

Grandborough Parish Council

Jayne Moore, Clerk and RFO
07510 123953
Email: grandboroughclerk@outlook.com

Minutes of the Meeting of Grandborough Parish Council Held on 2nd September 2025 at 7.30pm at Grandborough Village Hall

Cllrs present: Cllr A Jackson, Cllr S McArthur, 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: Chair.

2. Apologies: apologises received from Cllr R Davies and Cllr Dale Keeling.

Resolved: apologies accepted.

Action: JM to invite Cllr Keeling to the next meeting.

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

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.

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

Resolved: The minutes of the previous meeting held on 5th August 2025 were an accurate record of that meeting. *Proposed Cllr S McArthur Seconded Cllr H McBreen.*

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

6.1. County Councillor report - none received.

6.2. Borough Councillor report – none received.

6.3. Local Government Reorganisation in Warwickshire update: No update received so far.

6.4 Precept letter received confirming precept monies were being sent through. These were received.

6.5 Npower letter received stating that half hour meter readings are to go ahead in September.

Action: JM to contact Npower at the end of September if we have not received an invoice by then.

7. Emergency

7.1. Flood group - sand storage bin – to discuss in November.

7.2. Defibrillator canopy – gutter at village hall is overflowing. Cllr A Jackson has checked the casing, and it is watertight.

7.3. Ditch pollution – ditch on LHS of Hargrave Close: Cllr A Jackson has been in contact with Severn Trent, Environmental Agency. There is no further action the Parish Council can take.

8. Highways, footpaths, drains and ditches

8.1 WCC Highways culverts: Three more culverts have been added to jetting: Sawbridge Road, Church Road and Aikman Green. Plus, the ditch by the village hall.

8.2. Ditch clearance to west of village along Hill Road: WCC Highways left lots of debris, which they are to pick up.

8.3. Ditch work for 2025: The ditch shoring was confirmed as plastic. Work commences on 15th September.

Action: Cllr A Jackson is to meet them for a walk around before work starts.

8.4. Woolscott to A45 road - edge repairs: road planings will be used to repair the edges.

8.5. Woolscott bend mirror – to discuss in November.

8.6. Two bridges' damage: Reported to the WCC Highways structures team, who may think it does not warrant repairs at this stage

9. Street Lighting

9.1 Two lights replacement – £3,234.23 – to review in November. These lights are located at the Woolscott Corner and at the start of the double bend just past the entrance to the Old Vicarage.

10. Open spaces

10.1. Lengthsman contract. Tim Williams is considering giving up the work.

10.2. Grass cutting contract: on-going.

10.3. Hedge work: The hedge on the right-hand side of the open space at the back of the village hall belongs to the house it boarders and they will cut it.

11. Village signs, furniture etc.

11.1. Bus stop litter bin – to discuss in November

12. Publicity & Communications

12.1. Parish Council Website.

Annual hosting 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 explore costs of a new website for November meeting.

12.2. Parish Council Facebook: JM currently unable to post to Grandborough News and Views Facebook page.

Action: JM to contact the admin for the site so that we can post in future.

12.3. To receive suggestions for items for the Parish Council website and Facebook Page, and newsletter. Meeting discussed a newsletter tying in with the precept increase.

13. Police update

13.1. PCSO - David Banks visit dates: 4th September PCSO Paulas Parkes is holding a meeting in the village hall from 4pm-6pm.

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

14.1. Rugby Borough local plan: No update yet received.

14.2. Opposition to development grant: This will be built into the budget.

Proposed Cllr A Jackson Seconded Cllr S McArthur.

14.3. New planning applications (distributed to all councillors on receipt). None received.

14.4. Receive update on any outstanding planning applications or matters: No update on any of the following as of 1st September.:

14.4.1. R25/0128 - Erection of 2 self-build residential dwellings and associated access and parking. Land to the rear of Wood House and Halfpenny House, Sawbridge Rd.

14.4.2. R25/0529 - Proposed ground mounted PVs. Oak House, Grandborough Rd.

14.4.3. R25/0563 - Proposed single storey rear extension and alterations to front porch and insertion of new window to front elevation. Tyrella, Sawbridge Rd.

14.4.4. R18/0405 and R21/0122 - Land West of Sawbridge Road – 9 new properties. Flood prevention and Village Hall car park dropped kerb. All the outstanding issues (the bell mouth, dropped kerb, and flood prevention measures) lie with the developer Stephen Kelly to submit details to WCC.

Action: Cllr A Jackson to chase next week.

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

15.1. To consider which policies may require updating. JM went through the list of policies which WALC states parish councils must adopt. GPG have some which need updating and some which need writing (model templates are available from WALC and NALC).

The internal AGAR audit recommended amends to the Risk Assessment policy to document the process to be followed should the Clerk/RFO be unavailable. Also, it recommended a comprehensive review of all policies.

Action: JM to put agreed policies on the website.

Action: JM to check insurance policy re green spaces/ playing areas (at village hall and Aikman Green).

15.2. Grandborough PC Financial Regulations.

Action: JM to update document and recirculate for comment.

16. Finance

16.1. To approve invoices for payment. Tim Williams £80.

16.2. To approve expenses for payment. JM £218.04 (including £118.40 to debt agency re PAYE payment).

Resolved: all payments. *Proposed Cllr S McArthur. Seconded Cllr R Lee.*

16.3. To note monies received: JM presented an up-to-date Finance sheet outlining expenditure and income from 5th August to 1st September.

Action: JM to find out how Npower charge GPC for electricity.

16.3.1. VAT update: VAT repayment was made just over a week from being claimed.

16.4. Accounts - to include year to date finances and budget v. actual.

Action: JM to circulate updated sheet prior to the November meeting.

16.5. Bank

16.5.1. Explanation of charges: There is an account maintenance fee of £4.25 a month.

With a further charge of 50p for each cheque cashed.

16.5.2. Electronic banking: Meeting agreed that three people who have access to the online bank account; Cllr S McArthur, Cllr A Jackson and the Clerk/RFO.

Action: JM to set up additional authorised people for online banking, at delegate level.

16.6. AGAR update: Moore UK confirmed they have received the exemption certificate.

16.7. PAYE update – situation and how to make payments.

Action: JM to set up PAYE, find out how the system works and write a procedure.

16.8. To approve clerk's salary

Resolved: to pay Clerk/RFO for additional hours worked to address issues around AGAR, VAT, and PAYE.

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

17.1. Any other matters arising. Laptop needs resolving.

Action: Cllr A Jackson to look at laptop options and send to JM.

17.2. Clerk's WALC training: First clerking session is on 9th September.

17.3. Clerk's new email address.

Action: JM to investigate.

17.4 OneDrive; How can this be shared with people?

Action: JM to investigate.

18. 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.

19. Date of Next Parish Meeting - To confirm next parish council meeting Tuesday 4th November 2025 at the Village Hall at 19.30 hrs. Agenda items to include: Budget discussion for next fiscal year. Agree meeting dates for next calendar year.

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.

20. 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.

Agenda Item 15.

Grandborough Parish Council Current financial situation to 1.9.25

Jayne Moore

Starting balance 1st September 2025 **7115.64**

Cheques signed 5th August now cleared

WALC subs repayment cheque no.1076	226.40
Tim Williams lengthsman cheque no.1080	210
RP Hall grass mowing cheque no.1081	885.60
Trevor Gill Auditor cheque no.1079	250
A Jackson expenses cheque no. 1083	14.99
Bank charges	4.75

Income received

VAT return	4803.42
Precept	7350.00
Balance 1st September	17677.32

Outstanding items and cheques to be approved 2nd September

WALC training cheque no.1082	42
Clerk's expenses cheque no. 1086	218.04
Tim Williams cheque no. 1087	80

Balance when cheques have cleared **17337.28**

Clerk's salary cheque

Npower supposed to be sending invoices out September