

BUBBENHALL PARISH COUNCIL

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Minutes of the annual meeting of Bubbenhall Parish Council

Held on 13th May 2025 at 8.30pm at Bubbenhall Village Hall

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

In attendance: County Councillor Edwards and Tracie Ball, Clerk and one members of the public.

Open 20.42

1. Election of Chair 2024-25

Proposal: To appoint Cllr Roberts as the new Chair of Bubbenhall Parish Council

Proposed: Cllr Shattock, **Seconded:** Cllr Cooper, Unanimous **Resolved**

2. To receive the Chair's Declaration of Acceptance of Office

Cllr Roberts signed the Declaration of acceptance of office as Chair which was witnessed by the Clerk.

3. Election of Vice-Chair

Proposal: That Cllr Baker be elected to Vice Chair

Proposed: Cllr Roberts, **Seconded:** Cllr Cooper, Unanimous **Resolved**

4. To receive the Vice-Chair's Declaration of Acceptance of Office

Cllr Baker signed the Declaration of acceptance of office as Vice Chair which was witnessed by the Clerk.

5. Re-adoption of Standing Orders and Financial Regulations

Proposed: BPC re-adopt the Standing Orders and Financial Regulations, all policies to reviewed by August 2025.

Proposed: Cllr Roberts, **Seconded:** Cllr Baker, Unanimous **Resolved**

6. Confirmation of Working Groups and membership

Proposed: BPC re-adopt the membership of Working Groups as presented

Proposed: Cllr Roberts, **Seconded:** Cllr Shattock, Unanimous **Resolved**

7. Confirmation of Representation on outside bodies

Proposed: BPC re-adopt the representation on outside bodies as presented

Proposed: Cllr Roberts, **Seconded:** Cllr Shattock, Unanimous **Resolved**

8. Apologies: to receive apologies and approve reasons for absence

RESOLVED: Apologies from District Cllr Redford and District Cllr Payne accepted

9. Declarations of interest

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

None

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

None

10. Minutes of previous meeting:

RESOLVED: that the minutes of the previous meetings held on 8th April 2025 be deferred until the June meeting – ACTION Clerk to publish draft minutes.

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

11.1 County Councillor report -

County Cllr Edwards introduced himself as our new Councillor. He has strong links with Kenilworth, Baginton, and Bubbenhall, he will be moving to Stoneleigh –The Chair welcomed Cllr Edwards and looked forward to working with him.

The reasons he decided to become a councillor include the siting of a Battery Factory, in Baginton, with no viable projects of how this would work. He also has concerns over the amount of water now percolating through both Pit Hill and Spring Hill, and recognises the fears of residents of a sink hole forming.

16th May will be the annual meeting of WCC to elect the leader.

11.2 District Councillor report

None

11.3 Local Government Reorganisation in Warwickshire update –

Signature

More information is expected after WCC annual meeting on 16th May.

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. -

Nothing to report

12.2 Cosy Café -

Held a great event for VE Day. A lot of residents attended. Cllr Haynes invited County Cllr Edwards to attend on any Thursday from 10 am till noon, to engage with residents.

12.3 Field and play area.

Cllr Baker reported that the mole control is in and looks better. Swing is still not sorted – **ACTION Clerk to chase HAGS**

12.4 Village Green.

Flocculant not sure if worked. Cllr Rourke to check with supplier.

Concreting around the gully is working, but does not look great.

12.5 Highways and footpaths

Footpaths, the council need to review all footpaths ACTION arrange a meeting Tony and PROW officer.

Repair to stile at top of field on Stoneleigh Road, has been cleared and not replaced. The PROW needs to be advised.

Kenilworth footpath group need to be contacted to check on what they plan to do help with the replacement.

12.6 Publicity & Communications to include gov.uk website and transfer from Bubbenhall info. -

Currently transferring documents from Bubbenhall info – but all pdf need compressing so they can be uploaded to the gov.uk site. Bubbenhall info domain name has been renewed for 12 months as the Bubbenhall E-News is still distributed using this email.

12.7 Gateway Liaison

Next meeting 18th June 2025, Cllr Shattock is going to approach two residents about joining the group.

12.8 Country Park Liaison including footbridge.

Next meeting 18th June – Cllr Roberts advised that he had registered objections re parking issues with WCC. Other access to the country Park will be from Oakey Hill near to the Riding Stables. The cost of the footbridge will need to see additional funds being raised by WCC.

12.9 Landfill/Quarry Liaison –

Incident of Fly tipping, reported owners. Cllr Nwachukwu, will check the site and email pictures of any problems to the Clerk.

12.10 Crime Prevention & Police

CCTV update has been received today – **ACTION Clerk to circulate to councillors**

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

Defer any non-urgent discussion to June 2025 meeting.

13.1 Update on SWLP

Nothing to report

13.2 Update on NDP

Nothing to report

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

W/25/0502 Reserved matters application pursuant to outline permission W/21/1370 for the development of battery manufacturing facility with ancillary battery recycling capability including landscaping, car parking, access and associated works. Reserved matters in connection with the provision of a substation with earthworks, landscaping and internal access arrangements, and associated works.

Proposal: Bubbenhall Parish Council strongly objects to this Reserved Matters application for the provision of a substation with earthworks, landscaping and internal access arrangements on the site of Coventry airport. Proposed Cllr Shattock seconded Cllr Roberts, unanimous. **ACTION Clerk to register with WDC.**

Re: Rugby Borough Preferred Options plan for development in Ryton on Dunsmore Site 328

Proposal: Bubbenhall Parish Council formally object to the Rugby Borough Preferred Options plan for development in Ryton on Dunsmore. We are concerned about its impact on our community, environment, and the well-being of residents. The main areas of concern being, a Sole Location at the periphery of the Borough which will also greatly affect Bubbenhall, Reduction of green space and increased risk of flooding and Highways Safety. For these reasons the Parish Council requests that this site is removed from the emerging Local Plan. Proposed Cllr Baker seconded Cllr Roberts, unanimous. **ACTION Clerk to register with RBC.**

Signature

14. **Adoption of Policies.** –
ACTION Clerk to circulate definitive list of policies, to be provided by WALC and provide a draft reserves policy for Councillors to consider at the September meeting.
15. **Finance – See APPENDIX 1**
- 15.1 To approve accounts for payment.
Approved Proposed Cllr Baker seconded Cllr Roberts, unanimous.
- 15.2 To confirm payment of Clerk's and Councillors Expenses
Approved Proposed Cllr Baker seconded Cllr Roberts, unanimous
- 15.3 To note payments received.
Precept received. Noted
- 15.4 Finance update for approval, to include bank reconciliation.
Approved Proposed Cllr Baker seconded Cllr Roberts, unanimous
- 15.5 Unity Trust Bank Update
Cheque for £500 for deposit has not been cashed, ACTION Clerk to chase progress
- 15.6 To note appointment of Internal Auditor – Mike Spencer
Noted
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. –
Residents are still experiencing issues with School catchment, Cllr Baker requested that a nominal mileage system be put in place. County Cllr Edwards will feed back concerns to WCC.
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.
None
18. **Parish Council Communications (information for sharing)** - To receive suggestions for items for the Village website, Parish Council Facebook Page, and Bubbenhall E-news.
On going
19. **Date of Next Meetings** – To confirm Tuesday 17th 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.

NONE

Meeting Closed 21:36

Signature

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

APPENDIX 1

Transaction Date	Transaction Description		Debit Amount		Credit Amount	Balance
1/74/25	Opening Balance					£ 43,430.17
01/04/2025	Eon		£	21.68		£ 43,408.49
15/04/2025	Charges	Bank	£	4.25		£ 43,404.24
28/04/2025	T Ball	Expenses	£	138.53		£ 43,265.71
28/04/2025	S Haynes	Cosy Café expenses	£	71.73		£ 43,193.98
29/04/2025	Chris Coddard	April Salary	£	108.93		£ 43,085.05
29/04/2025	T Ball	April Salary	£	529.84		£ 42,555.21
30/04/2025	WDC	Preceot			£ 10,000.00	£ 52,555.21
01/05/2025	Eon		£	21.68		£ 52,533.53
			£	896.64	£ 10,000.00	
Balance as at	13/05/2025	£52,533.53			difference	£ -
<u>Authorised</u>						from reserves & insurance
	Macham Contractors	New gate @ Village Hall			£ 2,904.00	
	Unity Trust Bank	Opening deposit for new account			£ 500.00	
<u>Payments to be authorised</u>						
	Supplier	Details	inv no		Amount	
	Parish On-Line	Website	44UF008-0009		£ 378.00	
	Garden & Maintenance					
11-Apr	by James	Village Green	7188		£ 160.00	
08-Apr	Glen Nichols	Plantation	1/2025		£ 110.00	
13-May	S Haynes	Cosy Café Expenses			£ 46.58	
13-May	T Ball	Expenses			£ 148.15	
			Total		£ 842.73	

Performance Against Budget

to 13-05-25

	Budget	Actual	remaining
SALARIES - STAFF	£ 8,000.00	£ 638.77	£ 7,361.23
OPEN SPACES	£ 7,000.00		£ 7,000.00
ADMINISTRATION	£ 2,162.00	£ 142.78	£ 2,019.22
EQUIPMENT - Total	£ 200.00		£ 200.00
LIGHTING/ELECTRIC	£ 400.00	£ 43.36	£ 356.64
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
<u>Grants received</u>			
Total Expenditure	£ 20,162.00	£ 896.64	£ 19,265.36

Signature