

BUBBENHALL PARISH COUNCIL

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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 3rd October 2023 at 7.30pm at Bubbenhall Village Hall

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

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

RESOLVED: Apologies from District Cllr Pam Redford 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.

76. **Public participation:**

Issues relating to the walking of dogs were discussed. The Parish Council will be putting up the posters around the village, these are part of the Keep Britain Tidy initiative.

District Cllr Payne to investigate who is responsible for emptying the bins and provide the Clerk with details. The clerk will try and establish who is responsible for emptying bins at Ryton Pools.

77. **Declarations of interest**

77.1 To declare any personal interests or prejudicial interests in items on the agenda and their nature.
 None

77.2 To receive, consider and approve any requests for dispensation relating to agenda items.
 None

78. **Minutes of previous meeting:**

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

Proposed Cllr Cooper, Second Cllr Haynes unanimous.

The Chair discussed the matters outstanding from the previous meeting, these have recorded under the progress reports.

County Cllr Redford reported he was not receiving the draft minutes, the Clerk will ensure all District and county Cllrs will be sent the draft minutes when circulated.

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

79.1 County Councillor report

Concrete issues in schools. One issue at Oakwood, remedied before pupils returned. Two academies, Myton & Aylesford, they are using alternative venues for some children.

Fire Service – Fire caused by tablet charger. Fire service have asked that residents do not leave item to charge unattended.

County Councillor's Grant. Cllr Redford, advised that this had re-opened, and welcomed applications are welcomes.

Pit Hill – WCC contacted re water escape. WCC will also contact Severn Trent.

Accidents on A445, between Pit Hill and Spring Hill, four slight collisions and one serious collision

Signed.....

79.2 District Councillor report

Nothing to report

79.3 Police Crime report from PCSO Sharon Underwood

No report from PCSO, Cllr Cooper requested an update from Cllr Payne about the proposed meeting that had been discussed at previous meetings. Cllr Payne to report as soon as possible.

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

80.1 Emergency

Cllr Haynes requested a copy of the current Emergency Plan, Clerk to send.

Cllr Haynes requested that 2 keys be cut for the cupboard and a key safe to be installed. The caretaker will install.

80.2 Field and play area

Cllr Baker reported that the 2 moles had been caught.

Cllr Baker has forwarded the safety report from HAGS to the Clerk. Clerk is waiting from ROSPA to confirm next inspection due.

The Parish Council shed has been broken into. Cllr Roberts has secured the door. The Insurance company have been made aware, Shed is not on asset register, so waiting for them to decide if a claim can be made

After meeting with PCSO Ed King, they recommend a PIR light be fitted to the end of the Village Hall. Village Hall committee are happy to allow this.

RESOLVED: Clerk to investigate charge for installation, and whether hanging cable is live.

Proposed Cllr Baker, Second Cllr Shattock unanimous.

A discussion took place, regarding the installing of CCTV. This will be reviewed on an ongoing basis.

The cost of replacement door will needed quotes to be obtained. Cllr Roberts will obtain quotes.

Cllr Baker reported that the finally snagging on the Playground has now been completed.

Skatepark graffiti to be removed by Handy man

80.3 Village Green update

Cllr Cooper reported that the bacteriological test has been undertaken by WDC, still awaiting results. Costs from BA Hull is between £300 to £400. WDC can also do this and will report back with costs.

BA Hull have visited, and we are awaiting their report. – Additional key need to be obtained.

Cllr Cooper reported there is a tile missing from the bus shelter – Clerk to speak to handyman to see if he is aware of any spare tiles.

Clerk to confirm the number cuts still on Heritage's timetable.

A Cllr Shattock advised there was an advertising board on the Green, Clerk will arrange removal.

Cllr Roberts he has arranged an informal meeting with Friends of Bubbenhall Pond, Cllr Cooper is still confirm his availability.

New signs for the pump and spout have not been put up. Clerk to ask Handy man to contact Cllr Baker to agree placement.

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

Sweet Briars, the Chair and the Clerk have met with WCC, Ryan Machin, still awaiting a date.

Cllr Roberts raised footpath 153a as this was not included in the planning application for the Meeting House on Pit Hill. It is currently being blocked by a high fence. Cllr Roberts has written to the new planning officer for the to bring his attention to this.

Cllr Baker has contacted resident who lives on the A445 to gather information as to how they feel about the streetlight. The resident has started to canvass residents. Cllr Baker will report back at the next meeting.

Signed.....

80.5 Publicity and communications

Cllr Baker advised that she would prepare the item for the next Bubbenhall Newsletter in the next few weeks. This will include a piece on Cllr Roberts now being the chair.

The clerk has access to Bubbenhall E News, so can circulate any council business to the residents as required.

80.6 Gateway Liaison

Following the collapse of The Buckingham Group, SEGRO have appointed Winvic to continue the work. The work is hoped to be completed by end of January 2024

80.7 Country Park Liaison including footbridge.

Country park to be delayed until June 2024

80.8 Landfill/Quarry Liaison

Meeting held in September, Cllr Roberts will circulate his notes.

80.9 Sustainability policy

Not available for comment, work is still in progress.

80.10 Green Shoots update

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

The Chair and the Clerk met with Amy Bambridge from The Heart of England Forest (heartofenglandforest.org/sign-our-e-newsletter). Amy has advised she may be able to co-ordinate a Corporate day, to volunteer to help provide help with maintenance of the area. .

80.11 Skills audit update

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

80.12 Update village defibrillators

The annual maintenance has been carried out on both cabinets by Turtle engineering.

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

81.1 Update on SWLP

No report at this meeting

81.2 Update on NDP

Cllr Haynes has looked at the NDP guidance notes, and best practices when renewing plans and will revert to the Parish council in the next couple of months.

81.3 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 in October 2023.

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.

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

A discussion took place about the current state of the Health and Safety policy, the Grievance Policy, and the Disciplinary policy to be reviewed next. The Clerk had mistakenly completed the Grievance policy not complaints. Complaints policy to be the next policy to be reviewed.

Cllr Cooper has offered help to finalise these policies, Clerk to set up a meeting.

Signed.....

83. Finance

Cash movements from 01/09/23 to 30/9/23

Transaction Date	Transaction Description	Debit Amount	Credit Amount
26/07/2023	Opening Balance		
01/09/2023	E-on	£ 177.57	
05/09/2023	Village hall ground rent		£ 50.00
22/09/2023	ICO	£ 35.00	
29/09/2023	WDC Precept		£ 9,000.00
29/09/2023	Turtle De fibs	£ 324.00	
29/09/2023	Steve Sidaway Moles	£ 70.00	
29/09/2023	WALC Chair training	£ 36.00	
29/09/2023	Salary	£ 79.82	
29/09/2023	Salary	£ 472.55	
		£ 1,194.94	£ 9,050.00

Balance as at 30/09/23 **£29,563.13**Reserves & ring fenced monies

	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	-£ 324.00	£ 8,385.19
	£48,309.19		

Payments to be authorised

<u>Supplier</u>	Details	Inv no	Amount
		Total	£ -

Notes

VAT reclaim to be made

DDR to Eon, Clerk to try and establish contact

RESOLVED: The accounts for payment and reconciliation agreed
Proposed Cllr Haynes, Second Cllr Cooper unanimous.

Discussion took place about restarting the PC account with Scribe. The cost is in excess of £400 per year.

RESOLVED: Scribe accounting package be reinstated at a cost of up to £450.00 net
Proposed Cllr Cooper, Second Cllr Haynes unanimous.

Signed.....

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

Cllr Baker has agreed to be the council point of contact. Starts at 9.30 finishes 10.30

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

A discussion took place the clerk will check with other local clerks to confirm how they administer this. Cllr Shattock raised a concern about having a new email address. The Clerk will look into any ruling on this. Costs to be advised by the Clerk.

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

Cllr Haynes reported back from the Village Hall AGM.

Bookings healthy, mix of booking approximately equal, finance is under control. Major finance requirements will be the replacement of the hall roof, approx £20,000. The village hall committee are looking for grant finance. The clerk will investigate any grant availability.

87. **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

88. **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.

The clerk advised that we could move the 2024 meetings to the second Tuesday. Defer confirmation to next meeting.

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

The new residents will be sent the welcome pack, the Clerk has access to the Electoral Role so will be responsible for this.

Bubbenhall E-news and admin@bubbenhall.info, Cllr Baker will confirm who the other users of this facility are, messages directly affecting the parish should be the only ones circulated. Councillors discussed if a new agreement should be drawn up.

Village website to be updated.

90. **Date of Next Meetings** –Tuesday 7th November 2023 for the next regular meeting of the Parish Council at the Village Hall at 7:30pm. Meeting closed 9:15 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.....