

# Willoughby Parish Council

I hereby give notice that an Ordinary Meeting of Willoughby Parish Council will be held in the Village Hall on 11<sup>th</sup> June 2024 at 7.00pm, to which you are summoned for the transaction of the following business

<b>Summons</b>	Cllr Maggie Beech, Cllr Rod Honess, Cllr Malcolm Lewis, Cllr Stuart Sheppard
<b>Invitees</b>	The General Public, Cllr Dale Keeling
<b>Meeting Chair</b>	Cllr Maggie Beech
<b>Minute Taker</b>	Joanne Jarman (Parish Clerk)

The meeting is open to the public and the press, who are welcome to attend the duration of the meeting\* and may raise questions or comment on agenda items during Public Participation.

Members of the public are not expected to speak at any other time during the meeting.

\*Occasionally members of the public may be asked to leave the meeting if the council resolves to consider 'confidential business'.

## AGENDA

1. **Record of Members Present**
2. **To Receive Apologies and the Reasons for Such Absence**
3. **To receive Declarations of Personal or Pecuniary Interest**
4. **Public Participation - to receive any questions or presentations from the public**  
(15 minutes will be allowed for this item)
5. **To approve the Minutes of the Annual Parish Council Meeting held on 14<sup>th</sup> May 2024**
6. **To receive Progress Reports on Outstanding Items not covered later on the agenda**  
(For information only)
  - 6.1 Insurance policy renewal
  - 6.2 Overgrowth on footpath at Pye Court
7. **Planning Applications**
  - 7.1 Planning application reference: R24/0438 – Little Leys, Moor Lane, Willoughby – Prior approval change of use of existing redundant agricultural building to 1 no 2/3 bedroom single storey dwelling house
8. **Highways, Street Lighting and Footpaths**
  - 8.1 To receive an update on the street lighting installation
  - 8.2 To delegate the decision to take out an electricity contract to the Clerk, Cllr Lewis and Cllr Beech
9. **Playground**
  - 9.1 To acknowledge the repairs carried out by a volunteer to the roundabout and shelter
  - 9.2 To consider the reporting of regular playground inspections
10. **Village Pond**
  - 10.1 To acknowledge the work of volunteers to clear the blockage in the overflow pipe
  - 10.2 To consider cleaning and, if necessary, repairing the Catherine Marlow memorial bench
11. **Finance**
  - 11.1 To approve the payments in the schedule attached to this agenda
  - 11.2 To receive an update on the actions arising out of the internal audit (report attached)
  - 11.3 To approve Canva training for Cllrs Beech and Lewis
12. **Allotment Lease**
  - 12.1 To consider the renewal of the allotment lease for a further 10 years

**13. Policies**

13.1 To consider the Equality and Diversity policy

13.2 To consider the Lone Working policy

**14. Telephone Box Library**

14.1 To thank the volunteer for their management of the library

14.2 To confirm the arrangements for the management of the library

**15. Barby and Onley Draft Neighbourhood Plan Review**

15.1 To consider the response to the draft Neighbourhood Plan Review

**16. Correspondence** (for information only)

None

**17. Councillors' Reports**

To report on minor matters of information not included elsewhere on the agenda

**18. Items for the Next Agenda**

**19. Date of the next meeting:**

19.1 Date of the next meeting 9<sup>th</sup> July 2024

**SCHEDULE OF PAYMENTS TO BE APPROVED on 11<sup>th</sup> June 2024**

<b>Payee Name</b>	<b>Description of Service</b>	<b>Amount £</b>
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		<b>£1,005.71</b>



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Dated: 6th June 2024