

BUBBENHALL PARISH COUNCIL

Minutes of the Bubbenhall Parish Council Meeting, Tuesday 14th April 2015 in the Village Hall

Draft minutes- to be approved at 12th May 2015 meeting

Present:	Cllr Joanne Shattock (Chair)	Cllr Pratt (WDC)
	Cllr Steve Haynes	
	Cllr Sam Baker	
	Cllr Bob Powell	Cllr Redford (WCC)
	Cllr Wendy Harrison	
	Cllr Win Nwachukwu	
	Cllr J Lucas	Jane Fleming (Clerk)
	Members of Public	6

The parish council and former councillors and clerks toasted the long service of John Hammon (who was unfortunately unable to attend) and Norman Pratt who are retiring as our District Councillors before the election in May.

- Apologies for absence** Apologies were received from Cllr Hammon.
- Declarations of interest and dispensations** There were no declarations of interest.
- Minutes of previous meeting on 3rd March 2015** were agreed and signed by the Chair.
- Matters arising:**

Cllr Haynes confirmed that the Bubbenhall Wood site visit had been extremely interesting and useful. (Report previously circulated). There is an open invitation for councillors and residents to make site visits and see the woods in person.

Feedback from Highways budget meeting (see item 5 Highways)
- Highways:**

The updated list of HGV statistics has been circulated to the parish councillors. These will also be forwarded to Cllr Redford (WCC).

Cllr Redford confirmed that he had attended the Highways budget meeting at which minor highways projects were discussed. Some of the issues raised by the Parish Council were on the agenda. Cllr Redford confirmed that from a budget of £32,300 all the requested work around the A445 will be undertaken. Additional road safety signs will be installed at the roundabout from Leamington Spa; new white lines on the A445 after the Ryton Pools entrance will be painted; and the "Unsuitable for HGVs" signs are being erected. Cllr Powell thanked Cllr Redford and asked whether the issues with Pagets Lane were included in this work. Cllr Redford confirmed that the work for Pagets Lane was currently out to contract and it is hoped that the work will be completed during the summer months. WCC have held a meeting with Smiths Concrete to discuss the problem with the mud on A445. WCC have given a warning to Smiths Concrete. Road sweeping has increased, however, the amount of mud and water from the vehicle washing is causing problems. The WCC officers will continue to monitor the situation and, if necessary, sanctions can be imposed.

HGVs using Watery Lane (Report previously circulated) - Cllr Redford informed the councillors that following the elections he intends to recommend a site meeting to look at the damage that has been caused by HGVs using Watery Lane & Stoneleigh Road towards Baginton during a 12 month period.

Cllr Lucas to provide clerk with contacts for In-transit vehicles for Coventry airport.

Community Speed Watch update - Cllr Lucas has received 6 applications. They will need to be vetted then receive the training. More applicants are welcome.
- Local Plan:**

Cllr Shattock reported that the Local Plan is currently with the Inspector. A letter was sent to Mr Ian Kemp, Warwick District Local Plan Programme Officer, expressing the concerns of the parish council. The response from Mr Kemp was that stage 1 of the hearing will cover Housing. Issues surrounding **lack of** consultation and the Green Belt will be investigated during any 'stage 2' hearings, should the Examination be capable of progressing beyond the initial Hearing **which** will be in early May. It is expected that some representatives from the community group will attend the first day of the hearing.

A subcommittee of the Parish Council to vet any letters sent out under the name of the Parish Council regarding the Examination in Public by the community group will consist of Cllr Shattock, Cllr Lucas and Cllr Haynes. Cllr Powell will be substitute.

7. Local Elections.

Nomination forms for the Parish Council were completed and returned, before the deadline, to WDC by clerk.

The Notice of uncontested elections was posted by WDC stating that the persons named on the list (see attached) were duly elected Parish Councillors for Bubbenhall.

Timetable:

7th May 2015 – Polling Day

11th May 2015 – All councillors retire on the same day and new councillors take office on this day.

12th May 2015 - First meeting of the council. Prior to meeting all members must complete their Declarations of Acceptance of Office Form. First agenda item must be election of Chairman. The chairman must complete the Declarations of Acceptance of Office Form for the position of chairman. Members reminded to complete the Register of Interest Forms (28 days to complete and return).

May Meeting if members are not present a time period for completion of Declaration of Acceptance of Office Forms should be made

Two candidates, Pam Redford and David Ellwood, candidates for Warwick District Council, attended the parish council meeting and were given the opportunity to express their views **and answer questions**.

8. Business from members of the public

Golden Acres, Stoneleigh Road. – Cllr Lucas updated the parish council on the situation. To clarify the situation [clerk will contact Phil Hopkins WDC Enforcement Officer](#).

Rubble in Pagets Lane – following the complaint from a resident the clerk contacted John Green at Smiths Concrete who confirmed that the resident had been in touch. The site was investigated and found to be clear of rubble. This was reported back to the resident by Smiths. Cllr Harrison pointed out that Pagets Lane from Hunters Moon onwards was private road and therefore outside of WDC responsibilities.

9. Finance

The Clerk presented the financial report (payments and summary schedule attached). Cllrs Baker and Harrison signed the cheques.

The final quarterly PAYE tax payment for 2014/15 will be paid to HMRC.

The clerk explained that she has spoken to E-ON about the costs for electricity for 2015/16. The options are.

Electricity Plan

1 year = 27p standing charge

18.22p per kilowatt hour (currently 18.16)

3 years = 27p standing charge

16.11p per kw hour

The parish council agreed to the 3 year option. [Clerk to confirm this with E-ON](#)

Mowing – the clerk confirmed that she has received two quotes for mowing the playing field.

1. Heritage (our current contractor) who have increased their charge from £90 to £100 per cut.

2. Wagstaff who are quoting £170 per cut.. It was agreed to continue to use Heritage.

Fixed Assets (previously circulated) Clerk asked the parish council to review the Assets register and let her know of any changes. Depreciation was discussed and the clerk agreed to look into this.

(Following the meeting the clerk received information that Parish Councils do not depreciate their assets, the value remains at the purchase cost over the years, thus making it easier to manage). Clerk advised the parish council that she has been in contact with the internal auditor who has agreed to audit the accounts for 2014/15 early May.

External Audit Timetable:

Notice of Annual Audit of Accounts for year end 31 March 2015 – **Dates**

1. Notice of Appointment of Date for the Exercise of Electors' Rights – **1 May 2015**
2. Annual Return to Auditor – **15 June 2015**
3. Statutory deadline for the approval of the Annual Return – **30 June 2015**

Publish or display the audited annual return – **30 September 2015**

Clerk informed the parish council that she has received an email from WDC requesting up to date bank account details in preparation for the 1st stage payment of 2015/16 precept. This information was sent to WDC.

10. Planning

W/15/0053 Braughing Mead – GRANTED.

W/15/0385 15 Waggoners Close – APPLICATION

W/15/0385 15 Waggoners Close – GRANTED

W/15/0059 Waverley Lodge - GRANTED

11. Youth Space & recreation ground

Mole update (previously circulated) – Moles have been dealt with and the mole hills will be flattened. Maintenance of the play equipment is required. The cost is expected to be about £1280. Matting is required under the swings. Cllr Baker is exploring the costs which range from £19.99 to £75 per metre. Cllr Baker will check the options with ROSPA and also check the warranty(?) situation. Play grade bark is also required. A possible supplier in Baginton will be explored.

There are no issues with the Youth Space.

There was a discussion about the proposed use of the playing field following the departure of the football club. It was agreed that a subcommittee be formed to include some of the local youths to discuss ideas for this space.

12. Reports from meetings attended

None attended

13. Parish matters (AOB).

The clerk reported on the new Legal Briefing of Freedom of Information – “Datasets”. It was discussed and agreed that currently there are no datasets held by the parish council.

The clerk reported on the requirements of the Transparency code for smaller councils.

- April 2015 Publication of draft minutes from all formal meetings, **not later than one month after each meeting**, and of meeting agendas and associated meeting papers not later than three clear days before the meeting takes place
- July 2015 Not later than 1 July 2015, publication by smaller authorities of first annual set of data completed which includes:

 - All items of expenditure above £100 (date incurred, summary of purpose, amount and VAT that cannot be recovered)
 - End of Year Accounts (the statement of accounts should be accompanied by bank reconciliation and an explanation of significant variances and any differences between ‘balances carried forward’ and ‘total cash and short term investments’)
 - Annual governance statement
 - Internal Audit report
 - List of councillor responsibilities
 - Details of public land and building assets (description, location, owner/custodian, date and cost of acquisition and present use)

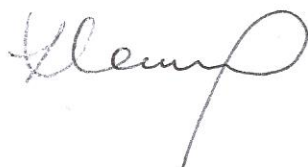
Following a discussion it was agreed that the website would be updated to comply with these requirements.

The clerk reported that all councillors need to be aware of the law concerning electronic summons to council meetings. The parish council agreed that the summons to council meetings should continue to

be by email. It is formally recorded that the current councillors consent to receiving a summons by email. However, it was agreed to respect the right of individual councillors to withdraw their consent to receiving a summons by email at any time and recording any such withdrawals.

14. Correspondence not dealt with in other items

<u>Date</u>	<u>Name</u>	<u>Correspondence</u>
04/03/2015	WALC	LTN14 Byelaws and Guidance on control of dogs
04/03/2015	Warwick Rural East SNT	Warwick Rural 'Eastern Express' Newsletter - March 2015 Edition + Other Relevant Information
09/03/2015	WDC	Submission of the Local Plan and Consultations on CIL Draft Charging Schedule
10/03/2015	Plantlife	The new National Plant Monitoring Scheme
10/03/2015	WDC	Support to climate-change and fuel-poverty proof Neighbourhood Plans
12/03/2015	Fields in Trust	New campaign to find the UK's lost playing fields
23/03/2015	WDC Planning	weekly list in Parish order 16/03/15 - 22/03/15
24/03/2015	Warwick Rural East SNT	Mobile Police Station Surgeries ~ Sunday 19-APR-2015 ~ Warwick Rural East SNT
30/03/2015	Warwick Rural East SNT	Bubbenhall - Orchard Way - Shed Burglary



Date of next meeting 12th May 2015

**Bubbenhall Annual Parish Assembly
Annual Parish Council Meeting (AGM)
Ordinary Meeting of Bubbenhall Parish Council**

1. EXPENDITURE FOR THE PERIOD 4th March - 14th April 2015

PAYEE	Payment Date	Chq/Payment No	Invoice Reference	Amount £0.00	VAT	NET	chq cleared	Notes
EON	01/04/15	DD	1	13.00	0.66	12.35		
C Goddard	14/04/15	879	2	64.00		64.00		Spout (April)
ADR Sprout	14/04/15	880	3	40.00		40.00		Handyman
S Sidaway	14/04/15	881	4	200.00		200.00		Village Green
J Fleming	14/04/15	882	5	757.83		757.83		Playing fields (Moles)
J Fleming	14/04/15	883	6	23.10		23.10		Salary
Hmrc	14/04/15	884	7	189.60		189.60		Expenses
								PAYE Tax (January - March 2015)
				1,287.53	0.66	1,286.88		
								PAYMENTS AUTHORISED AND MINUTED.

2. MOVEMENTS IN BANK A/C BALANCES	Opening Balance Start of Period	Receipts In Period	Payments In Period	Closing Balance at End of Period	
LLOYDS CURRENT ACCOUNT	16,242.78	0.00	1,287.53	14,955.25	✓
TRANSFER TO RESERVES	-8050			-8,050.00	
AVAILABLE FUNDS AND MOVEMENTS IN PERIOD	8,193	0	1,288	6,905	BALANCE RECONCILED TO BANK STATEMENT 25 MARCH 2015 (NET OF RESERVES)

3. BANK FUNDS HELD IN RESERVES AGAINST FUTURE EXPENDITURE (NOT covered by Annual Precept)

ELECTIONS RESERVE (4 years @ £750 per year)	Amount	3,000
VILLAGE HALL NOTICE BOARD	850	
JOINT NEIGHBOURHOOD PLAN	3,000	
GATEWAY	200	
ROAD SIGNS (A445)	1,000	
	8,050	

4. BANK RECONCILIATION

Bank Statement 29 January 2015 - 25 March 2015	Chq No	Receipts	Payments	Amount
Closing Balance				16,238.78
unpresented cheques				
Cheques for signature (see 1. above)			0.00	
Receipts			1,287.53	
			-4.00	
			1,287.53	1283.53
				14,955.25

W. Lewis