

BUBBENHALL PARISH COUNCIL

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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 5th December 2023 at 7.30pm at Bubbenhall Village Hall

Cllrs present: Cllr Roberts, Cllr Nwachukwu, Cllr Haynes, Cllr Baker (arrived as agreed at 20:10), Cllr Shattock and Cllr Rourke.

In attendance: County Cllr Wallace Redford, Tracie Ball Clerk and one member of the public.

107. **Apologies:** to receive apologies and approve reasons for absence

RESOLVED: Apologies from Cllr Cooper, District Cllr Pam Redford and District Cllr Payne accepted

108. **Public participation:**

The Village Hall committee would like to purchase a bench and site in Playing Field in respect of Bob Cragg.

The chair of the village hall committee gave an update on the Village Hall.

- Wi-Fi is to be installed.
- Roof showing signs of wear and tear. Money to be raised. Grants to be applied for. Fund raising to install vent tiles and replace guttering. £2800 +VAT needed for Vent tiles, already been raised. Guttering will cost about £1600 +VAT, this again will be funded through fundraising. Total cost of full roof repair will need grant funding.
- Decorating of hall will take place once repairs have been completed.
- Clerk will forward any grant funding emails to the Village Hall Chair.
- The VH Chair thanked the villagers for their ongoing support for the Village Hall.

Cllr Haynes raised on behalf of a resident – Assurance to be sought that Winvic has not changed the scope of works originally agreed for the Bund, as there seems to have been earth movements happening over last few weeks. Cllr Shattock will raise the concern at the next quarterly meeting with SEGRO, which is due early December. **ACTION CLLR SHATTOCK**

Cllr Haynes raised a question concerning granting money to the church. The Clerk will clarify with WALC as to exactly what the rules are for giving money. Finance working group will evaluate the situation.
ACTION CLERK

Cllr Haynes also asked if the Parish Council would be happy to write to the Diocese of Coventry to get an updated on when a new Vicar is expected to be appointed. **ACTION CLERK**

Session closed 19:55

109. **Declarations of interest**

- 109.1 To declare any personal interests or prejudicial interests in items on the agenda and their nature.
None
- 109.2 To receive, consider and approve any requests for dispensation relating to agenda items.
None

Signed.....

110. Minutes of previous meeting:

RESOLVED: that the minutes of the previous meetings held on 3rd October 2023 having been read and circulated be signed as a correct record

Proposed Cllr Nwachukwu, Second Cllr Haynes unanimous.

RESOLVED: that the minutes of the previous meetings held on 7th November 2023 having been read and circulated be signed as a correct record

Proposed Cllr Nwachukwu, Second Cllr Rourke unanimous.

111. Information items: to consider and discuss items for information and comment if appropriate:

111.1 County Councillor report

Consultation from Warwickshire Fire & Rescue is to be sent out to all councils. This will be in reference to the service being provided. This is due early January. **ACTION ALL CLLRS TO CONSIDER FOR IMPACT FOR VILLAGE**

111.2 District Councillor report

Proposal for a revision to weed killing procedures within the District, this will be from undertaking twice per year down to once. Pilot in first instance, does Bubbenhall wish to participate.

111.3 Police Crime report

Cllr Cooper will provide an update in the progress reports at future meetings. Slides from the last meeting to be circulated by Cllr Haynes. **ACTION CLLR HAYNES**

Cllr Baker joined the meeting.

112. Progress reports/information (items of update for Parish Council) – to consider/decide matters relating to each as required.

112.1 Emergency

Cllr Haynes is currently updating Emergency Plan to word. Key safe next to cupboard installed.

Cllr Haynes will provide an inventory of the cupboard, **ACTION CLLR HAYNES.**

112.2 Field and play area

No outstanding issues.

112.3 Village Green update

Danger signs around the pond. Cllr Rourke proposes that additional signs be installed on the Green.

RESOLVED: that two new signs be installed up to a cost of £100. Proposed Cllr Rourke, Second Cllr Roberts unanimous **ACTION CLERK**

Bus Shelter – a number of tiles are loose at the front.

RESOLVED: Contact Stuarts Gardening and maintenance to repair the bus shelter tiles and undertake any essential maintenance up to a budget of £150. Proposed Cllr Baker, Second Cllr Shattock unanimous **ACTION CLERK**

Oak tree – A discussion took place about what should be done with the oak tree. No action to be taken as there are new sprouts at the base. Review at a later date.

Cllr Rourke raised a concern that the trees on Spring Hill may be hanging over to far and need to be cut back, also two trees seem to have fallen. Owner of the trees to be established. Cllr Nwachukwu will approach the resident opposite. **ACTION CLLR NWACHUKWU**

Christmas Tree Lights Switch on. As in previous years the Parish Council wish to support the event.

RESOLVED: that £125 be donated towards the cost of the Event. Proposed Cllr Baker, Second Cllr Shattock unanimous **ACTION CLERK**

Signed.....

112.4 Highways and Footpath update including Sweet Briars and A445 sA445 street light update.

Spring Hill and Pit Hill have been badly affected by flooding as more potholes have appeared and some re-appeared. Ryan Machin at WCC has been made aware. The occurrence may be due to the springs The items have been registered on WCC website. Copy Cllr Redford in on all emails to highways. **ACTION CLERK to find out the under lying causes and who can be held to account.**

Lower End – dip in road and pavement, outside Abbey House, due to historic utilities work. Report to WCC who will, if necessary, get utilities to come and make good repairs. **ACTION CLERK**

Cllr Rourke suggested that a map of the village be set up to record problems reported.

Sweet Briars – awaiting feedback from resident.

A445 Streetlighting – no update.

112.5 Publicity and communications

Cllr Baker submitted article for village newsletter.

Website – Village Hall are now setting up their own website, Cllr Baker will liaise and provide an update in the new year. Clerk to contact Jan Lucas to obtain wider admin permissions for current site **ACTION CLERK**

Bubbenhall E-News – Continuity in creating emails to be established. Cllr Haynes to be set up as an admin user for Emergency issues. Meeting to be set up with all users to agree ownership. **ACTION CLERK**

112.6 Gateway Liaison

No update, quarterly meeting next week Cllr Shattock attending.

112.7 Country Park Liaison including footbridge.

Cllr Roberts has met with Cllr P Redford and Chris Elliott, regarding the bridge. The land owner needs to be contacted. **ACTION CLLR ROBERTS**

112.8 Landfill/Quarry Liaison

No update.

112.9 Sustainability policy

Clerk to set up register with examples of how the council has considered sustainability on any decisions to be set up. Initial start with Playground update. **ACTION CLERK.**

112.10 Green Shoots update

Volunteers have made a lot of progress with the maintenance.

A request has been received for the Parish Council to provide a strimmer. The clerk has asked the insurance company for their comments on how this needs to be assessed. **ACTION CLERK**

112.11 Skills audit update

Relaunch in New year.

112.12 Update village defibrillators

Checks have been undertaken and all in order.

113. Planning applications and other statutory and non-statutory consultations:

113.1 Update on SWLP

Cllr Shattock reported that all on track to go to examination in public 2024/25 with adoption 2027. Cllr Roberts presented his finding on building a Gigabit factory to Cllr P Redford.

Signed.....

113.2 Update on NDP

Cllr Haynes reported that he has started to consider the requirements for the reviewed plan. A briefing note will be circulated to all councillors. A meeting with Baginton PC, WDC and WCC has taken place, and the advice given was not to get too far ahead of the SWLP. Cllr Haynes suggested that BPC undertake a light touch review of our plan, this will be the first plan to be reviewed in WDC.

Three outcomes are possible.

- Material modifications to the NDP which would change the nature of the plan. – conclusion would be to suspend the plan until SWLP had emerged further.
- Material modifications to the NDP which would not change the nature of the plan.
- No material modifications to the NDP.

WDC are investigating the conclusion for the last two outcomes as this has not yet been done in the District.

Cllr Haynes advised HNS is six years old and is there a requirement to review. This could form part of a review group for the plan.

Cllr Shattock advised that BPC has a strong material plan.

A record should be kept of the NDP has impacted on past and future planning applications.

113.3 To receive information on planning decisions and decide any actions as appropriate.

W/23/1530 - Agricultural Buildings 1 and 2 Sawpit Close Farm, Ryton Road, Bubbenhall, Coventry, CV8 3BH

A discussion took place the council had no objections to this development, provide it fits in with WDC policy on housing. This is permitted development not a planning application.

RESOLVED: No objections. Proposed Cllr Shattock, Second Cllr Rourke unanimous **ACTION CLERK**

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

115. Finance

115.1 To approve accounts for payment. – figures for advice only as salary increases are as directed by NALC

115.2 Receive and approve Councillors Expenses.

RESOLVED: The expenses for councillor agreed

115.3 nance update for approval.

Cash movements from 01/10/23 to 05/12/23

Transaction Date	Transaction Description	Debit Amount	Credit Amount	Balance
30/09/2023	Opening Balance			£ 29,563.13
02/10/2023	Eon	£177.57		£ 29,385.56
16/10/2023	DM Payroll	£96.00		£ 29,289.56
31/10/2023	Village Hall	£345.50		£ 28,944.06
31/10/2023	Salary	£472.75		£ 28,471.31
31/10/2023	Salary	£124.08		£ 28,347.23
31/10/2023	HMRC	£49.00		£ 28,298.23
01/11/2023	Eon	£177.57		£ 28,120.66
30/11/2023	Playsafety	£153.00	ROSPA	£ 27,967.66
30/11/2023	Heritage	£1,008.00		£ 26,959.66
30/11/2023	HMRC	£22.80		£ 26,936.86
30/11/2023	Salary	£472.55		£ 26,464.31
30/11/2023	Salary	£80.02		£ 26,384.29
30/11/2023	Starboard	£788.40	Scribe accounts	£ 25,595.89
01/12/2023	Eon	£177.57		£ 25,418.32
01/12/2023	S Haynes	£75.73	Expenses	£ 25,342.59
		£ 3,178.84	£ -	

Balance as at 05/12/23 **£25,342.59** Difference £ -

Payments to be authorised

<u>Supplier</u>	Details	inv no	Amount
Salary increase back pay	84 hours 1/4 - 30/11		£ 84.00
Salary increase back pay	8 months 1/4 - 30/11		£ 280.00
		Total	£ 364.00

115.4 To discuss Budget requirements for 2024/25
The finance working group will meet on 8 January 2024 to discuss.

115.5 To discuss and agree a budget for the repairs to the Parish Council shed.
Agreed at last meeting.

115.6 To discuss and agree a budget for the installation of a PIR light on the Village Hall.
Agreed at last meeting.

Signed.....

116. **Council Email address** - to consider/decide matters relating to the adoption of .gov email addresses for all councillors.

Clerk has written justification, awaiting quotes for set up

117. **Matters relating to the parish from Councillors and Clerk:**

117.1 To confirm the parish council meeting dates for 2024

Cllr Shattock reminded councillors that BPC only normally meets 10 times per annum, and the gap of leaving no meeting in August will be 9 weeks which maybe too long.

RESOLVED: BPC will meet on the second Tuesday of each month, with the exception of July will be third Tuesday and no meeting in August.

Proposed Cllr Roberts, Second Cllr Nwachukwu unanimous.

117.2 Any other matter arising.

Cllr Rourke has suggestions for the positioning of new bins and dog waste signs around the village.

Cllr Roberts will meet with Cllr Rourke to discuss. **ACTION CLLRS ROBERTS & ROURKE**

Warwickshire Wildlife, Bubbenhall Woods & the Meadow, have a small, gated carpark, which has recently been extended, without consultation with residents. Clerk to check situation with WDC enforcement officer. **ACTION CLERK** Cllr Nwachukwu to send map and photos to the Clerk. **ACTION CLLR NWACHUKWU**

Council Garages behind 14-18 Moat Close. There is a large tree with overhanging branches damaging the fence to the rear in Home Close – Clerk to ask handyman to investigate. **ACTION CLERK**

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.

None

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.

HNS presentation at February meeting.

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

Ongoing

106. **Date of Next Meetings** –Tuesday 9th January 2023 for the next regular meeting of the Parish Council at the Village Hall at 7:30pm. Meeting closed 9:29 pm

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.

Signed..... (chair)

Date

Signed.....