Dunchurch Parish Council
Dunchurch Community Library
School Street
Dunchurch
Rugby
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Minutes of the Ordinary Parish Council meeting held on Monday 13th January 2025 at Dunchurch Community Library commencing at 7pm

Councillors Present: Cllr Coomber(Chair), Cllr Marsh, Cllr Sly, Cllr Vaughan, Cllr Gee-Russell, Cllr Grogan and Cllr Warren (from item 24.171)

Staff Present: Becky Maoudis (Clerk & RFO)

Three members of the public, Cllr Jon Bennett and Cllr Simpson-Vince were in attendance.

24.170 Apologies

Apologies received from Cllr Martin and Cllr Price.
Resolved: To accept apologies.

24.171 Co-option of Councillor

Peter Warren was invited to attend the meeting and give a short introduction of himself and his reasons for standing for co-option.
Resolved: Peter Warren was co-opted, made his Declaration of Acceptance of office and took his seat on Dunchurch Parish Council.

24.172 Declarations of Interests and Dispensations

Cllr Marsh declared a non -pecuniary interest in planning application R24/1090 and took no part in the discussion.

24.173 Approval of the Minutes of the Dunchurch Parish Council Ordinary Meeting from 16th December 2024

Resolved: To approve the minutes of the Dunchurch Parish Council Ordinary Meeting from 16th December 2024.

24.174 Reports from Rugby Borough Councillor and Warwickshire County Councillor

Rugby Borough Councillor Jon Bennett informed the members that Severn Trent Water have installed a new tank near Lime Tree Village.
He also informed the meeting that it appears the archaeological surveys have begun on the new developments and work on the relief road is due to start over the next few months.

He also spoke on the news that Rugby Borough Council will move to a unitary authority and the likelihood that they will be replaced with a Town Council.

Cllr Simpson-Vince commented that as the Local Enterprise Partnership shut down approximately 18 months ago, Warwickshire County Council has already picked up work that would normally go to them under a unitary authority. This means that Warwickshire County Council is already further along in the process than some other councils. The ratio of councillors to properties is approximately one councillor to 2,500 properties so Rugby should not see much of a change in representation.
Cllr Simpson-Vince also informed the meeting that there is a Local Plan meeting next week to discuss housing allocations.

24.175 Clerks Report of Activities including any appropriate correspondence

The clerk attended the Police and Crime Commissioner budget meeting on 20th December. The PCC will be attending the next Parish Council meeting on 10th February 2025. Questions in advance are welcome.
The clerk has been in communication with Tritax who have confirmed that we have £64,000 Community Benefit Fund available, from the warehousing that has already been erected. The clerk asked the councillors if they would be happy to attend a remote meeting to discuss possible projects before bringing them to a meeting. The members felt that this would be advantageous to getting the project started.
The clerk has been alerted to dead Elm trees on Rugby Road, adjacent to Earle Gardens by a resident. The clerk is in the process of determining responsibility for the trees. The same resident has also highlighted an ivy covered stem that has been felled in the high winds, which is now leaning out partially blocking the footpath. Resident has kindly reported to Warwickshire County Council via Fix My Street and the stems have been removed.

24.176 Planning update

<u>New Applications</u>

Application No: R24/1093
Description: Front porch extension, two storey side extension, single storey rear extension.
Proposal at: 3, The Hall Close, Dunchurch
The Parish Council made no comment on the planning application.

Application No: R24/1090
Description: Outline planning permission with all matters reserved for the demolition of the existing properties and the erection of five detached self-build dwellings.
Proposal at: 92-93 Coventry Road, Dunchurch
The Parish Council made no comment on the planning application.

Application No: R24/1138
Description: Structural repairs comprising internal floor and internal wall strengthening works located at first floor, above the Pugin Library, on the eastern side of the existing building.
Proposal at: Bilton Grange, Rugby Road, Dunchurch
The Parish Council made no comment on the planning application.

Application No: R24/1124
Description: Variation of condition 2 and 14 of R22/0644 (Erection of two dwellings) to allow the first floor of garage to be used as a home office.
Proposal at: Gemini, Southam Road, Dunchurch
The Parish Council made no comment on the planning application.

Determined applications

Application No: R24/1073
Proposed tree works: Remove Red Oak tree (tagged as 825) and grind stump.
Proposal at: Located on Stocks Green, The Green, Dunchurch
Consent has been granted.

24.177 Library update

The clerk met with the Northern Area Librarian from Warwickshire County Council. He commented that he is pleased to learn that Dunchurch Community Managed Library is doing great work; and expressed his thanks to all the volunteers and Parish Council staff involved.
Community Hub Officer, Pam Camilleri, presented a report on a survey carried out over November and December 2024 of Dunchurch Library and Community Hub users (appendices 1).
The hub officer organised an arts and crafts event on Christmas Eve which was well attended. She is also producing a monthly newsletter for volunteers to keep them updated.
Cllr Coomber requested that the Community Hub Officer attend a quarterly meeting to provide an update on her activities.

24.178 To report requests for information and FOI Requests

None received.

24.179 Speeding, dangerous driving and traffic in the parish

Speed/traffic survey data will be submitted to the Central Reporting System, which if it meets the criteria the Parish Council may be eligible for support with enforcement and traffic calming measures (funded by the Parish Council or local member delegated budget). The parish council can also disseminate the website address to members of the public to report concerns.

24.180 VE Day Celebrations

Plans are going well with all the groups in Dunchurch supporting the event. There is a communications and PR meeting this week to decide how the event will be advertised.
Warwickshire County Council have not raised any issues with closing the carpark in The Square. Cllr Vaughan confirmed that residents on School Street will still have vehicular access.

24.181 Finance and administration

INCOME / EXPENDITURE

Balance brought forward from 30th November 2024 **£ 296,454.98**

Payments to 31st December 2024

Visibly Clear	Cleaning service	£ 60.00	
NEST	Pension		£ 229.88
Amazon	Ink stamp	£ 9.48	
Asda	Stationary & provisions		£ 4.65
Argos	Printer ink	£ 54.69	
BT	Telephone & broadband	£ 133.30	
DSVH	Club room hire – youth club	£ 678.60	
Ionos Cloud Ltd	Email hosting		£ 18.00
Bran It Services Ltd	Laptop rebuild (P Camilleri)	£ 185.00	
Cadeby Tree Trust	Christmas trees		£ 2,295.60
Darren Styles	October hours & expenses	£ 960.50	
Eden Arboriculture Ltd	Survey, tag & assessment	£ 942.00	
EDGE IT Systems Ltd	Finance band upgrade	£ 140.40	
FACT Fire Consultancy	Annual extinguisher service	£ 160.00	
Friends of Dunchurch	Magazine publication	£ 150.00	
John Fenwick Wilson	Milk	£ 18.54	
Pam Camilleri	Expenses	£ 52.67	
Parish Online – Geoxphere	Website service		£ 504.00
Rugby Borough Council	Youth group play sessions		£ 415.80
Rebecca Maoudis	Expenses	£ 130.17	
The Design Concept	Index blocks	£ 179.52	
WCC	LC2 install mini LED lantern	£ 410.98	
WCC	LC10 install mini LED lantern	£ 560.94	
WCC	Water leak in library	£ 328.86	
Pam Camilleri	December salary	[redacted]	
Rebecca Maoudis	December salary	[redacted]	
Gamma Business Communications	Library telephone	£ 33.56	
Water Plus Limited	Water charges	£ 45.24	
AR Interactive	Website hosting	£ 94.80	
		£ 10,771.47	

Income:

CCLA	£ 315.92

	Christmas tree project	£ 61.00
	Library hire	£ 67.50
	Visibly Clear refund	£ 90.00
	Skipton Building Society	£ 2,879.52
		£ 3,413.94

Balance	**£ 289,097.45**

Cooperative Bank	£ 59,097.45
CCLA	£ 80,000.00
Scottish Widows	£ 65,000.00
Skipton	£ 85,000.00
	£ 289,097.45

Payments to be authorised:

Rebecca Maoudis	December expenses	£ 100.79
Darren Styles	December hours & expenses	£ 731.40
Pam Camilleri	Expenses	£ 19.00
Ann Coomber	Chairs allowance	£ 209.93
WCC	LP3 emergency works	£ 83.77
VCS	Cleaning December	£ 60.00
VCS	Cleaning January	£ 156.00
WCC	Emergency attendance Waring Way	£ 81.44
DM Payroll	Payroll 01/10/24-31/03/25	£ 66.00
Phill Freeman	Christmas tree installation	£ 650.00
R Collings	Christmas tree installation	£ 650.00

The invoices and payments received were noted. The finance report was reviewed and noted.
Resolved: To approve the payments to be authorised.

The clerk is still waiting for a quote for a structural testing survey of the steel streetlights owned by the Parish Council.
Resolved: To add to the agenda for the next meeting.

The proposed budget (appendices 2) was circulated and noted.
Resolved: To approve the budget for 2025/26.

The precept will increase by 3%. This will produce a shortfall of £11,638.50 which will be taken from general reserves.
Resolved: To approve a precept demand in the amount of £119,087.00.

The recent publications in the village magazine have provided an effective means of communication with the majority of the parish. The Parish Council agreed that they would like to publish four further articles in the March edition of the magazine.
Resolved: To spend £200 on publications in the March edition of the village magazine.

The updated Social Media and Electronic Communication Policy was circulated to all members prior to the meeting.
Resolved: To adopt the Social Media and Electronic Communication Policy.

24.182 Youth Club arrangements

The Play Development Officer from Rugby Borough Council attended the meeting and explained that she felt that the youth club had outgrown the space at the Village Hall and would like a little more room so that they can offer a wider range of activities. She requested that the Play Ranger sessions could be moved to Dunchurch Library and Community Hub going forward.
The Play Rangers organise directed and self-directed activities for children aged 6-11 years of age. Activities range from comic book creation, den building, litter picking and board games. It is a free provision provided by the Parish Council.
Resolved: To move the Play Ranger provision to Dunchurch Library and Community Hub for six months.

24.183 Village waste and dog waste bins

Rugby Borough Council (RBC) informed the Parish Council that they will be charging £3 per bin per empty of any dog waste or litter bins on private land from 1st April 2025. The clerk has requested more information from RBC detailing how many of the 42 bins owned by the Parish Council are on private land. RBC are yet to reply. Cllr Jon Bennett has offered to investigate the issue further with RBC.

24.184 Village Hall Trustee Vacancy

None of the councillors present felt able to commit to the role of trustee for the Village Hall.
Resolved: To keep on the agenda.

24.185 FODS proposal

The Friends of Dunchurch (FODS) offered to take ownership of the four flowerpots located near the War Memorial. While the Parish Council expressed gratitude for the offer, concerns were raised regarding insurance implications associated with having third-party property on Parish Council land should ownership be transferred to FODS. The Parish Council would welcome the offer from FODS to take over the planting and maintenance of the pots.
Resolved: To replace the flowerpots with alternatives more in keeping with the area, while ensuring the Parish Council retains ownership.

24.180 Update on tree trimming, The Square, Dunchurch

Three quotes have been received to fell and grind the stump of the Red Oak, Stocks Green.
Resolved: To accept quote of £2900+VAT from Beechwood Trees.

Following the Picus Tomograph on the Swedish Whitebeam located on Stocks Green, the tree surveyor has sent the Parish Council an updated tree survey report. Whilst the results show that significant decay is present, it currently poses a low risk of failure.
Resolved: To reinspect with Picus Tomograph in one year.

Meeting was called to a close at 8.55pm

Date of the next Dunchurch Parish Council Meeting: Monday 10th February 2025

Appendices 1

Dunchurch Community Hub & Library

Survey Feedback

SUMMARY OF FINDINGS

Library Visits

Most respondents visit the library either **weekly** or **monthly**, highlighting its importance as a regular resource for the community.

Barriers to Visiting

The primary reasons for not visiting the library are **lack of time** and **unawareness of events / activities being held.**

Top Requested Activities

The most popular activities respondents want to see at the library:

Arts and crafts

Storytime for children

Lego Club

Weekday afternoons (after school) was the most popular time for scheduling events.

Target Audiences for Activities

The majority expressed interest in activities for **pre-schoolers** and **primary school-aged children**, though many also emphasized the value of programs catering to **all age groups**.

Service awareness

Many respondents are unaware that the library offers key services like **printing, Wi-Fi,** or **photocopying.**

Overall Satisfaction

Respondents are **highly satisfied** with the library, with most describing their experience as "**very satisfied**."

Suggestions

The most requested improvements include: **more children's activities, extended library hours** and **more community events.**

Communication

Social media is the preferred platform for staying informed about library updates and events.

Heading		Last year's net	Actual net	2024/2025	2025/2026
ADMINISTRATION Income					
100	Precept	£112,419.00	£118,040.00	£118,040.00	£119,087.00
110	Interest on Scottish Widows (via Co-op)	£820.40	£993.20	£1,020.00	£920.00
112	Interest on Current Account	£0.00	£0.00	£0.00	£0.00
113	CCLA Interest	£3,910.20	£3,391.91	£3,700.00	£3,100.00
115	Interest on Skipton (via Co-op)	£2,499.23	£2,879.52	£2,500.00	£2,100.00
120	Section 106	£0.00	£7,325.32	£0.00	£0.00
130	Neighbourhood Planning	£7,000.00	£0.00	£8,000.00	£0.00
150	Xmas trees Christmas trees	£3,830.00	£3,045.00	£4,280.00	£3,360.00
160	Payment for Insurance claims	£0.00	£0.00	£0.00	£0.00
170	InPost	£0.00	£54.79	£0.00	£0.00
ADMINISTRATION Income Total		£130,478.83	£135,729.74	£137,540.00	£128,567.00
LIBRARY Income					
200	Library Lettings	£682.50	£480.00	£650.00	£650.00
210	Library Grant Funding	£400.00	£0.00	£500.00	£250.00
220	Donations to Library	£66.25	£57.64	£70.00	£120.00
230	Fines collected	£151.99	£226.95	£200.00	£450.00
240	Income from Library Rentals	£0.00	£0.00	£0.00	£0.00
250	Income from Printing/Copying	£0.00	£0.00	£0.00	£0.00
260	Miscellaneous	£0.00	£90.00	£0.00	£0.00
LIBRARY Income Total		£1,300.74	£854.59	£1,420.00	£1,470.00
PARKS & OPEN SPACES Income					
3090	Grant funding	£2,400.00	£0.00	£0.00	£0.00
PARKS & OPEN SPACES Income Total		£2,400.00	£0.00	£0.00	£0.00
YOUTH PROVISION Income					
600	Youth Provision Income	£0.00	£0.00	£0.00	£0.00
YOUTH PROVISION Income Total		£0.00	£0.00	£0.00	£0.00
Total Income		£134,179.57		£138,960.00	£130,037.00
ADMINISTRATION Expenditure					
1000	Professional Fees	£579.51	£7,167.00	£500.00	£200.00
1010	Salary & NEST	£24,728.82	£22,451.05	£32,600.00	£26,995.81
1020	PAYE & NI	£4,894.23	£5,516.39	£5,505.00	£8,331.07
1040	Elections	£0.00	£0.00	£0.00	£0.00
1050	Training	£345.00	£0.00	£1,295.00	£500.00
1060	Insurance	£1,964.64	£2,162.62	£1,965.00	£2,162.62
1070	Subscriptions	£1,584.70	£2,558.42	£2,050.00	£2,025.00
1080	Chairmans Allowances	£300.00	£209.93	£300.00	£300.00
1090	Audit Fees	£885.00	£480.00	£885.00	£1,900.00
1100	Computer	£1,497.06	£185.00	£0.00	£0.00
1110	Section 137	£0.00	£0.00	£0.00	£0.00
1120	Newsletters	£0.00	£150.00	£0.00	£800.00
1130	Community Information	£0.00	£7.00	£200.00	£50.00
1140	Office Expenditure	£3,549.31	£2,277.06	£2,950.00	£2,199.00
1150	Councillors Expenses	£0.00	£0.00	£0.00	£0.00
1160	Miscellaneous	£656.14	£22.00	£0.00	£0.00
ADMINISTRATION Expenditure Total		£40,984.41	£42,830.37	£48,250.00	£45,463.50

LIBRARY Expenditure					
2010	Library & Community Hub expenditure	£18,230.57	£8,436.92	£7,750.00	£10,620.00
LIBRARY Expenditure Total		£18,230.57	£8,793.02	£7,750.00	£10,620.00
PARKS & OPEN SPACES Expenditure					
3000	Mowing	£880.65	£2,389.23	£1,230.00	£2,340.00
3010	Maintenance	£465.50	£798.00	£0.00	£50.00
3020	Christmas trees	£4,788.04	£4,315.04	£5,750.00	£3,800.00
3030	Litter/Dog Bins	£230.00	£0.00	£230.00	£1,512.00
3040	Street Furniture	£2,283.90	£0.00	£1,000.00	£250.00
3050	Playgrounds	£224.40	£255.50	£225.00	£500.00
3060	D-Day Celebration/VE day	£15.39	£2,028.50	£5,000.00	£5,000.00
3070	Village Green/Monuments	£0.00	£0.00	£500.00	£500.00
3080	Handyman	£11,100.95	£8,250.20	£12,000.00	£12,000.00
3085	Tree survey	£0.00	£0.00	£0.00	£500.00
3090	Summer planting	£0.00	£0.00	£0.00	£750.00
3095	Winter planting	£0.00	£0.00	£0.00	£250.00
PARKS & OPEN SPACES Expenditure Total		£19,988.83	£18,036.47	£25,935.00	£27,452.00
PROJECTS Expenditure					
5000	NEIGHBOURHOOD PLAN	£0.00	£0.00	£1,040.00	£1,040.00
5010	Road Safety	£0.00	£550.00	£0.00	£0.00
5020	Protection of Statue	£0.00	£1,588.00	£0.00	£0.00
5030	CCTV at Traffic Lights	£0.00	£0.00	£0.00	£0.00
5040	Refurbish Play Area	£54,731.70	£0.00	£0.00	£0.00
5050	Church flood lighting	£0.00	£0.00	£0.00	£0.00
5060	Community Donations/Grants	£5,150.00	£500.00	£15,000.00	£15,000.00
5070	De-Fib	£0.00	£0.00	£0.00	£0.00
PROJECTS Expenditure Total		£59,881.70	£2,638.00	£16,040.00	£16,040.00
PUBLIC LIGHTING Expenditure					
4000	Street Lighting Energy	£46,691.82	£20,586.71	£39,600.00	£36,000.00
4010	Refurbishment/repairs	£72.42	£1,356.06	£1,000.00	£3,800.00
4020	Maintenance	£2,977.10	£0.00	£2,300.00	£0.00
4030	Replacement columns	£6,650.27	£0.00	£0.00	£0.00
PUBLIC LIGHTING Expenditure Total		£56,391.61	£21,942.77	£42,900.00	£39,800.00
YOUTH PROVISION Expenditure					
6000	Youth Provision Expenditure	£2,379.20	£2,163.60	£4,400.00	£2,300.00
YOUTH PROVISION Expenditure Total		£2,379.20	£2,163.60	£4,400.00	£2,300.00
Total Expenditure		£197,856.32		£145,275.00	£141,675.50