

Grandborough Parish Council

Jayne Moore, Clerk and RFO

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Draft Minutes of the Meeting of Grandborough Parish Council

Held on 3rd March 2026 at 7.30pm at Grandborough Village Hall

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

In attendance: Jayne Moore Clerk/RFO and one member of the public.

Start 7.30pm

1. Introduction: By Chair.

2. Apologies: No apologies. Dale Keeling was invited to the 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. Member of the public asked if the Parish Council had any comments on Field Farm planning application (see point 11).

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 6th January 2026.

Proposed Cllr A Jackson *Seconded* Cllr R Lee

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. Rugby Plan: comments on the Rugby plan need to be in by mid-March

6.4. Local Government Reorganisation in Warwickshire: there's no further update available

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6.5. Letter received regarding the Grand Union Canal transfer (also received via email and forwarded to councillors). Letter included a poster to be displayed.

Action: Cllr R Davies to put on the noticeboard.

7. Village Assets

7.1. Flood group: cost for sand storage bin is included in budget for next financial year.

7.2. Defibrillator replacement: cost is included in next year's budget.

7.3. Street Lighting: cost of three replacement lights is included in next year's budget.

Revised Asset List was previously sent out via email to counsellors. Signed at meeting.

Action: JM to put on website.

8. Highways, footpaths, drains and ditches

8.1. Highways: culverts; storm drains; gullies - jetting: Cllr A Jackson has requested again for the gullies along from the old telephone box to be cleared.

8.2. Ditch clearance along Hill Road and Grandborough Fields Road left lots of debris: expected clearance yet has not taken place. Cllr A Jackson has requested for this to be cleared by Highways.

8.3. Ditch work for 2025: Cllr A Jackson has chased for a completion date and provided additional material suppliers to Barges Branches.

8.4. Woolscott to A45 road edges and pothole repairs: Cllr A Jackson has requested again for this to be actioned.

8.5. Woolscott bend mirror: cost is included in budget for next financial year.

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. Road sweeper: been twice round the village.

8.8. Hill Road ditch: Cllr A Jackson suggested that the circa 20m section of ditch is added to the annual ditch clearance specification. Cllr S McArthur strongly supported this.

Action: Cllr A Jackson to add to specification.

9. Open spaces

9.1. Lengthsman contract: **Action:** JM to invoice Rugby Borough Council for the monies.

9.2. Grass cutting contract: The council agreed to go with RB Hall & Sons.

Action: JM to send AJ a purchase order.

9.3. Hedge work: this has been completed and an invoice received.

9.4. Tree work: This has been completed after power was switched off along the Church Road. Tree number 20 needs cutting next season (this is outside the Willows).

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10. Publicity & Communications

- 10.1. Parish Council Website: see agenda item 13 Assertion 10 for an update.
- 10.2. Parish Council Facebook: the meeting agreed to text ideas to JM when they occur.
- 10.3. To receive suggestions for items for the Parish Council website and Facebook Page: agenda, roadworks, police visits.

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

- 11.1. Opposition to development grant: cost is included in budget for next financial year.
- 11.2. New planning applications (distributed to all councillors on receipt). Two new planning applications have been identified, which were not received by the Clerk. JM has contacted the planning officers concerned regarding non-receipt and RBC communications team for the second time to ensure that they have updated the Clerk's new email address.

R 26/0146 Field Farm, Lower Green, CV23 8DD: application put in for a new barn this is to house machinery and feed. The Parish Council raised concerns about whether suitable drainage had been considered as any water run-off will go into the Rainsbrook Valley. The hedging that was required as a condition for earlier planning approval has still to be addressed. The owners had also filled in a pond. The member of the public was from Field Farm, and he was asked to check whether he needed a planning permission to do this and the requirement for screening.

R 26/0136 Wood House Main Street CV23 8DQ. This is an amendment to a previously approved planning application. The Parish Council had no comment on this.

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

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. Cllr A Jackson said the nest boxes have been put up and that John Evans will look after Pringle Brook which he owns. The other issues are awaiting sign off and the flood reduction scheme is awaiting approval.

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

- 12.1 Policies to be updated:

- i. Risk Assessment: no comments. **Action:** JM to take date off the top of the document.
- ii. IT Policy: **Action:** JM to send out final version.
- iii. Standing Orders: still to be approved.

Action: JM to send out a draft data protection policy.

Action: JM to ensure document control i.e. pagination and footer is stated on each page of all policies, then put on website.

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13. Assertion 10 (numbering from Assertion 10)

We are required to complete a new Assertion 10 section as part of AGAR for 2025/2026.

1.47. Email management i.e. gov.uk account. Parish On-line have provided a new, compliant email address. Not all emails sent to the old address are being automatically forwarded. Parish Online say that they have seen the same thing with some other outlook.com users. Clerk currently having to check both email addresses.

Action: JM still has some organisations to inform of the change of email e.g. HMRC.

Action: Outlook.com OneDrive files need to be copied to the new Microsoft OneDrive account by JM.

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.

GPC has a new, compliant website.

Action: JM to check all information is correct and up to date.

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

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

JM found a few data protection documents. One policy is now on the old website.

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: Barges Branches two invoices £1200 and £2880; MediaShak work on laptop £95; Clerk salary for January plus additional hours and February salary, plus wfh, purchase a Microsoft Office £84.99 and McAfee security package for two years £39.99; Cllr R Davies's expenses £28.99; Lloyd's service charges for January £5.25 and February £4.25; Npower £541.73; Parish Online website £300.

Approved Cllr R Lee *Seconded* Cllr S McArthur

14.2. Npower charging/ metering basis. JM sent National Grid the information we currently have regarding streetlights, and they asked for more information. Lee Wragg, WCC, has been asked to supply the missing details. JM asked NPG to progress the account with the information they have to date.

14.3. To approve expenses for payment. None.

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14.4. To note monies received, including VAT.

VAT claim was made and £580.64 received on the 23.02. An additional £530 has been claimed and is expected before the end of March. Cannot claim anymore for this year.

14.5. Finance sheet for last two months.

Verification required of bank reconciliation sheet and invoices for the last two months.

Action: Cllr R Lee to sign off.

14.6. Financial Report: to include year to date finances and budget v actual. JM provided current and forecast statement to year end. JM has done a full reconciliation on the year-to-date finances versus the Lloyd's bank account.

14.7. Bank: All payments are now made electronically. Old signatories on the bank account have now been taken off.

Meeting agreed that all councillors should be set up to sign electronic payment. **Action:** JM

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

14.8. Clerk's workload/ working hours. JM said that due to extra work and additional 10 extra hours had been worked in January and 14 in February. Meeting approved the extra cost.

Action: JM to send payslips to Cllr A Jackson and Cllr S McArthur prior to authorising salary.

14.9. PAYE

Letter received on the 07.01.2026; HMRC accepted the appeal against the penalty notice.

14.10. Precept requested as agreed at January meeting.

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

15.1. Recruitment of new councillor.

Action: JM to put vacancy up on Facebook and website. Cllrs to promote vacancy.

15.2. Time of future Parish Council meetings. The meeting agreed that future meetings will start at 6:30 pm.

Action: Cllr A Jackson to book with Village Hall.

15.3 Minutes - number of pages: six pages only fit on the noticeboard action.

Action: JM to ensure maximum of six pages.

15.4 Responding to emails/documents/WhatsApp: meeting agreed that we would notify one another on WhatsApp if emails had been sent out and to reply to emails with no comments or add comments so that JM knows they have been read.

15.5. Any other matters: the PC notice board condition is very tired and will probably need to be replaced.

Action: Cllr A Jackson will ask Paul McMahon to quote for a 2 panel and a 3 panel notice board.

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16. 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. No items discussed.

17. Date of Next Parish Meeting –

Tuesday 5th May start 6.30pm. This will start with the annual parish meeting.

Action: JM to invite Dale Keeling and Tracy Pawsey to the meeting.

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.

18. 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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