

BUBBENHALL PARISH COUNCIL

59, Meadow Road, Wolston, CV8 3HL

Tel: 07957589626

Email: bubbenhallclerk@gmail.com



TO: All Councillors, Bubbenhall Parish Council

Dear Councillor

You are hereby summoned to attend a meeting of Bubbenhall Parish Council at Bubbenhall Village Hall on 5th December 2023 at 7.30pm. Please forward any apologies for absence to me or the Chair.

Tracie Ball
Clerk and RFO
29th November 2023

Members of the public and press are welcome to attend.

A G E N D A

107. **Apologies:** to receive apologies and approve reasons for absence
108. **Public participation:** to adjourn to allow public participation for 15 minutes. Residents are invited to give their views and question the Parish Council on issues on this Agenda or raise issues for future consideration at the discretion of the Chair. If members of the public wish to raise issues which are not on the agenda, they should notify the Clerk, 5 working days prior to the meeting. Members of the public may not take part in the Parish Council meeting itself.
109. **Declarations of interest**
- 109.1 To declare any personal interests or prejudicial interests in items on the Agenda and their nature
 - 109.2 To receive, consider and approve any requests for dispensation relating to Agenda items.
110. **Minutes of previous meeting:** 3rd October 2023 and 7th November 2023
111. **Information items:** to consider and discuss items for information and comment if appropriate:
- 111.1 County Councillor report
 - 111.2 District Councillor report
 - 111.3 Police Crime report from PCSO Sharon Underwood
112. **Progress reports/information from working groups and committees,** items of update for Parish Council – to consider/decide matters relating to each as required.
- 112.1 Emergency
 - 112.2 Field and play area.
 - 112.3 Village Green, to include details of on-going maintenance and agree a budget to undertake this maintenance. To discuss the Christmas lights switch on and agree a donation towards the costs.
 - 112.4 Highways and footpaths, including Sweet Briars and A445 streetlight.
 - 112.5 Publicity & Communications
 - 112.6 Gateway Liaison
 - 112.7 Country Park Liaison including footbridge.
 - 112.8 Landfill/Quarry Liaison
 - 112.9 Sustainability Policy
 - 112.10 Green Shoots update
 - 112.11 Skills audit update
 - 112.12 Update village defibrillators
113. **Planning applications and other statutory and non-statutory consultations:**
- 113.1 Update on SWLP
 - 113.2 Update on NDP
 - 113.3 To receive information on planning applications and decide any actions as appropriate.

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114. **Adoption of Policies** ; to review and adopt policies –

- 114.1 Health and Safety policy
- 114.2 Grievance Policy
- 114.3 Disciplinary policy

115. **Finance**

- 115.1 To approve accounts for payment.
- 115.2 Receive and approve Councillors Expenses.
- 115.3 Finance update for approval.
- 115.4 To discuss Budget requirements for 2024/25
- 115.5 To discuss and agree a budget for the repairs to the Parish Council shed.
- 115.6 To discuss and agree a budget for the installation of a PIR light on the Village Hall.

116. **Council Email address** – update of matters relating to the adoption of govt email addresses for all councillors and the parish council. To agree any costs to be incurred.

117. **Matters relating to the parish from Councillors and Clerk** – to consider/decide matters relating to each as required.

- 117.1 To confirm the parish council meeting dates for 2024
- 117.2 Any other matter arising.

118. **Confidential matters**: to consider the exclusion of the public and press in the public interest for discussions and decisions in relation to either Personnel matters or Legal matters.

119. **Future Agenda Items** – Councillors are asked to use this opportunity to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.

120. **Parish Council Communications (information for sharing)** - To receive suggestions for items for the Village website, Parish Council Facebook Page and Bubbenhall E-news.

121. **Date of Next Meetings** – To confirm Tuesday 9th January 2023 for the next regular meeting of the Parish Council at the Village Hall at 7:30pm.

If an interim meeting is required, an agenda will be sent to Councillors and be put on the website and in the Parish noticeboard three clear days before the meeting is held.