

# Willoughby Parish Council

**To All Members of the Council**

**You are hereby requested to attend the Annual Meeting and the Ordinary Meeting of the Parish Council to be held in the Village Hall on 17 May 2022 at 7.30pm**

**Maggie Beech**

## **ANNUAL COUNCIL MEETING**

- 1. Record of Members Present**
- 2. To Receive Apologies**
- 3. Parish Clerk**
  - 3.1 To welcome Joanne (Jo) Jarman as the new Clerk.
- 4. Record of members of the public present**
- 5. To Elect a Chair and sign the Declaration of Acceptance of Office**

## **ORDINARY COUNCIL MEETING**

- 1. Record of Members Present**
- 2. To Receive Apologies**
- 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 Meeting held on 12 April 2022**
- 6. To receive Progress Reports on Outstanding Items not covered later on the agenda**  
(For information only)
- 7. Appointing a new councillor**
  - 7.1 To confirm the outcome of the Notice of Vacancy posted on 13 April and the next step in the process of appointing a new councillor.
- 8. Mugs for Queen's Platinum Jubilee**
  - 8.1 To finalise arrangements for giving Jubilee mugs to children in the parish.
- 9. Play Rangers**
  - 9.1 To note the update received from Councillor Lewis on providing Play Ranger sessions for children in the summer and to approve dates, times and costs.
- 10. Parish Council Policies and Procedures**
  - 10.1 To adopt the updated Equality and Diversity Policy.
  - 10.2 To adopt the updated Training and Development Policy.
  - 10.3 To adopt the new Complaints Procedure.
  - 10.4 To adopt the new Lone Working Policy.
- 11. Planning**

To respond to planning applications received.
- 12. Highways, Street Lighting and Footpaths**
  - 12.1 To note the email from E.ON re: the need to completely replace the street light at the bottom of Magdalen Road at a cost of £1,312.13. To approve the necessary work.
  - 12.2 To consider repairs needed to some of the kiss gates in the village.
- 13. Finance**
  - 13.1 To approve the payments in the schedule attached to this agenda.
  - 13.2 To note and approve the Annual Internal Audit Report for year end 31 March 2022 carried out on 23 April 2022.
  - 13.3 To approve and sign the Annual Governance and Accountability Return (AGAR) 2021/2022: Section 1 – Annual Governance Statement 2021/2022.

- 13.4 To approve and sign the Annual Governance and Accountability Return (AGAR)  
2021/2022: Section 2 – Accounting Statements 2021/2022.
- 13.5 To confirm the dates of the period for the Exercise of Public Rights (The period within which members of the public may make an appointment to view the accounts).
- 13.6 To confirm the arrangements for external audit by PKF Littlejohn.
- 13.7 To approve the mandate for Unity Trust Bank.
- 13.8 To approve training for the Parish Clerk up to a maximum of £240 for Clerking Essentials and Toolkits courses.
- 14. Flags**
- 14.1 To consider a request to purchase a Union Jack and a Willoughby flag to fly on special occasions on the flagpole being erected at the Village Hall.
- 15. Annual Community Meeting (ACM)**
- 15.1 To confirm the date, time and venue for the Annual Community Meeting.
- 16. Correspondence** (for information only)  
Email from E.ON - See 12.1 above.
- 17. Councillors' Reports and Items for the Next Agenda**  
To report on minor matters of information not included elsewhere on the agenda and to raise items for future agendas
- 18. Date of the next meeting:** 14 June 2022

SCHEDULE OF PAYMENTS TO BE APPROVED on 17 MAY 2022

| Payee Name        | Description of Service  | Amount £  |
|-------------------|---|-----------|
| ESP Scotland Ltd. | Playground climbing equipment   | 11,584.80 |
| WALC              | Subscription 2022/2023  | 192.00    |
| S Lewis           | Purchase of Platinum Jubilee mugs for children  | 314.69    |
| W.S.Gardens       | April mowing  | 432.00    |
| Zurich Insurance  | Annual insurance  | 493.18    |
| Jo Jarman         | Charles Arnold Baker 'Local Council Administration'<br>50% of cost with Avon Dassett Parish Council | 68.50     |
| TOTAL             |   | 13,085.17 |