

BUBBENHALL PARISH COUNCIL



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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 9th January 2024 at 7.30pm at Bubbenhall Village Hall

CLLrs present: Cllr Roberts, Cllr Haynes, Cllr Baker, Cllr Shattock and Cllr Rourke.
 In attendance: County Cllr Wallace Redford, District Cllr Pam Redford, Tracie Ball Clerk and one member of the public.

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

RESOLVED: Apologies from Cllr Cooper, Cllr Nwachukwu and District Cllr Payne accepted

123. **Public participation:**

Topic of unwanted dog mess in and around the village was raised by a resident. Several suggestions were made. Sites to be investigated when new bins could be placed, where they can be easily emptied by WDC. **CLERK to collate information with Cllr Rourke.**

Cllr Payne agreed previously to provide contact at WDC for waste collection. Contact Katy Wild
 Contact to made with Dog warden to see what help can be given. (Environmental Health team - call 01926 456725)

Use E-News to remind dog owners of their responsibilities and that any public waste bins can be used to dispose of the waste, provided it is bagged.

Session closed 19:54

124. **Declarations of interest**

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

125. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on 5th December 2023 having been read and circulated be signed as a correct record

Proposed Cllr Roberts, Second Cllr Rourke unanimous.

Matters arising from the minutes are covered later in relevant agenda items, other items before agenda items.

New Vicar for the village; the Clerk has spoken to the Diocese secretary and the matter is due to be discussed in the next week. Cllr Shattock requested that a letter be sent also from the Parish Council, to re-enforce the urgency.

Fire & Rescue consultation; Cllr Haynes is attending the meeting and will report back at next PC meeting.

Police Crime Report; Cllr Haynes has circulated slides to all councillors.

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

126.1 County Councillor report

Recent flooding; Government have allocated £800 million; Warwickshire is one of eight counties to be granted access to compensation. An update is expected about what is happening and how individuals may claim. Protection of property is a priority. Cllr Redford had attended a meeting which is starting to address the problems of extreme weather conditions. An issue raised was lack of sandbags distributed by WCC, it

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was suggested that the best solution maybe to locate flood defences in the local area, for deployment by residents. Warwickshire at the present time is reporting 50 properties as flooded into the building.

Cllr Redford reminded that the consultation from Warwickshire Fire & Rescue is due for response by end of February. **ACTION CLLR Haynes will collate information and report.**

126.2 District Councillor report

Residents to feedback any flooding ingress into properties. Will continue to send updates to Clerk for circulation through the month.

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

127.1 Emergency – review of events

Cllr Haynes advised that although the 24-7 response line in the plan, said they were unable to help on 2nd January, the number was in fact correct and training will be given at CSW.

Emergency plan needs to be what is local risk and via the community have a committee to undertake actions, maybe separate to the Parish Council.

Cllr Haynes suggested flood defence such as sandbags could be stored close to area identified as at risk.

Residents in affected areas may also want to ensure they keep their own stocks at their property.

Flood incidents were reported as being water being washed off the carriageway when vehicles were driving through the flooded road.

If there are any vulnerable residents in the potentially flood effected areas, they should be identified to the Parish Council, and steps can be taken to maintain their safety.

Alternatives to sandbags should be investigated, such as hydro sacks or hydro snake, these are simple to store when not in use and easy to deploy. Consideration to be given to having a central stock, and the cost implications.

Contact – consider setting up Gmail account – Emergency WhatsApp group

127.2 Field and play area

To consider the siting of a bench in Playing Field in respect of Bob Cragg, by the Village Hall committee.

RESOLVED: that permission be given for a bench be site as requested Proposed Cllr Haynes, Second Cllr Roberts unanimous

127.3 Village Green update

No response yet from WDC regarding the water testing. **ACTION CLLR Cooper to chase.**

New deep-water signs to be put up **ACTION CLERK to arrange**

Quote from landscaping company not received, chase winter tidy up as requested **ACTION CLERK**

The trees on Spring Hill, Cllr Nwachukwu will approach the resident opposite. **ACTION CLLR NWACHUKWU**

Christmas Lights switch on donation – resident did a collection on the evening, so donation from PC not required

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

Sweet Briars – repairs been completed and appeared to be fixed - **CLOSED**

Spring Hill and Pit Hill are still badly affected by potholes emergency repairs to one large pothole been undertaken today. Ryan Machin at WCC has been made aware. Consideration to be given to putting out traffic cones contact Highways at WCC. **ACTION CLERK contact Highways**

Lower End – dip in road and pavement, outside Abbey House, reported

A445 Streetlighting – no update.

Street Lights; no 1 in Spring Hill and 28 Moat Close reported early December, no repairs made, review at February meeting.

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127.5 Publicity and communications

Website – Village Hall are now setting up their own website, Cllr Baker will arrange a meeting so the development of both websites can co-exist. **ACTION Cllr Baker**

Bubbenhall E-News – Cllr Haynes has been set up as an admin user for Emergency issues.

127.6 Gateway Liaison

Cllr Shattock attended meeting on 13th December. Advised that a further 2 metres of earth will be added to the Bund in Spring and then further trees will be added. Two warehouses in situ, these should employ between 250 and 500 people each, not as many as initially thought. Both warehouses have 20 year leases and are being extensively fitted out, indicating the tenants are staying. Further buildings and tenants expected to be in place by 9 months' time.

A short discussion took place concerning what was in place in respect of potential flooding this large amount of building could cause. Attention and balancing ponds are in place to help with alleviation of flooding. Cllr P Redford advised that a Sustainable drainage system (SUDS) must be in place. This is a collection of water management practices that aim to align modern drainage systems with natural water processes and are part of a larger green infrastructure strategy.

127.7 Country Park Liaison including footbridge.

Nothing to report, Cllr P Redfern will chase Chris Elliott at WDC

127.8 Landfill/Quarry Liaison

No update.

127.9 Sustainability policy

Initial start with Playground Cllr Baker and Clerk to liaise. **ACTION CLERK.**

127.10 Green Shoots update

Volunteers have continued with the maintenance.

A discussion took place about the PC providing a Strimmer, the insurance company have advised that insurance will need to be changed, and all necessary H&S procedures must be adhered to and monitored by the PC. The clerk has asked the insurance company for their comments on how this needs to be assessed. **ACTION CLERK**

127.11 Skills audit update

Cllr Baker will send to the Clerk to be distributed to all councillors.

127.12 Update village defibrillators

Checks have been undertaken and all in order. One deployment this month, no further action required.

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

128.1 Update on SWLP

Nothing to report.

128.2 Update on NDP

Nothing to report.

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

None

129. Adoption of Policies ; to review and adopt policies –

Defer to next meeting. **ACTION CLERK**

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130. Finance

130.1 To approve accounts for payment.

£300.00 WDC for uncontested election costs

£840.00 Castle Garage doors for new door to shed

£36.00 WALC for Councillor training

RESOLVED: To confirm payment of outstanding invoices,
Proposed Cllr Roberts, Second Cllr Baker unanimous130.2 Finance update for approval.

Only salaries and direct debits have been processed in December, figures will be presented at February meeting.

130.3 To discuss budget requirements for 2024/25.

Expenditure		Proposed Budget 2024-25
SALARIES - STAFF	£	8,000.00
OPEN SPACES	£	6,000.00
ADMINISTRATION - Total	£	2,750.00
EQUIPMENT - Total	£	500.00
LIGHTING/ELECTRIC	£	1,500.00
PC GRANTS	£	750.00
SECT. 137 PAYMENTS	£	200.00
Total Expenditure	£	19,700.00

ACTION CLERK to speak to EON**INCOME**

Precept	£	19,000.00
Other income	£	50.00
Total	£	19,050.00

Transfer from reserves £650

130.4 To discuss and agree precept request for 2024/25.

The Councillors discuss the proposed budget and agree a £19000 precept demand be made.

WDC have yet set their budget.

		2023/24	2024/25	Change
Precept	£	18,000.00	£ 19,000.00	5.56%
Tax Base	£	314.02	£ 316.55	0.81%
Band D	£	57.32	£ 60.02	4.71%

RESOLVED: To confirm Precept demand of £19000, an increase of 4.71% to Band D rate, equivalent to £2.70 per annum.

Proposed Cllr Roberts, Second Cllr Baker unanimous

130.5 To consider and decide a donation to St Giles Church to support with maintenance.

WALC have been contacted to obtain the up-to-date advice regarding donation, the following has been received. Local Government Act 1894 in the form of a new section 19A (as inserted by section 82 of the Levelling Up and Regeneration Act 2023), which will come into force on 26 December (England only). NALC is recommending that councils follow the Government's position, which will mean that councils are not prohibited from using powers other than in the 1894 Act for spending money on works to church property or property held for an ecclesiastical charity. NALC will also be reissuing Legal Topic Note 31E (local council general powers), to remove references to the prohibitions that will not apply further to section 19A coming into force in respect of the levelling up bill. ***ACTION CLERK to provide update to councillors.***

131. **Council Email address** - to consider/decide matters relating to the adoption of .gov email addresses for all councillors.Defer to next meeting. ***ACTION CLERK***

Signed.....

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

132.1 Any other matter arising.

Actions outstanding from December meeting, not yet completed.

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**

Warwick District 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**

New items

Fire in skateboard park - **ACTION CLERK to arrange Handyman to make any necessary repairs.**

Potholes in pavement between 19 and 21 Moat Close - **ACTION CLERK to contact Richard Barnard Footpath officer at WCC**

133. **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

134. **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.

Feedback from Fire & safety presentation

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 13th February 2024 for the next regular meeting of the Parish Council at the Village Hall at 7:30pm. Meeting closed 9:28 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.....