



# BUBBENHALL PARISH COUNCIL

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CV3 2AT

## Minutes of the Bubbenhall Parish Council Meeting held in the Village Hall, Bubbenhall, on Tuesday, 19<sup>th</sup> June 2018

*Draft minutes- to be approved at the next meeting on 24<sup>th</sup> July 2018*

**Present:**

Cllr J Lucas (Chair)  
Cllr S Baker (Vice Chair)  
Cllr Win Nwachukwu  
Cllr Bob Powell  
Cllr J Shattock

Cllr T Wright (WDC)

Jane Fleming (Clerk)

Members of Public: 0

### 1. Apologies for absence

Cllr P Redford (WDC); Cllr W Redford (WCC); Cllr S Haynes; Cllr C Pilgrim

### 2. Declarations of interest and dispensations

None received

### 3. Minutes of previous meeting on 15<sup>th</sup> May 2018

These were approved at the meeting and signed by the Chair

### 4. Matters arising:

#### i. Brick edging round spout needs attention

Clerk reported on information received from resident. The damage adjacent to the Spout has been caused by heavy rain runoff, which lifted the top surface and then it subsided and collapsed back. WCC Area Roads and Highways Officer - David Ellistone - advised that the necessary repair work is out for work schedule and will be completed shortly. They will also repair some of the pavement opposite on Spring Hill. The barriers will remain until the work has been completed.

The area needs some TLC. [Cllr Lucas will follow up on work to be done](#)

Johnson Bros (Contractors) would be interested in quoting for work at the spout.

#### ii. Bins on layby A445 near school.

Clerk reported the response from WDC Neighbourhood Services - All the litter bins in Bubbenhall, including the bins in the lay-by on the A445, are already emptied once a week. [Clerk to contact WDC to find out what day these bins are emptied so they can be monitored](#)

#### iii. Large tree on path between Coopers Walk and top road needing attention

Cllr Wright (WDC) agreed to investigate the situation.

He reported to the clerk on the responses he had received. From WDC Estates - confirmation that the path in question is a Dedicated Footpath, ref. W155, and is the responsibility of Warwickshire County Council's Highways

With regards the general clearance/maintenance of W155, it is noted that WDC carries out the day-to-day cleaning, clearing, trimming, etc., on behalf of WCC under the Grounds Maintenance Contract we have.

With regards the more serious issues, however, such as boundary disputes, tarmacking/gravelling the path, etc., this would be the responsibility of WCC. Similarly, the question of the tree being on the path, and WCC's responsibility, or a seed in the

Signed  
Chair:

back garden of the adjacent house that has now grown into a thick, mature, tree, and most likely the responsibility of the house. Following a discussion, it was agreed the owner of the property would need to establish with Land Registry whether the tree was inside or outside the property boundary.

iv. **W/18/0522 - Gateway South, Land to the South and West of Coventry Airport and Middlemarch Industrial Estate, Coventry.**

As the determination deadline won't be until Friday 24<sup>th</sup> August 2018 the planning meeting will not be before sometime in September 2018. Cllr Lucas reported they would be meeting with councillors to raise concerns.

Cllr Shattock pointed out that as well as Gateway South there were other projects underway within the same timeframe e.g. Kings Hill and HS2. The development work in Crewe Lane will impact on Stoneleigh and Ashow.

v. **Update on vacancy**

Cllr Lucas informed the council that Mr Doug Evans had been appointed Parish Clerk/RFO and was attending this meeting prior to commencing his employment on Sunday 1<sup>st</sup> July 2018. The current Clerk/RFO will leave on Saturday 30<sup>th</sup> June 2018

vi. **Proposed lawful development**

Following the discussion at the last meeting Cllr Wright (WDC) spoke with the WDC planning officers with regards to the above application under permitted development rights. The issue has been referred to the Legal team to confirm the overall status and conditions being applied under those rights. Cllr Wright will keep the Parish Council informed.

vii. **Annual meeting minutes Item 12 – Christmas lights**

The clerk reported when the Village Green was restored in 2009 Warwick District Council mentioned their supplier name, NS Booth, and it was agreed they would install and remove Christmas lights and a price was agreed of £199 This price has not changed.

## 5. Finance

i. **Financial report (payments and summary schedules attached)**

For June 2018 Receipts £0 Payments £2,432.12. A balance of £25,401.76 is carried forward to the next meeting in July 2018. The Big Lottery Funded Bubbenhall Youth Festival carried forward a balance of £5,471 to fund the 2018 event. Total spend to June 2018 £536.75. Cheques have been approved for payment and signed by Cllr Shattock and Cllr Powell.

ii. **Annual Report 2017/18**

The Annual Report and required documents were sent to external auditors within deadline.

The Notice of Period for the exercise of Public rights was posted on Notice boards and website. It will remain until 13<sup>th</sup> July 2018

a. **Recommendations from Internal Auditor**

Following the internal audit, the internal auditor gave some recommendations for the Parish Council to take forward. These are shown below:

1. When payments are approved by the council, the proposer and seconder should be minuted and the invoices to be paid should be signed by these councillors. This will assist the audit trail. This was approved by the council and will commence from the next meeting, 24<sup>th</sup> July 2018.
2. In house financial checks - it would improve the audit trail if these were signed and this minuted. This was approved by the council. It was agreed that this should take place once a year. As all councillors are approved cheque signatories it was agreed to approach previous internal auditor to undertake this task.
3. When the annual budget is approved the proposer, seconder and the result of the vote should be minuted. This was approved by the council.

b. **Internal auditors and Professional Indemnity insurance (email JC 04/06/18)**

WALC reported on a presentation a presentation by a representative of an insurance company that has been widely used by Parish Councils.

It was stated that if any council uses an internal auditor that does not have Professional Indemnity insurance and anything goes wrong with the finances their insurance company will not be able to cover the Council.

Based on that remark WALC strongly recommends that your Council asks to see a copy of the internal auditors Professional indemnity Insurance before you use them next time- and take a copy for your files. Councillors agreed to follow that advice.

Clerk reported the internal auditor who undertook the audit for year ended March 2018 has been through the WALC training course and has that insurance in place. [Clerk to request a copy of the Professional Indemnity Insurance for this audit.](#)

## 6. Administration

- i. Standing Orders and associated documents review. Clerk will set up a control document to assist with the reviewing and updating of documents
- ii. Insurance – Certificate of Employers Liability. To be displayed. Special Events & Activities Guidelines. Needs to be available

## 7. Highways: Update

- i. The outstanding work on the white lines has now been done.

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Chair:

- ii. The speed gun is now due for calibration. Cllr Powell will take it during the week commencing Monday 18<sup>th</sup> June 2018. There is no cost to the Parish Council, this is paid for by police. There will be more speed gun session during June and July 2018.
- iii. The speed sign on A445 is now being obscured by foliage. This needs to be addressed.

## 8. Business from members of the public

## 9. Planning

**W/18/0735 – 37 Home Close, Bubbenhall, CV8 3JD.** Erection of first floor side extension over existing garage, demolition of existing conservatory, erection single storey side and rear extensions. Councillors had no comments to this planning application.

## 10. Youth Space & recreation ground

### i. Update

There will be a delivery of bark on Tuesday 26<sup>th</sup> June 2018. 6 hours extra work has been agreed for the handyman to complete the work. The extra payment to be added to July payment if the work has been completed. The cost of the bark is estimated to be around £600.

### ii. Bubbenhall Fun Day

#### Mowing

The request for mowing before the event was at very short notice. Cllr Baker confirmed the cuttings are not removed after any cut. For future events it is important to give as much notice as possible to ensure the contractor has time to adjust the mowing frequency. The contractor has been advised of the date for the Youth Festival. Cllr Baker will be the contact for the mowing/ ground maintenance contract.

### iii. Youth Festival

Cllr Baker has circulated an updated control sheet which gives the list of events to date. Four payments have been included in this month's payment schedule and have been approved by the council and cheques have been signed.

The clerk explained about cash advances and payments for the event:

- a. Cash payments can only be for £100 or less
- b. The preferred method of purchase for audit trail is by cheque.
- c. There may be circumstances where you identify the need to make a purchase using a debit card or online (Currently, the council does not have an online account), for example to obtain the best value for money. This can only be done if the council has internal controls in place to ensure the purchase is authorised by at least two unrelated people who do not live at the same address. A clear audit trail of both the authorisation and expenditure should be available if the council is asked to produce proof, so the council must keep evidence of both. It is expected such purchases to be from established high street or on-line retailers.

The clerk explained one of the requirements in the grant contract is that the council publicly acknowledge the funding from the Big Lottery Fund, no matter how much has been received or the nature of the project. Cllr Baker acknowledged this and reported this is in place and evidence will be available.

The clerk also reminded the council of the Terms and Conditions in respect of any underspend or ineligible expenditure:

#### 1. In general

- 1.1 We will use the grant exclusively for the project. We will hold any unused part of the grant on trust for you at all times, and we will repay any grant (including any unused grant) to you immediately upon demand.

## 11. Reports from meetings attended

Cllr Baker reported she had attended a Community Forum meeting. Police patrols – looking to organise priorities. Possibly a replacement for PC Burrows. Looking to encourage the Parish and Town Councils to promote the Warwickshire Switch and Save collective energy switching scheme. Information will be circulated to residents.

Cllr Nwachukwu reported there will be a WALC meeting on Wednesday 20<sup>th</sup> June 2018. She is unable to attend and asked if any other councillor would like to attend?

## 12. Parish matters (AOB)

- i. Discuss the holding of the annual parish assembly and AGM on a separate day to the ordinary meeting.

It was agreed that this was a good idea. [Clerk to look at options and report at the next meeting.](#)

- ii. Oak tree on the Green

Cllr Lucas proposed that an expert should be called in to look at it. [Cllr Baker to contact Heritage, the contractors, for advice about what needs to be done](#)

- iii. Fence along footpath Home Close to Moat Close

Clerk confirmed there had been no response to the letter sent January 2018. Cllr Nwachukwu reported that she had spoken to the landowner who explained that his obligations were met when the fence was erected at field side of the ditch. It was discussed and agreed that the council should revisit the quotes originally obtained with a view to the Parish Council arranging to have a new fence erected. [Both Cllr Nwachukwu and Cllr Baker to send clerk contact and quote details](#)

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Chair:

### 13. Correspondence not dealt with in other items

<u>Date</u>	<u>Name</u>	<u>Correspondence</u>
23/05/2018	Rural Services Network	Rural Vulnerability Service - Rural Broadband - May 2018
29/06/2018	Rural Services Network	Weekly Email News Digest - Tuesday, 29 May, 2018
04/06/2018	Rural Services Network	Weekly Email News Digest - Monday, 4 June, 2018
07/06/2018	NALC	NALC Newsletter
07/06/2018	WALC	Flood Relief newsletter
07/06/2018	WDC Democratic Services	LGBCE Warwick District Ward Boundary Review
11/06/2018	Rural Services Network	Weekly Email News Digest - Monday, 11 June, 2018
11/06/2018	WDC Planning	Agenda & reports - Planning Committee 19 June 2018
13/06/2018	Rural Services Network	Rural Economy Spotlight
13/06/2018	WDC Committee	Agenda & reports for Council - 20 June 2018
14/06/2018	WALC	WALC Members Newsletter June 2018
18/06/2018	Rural Services Network	Weekly Email News Digest - Monday, 18 June, 2018

Date of next meeting 24<sup>th</sup> July 2018

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Chair: