

# Grandborough Parish Council

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## Minutes of the Meeting of Grandborough Parish Council

**Held on 14th July 2026 at Grandborough Village Hall**

**Cllrs present:** Cllr S McArthur, Cllr R Lee, and Cllr P Mawby

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

**Start 6.30pm**

**1. Introduction:** By Vice Chair.

**2. Apologies:** To receive apologies and approve reasons for absence. None

**Action:** JM to notify County / Borough Councillors of next few meetings.

**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 S McArthur as the new Chair of Grandborough Parish Council for 2026/27

*Proposed* Cllr R Lee *Seconded* Cllr P Mawby

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

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

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

*Proposed* Cllr S McArthur *Seconded* Cllr P Mawby

Cllr Lee 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

5.3 Declaration of interest form Paul Mawby.

**Action:** Cllr P Mawby to complete.

**6. Minutes of previous meeting:** Meeting resolved to approve the minutes of the Parish Council meeting held on 5<sup>th</sup> May 2026.

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*Proposed* Cllr S McArthur   *Seconded* Cllr R Lee

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

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

7.1. County Councillor / Borough Councillor report. None

7.2. Councillor vacancy update. RBC received no applications for the vacancy so the council can now co-opt. JM provided vacancy ads to be distributed in the village.

**Action:** JM to put ad on website and re advertise on Facebook

7.3. A message was received via Facebook regarding the path by the village car park. Meeting resolved to ask T Williams to cut the verge on the right and to ask John Evans about the path on the left.

**Action:** JM to contact T Williams and J Evans.

7.4. Email was received about a tree survey service. Meeting resolved to check legal responsibility.

**Action:** JM to check details.

## **8. Village Assets**

8.1. Defibrillator replacement. Grant application was not considered as it didn't use Wigley's grant form and was outside the period of receiving applications. Cllr R Lee has updated the Circuit (national defib database).

**Action:** JM to update Asset register to remove old defib and add new.

Meeting resolved that an application could be made to Wigley next March for the Village noticeboard.

8.2. Street Lighting. JM waiting confirmation from Lee Ragg WCC about when lights will be fixed.

8.3. Woolscott bend mirror. Meeting resolved to approve a spend up to £200 to fix a mirror at the bend of Woolscott Road and Willoughby Road to assist visibility around the corner.

**Action:** JM to contact T Williams to see if he would be willing to undertake the work.

8.4. Church Road signage. JM reported that the signage could not just be cleaned as it was a metal sign that was peeling. JM had contacted RBC who said that the Council can clean/ repair the street name sign. Meeting resolved to approve a spend up to £50 to repair sign.

**Action:** JM to contact T Williams to undertake the work.

**Action:** Cllr S McArthur to send picture of sign at the other end of the road.

8.5 Disposal of Assets. Previous Chair A Jackson had written a Disposal of Assets policy.

**Action:** JM to circulate policy for comment.

JM asked if she could dispose of the old laptop. Meeting resolved this could be done.

**Action:** JM to dispose of laptop.

## **9. Highways, footpaths, drains and ditches**

9.1. Highways: culverts; storm drains; gullies.

**Action:** JM to contact R Haycock to see if jetting around the telephone box was done.

9.2. Ditch clearance along Hill Road and Grandborough Fields Road was done.

9.3. Woolscott to A45 road - edge and pothole repairs were done.

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9.4. Uneven/cracked road surfaces to Hill Road and road to Willoughby.

**Action:** JM to contact R Haycock to see when work will be done.

9.5. Ditch work quotes.

Meeting resolved to award contract to Shire Forestry & Fencing Ltd.

**Action:** JM to do purchase order.

**Action:** JM to speak to WCC about jetting the culverts.

9.6. Ditch shoring work quotes.

Meeting resolved to award contract to Shire Forestry & Fencing Ltd.

**Action:** JM to do purchase order.

## **10. Open spaces**

10.1. Lengthsman contract.

**Action:** Cllr S McArthur to speak to Tim Williams about removing weeds in gutter in Aikman Green.

10.2. Grass cutting contract. Work is OK.

10.3. Hedge work quotes and contract for September 2026.

Meeting resolved to award contract to Shire Forestry & Fencing Ltd.

**Action:** JM to do purchase order.

10.4. Tree work. Tree survey update. See item 7.4.

## **11. Publicity & Communications**

11.1. Parish Council Website & Facebook, Suggestions for content.

**Action:** JM to publicise new defibrillator.

11.2. Parish Newsletter. Approximate costs provided by JM

Meeting resolved that we would need 200 copies max; 4-page A5, full colour, silk paper.

**Action:** JM to look at ChatGP to design it.

**Action:** Cllr R Lee to contact village organisation re submitting articles and possible funding contribution.

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

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

R26/0574 Woodbine Stables, Grandborough Fields Road, Grandborough, Rugby, CV23 8BA

Erection of an Educational Alternative Provision Day Facility as ancillary use of Woodbine Stables. No comment: The council welcomed this application.

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

**Action:** JM to contact head of planning.

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. Work supposed to be complete by October.

## **13. Review of Policies**

Standing Orders – policy still to be amended.

Update on policies following audit: IT policy and Financial Regulations (see 14. AGAR)

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#### 14. AGAR z

All requirements to publish AGAR report and contact Moore UK completed.

Auditor's report: Invoice received. Auditor's report received, which recommended changes to policies. Auditor has also contact NALC regarding their IT policy template.

**Action:** JM to liaise with auditor to ensure proper changes are made before circulating to council for comment.

#### 15. Finance

15.1. To record the following invoices have been paid via electronic banking: Lloyds Bank service charge £4.25 and £4.25; Tim Williams £150, £160 and £160; WALC £6.00; RB & Hall £373.68 and £373.68; Turtle Engineering £1320; JM May and June salary + WFH £495.15 and £235.04.

**Resolved:** Council accepted payments made.

15.2. Savings. JM has moved £7000 into a Lloyds Bank savings account.

15.3. To note monies received. Lloyds Bank paid £250 compensation for bank error.

Finance sheet from May 5<sup>th</sup> to July 14<sup>th</sup>, 2026. Verified by Cllr R Lee.

15.4. Electronic banking: Hard copy of Variation to Authorisation of account completed.

**Action:** JM to send to Lloyds Bank.

15.5. Npower charging/ metering basis. JM has written to NPower re previous charges and is awaiting a response.

15.6. Clerk's contract. The meeting resolved that due to satisfactory performance the clerk will move up one point on the clerk's salary scale. The meeting resolved that, as budgeted the clerk's contracted hours would rise from 16 hours a month to 20.

**Action:** JM to send Cllr S McArthur revised contract for signing.

15.7. Mileage expenses. Increased from 44p a mile to 55p.

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

The phone box needs refurbishing again: The top of the phone box needs repainting and Cllr R Lee to undertake the work at no cost to the parish.

**17. 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.

**18. Date of Next Parish Meeting:** Tuesday 1st September 6.30pm, Grandborough Village Hall. To agree Council meeting dates for 2027.

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.

**19. 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. None

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