

# BUBBENHALL PARISH COUNCIL



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## Minutes of the meeting of Bubbenhall Parish Council Held on 6<sup>th</sup> September 2022 at 7.30pm at Bubbenhall Village Hall

Cllrs present :           Jan Lucas (Chair)  
                                  Cllr Sam Baker  
                                  Cllr Steve Cooper  
                                  Cllr Bob Powell  
                                  Cllr Joanne Shattock  
                                  Cllr Jim Roberts

In attendance :        Louise Baudet           (Locum Clerk)  
                                  Cllr Pam Redford  
                                  Cllr Wallace Redford

### 96/22    **Apologies**

RESOLVED :   that the apology for absence from Cllr Nwachukwu be received and accepted.  
                          Councillors also noted the apology from Cllr Trevor Wright.

### 97/22    **Public participation**

The Chair raised an issue on behalf of a resident who was unable to attend regarding two silver birch trees in front of their property on Spring Hill. One of the trees is spreading rapidly and the trunk has grown into two halves with potential to become unstable and create a highway hazard. Councillors agreed they would like County Council to inspect the trees and take appropriate action if they are on County Council land. Cllr Wallace Redford agreed to action this matter and report back to the Parish Council

### 98/22    **Declarations of Interest**

There were no interests declared. The Clerk reminded Cllr Cooper to complete his Declaration of Interest forms so that they could all be displayed on the website to meet the requirements of the Transparency Code.

### 99/22    **Minutes of previous meeting**

RESOLVED :   that the minutes of the previous meetings held on 28<sup>th</sup> June 2022, 26<sup>th</sup> July 2022 and 20<sup>th</sup> August 2022, having been read and circulated, be signed as a correct record.

Reference Minute No 77.22 it was noted by the Parish Council that the invoicing arrangements for the playground equipment had changed,

## **100/22 Progress reports/information**

### 100.1 Flooding at Sweet Briars

A site meeting has been arranged on 9<sup>th</sup> September 2022 with the resident with the Team Localities Officer

### 100.2 A445 Street Light update

This matter was carried forward for the October Agenda (Cllr Baker)

### 100.3 Village Green update

Councillors discussed concerns raised by Tony Sproul regarding the condition of the Village Green. Councillors were happy that the condition of the Green was being monitored and maintained appropriately through weekly checks. Although the pond was full, following an inspection they had been advised that the vegetation would die down and it was generally in good health. Grass cutting had been difficult this year due to drought conditions making the grass dry, but the Parish Council had been able to ask for additional cuts from Heritage as required. It was noted that an area of the grass is much greener due to the underground spring. Maintenance of the Village Green is currently included in the budget, and will be reviewed when setting budget for next year. The Clerk would respond to Tony Sproul and also request that he inform her of any future problem with grass cuttings being dumped. The Parish Council delegated responsibility to Cllr Cooper to authorise Heritage to undertake additional cuts and remove cuttings as required, without referring back to the Parish Council

### 100.4 Green Shoots update

Cllr Powell reported that Heritage were doing a strim when coming to cut the field (4 strims allocated per year), weeds continue to grow through and rely on volunteers to keep on top of these and currently awaiting receipt of 60 saplings from the Woodlands Trust. He was continuing to research the cost of Information Boards.

### 100.5 Skills audit

The **Vice Chair** would re-circulate the link so that those who have not completed could fill the audit in.

### 100.6 Climate emergency plan update

There were no matters to report on

### 100.7 Recruitment of new Clerk

The Clerk had circulated information regarding recruitment policies as well as information about Home Working allowances for the appointee. The Parish Council agreed to delegate responsibility to the Chair and Cllr Cooper to interview candidates and bring recommendations to the Council.

### 100.8 Update on Land Registry

The Chair confirmed that the field was now registered to the Parish Council at Land Registry. Although a long process the Council felt that the solicitors had been very good.

100.9 Update on contract for Groundsperson

Chris Goddard had requested arrears of payment from 1<sup>st</sup> April to reflect the increase to the national minimum wage and Councillors agreed to pay this upon receipt of an Invoice. He had requested an amendment to his proposed contract to reflect this with start date proposed from 1<sup>st</sup> October 2022, to which Councillors agreed. Cllr Baker would liaise with Chris and feed this information back to him and give him copy of new contract – he still needed to complete the necessary paperwork to be set up with HMRC.

100.10 Bench by tennis courts

The Chair reported that this had not been repairable so had gone in the skip. The commemorative plaque had been returned to the family. It was indicated that close strimming had contributed towards the bench's poor condition and it was agreed that Heritage should be asked to be careful when strimming.

100.11 Cherry trees (lower end)

The Chair referenced the survey promised by Kerry Paget as the trees are on land owned by Warwick District Council. Cllr Pam Redford agreed to chase this up.

100.12 Gateway update

It was noted that the smell had been bad recently, however, Cllr Pam Redford requested that residents let her know dates and times and she can check to see if it corresponds to any activity at the site. The site are using deodorisers and previous problems with smells had been tracked back to Severn Trent and this needed to be eliminated as a cause. The Chair reported he had tracked the smell to the bottom of Stoney Road. There would be a further Gateway meeting 14<sup>th</sup> September and it was agreed that a time schedule would be useful so it could be shared with the village.

**101/22 Planning applications and other statutory and non-statutory consultations**

There were no consultations to respond to.

**102/22 Adoption of Policies**

The Clerk had circulated a list of policies that the Parish Council should have in place and Councillors agreed to prioritise them and have a schedule throughout the year to adopt them using a phased approach. The Chair and Cllr Cooper would look at the Recruitment policies as a priority as these are required for the recruitment process.

**103/22 Finance**

103.1 Accounts for payment

RESOLVED : that Councillors approved the following accounts for payment  
Eon – electricity £13  
Chris Goddard – Groundsperson £72  
Doug Evans – Zoom payment  
Bubbenhall Village Hall – room hire £95  
WALC – training (Chair) - £36

Brindley Twist solicitors – legal £1590  
Chris Goddard – Groundsperson (arrears) £24  
ICO – annual registration £35

103.2 Bank account update

The Clerk circulated copies of the August bank statements and gave update on income and expenditure which was in line with budget.

**104/22 Matters relating to Youth Space and Recreation ground**

Cllr Baker presented the visuals by Hags of the agreed plans and it was noted that Hags were awaiting an official Order Form off the Parish Council, however they were still awaiting paperwork from FCCS to confirm the funding agreement. Information had been provided to FCCS to provide explanation as to the difference in the pricing, and it was thought they would need forms duly complete. It was thought that it would take now take 14 to 16 weeks for the order to be completed rather than 12 weeks, however Councillors were pleased to learn that Hags prices had been fixed. The final price was £99,835 final price, with a 35% discount included. Cllr Pam Wallace confirmed that planning approval would not be required as it was not a change in use.

RESOLVED : that the Clerk, Chair and Cllrs Roberts and Baker be delegated authority to continue to liaise with Hags and FCCS's regarding confirmation of funding and placement of official orders on behalf of the Parish Council.

As part of discussions about parish space the Chair reported that he had cleared the shed along with the Girl Guides and thrown a lot of unused Parish Council items away. There was some line painter, stakes and 3 bed frame tents remaining and it was agreed that the latter be given to a convoy going to the Ukraine to provide relief (Cllr Cooper to organise delivery). It was also noted that the trees by hedge were leaning on tennis courts and likely to bring fence down ; the Clerk would contact Treesafe to request a quotation.

**105/22 Highways and Footpaths**

Cllr Wallace Redford confirmed that he had responded to the resident and confirmed that there was no merit in removing the signs which continue to deter people from parking on the verges. Councillors discussed a part of a footpath which was overgrown (by Tony Grimes field) and Chair agreed to mention this to him.

**106/22 Operation London Bridge**

Councillors discussed the guidance received from WALC and it was agreed that the Chair would speak to the PCC about a Remembrance service and tolling of bells.

**107/22 Information items**

107.1 County Councillor report – Councillors were informed that the WCC grant fund was open for applications. County Council were also looking at how they could support residents during the current cost of living crisis and Councillors were urged to be aware of residents who may need support. Work continues within the County to clear the backlog of Highways works,

one of the reasons for the backlog being that tarmac had taken longer to set during the hot summer – minor works completed included white lines and footpath repairs. Councillors asked about old signs from the Commonwealth games being removed, especially the No Access signs on the A46 – Cllr Wallace Redford would speak to Highways. Other matters Councillors reported were about litter on A445 and the bent sign on Pit Hill. Provision of Warms Centres was being looked at by WCC and could be provided through schools and libraries if required. Any residents struggling with energy bills should speak to their supplier and to District Council if struggling with Council Tax bills.

107.2 District Councillor report – Cllr Pam Redford reiterated information regarding residents struggling with energy bills. An update was given about the 123 plus system and reasons for problems implementing eg staffing, equipment supplies, deadlines not being met for delivery to households. District Council are now delivering the caddies and it was confirmed that waste is split for recycling.

107.3 Police Crime report from PCSO Sharon Underwood – this had been circulated.

**108/22 Matters relating to the parish from Councillors and Clerk**

It was agreed that the Clerk arrange for the old PC laptop to be cleaned and recycled.

**109/22 Confidential matters**

There were no confidential matters.

**110/22 Date of next meeting – 25<sup>th</sup> October 2022.** Cllr Baker gave her apologies.

111/22 Termination of meeting 9.15pm

Signed..... (chair)

Date .....