

# BUBBENHALL PARISH COUNCIL

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25, Calgary Close  
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## Minutes of the Bubbenhall Parish Council Meeting held on Tuesday 7 September 2021 at the Village Hall, Bubbenhall

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

**In attendance:** Mrs Jane Fleming                      Parish Clerk (acting)  
Mr T Wright                      WDC

**No members of the public present.**

### 1. Apologies for absence

Apologies received from Cllr B Powell; Cllr Win Nwachukwu; Cllr Pam Redford (WDC); Cllr Wallace Redford (WCC)

### 2. Declaration of interest and dispensations

Cllr Jan Lucas (Chair) made a declaration of interest concerning Planning Application and absented himself from the discussion.

### 3. Minutes of previous meeting on 27 July 2021

Not available

### 4. Matters arising and updates

#### i. Gateway South update

There has been no update regarding the smell last reported in June 2021. When this was queried recently the response was that there are now very few complaints, and the issue has improved.

#### ii. Resident's request for work to a tree adjacent to their property update

After discussing various options, it was agreed that a letter would be sent to resident. Wording to be agreed

### 5. Planning

#### i. Gigafactory, Baginton Airport (deadline for response 14 September 2021)

A draft response was prepared by Cllrs Shattock and Lucas and shared with members of the Parish Council for comment. It was agreed that this should be submitted to Warwick District Council, Planning, by the response deadline.

**ii. The Firs, Stoneleigh Road (deadline for response 10 September 2021)**

Cllr Lucas withdrew from this discussion. It was agreed that the council had no comments to make on this item.

**6. Youth Space and recreation ground update**

Important to obtain proof of ownership to progress any funding applications. Cllr Lucas to contact solicitors Wright Hassall.

To ensure prompt action Cllr Jim Roberts requested that he be an authorised signatory for the funding application. This was discussed and agreed

**7. Finance report**

1. Closing balance for August 2021 £34,210.54
2. For approval & authorisation

**PAYMENTS**

01/09/21	Eon	£13.00	DD
02/09/21	C Goddard	£72.00	
01/09/21	ADR Sproul	£80.00	
12/08/21	ICO	£35.00*	
31/08/21	D Evans	£	to be sorted
15/09/21	J Fleming	£	to be sorted
01/09/21	Zoom 0-30/09/21	£14.39	DD

**RECEIPTS**

Payments authorised by Cllrs Lucas & Baker

\*It was agreed that annual payments to ICO should be by direct debit reducing payment from £40 to £35

3. It was agreed an internal audit needs to be undertaken. Clerk to arrange and report at next meeting.
4. It was agreed to contact HMRC PAYE concerning monthly reporting. Clerk to arrange and report at next meeting

**8. Business from members of the public**

Nothing to report

**9. Parish matters and items for the agenda of next meeting**

1. There will be a litter pick on Saturday 2<sup>nd</sup> October 2021
2. Bubbenhall Wood paths are still needing attention – next meeting

**10. Correspondence not dealt with in other items**

Nothing to report

**Date of next meeting – Tuesday 5<sup>th</sup> October 2021 @ 7.30pm**