

Grandborough Parish Council

Jayne Moore, Clerk and RFO

07510 123953

Email: grandboroughclerk@outlook.com

Minutes of the Meeting of Grandborough Parish Council Held on 6th January 2026 at 7.30pm at Grandborough Village Hall

Cllrs present: Cllr A Jackson, Cllr R Lee, and Cllr H McBreen.

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

Start 7.30pm

1. Introduction: By Chair.

2. Apologies: Apologies received and accepted from Cllrs S McArthur and R Davies, and PSCO David Banks.

3. 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.

4. Declarations of interests

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

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

5. Minutes of previous meetings: To review and if appropriate, approve the minutes of the Parish Council meeting held on 4th November 2025.

Proposed Cllr A Jackson *Seconded* Cllr H McBreen

6. Information items: To consider and discuss items for information and comment if appropriate:

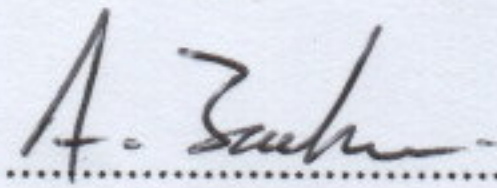
6.1. County Councillor report

6.2. Borough Councillor report

No reports received

Action: JM to invite Dale Keeling to future meetings

6.1.2026.1

Signature 

6.3. Rugby Plan

Warwickshire County Council (WCC) want to go for Lodge Farm development. However, Rugby Borough Council (RBC) voted against this as they want a greater diversification of development sites, with new schools in the north of the county.

6.4. Local Government Reorganisation in Warwickshire update

RBC agreed to a one unity council. They want to form a town council in order to have a voice.

6.5. Police Community Support Officer Update. Two thefts reported in the last period, from open cars. PSCOs David Banks and Paula Parkes attended the village hall on Saturday 3rd January.

JM received information about having an electoral list for Grandborough Parish Council and has now received the list.

7. Village Assets

7.1. Flood group: sand storage bin - see item 15: Budget discussion

7.2. Defibrillator replacement - see item 15: Budget discussion

7.3. Street Lighting - Three replacement lights – see item 15: Budget discussion

8. Highways, footpaths, drains and ditches

Richard Haycock, Highways Area Surveyor at WCC replied to a number of issues:

8.1. Highways: culverts; storm drains; gullies - jetting: Conway the contractors have been round the village a few times, including jetting the culvert outside The Green property which runs under Sawbridge Road. The gullies near the telephone box need doing: R Haycock is currently awaiting a date from the contractor to go back and finish these.

8.2. Ditch clearance along Hill Road left lots of debris: R Haycock has chased their delivery team asking when the clearance will be complete.

8.3. Ditch work for 2025: Barges Branches are going to invoice us £1000 plus VAT for work done to date. They are still awaiting parts for the shoring work.

8.4. Woolscott to A45 road - edge planings: This road is in a very poor state. Many more potholes have developed, and the road edges are really bad. Pieces of tarmac are coming up from the road surface. R Haycock is to arrange for these to be repaired and has already chased a date for repairs to the verges.

8.5. Woolscott bend mirror - see item 15: Budget discussion

8.6. Uneven/cracked road surfaces to Hill Road and road to Willoughby: R Haycock has this on his patching list ready to be issued once he has received authorisation to issue patching.

8.7. The Lane has tarmac breaking away: Patches have been made to The Lane.

8.8. Footpath signage and garden trespass: No update yet.

8.9. Aikman Green broken rail fence: Aikman Green post and rail fence now repaired.

8.10. Damaged chevron signs on the bend of the Woolscott to A45 road: now repaired.

8.11. Broken post and rail fencing at culvert on Hill Road: R Haycock said that the broken fence belongs to the owner of the adjoining field.

9. Open spaces

9.1. Lengthsman contract: contract is finished for the year and has come under budget.

9.2. Grass cutting contract: 12 cuts were done during the year, less than expected due to the hot weather, and the contract came under budget.

9.3. Hedge work: Barges Branches have done some of the work and will subcontract the cutting of the Aikman Green hedge to a local farmer.

9.4. Tree work: Barges Branches are still awaiting some sheathing to be done by National Grid to carry out the work safely.

10. Publicity & Communications

10.1. Parish Council Website – see item 15: Budget discussion

10.2. Parish Council Facebook: current numbers. GPC Facebook page has 41 followers. The meeting agenda had 12 views and the blocked road post had 170 views. Overview over the last few weeks there has been 205 views up 20,400%.

10.3. To receive suggestions for items for the Parish Council website and Facebook Page: agenda, roadworks, police visits.

6.1.2026.3

Signature *A. Zuchman*.....

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

11.1. Opposition to development grant – see item 15: Budget discussion

11.2. New planning applications (distributed to all councillors on receipt).

R25/0938 at 10, Hockley Close, Grandborough, Rugby, Warwickshire, CV23 8DW. Approved 23rd December 2025.

11.3. Receive update on any outstanding planning applications/matters:

11.3.1. R25/0841 Proposal at: Wheelwright Cottage, Church Road, CV23 8DH. Approved 28th November 2025.

11.3.2. R25/0529 - Proposed ground mounted PVs. Oak House, Grandborough Rd. Approved 25th November 2025.

11.3.3. R25/0563 - Proposed single storey rear extension and alterations to front porch and insertion of new window to front elevation. Tyrella, Sawbridge Rd. Approved 13th November 2025.

11.3.4. R18/0405 and R21/0122 - Land West of Sawbridge Road – 9 new properties.

Outstanding conditions 13 Bellmouth 15 Drop kerb access to village hall car park. Plans sent to the Highways Team for the outstanding conditions and tactile pavement. Plus, updated drainage plans. Once Highways are happy with the detailed plans, WCC's legal team need to approve them prior to work starting. The nesting boxes are to be provided by the developer, Stephen Kelly. The maintenance of Pringle Brook is the responsibility of the landowner, John Evans.

12. Review of Policies: review and adoption of policies.

12.1 Policies to be updated:

i. Risk Assessment. **Action:** Cllr A Jackson to send clerk last Risk Assessment policy.

ii. IT Policy

iii. Standing Orders

Action: All the above policies are to be reviewed and adopted at the March meeting. JM to update and send out for comments.

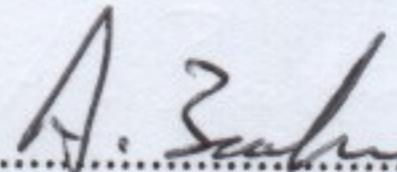
12.2. Financial Regulations: Meeting agreed to sign off the amended Financial Regulations policy. **Action:** JM to ensure pagination and footer on each page, then put on website.

12.3. Agreed policies on website. **See Assertion 10**

13. Assertion 10 (numbering from Assertion 10)

We are required to complete a new Assertion 10 section as part of our Annual Governance Statement for 2025/2026

6.1.2026.4

Signature 

1.47. Email management i.e. gov.uk account. Parish On-line have provided a new, compliant email address. This will be uploaded on the new laptop only.

1.48. All smaller authorities must meet legal requirements for all existing websites and

1.49. All websites must meet WCAG 2.2 AA and the 2018 Accessibility Regulations, and

1.50. All websites must include published documentation as specified in the Freedom of Information Act and Transparency Code.

Action: JM to contact Parish On-line to migrate to a new, compliant website.

1.51. All smaller authorities must follow GDPR and the Data Protection Act 2018 and

1.52. All smaller authorities must process personal data with care and in line with the principles of data protection.

Action: JM to read NALC's 35-page document called Data Road Map and implement requirements.

1.54. All smaller authorities must also have an IT policy.

Action: JM to ensure all policies are on our website.

14. Finance

14.1. To record the following invoices have been paid via electronic banking. The invoices for payment are; Tim Williams £150, Clerk's salary for Nov and Dec and wfh Sept - Dec., purchase of laptop by clerk £629.53, HMRC NI payment of £6.44 total £1,138.05.

Approved Cllr R Lee *Seconded* Cllr H Breen

Update by JM re WALC training payment: WALC have reviewed the complaint and decided not to refund the money.

14.2. Npower charging/ metering basis.

Action: JM to send to National Grid the information we currently have regarding streetlight updates.

14.3. To approve expenses for payment. Cllr R Davies' expenses for in approved.

Action: JM to set up electronic payment.

14.4. To note monies received, including VAT. None.

Action: JM to apply for VAT refund once Barges Branches part-invoice received and Npower invoice in mid-January

6.1.2026.5

Signature 

14.5. Finance sheet for last two months.

Verification required of bank reconciliation sheet and invoices for the last two months. Cllr R Lee was unable to verify due to incomplete information on the monthly PDF on-line print out, regarding reason for payment.

Action: JM to bring actual bank statement to next meeting to be verified. Also to check if there is a different way the previous month's information can be printed to include all details.

14.6. Financial Report - to include year to date finances and budget v actual. JM provided current and forecast statement to year end.

14.7. Bank

14.7.1. Electronic banking: update: Now making electronic payments.

Action: JM to investigate setting up an on-line savings account.

14.8. Clerk's workload/ working hours. JM said that 14 extra hours had been worked from September to December. Meeting approved the extra cost.

Action: JM agreed to send details of any extra hours per month to the Chair.

14.9. PAYE

An appeal form was sent to them beginning of September which they did not receive. JM has now made an appeal on-line and is awaiting feedback.

15. Budget Discussion

15.1. Draft budget options for 2026/2027 Cllr A Jackson presented budget options. See Appendix 1 for budget details and precept.

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

16.1. Clerk's new email address:

New email received clerk@grandboroughparishcouncil.gov.uk from Parish On-line who have system for migrating old emails to new email account.

16.2. Clerk's new laptop and cloud storage:

New HP laptop bought currently with IT guy to set up. JM to speak to him about paying for Microsoft account. Cloud storage will still be with Microsoft One Drive but as it is storage for a new email address, JM needs to manually migrate documents from one One Drive to another

6.1.2026.6

Signature 

16.3. Asset list.

JM updated this by taking off items no longer in use. Then discovered this was wrong- the item needs to remain on the list but is put as obsolete. The Asset list needs to be on the Agenda for March as it needs to be signed in advance of Agar.

Action: JM to circulate out the proposed list prior to the March meeting in case changes are needed.

16.4. Book exchange in the telephone box: Cllr A Jackson cleared out books and Cllr R Lee re broken pane of glass

16.5. Warwickshire County Council Proposal to improve mobile phone coverage. Cllr A Jackson responded on behalf of GPC declining the proposal.

16.6. Clerk's WALC training for 2026.

None identified.

16.7. Any other matters arising.

New village hall Chair requested details on village hall trustees.

Action: Cllr A Jackson to respond

17. 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.

March Agenda: to discuss revising the start time of Parish meeting.

18. Date of Next Parish Meeting -

Tuesday 3rd March

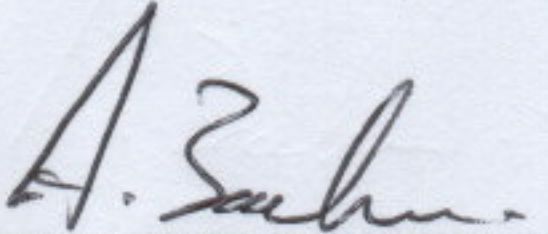
If an interim meeting is required, an agenda will be sent to Councillors and be put on the website and in the Parish noticeboard three clear days before the meeting is held.

19. 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.

6.1.2026.7

Signature 

Appendix 1 – Budget and Precept

At the Parish Council meeting held on 6th January 2026, the Parish Council approved a precept of £22,639.00. This equates to an increase of £34.03 per year for a Band D property.

Councillors looked at various options to keep the precept as low as possible; however, three significant factors made this particularly challenging:

- The requirement to replace three electric lights for which the parish council is responsible.
- The need to replace the defibrillator which is housed outside the village hall.
- Continued maintenance of ditches and trees within the parish.

What is the Parish Council Precept?

The Parish Council Precept is the main income source for the Parish Council, included in your Council Tax bill. Each year, the Parish Council decides the amount needed to provide services to address local needs and manage community facilities, and submits it to Rugby Borough Council, which adds it to the Council Tax charges. Currently there is no cap on the amount that Parish Councils can raise via their precept.

Calculation of the Precept

The Parish Council methodically examines its budgetary needs for the forthcoming financial year, considering the following factors:

- Costs associated with the operation and upkeep of local services, such as the playing field and public spaces.
- Planned enhancements or new initiatives.
- Contingency funds allocated for unforeseen expenditures.

Upon finalising the total budget, this amount is then divided by the Council Tax Base.

What is the Council Tax Base?

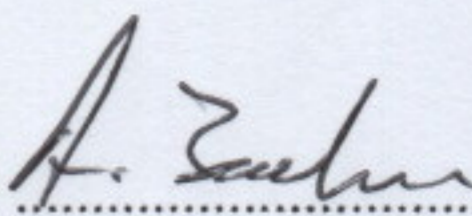
The Council Tax Base represents the number of taxable households in the Parish, adjusted for example:

- Discounts (e.g., single-person households)
- Exemptions (e.g., new empty homes, student accommodations etc)
- Differences in Council Tax banding

The result is a figure that represents the 'effective number of properties' in the Parish for tax purposes. By dividing the total precept by the Council Tax Base, the Parish Council determines the amount each household will contribute.

How Does It Affect Residents? The Parish Council Precept appears as part of the annual Council Tax bill for residents. The amount may vary slightly depending on the property's Council Tax band. If you have questions about the precept or how it is used, please email the clerk at grandboroughclerk@outlook.com

6.1.2026.8

Signature 

BUDGET PROPOSAL DISCUSSION - SUMMARY	
2026/2027	
	Budget
Expenditure	
Salaries - Staff	3,451.20
Administration	3,120.77
Street lighting electricity	1,890.00
Open Spaces	15,177.03
Total Expenditure	23,639.00
Income	
Rugby allowance for Lengthsman	-1,300.00
Grants in	0.00
Total needed	22,339.00
Reserve funds	4,843.67
Difference	17,495.33
To build reserves need	5,143.67
Fund needed from precept	22,639.00

6.1.2026.9

Signature *A. Zahra*

Agenda Item 14.

Grandborough Parish Council Current financial situation to 3.3.26

Jayne Moore

Starting balance 6th January 2026 **10964.82**

Payments made electronically

5.1.26	Jayne Moore clerk's salary Dec	219.04
16.1.26	Npower electricity	541.73
19.1.26	Lloyds Bank service charge	5.25
20.1.26	Cllr R Davies expenses	28.99
20.1.26	Barges Branches ditch work	1200.00
3.2.26	MediaShak setting up laptop	95.00
3.2.26	Jayne Moore clerk's salary for January plus extra hours Sept-Dec	433.45
16.2.26	Barges Branches hedges	2880.00
17.2.26	Lloyds Bank service charge	4.25
19.2.26	Jayne Moore purchase of Microsoft	84.99
19.2.26	Jayne Moore purchase of McAfee Security	39.99
3.3.26	Jayne Moore clerk's salary for Feb + wfh	235.04
3.3.26	Parish On-line website set up	300.00

Income received

9.1.26	Lloyds' compensation	40.00
23.2.26	VAT	580.64

Balance 3rd March 2026 **5736.77**