

## BUBBENHALL PARISH COUNCIL



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### Minutes of the Bubbenhall Parish Council Meeting held in the Village Hall, Bubbenhall, on Tuesday, 6<sup>th</sup> March 2018

*Draft minutes- to be approved at the next meeting on 10<sup>th</sup> April 2018*

#### **Present:**

Chair Cllr J Lucas	WCC Cllr W Redford
Vice Chair Cllr S Baker	
Cllr W Nwachkwu	
Cllr J Shattock	
Cllr S Haynes	

#### **1. Apologies for absence**

Clerk Jane Fleming, Cllr C Pilgrim, Cllr B Powell, WDC Cllr P Redford, WDC Cllr T Wright

#### **2. Declarations of interest and dispensations**

None

#### **3. Minutes of previous meeting on xx January 2018.**

Approved – no hard copy available so to be signed by Chair in April meeting.

#### **4. Matters arising:**

- i. Notice Board – Lower End. The new notice board is now fully installed.
- ii. Moat Close garages. The clearance and tree lopping work has now been completed by Heritage. Cllr W Redford agreed to update Cllr P Redford to alert WDC that they could commence work to repair the guttering.
- iii. Hi-vis vests and litter pickers. Cllr Lucas reported that the hi vis vests donated by Smiths Concrete and FCC had been delivered. Clerk to order remaining vests and pickers in time for the Litter Pick on 7<sup>th</sup> April.
- iv. Signs on A445 cleaning – Cllr Nwachkwu had reported these needed cleaning. As no action has been taken Cllr Nwachkwu agreed to follow this up with Highways.
- v. Grit bins refilling – Cllr Nwachkwu reported that there are 5 bins in the village (Home Close, Coopers Walk, Village Hall, Village Green and Pagets Lane). Some require topping up. Cllr W Redford advised that he has asked WCC to check all bins following the bad weather, and top up those that need it. Cllr Baker reported that she had included information on how to request more grit in the Parish Council Update article that will be in the village newsletter later this month.

Signed  
Chair:

## **5. Youth Space & Recreation Ground**

Cllr Baker advised that she would check the bark level once the wet weather had subsided, and it was agreed that bark could be ordered before the next BPC meeting in April if it was required for the Easter holidays.

## **6. Finance**

- i. The Chair signed the Financial Report
- ii. 2018/19 Budget. This was approved by BPC.
- iii. Internal Auditor – It was reported that Bob Cragg had advised that he no longer wished to carry out the internal audit for BPC. Clerk to get list of approved auditors from WALC. Clerk to write and formally thank Bob Cragg for his service to BPC which has been much appreciated. Cllr Baker will also thank him in the village newsletter.
- iv. Audit

## **7. Administration**

- i. Standing Orders
  - a) Financial Regulations and Internal Financial Control - BPC agreed that the standing orders regarding are good. It was agreed that whenever possible, suppliers would be asked to request payment by invoice. It was agreed that where this was not possible i.e. consumables for the Youth Festival, an advance would be given to a councillor to use for purchases. Councillors would have to provide full accounts and receipts. Clerk to check that this is appropriate by contacting WALC. It was agreed that this should be reflected in the Standing Orders.
  - b) Other Standing Orders – it was agreed that BPC would approve/amend these at the April meeting.
- ii. Annual contracting quotes for 2018/19. Clerk to get two quotes for the mowing contract.

## **8. Highways**

- i. Ed King to attend a few Speedwatch session.
- ii. Potholes – Cllr W Redford reported that Highways are currently effecting repairs, but there was a high level of pot holes after the bad weather.
- iii. Cllr W Redford advised that our local surveyor Tom Manion has now left his Highways post due to ill health and interviews were ongoing for his replacement. Until a new appointment was made contact Gerald Brookes, senior surveyor.
- iv. Cllr W Redford reported that repairs to the road at Bubbenhall Bridge were scheduled to commence in the near future, and that the road would be closed for 3-4 days. The Clerk will be advised of the date.

## **9. Neighbourhood Plan**

- i. Cllr Haynes reported that the referendum was taking place on 15<sup>th</sup> March in Baginton and Bubbenhall Village Halls. Cllrs Lucas and Shattock would oversee the count. BPC recorded our thanks to Cllr Haynes for his many hours of work in delivering the Neighbourhood Plan.

## **10. Business from members of the public**

- i. Cllr Lucas reported that a villager had reported a car of youths in the village hall car park on 5/03/2018 at 10.45pm. It was discussed that in the past, a couple of residents had been locking the car park after events/at dusk. Cllr Haynes to talk to the villagers with keys, and set up a new rota to lock the gate. In the past the gate has been locked after the Parish Council, so it was agreed that the Clerk should have a key. In addition, Sarah Cooke should be asked if she could lock up once her sessions are finished. Cllr Haynes to check whether the gate in full working order.

Signed  
Chair:

## 11. Planning

- i. It was noted that there had been no application for Zone A which had been due the previous week.

## 12. Reports from Meetings Attended.

Warwick Rural East Community Forum Meeting 7th February attended by Cllr Powell.

- i. Police report. PS Chris Kitson produced the crime statistics for the past 5 months. Burglaries were down slightly but vehicle crime was still a concern. The public is urged to report anything suspicious. 'The more suspicious incidents reported the better.' Even if there is no crime taking place, suspicious actions can often be the forerunner to crime. Car keys, especially hi-tech ones, should not be left near the front door because the wifi can be picked up by criminals on the outside. Similarly, spare keys should be safely hidden away.

New policing priorities:

1. Speed checks and monitoring on Sandy lane in proximity to North Leam school
2. Crime reduction patrols in Stoneleigh
- = 3. Crime reduction patrols in Cubbington
- = 3. Crime reduction patrols outbuildings in the whole area.

News that PC Wendy Burroughs' post will at last be filled by PC Ross Kirby from April.

- ii. Warwickshire Wildlife Trust Presentation by Chris Redstall, Dunsmore living Landscape Scheme Manager. (Formerly called Princethorpe Woodland). A Lottery Fund grant of £1.2m and how work has progressed during the first year, including the wild flower area on the Bubbenhall playing fields.

iv. Community Forum Grants Reports from previous recipients and presentations and decisions about new grants, including £2500 to Bubbenhall Village Hall to support the installation of new doors opening on to the veranda. Cubbington was awarded £1200 to support 2018's Youth Festival because they "overspent the Lottery grant last year." Notice that the total grant for 2018-2019 may be reduced.

Next meeting 13th June 2018 - venue to be announced.

## 13. Parish Matters

- i. Fly tipping – it was agreed we had no relevant responses to the questionnaire
- ii. Village Hall camping enquiry – It was agreed that the Village Hall was not a suitable venue for a camping event. It would require the hall being left unlocked all night in order that hygiene facilities were available, and BPC unsure whether suitable insurance in place.
- iii. Flyball training enquiry – it was agreed that the recreation ground could not be used for flyball training as a) there was a clash with football training and b) there might be a hygiene risk from any dog waste not cleared promptly.

## 14. Correspondence not dealt with in other items

No comments

Date of next meeting 10<sup>th</sup> April 2018

Signed  
Chair: