

# BUBBENHALL PARISH COUNCIL

Parish Clerk: Contact until further notice: Jane Fleming

Telephone: 07711024672

Email: [bubbenhallpclerk@gmail.com](mailto:bubbenhallpclerk@gmail.com)



25, Calgary Close  
Coventry  
CV3 2AT

Minutes of the Bubbenhall Parish Council Meeting held on Tuesday 7th December 2021 at the Village Hall, Bubbenhall

Present: Cllr Jan Lucas                      Chair of the Parish Council  
          Cllr Sam Baker                      Vice Chair of the Parish Council  
          Cllr Joanne Shattock  
          Cllr Jim Roberts  
          Cllr Win Nwachukwu  
          Cllr Bob Powell

Mrs Jane Fleming Parish Clerk (acting)

In attendance: Cllr W Redford (WCC)

## 1. Apologies for absence

Cllr Stephen Cooper; Cllr P Redford (WDC); Cllr Trevor Wright; PCSO Sharon Underwood

## 2. Declaration of interest and dispensations

None to declare.

## 3. Minutes of previous meeting held on Tuesday 2nd November 2021

Minutes approved and signed

## 4. Matters arising and updates

### 1. stile at riverside

There is a quote of £500 plus VAT for the cost of the kissing gate. The purchase of the gate was approved at the meeting. There may be some grant funding available. To apply for a grant the parish council will need to contact Alistair Rigby (WCC).

### 2. Merger of Stratford & WDC

Cllr W Redford (WCC) reported there is a WDC meeting due soon. There will be a vote on the merger of Stratford and Warwick District Council at the coming council meeting followed by an application to the Minister of State for approval. It is possible this merger will result in the loss of a district councillor.

### 3. Sweet Briars update

This is regarding the flooding at the property in Lower End. Cllr W Redford will check what progress has been made.

### 4. Streetlight installation on A445 layby

Still awaiting progress.

### 5. Village green update

A new notice is to be bolted to the wall next to the spout. It was agreed that a metal sign would be the best option. It was also suggested that there should be a sign by the pump. Cllr Lucas proposed to review the site and recommend the best situation for sign(s). Cllr Lucas will also send wording to Cllr Baker so that printing can be arranged. Now that the pump has been installed it was proposed that a light should be placed behind the bus shelter to shine on the pump. Cllr Lucas will check to see if there are any issues.

Tony Sproul has now confirmed that he wants to hand over the various jobs on the village green. Parish Council will now need to decide who will cover the work e.g., pond maintenance, grass cutting, Christmas lights etc. The key for the electricity cabinet will need to be returned to the Parish Council.

## **6. Green shoots update**

Cllr Powell reported the land has now been cleared and levelled Saplings arrived in November and there are now 32 households looking after saplings. There is a plan to hold a planting day in January and it could be as an event on Sunday 16<sup>th</sup> January or Saturday 22<sup>nd</sup> January 2022. Cllr Powell has completed and sent the report. The hedgerow has now been stripped and gaps are now showing. Eventually there will be seats and signs. Warwickshire Wildlife Trust are providing ongoing help and support. The parish councillors thanked and congratulated Cllr Powell and all those who have helped for all the hard work.

## **5. Climate emergency**

### **1. Do we declare a climate emergency?**

Cllr Lucas asked if the Parish Council would like to declare a climate emergency. Cllr J Roberts questioned whether "emergency" was the right word to use. Cllr Lucas explained that the declaration should be in line with other councils. Cllr Lucas explained that after declaring a climate emergency, the Parish Council would then create a Local Climate Emergency Action Plan to indicate what steps should be taken. It was noted that this plan would be able to evolve as targets were achieved. It was agreed that the plan must be inclusive and include village residents and community groups. At this stage a vote was taken to declare a climate emergency.

Proposed: Cllr J Lucas

Seconded: Cllr S Baker

With one abstention the vote was passed.

A sub-committee would be formed to audit the Parish Council's carbon footprint and then produce an action plan. It was agreed that the sub-committee would ideally include village residents, and so an email would be sent out to ask for volunteers.

### **2. Christmas lights**

To be deferred to the sub-committee.

## **6. HR**

### **1. Employees**

Mr C Goddard is now an employee of the Parish Council. A contract has been prepared. There is no requirement for a pension scheme. Cllr Baker has agreed to take responsibility for H R and will look at what needs to be put in place.

## **7. Planning**

### **1. W/21/2056 - Three Horseshoes, Spring Hill, Bubbenhall, Coventry, CV8 3BD Application deadline 21/12/21**

It appears that there has been no information circulated by post to any near neighbours. There are concerns about the external lighting. Cllr Powell stated that, based on the information provided, it seemed a good plan. Cllr Shattock agreed with this and thought the lights appeared to be subdued. However, it was agreed that the questions about climate friendly lights and whether or not they switch on and off at neighbour friendly hours should be addressed.

### **2. Neighbourhood plan**

The plan is due for a review after 5 years. Cllr Shattock agreed to talk to Baginton Parish Council for their views and ask for advice from the relevant WDC officer. Cllr W Redford has agreed to ask Cllr P Redford for any planning notes on this.

## **8. Youth Space and recreation ground update**

### **1. Marquee on playing field for wedding event**

Resident has asked permission to have a marquee erected on the playing field, close to the village hall for a wedding event. They would like to use the marquee from the Friday to Monday. Also, can the car park be used overnight?

### **2. Car Park gate update**

May need a contractor as the gate post is heavy. It was suggested that a tractor could be used. Cllr Lucas said he has a small tractor and would see if that could lift the post.

### **3. Playing fields ownership update**

Wright Hassall Solicitors is still to respond to letter from Cllr Lucas search request. Should Council no look at finding an alternative Solicitor. Cllr Baker stated she could check one of her contacts. This was agreed. Clerk to write a letter cancelling the work.

#### **4. Play area update**

Cllr Baker explained that she has received several quotes, however, it was not easy to compare them and ensure value for money. It was agreed there should be a specification agreed on requirements for quotation purposes, and request that suppliers identify what could be provided for the sum of £100k. The Parish Council agreed to ear-mark the sum of £5000 within the budget towards the project, with the remainder being sought through grant funding applications (FCC Communities Foundation). All councillors present agreed. Clerk agreed to provide the assets register.

### **9. Highways**

#### **1. Quiet Lanes policy update**

Cllr Lucas asked Cllr W Redford (WCC) whether there were any policies. Cllr W Redford (WCC) responded by explain that all the new work going on has meant there has been no time for this. Cllr W Redford (WCC) went on to explain that there is new guidance on 20 mph limits. He is currently finishing reading it. There may be 20 mph zones. He said there will be a procedure to apply and recommends the councillors to put a plan together and give it to him. It could be roads or zones. Cllr Lucas asked. if the document is in the public domain. Cllr W Redford to check and advise.

#### **2. Bus service**

A resident raised an issue with the change to Leamington bus timetable. It appears there has been no change, however, issues are ongoing and wondered if smaller buses might be a solution. Apparently, there is no statutory requirement for the bus service so there is very little that can be done.

#### **3. Community speed watch**

A community speed watch took place on 18<sup>th</sup> November 2021 both am and pm. There were three vehicles reported for speeding at the triangle by Thompsons. Police are patrolling the village.

#### **4. Signs**

It was asked if the traffic sign "No access to Gateway South" could be changed from the current temporary sign to a permanent sign. Cllr W Redford stated that this would not be possible.

### **10. Footpaths**

#### **1. Orchard way gate**

Tony Cox has this in hand.

The footpath behind the church which is extremely slippery. It was suggested that chicken wire might be a solution. It was agreed to try that.

The track in Bubbenhall wood is also a problem and needs sorting.

Watery Lane is experiencing more fly tipping. Cllr Powell stated that he had reported a large fridge which was obstructing traffic on the road. There was a fast response to clearing it.

#### **11. Police Report**

The latest police report can be found on the Parish Council website

### **12. Finance**

#### **1. Budget/precept for January meeting**

The spreadsheet was circulated to all the councillors to prepare for the January meeting when the clerk will need to submit the precept request.

Cllr Lucas mentioned that the current laptop should be replaced.

#### **2. Approve bill for trough plaque**

The bill for the trough was approved for payment.

#### **3. Jubilee fund**

See 16.2

#### **4. Finance report (invoices for payment)**

Closing balance for 30 November 2021 £4,6074.02

For approval and authorisation £4,918.57 See finance sheet on Parish Council website approved by Cllr J Lucas and Cllr S Baker

### **13. Skills audit**

Cllr Lucas recommended there should be a skills audit of every councillor. Cllr Shattock queried whether this should also be sent out to prospective councillors. This was supported.

**14. County Councillor update**

Cllr W Redford reported on the latest covid 19 situations in the Leamington area. All other reports were sent via email.

**15. District Councillor update**

None to report

**16. Queens platinum**

**1. Beacons?**

It was decided that beacons would not be appropriate for Bubbenhall.

**2. Community fund?**

Cllr Lucas reported that John Crossling, (WALC), has suggested that Parish Councils set up a one-off grant fund to be offered by the Parish Council to community groups. This money would be raised by putting an additional amount on the precept. After discussion it was agreed not to pursue this.

It was noted that donations to the fabric of the church were not legal. Cllr Shattock to discuss this with Mr D Holloway and asked that Cllr Lucas check with John Crossling (WALC).

**17. Reports from meetings attended**

None to report

**18. Business from members of the public**

A request from Cllrs for clerk to send a congratulatory letter to be sent to a parishioner on her 100<sup>th</sup> birthday. This was agreed.

**19. Parish matters and items for the agenda of next meeting**

Cllr Lucas requested the next Annual Parish meeting to be on either Tuesday 17th or 21st May 2022 at 8.00pm. The 17th May was agreed.

Next meeting -Broadband update Cllr S Baker

**20. Correspondence not dealt with in other items**

None to report

**Date of next meeting – 4th January 2022**