

BUBBENHALL PARISH COUNCIL



Locum Clerk : Louise Baudet
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Minutes of the Annual meeting of Bubbenhall Parish Council Held on 31st May 2022 at 7.30pm at Bubbenhall Village Hall

Councillors present : Jan Lucas
 Sam Baker
 Joanne Shattock
 Jim Roberts
 Stephen Cooper

In attendance : Louise Baudet (Locum Clerk)

37/22 Election of Chair

RESOLVED : that following a vote, it was unanimously agreed that Cllr Jan Lucas be elected Chair for a further term of office

38/22 Election of Vice-Chair

RESOLVED : that following a vote, it was unanimously agreed that Cllr Sam Baker be elected Vice-Chair for a further term of office

39/22 Re-adoption of Standing Orders and Financial Regulations

RESOLVED : that the Standing Orders and Financial Regulations be adopted

Draft copies of these were available on the Parish Council website, which would now be amended to reflect their adoption

40/22 Confirmation of Committees, Working Parties and Membership of external groups 2022/23

40.1 Climate Change – it was agreed that membership be Cllrs Powell, Lucas and Roberts

- 40.2 Emergency Planning – it was agreed that membership be Cllrs Powell and Cooper
- 40.3 Planning committee – it was agreed that membership be Cllrs Lucas, Shattock and Cooper. Cllr Cooper wished to attend some of the WALC training and would look on the website at availability.
- 40.4 Playing Fields – it was agreed that membership be Cllrs Baker and Cooper
- 40.5 Village Green – it was agreed that Cllr Cooper continue to hold responsibility for the Village Green
- 40.6 Responsibility for Highway matters – it was agreed that Cllr Powell would continue in his role
- 40.7 Publicity – it was agreed that Cllr Baker would be responsible for Parish Council publicity
- 40.8 Village Email – Cllr Lucas would continue to be responsible for the village email
- 40.9 Parish Council website – Cllr Lucas would continue to be responsible for the website
- 40.10 Grant funding – Cllr Roberts would continue to be responsible for seeking grant funding
- 40.11 Village Hall Committee – Cllr Lucas would continue to represent the Parish Council on the Village Hall Committee
- 40.12 Play Space Project - it was agreed that membership be Cllrs Baker and Cooper, with delegated responsibility for obtaining quotations and grant funding for the project, with ratification at full Council
- 40.13 HR Committee – it was agreed that membership be Cllrs Lucas, Baker and Cooper with delegated responsibility for drafting Policies and documentation for ratification by full Council, recruitment procedures as required with appointments being ratified by full Council, training and supervision arrangements for staff and performance management and reviews.
- 40.14 Landfill quarry liaison – Cllrs Lucas, Nwachukwu and Roberts to continue to represent the Parish Council
- 49.15 Rural East Community Liaison – meetings held quarterly by County Council. Cllr Powell to represent Parish Council
- 49.16 WALC – Cllr Nwachukwu would continue to represent the Parish Council
- 49.17 Gateway South – Cllrs Lucas, Shattock and Roberts to continue to represent the Parish Council

50/22 Apologies for absence

RESOLVED : that the apologies for absence from Cllrs Powell and Nwachukwu be Accepted

Apologies for absence were also received from County Councillor Redford and District Councillors Redford and Wright

51/22 Public participation

There was no public participation

52/22 Declarations of Interest

There were no declarations on any Agenda items. Following an enquiry from Councillors the Clerk reported that she was still awaiting two Declaration of Interest forms and would remind Councillors to bring to the next meeting so they could all be uploaded to the website and forwarded to District Council.

53/22 Minutes of previous meeting

RESOLVED : that the minutes of the public meeting held on 12th April 2022, having been read and circulated, be signed as a correct record subject to Minute No 27.6 recording reference to the query with Land Registry over ownership, for which the Chair is liaising with Solicitors and will obtain an update. Minute No 31.4 to read Stoneleigh Road and Minute No 30.2 to refer to Cllrs Baker and Roberts regarding the Youth Space

54/22 Progress reports/information (items of update for Parish Council)

- 54.1 Cherry Trees – these are the responsibility of the District Council ; a survey will be done and the results fed back to the Chair
- 54.2 Flooding at Sweet Briars – item to be carried forward to next Agenda
- 54.3 A445 Street Light update – the cost for installing was estimated at £3954 for two street lights plus a possible additional 10% depending on the cost of cabling, the cost of which would be for the Parish Council. Cllr Baker reported that she was surveying residents and would be putting letters through the door, following which the Parish Council would need to present a case to the District Council explaining why the additional lighting is needed.
- 54.4 Village Green update – grass cutting by the District Council on the Village Green continues to be monitored although it is difficult to identify a regular routine. Photographs of the pond have been taken and sent to Warwickshire Wildlife Trust for advice.
- 54.5 Green Shoots – Cllr Powell had sent an update via email ; most of the saplings planted now have good foliage and strong roots, those that have failed have been replaced. Heritage are helping keep the weeds under control and regular strimming will be required. There would be a zoom meeting on 7th June regarding applications to Green Shoots with a view to the Council submitting a further grant application for items such as information boards.
- 54.6 Skills Audit update – Agenda item to be carried forward
- 54.7 Climate Emergency Plan update – Agenda item to be carried forward

54.8 Youth Space and Recreation Ground update – Councillors were informed that the grant funding application was still under consideration although agreed that an approach be made to see if any guidance could be given about the contractual arrangements should the grant be approved. Councillors reviewed the design by Hags and were impressed with the quality of the recommendations contained. Further quotations would need to be obtained ; Wicksteed have recently done a park in Ryton, although it was noted that their equipment is produced in China.

55/22 Planning

The Clerk had circulated details of W/22/0679 Plot 4B and 4C Gateway South, Coventry for comment, and would re-circulate these for comment and response to the District Council.

56/22 Finance

56.1 Submission to PKF Littlejohn for exemption from AGAR – the Clerk reported that the Parish Council would be submitting an exemption to PKF Littlejohn, however to comply with the Transparency Code there would still to be an Internal Audit and information submitted to the external auditor. Documents were being reviewed by the Internal Auditor

Councillors went through in detail the points raised in the Internal Audit report for 2021/22 and the Clerk outlined the measures that needed to be put in place, some of which were simply administrative procedures that needed implementing. The Financial Risk assessment would pick up a lot of the points raised and to pick up the remaining items it was agreed that the Clerk produce a yearly schedule of what items needed to be done at what point in the year to meet its legal duties. Councillors took on board all the items identified within the Audit report.

The Clerk suggested that additional training be provided to the Clerk and that they also be supported to complete their CiLCA and FiLCA. She also recommended that the Parish Council review the contractual hours with a view to increasing these to allow for training needs and also reflecting the amount of time that is required to complete financial aspects of the role. Councillors agreed with the recommendations suggested.

56.2 Asset Register – amendments were made to the Asset Register and values updated to reflect replacement costs (as per Appendix A) which would be circulated to Councillors

56.3 Risk Assessment and Management of Internal Financial Controls - Item to be carried forward to next Agenda

57.4 Accounts for payment

RESOLVED : that the following accounts for payment be approved :
Eon - £13
C Goddard June payment - £72

The Chair was obtaining a quotation for new Christmas lights as agreed by the Council

57.5 Highways and Footpaths

Councillors discussed the soft verges signs as raised by a resident via email and reviewed observations from Cllr Powell. They reflected that the original issue had arisen as Ryton Pools car park had been closed during lockdown which had generated problems with parking on the verges creating problems with pedestrian safety. It was noted that parking was no longer a problem and the plastic bollards were still there, with a general feeling that they could remain in situ. The cost of raising the verge or removing the signs was discussed and felt these were costly option. It was agreed to discuss again at the next meeting

It was reported that an application had been submitted to Warwickshire County Council to apply for a minor re-routing of a footpath with public right of way, there is currently a gap to allow public access still. Councillors went on to discuss the Stile by the pond which requires some attention ; the Chairman agreed to explore whose responsibility this was and consideration was given as to whether this may be best replaced with a Kissing Gate.

58/22 Information items

58.1 There were no reports from County, District Councillors or Police

58.2 There were no other matters to raise and communications had been circulated. The Chairman requested an Agenda item on the September Agenda to discuss the Parish Council taking over the management of the Village Defibrillator. This was currently being done by volunteers ; the Chair would liaise with other Councils to see how they manage.

59/22 Confidential matters

Personnel matters were dealt with under the Confidential section of the Agenda

60/22 Date of Next meeting

The next meeting would be held on 28th June 2022 at 7.30pm

14. Termination of meeting

The meeting ended at 9.30pm

APPENDIX A

BUBBENHALL PARISH COUNCIL - ASSET REGISTER

ITEM	DESCRIPTION	LOCATION	SUPPLIER	ACQUISITION		YEAR ENDING 31.3.22		DISPOSAL
				Date	Cost	VALUE	BASIS	
<i>Buildings including fixtures & fittings</i>								
1	None owned							
<i>Street furniture</i>								
2	Bus Shelter	Village Green	Not known	14.2007	6000	16000	Replacement	
2	Noticeboard	Village Hall car park	Not known	1.11.2015		1500	Replacement	
2	Noticeboard	Lower End, Bubbenhall	Not known	1.3.2017		1500	Replacement	
<i>Gates & fences</i>								
3	None owned							
<i>Playground equipment</i>								
5	Set of two swings	Playing Fields	Not known	14.2012	800	3000	Replacement	
5	Set of two baby swings	Playing Fields	Not known	14.2012	800	1000	Replacement	
5	Quartet Seesaw	Playing Fields	Not known	14.2012	717	1000	Replacement	
5	Junior Playground slide multiplay	Playing Fields	Not known	14.2012	1887	16500	Replacement	
5	Aerial rope slide & combination set	Playing Fields	Not known	11.2.2002	33163	8300	Replacement	
5	Open Air MUGA	Playing Fields	Not known	1.3.2012	30000	30000	Replacement	
5	Fencing around MUGA	Playing Fields	Not known	1.3.2012	1000	1000	Replacement	
5	Picnic table	Playing Fields	Not known	1.3.2012	700	700	Replacement	
5	Picnic table	Playing Fields	Not known	1.3.2012	700	700	Replacement	
5	7 log walks and 7 linked items	Playing Fields	Not known	1.3.2012	8263	10000	Replacement	
5	Crawl tunnel	Playing Fields	Not known	1.3.2012	1860	2000	Replacement	
5	Youth shelter/meeting point	Playing Fields	Not known	1.3.2012	7370	10000	Replacement	
5	Cricknet wicket	Playing Fields	Not known	1.3.2012	250	300	Replacement	
5	Goal ends	Playing Fields	Not known	1.3.2012	8100	3000	Replacement	
5	Tennis net posts	Playing Fields	Not known	1.3.2012	535	700	Replacement	
5	Skate jump	Playing Fields	Not known	1.3.2012	3605	4000	Replacement	
5	Glide rail	Playing Fields	Not known	1.3.2012	250	500	Replacement	
<i>Office contents</i>								
6	Printer	Address - D Evans	Not known	16.2007	133	250	Replacement	
6	Printer	Address - D Evans	Not known	1.3.2006	100	0	Being disposed of	
6	Laptop	Address - L Bwudet	Not known	1.3.2006	400	0	Being disposed of	
6	Laptop	Address - L Bwudet		1.12.21	600	600	Replacement	
6	Portable lockable briefcase	Address - L Bwudet	Viking	1.3.22	50	50	Replacement	
6	Hammer	Chair	Not known	14.2012	10	40	Replacement	
<i>Mowers and similar machinery</i>								
7	None owned							
<i>Sports equipment</i>								
8	None owned							
8								
<i>Other Property</i>								
3	Badge of Office (insurance company valuation)	With Chairman	Fattorini Ltd		586	800	Replacement	
3	Playing field (approx 5.5 acres)	Lower End, Bubbenhall	N/A		1	1	Nominal	
3	Land (approx 100 sq yards)	Orchard Way, Bubbenhall	N/A		1	1	Nominal	
3	Land (approx 200 sq yards) exc verges at The Sprout	The Sprout	N/A		1	1	Nominal	
3	Garden	Spring Hill	N/A		1	1	Nominal	
3	Land to East of Moot Close forming footpath	Moot Close/Home Close	N/A		1	1	Nominal	Land Registry Title No WK270234 from Bryson Homes
						119445		

Private and Confidential

Not open to public or press

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 Sam Baker
 Joanne Shattock
 Jim Roberts
 Stephen Cooper

In attendance : Louise Baudet (Locum Clerk)

12. Confidential matters

12.1 Minutes of previous meeting

RESOLVED : that the minutes of the meetings held 12th April 2022 (private section of meeting) be approved as a correct record

12.2 To receive update from Chair regarding Clerks absence

The Chair reported that he had been in liaison with WALC HR and upon their advice would be sending a letter to Doug Evans to inform him of a meeting regarding the options available to him, these being to return to work or for the Parish Council to terminate the contract. There had been no response from the referral to Occupational Health and the Parish Council would be giving him an opportunity to provide a report if wished.

12.3 Handyman

The Clerk reported that she had completed a draft HMRC CEST which had indicated that the status of the post would be 'contractually employed'. Councillors made some amendments to the responses in the draft eg he does buy materials and asked for the Clerk to re-submit through HMRC with the changes. The Clerk agreed to do this, and highlighted that should it still show the same result the Parish Council would need to arrange to meet with Chris Goddard to inform him of the change of arrangements, the draft contract would need to be authorised and given to him and payroll would need to be set up. Draft Job Description and Contract of Employment had already been circulated to Councillors to consider for approval.

Signed

Date