

Cubbington Parish Council

Minutes of the Parish Council Meeting held at 7:10pm 28th May 2026
the meeting was held at the Village Hall

Present:

Councillor Ian Hodges (Chairman)	Councillor Gary Willoughby
Councillor Paul Watkins	Councillor Esther McCarthy (Vice Chairman)
Councillor Pete Smith	Councillor Martin Key
Councillor David Saul	Councillor John Roberts

Warwick District Councillors: Councillor Phil Kohler, Councillor Daniel Russell

Warwickshire County Council: Councillor Ben Edwards, Councillor Sarah Boad

Members of the public: 0

In Attendance: Jane Chatterton, Proper Officer Clerk & RFO

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

993. Apologies

Apologies for absence were received from Councillors Daniel Meggitt, Val Roberts and Jane Coad. WDC Councillors Pam Redford, Josh Payne and Alan Boad.

994. Declarations of Interest:

Declarations of Interest were received from:

Councillor McCarthy	-	Pavilion Committee and Village Hall
Councillor Ian Hodges	-	Village Hall
Councillor Pete Smith	-	Pavilion Committee

995. Minutes of the last meeting

The minutes of the Parish Council Meeting held on 26th March 2026 were received and discussed.

RESOLVED THAT the minutes of the Parish Council Meeting held on 26th March 2026 were approved.

996. Matters arising

There were no matters arising not listed on the agenda.

Village Hall Subsidence

The Insurance Company had agreed to fix the subsidence.

ACTION: Clerk and Chairman to progress.

997. Public Participation

No members of public present.

998. Correspondence

Nothing further to report.

999. Chairman's Report

As reported at the Annual Parish Meeting

The past 12 months have been another very busy year for the Parish Council yet again with many issues being resolved and new projects progressing.

Recreational Facilities

The Recreation Ground continues to be maintained by our Maintenance Officer and Mowing Contractor. This area becomes ever increasingly used and enjoyed by our residents and football teams. The football had to be cancelled for two consecutive sessions due to water logging in the pitch.

The hedging planted a few years ago is now fully established and we have many positive reports about the grounds and what a pleasure it is to walk around.

In the orchard area we have established a wildflower meadow which is partially surrounded by a rustic fence. The meadow being its first year has started to produce wildflowers but some are perennials which means a better show next year.

We lost a few fruit trees in the winter but these have been replaced by donation from the WCC Forestry Team most are already bearing fruit.

The main trees around the footpath had their canopies raised to maintain adequate footpath and the large Ash Tree was removed as it had succumbed to Ash die back and was considered to be a danger to the public.

An area in Austen Court was also planted with wildflowers and are again taking root and should help to give a good habitat for our wildlife.

The play equipment is checked on weekly basis and also a thorough inspection once a year to ensure we maintain our safety standards.

Hobby Centre

This has now been in use for over a year and we have a core membership and also many who drop in for a chat and a drink. We have expanded the facilities and it now a well-stocked centre that has facilities to make most things from wood. The centre has taken on community projects including the rustic fence around the wildflower meadow which was a project enjoyed by its members.

A little disappointed with the up take but it is established and a very useful addition to the community. The centre is fully self funded by donations and also contributions from projects.

New members are always welcome and we encourage new groups to form to use the centre as it is a community facility.

We have completed a few community projects, and the centre is self financing.

Restoration of Assets

The Parish Council looks after circa £4m in Parish Council assets including play equipment, community buildings, benches, bus shelters the list goes on. The RFO controls a tight budget to meet the costs, relying on free labour, without which the Precept would be much higher. We have

managed through prudent management to keep our precept at a realistic level with a minor increase.

Village Hall

The Village Hall is running well and is making a small profit with the hire charges being kept to a minimum, security improvements have been made to ensure the hirers are protected while using the facilities.

Our thanks go to Karren Meggitt, John and Lisa for their dedication and work to promote and keep this facility in pristine condition.

There have been problems with the foundations at the Village Hall extension due to subsidence and a claim has been lodged with our insurers. This has been approved and remedial work will be completed to solve the problem. We then hope to move the toilet block and do other improvements when finances are available.

Additional solar power lights have been fitted to the front car park which has helped with security and also pedestrian access. Also, a new hot water system has been fitted to the kitchen area.

Pavilion Update

This community centre is hired out on a regular basis. It is also used for the Youth Club on a weekly basis. The building is suffering from slight ground movement and is kept under review with constant monitoring. Being of wood construction it is in need of maintenance on a regular basis with new front entry doors recently fitted.

Community Events

Organised by Councillor Meggitt and funded by the Parish Council we have all experienced some excellent community events including the Fun Day, Christmas Light Switch on. The Village is filled with the Christmas Trees and illuminated by attractive lights. A sincere thanks to all involved which included many local residents giving a real community spirit.

Cubbington Youth Club

The Youth Club has been a huge success thanks mainly to Councillor Esther McCarthy who has spent many hours supervising and running the events, our thanks go to all who have been involved with it. Long may it continue as we have a good number of dedicated children and helpers.

Neighbourhood Plan

This plan headed by Councillor Paul Watkins has been completed and accepted, it has taken a great deal of time and effort by Paul and his team, and our community will be better placed for the future as a result of it.

Cubbington flood prevention

Councillor Willoughby monitors this situation and revises our recommendations as required.

Cubbington Link

We believed it to be important that we advise our parishioners what we do and what we have achieved. To this end a leaflet is produced that will be distributed to all households in our parish. We hope this will be a useful tool to keep everybody informed as to what we do and also encourage others to participate.

20 mph areas

We have successfully lobbied the WCC to install 20 mph flashing lights at both our schools, St Teresa and Cubbington Primary School these have been installed and provide better protection for our two schools.

Projects for 2026-27

The Parish Council have many projects which we would like to complete this financial year including:

- Crossing on the Rugby Road near the new housing development this is ongoing and constantly put forward our arguments to get this actioned.
- Updating the Village Hall and Pavilion, these have been delayed due to subsidence issues
- Build a MUGA centre to replace the existing netball area in the Recreation Ground, this has now got planning permission and we are looking at ways to fund the project.
- Improvements to our bus services and to hold WCC to account for their statutory obligations.
- A new crossing on Windmill Hill for St Teresa's school.

Thanks to all Parish Councillors for the work, they have done for the parishioners, we appreciate that this is a volunteer role and some spend a considerable amount of their own time to improve our facilities and we look forward to the next year when we can move forward.

1000. Councillors' Reports**1000.1 Cliff Cleaver Pavilion (written report from Cllr Meggitt)**

A number of improvements had recently been completed at the Pavilion. New doors had been fitted along with an electronic lock box, enabling us to issue individual, time-sensitive access codes for Pavilion users, improving both security and our ability to monitor access.

We were continuing to monitor the building movement, which currently appears stable. A general tidy-up of the Pavilion was also planned, including removal of rubbish from the veranda, disposal of old chairs, and repairs and repainting of the ramp walls. All scheduled to be completed ahead of the Funday on Sunday 12th July.

1000.2 Youth Club – Councillor McCarthy

There had been a few interruptions to the smooth running of sessions from youths who were not members.

Attendee numbers were good with 30 children attending regularly, who really enjoying it. New attendees from year 6 and year 7

Children from the Youth Club had written poems for the Peace Festival, these had been sent to Warwickshire County Council.

1000.3 Community Support

Councillor McCarthy was providing free food to low income families or people in need. Help had also been provided to families with books required for student's exams and school uniforms.

ACTION: Councillors to let Councillor McCarthy know if there was anyone in need.

1001. Task Groups**Planning – Councillor Willoughby**

The major planning issues for Cubbington were

- i) SG06 Richborough Estates homes (Leicester Lane / Blackdown) as this is just within the parish boundary and
- ii) ii) SGO5 land between Rugby Road / Thwaites 100% within the parish boundary,
- iii) iii) indirectly the Kings Hill / Finham development, simply due to it's size and impact on transport / surrounding infrastructure.

The Parish Council had engaged consultants Urban Village Enterprise to undertake an environmental and planning assessment for SGO5. These same consultants were engaged in similar work for SG06. A joint site visit with Cllr Watkins (lead) and Cllr Willoughby was undertaken on 12th May. Subsequent to this a draft report had now been received for review.

Pavilion, Stonehouse Close, Cubbington, Leamington Spa, CV32 7LP

Installation of Multi-Use Games Area - W/25/1780 - in progress & submitted for planning permission - 22/12/2025

No other significant planning issues / concerns had currently been identified by or to the Parish Council.

Flooding – Councillor Willoughby

No issues reported.

Defibrillators – Councillor Willoughby

Weekly inspection of the 4 defibrillators in Cubbington Parish Council continued - no issues.

Park Inspections – Councillor Willoughby

No new issues - copies of the inspection reports were available on request.

Bus – Councillor Willoughby

The service issues haven't been too bad recently.

1002. District and County Councillors' Reports for information**WCC Update - Councillor Ben Edwards****Stonehouse Close drop kerbs**

Good news Stonehouse Close drop kerbs were being installed.

Signage

Junction of Coventry Road and Leicester Lane – Highways were replacing the existing signs. Vehicle activated signs, that flash to say slow down, hazard ahead – were being installed.

Minor works

The missing bollards around the school were awaited, should hear back soon.

Enforcement Officers

It was noted that the attendance from the Enforcement Officers had been promised to tackle inappropriate parking. Parish Councillors confirmed that this has been carried out.

Councillors updated that the exercise had been completed twice, however, it was believed that no one was ticketed.

It was reported that School Crossing Patrols wore bodycams.

Crossing Windmill Hill

It was reported that the Parish Council, led by Councillor McCarthy, had collected 2,000 signatures on the petition. This would be presented to Full Council.

Village walk around

A walk around with the Village with Highways Officers had taken place looking at issues including any which would be increased from extra traffic from the proposed development at Blackdown.

Highways would be a Statutory Consultee for any planning application and it was hoped that WCC would add in conditions.

Two areas for concern – Comptons Garage roundabout

WCC claim that the junction is entirely safe, this is confirmed by the data they hold. It was noted that WCC only record data which included accidents which include a fatality or significant injury. Damage to cars was not included.

Junction of Penns Close coming into Queens Street

It was noted that there used to be double yellow lines, Councillor Edwards had asked for them to be reinstated.

Speed humps

ACTION: Parish Council to make a formal request for speed humps to be installed to slow the traffic.

WDC Update – Councillor Phil Kohler

South Warwickshire Local Plan (SWLP)

Work continued with reviewing the documentation contained in the SWLP. It was noted that the Government had given WDC a target of over 1,000 homes to be built per year.

Regulation 19 Consultation - the main document is 382 pages and also had many appendices, the document is published on the WDC website. The Green belt Stage 2, Strategic Transport Review had been published. This also contained a mass of information.

SG05 and SG06 were both in the SWLP. Published last week, a meeting had taken place to scrutinise the papers, which had run into 2 days. Lots of issues had been raised. The main one is the Strategic Transport Assessment documentation as this contains inconsistencies.

Additional meetings were taking place in Stratford at the joint cabinet meeting. This would go to WDC on Monday. For anyone interested the meetings were available on YouTube. (SWLP YouTube channel).

Two new settlements were also still included in the SWLP – one was close to Hatton Station.

Briefing sessions

ACTION: Clerk to circulate the recordings from the briefing sessions.

Litter bins

Councillor Kohler updated that the contractor had been requested to empty the Village bins more often. The Parish Council's request to move the constantly empty bin would be looked at once it was established if the increased empty makes any difference.

Councillors reported that the Kenilworth Road bin was also constantly overflowing, also the one in the alley way in Penns Close/Price Road was not emptied on the weekly basis as per the contract.

ACTION:

- (i) Councillor Kohler to obtain the emptying schedule for Cubbington to ascertain how often the bins should be emptied.
- (ii) the Parish Council to monitor emptying against the contract.

CCTV in the centre of the Village

Councillor Kohler confirmed that Officers had stated that there was a process to apply for CCTV installation. A form would need to be completed.

ACTION: Councillor Kohler to send the form to the Clerk.

WCC update – Councillor Boad**Councillor Grant Scheme**

It was reported that there had been changes to the Councillor Grant Scheme. The main change is that there would only be one grant round per year and not two rounds. Also, the maximum amount an organisation could receive from a Councillor would be £5,000 per year. Application form should be coming out in the next few weeks

Half marathon

The half marathon takes place on 7th June. This would cause disruption, Cubbington would be closed from 7:45am to 11:00am approximately.

Further details are available on the WCC website.

Kelvin Road shops

A meeting was due to take place in the next couple of weeks. Councillor Finch had decided to add traffic regulations to the minor works.

1003. Highways

Nothing further to report.

1004. Police

The next Police Liaison takes place on 22nd June.

1005. Finance**1005.1 payments PAID since the last meeting:-****2025-26 – EXPENDITURE**

DATE	REF	DETAILS	AMOUNT
26.03.26	E224	NS Booth Invoice CUBB01	£1,920.00*
26.03.26	E225	Metcalfe Timber Invoice 947101 fence	£2,178.00*
26.03.26	E226	Mr Willoughby Inv 00091	£112.00
26.03.26	E227	SSE Bus Shelter DD	£64.54
30.03.26	E228	Unity Service Charge	£7.00

2026-27 – EXPENDITURE

DATE	REF	DETAILS	AMOUNT
16.04.26	E1	Tom White Waste Invoice IAC213021	£39.89*
16.04.26	E2	DS Wagstaff Invoice 5461	£870.00
16.04.26	E3	J Chatterton Clerk Salary April	DPA
16.04.26	E4	HMRC Tax & NI Clerk	DPA
16.04.26	E5	WCC Clerk Pension Employer & Employee	DPA
16.04.26	E6	I Hodges - Rec Ground Toilet repairs	£59.60
16.04.26	E7	J Chatterton SLCC Membership Partial	£120.00
16.04.26	E8	Lisa Montgomery Gate Keeper fee	£200.00
16.04.26	E9	E McCarthy Youth Club Expenses	£176.50
27.04.26	E10	WALC Annual Membership	£1,081.00*
27.04.26	E11	J Chatterton Compost Planters Reimbursement	£105.00*
27.04.26	E12	J Chatterton Office Costs reimbursements	£69.99*
27.04.26	E13	Zurich Parish Council Insurance	£2,967.30
27.04.26	E14	SSE Bus shelter light	£71.45
27.04.26	E15	Unity Bank Charges April	£7.00
11.05.26	E16	Elegant Bespoke Living Pavilion External Doors	£1,278.00*
11.05.26	E17	DS Wagstaff Invoice 5486 April Mowing	£870.00
11.05.26	E18	J Chatterton Wordpress Reimbursement	£19.20*
11.05.26	E19	Tom White Pavilion Waste Disposal IAC215702	£42.48*
11.05.26	E20	Earth Anchors Noticeboard Inv EA43250	£1,564.80*
11.05.26	E21	Gary Willoughby Invoice 00092	£112.00
11.05.26	E22	J Chatterton Clerk Salary May	DPA
11.05.26	E23	WCC Clerk Pension Employer & Employee	DPA
11.05.26	E24	HMRC Tax & NI Clerk	DPA
11.05.26	E25	Mrs L Best Internal Audit Fee	£365.00
11.05.26	E26	John Franks Sensory Garden and Ditch clearance	£467.08
11.05.26	E27	Mr I Hodges - Recreation Ground fencing	£841.00
18.05.26	E28	E McCarthy - Youth Club Reimbursement FROM GRANT L&D	£286.50
18.05.26	E29	J Chatterton Office Costs reimbursements	£69.99*
18.05.26	E30	J Chatterton Reimbursement YC stationery	£45.98*
18.05.26	E31	B&PS Invoice 1/2756994	£24.47*
19.05.26	E32	Parish Online - Website	£624.00*

*inc VAT

RESOLVED THAT the payments be approved.

1005.2 Bank Reconciliation 31st March 2026

The Bank Reconciliation 31st March 2026 was received and discussed.

Balance per bank statements as at 31st March 2026:

Main Account	£35,973.96	
	£0.00	
		£35,973.96
Petty cash float (if applicable)		£0.00
Less: any un-presented cheques as at 31.03.26	£0.00	
		£0.00
Add: any un-banked cash as at 31.03.26		
	£0.00	
		£0.00
Net balances as at 31.03.26		£35,973.96

CASH BOOK

Opening Balance 1st April 2025	£45,652.60	
		£45,652.60
Add Receipts up to 31st March 2026		£96,931.63
Less: Payments up to 31st March 2026		£106,610.27
Closing balance per cash book as at 31 st March 2026		£35,973.96

RESOLVED THAT the Bank Reconciliation 31st March 2026 be approved.

1005.3 Quarterly Report 31st March 2026

The Quarterly Report 31st March 2026 was received and discussed.

RESOLVED THAT the Quarterly Report 31st March 2026 be approved.

1006. Audit Process**1006.1 Internal Audit Report**

It was reported that the 2025-26 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.

1006.2 Annual Governance & Accountability Return 2025-26 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 2026
- 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 2025/26

1006.3 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.

1006.4 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.

1006.5 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 2026 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.

1007. UVE Planning Support

Councillor Watkins updated that the Parish Council had appointed a specialist consultant. The draft had been produced, Councillors were requested to read the document and provide input.

ACTION: Councillor Watkins to circulate the draft document to WDC Councillors.

1008. Planning Matters

Nothing further to report.

1009. HS2 Update

Nothing further to report.

1010. Councillor's reports and items for future Agenda:

UVE update

1011. Date of the Next Meeting

The date of the next meeting was confirmed as Thursday 25th June 2026.

Meeting closed at 8:20pm