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

Councillors Present: Cllr Grogan (Chair), Cllr Warren, Cllr Price, Cllr Vaughan, Cllr Coomber, Cllr Sly, Cllr Camilleri and Cllr Champken-Woods.

Staff Present: Parish Clerk & RFO – Cynthia Ondeng

There were 6 members of the public in attendance.

Rugby Borough Councillor Jill Simpson-Vince was in attendance until the conclusion of agenda item 25.087 where she left to attend other commitments.

A member of the public inquired about a piece of land owned by Rugby Borough Council that she had heard could be taken on by the Parish Council and made available for use by local youth groups. She asked for clarification on this and was assured that it would be on the agenda for the next DPC meeting in November.

A resident addressed the meeting with concerns about the closure of the road cutting through The Square on to Southam Road. Concern was raised about the way the public were informed about this closure without any public consultation. Following further discussion the resident was advised the agreement to close the road was simply made by Parish Councillors and the next procedures were explained. DPC agreed the working of the public post could have been worded differently and agreed to amend this and take care going forward when wording public announcements

25.084 Apologies

Apologies were received from Cllr Marsh and Cllr Martin.

Resolved: To accept the apologies received.

25.085 Declarations of Interests and Dispensations

Cllr Camilleri declared a non-pecuniary interest in items relating to the Library, due to a personal relationship with a member of library staff.

25.086 Approval of the Minutes of the Meeting held on 8th September 2025

Resolved: To approve the minutes of the Dunchurch Parish Council Ordinary Meeting held on 8th September 2025 as a true and accurate record.

25.087 Reports from Rugby Borough Councillor and Warwickshire County Councillor

Cllr Jill Simpson-Vince provided a short report as follows:

- Rugby Borough Council Local Plan – Preferred Options Consultation
  Warwickshire County Council has lodged a formal objection to the Preferred Options stage of Rugby Borough Council's Local Plan. It is anticipated that a further public consultation will take place in early 2026 to enable wider community input.
  For full details, see the WCC website: search "Rugby Borough Council Local Plan Consultation Response".
- Cllr Simpson-Vance advised the meeting that she would follow up on the concerns a Parish Councillor raised with her at the meeting about the state of disrepair of the road surface in Cawston Lane.

25.088 Clerk's Report and Correspondence

The Clerk provided an update on recent correspondence and activities:

- Library Automatic Doors – WCC arranged for an electrician to attend to the faulty automatic doors; however, the issue remains unresolved. A follow-up email has been sent.
- Water Supply Issue – A potential water contamination issue in the parish was promptly resolved by Severn Trent. No further action required.
- Pavement Hazard – A resident reported concerns regarding the pavement outside the boutique shop. WCC Highways have confirmed repairs will be arranged.
- Clerk Availability – The Clerk is based in the library every Tuesday between 10am and 12pm. Parishioners are welcome to drop in.

Report: Noted

25.089 Library Modernisation Plans

Cllr Grogan reported that the plans prepared by the Hub Officer were acceptable and should be adopted.

Proposed improvements include a designated children's corner with coat hooks, repainting the entrance wall, and repositioning the welcome desk.

Resolved: It was resolved to adopt the plans for the modernisation of the library.

25.090 Draft Library Hire Agreement

Resolved: To approve the draft hire agreement for Dunchurch Library.

It was noted that a procedure document and insurance advice on liability and third-party users locking the building will be prepared for the next meeting.

25.091 Planning Matters

The following planning application was considered:

- R25/0678 – 26 Cawston Lane, Dunchurch, CV22 6QE
  Proposal: Rear two-storey extension with dual-pitched roof, solar panels, and new front door location.
  Resolved: No objection.

25.092 Neighbourhood Plan Update

The Council discussed next steps for progressing the Dunchurch Neighbourhood Plan.
Cllr Camilleri presented a background paper circulated prior to the meeting. Councillors expressed support for continuing the work, however, concerns were raised regarding funding (which ended in March 2025) and continuity in the event of council elections.
A local organisation expressed interest in contributing to the process. A proposal to engage a planning expert was noted.
It was also reported that Brinklow Parish Council was willing to share their Neighbourhood Plans.
A copy of the report will added to the minutes.

Resolved: That the matter be further developed and brought back to a future meeting for consideration.

25.093 Bus Shelters – Southam Road and Rugby Road

Rugby Borough Council confirmed both shelters are owned by Dunchurch Parish Council and therefore the responsibility for maintenance lies with the Parish.
This item will be brought back to the November meeting to agree a maintenance budget.
Resolved: To publicise, via the parish website and social media, that no notices or materials are to be affixed to any bus shelters. Community notices should instead be placed in an envelope and delivered to the library letterbox, with a request for display on both parish noticeboards

25.094 Tritax Community Benefit Fund Projects

The Council considered the following proposed projects:

Project	Estimated Cost	Decision
a) Level Arkwright's Playing Field	£10,000	Deferred – insufficient current use to justify expenditure
b) Replace sound system in Village Hall	£4,000	Approved
c) Replace lighting used by Pantomaniacs	£5,000	Approved
d) Refurbish kitchen at Old Laurentians Rugby Club	£7,500	Approved
e) Refurbish Library/Community Hub	£11,000	Approved

Resolved: To approve projects (b)–(e) as listed above. Arkwright's Playing Field project deferred pending review.

25.095 Christmas Events 2025

- Christmas Tree Lights: Members agreed that the existing Christmas lights are no longer effective.
  Resolved: To purchase new Christmas Lights.

- Small Trees: To be sold at £43 each, with orders closing 31st October 2025.
  Resolved: To purchase new lights for the main tree.

  Christmas Grant for Library Volunteers
  Discussion took place that the funding for a small gathering via invite for all those who helped the community this year. The funding for this has previously been used from the chairs allowance (£300 per annum) however the use of the allowance is at the discretion of the chair.

  Resolved: To delegate discretion to the Chair.

25.096 Retrospective Approval of Planning Comments

- Planning Reference: R25/0407
- Planning Reference: R25/0487
- Planning Reference: R25/0491

  Resolved: To retrospectively approve the submission of three planning comments made under delegated authority, following email agreement by all councillors.

25.097 Finance and administration

Finance Report 30th September 2025

INCOME / EXPENDITURE

Balance brought forward from 31st August 2025 £ 325,008.74

Payments to 30th September 2025

Bee Clean	Cleaning	£318.80
Total Energies	Energy	£208.95
Total Energies	Energy	£1,740.80
Gamma Business	IT	£35.44

HMRC	PAYE & NI		£119.82
Water Plus	Water bill		£47.57
HMRC	PAYE & NI		£743.51
BT	Phone bill		£56.32
Salaries	August salary		£308.96
J Wilson	Milk		£17.60
P Camilleri	Expenses - August		£54.50
Bran IT Services	IT		£70.00
DM Payroll Services	Payroll		£86.40
Salaries	September salaries		£2,159.09
R Maoudis	Microsoft		£20.64
Wilson Alarm Systems	Alarms		£118.80
Warwickshire CC		10421955	£129.33
Mr AP Beevor		11589	£252.00
Warwickshire CC		10420347	£318.41
J Turner	Locum Clerk Services		£320.00
Fenland Leisure		65733	£336.80
Gem Conservation		772	£564.00
Warwickshire CC		10421767	£564.36
Darren Styles	Salary - August		£903.59
Clear Insurance	Insurance		£2,274.63
J Turner	Locum Clerk Services		£2,320.00
			£13,771.52

Income:

CCLA	£ 278.72
Library Hire	£ 120.00
In Post	£ 250.00
	£ 648.72

Balance **£ 311,205.14**

Cooperative Bank	£ 81,205.14
CCLA	£ 80,000.00
Scottish Widows	£ 65,000.00
Skipton	£ 85,000.00

a) The invoices were signed by Councillors Marsh and Price and the payments were noted.

b) The payments to be authorised were reviewed.
RESOLVED: To authorise payments listed.
c) The finance report was reviewed and noted.
d) The Bank Reconciliation and Bank Statements were agreed.
RESOLVED: To sign the bank reconciliations.

25.098 To note that the date of the next Dunchurch Parish Council Meeting: Monday 10th November 2025 at 7pm.
Noted.

The public were excluded from the meeting at 20:14

25.099 **Private Matters Discussed**

It was agreed that Cllr Grogan will continue as Chair.

The meeting was called to a close at 20:24