

Grandborough Parish Council

Jayne Moore, Clerk and RFO

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Minutes of the Meeting of Grandborough Parish Council

Held on 1st July 2025 at 7.30pm at Grandborough Village Hall

Cllrs present: Cllr S McArthur, Cllr R Lee, and Cllr R Davies.

In attendance: Jayne Moore, Clerk. No members of the public were in attendance.

Start 7.30pm

1. Introduction: By Chair.

2. The Chair welcomed the new Clerk and RFO Jayne Moore.

3. Apologies: apologies received from Cllr A Jackson.

Resolved: apology accepted.

4. Public participation: to adjourn to allow public participation for 15 minutes. Residents are invited to give their views and question the Parish Council on issues on this Agenda or raise issues for future consideration at the discretion of the Chair. If members of the public wish to raise issues which are not on the agenda, they should notify the Clerk, 3 working days prior to the meeting. Members of the public may not take part in the Parish Council meeting itself.

5. Declarations of interests

5.1. To declare any personal interests or prejudicial interests in items on the agenda and their nature. None.

5.2. To receive, consider and approve any requests for dispensation relating to agenda items. None.

6. Minutes of previous meeting: To review and if appropriate, approve the minutes of the Parish Council meeting held on 6th May 2025.

Resolved: the minutes of the previous meeting held on 6th May were an accurate record of that meeting. The council recognised that these were part of a handover from the previous clerk and that some items needed up dating. *Proposed* Cllr R Davies. *Seconded* Cllr R Lee.

7. Information items: to consider and discuss items for information and comment if appropriate:

7.1. County Councillor report

7.2. Borough Councillor report

1.7.2025.1

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Dale Keeling sent out an update (dated 17th May) circulated to all councillors on 6th June 2025. He notified the clerk and chair on 1st July that the bus stop litter bin was not removed by RBC.
Action: JM to confirm a request for a replacement bin.

7.3. Local Government Reorganisation in Warwickshire update.

The reorganisation document was attached to the minutes of the meeting 18th March. No further update has been received.

8. Progress reports/information from working groups and committees, items of update for Parish Council – to consider/decide matters relating to each as required.
None – items are covered under later Agenda items.

8.1. Emergency

8.1.1. Flood group

The meeting discussed the need to get a lockable grit bin due to ongoing flooding issues in the village.

Resolved: it should be bought this financial year. *Proposed* Cllr R Lee. *Seconded* Cllr R Davies

Action: JM to ask Cllr Jackson for details of the quote he obtained, cost circa £270 (bin and slabs).

Sandbags are available from Cllr McArthur, who agreed that people who needed sandbags could contact her via email.

Resolved: Cllr McArthur would coordinate a flood group, which would then be responsible for notifying key organisations and taking direct action should there be a flood. It was deemed the best way to get volunteers for the group was through a Parish Council newsletter, which would also tell people how to contact Cllr McArthur for sandbags.

Action: JM to look at putting together a newsletter for September.

Action: Cllr Lee to share last newsletter with JM.

Action: Cllr McArthur to coordinate volunteer response to the newsletter appeal.

8.1.2. Defibrillator canopy

After the meeting the Cllrs looked at the canopy. It was noticed that the left-hand side of the canopy didn't overhang the unit as much as the right-hand and that once it had rained the unit should be checked to ensure there was no water ingress. Picture of canopy attached.

Action: Cllr Lee agreed to share the code to the defibrillator with the Parish Council.

Action: Cllr Lee to speak to the village hall chair as the notice which had been stuck on the inside of the window by the cabinet, which explained how to get the code to unlock the defibrillator cabinet, was missing.

Action: JM to include article in newsletter.

8.1.3. Ditch pollution - ditch on LHS of Hargrave Close.

Cllr Jackson has reported this to Severn Trent, RBC Highways Team and the Environmental Agency. ST have investigated and said it is not their asset. Issue now lies with EA to decide on next course of action.

8.2. Highways, footpaths, drains and ditches

8.2.1. Highways culverts

Cllr Jackson has requested the next day these are due to be cleaned.

8.2.2. Ditch clearance to west of village along Hill Road – due to be done by end of July.

8.2.3. Ditch work for 2025

This is booked for September. The samples for the ditch work were not available for this meeting as Barge Branches had been sent the wrong samples. JM spoke to Thomas Barge on 1st July to see if he was able to get samples in the next couple of weeks, as the Parish Council needs to meet in July to go through AGAR paperwork.

8.2.4. Woolscott to A45 road - potholes and edge repairs. Some have been done by Highways. Cllr Jackson has reported others that need to be done including road edges which are really bad.

8.2.5. Woolscott bend mirror required.

Cllr McBreen had sent off pictures of the bend to Dale Keeling.

Action: JM to follow up with Cllr McBreen

8.2.6. Speeding in the village.

Speeding is becoming a bigger issue in the village, agreed to defer issue to next meeting. Cllr Jackson has sent councillors details of contacts and how to report speeding, having discussed it with the PSCO.

8.3 Street Lighting

8.3.1 Two lights are currently not working and need to be replaced.

These lights are located at the Woolscott Corner and at the start of the double bend just past the entrance to the Old Vicarage.

Resolved: £3,600 was allocated in the budget for 2026/27.

Proposed Cllr McArthur. Seconded Cllr. Lee.

8.4. Open spaces

8.4.1. Lengthsman contract. No comment.

8.4.2. Grass cutting contract.

We should possibly have received an invoice in May.

Action: JM to confirm whether an invoice was to be sent at this time. If so, was it received.

8.4.3. Hedge work.

Cllr Lee asked who was responsible for cutting the hedge on the right-hand side of the open space at the back of the village hall.

Action: JM to check whether it is the works for Barge Branches

8.4.4. Tree work.

Booked in for September 2025

8.5. Village Signs and Causeway

8.5.1. Two bridges' brickwork repairs.

Highways WCC are responsible to the repairs but no update received.

Action: JM to follow up.

8.6. Publicity & Communications

8.6.1. Parish Council Website.

Annual cost needs to be in the budget for next year. JM has updated the website but told the meeting that current website is very outdated in style.

Action: JM to review options at a future date

8.6.2. Parish Council Facebook.

GPC Facebook page does not have many followers. This is an item to go in the newsletter. JM has updated the page with information.

8.7 Police update

8.7.1. PCSO

Samantha Goode ran a drop-in session on 11th May and David Banks on 31st May. DB will let us know of any future drop-ins. This is an item to go in the newsletter.

JM raised the possibility of the police attending a WI meeting, if that had not already been done, as that would enable the police to speak to more people in a shorter amount of time.

Action: JM to contact Cllr McBreen

9. Planning applications and other statutory and non-statutory consultations

9.1. Rugby Borough local plan.

Objection sent by Cllr Jackson.

9.2. Lodge Farm grant.

GPC's grant policy only allows grants to be made up to £250.

Action: JM to check whether a Parish Council can give grants to an anti-planning campaign.

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9.3. New planning applications to be distributed to all councillors on receipt. These have all been sent through.

9.4. Receive Update on any outstanding planning applications or matters.

9.4.1. R25/0128- Land to the rear of Wood House and Halfpenny House, Sawbridge Road, Grandborough Erection of 2 self-build residential dwellings (Use Class C3) and associated access and parking.

Cllr McArthur felt that the proposed houses should have their own soakaway, as recommended by the Flood Report.

Action: JM to put together an objection on behalf of the Parish Council and circulate to all Cllrs for comments. Deadline for comment is 18th July.

R18/0405 and R21/0122 - Land West of Sawbridge Road – 9 new properties. No update.

R18/0405 and R21/0122 – Dropped kerb to Village Hall car park. No update.

R24/1086 at 1, Chapel Barn, Grandborough Fields Road - household appeal

10. Review of Policies: review and adoption policies.

10.1. To consider which policies may require updating.

Action: JM to review as a project in the future.

10.1.1. Grandborough PC Financial Regulations postponed until September meeting.

11. Finance

11.1. To approve accounts for payment. WALC/NALC cheque £226.40, WCC £7,636.61. ICO £52.00, Zurich £509.20, Tim Williams £110.00.

Resolved: all payments, noting that WALC and WCC were replacements for missing cheques and that the ICO invoice had not been presented to the Parish Council last November when it was due. *Proposed* Cllr McArthur. *Seconded* Cllr Davies.

Action: JM to post cheques and hand deliver one for T Williams.

11.2. To approve Councillors' Expenses for payment.

None

11.3. To note monies received.

JM presented an up-to-date Finance sheet outlining expenditure and income for this financial year. Cllrs said they were happy with the format.

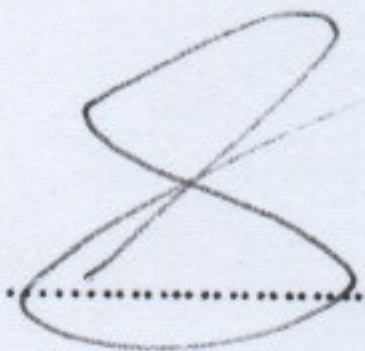
11.4. Accounts - to include bank reconciliation and budget v actual.

This will be reviewed when the Parish Council meets to discuss the AGAR paperwork.

11.5. Bank update – to include electronic banking.

Forms completed and presented to Lloyds to enable Cllr Lee and the Clerk to be added to the Lloyds Bank account.

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Action: JM to contact Lloyds Business Banking week ending 4th July to ensure paperwork has been actioned and to set up internet banking.

11.6. VAT return.

Minutes of the Parish Council meeting January 14th 2025 says that VAT amount of £3666 was sent. This was not actually done until 11th June. It takes up to 30 days for the VAT payment to be made. JM pointed out that if the WCC cheque for streetlights of over £7500 had cleared in November then the Parish council would have been in the red at the end of the financial year due to the fact that the VAT had not be actioned.

Action: JM to check bank statement to confirm VAT income received. This may be an overpayment as it included VAT for streetlights, which was not paid in the last financial year. However, this can be reconciled at a future date.

11.7. Lindsay's overpayment.

Minutes of the Parish Council meeting January 14th 2025 says that this was sent. JM has recently sent Lindsay the bank information she had asked for in order to return the money. Correct amount to be returned is £601.36.

11.8. Auditor of accounts, Helen Heckford, update.

Resolved: To pay H Heckford £50 to undertake the audit. *Proposed* Cllr McArthur. *Seconded* Cllr Lee.

Action: JM to raise Purchase Order.

11.9. AGAR and asset list update.

The AGAR paperwork should have been signed off at the meeting on the 6th May 2025. However, when JM had a handover from the previous clerk TB she was told the paperwork had not been done, nor an auditor appointed.

JM and Cllr Jackson have worked on completing all the AGAR paperwork including Accounts for 2024 – 2025. These are now with the auditor. An extraordinary meeting will need to be held in July to sign off AGAR paperwork once the internal audit is complete.

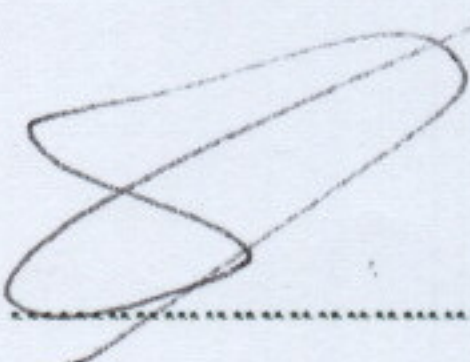
JM had contacted the external auditors Moore UK regarding an extension to sending them the AGAR paperwork. They responded that if we can provide the AGAR submission before Tuesday 15th July no reminder letters will be issued. If we cannot meet the statutory requirements for the documents to be approved by 30th June nor the mandatory 10-day period for public rights then Moore UK will need to consider this in their report.

It is important to recognise that the Parish Council understood the seriousness of not submitting/ publishing forms on time and that they expected the AGAR paperwork to be presented at the 6th May meeting for sign off.

11.10. Clerk's Training.

JM identified four WALC training courses that would be useful at a cost of £105.

Resolved to spend the money. *Proposed* Cllr Lee. *Seconded* Cllr Davies.



12. Matters relating to the parish from Councillors and Clerk – to consider/decide matters relating to each as required.

12.1 Any other matter arising.

None

12.2 Clerk's laptop.

A new laptop is not required, but the current one does need a clean out of the information it holds to make it more efficient and the information more accessible. Money saved from this year's budget can be held in reserve.

13. Future Agenda Items – Councillors are asked to use this opportunity to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.

September meeting: newsletter.

14. Parish Council Communications (information for sharing) - To receive suggestions for items for the Parish Council website and Facebook Page, and newsletter.

Meeting recognised the fact that the website was outdated and needed to be reviewed in the future.

15. Date of Next Parish Meeting

To confirm next parish council meeting Tuesday 2nd September 2025 at the Village Hall at 19.30 hrs. Meeting acknowledged that an extraordinary meeting would need to be organised in July 2025 to approve AGAR paperwork.

If an interim meeting is required, an agenda will be sent to Councillors and be put on the website and in the Parish noticeboard three clear days before the meeting is held.

16. Confidential matters: to consider the exclusion of the public and press in the public interest for discussions and decisions in relation to either Personnel matters or Legal matters.

Exclusion of Press and Public

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to Resolve that the press and public be excluded from the meeting during consideration of the following agenda items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

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Signature 

Agenda item 11.3 Grandborough Parish Council financial situation to 26.6.25

Starting balance 31.3.25 **6851.63**

RBC precept paid in 7.4.25 7350

Bank charge 22.4.25 4.25

RBC lengthsman reimbursement 28.4.25 1263

T. Ball HMRC Sept – Jan cheque no. 001068 28.4.25 242.2

Issued 14.1.25 cleared 28.4.25

End April balance **15218.18**

Cheques issued 6.5.25

WCC streetlights

outstanding payment missing cheque no. 001070 7636.61

WALC subs

outstanding payment missing cheque no. 001069 226.40

*T Ball expenses cheque no. 001071 145.34

* Turtle Engineering Defib cheque no1072 96

* Tim Williams lengthsman cheque no. 001073 140

To be approved 1st July

WWC streetlights repayment 7636.61

WALC subs repayment 226.40

Tim Williams lengthsman cheque no. 001074 110

Information Commissioners Office outstanding payment 52

Expired 24.11.24

Zurich Insurance due 28th July 509.20

Balance when cheques have cleared **6302.63**

Outstanding items

Return of £601.36 from L Foster re overpayment of salary

VAT return £1904.70. JM to establish how much was claimed.

Balance when income received **8808.69**

* No bank statement yet available

Signature 