

Minutes of the Parish Council Meeting held on Tuesday 18 March 2014 in the Village Hall at 7.30 pm

Members Present: Councillors M Thomas (Chairperson) B Hallam, A Belgrove, R Settle and the Clerk

Members of the Public Present: None

1. Apologies: Councillor T Thomas
2. Declaration of Interests – Councillor R Settle - allotments
3. Questions from the Public - None
4. Minutes on the proposition of Councillor Settle seconded by Councillor Belgrove the minutes of the meeting on 11 February 2014 were approved as a true record and signed by the Chairperson and Clerk.

5. Planning

R14/0130 – The Parlour, Manor Farm Barns, insertion of two roof lights into the northeast roof slope – Planning permission granted - the Parish Council had raised no objections.

6. CORRESPONDENCE

6.1 Rugby in Bloom 2014 – Remembrance – the Council has been invited to sow the three packets of Poppy seeds supplied by Rugby Borough Council around the Village. Councillor Hallam and Clerk agreed to sow these seeds on the allotment site and on verges along Brickhill Lane & Shar Lane.

6.2 Verge Mowing – Parish Council has again been allocated £639 by Rugby Borough Council for mowing the verges within the Parish boundaries. Clerk to Invoice RBC for this amount.

6.3 Grant Thornton – Parish Council has been advised that Grant Thornton have been appointed to conduct the external audit on the Accounts for year 2013/14.

6.4 Internal Audit – with the sad news of Mr F L Mitchell's illness the Parish Council is to look into other personnel to conduct the audits on the Parish Council's Accounts. Mr I Randle and Mr G Rigby are to be approached. Mr F L Mitchell has conducted the internal audits for the last few years and a vote of thanks was recorded to him for this.

6.5 Allotment Tenancy Lease Agreement – On the proposition of Councillor Belgrove seconded by Councillor Hallam the Tenancy Lease Agreement prepared by Councillor M Thomas and accepted by the Jubilee Allotment Association was signed by the Chairperson. A vote of thanks was recorded to the Chairperson for the preparation of the Lease Agreement

6.6 Field Shelter at Ivy House Farm – Mr S Wiltshire had written to the Parish Council regarding a visit by Rugby Borough Council Enforcement Officer who was checking on the acceptability of a field shelter in the field adjoining Ivy House.

The Councillors discussed the contents of the letter but agreed that the matter had been dealt with in an appropriate manner and no further action was required.

7. **7.1 Village Pond** – New signs for making motorists aware of ducks and ducklings in the road are to be made.
- 7.2 **Playing Field** – Response still awaited from Mrs Brailsford's Solicitor – Clerk to chase.
- 7.3 **Conservation Issues** – Clerk to contact Mr E Baker of Toft House reminding him of the need to carry out corrective pruning on the trees fronting Brickhill Lane. Remedial work had been promised before the planting of new crops was carried out.
- 7.4 **Highways**
  - 7.4.1. **Brook Moor Lane** – the vegetation in the brook between Barberry Cottage and the Pumping Station remains un-cleared – Highways have promised to carry out this work at the beginning of April. The Highways Department is also to clear the brook as far as they can past the Box Bridge when the road is closed in early April to allow a culvert to be built at the alternative entrance to the Barn conversion on Sawbridge Road. Parish Council has been advised that a large hole has been made in the back wall of the Barn and the Chairperson will raise this with the Enforcement Officer of Rugby Borough Council
  - 7.4.2. **Footpaths** – The entrances to footpath R245 on Woolscott Lane have been cleared by Warwickshire County Council, but the repairs to the damaged parapets on the bridge (E2988 Fox Covert) remains outstanding.
  - 7.4.3. **Flooding** – There is no known drain plan for the Parish of Willoughby, however, the Parish Council is to work with Warwickshire County Council and Severn Trent to try and establish a plan.
- 7.5. **Allotments**
  - 7.5.1. **Lease Agreement** – see minute 6.5
  - 7.5.2. **Hedge** – on the proposition of Councillor Belgrove seconded by Councillor Hallam it was agreed to accept the Jubilee Allotments Association request to plant a hedge along the length of the boundary joining Mr Whitworth's land.
  - 7.5.2. **Stand-pipe** – on the proposition of Councillor Belgrove seconded by Councillor Hallam it was agreed to purchase and install an "Edwards" stand-pipe at a cost of £240 + VAT to satisfy the requirements of Severn Trent for connecting up a water supply to the site.
- 7.6 **Neighbourhood Watch**

Mr G Rigby is no longer a co-ordinator having moved out of the Village.

  - 7.6.2. Mrs L Belgrove had brought to the attention of the Police an unmarked van collecting cloths in the Village – the matter has been taken up by the Police.
- 7.7. **Parish Plan** The Parish Plan is now available and is being distributed around the Village.

## 8. **FINANCIAL REPORT**

On the proposition of Councillor Settle seconded by Councillor Belgrove the following payments were approved:

|  |          |
|--|----------|
| Clerks ½ yr Salary   | £1006.90 |
| (1/2 yr Typing/1/2 yr use of facilities/<br>½ yr expenses) |          |
| Willoughby Challenge                                       | £ 80.00  |
| Village Hall donation                                      | £ 450.00 |
| Willoughby Parochial Church Council                        |          |
| Churchyard Maintenance                                     | £1500.00 |
| Parish Clock Maintenance                                   | £ 150.00 |
| Citizens Advice Bureau                                     | £ 100.00 |
| Air Ambulance  | £ 100.00 |

9. **OTHER BUSINESS**

- 9.1. **Telephone Box** – Agreed that Council should obtain a supply and quantity of paint to repaint the Telephone Box – Chairperson to arrange.
- 9.2 **Salt Bin – Shar Lane** -The Parish Council is to look into re-siting the Salt Bin by the Village Pond as excess salt is causing some damage to the wall behind it.
- 9.3 **Dog Fouling** – The Council has been made aware of two residents in the Village who are walking their dogs (but not on a lead) and have been seen allowing their dogs to foul the verge without removing the dog mess. Clerk asked to advise the Dog Warden of these instances.

10 **Date of Next Meetings**

- 10.1 – **Annual Parish Meeting** – Tuesday 29 April at 7.30 pm in the Main Hall of the Village Hall
- 10.2 **Next Parish Council Meeting** - Tuesday 13 May 2014 at 7.30 pm in the Village Hall

**Parish Clerk**..... **Chairperson**.....

**Date** .....