

MINUTES OF COUNCIL

10 DECEMBER 2025

PRESENT:

The Mayor (Councillor Brown), Councillors Barnett, Bennett, Daly, Dumbleton, C Edwards, Garcia, Gillias, Harrington, Hassell, Henderson, Howling, Karadiar, D Keeling, J Keeling, Lewis, Livesey, McKenzie, Mistry, Moran, New, O'Rourke, Picker, Poole, Roodhouse, Russell, Sandison, Sayani, Simpson-Vince, Srivastava, Thomas, Thompson, Timms, Trimble and Ward.

64. APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors S Edwards, Freeman, Lawrence, Maoudis, Parker, Robinson, and Willis.

65. MINUTES

The minutes of the meeting held on 19 November 2025 were approved and signed by the Mayor.

66. DECLARATIONS OF INTEREST

Item 6(a) of Part 1 – Proposals for Supporting the community and voluntary sector 2026/27 and 2027/28 – Councillor Livesey (non-pecuniary interest as defined by the Council's Code of Conduct by virtue of being a member of Brownsover Community Association and involved with Newbold Community Partnership as a trustee of the local village hall).

Item 6(a) of Part 1 – Proposals for Supporting the community and voluntary sector 2026/27 and 2027/28 – Councillor Thompson (non-pecuniary interest as defined by the Council's Code of Conduct by virtue of being a member of New Bilton Community Association and a trustee of Bilton Poors' Land charity).

Item 6(a) of Part 1 – Proposals for Supporting the community and voluntary sector 2026/27 and 2027/28 – Councillor Harrington (non-pecuniary interest as defined by the Council's Code of Conduct by virtue of being a director of Benn Partnership).

Item 6(a) of Part 1 – Proposals for Supporting the community and voluntary sector 2026/27 and 2027/28 – Councillor Sayani (non-pecuniary interest as defined by the Council's Code of Conduct by virtue of being a member of Brownsover Community Association).

Item 6(a) of Part 1 – Proposals for Supporting the community and voluntary sector 2026/27 and 2027/28 – Councillors Poole, Timms and Ward (non-pecuniary interests as defined by the Council's Code of Conduct by virtue of being members of Long Lawford Community Association).

Item 7(c) of Part 1 – Community Governance Review – Houlton Parish Council - Councillor Simpson-Vince (non-pecuniary interest as defined by the Council's Code of Conduct by virtue of being a resident of Houlton).

Item 7(c) of Part 1 – Community Governance Review – Houlton Parish Council - Councillor Daly (non-pecuniary interest as defined by the Council's Code of Conduct by virtue of being a resident of Houlton and by virtue of being involved in the collection of signatures for the petition requesting the community governance review).

Item 8(a) of Part 1 – Notice of Motion – Councillor Roodhouse (non-pecuniary interest as defined by the Council's Code of Conduct by virtue of being a director of Health Watch).

67. MAYOR'S ANNOUNCEMENTS

The Mayor had visited Houlton earlier this month to present the "People of Houlton " awards. The Mayor had been impressed with how the community was being grown withing Houlton.

The Mayor had been pleased to be invited to Rainsbrook crematorium, where the extension to the cemetery grounds had been developed in the most thoughtful and ecologically sound way.

The Mayor had attended two count-downs to switching on Christmas lights, One was at the Windmill Inn public house, where there was a collection in aid of Myton Hospice, and the other was at the Fire and Ice celebration in the town centre, which had been a fantastic event, as was the artisan market in Caldecott Park. The Mayor had also been proud to switch on the Rotary Club sponsored Tree of Light at St Andrew's Church and to attend the beautiful service dedicated to those we miss most at this time of year.

Rugby Artists' Open '25 saw the borough's creative community present marvellous art in many different mediums. Selection at the exhibition was difficult and it always has to come down to personal preference! The Mayor had been amazed by the wealth of creative talent in our town.

The Eco Hub at Claremont celebrated its first birthday on 29th November. The Mayor congratulated them for achieving so much in such a short time.

The Mayor informed Members about Donut Day and the charity Freddie's Wish. The charity works with parents and carers of children who have sadly lost their lives.

The Mayor encouraged all those present at the meeting to take a photo of themselves eating a donut, post it on social media and include the link to Freddie's Wish charity.

68. QUESTIONS PURSUANT TO STANDING ORDER 10

Councillor Picker asked the Communities, Homes, Regulatory and Safety Portfolio Holder, Councillor Claire Edwards:

"In respect of the Garages Management Plan recommended by Cabinet 15 September 2025 and approved by Council 24 September, can I ask the Portfolio Holder to clarify:

- When were notices to vacate the premises on Jackson Road, Hillmorton served?
- When were residents in receipt of a garage tenancy written to advising them of the process?

- What assessment was carried out to determine the period of notice for residents to vacate?
- What alternative provision was identified for residents prior to notices being issued?
- With specific reference to the Jackson Road site (erroneously identified as 0% occupancy by the Cabinet report), what alternative provision is available to residents leasing a garage?"

Councillor Claire Edwards, Communities, Homes, Regulatory and Safety Portfolio Holder, provided the following response:

"Notices were sent to occupiers to the garages on Jackson Road during the week of 17th November 2025. That same week, officers from the Estates and Property Team reached out to those customers that they had telephone contact numbers for, to discuss the individual needs / concerns of the occupant.

The Garage Tenancy Agreement is one that allows the landlord or the tenant to serve a notice to quit, with a week's written notice. This is explained to customers at the time they sign up for the tenancy.

The tenancy agreement also makes it clear that the garage should only be used for storage of a motor car or motorcycle and for no other purpose.

Officers determined that a 2-week notice period, effectively doubling that of the required contractual notice would in most cases be sufficient and should customers wish to rent an alternate garage, to enable them to continue storing a motor vehicle, then where vacancies permitted, this would happen. This was covered in the letter that accompanied the notice.

Where residents have been using the garage for purposes contrary to the terms of the licence agreement, there is a further 'tort notice' period which allows additional time prior to the removal of items from the garages. This process is explained to residents who contact the Council seeking additional time.

As per the Garage Management Plan, of the sites approved to be retained, across the borough there were 43 garages with potential to be relet to occupants who required relocating. Of the sites requiring a business case review, there were a further 147 garages with the potential to be relet, subject to consolidation and demand. Prior to notices being served, a potential consolidation site in the area was identified, where possible. The demand for current occupants continued use of garages was unknown at the time, with the letter asking occupants to inform us of their continued requirement. Many occupants have advised that they haven't entered the garages for a long time and have returned the keys without the need for another garage. This is also evidenced by the weed growth around doors on many sites.

For those that rented a garage at Jackson Road, there is potential alternative provision in Eden Road/Phipps Avenue garages. For those occupants who have contacted the Estates team, alternative garage sites are being reviewed and prepared."

Councillor Gillias asked the Operations and Traded Services Portfolio Holder, Councillor Livesey:

"Will the Portfolio Holder confirm that a more proactive approach to footway and highway cleansing, will be forthcoming, to include a proper schedule of maintenance of all areas in the borough (and be made available to parish clerks), including interconnecting roads between villages, junctions, official road crossing points (for the disabled safety especially)? It is noted that sweeper

operators are regularly driving around the borough to small areas, at the request of a member of the public, a parish clerk or councillor, resulting in some cases, more time travelling between jobs, than actually working and leaving areas that also need attention, dirty."

Councillor Livesey, Operations and Traded Services Portfolio Holder, provided the following response:

"The service has recently strengthened its operational capacity with the addition of a new mechanical sweeper, along with the recruitment of two new sweeper drivers. This increased resource will support a more proactive and consistent approach to cleansing across the borough.

The current cleansing schedule is being reviewed and optimised to ensure all areas, including interconnecting roads between villages, junctions, and official road crossing points, are incorporated appropriately. As part of this review, it is intended to improve route efficiency so that operator time is focused on cleansing rather than unnecessary travel between isolated requests. Once the updated schedule is finalised, it will be made available to parish clerks to support local awareness and coordination.

In addition to the routine programme, the service will continue to respond promptly to urgent issues where there is a health and safety concern or risk of wider impact to residents."

Councillor Gillias then asked the Portfolio Holder if they would promote the tried and trusted use of a brush and shovel in areas where machinery could not be used. Councillor Livesey would ask officers to look into the working methods used and provide Councillor Gillias with a response.

69. REPORT OF CABINET – 1 DECEMBER 2025

Council considered the report of Cabinet dated 1 December 2025 (Part 1 – agenda item 6(a).

With regard to item 6(a)(4), the Finance, Performance, Legal and Governance Portfolio Holder reported that there was a typographical error in the original report considered by Cabinet. Paragraph 4.4 of the report had a figure missing which is highlighted below:

"Dwellings being actively marketed for sale or rental: if the property has been continuously empty for 1 year or more, but for no more than 2 years, and is being actively marketed for sale or letting.

Note: for evidence, the owner must supply a written contract with an estate agent and proof of continuous listing on major property portals."

RESOLVED THAT – the report of Cabinet, together with the supplementary report, be confirmed and adopted.

70. REPORT OF LICENSING AND SAFETY COMMITTEE – 27 OCTOBER 2025

RESOLVED THAT – the report of Licensing and Safety Committee be confirmed and adopted.

71. REPORTS OF OFFICERS

(a) Constitutional changes – investigating standards complaints

Council considered the report of the Chief Officer – Legal and Governance (Part 1 – agenda item 7(a)) concerning changes to the procedure for investigating standards complaints.

RESOLVED THAT – Council amends the constitution Part 4F to update its procedure for handling standards complaints against elected Members

(b) Reappointment and appointment of independent persons

Council considered the report of the Chief Officer – Legal and Governance (Part 1 – agenda item 7(b)) concerning the reappointment and appointment of independent persons for the purposes of standards complaints investigations.

RESOLVED THAT – the Council re-appoints the 3 Independent Persons and appoint 1 Independent Person, as detailed in the report, all for a term which expires on 31 March 2028.

(c) Community Governance Review of the Rugby Radio Station ward of Clifton-upon-Dunsmore Parish

Council considered the report of the Chief Officer – Legal and Governance (Part 1 – agenda item 7(c)) concerning a proposed community governance review of the Rugby Radio Station ward of Clifton-Upon-Dunsmore Parish.

RESOLVED THAT – Council commences the Community Governance Review to consider a separate parish for Houlton (the Rugby Radio Station ward), currently part of Clifton-upon-Dunsmore Parish, in accordance with the attached Terms of Reference and timetable.

72. NOTICES OF MOTION PURSUANT TO STANDING ORDER 11

Councillor Roodhouse proposed and Councillor O'Rourke seconded the following motion, notice of which had been given in accordance with Standing Order 11.

“Rugby Borough Council has a duty to residents regarding health and wellbeing (“Power of Wellbeing” Local Government Act 2000 section 2).

This Council therefore resolves that every Rugby resident seeks to have care delivered that is close to home, delivered with compassion, and shaped by the community and the people’s voice. Council also confirms that this can only be achieved by working together with key delivery partners in order to build a local health service that listens, learns, and treats every person with compassion, kindness and dignity.

This Council believes that a new “Rugby Health Partnership Agreement” is needed between the Integrated Care Board, University Hospital Coventry & Warwickshire Trust, South Warwickshire Foundation Trust, Coventry & Warwickshire Partnership Trust, Warwickshire County Council and key health and community delivery partners would bring added health benefits to our residents. (Key partners mentioned in this paragraph)

Furthermore, this Council would like to implement a joint working group charged with delivering a Health Charter for Rugby residents. This will be an agreement between all the partners and can be achieved by bringing together, elected members from across the political spectrum and working with the Portfolio Holder and representatives drawn from existing health and patient forums ensuring that the patient and community voice is heard.

Therefore, this Council resolves to:

- 1. write to the Integrated Health Board, University Hospital Coventry & Warwickshire Trust, South Warwickshire Foundation Trust and Warwickshire County Council inviting them to promote and develop a 'Rugby Health Partnership Agreement';*
- 2. create a cross-party Working Group charged with delivering a Health Charter for Rugby residents, which be an agreement between residents and key partners in delivering health services within the Borough. The Working Group will be made up key partners as described, elected members from each political group, the Portfolio Holder and representatives drawn from existing forums to ensure that the patient and community voice is heard especially in delivery of services;*
- 3. write to the parties outlined in the resolution UHCW, SWFT, ICB, WCC, CWPT, WCAVA Patient Forum, Healthwatch inviting them to join the Working Group; and*
- 4. request the Portfolio Holder reports to Cabinet on progress."*

Further to debate, the Mayor took a vote and declared the motion carried.

RESOLVED THAT - this Council:

- (1) writes to the Integrated Health Board, University Hospital Coventry & Warwickshire Trust, South Warwickshire Foundation Trust and Warwickshire County Council inviting them to promote and develop a 'Rugby Health Partnership Agreement;
- (2) creates a cross-party Working Group charged with delivering a Health Charter for Rugby residents, which be an agreement between residents and key partners in delivering health services within the Borough. The Working Group will be made up key partners as described, elected members from each political group, the Portfolio Holder and representatives drawn from existing forums to ensure that the patient and community voice is heard especially in delivery of services;
- (3) writes to the parties outlined (UHCW, SWFT, ICB, WCC, CWPT, WCAVA Patient Forum, Healthwatch) inviting them to join the Working Group; and
- (4) requests the Portfolio Holder reports to Cabinet on progress."

MAYOR