



Dunchurch Parish Council  
Dunchurch Community Library  
School Street  
Dunchurch  
Rugby  
CV22 6PA

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**Minutes of the Annual Parish Council meeting held on Monday 11<sup>th</sup> May 2026 at Dunchurch  
Community Library commencing at 7pm**

**Councillors Present:** Cllr Gary Sly (Chair), Cllr Pete Warren, Cllr Matthew Vaughan, Cllr Matthew Camilleri and Cllr Nigel Champken-Woods.

**District Councillors Present:** Apologies: Cllr Jill Simpson-Vince

**Staff Present:** C Ondeng – (Clerk & RFO)

Two members of the public were in attendance.

**Speaker 1: Resident**

The speaker sought clarification on the funding of the Library garden. She was advised that this item was on the agenda.

**Speaker 2: Resident**

A resident enquired about inviting community organisations within Dunchurch to the Annual Parish Assembly. The resident was advised that this was currently being progressed.

**26.051 Election of the Chairman and to receive the Chairman's Declaration of Acceptance of Office**

Cllr Gary Sly was proposed with no other names nominated.

The Council voted to appoint Cllr Sly as Chairman of the Council for the coming year.

Cllr Sly signed the Declaration of Acceptance of office, witnessed by the Parish Clerk.

**26.052 Election of the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**

Nominations were invited for the election of the Deputy Chairman for the forthcoming year.

Cllr Howie Marsh was proposed in absentia with no other names nominated.

Cllr Howie will sign the Declaration of Acceptance in the next meeting.

**26.053 Apologies**

Cllr Howie Marsh, Cllr Ian Grogan, Cllr Ann Coomber and Cllr Cara Martin.

Resolved.

#### **26.054 Declarations of Interests and Dispensations**

Cllr Nigel Champken-Woods declared a non-pecuniary interest in Planning Application Reference: R26/0383 in relation to Russell Avenue, Dunchurch, RUGBY, CV22 6PX

#### **26.055 Approval of the Minutes of the Dunchurch Parish Council Ordinary Meeting from 13th April 2026 and Minutes of the Annual Parish Council meeting from 3rd March 2025**

**Resolved** that the minutes of the Parish Council meeting held on 13 April 2026 be approved as a correct record.

**Resolved** that the minutes of the Annual Parish Assembly be approved at the next Annual Parish Assembly meeting.

#### **26.056 To agree the dates and venues for Parish Council meetings for the year 2026/2027**

the Council continue to meet monthly on the second Monday of each month, with the exception of August.

**Resolved.**

#### **26.057 To appoint portfolio holders for Finance, Social Media, and the Library**

Portfolio holders appointed as follows:

Finance: Cllr Howie Marsh

Social Media: Deferred to next meeting

Library: Cllr Ann Coomber

**Resolved.**

The Council considered proposed portfolio allocations and agreed that the matter be deferred for further discussion at the next meeting.

Planning – Cllr Nigel Champken-Woods and Cllr Matthew Camilleri

Environment – Cllr Pete Warren

Devolution: Cllr Ann Coomber

Speeding: Cllr Matthew Vaughn

#### **26.058 Reports from Rugby Borough Councillor and Warwickshire County Councillor.**

Apologies and report received from Rugby County Council Cllr Jill Simpson-Vince as follows:

The Borough Councillor reported that Bike Fest will take place on 17 May and noted that there may be associated traffic issues.

The issue of parking on Vicarage Lane was also raised, and it was reported that options are being considered to prevent this from becoming an ongoing problem.

#### **26.059 Clerks Report of Activities including any appropriate correspondence**

The Clerk reported that a neighbouring resident had raised concerns regarding InPost delivery vehicles parking on a private driveway adjacent to the Library. The Clerk advised that contact would be made with InPost requesting that delivery drivers use the designated Library parking area.

The Clerk also advised that an invoice relating to repairs to the broken street lamp on Waring Way, Dunchurch, had now been received and submitted for payment approval. Clerk's report was noted.

#### **26.060 Planning update**

To consider new planning applications and review planning decisions that have been determined.

Reference: R26/0383

Proposal: 1, Russell Avenue, Dunchurch, RUGBY, CV22 6PX

Proposed conversion of a conservatory to an extension

**Resolved: No objection.**

#### **26.061 Speeding, dangerous driving and traffic in the parish**

Nothing to report.

#### **26.062 Finance and administration**

a) To consider invoices and payments received

**Resolved** that the invoices and payments received be noted.

b) To authorise payments

**Resolved** that the payments as presented be authorised.

c) To review the finance report

**Resolved** that the finance report be received and noted.

d) To review and approve Standing Orders

**Resolved** that the Council re-adopts the Standing Orders.

e) To review and agree signatories for bank accounts

The current signatories were noted as Cllr Howie Marsh and Cllr Gary Sly. The Clerk advised that bank access remains a work in progress.

**Resolved** that the current signatories be confirmed.

f) To review and approve variable Direct Debits

No changes were proposed.

**Resolved** that the current variable Direct Debits be approved.

g) To review the Asset Register

**Resolved** that consideration of the Asset Register be deferred to the next meeting.

h) To review and adopt the Asset Register Policy

**Resolved** that the Council re-adopts the Asset Register Policy.

- i) To review and adopt the Health & Safety Policy

No changes were proposed.

**Resolved** that the Council re-adopts the Health & Safety Policy.

- j) To review and adopt the Financial Risk Assessment

No changes were proposed.

**Resolved** that the Council approves and adopts the Financial Risk Assessment.

## Finance Report 30<sup>th</sup> April 2026

### Income / Expenditure

#### Balance brought forward from 31<sup>st</sup> March 2026

#### Payments to 30<sup>th</sup> April 2026

Bee Clean		£316.80
Nest Pension		£139.58
Total Energies		£360.12
Total Energies		£2,808.23
BT Group		£69.32
Rosanna Pickering	Author	£25
P Camilleri	Expenses	£62.87
Bran IT Services	Repairs	£70
C Ondeng	Expenses	£280.14
D Styles	March Invoice	£1,189.99
Thurlaston Parish Council	Planning share	£2,055.00
Warwickshire CC	10439575	£3,394.47
Gamma Business		£44.87
P Camilleri	March Salary	██████████
HMRC		£743.31
C Ondeng	March Salary	██████████
		<b><u>£13,659.23</u></b>

#### Income:

Scottish		
Widows		£171.60
CCLA		£254.38
Precept		£61,325
Library Hire		£60
InPost		<u>300</u>
		<b><u>£62,110.98</u></b>

#### Balance

Cooperative Bank	£65,610.88
CCLA	£80,000.00
Scottish Widows	£65,000.00
Skipton	£85,000.00
<b>Closing balance</b>	<b><u>£295,610.88</u></b>

**Invoices to be authorised:**

D Styles	April Invoice	£832.50
D Styles	Expenses	£92.10
Warwickshire CC	Lamp Post LC3	£516.89
LN24/7	Call Out Intruder Alarm	£269
Warwickshire CC	Water Inspection	£11.19
LN24/7	Intruder Alarm Installation	£899

**26.063 To agree a contractor for the library cleaning contract.**

Bee Clean to continue with the contract.

**Resolved.**

**26.064 To agree a contractor for the Arkwright Park mowing contract.**

A P Beevor to continue with the contract at £75 +VAT per cut.

**Resolved.**

**26.065 15. Update on the following (provided by the Clerk):**

a) Library Access Door Repair and Installation

The contractor advised that works are expected to commence within 4–5 weeks.

b) Library Intruder Alarm Installation

The existing alarm system has been repaired and is now fully operational, removing the need for a replacement system.

c) Library Key Safe Replacement

A new key safe has been installed and a new access code issued.

d) Library Garden Funding

Resolved that Dunchurch Nature Watch be awarded £200 towards the Library Garden project.

e) Library Computer Purchase

Resolved that the Council approves the recommendation to procure a new computer for the Library.

f) Library Books – Carnegie Award Book Purchase

The Community Hub Officer requested approval to purchase three children’s books that had won the Carnegie Award as part of refreshing the library stock, at a total cost of £114.

**Resolved** that the purchase be approved.

g) Bus Shelter Maintenance

The Clerk advised that an initial quotation of £5,000 had been received from the handyman for maintenance works to both bus shelters. However, due to unforeseen circumstances, the handyman was unable to proceed with the works. The Clerk is currently obtaining alternative quotations.

Date of the next Dunchurch Parish Council Meeting: Monday 8th June 2026

The meeting was called to a close at 19.41 hrs.

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**Signed: Chairperson**

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**Date:**