

BUBBENHALL PARISH COUNCIL

Clerk: Tracie Ball
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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 25th July 2023 at 7.30pm at Bubbenhall Village Hall

Cllrs present: Cllr Roberts, Cllr Baker, Cllr Lucas, Cllr Nwachukwu, Cllr Haynes, Cllr Cooper and Cllr Shattock,
In attendance: District Cllr Payne, Tracie Ball Clerk and one member of the public.

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

RESOLVED: Apologies from County Cllr Wallace Redford, District Cllr Pam Redford accepted

43. **Public participation:**

No items raised.

44. **Declarations of interest**

44.1 To declare any personal interests or prejudicial interests in items on the agenda and their nature.

None

44.2 To receive, consider and approve any requests for dispensation relating to agenda items.

None

45. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on 20th June 2023 having been read and circulated be signed as a correct record

Proposed Cllr Cooper, Second Cllr Haynes unanimous.

46. **Progress reports/information** (items of update for Parish Council)

46.1 Village Green update

There have again been several residents' comments as to the unkempt nature of Green. WDC are not able to confirm a cutting schedule as the present time.

Cllr Cooper is completing the risk assessment in respect of the pond for review by PC, Cllr Haynes suggested inclusion of the grass cutting of the Green within the assessment.

Volunteers have created a new group to maintain the pond, Cllr Roberts suggested that the PC support this.

Cllr Roberts will arrange an informal meeting.

A diagram of water pipes in and around the Village Green to be obtained by Cllr Cooper from Severn Trent.

Cllr Lucas reported that pump was leaking again. Cllr Cooper with liaise with the resident who has the contact details of the pump installer.

A discussion took place regarding the placing of the two new signs for the water. It was suggested they be

put on small stakes and placed in the ground as they cannot be fixed to either the spout or pump.

A discussion took place concerning adding a heritage sign to the green.

RESOLVED: Cllr Haynes proposed looking into this, Cllr Lucas seconded, unanimous.

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

Sweet Briars - Meeting WDC (Ryan Machin) on site with Cllr Roberts and the clerk next week to discuss way forward.

A445 Street lightning - Defer – Cllr Baker to present in September.

Signed.....

Cllr Lucas reported that roundels on Stoneleigh Road are wearing out and need reporting.
Cllr Lucas reported the storm drain opposite Riverside need clearing.
Cllr Cooper reported the two 30 mph signs on Pit Hill and Leamington Road are obscured.

46.3 Footbridge and Country Park update

WDC are obtaining quotes for feasibility study to be undertaken.
Next Country Parks meeting is in September.

46.4 Green Shoots update

Mr Powell provided an update. A representative of the Woodland Trust (WT) has visited, they had supplied the first batch of 210 saplings
They are in the process of evaluating the 'free trees' initiative, visiting a sample of 10 projects in the Midlands. Bubbenhall's project is considered a comparative success for various reasons. Some of the WT's projects have fallen down because of poor planting, too early removal of protectors and poor maintenance i.e. insufficient weeding. While several of the volunteers have done their best recently to cut away or lift the weeds which have rather invaded the plantation, there are still too many and they are cutting out light and taking sustenance away from the trees.
A discussion took place concerning the status of the grant monies. The clerk will prepare a report for the next meeting and action any outstanding issues with WCC.
A discussion took place concerning the maintenance of the weeds in the area. It was agreed that this will not form part of the Handyman's duties. The council agreed to arrange a meeting with Bob Powell to decide on the best way forward.

46.5 Skills audit update

Defer – Cllr Baker to forward copy to the clerk.

46.6 Climate emergency plan update

Cllr Roberts advised this is now incorporated in the Sustainability Policy. WCC have produced guidance notes which will provide the basis for the new policy. Defer until next meeting.

46.7 Update village defibrillators

Cllr Haynes reported all monthly checks completed successfully and records updated.
New pads for the Village Hall defib will be required by 28th September 2023. Cllr Haynes has obtained four quotes and advised his recommendation was Turtle at £52.99 ex VAT, Turtle maintain the cabinets.

RESOLVED: Purchase one set of defibrillator pads from Turtle Engineering.

Proposed Cllr Haynes, Second Cllr Shattock unanimous.

Provision of additional equipment for two further site – Cllr Haynes will continue investigating options.

46.8 Quarry Liaison committee

Cllr Nwachukwu reported new quicksand signs had been put up.

Next meeting September

47. **Working Groups and committees**

See appendix 1.

Signed.....

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

48.1 Update on SWLP

Cllr Shattock reported that the latest communication regarding SWLP includes some potential areas that have been put forward in the latest call for sites. The planning committee will mainly be responsible for any submission; however all councillors should make themselves familiar with the documents before the next meeting.

Cllr Shattock to arrange a meeting of the planning committee.

48.2 Update on NDP

Cllr Haynes is trying to contact Baginton Parish Council, Cllr Lucas will provide updated email. A discussion took place about organising a new housing needs questionnaire, the Clerk will forward Cllr Haynes a copy of a questionnaire.

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

No planning applications have been received for consideration.

Cllr Roberts advised that Pit Hill development is unlikely to be on the planning meeting on 15/16th August 2023.

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

A discussion took place about the current state of the Health and Safety policy, the Complaints Policy, and the Disciplinary policy to be reviewed next. It was agreed that the Clerk will review these during the summer break and circulate to councillors.

The Chair brought forward the District Councillors report as Cllr Payne needed to leave the meeting.

54. **Information items**

54.2 District Council report

Cllr Payne confirmed that should the Pit Hill development application come before the planning committee in August, he would support the Parish Council in their opposition as Councillor Redford maybe on holiday. Cllr Payne also advised he was in the process of setting up regional surgeries, further details will follow.

A discussion took place about bringing the “Information items” agenda item forward in the meeting.

RESOLVED: “Information Items” to be brought forward in the meeting.

Proposed Cllr Shattock, Second Cllr **Cooper**? unanimous

50. **Finance**

Transaction

Date	Transaction Description		Debit Amount	Credit Amount	Balance
20/06/2023	Opening Balance				£ 30,187.07
30/06/2023	NUMBERS PLUS		£ 118.80		£ 30,068.27
30/06/2023	HAGS-SMP LTD		£ 4,697.00		£ 25,371.27
30/06/2023	salary	June	£ 80.02		£ 25,291.25
30/06/2023	HMRC	June	£ 22.80		£ 25,268.45
30/06/2023	HERITAGE & SONS	May	£ 384.00		£ 24,884.45
30/06/2023	Salary	June	£ 472.75		£ 24,411.70
03/07/2023	E.ON NEXT		£ 177.57		£ 24,234.13
17/07/2023	GEOXPHERE LTD 3	Parish Online	£ 72.00		£ 24,162.13
17/07/2023	BHIB INSURANCE		£ 538.55		£ 23,623.58
					£ 23,623.58
			£ 6,563.49		

Signed.....

Balance as at 25/07/23 **£23,623.58**

Reserves & ring fenced

<u>monies</u>	01/04/2023	movements	31/03/2024
Election costs	£3,000.00		£ 3,000.00
Playing field development	£20,000.00	-£ 5,000.00	£ 15,000.00
Green shoots project grant	£2,600.00	-£ 49.20	£ 2,550.80
Street lighting	£5,000.00		£ 5,000.00
Free reserves (50% of Precept	£9,000.00		£ 9,000.00
First Responders	£8,709.19		£ 8,709.19
	<u>£48,309.19</u>		

Payments to be authorised

<u>Supplier</u>	Details	inv no	Amount
T Ball Expenses	stationery & Paint		£ 116.14
HERITAGE & SONS	June		£ 432.00
Keep Britain Tidy	We're watching you		£ 300.00
		Total	£ 848.14

Notes

VAT reclaim to be made

51. **Village Litter Pick** to consider/decide matters relating to the frequency and future of the Village Litter Pick.

Defer until September meeting.

52. **New Equipment for Groundsman** - to consider/decide matters relating to purchase of a Mower and Strimmer for the Groundsman.

A discussion took place about what equipment is required. Cllr Lucas offered to look at Mowers and Strimmers and make a recommendation at the September meeting.

RESOLVED: A budget of £750 for a petrol mower and £300 for a cordless strimmer was agreed

Proposed Cllr Lucas, Second Cllr Roberts unanimous

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

The Clerk is awaiting details from Leamington Town council on how they set up this facility. The Clerk requested the help of Cllr Lucas for the more technical elements of undertaking this.

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

54.1 County Councillor report

None – Cllr Redford had sent apologies.

54.2 District Councillor report

Bought forward to after item 49

Signed.....

54.3 Police Crime report from PCSO Sharon Underwood

Local report has been received and circulated to Councillors, nothing relating to Bubbenhall included. The issue of parking in Lower End was discussed briefly. No further action can be taken at this time.

54.4 Matters relating to the parish from Councillors and Clerk –

Carpark Gate – currently being closed at dusk and opened at dawn by a resident. This needs to be monitored and reviewed in three months. Cllr Lucas to contact resident to discuss future requirements.

Mobile coverage is deteriorating in certain parts of the village, this is believed to be due to the size of the bunds at the Gateway. A letter from the Parish Council to SEGRO to be sent advising the extent of the problem. The clerk to investigate how to get the problem inspected.

A request for commercial advertising on PC notice boards has been received. Councillors discussed this and it was not something they would support at this time, the village newsletter provides this facility.

55. **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

56. **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.

None at present, but on going.

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

None at present, but on going.

58. **Date of Next Meetings** –Tuesday 5th September 2023 for the next regular meeting of the Parish Council at the Village Hall at 7:30pm. Meeting closed 9:32 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.....