

Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:15pm 25th September 2025 the meeting was held at the Village Hall

Present:

Councillor Ian Hodges (Chairman)	Councillor Paul Watkins (Vice Chairman)
Councillor Gary Willoughby	Councillor Val Roberts
Councillor Colin Marrow	Councillor Esther McCarthy
Councillor Pete Smith	Councillor David Saul

Warwick District Councillors: Councillor Pam Redford, Councillor Josh Payne, Councillor Phil Kohler, Councillor Alan Boad

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.

874. Apologies

Apologies for absence were received from Parish Councillors John Roberts, Martin Key and Daniel Meggitt. WDC Councillor Russell.

875. Declarations of Interest:

Declarations of Interest were received from:

Councillor Ian Hodges	-	Village Hall Committee
Councillor McCarthy	-	Pavilion Committee
Councillor Pete Smith	-	Pavilion Committee
Councillor David Saul	-	Pavilion Committee
Councillor Gary Willoughby	-	Village Hall Committee

876. Minutes of the last meeting

The minutes of the Parish Council Meeting held on 24th July 2025 were received and discussed.

RESOLVED THAT the minutes of the Parish Council Meeting held on 24th July 2025 were approved.

877. Matters arising

There were no matters arising not listed on the agenda.

878. Public Participation

No members of public present.

879. Correspondence

Nothing further to discuss.

880. Chairman's Report**Recreation Ground**

With the dry season the trees in the Recreation Ground were watered with the bowser and the water from the rainwater collection system. This was essential for a few of the trees which were flagging as the temperature and lack of rain took its toll.

We look to have saved the majority of the new trees. The canopy of the Field Maples and the mature trees around the foot path had their canopies raised and some of the overgrown hedges were cut back. This has tidied the Recreation Ground up considerably and has enhanced this major asset for the village. The ash tree that was removed last year has also been plugged to stop further growth.

The Cubbington pear tree has also been treated to some TLC and its steel guard removed now that it has become established.

Following an inspection of the children's play equipment I undertook the repair of items identified. The ROSPA inspection took place with a few minor details that we need to address, this will be done in the near future.

Warwickshire Rural East Councillors Meeting

I attended this forum with Jane; this brings all the latest data for police activity in our area and Jane has circulated the handouts that we were provided.

Hobby Centre Membership is still holding firm with many new enquiries; we have undertaken many projects for local communities and residents.

881. Councillors' Reports in brief

Reported provided by Councillor Meggitt

Pavilion

Fire risk assessments have been carried out to review the entrance doors of the Pavilion. We required advice on whether they needed to open outwards if they were to be classed as fire doors.

His advice is that as there are other means of escape and with the numbers that the Pavilion can hold, it won't be necessary to have doors that open out.

Christmas

A meeting was held on Thursday 18th September to review the plans.

Village walk

On Tuesday afternoon, PCSO Ed King and Cllr Meggitt took a walk around the village to meet residents, maintain a visible presence, and support local business by stopping for coffees at Hollies.

The route took them along New Street, Cross Lane, Price Road, and Broadway, before crossing into the new Bellway estate—an area previously affected by e-bike and scrambler issues. A resident confirmed that the situation there has improved and no further problems have occurred. However, he highlighted that Rugby Road lacks dropped kerbs, making it difficult to cross safely, and suggested that a formal crossing might be needed. We did explain that a crossing request was in progress.

Initialled

The route continued into New Cubbington via Kenilworth Road, Kelvin Road, Dunblane, and Cubbington Road, then down the jitty from Cubbington Road to the bottom of Windmill Hill. It was noted that the kissing gate at the top of the jitty is damaged and requires repair.

During the walk, it was also observed a property on Offchurch Road appears neglected and potentially at risk. Ed has followed up and the gentleman was appreciative of the visit and is capable of looking after himself. He knows there is support there if required.

On returning to the village centre, Irene Burden reported that a 90-year-old neighbour had recently fallen in the street and required an ambulance. As no ambulance was available, she and others took the lady to hospital by car. Unfortunately, there was nothing further we could do at that time.

Litter picking

We are holding a litter pick, starting from the Village Hall car park on Saturday 18th October at 9.30am. We will supply high vis, litter pickers and bags. Volunteers are requested to confirm their availability to help with Cllr Meggitt before Saturday 11th October.

882. Task Groups

A review had taken place on Task Group leads and membership.

Events Fun Day, Christmas	Daniel Meggitt (Lead) Pete Smith Colin Marrow David Saul
Community Liaison	Daniel Meggitt (Lead) ALL – to feed in information
NHP	Paul Watkins (Lead) Gary Willoughby
SWLP	Paul Watkins (Lead) Gary Willoughby
Planning	Gary Willoughby (Lead) All
Recreation Ground Liaison with the Maintenance Officer Liaison with the Tree Specialist	Ian Hodges Clerk/Ian Hodges Clerk/Ian Hodges
Hobby Centre	Ian Hodges
Asset inspection/Surveys	Ian Hodges
Flooding	Gary Willoughby (Lead) Paul Watkins Colin Marrow
Highways	Martin Key (Lead) All to feed in
Paths, verges and drains	Val Roberts John Roberts
Internal financial controls Audit check	Colin Marrow

Account Signatories	Ian Hodges Daniel Meggitt Paul Watkins
AGAR (Annual Governance & Accountability Return)	ALL
Seniors' liaison & feedback	Colin Marrow
Child development	Esther McCarthy
Youth Club	Esther McCarthy (Lead) Martin Key Colin Marrow David Saul Josh Payne
Bus service	Martin Key
Police liaison	Ian Hodges David Saul
Play area equipment checks	Gary Willoughby
Defibrillator checks	Gary Willoughby
Pavilion Committee	Daniel Meggitt (Chairman) David Saul Pete Smith Esther McCarthy
Village Hall Committee	Gary Willoughby Ian Hodges (Chairman) Esther McCarthy Colin Marrow
Staffing Committee	Ian Hodges Paul Watkins Esther McCarthy
Website updates & Communication updates	Paul Watkins (Lead) Colin Marrow
CPC Devices, Cllr emails	Paul Watkins Clerk

Each month the Lead will provide an update for the meeting.

ACTION: AED Policy for November's meeting.

883. District and County Councillors' Reports for information

WCC Update – Councillor Sarah Boad

New bus timetable -

It was reported that there had been a change in the bus service, a different route had started.

ACTION: Councillor Sarah Boad would forward a copy of the timetable to the Clerk.

Kelvin Road parking -

Councillor Boad is liaising with the shop owner.

Parking issues at schools -

It was noted that the white lines are being updated around the schools and work is being carried out to tackle the parking issues during drop off and pick up times.

Drop kerbs -

Work to install the drop kerbs where suitable would begin shortly.

Local Government Review, Devolution -

A meeting was scheduled for 14th October.

WCC Update – Councillor Ben EdwardsBollards along New Street -

These were being installed shortly.

Drainage and repairs to the pavement and general maintenance -

Have been putting marks down and will be added to the schedules.

Kissing gate -

It had been confirmed that the footpath did not belong to WCC. It was requested that WDC carry out searches to establish ownership.

ACTION:

- (i) Parish Council to carry out a temporary repair to the kissing gate.
- (ii) Councillor Redford to ask WDC if they owned the footpath (between properties number 56 and 58).

Crossing on Rugby Road -

Councillor Edwards has spoken to the Portfolio Holder and they are trying to progress the matter. Looking at the HS2 Road Safety Budget for funding.

ACTION: Cllr Edwards to progress.

North Leamington School Places -

Work in progress.

WDC Update - Councillor Pam RedfordSWLP -

Discussion was progressing slowly.

WDC Update – Councillor Josh PayneFlooding -

It was noted that the vegetation on Mill Lane would be removed. WDC own the land.

ACTION:

- (i) monitor that the work is carried out.
- (ii) Councillor Payne to ask WDC to email Cllr Willoughby when the work has been done.
- (iii) Cllr Willoughby to liaise with Councillor Redford when the work is completed.

Bus company -

Cllr Payne had been trying to keep the communications open between the bus company and the PC. Stagecoach had offered a meeting at the Stagecoach depot in the New Year.

ACTION: CPC to attend the meeting.

Overhanging trees by the Pavilion (WDC land) -

ACTION: Cllr Redford to raise with WDC.

WDC update - Councillor Phil Kohler

Diwali event on 12th October light switch on. Free event.

WDC - Renewal Grant Scheme -

ACTION: Councillor Kohler to send information to the Clerk.

884. Highways**Review Outstanding Highways Issues****884.1 Rugby Road Crossing – receive an update from Cllr Ben Edwards**

Discussed earlier in the meeting.

884.2 Path – Rugby Road to Offchurch Lane

Discussed earlier in the meeting.

884.3 Bus stop sign Rugby Road

No progress.

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

No progress.

884.5 Update on bollards for Church Hill and New Street

Discussed earlier in the meeting.

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

Discussed earlier in the meeting.

885. Police

The information discussed at the meeting had been circulated to councillors.

886. Finance**886.1 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*

Initialled

01.08.25	E68	Metcalfe Inv 94434 Bollards	£243.72*
01.08.25	E69	<i>PSL Fun day equipment hire</i>	<i>£582.00*</i>
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*
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*

RESOLVED THAT the payments be approved.

886.2 Grants awarded

The Parish Council had been awarded £500 from Councillor Sarah Boad's WCC Councillor fund and £1,500 from Councillor Edwards' fund.

The Parish Council were grateful for the funds which were to meet the Youth Club running costs.

886.3 AGAR 2024-25

It was reported that the Annual Governance and Accountability Return 2024-25 had been completed by the External Auditor – no issues.

887. Planning Matters

Nothing to discuss.

888. Governance – Approve Policies
CPC IT Policy
CPC Bring Your Own Device Policy

The above draft policies were received and discussed.

RESOLVED THAT

- (i) the CPC IT Policy and CPC Bring Your Own Device Policy be approved.
- (ii) Clerk to finalise and send to Councillor Watkins to be uploaded to the website.

889. Neighbourhood Plan

Councillor Watkins confirmed that the referendum would take place on 20th November. Details to follow.

890. HS2 Update

Nothing further to add.

891. Councillor's reports and items for future Agenda:

Nothing further to add.

892. Date of the Next Meeting

The date of the next meeting was agreed as 23rd October 2025.

Meeting closed at 8:15pm