

# Grandborough Parish Council

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## **Minutes of the Annual Meeting of Grandborough Parish Council**

### **Held on 5<sup>th</sup> May 2026 at Grandborough Village Hall**

**Cllrs present:** Cllr A Jackson, Cllr S McArthur, Cllr R Lee, and Cllr P Mawby (co-opted during the meeting).

**In attendance:** Jayne Moore Clerk/RFO

**Start 7.10pm**

**1. Introduction:** By Chair.

**2. Apologies:** To receive apologies and approve reasons for absence.

**Resolved:** Apologies received from County and Borough Cllr Dale Keeling, accepted.

**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.

### **3. To approve Chair and signature of acceptance**

**Resolved:** To appoint Cllr Jackson as the new Chair of Grandborough Parish Council for 2026/27  
*Proposed* Cllr McArthur    *Seconded* Cllr Lee – Unanimous

Cllr Jackson signed the Declaration of acceptance of office as Chair which was witnessed by the Clerk.

**Action:** JM to check what happens if a Parish Council does not have a Chair in place.

### **4. To approve Vice Chair and signature of acceptance**

**Resolved:** To appoint Cllr McArthur as the new Vice Chair of Grandborough Parish Council for 2026/27

*Proposed* Cllr Jackson    *Seconded* Cllr Lee – Unanimous

Cllr McArthur signed the Declaration of acceptance of office as Vice Chair which was witnessed by the Clerk.

### **5. 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.

### **6. Co-option of Councillors to fill vacancies**

To discuss and consider co-option of a prospective councillor, to receive any expressions of interest and if appropriate, vote and co-opt a councillor. Mr Paul Mawby volunteered to be co-

opted as a Cllr for GPC.

**Resolved:** To co-opt Mr P Mawby as a Councillor for Grandborough Parish Council.

*Proposed* Cllr S McArthur *Seconded* Cllr R Lee - Unanimous.

**Actions:** JM to send out Declaration of Interest Form to Cllr Mawby.

To get Cllr new email address and then to send information to RBC and WALC.

To add Cllr Mawby to Lloyds Bank.

**7. Minutes of previous meetings:** To review and if appropriate, approve the minutes of the Parish Council meeting held on 3<sup>rd</sup> March 2026.

*Proposed* Cllr A Jackson *Seconded* Cllr McArthur - Unanimous.

**Actions:** JM to upload agreed minutes to website. Cllr R Lee to put up on the noticeboard.

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

8.1. County Councillor report - none received.

8.2. Borough Councillor report - none received.

## **9. Village Assets**

As agreed at March meeting latest Asset List went up on the website

To resolve the following financial items:

9.1. Defibrillator replacement (£1485 budgeted)

**Resolved:** Council agreed to go with Turtle Engineering quote of £1100 ex VAT.

**Actions:** JM to raise a PO for defibrillator replacement.

JM to follow up grant request from Wigley Group Community Fund.

Cllr R Lee to take over the Guardianship of the defibrillator and update the Circuit as necessary.

9.2. Street Lighting - three replacement lights

**Resolved:** Council agreed to replace all three lights at a cost of £3197.40 ex VAT

**Action:** JM to raise a PO for WCC for streetlight replacement.

9.3. Noticeboard replacement

**Resolved:** To defer the decision to later in the year as the item is not in the budget.

9.4. Flood group – sand storage bin

**Resolved:** Item no longer required due to work done regarding drainage to alleviate flooding in the village. The meeting felt the money allocated to this item could be best sent on future drainage work.

9.5. Woolscott bend mirror,

Meeting discussed the fact that a mirror plus brackets could be bought on-line.

9.6. Church Road signage

**Resolved:** Meeting agreed that signage should be cleaned.

**Action:** JM to contact T Williams.

## 10. Highways, footpaths, drains and ditches

10.1. Highways: culverts; storm drains; gullies – jetting around the telephone box was still to be done. Cllr Jackson spoke to R Haycock and it is due to be done soon.

10.2. Ditch clearance along Hill Road and Grandborough Fields Road left lots of debris. Clearance expected on 8<sup>th</sup> May.

10.3. Ditch shoring work.

**Action:** JM to look at supplier options.

10.4. Woolscott to A45 road: some edge and pothole repairs made, others on WCC to do list.

10.5. Uneven/cracked road surfaces to Hill Road and road to Willoughby on WCC Highways to do list. Potholes in Main Street and Lower Green have been marked up.

10.6. Hill Road ditch is now listed on the annual ditch clearance specification.

10.7. Ditch work quotes and contract for September 2026.

**Action:** JM to get quotes for July meeting.

## 11. Open spaces

11.1. Lengthsman contract. To resolve awarding of contract.

**Resolved:** to award contract to Tim Williams – unanimous.

**Action:** JM to send T Williams a PO.

**Action:** JM to invoice Rugby Borough Council for the monies and confirm statement list.

11.2. Grass cutting contract.

First Invoice received and paid.

**Action:** JM to request new insurance policy and Certificate of Employer Liability.

11.3. Hedge work quotes and contract for September 2026.

**Action:** JM to get quotes for July meeting.

11.4. Tree work quotes and contract for September 2026.

**Action:** Cllr S McArthur to undertake tree survey (tree outside Willows needs cutting).

## 12. Publicity & Communications

12.1. Parish Council Website & Facebook.

JM received call from L Foster re a payment taken from her credit card re the old website.

**Actions:** JM to contact Hostinger re deleting our account.

JM to update contact sheet

12.2. To receive suggestions for items for the Parish Council website and Facebook Page; to

include Grandborough Trust, new website, work being done including lights.

**Resolved:** JM to cost up a Parish newsletter.

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

New planning applications (distributed to all councillors on receipt):

R26/0294 Details of condition 4 (Landscaping) of R23/0717.

(Proposed outbuilding for swimming pool, basement for gym, and external works). Council was not required to consult on this application, but the Council is concerned that Ridge and Furrow Land is suffering encroachment.

**Action:** JM to request a planning officer to check scheme of work against approval

R 26/0146 Field Farm, Lower Green, CV23 8DD: application put in for a new barn this is to house machinery and feed. Planning permission was not required.

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.

RBC have said conditions are to be met by 7<sup>th</sup> October 2026.

### **14. Review of Policies**

Standing Orders – policy still to be amended.

Update on policies following March meeting: Risk Assessment; Data Protection; IT policy.

JM sent out all three updated policies to the Council and these were all put on the website so the auditor could view them.

### **15. AGAR**

Completed and outstanding actions.

JM checked all information on website was correct and up to date.

JM read NALC's 35-page document called Data Road Map and implemented requirements regarding Assertion 10. Need to review for other actions.

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

**Action:** JM to continue to move files from Outlook.com OneDrive to the new Microsoft OneDrive account

AGAR forms completed and signed, where appropriate.

15.1. Certificate of Exemption

**Action:** JM to send off to Moore UK

15.2. Annual Internal Audit Report

15.3. Section 1 Annual Governance Statement

15.4. Section 2 Accounting Statements 2025/2026

15.5. Analysis of Variances

15.6. Bank Reconciliation

15.7. Notice of the period for exercise of public rights

15.8. Auditor's report

**Action:** JM to put all forms on the website by end of May.

## 16. Finance

16.1. To record the following invoices have been paid via electronic banking:

WCC lights maintenance £35.71; WALC & NALC subs £237; RB & Hall grass cutting £373.68; expenses JM £6.40; JM March salary (including extra hours for Jan & Feb) + wfh £563.60, April salary + wfh £235.04; Lloyds Service charge Mar £4.25 & Apr £4.25; JM expenses £6.40.

**Resolved:** Council accepted payments made.

March 2026. Finance sheet for March 2026

Verification of bank statement and financial sheet made by Cllr R Lee.

April 2026. Finance sheet for April 2026

Verification of bank statement and financial sheet made by Cllr R Lee.

16.2. Npower charging/ metering basis. Update JM

Received a refund of £732.79 from Npower

**Action:** JM to contact Account Manager to ask why the refund only goes back to Jan 25 and to ask if missing light information is really required and why there is a cost difference between Jan- Mar 25 charge and the same period this year.

16.3. To approve expenses for payment – All

**Resolved:** this item can come off future agendas as expenses are now approved electronically

16.4. To note monies received, including VAT and precept.

5.3.26 HMRC VAT £530.00. 8.4.26 RBC Precept £11319.50.

16.5. Electronic banking - Update JM

Rob Davies taken off as a signatory

**Action:** JM to investigate setting up an on-line savings account – I phoned them re supposed account charges but Lloyds confirmed there are none.

16.6. Clerk's workload/ contracted working hours. JM to show extra hours worked. Meeting approved March 12 additional hours and April 4 hours up to 20 hours a month as budgeted, plus an additional 3hrs.

PAYE set up for this year.

**17. Matters relating to the parish from Councillors and Clerk:** to consider/decide matters relating to each as required. None.

**17.1.** Recruitment of new councillor.

**Action:** JM to contact RBC. If no one expresses an interest, then JM to put vacancy up on Facebook and website and Cllrs to promote vacancy.

### 17.2. WhatsApp

**Action:** Cllr A Jackson to promote Cllr S McArthur to admin.

**Action:** Cllr A Jackson to add Cllr P Mawby to the group and remove Cllr R Davies following his resignation.

**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:** Tuesday 7<sup>th</sup> July. 18.30pm, Grandborough Village Hall.

If an interim meeting is required, an agenda will be sent to Councillors and be put on the website and on 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.