Long Lawford Parish Council

Parish council meeting held on Tuesday 13th October 2026 at the Pavilion, King George V park, Long Lawford at 7.00 pm.

Present: Cllr L Wheeler – Vice-Chair , Cllr D Goodwin, Cllr S James, Cllr L Wheeler, Cllr E Czentye, Cllr A Thomson, Cllr L Anderson, Cllr E Davison, Cllr M Davison, Cllr C Cook – Temp RFO/Clerk, BCllr Simon Ward

Minutes

A warm welcome was given to all councillors and members of the public by Vice-Chair-Acting Chair Cllr L Wheeler

Acknowledgement that Cllr Simon Fletcher has resigned as Chair but will continue as a councillor as of 14.09.26. A minute's silence was held to acknowledge the passing for a previous Chair, Mr Steve Jones, also long time councillor and Chair of LLCA – the councils thoughts are with his family

Items from the Agenda

1. Apologies for Absence

Apologies from Cllr Simon Fletcher- personal reasons, also BCllr D Poole and BCllr T Willis – personal reasons

These were voted on and accepted unanimously

2. Declarations of Interest

To receive declarations of pecuniary and non-pecuniary interests relating to items on the agenda and to consider any requests for dispensations.

No interests declared

3. Appointment of a new Chair

Resolution -To consider and elect a new Chair of the Parish Council for the remainder of the current civic year.

Nominations,

Cllr L Anderson - 5 votes,

Cllr E Davison- 2 votes

Abstention -1

Councillor L Anderson is voted chair by the majority

4. Staffing committee - Co-Option of Members

Resolution - To consider the co-option of two additional councillors to the Staffing Committee.

Proposed – Cllr S James and Cllr D Goodwin

Resolved- Carried unanimously

5. Employment of a locum Clerk

Resolution -To consider the appointment of a locum Clerk, including the proposed terms and arrangements for the appointment. To resolve to delegate authority for the appointment of a locum Clerk to the Staffing Committee.

Resolved – carried unanimously

6. Minutes of the Previous Meeting

Resolution - to approve and sign the minutes of the previous council meeting held on Tuesday 8th September 2026 as a true and accurate record.

Resolved – For 7, Against 1

Carried by majority

7. Public Participation

A period of up to 10 minutes for residents to raise matters of concern or ask questions relating to parish council business.

Cllr Anderson halted the meeting as te public participation does not form part of the actual council meeting and asked anyone recording to pause

Hedging on Towsend Lane becoming unruly – Action – to be added to next meeting for further discussion, to include instruction of M Cox-handyman as required

Clarity on the KGV charity, how it operates, how money is spent and where money comes from – action to be added to next meeting for further discussion after fact finding

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8. Reports from External Representatives

To receive reports from:

- District Councillors – Borough Cllr Simon Ward reminded council of grant of £3k in lots of £300 – still some funds left so Borough x=Councillors would welcome applications for community grant and funding through service provider.
- No update on LGR – meeting scheduled soon
- Update on Bilton Lane footpath – funding agreed in principle -more updates as information is available
- County Councillors – none present
- Warwickshire Police - none present

9. Planning Applications

To consider and comment on the following planning application:

R26/0846
9 Garratt Close, Long Lawford, Rugby, CV23 9DL

Construction of dormer roof to rear elevation to form new loft conversion. Further development from the previously approved application of R26/0249. The loft conversion will provide an additional bedroom and living accommodation for the applicant's parent to allow them to live with the family.

Approved unanimously

10. Financial Matters

a) **Forensic Financial Investigation**
Resolution - to consider quotations received for a forensic financial investigation and appoint a suitably qualified provider and approve the associated expenditure. BC&A Accountants quote to be accepted and instructed to commence.

For- 5

Against – 3

Carried by majority -BC&A to be contacted to arrange an initial meeting (F2F or Teams) - Clerk

b) **Pavilion – Secure Post Box**
Resolution- To consider quotations for the installation of a secure post box at the

Pavilion and approve the expenditure and appoint a contractor. Secure Box - £37.00, contractor to fit for free

Carried unanimously

c) **Pavilion – Postal Address**

Resolution - To consider the quotation for registering the Pavilion as a postal address and approve the expenditure. £35 approx – Action – Clerk to submit application

Carried unanimously

d) **October Payment Schedule**

Resolution -To consider and approve the October Payment Schedule.

Carried unanimously

11. Clerk's Report and Correspondence

To receive the Clerk's report and note incoming correspondence.

A) Mustard Seed – all approved – Action – clerk to contact Stephanie Huggett at RBC for confirmation of go -ahead.

B) Livingstone Avenue – tree trimming, mowing of park strip, repair of bollards – action – clerk to contact M Cox-handyman to repair bollard and mow park strip, quotes to be sort re tree surgeon for quote on trimming all trees on strip

C) We Buy Vintage and SLR- the Pavilion is not big enough – clerk suggested the Church Hall. Both companies are now hiring said church hall as is more appropriate size wise

D) Request for birthday party to use Pavilion as base with skate park. All agreed but must inform hirer that this does not constitute exclusive use of the skate park. Health and Safety policy to be checked first – Action hirer to contact Lynn and Mark for actual booking

12. Staffing and Training Policies

Resolution -To consider the adoption of the following WALC model Staffing and Training Policies, circulated by email on Tuesday 22nd September.

- Disciplinary and Grievance Procedure
- Recruitment and Employment Policy
- Sickness Absence Policy

- Health and Safety Policy
- Equality, Diversity and Dignity at Work
- Training and Development Policy
- Lone Working Policy
- Whistleblowing Policy
- Data Protection and GDPR Policy
- Appraisal and Performance Management Policy

For 7

Against 1

Carried by majority

13. Lawford UTD FC and Caldecott Arms FC contracts

Resolution -To consider and approve contracts for Lawford UTD FC and Caldecott Arms FC for use of the football pitches.

Carried unanimously

14. Council CCTV

To receive an update on measures established for the Council CCTV and consider any actions arising. Letter of law unclear – Action clerk to obtain legal stance and instruct M Cox- handyman as needed

Carried unanimously

15. Council Website

Resolution -To consider quotations for a new website provider and appoint a suitably qualified provider and approve the associated expenditure. Parish Online selected –

Carried unanimously

16. Chemical Certificates

Resolution -To consider arrangements for obtaining, maintaining and displaying the relevant safety information and certificates for chemicals used on Parish Council-owned land and facilities. – Add to website so available to all

Carried unanimously

17. Waste Collection and Disposal

Resolution -To consider arrangements for the collection and disposal of Council waste and consider quotations received for a waste disposal service. Suez seems to be the best value but clerk to contact M Cox-handyman for copied of waste tickets to ensure the weight restrictions are met.

Deferred for above receipts – all agreed

18. Council Phone

To consider the provision of a Council telephone and consider quotations received. - deferred to next meeting when pricing are available – all agreed

19. Pavilion and Asset access and security

To review access and security arrangements for the Pavilion and other Council-owned assets and consider any measures or expenditure required. Deferred to next meeting as key holder log needed, as well as pricing for extra key cutting -all agreed

20. Storage

To consider storage requirements and options for Council assets and football teams' equipment. – deferred to next meeting after speaking to M Cox-handyman re the waste currently in POD and also pricing of repairs – all agreed

21. Remembrance Day

To receive an update on the wreath for Remembrance Day. Cllr Sam James has purchased and donated a wreath from the British Legion as these are in very short supply and needed to be actioned immediate n September . Anyone else wishing to donate – there ire poppy crosses also available at £3.00 each

22. Christmas Event

Resolution -To consider the proposed Christmas Event, including its viability, resource requirements and any expenditure or arrangements requiring Council approval. – Working Party to be raised and with the help from Borough Council see if a community lead initiative could be actioned – Cllr Sam James to head up from a council perspective -we already have a donated tree – To be updated in next meeting

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23. Items for the Next Agenda

To consider items for inclusion on the agenda of the next meeting.

Budget setting

Safety of pavilion, fire doors, lighting etc

Christmas Community event

Update on Hedging

Update on Livingstone Avenue

Update on KGV charity

5G mast plans (14days to consider) and any other plan received in the meantime

Confidential session

This may require an extraordinary meeting to be held in the next week/ 10days

24. Date of Next Meeting

Resolution -To set the date of the next meeting as 10th November 2026 at 7:00

25. Close of Meeting

Chair closed the meeting at 8:04pm

Signed **Date**