

Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:10pm 22nd May 2025 the meeting was held at the Pavilion

Present:

Councillor Ian Hodges (Chairman)	Councillor Paul Watkins
Councillor Daniel Meggitt	Councillor David Saul (Vice Chairman)
Councillor Colin Marrow	Councillor Esther McCarthy
Councillor Gary Willoughby	Councillor Jane Coad
Councillor Val Roberts	Councillor John Roberts
Councillor Martin Key	

Warwick District Councillors: Councillor Alan Boad, Councillor Daniel Russell and Councillor Josh Payne

Warwickshire County Council: Councillor Sarah Boad, Councillor Ben Edwards

Members of the public: 0

In Attendance: Jane Chatterton, Proper Officer Clerk & RFO

The Chairman welcomed everyone to the meeting. Councillor Hodges was in the Chair.

795. Apologies

Apologies for absence were received from Parish Councillor Pete Smith, and WDC Councillors Pam Redford and Phil Kohler.

796. Declarations of Interest:

Declarations of Interest were received from:

Councillor Daniel Meggitt	-	Pavilion Committee
Councillor Ian Hodges	-	Village Hall Committee
Councillor McCarthy	-	Pavilion Committee
Councillor Gary Willoughby	-	Village Hall Committee
Councillor David Saul	-	Pavilion Committee

797. Minutes of the last meeting

The minutes of the Parish Council meeting held on 27th March 2025 were received and discussed.

RESOLVED THAT the minutes of the Parish Council Meeting held on 27th March 2025 were approved.

798. Matters arising

There were no matters arising not listed on the agenda.

799. Public Participation

There were no members of the public present who wished to speak.

780. Correspondence

Nothing further to report.

781. Chairman's Report**Hobby Centre**

The Centre is open and running well, we have a new group that is taking space for a session which may turn into a regular event.

Several community projects have been completed and there are more to be completed.

An external fence donated by Interclass is being installed as one of the projects.

The centre has generated funds through donations to enable it to pay its way.

We are still working on the best way to operate this facility. We have many people drop in for a chat and reminisce with a few regulars.

I attended the vote counting session for the WCC, which was enlightening.

782. Councillors' Reports in brief**Community - Councillor Saul****Leamington half marathon -**

The Leamington Spa Half Marathon is scheduled for 15th June 2025. The race will start and finish at the Pump Room Gardens in Leamington Spa. This year, the event will raise funds for Safeline, a charity dedicated to preventing sexual abuse and supporting those affected.

The runners come through Cubbington so there would be some disruption caused.

Further information and the route are available on their website:

www.leamingtonspahalfmarathon.co.uk

Councillor McCarthy joined the meeting.

North Leamington School

It was reported that the school is very over-subscribed. For September 2025 many Cubbington children have not been given a place at the school.

ACTION: Councillor Edwards to liaise with the appropriate team at WCC for travel assistance.

VE Celebrations

The Chairman thanked Councillor Meggitt for organising the VE Celebrations.

Pavilion Updates - Councillor Meggitt**Happy Days –**

Pleased to update that Happy Days had been graded as “Good” in their Ofsted inspection. Well done Councillor McCarthy.

VE Day –

The village had been decorated for the VE Day celebrations. The Parish Council had funded cupcakes which were available at Hollies Tea Rooms. Feedback was that they had gone down very well. 135 people benefited.

Fun day –

The Fun Day this year would take place on Sunday the 13th July. Support from a company who will provide military paraphernalia on the day. There would be a float competition, with a military theme and people were encouraged to take part.

Christmas celebrations –

The Christmas light switch on and event would take place on Saturday 29th November.

Councillor McCarthy – Youth Club

It was reported that there are an average of 58 children attending Youth Club per week. Still need support from Councillors to help run the sessions.

Youth Workers had marshalled for the Regency Run and raised £250 donation for the Youth Club.

Thank you to everyone involved without them it wouldn't run.

ACTION: Councillor to considered helping out at Youth Club.

783. District and County Councillors' Reports for information**WDC – Councillor Russell**

It was noted that things had been quiet due to the Elections. Councillor Pam Redford had been elected as Vice Chairman.

WCC – Councillor Sarah BoadWCC Chairman -

The Annual General Meeting of Warwickshire County Council was held on Friday 16th May 2025.

Cllr Rob Howard, Leader of the Reform UK Group at the Council, was elected as Leader of the County Council. The portfolio holders for the new Cabinet would be decided and announced in the coming weeks.

It is hoped that the Councillor budgets will continue.

ACTION: Clerk to make an application for the Youth Club.

Kelvin Road shops, road layout updates -

It was noted that the few issues initially with people blocking the pavement were improving. The "H markings" are still to be installed – these have been paid for from Councillor Boad's budget.

The Yellow road markings have been installed next to Telford School. Hopefully this will improve behaviour and make parking safer.

WCC - Councillor Ben Edwards

The Chairman welcomed Councillor Edwards to his first meeting. Councillor Edwards was catching up with outstanding Highways issues. Every project organised by Wallace Redford was in progress.

Bollards by the School in New Street -

The Localities Officer has moved on and waiting for the new person to start.

ACTION:

- (i) Councillor Edwards to chase the timescale.
- (ii) Councillor Edwards to provide a list of anything in flight.

Bridge over the Leam -

The bridge has been lifted, the Order to close the footpath has now expired.

ACTION: Councillor Edwards to investigate what is happening.

Road surface in Church Lane -

Part of the area going up Church Lane, there is no top service, only the hardcore. Approximately 20ft long. Needs resurfacing. Has been outstanding for several months.

ACTION: Councillor Edwards to progress.

Top of Penns Close -

Before the resurfacing the road had double yellow lines to stop people parking at the top of Penns Close. These have not been reinstated. As a temporary measure the police had provide 3 cones to block people from parking. One cone has since disappeared.

ACTION: a walk of the Parish to take place with Councillor Edwards to be shown all the areas of concern.

WDC – Councillor Edwards

Youth Club – encouraged the Parish Council to apply for more grant funding.

Councillor Alan Boad advised the PC to apply for a Sports Development. Grant funding available and open for applications.

ACTION: Clerk to apply for a grant.

Village bins –

The bins are scheduled to be emptied by WDC Contract Services, but they are not being emptied and are often overflowing. Frequently the bins are missed from the schedule by the Contractor.

There is one bin which has been filled with filler foam. This bin has been taken out of action by WDC. The bin requires removal and cleaning out.

Councillor Alan Boad suggested we confirm the frequency. The Chairman confirmed it was twice weekly (Tuesdays and Fridays).

ACTION: Councillor Boad will ask to confirm the frequency and for the Parish Council to log how many times we have to ring up to report an overflowing or a bin that is missed from the schedule. Councillor Payne to lead.

784. Highways**Review Outstanding Highways Issues****784.1 Rugby Road Crossing**

Meeting to take place with Graham Stanley WCC, and the Parish Council.

ACTION: Councillor Hodges to liaise with Councillor Edwards.

784.2 Path – Rugby Road to Offchurch Lane

ACTION: information to be sent to Councillor Edwards.

784.3 20 mph speed limits - update

ACTION: information to be sent to Councillor Edwards.

784.4 Bus stop sign Rugby Road

ACTION: information to be sent to Councillor Edwards.

785. Police

Nothing further to report.

786. Finance**786.1 payments PAID since the last meeting:-****2024-25 - EXPENDITURE**

DATE	REF	PAYEE	AMOUNT
20.03.25	E264	I Hodges Maintenance Officer	£380.50
20.03.25	E265	Clerk expenses March	£105.99
20.03.25	E266	Lisa Montgomery - Key holder fee	£200.00
20.03.25	E267	ICO Membership	£47.00
31.03.25	E268	Unity Bank Charges	£6.00

2025-26 - EXPENDITURE

DATE	REF	PAYEE	AMOUNT
09.04.25	E1	WALC Membership Inv 1376	£1,124.60*
09.04.25	E2	J Chatterton Clerk Salary	DPA
09.04.25	E3	HMRC Tax & NI Clerk	DPA
09.04.25	E4	DS Wagstaff March 25 invoice 5174	£360.00
09.04.25	E5	Topsource Inv 008780 March 25	£13.81*
09.04.25	E7	WCC Employee & Employer pension	DPA
09.04.25	E8	Defib Warehouse Pavilion Defib battery & pads	£403.20*
15.04.25	E9	J Chatterton Compost for planters	£102.00*
15.04.25	E10	J Chatterton SLCC Membership Partial	£130.00
15.04.25	E11	JLC Reimbursement SLCC Training BK221152-1 Excel Partial	£36.00
23.04.25	E12	JLC Reimbursement VE Day Decorations	£97.99*
23.04.25	E13	JLC Reimbursement Youth Club supplies from Grant	£71.75*
23.04.25	E14	JLC Clerk Expenses April	£69.99*
23.04.25	E15	Mr G Willoughby Invoice 79	£79.37
23.04.25	E16	Zurich Insurance	£1,978.11*
25.04.25	E17	Parish Online New website	£624.00

*inc VAT

RESOLVED THAT the payments be approved.

786.2 Bank Reconciliation 31st March 2025

The Bank Reconciliation 31st March 2025 was received and discussed.

Balance per bank statements as at 31st Mar 25:

	£	£
Main Account	£45,652.60	
	<u>£0.00</u>	
		£45,652.60
Petty cash float (if applicable)		£0.00

Less: any un-presented cheques as at 31.03.25

Initialled

£0.00

£0.00

Add: any un-banked cash as at 31.03.25

£0.00

£0.00

Net balances as at 31.03.25

£45,652.60

CASH BOOK

Opening Balance 1st April 2024

Acc 1

£47,076.00

Acc 2

£46,628.87

£93,704.87

Add Receipts up to 31st March 2025

ACC 1

£98,445.74

Add Receipts up to 31st March 2025

ACC 2

£0.00

Less: Payments up to 31st Mar 25

£146,498.01

Closing balance per cash book as

£45,652.60

as 31st March 2025

RESOLVED THAT the Bank Reconciliation 31st March 2025 be approved.

786.3 Quarterly Report 31st March 2025

The Quarterly Report 31st March 2025 was received and discussed.

RESOLVED THAT the Quarterly report 31st March 2025 be approved.

787. Audit Process

It was reported that the 2024-25 accounts had now been internally audited by Louise Best a competent and independent auditor. The full report had been circulated to members.

RESOLVED THAT the Internal Audit Report be noted.

787.2 Annual Governance & Accountability Return 2024-25 Part 3

The Parish Council were required to complete the AGAR Part 3. Part 3 was to be completed by all smaller authorities where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and any other smaller authorities that either were unable to certify themselves as exempt; or had requested a limited assurance review.

The AGAR was made up of three parts, pages 3 to 6:

- The annual internal audit report was completed by the authority's internal auditor.
- Sections 1 and 2 were to be completed and approved by the authority.
- Section 3 was completed by the external auditor and would be returned to the authority.

Documentation that must be sent to the external auditor:

- the Annual Governance and Accountability Return Sections 1, 2 and 3
- a bank reconciliation as at 31st March 2025
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2024/25

787.3 Section 1 Annual Governance Statement

The Parish Council completed Section 1 of the AGAR, and Section 1 was signed by the Chairman and Clerk as required.

RESOLVED THAT Section 1 Annual Governance Statement be completed and approved.

787.4 Section 2 Accounting Statements

The Parish Council completed Section 2 of the AGAR, and Section 2 was signed by the Chairman and Responsible Financial Officer as required.

RESOLVED THAT Section 2 Accounting Statements be completed and approved.

787.5 Notice of Public Rights

The Notice of Public Rights and Publication of the Annual Governance and Accountability Return of the Accounts for the Year Ended 31st March 2025 was a requirement under the Local Audit and Accountability Act 2014 Section 26 and 27, The Accounts and Audit Regulations 2015 (S1 2015/234).

RESOLVED THAT the Clerk & RFO prepare the notice to be displayed on the PC website and Noticeboards.

788. CPC Website

Councillor Watkins updated that he had been working with the new website provider and the draft website had been created. This will go live at the end of the year.

ACTION: all councillors will be able to and are encouraged to have a new .gov email address. Clerk will also move to a .gov email address.

789. Planning Matters

Nothing to discuss.

790. Neighbourhood Plan

Councillor Watkins reported that the details of three prospective Inspectors had been supplied by WDC. Councillor Watkins had reviewed their credentials and had chosen the best fit for Cubbington.

The Chairman thanks Councillor Watkins for his work on the NHP.

791. HS2 Update

Nothing to report.

792. Councillors' reports and items for future Agenda:

Nothing to add.

793. Date of the Next Meeting

The date of the next meeting was confirmed as 26th June 2025.

Meeting closed at 8:20pm