

# BUBBENHALL PARISH COUNCIL

Parish Clerk: Doug Evans  
Telephone: 07767 443895  
Email: [bubbenhallpclerk@gmail.com](mailto:bubbenhallpclerk@gmail.com)

21 Oak Road  
Tiddington  
Stratford upon Avon  
Warwickshire  
CV37 7BU



## Minutes of the Bubbenhall Annual Parish Council Meeting held on Thursday 06 May 2021 via Zoom

**Present:** Cllr Jan Lucas Chair of the Parish Council  
Cllr Sam Baker Vice Chair of the Parish Council  
Cllr Jim Roberts  
Cllr Joanne Shattock  
Cllr Stephen Cooper

**In attendance:** Mr Doug Evans Parish Clerk

**One member of the public present.**

### 1. ELECTION OF CHAIRMAN

Cllr Jan Lucas was nominated by Cllr Roberts and this was seconded by Cllr Shattock. Cllr Lucas was therefore duly elected as Chairman of Bubbenhall Parish Council by a unanimous vote.

### 2. RECORD OF MEMBERS PRESENT

Councillors present are noted at the top of the minutes above.

### 3. APOLOGIES AND ACCEPTANCE OF REASONS FOR ABSENCE

Apologies were received and accepted from Cllr Bob Powell and Cllr Win Nwachukwu. Apologies were also received from Cllr Wallace Redford (WCC), Cllr Trevor Wright (WDC), Cllr Pam Redford (WDC) and PCSO Sharron Underwood.

### 4. DECLARATION OF INTEREST (EXISTENCE AND NATURE) ON ITEMS ON THE AGENDA

None received.

### 5. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Declaration of Acceptance of Office as a Parish Councillor and as Chairman would be signed when Covid restrictions permitted.

### 6. TO RECEIVE ALL COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE

The Declaration of Acceptance of Office forms would be signed when Covid restrictions permitted.

### 7. ELECTION OF VICE CHAIRMAN

Cllr Samantha Baker was nominated by the Chair and this was seconded by Cllr Roberts. Cllr Baker was therefore duly elected as Vice Chairman of Bubbenhall Parish Council by a unanimous vote.

### 8. TO REVIEW AND AGREE THE POWERS DELEGATED TO THE CLERK AT THE EXTRAORDINARY MEETING HELD ON 24 MARCH 2020

The Clerk gave a brief overview of the current legal situation with regards to the format of meetings and explained that the legislation passed in 2020 to allow online meetings had not been extended beyond 06 May 2020. This meant that delegated powers would need to be agreed until face to face meetings could resume. This would hopefully be after 21 June 2021, in line with the current Government Covid Roadmap.

After review, it was agreed unanimously to maintain the powers agreed in 2020.

## **9. TO APPOINT REPRESENTATIVES TO SIT ON OUTSIDE BODIES**

Councillors discussed and agreed, unanimously, the following membership and responsibilities:

- Cllr Lucas Village hall, website, planning liaison with neighbouring councils, Quarry Liaison Committee, Police liaison and South of Coventry Liaison
- Cllr Baker Youth space and recreation ground
- Cllr Nwachukwu Quarry Liaison Committee and WALC representative
- Cllr Powell Highways, Rural East and Emergency Planning Committee
- Cllr Shattock Planning Liaison with neighbouring councils and South of Coventry Liaison
- Cllr Roberts Quarry Liaison Committee and grant funding applications

## **10. TO ASSIGN SPECIFIC RESPONSIBILITIES TO COUNCILLORS**

This item had been covered above.

## **11. TO AGREE CHEQUE SIGNATORIES**

There were no changes to report with regards to signatories.

## **12. TO AGREE DATES AND VENUES OF MEETINGS FOR THE REST OF THE FINANCIAL YEAR**

Dates had been set for January to December 2021 so the only ones that remained were for January and March 2022. It was agreed that these meetings would be scheduled for 18 January and 08 March. It was further agreed that the next meeting of the Parish Council, which would likely be face to face, would be held on 22 June 2021 and the Annual Parish Assembly would be scheduled for 29 June 2021.

## **13. TO APPROVE THE INSURANCE PREMIUM RENEWAL**

It was agreed to renew the insurance premium with the current providers, BHIB, at a cost of £406.02.

## **14. TO APPROVE MOWING AND GENERAL MAINTENANCE CONTRACTORS FOR THE FINANCIAL YEAR**

It was agreed to continue with Heritage and Sons for the village mowing, A D R Sproul for the village green maintenance and Chris Goddard for general maintenance. Following a request from A D R Sproul, it was agreed unanimously to increase his monthly fee to £80.