

# BUBBENHALL PARISH COUNCIL

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

Held on 14<sup>th</sup> October 2025 at 7.30pm at Bubbenhall Village Hall

Cllrs present: Cllr Roberts, Cllr Shattock, Cllr Baker

In attendance: County Cllr Ben Edwards, District Cllr Redford and Tracie Ball, Clerk and 1 member of the public.

The Chairman opened the meeting at 7:30pm, welcoming all those present

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

Cllr Haynes, Cllr Rourke Cllr Nwachukwu and Cllr Cooper Accepted

### 62. **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.

#### **Litter Pick – Saturday 25 October (weather & volunteers permitting)**

- Risk assessment reviewed and updated (reflecting lessons learnt).
- One-page safety briefing for volunteers completed.
- E-flyer prepared for circulation.
- Warwick District Council notified of date/location and rubbish collection, request submitted (Ref: 1536445)

**Closed 19:40**

### 63. **Declarations of interest**

63.1 To declare any personal interests or prejudicial interests in items on the Agenda and their nature.  
none

63.2 To receive, consider and approve any requests for dispensation relating to Agenda items.  
None

### 64. **Minutes of previous meeting:** To approve the minutes as circulated.

64.1 9<sup>th</sup> September 2025

**RESOLVED:** that the minutes of the previous meeting held on 9<sup>th</sup> September 2025 - having been read and circulated be signed as a correct record. Proposed Cllr Roberts Second Cllr Shattock unanimous

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

65.1 County Councillor report  
Met with the leader of WCC to discuss future of Giga factory in Baginton. With no potential end user this may result in new plans having to be put in place.  
NLS school – formal advice is to apply put as first and appeal if unsuccessful.  
Stoneleigh A46 road traffic measures on the bridge. Not yet been completed due lack of Aggregate, HS2 using their own.

65.2 District Councillors report  
Bridge feasibility – BPC can see benefits, but the downsides outweighs regarding traffic as access is through the village is not sustainable – crossing over the A445 may make it better.  
The PC will consider doing a consultation with residents. . Finance not yet been discussed at WDC.

**Action – Councillor Roberts to write to CEO of WDC.**

65.3 Local Government Reorganisation in Warwickshire update  
**See Appendix 1**

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

66.1 Emergency, and village defibrillators  
Cllr Haynes report: Emergency Plan  
• Updated with details of Brethren Pump.

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- Copy sent to Clerk.
- Clerk requested to print paper copy to be stored in the emergency cupboard
- AEDs
- Units tested and operational.
- Quotes for cabinet service requested from Turtle Engineering and Defib Warehouse.

66.1.1 Consideration and approval concerning the Annual services of the Village AED Cabinets

**RESOLVED:** that as recommended in Cllr Haynes report, the Parish Council appoint Turtle Engineering. Proposed Cllr Roberts Second Cllr Shattock unanimous

66.2 Warm Spaces – Cosy Café update – Opening Thursday 23 October

- Weekly sessions planned through to April 2026 (excluding Christmas).
- £200 sponsorship from local business secured for hall hire. This will be paid directly to the Village Hall.
- Clerk has submitted funding bid to WDC.
- Risk assessment, allergen record, and safeguarding policy all reviewed/updated.
- Registration as Food Business submitted to WDC Environmental Health.
- E-flyer to be circulated in run-up to launch

66.3 Village Hall Committee Meeting – 22 Sept 2025

- Finances: Healthy (£16.5k); banking moving to Charity Account.
- Maintenance: Hall floor reseal to cost £2-3k; £2.5k funding sought from 100 Club.
- Hire Rates: Increase of £1/hr from Jan 2026 (no change for residents/frequent users).
- Artwork: Chris Walkley bequest completed; plaque ordered; unveiling 30 Nov.
- Events: Pensioners' Lunch (8 Dec), Carols (18 Dec), Film Nights (from 30 Oct).
- Next Meeting: 10 Nov, 7:30pm, The Malt Shovel.

66.4 Field and play area.

66.4.1 Swing update –  
Cllr Baker to send photo HAGS

66.4.2 Report regarding state of picnic tables in play area –  
Cllr Baker to take a look

66.4.3 Consider signage and/or a fence around the play area –  
Cllr Baker will get prices for signs asking that dogs are kept on a lead around the play equipment.

66.4.4 Adult Football team update –  
Cllrs agreed that the football pitch could be used free of charge, but want the booking to be administered by the Village Hall.

66.4.5 RoSPA- SaferPlay Application Update.

66.5 Village Green.

66.5.1 To discuss the Risk assessment and water sampling required for the drinking water and consider any associated costs.  
Consultant visited on 13/10/25 – as not a private water supply, he does not believe a full inspection is required. The report will be sent to WDC in next few days  
The Clerk has contacted a local contractor to repoint the path leading to the pump.

66.5.2 Consider and approve the replacement of decorative lights on the village green  
Cllrs confirmed the replacement of the broken lights, Clerk has purchased and given to NS Booths (Contractor) –

**RESOLVED:** The purchase of the new light in time for the Diwali Proposed Cllr Roberts Second Cllr Shattock unanimous

66.6 Highways and footpaths  
Spring Hill both Cllr Roberts and County Cllr Edwards will write to Severn Trent Water about the lack of service and the condition of the road.  
The Chair and the Clerk have arranged regular meetings with Tony Cox, the footpath officer. Current issues include Stile on Stoneleigh Road and the need for better signage.

66.7 Publicity & Communications.  
Most of the old website has now been transferred to [bubbenhallparish.gov.uk](http://bubbenhallparish.gov.uk)

66.8 Gateway Liaison  
Firefly Road development- many issues have been highlighted, these include the – no numbers for the lorry park – not enough space for turning lorries – Drainage, ecology problems.

66.9 Country Park Liaison.  
Country park around gateway south should be open by Christmas 2025, this be an 8km trip. Pedestrian access by Bubbenhall bridge riding school on Oakey Hill. Suggestions for names are needed

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66.9.1 To consider the Parish Council's position regarding the current proposals for the footbridge  
Included in District Cllrs report.

66.10 Landfill/Quarry Liaison – see appendix 2

66.11 Crime Prevention and Police  
Cllrs Roberts and Cooper attended the WRE Police and Parish Liaison, nothing to report except there is more crime in town – PCSO 6223 Ed King has offered to attend the Cosy Café.  
When Cllrs asked about clear up rates, this was not available. – ACTION Clerk to chase.

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

67.1 Update on SWLP Preferred Options Consultation  
No update available

67.2 West Midlands investment zone, update  
No one bought in commercially

67.3 To receive information on planning applications and decide any actions as appropriate.  
67.3.1 W/25/1312/TCA 2 The Old Rectory, Ryton Road, Bubbenhall, - T1 x Old Cedar (rear garden) - Remove hanging failed limb & prune tear to branch collar. Prune overextended south facing limb back by 4m & weight reduce remaining south facing canopy. Prune lower east facing over extended limb back by 3m. Weight reduce north westerly limb hanging over neighbour's rear garden back by 3m. Remove dead wood from crown. T2 x Beech (rear garden) - Section dismantle dead Beech, in rhs tree line, to ground level  
The Councillors had no comments **Neutral**

**68. Finance See appendix 3**

68.1 To approve accounts for payment.

**RESOLVED:** Payment schedule confirmed Proposed Cllr Second Cllr unanimous

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

**RESOLVED:** Clerk's expenses confirmed Proposed Cllr Second Cllr unanimous

68.3 Finance update for approval, to include bank reconciliation.

**RESOLVED:** Finance update confirmed Proposed Cllr Second Cllr unanimous

68.4 To note payments received.

£10,000 WSC Precept - noted

68.5 To consider any grant applications and make appropriate decision.

None

68.6 On-line banking update and consider the continued use of Lloyds Bank as the Parish Council's bankers

To be consider at next finance meeting

68.7 To note the Joint Council for Local Government Services (NJC) has come to an agreement on the 25/26 pay award, applicable from 1st April 2025 to 31st March 2026

Noted

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

69.1 Any other matters arising.

Cllr Baker reminded Cllrs that the poppy display will be up in the Church for all to see and the Remembrance Service will be held on the 11<sup>th</sup> November at the Village Green.

**70. 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.

Cllr Nwachukwu advised there had been a number of incidents of overnight Parking at Bubbenhall Woods, could this be investigated

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

**72. Date of Next Meetings** – To confirm Tuesday 11<sup>th</sup> November 2025 for the for the next ordinary 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.

**73. 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.

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**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**

**Closed 9:04**

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**Warwickshire County Council**

14<sup>th</sup> October 2023 Extraordinary Meeting of the County Council the following decision was made:-

**Purpose:**

For Council to comment on outline final proposals for unitary local government for Warwickshire to inform Cabinet's submission to Government

**Decision:**

1. This Council recommends that in making its decision on the final submission to the Secretary of State for Housing, Communities and Local Government, the Cabinet takes into account:

That the Council recognises the importance of Town and Parish Councils, supports the establishment of such councils where they do not currently exist (e.g. Nuneaton, Rugby, Bedworth, Bulkington), and endorses the role of Town and Parish Councils as a necessary means of preserving local identity along with the devolution of roles and powers to such councils where there is an appetite to do so.

2. This Council recommends that in making its decision on the final submission to the Secretary of State for Housing, Communities and Local Government, the Cabinet takes into account:

That the Council accepts that full constituent membership of the West Midlands Combined Authority would be the best arrangement for any new unitary authority or authorities in Warwickshire to meet the Government's requirement of full devolution.

3. This Council recommends that in making its decision on the final submission to the Secretary of State for Housing, Communities and Local Government, the Cabinet takes into account:

That the Council supports the proposal of a single unitary council for Warwickshire as the optimum model of local governance.

Background documents and the webcast of the meeting can be found at [Information and Documents – Warwickshire County Council](#)

**Warwick District Council**

**Published:** Friday, 10th October 2025

A public survey of Warwickshire residents has found that a majority (73%) would favour two unitary authorities rather than one after the reorganisation of local government for the County in 2028.

Between 7 August and 14 September 2025, over 2,300 people provided feedback that will help to inform how councils are structured and residents access services from April 2028, when the Government's requirement for Local Government Reorganisation (LGR) takes effect.

Under Government plans for Local Government Reorganisation, Warwick District Council Stratford-on-Avon District Council, Nuneaton and Bedworth Borough Council, Rugby Borough Council, North Warwickshire Borough Council and Warwickshire County Council will be abolished on 1 April 2028. They will be replaced by either one single unitary council for Warwickshire or two unitary councils – one for the North and one for the South – with each authority responsible for all services for its part of the county.

*The Leaders of Warwick District Council, Stratford-on-Avon District Council, Nuneaton & Bedworth Borough Council and North Warwickshire Borough Council said: "We would like to thank everyone across Warwickshire who took the time to comment as part of the recent Local Government Reorganisation engagement exercise. "It's the biggest shake-up of local government in a generation and therefore it is important that we involve all our residents in the redesign of how services will be provided as part of a new arrangement of councils in Warwickshire."*

A final detailed report will be published towards the end of October, which will also provide feedback from focus groups and interviews with key stakeholders.

Survey feedback, analysis and other relevant information will be taken into account before the councils formally submit their final reorganisation proposals to the Government by 28 November 2025. Following this, the Government will consult on the proposed plans before making a final decision in 2026. If approved, the new unitary authorities are expected to be in place by 2028.

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Notes on quarry and landfill liaison meeting  
29<sup>th</sup> September 2025

**Present**

Darren Griffiths	Smiths Concrete, General Manager
Simon O'Connor	FCC Environmental
Kingsley Molyneux	Smiths Site Manager
Jim Roberts	Bubbenhall Parish Council
Win Nwachukwu	Bubbenhall Parish Council

**The Quarry**

Restoration on one side of the Glebe Farm track is complete and looks good but work on the other side of path is currently unscheduled due to other priorities and will probably move into next year. There is an adequate store of top soil in the site bunds for that restoration.

Remaining concrete debris will be removed, including concrete blocks either side of the Glebe Farm track.

Contrary to uncertainty at last meeting, the Glebe Farm track is a PROW, although the old sign for it next to the A445 is not very obvious.

Fencing and hedge upgrade along the path north of the wood is to continue.

Whether the Glebe Farmhouse will actually be replaced, as required by the original planning approval, is still uncertain. There are various possibilities, including sale of the land with planning permission.

Sand and concrete processing likely to continue through next year as demand in this area is low in comparison with areas like Cambridge.

**Landfill Operations**

The site has been very busy with 82,000 tons deposited in the last six months. Additional material from Coventry has been deposited during a two-week period while the incinerator at Whitley underwent maintenance. There is no current engineering work on the landfill cells, although the gas reclamation pipework has been improved.

Litter around the path southwest of the wood has been cleared but this is an ongoing battle. FCC and Smiths need to decide which of them is responsible for the barbed wire fence along the path, which is in a poor condition.

The Environmental Agency has made four visits since our last meeting but has raised no concerns. The EA representative was invited to the meeting but could not do so, blaming a shortage of staff.

**Next meeting**

The next meeting is scheduled for Monday 30<sup>th</sup> of March 2026.

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## Appendix 2 – Finance

Cash movements from 10/09/25 to 14/10/25

### Lloyds

Date	Description	Debit Amount	Credit	Balance
10/09/2025	Opening Balance			<b>£39,571.62</b>
10/09/2025	BPC	Unity Bank	£ 5,000.00	£ 34,571.62
16/09/2025	Lloyds	Service Charge	£ 4.25	£ 34,567.37
22/09/2025	BPC	Unity Bank	£ 5,000.00	£ 29,567.37
23/09/2025	ICO		£ 47.00	£ 29,520.37
26/09/2025	WDC	Precept		£ 10,000.00
01/10/2025	EON		£ 10.20	£ 39,510.17
		<b>£ 10,061.45</b>	<b>£ 10,000.00</b>	

Balance as at 14/10/2025 **39,510.17** difference £ -

### Unity

Date	Description	Debit Amount	Credit	Balance
10/09/2025	Opening Balance			£ 4,451.43
10/09/2025	credit from Lloyds	opening cheque	£ 5,000.00	£ 9,451.43
23/09/2025	credit from Lloyds	transfer	£ 5,000.00	£ 14,451.43
24/09/2025	DMPayroll	1/4 - 30/9 payroll	£ 86.40	£ 14,365.03
24/09/2025	Heritage	Mar to Aug cuts	£ 2,040.00	£ 12,325.03
24/09/2025	C Goddard	sept salary	£ 108.73	£ 12,216.30
24/09/2025	T Ball	sept salary	£ 547.01	£ 11,669.29
24/09/2025	HMRC	sept salary	£ 36.94	£ 11,632.35
24/09/2025	Village Hall	rent and subsidy	£ 95.00	£ 11,537.35
30/09/2025	Unity	service charge	£ 6.00	£ 11,531.35
		<b>£ 2,920.08</b>	<b>£ 10,000.00</b>	

Balance as at 14/10/2025 **11,531.35** difference £ -

### Payments to be authorised

Supplier	Details	inv no	Amount	Paid
Gardening James Ltd	September cuts	7965+24	£ 160.00	27/10/2025
Heritage	29/9/	0447	£ 192.00	27/10/2025
RoSPA	Annual Inspection	92441	£ 168.00	27/10/2025
Numbers Pluss	annual call out chg	306697	£ 118.80	27/10/2025
C Goddard	Oct salary		£ 108.93	30/10/2025
T Ball	Oct salary		£ 529.84	30/10/2025
HMRC	Oct salary		£ 18.17	27/10/2025
Clerk's Expenses	Christmas Lights		£ 50.98	27/10/2025
		<b>Total</b>	<b>£ 1,346.72</b>	

### Performance Against Budget

to 14-10-25	Budget	Actual	remaining
SALARIES - STAFF	£ 8,000.00	£ 3,797.81	£ 4,202.19
OPEN SPACES	£ 6,995.00	£ 3,642.67	£ 3,352.33
ADMINISTRATION	£ 2,162.00	£ 2,228.50	-£ 66.50
LIGHTING/ELECTRIC	£ 1,500.00	£ 140.28	£ 1,359.72
PC GRANTS -	£ 1,000.00	£ -	£ 1,000.00
SECT. 137 PAYMENTS	£ 200.00	£ 71.20	£ 128.80
Cosy Café	£ 1,200.00	£ 254.49	£ 945.51
<i>Grants received</i>			
<b>Total Expenditure</b>	<b>£ 21,057.00</b>	<b>£ 10,134.95</b>	<b>£ 10,922.05</b>

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