

Grandborough Parish Council

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Minutes of the parish council meeting of Grandborough Parish Council Held on 2nd Jul 2024 at 7.30pm at Grandborough Village Hall

Cllrs present: Cllr Jackson, Cllr McBreen, Cllr Davies, and Cllr McArthur.

In attendance: Tracie Ball, Clerk and no members of the public.

1. **Apologies:** to receive apologies and approve reasons for absence.

RESOLVED: Apologies from Cllr Hancock, accepted

Cllr Jackson introduced and welcomed Tracie Ball as the new Clerk and RFO,

2. **Public participation:**

None

Session closed 19:35

3. **Declarations of interest**

3.1 To declare any personal interests or prejudicial interests in items on the Agenda and their nature.

None

3.2 To receive, consider and approve any requests for dispensation relating to Agenda items.

None

4. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on 7th May 2024 having been read and circulated be signed as a correct record

Proposed Cllr McBreen, Second Cllr Davies unanimous.

Matters arising from minutes

8/24-25 should read R18/0405 and R21/0122

ACTION – Clerk to chase EON and potential refund

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

5.1 County Councillor report

None

5.2 District Councillor report

None

6. **Progress reports/information from working groups and committees,** items of update for Parish Council – to consider/decide matters relating to each as required.

6.1 Emergency – including Flooding and defibrillators

6.1.1 Water Course maintenance – WCC sent to all landowners in May 2024, to readvise of their responsibilities to keep the water courses clear. Cllr Jackson reported he had chased WCC as no action has been taken by landowners, and a number of residents have reported never receiving the letter.

ACTION – Cllr Jackson to chase WCC in August if no action has been taken.

6.1.2 Culverts – WCC have confirmed that all three culverts are on the list to be cleaned.

6.1.3 Flood Group – No formal group at present.

ACTION – Cllr McArthur and Clerk to investigate setting up a working group for Flood Action.

6.1.4 Defibrillator – New pads installed. Batteries will require replacing in next 2 years. Defib is over 10 years old. Cllr Jackson suggested putting into budget cost for new def at of £850 to £1,200 in 2026 plus VAT and inflation. (Batteries are £285 plus VAT).

ACTION – Clerk to investigate new defibrillator and sponsorship if available.

6.2 Highways and footpaths

6.2.1 Potholes – Church Road now been filled on temporary basis. Pothole outside Avalon reported

6.2.2 Drain grating – New grating to be installed outside Chapel House, and two at the junction of Church Road and Sawbridge Road, by end September.

6.2.3 Ditches – Appointed contractor (ATK Arboriculture) pulled out. Gone back to original quotes, Barges Branches not able to start until 4 months' time at least, Shire Forestry & Fencing can start in August, but cost will cost £4,670.

RESOLVED: Cllr Jackson proposed that a final budget of £4700 to cover the costs, seconded Cllr McArthur, unanimous.

ACTION – Cllr Jackson and Clerk to look for other contractors' quotes to see if can better £4,700. Cllr Jackson to place on order on lowest price.

6.3 Lighting

Main Street – Column has been replaced

Church Road – Pole Bracket required – to be ordered – No traffic Lights required – both Eon and Balfour's to attend

Sawbridge Road – no 1, Pole Bracket required – to be ordered – 3-way traffic Lights required – both Eon and Balfour's to attend – due date 22/7/24

Sawbridge Road – no 3, new lantern to be ordered? – will be done at same time Sawbridge road No1 – due date 22/7/24

Aikman Green – New Lantern required – order to be placed – No traffic lights

RESOLVED: Cllr Jackson proposed that a final budget of £1700 to cover the cost the fifth light, seconded Cllr McArthur, unanimous.

ACTION – Clerk to confirm no change in original quote.

6.4 Village Hall Carpark

Nothing to report

6.5 Open spaces to include Village Tree, Ditches, and grass cutting

Cllr Jackson has met with Lengthsman (T. Williams), and issued a new task list for the role.

Grass cutting – good feedback from residents.

Dog bins and benches need a coat of paint.

RESOLVED: Cllr Jackson proposed that he would purchase the appropriate paint/treatment and volunteered to do it, unanimous.

6.6 Village Signs

30mph sign has been refitted.

Bridges brickwork has been reported to WCC, Structures team are arranging for an assessment.

6.7 Publicity & Communications

Website – Clerk has full access to update

Facebook – no presence at present

RESOLVED: Cllr Davies proposed that GPC create a new FB page, Seconded Cllr McBreen unanimous.

ACTION – Clerk to create new Grandborough FB page – invite Cllr McBreen, Cllr Davies to act as admin.

6.8 Police update

ACTION – Clerk to establish contact and arrange meeting.

7. Planning applications and other statutory and non-statutory consultations:

The Clerk advised the meeting that planning notification should now be coming through to the grandboroughclerk@outlook.com email.

- 7.1 Update on Rugby Borough local plan - Nothing to report
 - 7.2 Update on NDP - Not discussed
 - 7.3 To receive information on planning applications and decide any actions as appropriate.
- New applications – None

Existing applications

R18/0405 and R21/0122 - Land West of Sawbridge Road – 9 new properties – RBC investigation into possible breach of conditions.

ACTION - Cllr Jackson awaiting response from Principal Planning Officer.

R18/0405 and R21/0122 – Dropped kerb to Village Hall car park

ACTION – Cllr Jackson awaiting response from Principal Planning Officer.

R24/0009 - Land adjacent to Sawbridge Road – Erection of 2 bedroom dwelling and 3 car garage.

ACTION - Clerk to advise of status.

R23/1210 - Land west of Grandborough Road – Change of use of agricultural land to dog walking field.

ACTION - Clerk to advise of status.

8. **Review of Policies;** to note the review and adoption of policies.

All up to date.

ACTION – Clerk to establish what policies and procedures are required.

9. **Finance**

- 9.1 To approve accounts for payment.

<u>Supplier</u>	Details	inv no	Amount	Total	Cheque no
RP Hall	April & May cuts	3101	£ 624.00		
RP Hall	June Cuts	3128	£ 312.00	£ 936.00	001050
Tim Williams	May cuts	19	£ 150.00		
Tim Williams	June Cuts	20	£ 160.00	£ 310.00	001052
	3 x councillor				
WALC	training	740	£ 108.00		001053
Zurich Insurance	2024-25		£ 493.40		001054
	Total		£ 1,847.40		

RESOLVED: To confirm payment of outstanding invoices, Proposed Cllr Jackson, Second Cllr McBreen unanimous

- 9.2 Finance update for approval, to include bank reconciliation.

The clerk presented a format for finance update, no bank statements have been received to undertake reconciliation. Cllr Jackson asked that spend against budget be included in the spreadsheet.

The Clerk advised Unity Trust Bank could be considered as an alternative Bank.

RESOLVED: Proposed Cllr Davies, Second Cllr Jackson that GPC move to Unity Trust Bank unanimous

ACTION – Clerk to present proposal at next meeting. Cllr Jackson to draw up a proposed financial template on Excel.

- 9.3 Ensure all Contractors Insurances are up to date.
T Williams Public Liability Certificate has been received

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

- 10.1 Any other matter arising.

None

- 11. **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.

New Clerk and RFO contract signed.

ACTION – Clerk to hand to Cllr Jackson countersigned copy of contract at next GPC meeting.

Hand over from previous Clerk to new Clerk done.

A discussion took place concerning the Clerk receiving a working from home allowance.

RESOLVED: Cllr Jackson proposed that GPC pay the Clerk £16.00 per month, working from home allowance, to be reviewed in June 2025. Seconded Cllr McArthur unanimous.

12. **Future Agenda Items**

None

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

None

- 14. **Date of Next Meetings** – To confirm Tuesday 3rd September 2024 for the for the next regular meeting of the Parish Council at the Village Hall at 7:30pm.

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.

Meeting Closed 9:10 pm

Signed..... (chair) Date