

# BUBBENHALL PARISH COUNCIL

59, Meadow Road, Wolston, CV8 3HL

Tel: 07957589626

Email: bubbenhallpcclerk@gmail.com



**TO: All Councillors, Bubbenhall Parish Council**

Dear Councillor

You are hereby summoned to attend a meeting of Bubbenhall Parish Council at Bubbenhall Village Hall on 13<sup>th</sup> May 2025 at 8.30pm (or immediately after the Annual Parish Meeting). Please forward any apologies for absence to me or the Chair.

A handwritten signature in blue ink, appearing to read 'Tracie Ball'.

Tracie Ball  
Clerk and RFO  
7<sup>th</sup> May 2025

*Members of the public and press are welcome to attend.*

## A G E N D A

1. **Election of Chair 2025-26**
2. **To receive the Chair's Declaration of Acceptance of Office**
3. **Election of Vice-Chair 2025-26**
4. **To receive the Vice Chair's Declaration of Acceptance of Office**
5. **Re-adoption of Standing Orders and Financial Regulations to be subject to review by August 2025**
6. **Confirmation of Working Groups and membership**
7. **Confirmation of Representation on outside bodies**
8. **Apologies:** to receive apologies and approve reasons for absence.
9. **Declarations of interest**
  - 9.1 To declare any personal interests or prejudicial interests in items on the Agenda and their nature.
  - 9.2 To receive, consider and approve any requests for dispensation relating to Agenda items.
10. **Minutes of previous meeting:** 8<sup>th</sup> April 2025
11. **Information items:** to consider and discuss items for information and comment if appropriate:
  - 11.1 County Councillor report
  - 11.2 District Councillor report
  - 11.3 Local Government Reorganisation in Warwickshire update
12. **Progress reports/information from working groups and committees,** items of update for Parish Council – to consider/decide **urgent** matters relating to each as required. Defer any non-urgent discussion to June 2025 meeting.
  - 12.1 Emergency.
  - 12.2 Cosy Café
  - 12.3 Field and play area.
  - 12.4 Village Green.
  - 12.5 Highways and footpaths
  - 12.6 Publicity & Communications to include gov.uk website and transfer from Bubbenhall info.

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- 12.7 Gateway Liaison
- 12.8 Country Park Liaison including footbridge.
- 12.9 Landfill/Quarry Liaison
- 12.10 Crime Prevention & Police update

## 13. Planning applications and other statutory and non-statutory consultations:

Defer any non-urgent discussion to June 2025 meeting.

- 13.1 Update on SWLP
- 13.2 Update on NDP
- 13.3 To receive information on planning applications and decide any actions as appropriate.

## 14. Adoption of Policies;

## 15. Finance

- 15.1 To approve accounts for payment.
- 15.2 To confirm payment of Clerk's and Councillors Expenses
- 15.3 To note payments received.
- 15.4 Finance update for approval, to include bank reconciliation.
- 15.5 Unity Trust Bank Update
- 15.6 To note appointment of Internal Auditor

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

- 16.1 Any other matter arising.

## 17. 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.

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

## 19. Date of Next Meetings – To confirm Tuesday 17<sup>th</sup> June 2025 for the next regular 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.

## 20. 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.**