

# BUBBENHALL PARISH COUNCIL

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## Minutes of the parish council meeting of Bubbenhall Parish Council

Held on 17<sup>th</sup> June 2025 at 7.30pm at Bubbenhall Village Hall

Cllrs present: Cllr Roberts, Cllr Nwachukwu, Cllr Haynes, Cllr Shattock, Cllr Cooper, Cllr Baker and Cllr Rourke.

In attendance: County Cllr Ben Edwards, District Cllr Pam Redford, and Tracie Ball, Clerk and no members of the public.

21. **Apologies:** to receive apologies and approve reasons for absence. – District Cllr Josh Payne
22. **Public participation:** to adjourn to allow public participation for 15 minutes. Residents are invited to give their views and question the Parish Council on issues on this Agenda or raise issues for future consideration at the discretion of the Chair. If members of the public wish to raise issues which are not on the agenda, they should notify the Clerk, 5 working days prior to the meeting. Members of the public may not take part in the Parish Council meeting itself.

### 23. Declarations of interest

- 23.1 To declare any personal interests or prejudicial interests in items on the Agenda and their nature.  
none
- 23.2 To receive, consider and approve any requests for dispensation relating to Agenda items.  
None

### 24. Minutes of previous meeting:

To approve the minutes as circulated.

- 24.1 8<sup>th</sup> April 2025 **RESOLVED:** that the minutes of the previous meeting held on 18<sup>th</sup> April 2025 - having been read and circulated be signed as a correct record. Proposed Cllr Roberts Second Cllr Cooper unanimous
- 24.2 13<sup>th</sup> May 2025 – **RESOLVED:** that the minutes of the previous meeting held on 13<sup>th</sup> May 2025 be re circulate and put on website Proposed Cllr Roberts – Second Cllr Rourke unanimous

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

- 25.1 County Councillor report  
WCC is led by Reform – minority – portfolio holders have been chosen. Opposition priority is Highways and Education. Not clear what Reform's priority - Full council meeting -  
Work on spring starting  
Provision of school places – Bubbenhall is in the NLS and Bilton catchment, NLS are oversubscribed and choosing closest – 1.5 miles max difference. Kenilworth School enrolment only from priority area, however they are undersubscribed. Bubbenhall is not in catchment area, but application can be made.
- 25.2 District Councillors report  
3<sup>rd</sup> call for sites are around original 12. A few changes but no decisions have been made.  
Warwick District Council is delighted to announce the successful delivery of its UK Shared Prosperity Fund (UKSPF) Cultural Programme. The programme supported nine creative and cultural projects across the district between 2023 and 2025. Backed by a £400,000 allocation from the UKSPF, the programme has significantly enhanced the region's creative landscape, reaching thousands of residents and supporting local artists, businesses, and heritage assets across the four towns. Full details available at [Council celebrates success of £400k cultural programme - Warwick District Council](#).
- 25.3 Local Government Reorganisation in Warwickshire update -  
28 November 2025 submit full Local Government Reorganisation proposal – nothing issued since 6<sup>th</sup> March 2025 -Warwickshire never has a strategic authority before

### 26. Progress reports/information from working groups and committees, items of update for Parish Council – to consider/decide matters relating to each as required.

- 26.1 Emergency, and village defibrillators –  
The Plymouth Brethren and RRT have jointly purchased a new pump which is now set up, tested and ready to deploy quickly and we would like to make it available for anyone within Bubbenhall during any flooding. This information will be added the village Emergency plan

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26.2 Warm Spaces – Cosy Café update  
**ACTION** Clerk to investigate a grant for up to £500 from Warwickshire CAVA or WDC Wellbeing grant scheme.  
 KPIs – 987 attendees so far – volunteer 312 hours work - donations nearly £1000 – cost to BPC just over £350 – new residents getting to know people. Cllr Haynes is going to undertake another survey to identify and needs attendees may have.

26.3 Field and play area.  
 26.3.1 Consider application for an adult football team to use the pitch fortnightly.  
 Family connection to the village – Councillors are to support initiative for a three month trial period.  
**RESOLVED:** That the Parish Council allow an adult football team to use the Playing Field football pitch, providing they have responsibility to ensure the pitch is fit for purpose. Use will be on a Sunday morning, fortnightly and they will cut and mark the pitch as required for 3 month trial period. The conditions of use to be set out by the Village Hall Committee, who shall be responsible for checking relevant insurances from the team. Proposed Cllr Haynes Second Cllr Roberts unanimous  
**ACTION** Clerk to check BPC insurance and co-ordinate with Aiden O'Hare Village Hall

Swing – **ACTION** Clerk to chase HAGS

26.4 Village Green.  
 Pond – oxygenating plants have been added. Flocculant seems to have worked and duck weed under control.  
 The greenhead been used for a Knit & Natter session where more Poppies had been made. Cllr Baker remarked how successful the project is in bringing together the community.  
 Water testing still outstanding, WDC have been chased. **ACTION** Cllr Rourke to forward contact details to District Cllr Redford.

26.5 Highways and footpath  
 26.5.1 Pit Hill and Spring Hill update  
 Pit Hill since WCC Highways have fitted the new drain, no water to be seen on road.  
 Spring Hill, reasonably sure that the leakage is due to a natural spring. Inspection chamber has been cleared and before French drain is fitted, existing drain needs to be working well.  
 26.5.2 Public Rights of Way  
 Glebe Farm path is nearly complete. Cllr Cooper asked if the Wildlife pond has been installed, Cllr Baker advised a wildlife has been established, but no pond as yet. Check what is happening over the next few months.  
 General review of state and signage of all paths is needed, and if necessary, report back to WCC.  
**ACTION** Cllr Roberts and Clerk to arrange meeting with footpath officer.

26.5.3 Pavement Licensing 2025-30  
 Cllrs agreed not required in the village.

26.6 Litter Pick  
 Cllr Haynes confirmed this has been arranged for 28<sup>th</sup> June 2025, approx. 20 volunteers. Risk assessment completed.  
**RESOLVED:** That the Parish Council adopt the Litter Pick Proposed Cllr Haynes Second Cllr Baker unanimous. **ACTION** Clerk to arrange heavy duty black plastic bags to be made available.

26.7 Publicity & Communications.  
 Clerk is still updating gov.uk web, some newsletters still need to be transferred

26.8 Gateway Liaison  
 Next Meeting 18<sup>th</sup> June  
 Previous meeting – discussed the Land West of Firefly Road, Baginton, the erection of commercial buildings, with associated infrastructure, landscaping, drainage, ground modelling and access. Approx 12 mixed business and industrial units. Previously known as JLR site, Gateway South. Previous planning given 2016 but never developed. JLR has relinquished site and has now been purchased by SEGRO. Detailed planning application and reserved matter not yet submitted.

26.9 Country Park Liaison including footbridge. –  
 Next meeting has been scheduled for 18<sup>th</sup> June, to include a site visit. Bob Powell is going to join the group as a resident's representative.  
 Footbridge, nothing to report at present, awaiting response.  
 Cllr Roberts advised that one of the objections made by BPC to Rugby's Local plan site 328, was that

the reduction of Green Space, will increase the likelihood of flooding to the area suggested for the footbridge. He asked if Cllr Redford could raise this issue with WDC.

26.10 Landfill/Quarry Liaison

Next meeting end of September

Cllr Nwachukwu advised that litter has been cleared.

26.11 Crime Prevention and Police

26.11.1 Update regarding the improvement of the gate next to the Village Hall

Invoice received, finalise the insurance claim

26.11.2 CCTV

Cllrs discussed the WDC email, the proposal or costs is prohibitive at the present time.

**RESOLVED:** Explore use of the existing camera sited on the Malt Shovel Proposed Cllr Cooper – Second Cllr Rourke unanimous

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

27.1 Update on SWLP Preferred Options Consultation

A New call for sites has been issued and map circulated and available at [South Warwickshire Local Plan](#)

27.2 West Midlands investment zone, update

Cllr Redford will arrange another NOKSOC meeting, details to be circulated in early August. Next WM IZone meeting is 2<sup>nd</sup> September.

27.3 To receive information on planning applications and decide any actions as appropriate.

27.3.1 W/25/0670 - Ludgates View, Lower End, Bubbenhall, to note application for a Lawful

Development Certificate for the proposed erection of a single storey rear extension.

Noted – no objection, subject to neighbourhood consultation.

**28. Finance**

28.1 To approve accounts for payment.

See appendix 1

**RESOLVED:** Payment schedule confirmed Proposed Cllr Roberts – Second Cllr Baker unanimous

28.2 Finance update for approval, to include bank reconciliation.

**RESOLVED:** Finance update confirmed Proposed Cllr Roberts – Second Cllr Baker unanimous

28.3 To note payments received.

None

28.4 To consider the purchase of Solar Pond pump.

Withdrawn, kindly donated by resident.

28.5 On-line banking update

Cheque book and paying in book received – not present the cheque yet.

28.6 To confirm payment of Clerk's and Councillors Expenses.

**RESOLVED:** Councillors and Clerk's Expenses confirmed Proposed Cllr Roberts – Second Cllr Rourke unanimous

**29. Matters relating to the parish from Councillors and Clerk** – to consider/decide matters relating to each as required.

29.1 Any other matters arising.

Village Hall AGM – Adrian O'Hare - Chair, Gail Haynes – Vice Chair, Rose Woodforth – Secretary, Jeanette Tipper – Treasurer, Trustee – Alan Roe, Roy Perry and 11 Representative members. **ACTION**  
Clerk to add Village hall update to normal agenda.

**30. 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.

Grant for Church **ACTION** Clerk to send grant application

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

Ongoing

**32. Date of Next Meetings** – To confirm Tuesday 15<sup>th</sup> July 2025 for the for the next meeting of the Parish Council at the Village Hall at 7:30pm.

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.

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33. **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.

**Exclusion of Press and Public**

**In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to Resolve that the press and public be excluded from the meeting during consideration of the following agenda items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.**

None

**Meeting Closed- 21:25**

**SIGNATURE**

**DATE**

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Cash movements from 01/04/25 to 13/05/25

Transaction Date	Transaction Description		Debit	Credit	Balance
14/05/2025	Opening Balance				<b>£52,533.53</b>
14/05/2025	G C NICHOLDS	Plantation	£ 110.00		£ 52,423.53
14/05/2025	LOCAL AUTHORITY TE	Web	£ 378.00		£ 52,045.53
14/05/2025	GARDENING & MAINT	Village green	£ 160.00		£ 51,885.53
14/05/2025	S HAYNES	Cosy Café expenses	£ 46.58		£ 51,838.95
14/05/2025	TRACIE BALL	expenses	£ 148.15		£ 51,690.80
19/05/2025	SERVICE CHARGES	Bank	£ 4.25		£ 51,686.55
29/05/2025	HMRC -	April Salary	£ 18.17		£ 51,668.38
29/05/2025	HMRC -	May Salary	£ 18.17		£ 51,650.21
29/05/2025	CHRIS GODDARD	May Salary	£ 108.73		£ 51,541.48
29/05/2025	TRACIE BALL	May Salary	£ 529.84		£ 51,011.64
02/06/2025	E.ON NEXT LTD	electric	£ 21.68		£ 50,989.96
		Village green - May			
09/06/2025	GARDENING & MAINT	cuts	£ 160.00		£ 50,829.96
16/06/2025	SERVICE CHARGES	Bank	£ 4.25		£ 50,825.71
			<u>£ 1,521.89</u>	<u>£ -</u>	

Balance as at Authorised 17/06/2025 **50,825.71** difference £ -

				from reserves & insurance
Macham Contractors	New gate @ Village Hall		£ 2,304.00	
Unity Trust Bank	Opening deposit for new account		£ 500.00	

Payments to be authorised

Supplier	Details	inv no	Amount
Clear Insurance			£ 626.19
DM Payroll	1/10/24 - 31/3/25	4097	£ 72.00
WDC	litter bin pit Hill	83310144	£ 116.68
Bob Powell EXP	trees	stakes and ties	£ 66.99
S Haynes Expenses	Cosy Café		
Gardening & Maintenance			
by James Ltd	June cuts		£ 160.00
Sam Baker	Poppies		£ 71.20
		<b>Total</b>	<b>£ 1,113.06</b>

Performance Against Budget

to 10-06-25	Budget	Actual	remaining
SALARIES - STAFF	£ 8,000.00	£ 1,313.68	£ 6,686.32
OPEN SPACES	£ 7,000.00	£ 430.00	£ 6,570.00
ADMINISTRATION	£ 2,162.00	£ 525.03	£ 1,636.97
EQUIPMENT - Total	£ 200.00		£ 200.00
LIGHTING/ELECTRIC	£ 400.00	£ 65.04	£ 334.96
PC GRANTS -	£ 1,000.00		£ 1,000.00
SECT. 137 PAYMENTS	£ 200.00	£ -	£ 200.00
Cosy Café	£ 1,200.00	£ 71.73	£ 1,128.27
<i>Grants received</i>			
<b>Total Expenditure</b>	<b>£ 20,162.00</b>	<b>£ 2,405.48</b>	<b>£ 17,756.52</b>

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