



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

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**Minutes of the Parish Council meeting held on Monday 14th September 2026 at Dunchurch
Community Library commencing at 7pm**

Councillors Present: Cllr Gary Sly (Chair), Cllr Matt Vaughan, Cllr Ann Coomber, Cllr Matthew Camilleri, Cllr Veronica Lowe, Cllr Ian Grogan, Cllr Cara Martin and Cllr Nigel Champken-Woods.

District Councillors Present: Cllr Jill Simpson-Vince & Cllr Umesh Mistry (arrived at 19.37)

Staff Present: C Ondeng – (Clerk & RFO)

Five members of the public were in attendance.

A member of the public raised concerns about the Asset Register's inclusion of trees and the approval of statutory documents. The Council noted the concerns and agreed to review the matters, with written details to be provided to the Chair and Clerk.

26.098 Apologies

Cllr Howie Marsh, Cllr Pete Warren.

Resolved to accept the apologies.

26.099 Declarations of Interests and Dispensations.

There were none.

26.100 Approval of the Minutes of the Dunchurch Parish Council Ordinary Meeting from 13th July 2026, Extraordinary meetings held on 13th June 2026 and 12th August 2026.

Resolved that the minutes be accepted.

26.101 Reports from Rugby Borough Councillors and Warwickshire County Councillors.

Cllr Jill Simpson Vince provided the following update:

Concerns were raised about the continued use of temporary traffic lights near Tritax, despite the original issue reportedly having been resolved, and clarification will be sought. Members were also advised that Rugby Borough Councillors have community grant funding of up to £3,000 available to eligible local community groups, although Parish Councils are not eligible to apply directly. Details of the funding and eligibility criteria will be circulated to local organisations to encourage applications. The Council was also updated on the

ongoing local government reorganisation in Warwickshire, with further information on the proposed unitary arrangements awaited.

26.102 Clerk's Report of Activities including any appropriate correspondence.

None.

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

- a) R26/0623 THE STABLES, HOMESTEAD, COVENTRY ROAD, DUNCHURCH, RUGBY, CV22 6RB for Demolition of existing detached outbuildings in rear garden and replace with 1no. outbuilding.
Resolved: No objection.
- b) R26/0551 93, COVENTRY ROAD, DUNCHURCH for Reserved matters application for access, appearance and scale for plots 1, 2 and 3 following outline planning approval (R24/1090 all matters reserved for 5.no dwellings and demolition.).
Resolved: No objection.
- c) R26/0764 TOFT HILL, SOUTHAM ROAD, DUNCHURCH, RUGBY, CV22 6NR for Single-storey rear extension and conversion of garage to living accommodation.
Resolved: No objection.
- d) R26/0645 12, THE HALL CLOSE, DUNCHURCH, RUGBY, CV22 6NP for Convert existing carport to habitable area to include a WC and WHB. Installation of solar panels to rear elevation roof.
Resolved: No objection.
- e) R26/0696 Symmetry Park, Western Link, Rugby for Proposed Sprinkler Tank & Pump House.
Resolved: No objection.
- f) R26/0702 THE MAVERICK, BILTON FIELDS FARM LANE, RUGBY, CV22 6RU for Proposed Detached Garage.
Resolved: No objection.
- g) R26/0670 THE SCHOOL HOUSE, THE SQUARE, DUNCHURCH, RUGBY, CV22 6NU for Replacement of Existing Timber Doors with Timber Window and Panel.
Resolved: No objection.
- h) R26/0594 15, BARNWELL CLOSE, DUNCHURCH, RUGBY, CV22 6QH for Wrap around single storey side and rear extension and first floor side extension.
Resolved: No objection.
- i) R26/0405 DUNCHURCH PARK HOTEL AND CONFERENCE CENTRE, RUGBY ROAD, DUNCHURCH, RUGBY, CV22 6QW for Variation of condition 1 of R25/0120 (retention of children's playground, gatehouse and security barrier) for a further temporary period of 18 months.
Resolved: No objection.
- j) R26/0601 HOMESTEAD FARM, COVENTRY ROAD, DUNCHURCH, RUGBY, CV22 6RB for Variation of condition 1 (revised site layout) attached to R23/0006 - Approval of reserved matters (appearance, landscaping, layout and scale) - erection of four detached dwellings, pursuant to outline planning permission ref no. R19/0878.
Resolved: No objection.

26.104 Confirmation of all Portfolio Holders.

- a) Finance: Cllr Howie Marsh, Cllr Gary Sly, Cllr Nigel Champken-Woods
- b) Planning: Cllr Matthew Camilleri, Cllr Nigel Champken-Woods
- c) HR/Personnel: Cllr Ann Coomber, Cllr Veronica Lowe, Cllr Ian Grogan
- d) Youth & Safeguarding: Cllr Ann Coomber, Cllr Cara Martin
- e) Community Hub & Library Portfolio: Cllr Ann Coomber
- f) Environment & Biodiversity: Cllr Pete Warren
- g) Highways, Traffic & Road Safety: Cllr Matt Vaughan
- i) Devolution: Cllr Ann Coomber
- j) Social Media: Cllr Cara Martin

The Council discussed safeguarding responsibilities in relation to the library and children's groups. Previous arrangements and appropriate safeguarding training will be reviewed.

Action: The Clerk will check the previous arrangements and circulate the relevant information to councillors.

26.105 To discuss the establishment of a Finance Committee/working group.

The Council agreed to establish a Finance Working Group to assist with financial matters and annual budget preparation.

The group will comprise Cllr Howie Marsh, Cllr Gary Sly and Cllr Nigel Champken-Woods with support from the Clerk. The proposal was carried.

26.106 Speeding, dangerous driving and traffic in the parish.

There was no substantive update on speeding or dangerous driving. Members discussed obtaining a vibration survey, given the lack of progress with the existing speed survey and ongoing traffic concerns. The matter remains under review.

Approval has been received from Warwickshire County Council for the proposed closure of the Square/Southern Road, with arrangements now progressing.

Tritax Community Benefit funding may be used to improve the area, including refreshing road markings, filling potholes, relocating bicycle racks and creating additional space.

26.107 To obtain an update on Tritax.

Tritax has approved funding for several community projects, including the Community Hub and Library, Village Hall, rugby club, Pantomanics, village car park and Arkwright's Field.

The Council is awaiting receipt of the funding and agreed that the car park and Arkwright's Field projects should proceed. A grant of approximately £65,000 will contribute towards a project costing £79,957, with the remaining £15,957 to be met by the Parish Council.

26.108 To discuss the outcome on the meeting with MP Sir Jeremy Wright.

The Council received an update on its meeting with Sir Jeremy Wright MP regarding local government reorganisation and the proposed North and South Warwickshire unitary authorities.

Warwickshire remains subject to a pause in the process. Members reiterated the Council's support for a single unitary authority covering the existing Warwickshire County Council area. The Council agreed to continue engaging with parish councils and stakeholders, monitoring Government developments and preparing further representations as the position becomes clearer.

26.109 Finance and administration

- a) To consider invoices and payments received.
Resolved.
- b) Authorise payments.
Resolved.
- c) To review the finance report for July 2026 and August 2026.
Resolved.
- d) To approve the bank reconciliation to 31st August 2026
Resolved.
- e) To review bank signatories.
Resolved.
- f) To consider any suggestions for the budget setting process for 2027/2028.
Resolved.
- g) To consider an updated grant request from the Cricket Club amounting to £5000.
Resolved.
- h) To consider quotes for the Library refurbishment.
Resolved to proceed with the quotes.

Income and Expenditure Statement

Finance Report 31st August 2026

Balance brought forward	£44,357.47
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Payments to 31st August 2026

03-Aug	Bee Clean	£316.80
21-Aug	Campaign to Protect 025103	£36.00
24-Aug	Gamma Businees	£61.34
27-Aug	Water Plus	£48.93
28-Aug	P Camilleri August Sal	
28-Aug	HMRC	£743.51
28-Aug	C Ondeng August Sal	
		£3,305.90

Income:

CCLA	£260.35
J Hesketh	£60.00

Co-operative Bank	£41,371.91
CCLA	£80,000.00
Scottish Widows	£65,000.00
Skipton	£85,000.00

Balance (c/f): **£271,371.91**

Payments for approval:

D Styles expenses July	£20.30
D Styles Invoice July	£855.00
Rugby Borough Council Inv 3000994204	£403.20
WCC Invoice 10450065	£1151.81
WCC Invoice 10450062	£506.09
WCC Invoice 10450227	£170.15
IE Office Equipment Inv 85786	£305.28
NuAge Plumbing Inv 13311	£120.00
R Pickering (author)	£25.00
D Styles Expenses Aug	£27.39
D Styles Invoice Aug	£697.50
Midland Lock & Glass Inv 6214	£198.00
Midland Lock & Glass Inv 6221	£294.00
IA O'Donoghue Inv 1973	£450.00

26.110 Private Session

Under Section 1, Sub-Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, if members of the public were present during the consideration of such business, there would be a disclosure to them of exempt information that the public be temporarily excluded and they are instructed to withdraw. A resolution is required at the meeting for items to be discussed in Private Session.

Cllr Pete Warren requested to step down as Chair and temporarily take a leave of absence from his councillor duties. It was agreed that Cllr Nigel Champken-Woods would serve as Chair for October, November and December during Cllr Warren's absence.

The next Dunchurch Parish Council meeting will be held on Monday, 12th October 2026 at 7:00pm at Dunchurch Library.

The meeting closed at 20.29hrs.

Signed: Chairperson

Date: