



BUBBENHALL PARISH COUNCIL

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BUBBENHALL PARISH COUNCIL

Draft minutes- to be approved at 9th May 2017 meeting

**Minutes of the Bubbenhall Parish Council Meeting, Tuesday, 28th March 2017,
7.30pm at the Village Hall, Bubbenhall.**

Present:

Cllr S Haynes (Chair)
Cllr S Baker
Cllr J Lucas
Cllr B Powell
Cllr J Shattock
Cllr W Nwachukwu

Cllr W Redford (WCC)

Members of Public 1

1. **Apologies for absence:** Apologies were received from Cllr P Redford(WDC), Cllr N Harrington(WDC) and Cllr C Pilgrim
2. **Declarations of interest and dispensations:** No declarations were received
3. **Minutes of previous meetings on 21st February 2017:** These were agreed and signed by the chair.
4. **Matters arising:**
 - i. Invitation to the Neighbourhood Police to Parish Council Meeting.
This item will be carried forward to the next meeting
 - ii. Cllr Lucas would ask Ian Henderson to provide the path numbers.
Resident has offered to cross check footpaths.
 - iii. HGV Rugby bin lorries around Bubbenhall.
The response asked for number plates as evidence. If this continues an attempt will be made to obtain number plates.
 - iv. Overgrown footpath Home Close to Moat Close – update
Agreed to send Cllr Nwachukwu copy of letter sent to land owner. Cllr W Redford (WCC) to speak to Cllr P Redford (WDC) to arrange a site visit.
 - v. Notice Board – Lower End
Cllr Haynes to deal with this.
 - vi. Pavement outside the Reading Rooms, Spring Hill
This item will be carried forward to the next meeting.
5. **Neighbourhood Plan:**
 - i. Update: Cllr Haynes & Consultant Louise Kirkup to attend meeting with WDC to discuss the current situation and what needs to be addressed.
6. **Local Plan:**

- i. Warwick District Local Plan Main Modifications consultation
Friday 17th March – Friday 5 May 2017
Cllr Shattock & Cllr Lucas attended Stoneleigh & Ashow Parish Council meeting at on 9th March 2017 at Ashow Village Hall where Dave Barber, Policy and Projects Manager, Warwick District Council, gave a report on the Local Plan. The Planning Inspector has made modifications to the plan (89 pages), and a consultation on the inspectors' modifications is about to begin. Mr Barber confirmed that at the end of next week, Warwick District Council will be informed of a start date for the six weeks' period of consultation regarding the modifications. The Planning Inspector has consulted with WDC but has asked that the modifications are kept confidential until the consultation starts. It was agreed that Bubbenhall Parish Council would send a letter to the Planning Inspectorate.

7. Youth Space & recreation ground

- i. Mowing contract for 2017/18
It was agreed to review the contracting bids in about 2 weeks' time. In the mean-time Clerk will contact Heritage and ask that they mow playing fields. This will be discussed at the next meeting.

8. Highways:

- i. Speed gun
Clerk to contact Stoneleigh PC regarding the industrial calibration required for the speed gun. It will cost £300 per year. If it is just the 2 parish councils using the cost of calibration should be shared 50/50 (£150 per parish)

9. Business from members of the public: No meetings have been attended since March 2017

10. Finance

- i. Financial report (payments and summary schedule attached).
The Clerk presented the financial reports, invoices were approved, and cheques signed
- ii. Annual Return 2016-17
A draft timetable was presented. The Annual Return is to be completed by 28/04/17. Arrangements will be made for an internal audit to be completed by 05/05/17 to present the Annual Report at the next meeting when it will be considered, approved and signed.

DRAFT Timetable for Annual Report 2017			
<u>Date</u>	<u>Action</u>	<u>Actioned by</u>	<u>Completed</u>
28 April 2017	Complete annual Return and associated documents	RFO	
1 - 5 May 2017	Internal Audit	Internal Auditor	
09-May-17	Section 1 & 2 signed	Chair & Clerk	
05 June 2017	Publish Section 1 & 2 plus statement with details about the exercise of public rights	RFO	
05 June 2017	inform the external auditor of the date of commencement of the period for the exercise of public rights	RFO	
9 June - 20 July 2017	inspection and notice period	RFO	
13 June 2017	Submit Annual Return and associated documents for audit	RFO	
29 September 2017	Publish certified Annual Return (when certified by external auditor)	RFO	

11. Planning

- i. W/16/2065. 32, Moat Close, Bubbenhall, Coventry, CV8 3BX. **REFUSED.** Noted
- ii. Variation of Condition 15 of Planning Permission W118-10CM002 – Comments sent
- iii. W/17/0345. 9 Home Close, Bubbenhall, Coventry, CV8 3JD. **APPLICATION.** The Parish Council had no comments on this application.

12. Reports from meetings attended: Cllr Haynes reported that the Landfill will be leaving the site open at the end. Cllr Shattock asked Cllr W Redford (WCC) to keep a watching brief on the situation.

13. Parish matters (AOB)

- i. Big Lottery Fund
Cllr Haynes reported the Lottery Funding has now been approved. This was with the help of Councillors, Police and David Skoppek, WAYC (Warwickshire Association of Youth Clubs)
- ii. Insurance policy renewal
Clerk agreed to obtain quotes for the next meeting.
- iii. Tree Charter - To carry forward to next meeting
- iv. Litter Pick – This will be on Saturday. Police will not be able to attend but have arranged everything.

- v. A request has been received for camping in the playing fields. This would be for approx. 100 tents plus vehicles etc. The council considered this and decided not to approve it.
- vi. There has been more fly tipping in Watery Lane. It was suggested that residents watch and report any incidents.
- vii. Many thanks to Cllr Baker on the article produced for the Newsletter.
- viii. Cllr Nwachukwu reported parking in Pagets Lane up to Shrubs Lodge is causing obstruction problems for residents. Cllr W Redford (WCC) has agreed to see what can be done.

15) Correspondence not dealt with in other items

Date	Name	Correspondence	
21/02/2017	WALC	Govt. White Paper on Housing	
23/02/2017	WALC	Keeping it Local publication - Devolution of Services	
28/02/2017	WALC	Section 137 limit for 2017-18	
06/03/2017	WALC	Revised legal topic notes	restriction on voting on matters relating to the precept which applies to a councillor who is in arrears of payment of council tax together with the associated criminal offence of not disclosing the arrears at a relevant meeting.
08/03/2017	WDC	Review of Warwick District Electoral Boundaries	
17/03/2017	WDC Planning	Bishops Tachbrook Neighbourhood Area	
22/03/2017	WCC Flood Risk Management	WCC Flood Risk Management Newsletter and 2017 Warwickshire Flood Summit - 1st April	
23/03/2017	WALC	NALC Consultation on Govt Housing White paper	

Date of next meeting: 9th May 2017