

# CUBBINGTON PARISH COUNCIL

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18<sup>th</sup> September 2025

Dear Councillor

You are hereby summoned to attend the meeting of Cubbington Parish Council being held on **25<sup>th</sup> September 2025 at 7:15pm**, meeting to be held at the Village Hall. If you are unable to attend, please forward your apologies to the Clerk.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item 6 below. The public may ask questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

J Chatterton

*Jane Chatterton CILCA PSLCC PIALC  
Proper Officer - Clerk & RFO to the Parish Council*

*Members of the public and press are welcome to attend*

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest:**
  - (a) Councillors are reminded of the need to keep their Register of Interests form up to date
  - (b) To declare any Disclosable Pecuniary Interests in agenda items and their nature
  - (c) To declare any Other Disclosable Interest in items on the agenda and their nature
  - (d) Written requests for the council to grant a dispensation (s33 of the Localism Act 2011) are to be lodged with the clerk in advance of the meeting
3. **Minutes of previous meeting:**

**Recommendation:** To approve minutes of the Parish Council Meeting held on 24<sup>th</sup> July 2025
4. **Matters Arising not listed on the agenda**
5. **Public participation:** To adjourn to allow public participation.

Members of the public may not take part in the Parish Council meeting and the Parish Council cannot pass a resolution on matters raised during public participation that are not on the agenda. Residents are invited to give their views and raise questions to the Parish Council. Please keep to two minutes or less to make your point. If you wish items to be on the agenda you may raise them with a Councillor or the Clerk at least a week before each meeting, or for the next agenda during Public Participation.
6. **Correspondence**

**Recommendation:** receive any correspondence
7. **Chairman's Report**

**Recommendation:** receive and note the Chairman's Report
8. **Councillors Reports in brief**

**Recommendation:** Receive/note updates from:

  - Cliff Cleaver Pavilion
  - Community Services
  - Youth Club
9. **Task Groups**

**Recommendation:** discussion on getting the task groups to prepare monthly reports and appoint leaders

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## 10. District and County Councillor Reports for information

**Recommendation:** Receive reports from: WDC and WCC Councillors

## 11. Highways

11.1 Rugby Road Crossing – receive an update from Cllr Ben Edwards

11.2 Path – Rugby Road to Offchurch Lane

11.3 Bus stop sign Rugby Road

11.4 Warning signs “No parking on School markings” as per St Theresa’s

11.5 Update on bollards for Church Hill and New Street

11.6 Church Hill road surface at junction of Church Lane still uneven, ditto Broadway

## 12. Police

**Recommendation:** Receive any updates and feedback from the Liaison Meeting 15<sup>th</sup> September

### 12.1 Police ticketing operation on local schools but not Cubbington CofE

## 13. Finance

13.1 payments PAID since the last meeting:-

### 2025-26 - EXPENDITURE

DATE	REF	PAYEE	AMOUNT
22.07.25	E60	JLC reimbursement Axminster sander Hobby Centre	£129.98*
22.07.25	E61	J Chatterton Clerk expenses July	£164.98*
22.07.25	E62	PSL Equipment hire for Fun day	£582.00*
22.07.25	E63	DM Payroll Services Ltd Set up fee 01.04.25 to 30.09.25	£115.20*
30.07.25	E64	Unity Service Charge	£6.00
01.08.25	E65	JLC Paperstone reimbursement stationery	£87.53*
01.08.25	E66	Mr Hodges Watering and bollards	£216.19
01.08.25	E67	Metcalfe Inv 94421 Bollards	£66.60*
01.08.25	E68	Metcalfe Inv 94434 Bollards	£243.72*
01.08.25	E69	PSL Fun day equipment hire	£582.00*
01.08.25	E70	Tolan Training	£187.20*
01.08.25	E71	Mr Willoughby Inv 00083	£91.00
04.08.25	E72	J Franks Maintenance Role July & supplies	£324.84*
04.08.25	E73	DS Wagstaff 5282	£615.00
04.08.25	E74	Malthouse Maintenance Inv 11395	£55.00
06.08.25	E75	J Chatterton Clerk Salary inc back pay	DPA
06.08.25	E76	HMRC Tax & NI Employer and Employee	DPA
06.08.25	E77	WCC Clerk Pension Employer & Employee	DPA
06.08.25	E78	J Chatterton Clerk Expenses	£72.94*
20.08.25	E79	Ice & Roller Magic 30% deposit (CLAIM VAT ON BALANCE)	£1,980.00*
20.08.25	E80	Mr Hodges Watering	£58.70
20.08.25	E81	CJ Events Traffic Management	£352.03*
21.08.25	E82	J Chatterton www.jrbenterprises.com dog poo bags	£145.56*
31.08.25	E83	Unity Bank Service Charge	£6.00
05.09.25	E84	J Chatterton Clerk Salary September	DPA
05.09.25	E85	HMRC Employer NI Employee Tax & NI	DPA
05.09.25	E86	WCC Clerk Pension Employer & Employee	DPA
05.09.25	E87	JLC refund Councillor Tablets	£909.93
05.09.25	E88	DS Wagstaff Invoice 5310	£65.00
05.09.25	E89	Mr Willoughby 00084	£84.00
05.09.25	E90	Metcalfe Timber Invoice 944514	£90.86*
05.09.25	E91	Metcalfe Timber Invoice 944730	£30.00*

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05.09.25	E92	Mr J Franks Maintenance Manager	£337.97
05.09.25	E93	Moore - External Audit	£504.00*
13.09.25	E94	B&PS Invoice 1/2717581	£16.29*
13.09.25	E95	B&PS Invoice 1/2717577	£146.48*
16.09.25	E96	J Chatterton Microsoft reimbursement	£84.99*
16.09.25	E97	ROSPA annual inspection	£379.20*
16.09.25	E98	J Chatterton Youth Club supplies	£33.98*
16.09.25	E99	J Chatterton Clerk Expenses September	£187.57*

## 13.2 AGAR 2024-25

**Recommendation:** Note conclusion of audit

## 14. Planning Matters

**Recommendation:** Discuss any planning matters

## 15. Governance – Approve Policies

CPC IT Policy

CPC Bring Your Own Device Policy

## 16. Neighbourhood Plan

**Recommendation:** Receive an update

## 17. HS2 Update

**Recommendation:** Receive an update

## 18. Councillor's reports and items for future Agenda:

Councillors are requested to use this opportunity to report minor matters of information (this is for matters which come up after the agenda is published) or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

## 19. Date of the Next Meeting

To confirm the date of the next meeting as **23<sup>rd</sup> October 2025**