: Signed lease to be submitted to the Allotment Association Committee</p>	Clerk
12.	Policies	
12.1	<p><u>To consider the Health and Safety at Work policy</u> Proposed by: Cllr Honess, Seconded by: Cllr Lewis. <i>It was resolved that the Health and Safety at Work policy be approved.</i></p>	
12.2	<p><u>To consider the Procedure for Applying for a Grant</u> Proposed by: Cllr Beech, Seconded by: Cllr Lewis. <i>It was resolved that the Procedure for Applying for a Grant be approved.</i></p>	
12.3	<p><u>To consider the Policy on Responding to Planning Applications</u> Proposed by: Cllr Beech, Seconded by: Cllr Sheppard. <i>It was resolved that the Policy on Responding to Planning Applications be approved</i></p>	
13.	Correspondence	
	None	
14.	Councillors' Reports	
	<p>Cllr Honess reported that he has cleared the bench on Brooks Close.</p> <p>Cllr Honess has circulated a playground checklist that he will complete every other month and send to the Clerk.</p> <p>Cllr Sheppard will clear the area around the bench on Woolscott Road.</p> <p>Rugby Local Plan Review A meeting for parish councils was held at the Town Hall on 13 June 2024 with Mannie Ketley, CEO of Rugby Borough Council, and some of her senior leadership team. Also in attendance was the new leader of RBC, Cllr Michael Moran.</p>	

	<p>One of the items on the agenda was an update on progress after the Issues and Options Consultation which was held from 30 October 2023 to 2 February 2024. Nicola Smith, Chief Officer for Growth and Development, said that RBC are currently collating all the consultation responses and assessing the sites that have come forward from the 'call for sites'. She expects the Council will be providing information to the public in September as part of the next consultation.</p> <p>Clerk - Annual Leave The Clerk confirmed that she will be on annual leave from Friday 12th July until Sunday 21st July (inclusive) and will not be picking up emails. She will put an out of office email response referring any urgent matters to the Chair.</p>	
15.	Items for the Next Agenda	
	<p>Co-Option Policy and Procedure Clearing of the view from the Catherine Marlow memorial bench, including the removal of ivy from nearby trees Update on street lights Update on Play Rangers</p>	
16.	Date of the Next Meeting	
	13 th August 2024 at 7.00pm in the Village Hall	
	The meeting closed at 7.44pm	

Chair.....

Date.....

DRAFT