

BUBBENHALL PARISH COUNCIL

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Minutes of the ordinary parish council meeting of Bubbenhall Parish Council Held on 9th September 2025 at 7.30pm at Bubbenhall Village Hall

Cllrs present: Cllr Roberts, Cllr Haynes, Cllr Shattock, Cllr Cooper, Cllr Nwachukwu and Cllr Rourke.
In attendance: County Cllr Ben Edwards, and Tracie Ball, Clerk and 2 members of the public.

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

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

Cllr Baker and District Cllr Redford Accepted

48. **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.

A resident raised concerns regarding the amount of water and potholes on both Pit and Spring Hill –

The chair advised that WCC are scheduled to fit a French Drain – between 21st and 30th September this action should remedy the flooding. The potholes will be filled when work is complete. The road may be fully closed for up to 3 days road. The Pit Hill remedial works seem to have worked, with water flowing now into the gulley.

A resident asked what the current situation with the Pit Hill Barns Development is.

The chair advised the history

W/19/1531 September 2019 proposed change of use of Agricultural building to 5 no. dwelling houses (Class Q)

W/22/0250 February 2022 Lawful Development Certificate to confirm W/19/1531 – APPROVED

W/22/2017 December 2022 Part demolition of existing farm buildings; Change of use and external alterations of retained building for the purpose of a place of worship (Use Class F1) and formation of new vehicular access. WITHDRAWN

W/25/0132 January 25 Prior Approval for change of use of existing agricultural building to 5no. dwellinghouses (Use Class C3) - APPROVED

The owners of the Land have invited residents to an awareness event concerning the planning application for the derelict barns on Pit Hill on Saturday 13th September 25 between 11am and 3pm.

Closed 19.44

49. **Declarations of interest**

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

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

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

50.1 28th July 2025

RESOLVED: that the minutes of the previous meeting held on 28th July 2025 - having been read and circulated be signed as a correct record. Proposed Cllr Roberts Second Cllr Cooper unanimous

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

51.1 County Councillor report

Severn Trent water 2 road closures planned

15th to 17th September, Utility Repair and Maintenance Works, Traffic Lights A445

22nd to 24th October, Utility Repair and Maintenance Works, Traffic Lights Footway closure, Spring Hill

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Schools

Priority NLS and Bilton for Bubbenhall. All NLS intake were within 1.3 km. Next steps to go to Ombudsman as prejudicial.

Authority must provide post 16 education. FE colleges have no priority for and no admissions criteria for 6th form entry.

ACTION The clerk will send ENews and a Facebook message to the affected parents, inviting those interested to present their case to the Ombudsman.

Planning

Planning Application W/25/0816—Land West of Firefly Road, Baginton

WCC are going to challenge the application– especially Highways

Cllr Edwards has a meeting (25th September) with WCC leader and cabinet members regarding Giga factory, feasibility and sustainability study and current position of WCC.

Councillor grants are soon to be re-opened, Cllr Edwards was please to announce that the Bubbenhall Guides had been successful with their Grant Application in the First Round.

- 51.2 District Councillors report
None

- 51.3 Local Government Reorganisation in Warwickshire update
Reorganisation would see all six councils in the county replaced with one or more all-purpose "unitary" authorities that would be responsible for all local authority services in their area.
Warwick District Councillors agreed to a two unitary authority model as their preferred option for the future governance of Warwickshire.

If residents or Councillors wish to make any comments follow the link [Town and Parish Councils Local Government Reorganisation and Devolution Survey](#)

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

- 52.1 Emergency, and village defibrillators
Nothing to report, all defibrillators have been checked.
Emergency pump ACTION Cllr Haynes to accept the emergency pump offer and add the contact number to the Emergency Plan.
- 52.2 Warm Spaces – Cosy Café update –
This will start again in October and run through to March, exact start date dependant on how many volunteers are available
- 52.3 Village Hall –
Next meeting is on 22nd September Cllr Hynes will update at next Parish Council meeting.
- 52.4 Field and play area.
- 52.4.1 Swing update – ACTION Clerk to contact Cllr Baker to get update from HAGS chase Sam
- 52.4.2 Report regarding state of picnic tables in play area – the four new picnic benches received from The Three Horseshoes need checking to confirm they meet H&S standards. ACTION Clerk to contact the Handyman to discuss.
- 52.4.3 Consider signage and/or a fence around the play area – The purpose of the fence and signs will be to keeps dogs out of the area. ACTION Clerk to contact Cllr Baker to investigate design and costs of signs.
- 52.4.4 Adult Football team update – The Parish Council has offered the pitch use for free but would want to see the checks for the team's insurance etc undertaken when booking the Village Hall. The parish council will not at any stage be responsible for any maintenance, damage or injury, whilst using the pitch.
Councillors had no other opinions.

The Clerk advised of a service offered by RoSPA- SaferPlay. It is a software platform that allows you and your colleagues to manage the safety of your play equipment. The annual subscription is £80, which includes unlimited inspections and access to all features. ACTION Clerk to contact the Handyman to discuss.

- 52.5 Village Green.
Cllr Rourke advised WDC should be able to undertake the water testing in October.
There are signs that the fish are increasing, however they are deep, and the duck weed is back.

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- 52.6 Highways and footpaths
Report from Tony Cox
Generally the paths are in good order although at this time of year there is usually some bramble growth to trim back but they are passable.
The Kenilworth Footpaths Group came and cut back the hedge that is on the footpath from the corner of Mark Grimes field, opposite corner to the barns and it runs down to Stoneleigh Road W153 on the map. This was going to have a kissing gate fitted at the top but we are still waiting for WCC approval.
I have not checked other paths for a few weeks but know that W151 down the side of Smiths drive is impassable, as it always is at this time of year, but I will get them to cut it back in October.
Signage needs to be improved.
Chair and Clerk will meet with Tony Cox 3pm on 15th September
- 52.7 Publicity & Communications.
The Clerk is moving forward in getting all the information from www.Bubbenhallinfo.co.uk.
- 52.8 Gateway Liaison and I Zone
Next SEGRO Meeting 17 September 16.15
- 52.9 Country Park Liaison.
Next meeting 17 September 3pm – Cllr Shattock will contact resident representative, Bob Powell.
- 52.9.1 To consider the Parish Council’s position regarding the current proposals for the footbridge
The chair advised that it would cost £540K estimated to install the bridge
Councillors’ concerns are: -
- the impact of parking in Village Hall carpark, or Lower End.
 - the amount of traffic that will be coming through the village.
 - The width of the path leading to the bridge
 - The width of bridge at the proposed 3 metres
 - Construction traffic
 - The Pilling required on the Bubbenhall side.
 - Impact on Flood plan
 - Who is going to pay
 - What will the Landowners stance be
- Councillors agreed it was in principle good idea, but the concerns stated will need to be addressed.
- 52.10 Landfill/Quarry Liaison
Next meeting 29 September 2025
- 52.11 Crime Prevention and Police
Next WRE Councillors Meeting 15th September 2025, Cllr Roberts and Cllr Cooper will be attending #.
PCSO 6223 Ed King and County Cllr Edwards walkabout the village recently. Feedback–discussions on how stolen vehicle escaped from the village. No major issues to report, fairly safe environment.
Cllr Haynes reported that on the last litter pick a number of Nitrous Oxide cannisters had been found on the A445 layby, by the old school. He asked for this to be reported at the WRE meeting.
- 53. Planning applications and other statutory and non-statutory consultations:**
- 53.1 Update on SWLP Preferred Options Consultation
WDC and SDC are still reviewing the comments. A report is expected in November
- 53.2 West Midlands investment zone, update
WDC I Zone meeting 30th September 14.00
- 53.3 To receive information on planning applications and decide any actions as appropriate.
- 53.3.1 W/25/1039 21 Home Close, Bubbenhall, Coventry, CV8 3JD - Conversion of existing garage to office with minor front extension.
RESOLVED: the council has no objections, any development must subject to neighbourhood consultation P
Proposed Cllr Roberts – Second Cllr Cooper unanimous

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54. Finance

54.1 To approve accounts for payment.

See appendix 1

RESOLVED: Payment schedule confirmed Proposed Cllr Roberts – Second Cllr Rourke unanimous

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

none

54.3 Finance update for approval, to include bank reconciliation.

RESOLVED: Finance update confirmed Proposed Cllr Rourke– Second Cllr Roberts unanimous

54.4 To note payments received.

Noted

54.5 To consider any grant applications and make appropriate decision.

None

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

RESOLVED: Transfer of a further £5000 to Unity Bank, Proposed Cllr Roberts – Second Cllr Shattock unanimous.

ACTION Clerk to report at next meeting a comparison of interest-bearing accounts.

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

55.1 Any other matters arising.

None

56. 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

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

Ongoing

58. Date of Next Meetings – To confirm Tuesday 14th October 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.

59. 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.

60. Local Government Reorganisation and Devolution Survey to consider Bubbenhall parish council's response and submit.

Councillors are going to respond individually

Meeting Closed 21.07

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Lloyds

Transaction Date	Description		Debit Amount	Credit Amount	Balance
08/07/2025	Opening Balance				£45,657.84
15/07/2025	Lloyds	Service Charge	£ 4.25		£ 45,653.59
29/07/2025	C Goddard	July salary	£ 108.73		£ 45,544.86
29/07/2025	HMRC	July salary	£ 18.37		£ 45,526.49
29/07/2025	T Ball	July salary	£ 529.84		£ 44,996.65
29/07/2025	S Haynes Expenses	Cosy Café	£ 37.99		£ 44,958.66
29/07/2025	T Ball Expenses	paper & bin bags	£ 36.93		£ 44,921.73
29/07/2025	BPC	Unity Bank	£ 5,000.00		£ 39,921.73
01/08/2025	Eon		£ 21.68		£ 39,900.05
07/08/2025	WALC		£ 352.00		£ 39,548.05
18/08/2025	Lloyds	Service Charge	£ 4.75		£ 39,543.30
01/09/2025	Eon		£ 21.68		£ 39,521.62
04/09/2025	Bubbenhall VH	Ground rent		£ 50.00	£ 39,571.62
			£ 6,136.22	£ 50.00	
Balance as at	07/07/2025		39,571.62	difference	£ -

Unity

Transaction Date	Description		Debit Amount	Credit Amount	Balance
18/06/2025	Opening Balance				£ -
18/06/2025	credit from Lloyds	opening cheque		£ 500.00	£ 500.00
29/07/2025	credit from Lloyds	transfer		£ 5,000.00	£ 5,500.00
31/07/2025	Unity	service charge	£ 4.00		£ 5,496.00
29/08/2025	C Goddard	Aug salary	£ 108.73		£ 5,387.27
29/08/2025	T Ball	Aug salary	£ 529.84		£ 4,857.43
31/08/2025	Unity	service charge	£ 6.00		£ 4,851.43
	Gardening & Maintenance				
08/09/2025		July & Aug cuts	£ 400.00		£ 4,451.43
			£ 1,048.57	£ 5,500.00	
Balance as at	09/09/2025		4,451.43	difference	£ -

Payments to be authorised

Supplier	Details	inv no	Amount	Paid
Gardening & Maintenance	September cuts		£ 160.00	
Heritage	Mar to Aug cuts	206/250/312/331/391/409	£ 2,040.00	
Village Hall	rent and subsidy 1/4 - 30/9 payroll	4092025	£ 95.00	
DM Payroll	admin	4608	£ 86.40	
	Total		£ 2,381.40	

Performance Against Budget

to 09-09-25	Budget	Actual	remaining
SALARIES - STAFF	£8,000.00	£ 3,131.31	£ 4,868.69
OPEN SPACES	£ 6,995.00	£ 1,602.67	£ 5,392.33
ADMINISTRATION	£ 2,162.00	£ 1,963.55	£ 198.45
LIGHTING/ELECTRIC	£ 1,500.00	£ 130.08	£ 1,369.92
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
Total Expenditure	£21,057.00	£ 7,153.30	£ 13,903.70

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