

Grandborough Parish Council

Jayne Moore, Clerk and RFO

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Minutes of the Meeting of Grandborough Parish Council

Held on 4th November 2025 at 7.30pm at Grandborough Village Hall

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

In attendance: Jayne Moore, Clerk/RFO. One member of the public was in attendance.

Start 7.30pm

1. Introduction: By Chair.

2. Apologies: Apologies received from Cllr S McArthur and Cllr Dale Keeling.

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 2nd September 2025.

Resolved: The minutes of the previous meeting held on 2nd September 2025 were an accurate record of that meeting. *Proposed* Cllr H McBreen *Seconded* Cllr R Lee.

6. Information items: To consider and discuss items for information and comment if appropriate: Items 6.1, 6.2, 6.3, and 6.4 information previously circulated by Cllr D Keeling.

6.1. County Councillor report: previously circulated by Cllr Keeling; also covers 6.2; 6.3 & 6.4.

6.2. Borough Councillor report

6.3. Rugby Plan

6.4. Local Government Reorganisation in Warwickshire update

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6.5. Police Community Support Officer Update. David Banks will be at the village hall on 5th Dec. 11.30 to 13.30 hrs.

Action: JM to put information on Facebook and GPC website and Cllr R Davis to put flyer on noticeboard.

JM suggested Police could be invited to WI meeting, monthly Farmers' Market and Summer Fayre, to increase community engagement.

7. Emergency

7.1. Flood group: sand storage bin – see item 15.6.

7.2. Defibrillator update – Cllr A Jackson checked the unit, and it is OK. The Circuit has been updated (The Circuit holds a list of all defibrillators in England). A new unit is needed in June 2026 as pads and batteries expire next year and constitute nearly 50% of the cost of a new unit, which would last longer.

8. Highways, footpaths, drains and ditches

8.1. Highways: culverts; storm drains; gullies. Vacuuming done to road gullies along Sawbridge Road, Main Street & Hill Road only. Cllr A Jackson has informed Highways that other gullies, culverts and storm drains (some of which are blocked) have not been vacuumed or jetted.

8.2. Ditch clearance to west of village along Hill Road left lots of debris. Cllr A Jackson has contacted Highways again asking for it to be cleared.

8.3. Ditch work for 2025: Ditches cleared. Under The Steeples bridge to do plus the ditch shoring. Due on 10th November.

8.4. Woolscott to A45 road: Cllr A Jackson has asked Highways for an update on the edge planings repairs.

8.5. Woolscott bend mirror: see item 15.6.

In addition, Cllr A Jackson has reported cracks, subsidence to Highways on Hill Road and road to Willoughby. Surveyor said he will inspect.

A complaint received that The Lane needs resurfacing as it dangerous due to tarmac breaking away and it is a trip hazard.

Action: Cllr A Jackson to take up with Warwickshire County Council.

A complaint received as footpath signage can't be seen and people are walking into a private garden. Cllr Jackson reported it to Footpath UK.

Akiman Green rail fence is falling off at the entrance.

Action: Cllr A Jackson to take up with Warwickshire County Council.

9. Street Lighting

9.1 Two replacement lights see item 15.6.

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In addition, a third light now needs replacing at entrance to Aikman Green.

10. Open spaces

10.1. Lengthsman contract: Tim Williams has agreed to stay working for us and next year's cost should be the same. An extra job was added to his list for sweeping up the leaves on Church Road outside Green Acres, Gerona, and Tresco at request of residents.

10.2. Grass cutting contract: Cuts have finished for this year. Quote received for next year.

Action: JM to confirm amount under budget this year as not all contracted cuts were required due to weather,

10.3. Hedge work: Work started. Due to finish on 10th November.

10.4. Tree work: Work started. Waiting for National Grid to sheath the lines above the trees before the cutting can start.

11. Village signs, furniture etc.

11.1. Bus stop litter bin – see item 15.6.

In addition, the chevron signs on the bend of the Woolscott to A45 road are totally wrecked, which Cllr A Jackson has reported to Highways.

12. Publicity & Communications

12.1. Parish Council Website – see item 15.6.

Website hosting paid until 10th April 2026. Domain name renews 10th August 2026.

12.2. Parish Council Facebook. JM joined Grandborough News and Views as an individual to enable post to be made about parish council information.

Action: JM to look at traffic to website and Facebook.

12.3. To receive suggestions for items for the Parish Council website and Facebook Page, and newsletter. None

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

13.1. Opposition to development grant: see item 16.

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

R25/0841 Proposal at: Wheelwright Cottage, Church Road, CV23 8DH.

JM sent a letter to the planning team regarding concerns about flooding issues in the village and the need to have adequate SUDS provision in the planning proposal.

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

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13.3.1. 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.

Approved 2 October 2025 with conditions including drainage: "REASON: To ensure the development is provided with a satisfactory means of drainage and to reduce the risk of creating or exacerbating a flooding problem and to minimize the risk of pollution."

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

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

13.3.4. R18/0405 (approved 21st December 2018) and R21/0122 (approved 4th June 2021) - Land West of Sawbridge Road – 9 new properties. Flood prevention and Village Hall car park dropped kerb. The developers have put in an application R24/0600 for removal or variation of conditions of Cond 11 - Surface Water/Foul Drainage Cond 12 - Sustainable Urban Drainage.

Outstanding conditions 13 Bellmouth 15 Access to carpark. New plans need to be submitted regarding the drop curb and flood mitigation following a meeting on the 1st of September with Stephen Kelly. Chris Davis, RBC, is chasing the developer.

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

14.1 To prioritise policies to be updated. Meeting agreed that the next policies to be reviewed would be:

Risk Assessment as the auditor flagged required amends at the last AGAR.

IT policy which we need to update as from 2025/2026 AGAR we are required to complete a new Assertion 10 as part of our Annual Governance Statement.

Standing Orders.

Action: JM to comment on policies and circulate, after Financial Regulations has been sent out.

14.2. Grandborough PC Financial Regulations.

Action: JM to circulate current version for final comments prior to sign off in January meeting.

14.3. Agreed policies to go on website.

14.4. Insurance policy re PC green spaces: JM checked insurance policy coverage directly with Zurich and we are covered regarding green spaces.

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15. Finance

15.1. To approve invoices for payment: Tim Williams £110; WALC £126 (note cost higher than expected for 3 training sessions); ICO £52; RP Hall and Sons £900 (which completes their contract for the year).

Action: JM to send email to WALC regarding free course offer.

15.2. Npower charging/ metering basis update and future invoicing. Invoice received for period 1st July to 30th September: £363.35.

Action: JM to check with Npower how do they know if lights are out or if we use LED lights?

15.3. To approve expenses for payment: Clerk's expenses approved.

Resolved all payments approved. *Proposed Cllr R Lee Seconded Cllr H McBreen.*

15.4. To note monies received: **None**

15.5. Financial Report - to include year to date finances and budget v actual. Clerk circulated updated accounts sheet prior to meeting. Additional invoices were then received from T Williams and R P Hall so are not listed on the sheet.

As per our financial regulations a councillor's signature is needed on bank reconciliation sheet and invoices for the last two months to verify information provided, Cllr R Lee verified bank statements and bank reconciliation.

15.6. To discuss expenditure in this year for

i. Sand storage bin (estimated cost £300)

Option for next year's budget.

ii. Woolscott bend mirror (estimated cost £200)

Option for next year's budget.

iii. Two replacement lights (£3,234.23 + VAT)

Option for next year's budget.

iv. Replacement bus stop litter bin. Agreed not to replace the litter bin. No problem noticed by the absence of one.

v. Newsletter costs: Meeting agreed not to do this as we don't have to explain the precept increase. Instead, we will disseminate Parish Council news and local interest items to parishioners via social media and the website.

v.i. New website costs: estimated at £300.

15.7. Bank

15.7.1. Electronic banking: Clerk set up additional authorised people at full delegate level, and a welcome pack had been received - these were provided to Cllr A Jackson at the meeting.

Action: Cllr A Jackson to forward to Cllr MacArthur on her return. Pins and User IDs still to be provided by Lloyds Bank.

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15.8. Clerk's workload/ working hours.

Action: JM to submit extra hours to date: to be reviewed in the January budget.

15.9. PAYE update.

Clerk has set up the PAYE system and submitted information to HMRC regarding pay for six months and produced the associated payslip. Clerk also sent out the PAYE procedure.

A hardcopy letter was sent at the end of August appealing the penalty since then a further letter was received from HMRC. It transpires they've not received the appeal letter

Action: JM to appeal online.

15.10. VAT status: nothing to report.

16. Budget Discussion

16.1. Draft budget options for 2026/2027: meeting discussed various options for setting the precept for next financial year, bearing in mind expenditure that is required for the year and that which is optional. The council was mindful of the £25,000 income/expenditure limit for external audit exemption keeping to the simplified AGAR process. Above £25,000 then we would need to pay £210 plus VAT fee and fill in a more complex form. January meeting will agree next year's budget.

Action: Cllr A Jackson to send out to all Council members the draft budget including the cost of the third streetlight (opposite Aikman Green).

Action: JM to send WALC request regarding them campaigning to increase the £25,000 income/expenditure limit.

16.2. Clerk training for next financial year: No training yet identified. Clerk will continue to look for free training.

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

17.1. Clerk's WALC training: training complete.

17.2. Clerk's new email address:

Action: JM to progress clerk's new email address to meet requirements for a gov.uk address.

17.3. Clerk's new laptop and cloud storage.

There is an additional cost of £42 per year for cloud storage. Parish On-line (an IT provider) is saying that migration from One Drive cloud storage to new storage must be done manually. The IT person has an option for us regarding cloud storage which we can discuss once we've got a new laptop.

Action: Cllr A Jackson and JM to review laptop options.

17.4. Asset list needs updating.

Action: JM to remove sand bin at the Shoulder of Mutton. Also costs of lights needs to be reviewed.

17.5. Book exchange in the telephone box.

Cllr Lee said that the telephone box was unloved and unkempt and asked who was responsible for looking after the phone box. This is the Parish Council's responsibility.

Action: Cllr Jackson to take books off the floor to a charity shop and signs to go up saying no books on the floor.

17.6. Warwickshire County Council Proposal to improve mobile phone coverage

Meeting agreed not to do this as there is no land suitable available without causing several objections. The villagers are getting coverage in village now.

Action: JM to reply to WCC.

17.7. Any other matters arising. None.

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 parish council meetings for 2026.

Tuesday 6th January

Tuesday 3rd March: apologies received from Cllr H McBreen

Tuesday 5th May

Tuesday 7th July

Tuesday 1st September

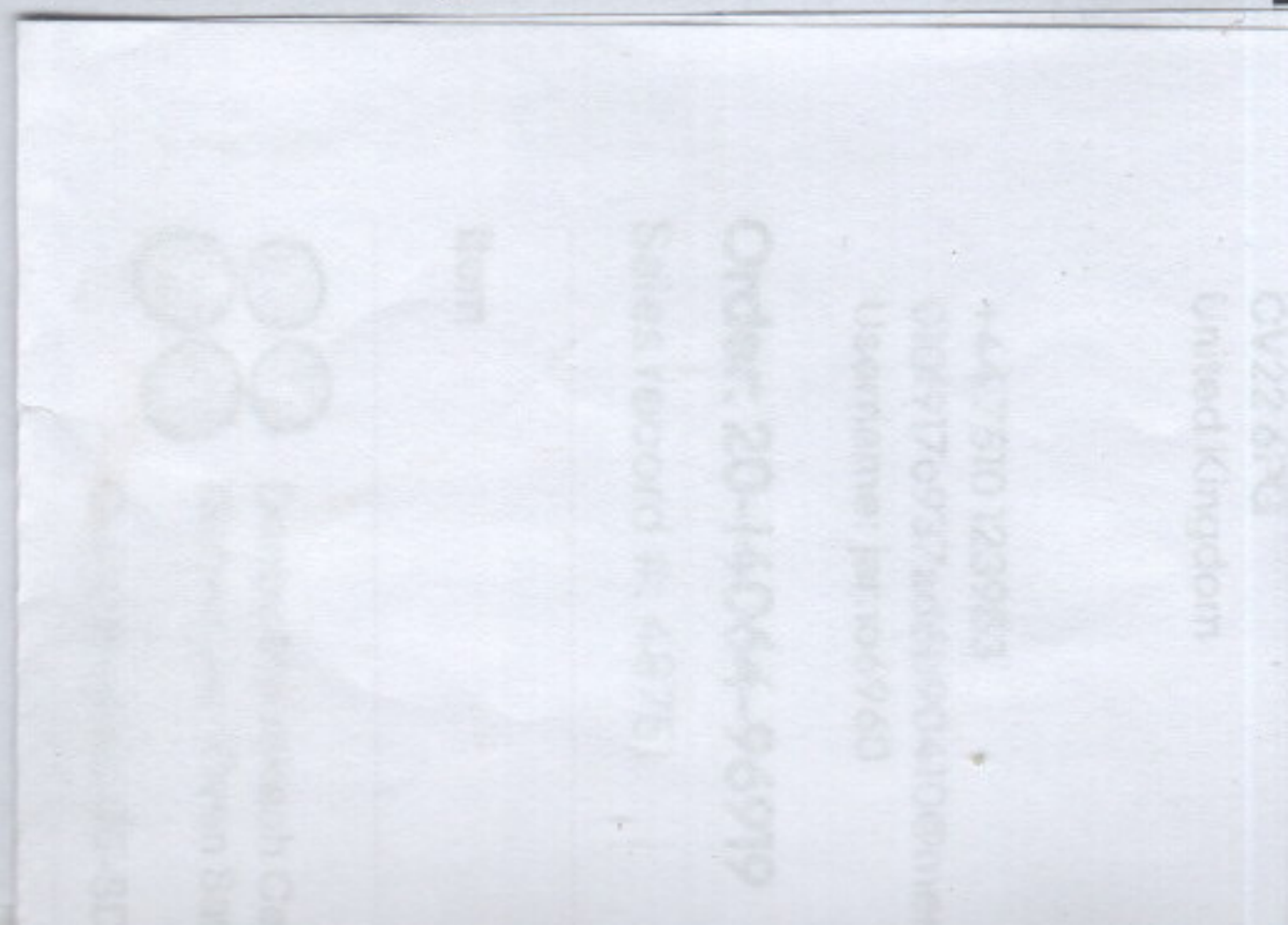
Tuesday 3rd November

Dates of meeting dates for next year were agreed

Action: JM to put new dates on the website and produce flyer for Cllr R Davis to put on the noticeboard. Also update the contact list that's currently on the noticeboard and provide to Cllr R Davis.

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.

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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.

20.1. Clerk's pay increase.

Clerk's salary increase, in accordance with national guidelines, was noted and agreed at the meeting.

20.2. Clerk's review. To be conducted next week.

Meeting Closed: 9.58pm

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Agenda Item 15.

Grandborough Parish Council Current financial situation to 4.11.25

Jayne Moore

Starting balance 1st September 2025		17677.32
Cheques signed 1st September now cleared		
WALC training	cheque no.1082	42
Clerk's expenses	cheque no. 1086	218.04
Tim Williams	cheque no. 1087	80
Plus		
Lloyds service charge (16.9)		7.25
Npower electricity bill		815.80
Lloyds service charge (12.10)		6.75
Income received: None		
Balance 4th November		16144.13
Outstanding items and cheques to be approved 4th November		
Clerk's salary	cheque no. 1090	2542.92
WALC training	cheque no. 1089	126.00
Clerk's expenses	cheque no. 1090	9.84
Tim Williams	cheque no. 1088	250.00
ICO	cheque no. 1090 (paid by clerk)	52.00
R Hall & Sons	cheque no. 1084	900.00
Balance when cheques have cleared		12263.37

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