



BUBBENHALL PARISH COUNCIL

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Minutes of the Bubbenhall Parish Council Annual Meeting held in the
Village Hall, Bubbenhall, on Tuesday, 15th May 2018 following the Annual Assembly
Draft minutes- to be approved at the next meeting on May 2019

Present:

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

Cllr T Wright (WDC)
Cllr W Redford (WCC)

Jane Fleming (Clerk)
Members of Public 2

1. Election of Chairman

Cllr J Lucas was proposed by Cllr Shattock and seconded by Cllr Powell. Cllr Lucas accepted and was elected as Chairman of Bubbenhall Parish Council.

2. Record of members present. To receive apologies and reasons for absence

Councillors present are noted above. Apologies were received from Cllr Haynes and Cllr P Redford (WDC)

3. Approval of minutes of the 9th May 2017 meeting

These were approved at the meeting and signed by the Chair.

4. To receive written requests for Disclosable Pecuniary Interests where that interest is not already in the register of members' interests.

None received

5. To receive the Chairman's Declaration of Acceptance of Office

The Chair signed the declaration of acceptance of office and was witnessed by the clerk.

6. Election of Vice Chairman

Cllr Baker was proposed by Cllr Nwachukwu and seconded by Cllr Lucas. Cllr Baker accepted and was elected as Vice-Chairman of Bubbenhall Parish Council

7. To appoint Representatives to Sit on Outside Bodies

There is no change to the list of names to sit on outside bodies. These are shown below:

- Cllr Bob Powell (Highways, Rural East, Emergency Planning Committee)
- Cllr Corinne Pilgrim
- Cllr Jan Lucas (Chairman, Village Hall Committee, website, TCG)
- Cllr Joanne Shattock (Neighbourhood Plan, TCG)
- Cllr Sam Baker (Vice-chair, Recreation & Youth Space)
- Cllr Steve Haynes (Liaison Committee, Neighbourhood Plan)
- Cllr Win Nwachukwu (WALC, Liaison Committee)

8. To Agree Dates of and Venue for Council Meetings for rest of financial year.

Signed
Chair:

The councillors agreed the meeting dates for the remaining months of the financial year 2018/19. The dates will be 15th January 2019 and 5th March 2019. These dates will be added to the website.

9. To agree Cheque signatories and sign appropriate Bank Mandates

There are no changes to cheque signatories and no bank mandates to be signed.

10. Review of the effectiveness of the system of internal control and prepare the Annual Governance Statement (Section 1 of the AGAR Parts 2 & 3).

The councillors reviewed the wording of all the assertions in Section 1 - the Annual Governance Statement prior to confirming compliance. There were no matters raised by the external auditor in respect of the 2016/17 Annual Return.

11. To receive a report on statement of finances at 31st March and a list of the assets

The Clerk reported the financial statement and asset register, circulated to councillors prior to the meeting. This item was addressed in the Annual Parish Assembly minutes

12. To approve following Accounts for Payment:

Insurance premium.

The Council discussed the insurance policy quote from BHIB who have replaced Aon from June 2018. As the premium has been reduced again while the policy remains the same it was agreed to approve the policy with BHIB.

To approve following agreements for the year:

i. Mowing

The Parish Council discussed the wildflower meadow which is in its early stages of development. It was agreed that the council should retain its agreement with Heritage and Sons for the year 2018/19 and review again in March 2019. The cost is £120 per cut

ii. Emergency Repairs

The Parish Council discussed and agreed to use Johnson Bros., a local company, for any emergency repairs for the year 2018/19 and review again in March 2019. This agreement will be for small items under £100.

iii. Moles

The Parish Council discussed and agreed to use S Sidaway for any problems with mole activity for the year 2018/19 and review again in March 2019. The cost is £40 – first mole, £10 per mole thereafter.

iv. Village Green Maintenance

The Parish Council discussed and agreed to retain Village Green maintenance. The costs will remain the same for the year 2018/19. This will be reviewed again in March 2019. The cost is £60 for each month plus summer maintenance of £12 per month

v. Handyman

The Parish Council discussed and agreed to retain a handyman for 2018/19. This will be reviewed again in March 2019. The cost will remain at £64 per month.

Annual payments due for 2018/19 are:

WALC

SLCC

CPRE

Internal Audit

External Audit

Christmas Lights

Health & Safety Inspection

Signed
Chair: