

BUBBENHALL PARISH COUNCIL



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Minutes of the Bubbenhall Parish Council Meeting held in the
Village Hall, Bubbenhall, on Tuesday, 10th April 2018

Draft minutes- to be approved at the next meeting on 15th May 2018

Present:

Chair Cllr J Lucas
Vice Chair Cllr S Baker
Cllr W Nwachkwu
Cllr J Shattock
Cllr B Powell

J Fleming - Clerk
Members of the public 1

1. Apologies for absence

Apologies were received from Cllr C Pilgrim, Cllr S Haynes, Cllr P Redford (WDC), Cllr W Redford (WCC) & Cllr T Wright (WDC)

2. Declarations of interest and dispensations

None to declare

3. Minutes of previous meeting on 6th March 2018.

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

4. Matters arising:

- i. Moat Close Garages
Guttering repairs – This will be followed up at next meeting when District Councillors are present.
- ii. Hi vis vests and litter pickers
Update – New Hi Viz vests and litter pickers were available for the 7th April when a successful litter pick took place. It was noted that over 70 bottles were found in the layby by the school. Apparently, there are 2 bins sited on the layby. Clerk to check with WDC whether these are being emptied regularly. Cllr Powell to check situation with fly-tipping on Watery Lane.
- iii. Signs on A445 – Follow up
These are now visible to motorists
- iv. Bins on Playing fields and Pit Hill
WDC have now agreed to empty these bins and should be actioned later this week. The key for Pit Hill will be made available to WDC
- v. Annual Contracting quotes for 2018/19 e.g. grass cutting, general maintenance update. Clerk to obtain quotes for grass cutting.
Eon have sent details for new contract for 1, 2 or 3 years Clerk to action

5. Youth Space & recreation ground

- i. Update – Cllr Baker reported that as soon as the bark on playing fields has dried out fresh bark would need to be ordered. A quote will be obtained. This was approved by the Councillors.
- ii. Cllr Lucas reported there has been an inspection of the wildflower meadow. It is important that the meadow is given the chance to develop in its early stages. Cllr Lucas to ensure this is managed correctly.

Signed
Chair:

- iii. Update - from Cllr Haynes

Bubbenhall Youth Festival - the date for this year's festival is Saturday 18th August and will follow the format that was so successful last year. I've started obtaining quotes from activity suppliers and will circulate a draft budget once complete. One issue that needs to be resolved is how the Parish Council proposes to manage 'cash' payments for consumables and services. By 'cash' payments I mean payments to suppliers such as Tesco's, Bookers and Printers who do not offer credit facilities. If this issue can be discussed at the meeting and a process agreed that that will be a great assistance to the organisers.

Cllr Shattock raised a concern about how the Parish Council will financially control a project of this type. The clerk presented a spreadsheet she had prepared to address these concerns and pointed out that the project would need an additional person to deal with the administration. The councillors approved the spreadsheet and [Cllr Baker volunteered to cover the administration](#). This was agreed and approved by the councillors. A copy of the spreadsheet is attached to these minutes (Attachment 1)

6. Finance

- i. Financial report was made available to Councillors prior to the meeting (receipts and payments schedule attached). Cheques for end of financial year 2017/18, prior to the meeting, were signed by Cllr Lucas and Cllr Shattock and cheques signed at meeting were signed by Cllr S Baker and Cllr Nwachkwu
- ii. Internal Auditor – Clerk reported WALC will provide a list of clerks who have completed training and are on a list offering to conduct internal audits. This should happen soon. Cllr Baker reported that she may have a contact interested in conducting the internal audit.
- iii. External Audit
All the relevant documents have now been received from PKF Littlejohn, external auditors. [Clerk to circulate relevant information as soon as possible](#).

7. Administration

- i. Standing Orders – These are still under review by Councillors. [Clerk has agreed to upload all the previously circulated documents to website](#). These will all be agreed and approved at the May meeting.

8. Highways:

- i. Update
Cllr Powell reported there has been no progress on the white lines. [He will send a request for an update on this action to WCC](#).
Bubbenhall Community Speed Watch – the presentation from Cllr B Powell has been attached to these minutes (Attachment 2)
- ii. HS2 funding – Cllr Lucas recommended the Parish Council should start to consider potential project ideas in advance of any funding being available.
Examples of project ideas (under £75,000) are:
Improved pavement on A445
Cycle path (needed between Bubbenhall and Leamington Spa)
Outdoor gym at playing fields
Clerk to establish whether there is a designated person for HS2 at WCC.

9. Neighbourhood Plan:

- i. Update – From Cllr Haynes
Neighbourhood Plan - I'm pleased to report that the referendum recorded a 'yes' vote and the Baginton and Bubbenhall Neighbourhood Development Plan has been 'made' by WDC. One final vote of thanks to everyone involved in delivering this project. An end of grant report has been submitted and accepted to Groundwork UK thereby closing the project. My recommendation is that the Parish Council should review the plan every 5 years in accordance with best practice. I have agreed to a request by WDC to give a presentation on our plan but have not yet received any proposed dates.
[The Parish Council would like to record a vote of thanks to Steve for all the work he's done on the NP](#)

10. Business from members of the public

- i. Tree – Moat Close
A member of the public contacted the Parish Council about a mature tree which has been cut down in the village. It was agreed an article should be placed in the Newsletter concerning responsibility with trees on public land or where the land belongs to someone else. [Clerk to contact WDC to clarify where the responsibility lies](#).

11. Planning

Signed
Chair:

- i. W/18/0522 - Gateway South, Land to the South and West of Coventry Airport and Middlemarch Industrial Estate, Coventry – **APPLICATION** deadline extended to 4th May 2018
The Parish Council need to decide what approach Bubbenhall needs to take on this application. Cllr Lucas and Cllr Shattock will arrange to meet and discuss this further. Cllr Shattock pointed out that 'in principle' we should object. Written objections must be received by Friday 4th May. We should also have representation, possibly four persons. [Cllr Shattock requested that Parish Councillors send thoughts and comments to Cllr Lucas](#). It was also recommended that individuals should submit their protests. To raise awareness, it was proposed that a leaflet should be printed and sent to residents. This was agreed. [Cllr Lucas to prepare leaflet and to arrange for printing](#). This needs to be actioned as soon as possible.
- ii. W/18/056 – York Barn – Proposed Lawful Development. [Clerk to contact WDC Planning for clarification regarding Parish Council role for this application](#).

12. Reports from meetings attended

Landfill Liaison Committee meeting – minutes from this meeting have been attached to these minutes (Attachment 4)

13. Parish matters

Report from Cllr T Wright, in his absence: This has been attached to these minutes (Attachment 3)

14. Correspondence not dealt with in other items

<u>Date</u>	<u>Name</u>	<u>Correspondence</u>
14/03/2018	WDC Development Services	Volume 10 of the Economic Development Update
23/03/2018	PSMA	Your PSMA newsletter March 2018
27/03/2018	WALC	Practitioners' Guide for 2018/19 and Schedule of Amendments 'Governance and Accountability for Smaller Authorities in England'
27/03/2018	WALC	Self assessment for parish Councils
27/03/2018	WALC	Section 137 expenditure limit for 2018-19
09/04/2018	WDC Planning	Weekly list in Parish order for 02.04.18 - 08.04.18 - W/18/0565 (not yet received notification)
10/04/2018	WALC for NALC	Consultation: unauthorised developments and encampments

Date of next meeting 15th May 2018

Signed
Chair:

Bubbenhall Community SpeedWatch

Meeting with Adnan Ali 5th April 2018

Community Speed Watch Co-ordinator

Warwickshire Police and West Mercia Police

In attendance: Don, Jeff, Sam, Tony C, Tony G, Bob

After introductions Adnan referred back to the county-wide meeting held in January and the implications in outcomes for village groups. Notably:

- Police funding of annual calibration costs. This is approximately £240, currently split between Stoneleigh and Bubbenhall Parish Councils. No further need for PC involvement in payment procedures. Next industrial calibration due 24th May 2018.
- Provision of lightweight Community Speed Monitoring signs. These can be attached to existing road sign posts or trees. Bubbenhall now has three of these together with elasticated strips to fix them in place.
- Police will provide additional batteries for the gun, if required.
- Provision of hi-viz jackets. Bubbenhall PC purchased 4 x winter jackets but we have requested 4 x light-weight jackets for summer use.
- Provision of multiple copies of essential documents: recording sheets, Police advisory letters.
- Provision of information/training reminder pack for each member of CSW group.

Other matters raised:

- Need to inform Adnan in advance of CSW sessions
- Possibility of CSW newsletter, twice-yearly.
- Use of electronic data entry - not possible beyond sending of pdf version of reporting sheet(s).
- Need to keep Stoneleigh informed of use of shared gun.
- Frequency of sessions - no expectation of much activity in winter months, no minimum number per year.
- Re-training on request, not a requirement.
- General points about road safety and operation of group.
- Completed recording sheets to be sent also to Kevin Watson at Warwickshire Police.

Following the meeting, Adnan visited the sites used for CSW, now defined as follows:

Site 1: Top of Lower End

Site 2: Spring Hill by the village spout

Site 3: Stoneleigh Road, outside Oakleigh.

N.B. At site 3, monitoring only in direction of village (East)

Speed Watch sessions

Site 1: Wednesday March 28th 15.30 ✓

Site 2: Thursday April 5th 17.00 ✓

Site 3: Tuesday April 24th 07.30 ✓

Site 3: Thursday 3rd May 07.30

Attachment 3

Report from Cllr T Wright (WDC)

NPPF Consultation

As you may know there is a consultation on changes to NPPF and I have attached a summary & copy of the information recently provided to us following a briefing.

What is important in the neighbourhood and local plan both in terms of its existence and keeping it up to date, I am aware of course that you are processing your neighbourhood plan which is great, but it must be kept up to date (as must the local plan) to avoid issues.

Coventry South Gateway.

Following a meeting set up by myself and Cllr Redford and after some discussion and consultation last week Martin Eckersall of Roxhill and Michael Gillhooly of Buckingham have started to attend the Parish Council meetings as part of improving the communications, understanding and support to deal with any concerning issues during the development.

These will continue on an ongoing basis.

If you wish we can request them to do the same with you which I am sure they would be happy to support, and I will help facilitate this if necessary.

Data Protection

Data protection is becoming a key thing and in the next month "we" will be getting a more detailed briefing on how it affects us, in the meantime we have been provided with a guide book "GDPR for Dummies" which is available to Parish Councillors (please speak to the clerk)

Policing

Later this month the portfolio holder and various other members of the council will be meeting with the Police & Crime Commissioner to discuss the current levels of support. As part of this we have formally requested that the PCC goes through what actions will be taken to improve the level of policing within our community and now they have received the extra funding via an increase in precept how are they going to spend it to make a difference.

Horse Fair Kenilworth

The next horse fair at Kenilworth takes place on Saturday 28th & Sunday 29th April, as you know leading up to the event has in the past caused problems throughout the area from illegal encampment to various degrees of anti-social behaviour particularly leading up to the event. If you see or encounter anything could you please advise me, if possible with photographic evidence (without putting yourself at risk) as this will support several planned future actions.

If there are any issues could you please dial 101 and let the Police know so at least there is a record of the issues which may be used in the future.

Coventry City of Culture, The Commonwealth Games and the 2017 Cycle Tour (women's and men's)

WDC has welcomed our involvement in support of the above events, as it helps to build upon the philosophy of Warwickshire being a great place to live and work whilst at the same time boosting external income in the area whilst at the same time improving our leisure facilities which includes Leamington becoming THE WORLD CENTRE FOR BOWLS.

Bubbenhall Landfill/Quarry Liaison Committee

**Minutes of the Bubbenhall Landfill/Quarry Liaison held at Smiths Concrete site office on:
Tuesday 13th March 2018 at 6pm**

Present: John Green, Smiths Concrete
Mark Page, Hanson Aggregates (Smiths Concrete)
Matthew Williams, Warwickshire County Council
Cllr Jan Lucas, Bubbenhall Parish Council (Chair)
Cllr Win Nwachukwu, Bubbenhall Parish Council

1. Apologies for absence

Apologies were received from FCC – Matthew Parker (who has recently taken over from Ann Earley), Andy Stubbs, Steve Haynes and Jane Fleming

2. Minutes of last meeting held on 12th September 2017

Minutes of the meeting were agreed and signed by the Chair

3. Matters arising

No matters arising from previous meeting

4. Operational update – Smiths Concrete

Smiths Concrete - Since the last meeting, processing of minerals from Wolston is going well.

Hanson - Geologists have been analysing the rate of extraction of minerals at the Wolston site and the quantity of sand & gravel from first half of the site is 100,000 tonnes up on where they had expected it would be. The original estimation of about 800,000 tonnes is now nearer 1.2 million tonnes; as a result extraction timings will go up. The assumption, based on analysis, is that about 150,000 will be extracted per annum. The estimation is that extraction / importation could push the year of completion to about 2020- 2023 with sales and decommissioning taking it to about 2024.

Currently Smiths Concrete has planning permission for processing on the Bubbenhall site to July 2021, (decommissioning taking this to 2022). Towards the end of 2018 they will be applying for an extension of the lease by an additional 2 years and will keep the committee posted on progress.

Smiths are mindful that the expiration of their existing lease with FCC in 2021 may have a knock on effect on processing. Their options are:

1. Extend the lease with FCC for a couple of years

This option is unlikely to succeed, as it is thought that the plant site area will be required for FCC operations.

2. Install a wash/processing plant at Wolston

This will require planning permission and Smiths are talking to the landlords at Wolston about this.

3. Install a small modular wash plant

Smiths could install a powerful modular wash plant on the area of land that they control on the Bubbenhall site. This would be situated near the silt lagoons. The modular plant, although relatively smaller than the existing plant, is powerful enough to handle the mineral quantities in question with similar timescales. This option would also be subject to planning.

5. **Operational update - FCC**
Nothing really to report. They are still operating in cell 19 and only have a couple of cells remaining thereafter. There is no indication at present of how operations will be affected going forward. We look forward to receiving an update from Matthew Parker.
6. **Environment Agency update**
No update to report
7. **WCC update**
biannual monitoring cycle visit to Smiths Concrete and FCC – nothing to report. Mineral Local Plan – WCC personnel in charge of policy have been working on consultation responses and looking at what requirements there will be going forward. The next lot of consultations are due to take place in the middle of summer. It is thought that HS2 will have requirements; contractors etc. will need to be in place before any more is known.
8. **Parish Council's observations**
The edge of Bubbenhall Woods that borders the landfill site is littered with plastic bags, which have blown over the fence through the winter. John Green reported that Carl Curtis of Warwickshire Wildlife Trust has been discussing the problem with Matthew Parker and the matter is in hand.
9. **AOB**
None to report
10. **Date of next meeting**
Next meeting is scheduled for Tuesday 11th September 2018 at 6:00pm.