

BUBBENHALL PARISH COUNCIL

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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 7th November 2023 at 7.30pm at Bubbenhall Village Hall

Cllrs present: Cllr Roberts, Cllr Nwachukwu, Cllr Haynes, and Cllr Cooper
 In attendance: County Cllr Wallace Redford, District Cllr Pam Redford, Tracie Ball Clerk and one member of the public.

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

RESOLVED: Apologies from Cllr Baker, Cllr Shattock and District Cllr Payne accepted

District Cllr are attending a meeting of another parish in the ward, this clashes on a regular basis. Clerk to look at alternative dates for Bubbenhall in 2024.

92. **Co-Option of Councillor**– to discuss and consider co-option of prospective new Councillor, to fill the current vacancy.

92.1 To receive any expressions of interest, and, if necessary, vote and co-opt Councillor Resident Alastair Rourke volunteered. The Chair invited Councillors to vote, by a show of hands. Unanimous

92.2 To receive new Councillor's Declaration of Acceptance of Office.
 To be signed before next meeting as Clerk had incorrect forms.

92.3 Declaration of Pecuniary Interests – For the new Councillor to enter pecuniary/financial interests in Register of Members' Interest forms (or agree a date for completion within 28 days).

To be signed before next meeting as Clerk had incorrect forms.

92.4 For the new Councillor to receive and sign copies of the Code of Conduct
 To be signed before next meeting as Clerk had incorrect forms.

93. **Public participation:**

No members of the public were present after the co-option. Nothing discussed.

94. **Declarations of interest**

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

Cllr Cooper and Cllr Roberts noted their properties adjoined the Pit Hill Barn development, so may need to declare interest if topic discussed.

94.2 To receive, consider and approve any requests for dispensation relating to agenda items.
 None – remove this item for subsequent meetings.

95. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on October 3rd, 2023, having been circulated late be deferred to the next meeting

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

96.1 County Councillor report

County Councillor's Grant. Cllr Redford, advised that this had re-opened, and welcomed applications. The Clerk advised a grant application had been made online for the purchase of two memorial benches.

After recent storm Highways dept attended 55 flooding incidents, no properties included.

Signed.....

96.2 District Councillor report

Masterplan planning framework – awaiting a base line appraisal study, before next report will be issued.

SWLP slowly moving forward.

96.3 Police Crime report

With the inception of the quarterly meetings, these reports are no longer being produced. Cllr Cooper has contact PC Ed King, for him to be invited as the BPC representative at these meetings. The next meeting is scheduled for 20th November, venue to be confirmed.

Communications from Police have included the speed concerns, these should be reported via the website.

Cllr Nwachukwu comment on a vehicle that had been parked in Pagets lanes for the last two weeks, but as the vehicle was taxed, MOT'd and insured, the police had no power to move unless it was causing an obstruction.

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

97.1 Emergency

Cllr Haynes asked if anyone could convert the PDF copy of the Emergency Plan to word. Clerk to send.

Cllr Haynes has 2 keys cut for the cupboard and a key safe to be installed. All councillors will be advised of security codes in due course.

97.2 Field and play area

Clerk to circulate copy of grant application for benches.

ROSPA have advised they will be inspecting in November or December, as they are in the area at that time. If put back until May, there may be further charges.

RESOLVED: Cllr Haynes, proposed we stay with the November inspection Date

Proposed Cllr Haynes, Second Cllr Roberts, unanimous.

97.3 Village Green update

Cllr Cooper reported that no results had been received from the bacteriological test that had been undertaken by WDC, he will chase. When the results are received, a decision will need to be taken as to whether a full spectrum test will be required.

A discussion took place about a problem with the pump and the borehole.

Cllr Cooper has obtained a quote from BA Hull to:-

Supply all labour and material to change press control on borehole. Lift out borehole. enough to change controller and test run.

The borehole pump may have an issue but press control needs changing before pump can be checked.

This is £540.00 +VAT.

Cllr Nwachukwu will provide details of another supplier to obtain a quote. Cllr Roberts suggested that we investigate obtaining a maintenance contract.

A quote has been requested from a local landscape gardener to look at the cost of on-going maintenance of the Village green. This will include fortnightly mows, maintenance and repairs if required. These costs can then be factored into next year's budget.

The Village Green lights will be switched on for Diwali on the 10th to 15th November, Cllr Cooper will investigate how this will be done.

The future of the oak tree was discussed, the clerk will contact local wood carver to get an indication of costs for a carving to be done.

A discussion took place for signage on the village green, Cllr Cooper and Cllr Rourke will investigate.

Signed.....

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

There has been increase in the number of incidents when dog mess has not been collected. The handyman will put up the KBT 'we're watching you' signs. Cllr Payne has not yet provided details of the dog warden or who will emptying the bins. Contact at WDC Katie Wilde.

Sweet Briars, the works have been completed but there has been a change to the agreed specification. Situation to be monitored to confirm effectiveness.

A445 Streetlighting – no update.

97.5 Publicity and communications

A local resident has been approached to provide website support. Cllr Baker and the Clerk to follow up.

97.6 Gateway Liaison

No update

97.7 Country Park Liaison including footbridge.

Cost of feasibility study is in WDC budget, study will include costs for any compensation that will be needed.

97.8 Landfill/Quarry Liaison

No update

97.9 Sustainability policy

Not available for comment, work is still in progress. A register of examples of how the council has considered sustainability on any decisions to be set up. Clerk to investigate if standard worded policy is available.

97.10 Green Shoots update

Bob Powell is still happy to lead on the Green Shoots.

Amy Bambridge from The Heart of England Forest has advised that she is trying to co-ordinate a corporate day, to volunteer to help provide help with maintenance of the area.

Spend of remaining grant to be clarified.

97.11 Skills audit update

Defer to next meeting. Cllr Baker to send information to the Clerk.

97.12 Update village defibrillators

Checks have been undertaken and all in order.

98. **Planning applications and other statutory and non-statutory consultations:**

98.1 Update on SWLP

No report at this meeting

98.2 Update on NDP

Cllr Haynes reported that he has a process to follow, he will consider the requirements and provide an update to parish council in the New Year. WDC planning have been emailed with the fact that Bubbenhall are starting the process of the renewing their NDP. Consideration will be given as to whether integration with Baginton is required.

98.3 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 – Cllr Cooper and Cllr Shattock to review.

Cllr Roberts advised that Pit Hill development has been withdrawn.

A discussion took place concerning the number of accidents recorded on the A445/Pit Hill junction.

Cllr Redford offered to obtain the definitive figures from WCC highways.

Signed.....

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

100. Finance

100.1 To approve accounts for payment and

100.2 Receive and approve Councillors Expenses

<u>Supplier</u>	<u>Details</u>	<u>Inv no</u>	<u>Amount</u>
S Haynes Expenses	Emergency group		£75.73
Scribe	Accounts	4681	£788.40
ROSPA	Play Inspection	75780	£153.00
Heritage	Grass cutting 3 months		£1008.00

RESOLVED: The accounts for payment agreed
Proposed Cllr Cooper, Second Cllr Roberts unanimous.

100.3 Finance update for approval.
Unavailable – defer to December meeting.

100.4 To discuss Budget requirements for 2024/25

Councillors are requested to advise clerk of any extraordinary expenses expected in 2024-25

100.5 To discuss and agree a budget for the repairs to the Parish Council shed.

Cllr Roberts advised that only one quote has been obtained, as other companies contacted had been unable or unwilling to provide a quote. Cost is £700 plus VAT from Castle Garage Doors. Cllr Roberts ask if he should go-ahead,

RESOLVED: Proposed spend of £700 + VAT for repair to the door
Proposed Cllr Cooper, Second Cllr Rourke unanimous.

100.6 To discuss and agree a budget for the installation of a PIR light on the Village Hall.
Clerk to chase quote.

RESOLVED: Proposed spend of up to £120 to install and provide PIR light
Proposed Cllr Cooper, Second Cllr Nwachukwu unanimous.

100.7 To confirm agreement for the Warwickshire County Council grant application for the cost of two new benches

RESOLVED: Retrospective approval for the clerk to apply for a grant of up to £1500
Proposed Cllr Roberts, Second Cllr Cooper unanimous.

100.8 To discuss and make any decisions about providing a “Tommy Soldier” for the Village Green, from ring fenced reserves.

A discussion to took place and councillors agreed to include costs in 2024-25 budget. District Cllr Redfern suggested the PC may want to include the D-day celebrations next year with this item.

100.9 Discuss and agree signatories for the Lloyds bank account.

RESOLVED: Cllr Jim Roberts, Cllr Sam Baker and Cllr Alastair Rourke to be the new signatories
Proposed Cllr Haynes, Second Cllr Cooper unanimous.

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

Clerk has contact information and will plan to put in place in the new year.

Signed.....

102. Matters relating to the parish from Councillors and Clerk:

102.1 To confirm the parish council meeting dates for 2024

RESOLVED: BPC will meet on the second Tuesday of each month, with the exception of August.

Proposed Cllr Roberts, Second Cllr Nwachukwu unanimous.

102.2 Consider any items relating to the village Christmas lights switch on Christmas lights will be switched on 10th December.

102.3 Any other matter arising.

Village Hall committee are looking for funding for the roof. A schedule for the improvements is currently being discussed.

Construction taking place on land on Stoneleigh Road just before turning to Baginton. No recent planning application has been seen. Contact to be made to the enforcement officer.

Lot of cars reported still parked at a property on Stoneleigh Road, contact enforcement officer to get update.

103. 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

104. 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

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 5th December 2023 for the next regular meeting of the Parish Council at the Village Hall at 7:30pm. Meeting closed 9:20 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.....