MINUTES OF THE DUNCHURCH ANNUAL ASSEMBLY MEETING WHICH TOOK PLACE ON 24TH APRIL 2023, COMMENCING AT 6.00 PM in DUNCHURCH COMMUNITY MANAGED LIBRARY

The Parish Assembly may by law discuss all parish affairs and pass resolutions on them.

IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE DPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

Present: Cllrs Tracey Price (Chair), Howard Marsh (Vice Chair), Jon Marlow, Ian Grogan, Gary Sly and Matt Vaughan.

Clerk to Dunchurch Parish Council: Gill Peacock (present remotely)
Responsible Financial Officer to Dunchurch Parish Council: Rebecca Maoudis

13 Members of the public were present.

MINUTES

1. **Welcome by the Chair.**
   The Chair of the Dunchurch PC, Cllr Tracey Price, welcomed everyone and read out the following notice:
   Photographing, reporting, recording, filming, or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting, or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting. If members of the public do not wish to be filmed or recorded, they must sit in a designated area away from the recording equipment.

2. **Apologies for Absence**
   Apologies were received and accepted from RBC Cllrs Peter Eccleson and Deepah Roberts and WCC Cllr Howard Roberts. The Clerk said that apologies had been received from Stewart and Ann Wright.

3. **Confirm Approval of the Minutes of the last meeting – 25th April 2022.**

   A member of the public said that the minutes of the Dunchurch Annual Assembly, held on 25th April 2022 did not contain Appendix A or B attached to the minutes. However, he did say that they were publicly available and easy to find. The appendices can be located under 'Meeting Documents' tab line on the Dunchurch PC web site. Cllr Price said that she noted his comments.

   The Minutes for the Parish Assembly meeting held on 25th April 2022 were proposed as a true record by Cllr Tracey Price, seconded by Cllr Howie Marsh who had both attended the meeting. This motion was carried by the majority with one objection by the resident who had said that the Appendices were not attached.

4. **Dunchurch Parish Council -** *Report by Cllr Tracey Price, Chair*
   Cllr Price read out her Report, which is attached to the hard copy of these minutes as Appendix A. Appendix A is also available under the tab line 'Meeting Documents' on the Dunchurch PC web site.

5. **Dunchurch Neighbourhood Plan**
   Cllr Price said that she would like to thank Cllr Paul Le Poidevin for his hard work, prior to his departure, on the Neighbourhood Plan. Cllr Price went on to say that she had attended two training courses during the year and has looked at other Parish Council's

Neighbourhood Development Plans in the area to give her an idea of what is expected. Dunchurch PC had made the decision to use the skills and expertise of consultants.

Dunchurch PC's RFO, Becky is in the process of applying and securing a grant of up to £18,000 (minus monies already spent) in order to produce the plan in this coming year. We will need the help and assistance of volunteers from our community so please get in touch if you would like to help.

6. **Rugby Borough Council**
   No Report had been received from RBC Cllr Eccleson due to the period of Purdah.

7. **Warwickshire County Council**
   Please see above.

8. **Reports from Community Organisations**

DUNCHURCH & THURLASTON COMMUNITY TRUST

REPORT ON THE ACTIVITIES OF THE TRUST FOR THE YEAR ENDED 31 DECEMBER 2022

Cllr Price read out the report below, prepared by Graham Townshend, on behalf of the Community Trust:

The Allotments

The Allotment Association continues to monitor the activities of allotment holders, and to allocate plots to new applicants from time to time. One allotment holder, David Gilkes, died during the year and the allotment has been reallocated. In total five new tenants were allocated allotments during the year.

Early in the year an application to keep bees on the allotments was received and approved by the Trustees. At an on-site visit Trustees voiced certain concerns, and the Allotment Association agreed to address these.

Trimming of boundary hedges continues as necessary.

Grants

We continued to support Myton Hospice and a young child suffering from cerebral palsy. We have also made smaller grants to:

Rugby Cricket Club for equipment to be used by refugees housed in the Dunchurch Park Hotel;

A person in distressed circumstances who had urgent need of a fridge/freezer;

Leam Valley First Responders who provided training to pupils at Dunchurch Primary School

TRUSTEES OF THE NEWCOMBE & SPIERS ALMSHOUSE CHARITY 2022

Cllr Price read out the Report below on behalf of the Charity:

For those who are not aware, the local almshouses are a terrace of six small houses in Dunchurch between the Dun Cow and the Church, opposite the Scott statue and Mops. The charity was founded in 1690 and has run continuously since then. It is for the

benefit of Dunchurch and Thurlaston residents and Thurlaston Parish Council nominates one trustee.

As with all old buildings last rebuilt in Victorian times there is a constant requirement to repair and refurbish.

The major activity in 2022 was to replace the flat roofs at the rear of the houses with slated roofs and better insulation.

The contractor that we had selected in the autumn of 2021 was unable to start the work in the spring of 2022 but we were able to find a replacement contractor who began work in July 2022. The work was effectively completed by early December 2022.

We have two new trustees joining us this year, Mrs Joan Wade and Mrs Catherine Fowler, both local residents.

Two residents left the almshouses this year, one moving to Leamington Hastings and the other joining her daughter in New Zealand. Both vacancies were taken up by June 2022.

Routine maintenance continued throughout the year with the upper floor windows being repainted and the fence being replaced.

The residents report that the new roof insulation in both the kitchen and bathroom definitely makes them both feel warmer in daily use.

However, we still seem to be getting some small patches of damp in the main body of some of the houses and we are getting specialist attention to determine the cause

The Charity funds remain in good order and enable the trustees to maintain comfortable albeit limited accommodation for the residents.

Walter Harvey prepared this report.

DUNCHURCH COMMUNITY MANAGED LIBRARY

Cllr Jon Marlow read out the report below :

- Dunchurch Community Library is more than just a library. It is a hub for the community where people can meet and socialise, read books or help complete a jigsaw! And we have plans for even more exciting initiatives over the next few months.
- Volunteer Librarians cover shifts on a Tuesday, Thursday, and Friday, between 10.00am and 5.00pm and Saturday between 10am and 12pm. Dunchurch CML also has one Duke of Edinburgh volunteer who supports the Thursday afternoon volunteers.
- Dunchurch CML has three new volunteers who are currently training in addition to the regular volunteers, and they are all enjoying their experiences.
- We held an informal volunteer meeting in February, and as a result we organised a fresher training course for volunteers. This also led to a book audit which has seen a big influx of new stock to the library.
- We are once again joining the Warwickshire Libraries Summer Reading Scheme. The scheme aims to encourage children to visit the library over the summer holidays.

- The library continues to be used by Knowing Stillness on a Wednesday morning and the Primary School visits every Friday afternoon, with two classes alternating visits, which includes Storytime.
- We are planning to hold first aid and defibrillator training for volunteers of the library and the wider community.
- As part of our ongoing plan of improvements to the fixtures and fittings, I am pleased to report that the staff toilet, kitchen and Parish Council Office have recently been decorated.
- The router has recently been upgraded by WCC and it is due further upgrades next year.
- In the next few months, we are also planning to upgrade the IT facilities offered at the library, add new and exciting the children's area and introduce drinks facilities.
- Since the end of October 2022, Becky Maoudis has joined the DPC as Responsible Finance Officer and as part of that role also has the responsibility for overseeing the day to day running of the library. I would like to thank Becky for her sterling efforts.
- Becky has recently met with Gill Colbourne, Area Librarian South and Joe Moseley, Information and Stock Advisor, and is soon to undergo the library annual review with Gill Colbourne, and Liz White, Delivery Lead South.
- Becky & Cllr Marlow would like to thank the WCC Libraries team for their help and support over the last few months.
- Most of all we would like to thank all the Volunteer Librarians, without whom the library would not be able to function.
- Finally, we are always looking for volunteers to help run our wonderful community library, if this is something that interests you, please pop into the library and pick up a form or contact Becky for more details.

DUNCHURCH VILLAGE HALL & SPORTS FIELD

2022 was a year when events began to get back to pre-covid normality. Regular hirers/groups began to come back as confidence improved. Unfortunately, some groups did not survive the lockdown. Private events began booking again.

However, increases in expenses due to the cost of living are impacting the finances of the hall in the same way that households are affected. Hire rates are being kept as realistic as possible.

A number of projects took place last year all funded by the hall.

New signs for the hall and for the cricket club
Replacement of the main gates
Donation towards the new cricket nets
Extension car park repairs.

Bookings are encouraging for 2023 & 2024 and improvements to the facilities are being looked at. Report prepared by Paul Le Poidevin, Treasurer DSVH

DUNCHURCH FESTIVAL GROUP

At the AGM last year, the DFG experienced a big change when their beloved chairman of 12 years, Rob Collings, decided to take a step back from all the paperwork and hand over the reins.

DFG is both proud and humbled by Rob's unfailing enthusiasm and both the support he provides and the energy he brings inspires us all to get involved. Luckily both Rob and members of his wonderful family are to remain actively involved in all events and the day to day business of village life.

Guy Watt has taken over as chair and Julie Peters has joined us as secretary and they are busy getting to grips with all that is involved with holding these positions. Fiona Stevenson continues to work her magic on the books in her role as Treasurer, diligently undertaking tasks that no one else realised needed to be done.

Our fabulous group of volunteers work tirelessly to raise money to support local groups in and around Dunchurch. Community is at the heart of everything that DFG does, and we strive to strike a balance between fundraising and providing fun opportunities to bring the village together. The DFG don't just offer financial aid they give physical support as well without our dedicated group of "macho men" many village events would prove a challenge

The DFG has a long tradition of helping the community and the last year was no exception. Despite the challenges of COVID still apparent fortuitous timing of events and fabulous weather on Fete Day helped us to raise £8,500. This was shared amongst local groups to fund a variety of projects and events which included

- Allotments Association
- Art in Dunchurch
- Baptist Church
- Friends of Dunchurch Society
- Guides
- Dunchurch Infant & Junior Schools
- Women's Institute
- Rainbows
- Scouts

Cheques were presented by the DFG Youth Ambassador Sophie under the Village Christmas tree in December with both Santa and Micky the elf in attendance.

Our annual Fete is set for Sunday 25th June with a theme this year of "What I want to be when I grow up". The procession will start from Rugby Road at 11.45 arriving at the Village Hall and Sports field where a spectacular array of stalls and entertainment awaits. Tickets for the grand raffle have already started to arrive through the doors of local residents.

DFG are always looking for new members to get involved and would welcome any new volunteers to join us.

DUNCHURCH PANTOMANIACS

Dunchurch Pantomaniacs last performed in January 2020, just as the Covid pandemic was about to become more serious. Government lockdowns and concern over the health of a group that meets in small rooms meant that the productions in 2021 and 2022 were cancelled. However, as the country learned to live with the virus, the company agreed that it would be worthwhile starting auditions/rehearsals for the performances due in January 2023. Sue Protheroe had written another excellent script for the 2021 Panto and so had it ready.

The Dunchurch Festival Players had produced a play in September 2022 which proved that the community was reading to come out and support local productions plus regular groups had begun to come back to the Village Hall.

Auditions took place and soon all the parts had been filled and we also had a small chorus.

Rehearsals, especially the songs where youthful enthusiasm shone through, went well and soon the performances were upon us.

A whole group of people worked tirelessly in the background doing backdrops, costumes, make-up, props, programme/posters, choreography, music, sound, lights, safeguarding, front of house, prompts, raffle, publicity, stage management, First Aid, sweets and the bar. All of this to support the actors on stage.

A Fish & Chip supper was introduced for the first public performance and was a success. In fact the whole run was a success with 766 tickets sold over the two week run. Thanks to Wanda Fashions for selling those tickets. After expenses £2600 was raised for good causes and allocated at the AGM. Recipients will be:

Rugby Rotary Club charities
Rugby/Leam Valley First Responders
Air Ambulance
New Directions (formerly Rugby Gateway Club)
Friends of Dunchurch (FODS)
Our Jay Foundation for the provision of a defibrillator
Alzheimer's
A private individual

Thank you to the Dunchurch public for continuing to support us. We are already planning for next year's performance.

Report prepared by Paul Le Poidevin, Director Dunchurch Pantomaniacs

FRIENDS OF DUNCHURCH

A report was read out by Sue Turner, Trustee & Gardening Group Co-ordinator which is attached to the hard copy of these minutes as Appendix B. Appendix B is also available under the tab line 'Meeting Documents' on the Dunchurch PC web site.

9. Open Forum and Reports from Other Bodies

A Parishioner went on to ask what would happen to Cawston Lane if the new Homestead Link spine road was installed. Cllr Price responded and said that members of the DPC had attended a meeting with L & Q Estates, one of the developers of the land in SW Rugby and they had advised that the footpath would be widened to include a cycle path near to Station Farm. Cllr Price went on to say that the DPC could contact Homes England, who are the government body overseeing the developments and ask them whether they have any more knowledge about Cawston Lane. However, the planning application, which had been received in October 2022 had not been approved to date.

A Parishioner asked about the defibrillator outside the library and what the protocol was if someone had a cardiac episode and if there was the necessity to have any training. Cllr Price responded and said that there are a number of residents on the list held by West Midlands Ambulance Service and if you receive a call from them, the first to respond takes the defibrillator to the person experiencing the cardiac episode.

A Parishioner asked whether there were any rules or a process to remove a member of the public if they were being disruptive in a meeting. Cllr Price responded and said that if someone was disturbing the meeting, she has the authority to suspend or close the meeting, however if they were pacing up and down, she did not have the authority to request that they sat down.

A Parishioner asked about communication with all the parish residents and Cllr Price responded and said that the DPC had been paying for an article in the FODS magazine, together with additional copies for residents on the outskirts of the Parish, at a cost of £600 per quarter. The Parishioner agreed that this was a lot of money and Cllr Price agreed and said that the DPC were looking at ways to communicate more effectively with the entire parish.

A Parishioner thanked and said he was grateful to all of the Dunchurch PC Cllrs, Clerk and RFO for all their hard work and efforts over the last year, which were hugely appreciated by all the residents in the Parish.

10. Vote of Thanks and Formal Closure of the Meeting

Cllr Price thanked all members of the public and the DPC Cllrs & Clerk for attending the meeting.

The next Dunchurch Annual Parish Assembly will be held on 15th April 2024.

The meeting finished at 6.55pm

Signed ……...

Dated ……..