



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 8th June 2026 at Dunchurch
Community Library commencing at 7pm**

Councillors Present: Cllr Gary Sly (Chair), Cllr Howie Marsh, Cllr Pete Warren, Cllr Ian Grogan, Cllr Ann Coomber Cllr Cara Martin, Cllr Matthew Camilleri and Cllr Nigel Champken-Woods.

District Councillors Present: Cllr Jill Simpson-Vince & Cllr Umesh Mistry (joined the meeting at 19.32hrs)

Staff Present: C Ondeng – (Clerk & RFO)

Three members of the public were in attendance.

A resident raised concerns about outdated notices remaining on the Village Notice Board. It was agreed that notices should be submitted by email or via a collection tray in the library, with the Clerk and Pam jointly responsible for updating the board.

Action: Clerk to provide a collection tray in the Library and, with Pam, manage the Village Notice Board.

A resident also enquired about the proposed Action List. Members agreed that an Action List would commence from this meeting and accompany future agendas.

Action: Clerk to prepare and circulate an Action List from the meeting held on 8 June 2026.

26.066 Apologies

Cllr Matthew Vaughn

Resolved to accept the apologies.

26.067 Declarations of Interests and Dispensations.

There were none.

26.068 Approval of the Minutes of the Dunchurch Parish Council Ordinary Meeting of 11th May 2026.

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

26.069 Reports from Rugby Borough Councillors and Warwickshire County Councillors.

Cllr Jill Simpson Vince reported that:

- the Bike Fest event held on 15 May 2026 had concluded successfully;
- work continued with Rugby Borough Council regarding parking concerns on Vicarage Lane.

Action: Borough Councillor to provide a further update on parking issues at the next meeting.

Cllr Umesh Mistry introduced himself following his recent election to Rugby Borough Council and outlined a number of current Borough matters, including:

- concerns regarding school transport;
- missed refuse collections caused by obstructive parking;
- progress on the emerging Local Plan;
- anticipated national changes to planning legislation.

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

The Clerk reported on the following matters:

Street Lighting

Members were advised that Rugby Borough Council had confirmed that outstanding street lighting repairs were being addressed under the new maintenance contract.

Noted.

Grass Cutting – Arkwright Park

Grass cutting continued in accordance with the current maintenance programme.

Noted.

Finance Sub-Committee

A proposal was received from Cllr Coomber regarding the establishment of a Finance Sub-Committee to strengthen financial governance.

Resolved: To defer consideration until a written proposal is submitted.

Action: Cllr Coomber to prepare a draft proposal for consideration at a future meeting.

WALC and NALC Communications.

Members requested that all relevant correspondence received from WALC and NALC be circulated to all councillors.

Action: Clerk to circulate future WALC and NALC communications.

Lime Trees – Southam Road

Warwickshire County Council had confirmed that enquiries had been passed to Rugby Borough Council regarding removal of lime tree suckers affecting the public footway.

Noted.

Church Floodlighting

The Clerk reported that investigations continued into the fault affecting the church floodlighting, including identifying the original contractor responsible for installation.

Action: Clerk to continue investigations and report back to Council.

Village Square Consultation

The Chair reported that Rugby Borough Council had commenced a public consultation regarding the proposed closure of the Village Square.

Members encouraged residents and businesses to participate within the consultation period.

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

- Reference: R26/0483**

Proposal at: DIPBAR FIELDS, DAVENTRY ROAD, DUNCHURCH

For: Section 73 to vary Conditions 2 (site layout and plans) and 7 (Estate roads-Amendment to compliance with conditions) of R25/0400 (Variation of Conditions 1, 2, 3 & 8 of R19/1047 (development of up to 86 dwellings)).

Resolved: No objection.

ii) Reference: R26/0405

Proposal at: DUNCHURCH PARK HOTEL AND CONFERENCE CENTRE, RUGBY ROAD, DUNCHURCH, RUGBY, CV22 6QW

For: Variation of condition 1 of R23/1273 (retention of children's playground, gatehouse and security barrier) for a further temporary period of 18 months.

Resolved: No objection.

iii) Reference: R26/0430

Proposal at: LAND SOUTH OF COVENTRY ROAD AND CAWSTON LANE, COVENTRY ROAD, RUGBY

For: Variation of condition 1 (plans schedule) of R24/0971 - to refer to plans showing 9 affordable housing units (consisting of 8 no. Affordable Rented and 1 no. Shared Ownership) instead of 63 affordable housing units previously approved.

Action: Clerk to submit the Council's formal objection.

iv) Application R26/0308/9 – 92 Potsford Road

For: Change of Use from a residential dwelling (Use Class C3) to a residential care home for children (Use Class C2).

Change of use from a dwelling to a children's residential care home.

Although the application had been omitted from the published agenda in error, Members considered the proposal for information.

Members supported the principle of providing accommodation for vulnerable children.

Resolved: No objection.

26.072 Finance and administration.

a) To consider invoices and payments received

Resolved.

b) Authorise payments

Resolved.

c) To review the finance report

Council resolved to approve the finance report.

d) Batteries for defibrillator at the library at the cost of. Our Jay has agreed to adopt the defibrillator.

Members considered the future maintenance arrangements for the library defibrillator.

It was reported that the Our Jay Foundation had offered to replace the batteries and pads; however, confirmation of responsibility for the long-term maintenance of the unit had not yet been received.

Members agreed that a one-off replacement of consumables would not provide a sustainable solution.

Resolved: To defer the matter pending confirmation that the Our Jay Foundation is willing to assume ongoing maintenance responsibility.

Action: Cllr Camilleri to continue discussions with the Armed Forces Foundation and report back to Council.

- e) Internal Audit report update.

Consideration of the Internal Audit Report was deferred until later in the meeting.

- f) Asset Register Review

Consideration of the Asset Register was deferred until later in the meeting.

Finance Report 30th May 2026

Income / Expenditure

Balance brought forward from 30th April 2026 **£325,008.74**

Bee Clean	Inv-4384	£316.80
DD		£139.58
GAMMA Business		£44.62
Warwickshire County Council		£11.19
WI - Dunchurch		£50.00
Darren Styles		£92.10
Leanne Warren		£200.00
LN 24/7		£269.00
LN 24/7		£390.00
Darren Styles		£832.50
DD Waterplus		£6.32
P Camilleri		
C Ondeng		
		£4,450.80

Cash at hand **£115.18**
£189.56

£8,901.60

Income:

CCLA	£247.21
Library Hire	£60.00
	<u>£307.21</u>

Balance	<u>£291,466.65</u>
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Cooperative Bank	£61,466.65
CCLA	£80,000.00
Scottish Widows	£65,000.00
Skipton	£85,000.00
	£291,466.65

Closing balance c/f	<u>£291,466.65</u>
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Payments to be authorised:

A P Beevor	2025 Invoices	£672.00	
FACT Fire Alarm Service	122/2026	£100.00	
Warwickshire CC	10445354	£263.56	
Gavin Collard	TW/1346	160	
Darren Styles	Invoice	£855.00	
Darren Styles	Expenses	£5.40	
Window Concepts	Inv-3948	£3,099.30	Dep.
Warwickshire CC	LC3 Bilton Lane	£516.89	
I S Computers	New PC	£589.00	

26.073 Bus Shelter Refurbishment.

The Clerk reported that a contractor had inspected the Parish bus shelters and would be submitting a quotation for refurbishment works.

Members agreed that the quotation should also include refurbishment of the Village Notice Board to ensure all timber structures were maintained to a consistent standard.

Resolved: To defer a decision until quotations have been received.

Action: Clerk to obtain quotations for refurbishment of the bus shelters and Village Notice Board and present them to the next meeting.

26.074 Update on meeting with Play Rangers.

Cllr Coomber reported on a meeting held with representatives of Play Rangers.

Members noted that activities had temporarily relocated from the Library to Arkwright Park during the summer months. Attendance levels continued to be monitored and promotion of the sessions was taking place through local schools and community groups.

Members also considered a proposal for Play Rangers to provide activities during the summer holidays.

As detailed costings and attendance information were not yet available, Members agreed that further information was required before a decision could be made.

Resolved: To defer consideration until the July meeting.

Action:

- Play Rangers to provide a written proposal for summer holiday activities, including costs.
- Play Rangers to provide attendance figures for current sessions.
- Clerk to confirm the financial savings arising from sessions not delivered at the library.
In Track Youth Provision.

Members noted that Play Rangers had offered to introduce the Parish Council to the organisers of the In Track youth programme for older young people.

Action:

- Cllr Coomber to arrange an introductory meeting.
- Councillors to consider opportunities for engaging local young people in future youth provision.

26.075 Update on Library Access Door Repair and Installation.

The Clerk reported that the contractor had submitted the deposit invoice and that work would commence following receipt of payment.

Members noted the anticipated lead time was 4 weeks.

Resolved: To note the update.

26.076 Update on Hazelwood Close land ownership.

The Clerk advised that further enquiries were made to Rugby Borough Council regarding ownership of the Hazel Close land; however, a definitive response had not yet been received.

Action: Clerk to continue pursuing clarification and report back to Council.

26.077 To appoint portfolio holders for Social Media, Planning, Environment, Devolution and Speeding.

Members considered the appointment of additional Portfolio Holders.

The following portfolios remained vacant:

- Planning
- Environment and Biodiversity
- Social Media and Communications
- Local Government Reorganisation / Devolution
- Highways, Traffic and Road Safety

Members agreed to defer appointments until the next meeting to allow councillors time to consider their preferred areas of responsibility.

Action: Clerk to circulate the list of vacant portfolios prior to the July meeting.

Cllr Coomber provided an update on the Library Garden Project.

Members noted the significant contribution made by volunteers and local residents, including the delivery of compost, planting of donated plants and landscaping works within the raised beds.

The Council expressed its appreciation to everyone who contributed to the project.

Plans were also noted for the installation of an interpretation board explaining the planting scheme and its biodiversity benefits.

Noted.

Borough Councillor Update

Cllr Umesh Mistry formally introduced himself following his recent election to Rugby Borough Council and outlined a number of current Borough initiatives, including progress on the emerging Local Plan, transport matters, refuse collection issues and anticipated changes to national planning legislation.

The Chair welcomed Cllr Umesh to his first meeting of the Parish Council.

Noted.

Disruption During the Meeting

During the meeting, a member of the public failed to comply with the Chair's request regarding unauthorised filming/photography within the meeting.

The Chair requested that the individual cease the activity. As the disruption continued, the Chair determined that it was not possible to conduct the Council's business in an orderly manner and brought the meeting to a close and the Police were notified of the incident.

As a consequence, the remaining agenda items were not considered.

Resolved: That the remaining business be deferred to the next Ordinary Meeting of the Council.

Action: The Clerk and Chair to review the Council's arrangements for managing recording and photography at public meetings and, where appropriate, bring any recommendations to a future meeting.

The meeting was forced to close at 19.42hrs.

Signed: Chairperson

Date: