

BUBBENHALL PARISH COUNCIL



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Minutes of the meeting of Bubbenhall Parish Council Held on 26th July 2022 at 7.30pm at Bubbenhall Village Hall

Clhrs present : Jan Lucas (Chair)
 Bob Powell
 Jim Roberts
 Joanne Shattock
 Stephen Cooper

In attendance : Louise Baudet (Locum Clerk)
 Cllr Trevor Wright (District)
 PCSO Sharon Underwood

69/22 Apologies

RESOLVED : that the apologies for absence from Cllr Sam Baker and Cllr Win Nwachukwu be received and accepted

Apologies for absence were also received from County Cllr Wallace Redford and District Cllr Pam Redford

70/22 Public participation

There was no public participation

71/22 Declaration of Interests

There were no interests declared

72/22 Minutes of previous meetings

RESOLVED : that the minutes of the meeting held on 31st May 2022, having been read and circulated, be signed as a correct record subject to

the amendment of Minute No 40.12 to read Cllrs Baker and Roberts

The minutes of the meeting held on 28th June required amending and would be approved at the September meeting.

73/22 Progress reports/information items

- 73.1 Update on flooding at Sweet Briars – this item was deferred to the September meeting for an update from Cllr Wallace
- 73.2 A445 street light update – this item was deferred to the September meeting for an update from Cllr Sam on the views of the residents on the proposed installation of street lighting
- 73.3 Village Green update – Cllr Cooper reported that the Village Green had been cut. An inspection by Warwickshire Wildlife Trust had indicated that the Green looked in a healthy state with lots of plants and nice green verge, given the drought conditions nationally. It was also reported that the pond had been assessed as being in a healthy condition and guidance received on managing a pond ; no concerns about the duckweed. Discussing the new Christmas Lights currently being stored in the Village Hall, the Chair confirmed he would provide Cllr Cooper with the contact details for putting them up.
- 73.4 Green Shoots update – Cllr Powell reported that the second instalment of £2250 from the Green Shoots Fund had been received. The trees had been surveyed and 15% of those planted (about 33 trees) had died, which was probably more than expected due to having a dry summer ; 60 new saplings have been ordered from the Woodland Trust which will be used to top up the hedgerow or replace dead trees. A request has been made to the volunteers to clear around the roots to keep them healthy and stop the bindweed getting through.
- 73.5 Skills audit update – it was agreed to defer this to the September meeting
- 73.6 Climate Emergency Plan update – nothing to update on this item
- 73.7 Update on Internal and External audit – the Clerk confirmed she had responded to all of the queries from the Internal Auditor and her report was now pending. The Clerk advised that the Parish Council would be late submitting the AGAR due to the absence of records and queries, and advised that once the audit report was received an extra-ordinary meeting be called to complete the external paperwork. Councillors agreed with this recommendation.
- 73.8 Land Registry – the Chairman agreed to progress chase this matter with the Solicitor
- 73.9 Appointment of Groundsperson – it was agreed to defer this item to the September meeting to get an update from Cllr Baker regarding her conversations with Chris Goddard regarding transferring to a Contract of Employment.

- 73.10 Cherry Trees Lower End – Cllr Pam Redford was chasing the survey from Kate Paget, so this item was deferred to the September meeting.

74/22 Planning applications and other statutory and non-statutory consultations

- 74.1 R22/0590 Extension of Sunrise Park – Councillors discussed this consultation which had been forwarded to them by the Clerk to Ryton on Dunsmore Parish Council, and is not within the Bubbenhall Parish. It was noted that the site had been there a long time and that the District Council is committed to providing a specified number of pitches ; the Parish Council had no comment on the application.
- 74.2 Other applications and decisions. Councillors discussed the Gateway South site and noted that there had been reported incidents of smells the previous week, which had been duly reported. HS2 was also discussed and it was noted that Severn Trent were restricting water supply due to the water shortage nationally, and work on HS2 sites had been finishing early as a result. Councillors commented that Seagrow and Buckingham had been very professional in their management of the situation. Councillors would continue to monitor.
- 74.3 Country Park Liaison Group – the Chair of Baggington Parish Council was seeking a volunteer and Cllr Joanne Shattock put herself forward for this role.

75/22 Appointment of new Clerk

- Job Specification - Councillors reviewed the Job Specification and made amendments regarding the expected number of meetings, remuneration and qualifications – it was agreed that the Parish Council would pay additional hours to cover extra hours for induction and training for the role, and fund any relevant qualifications eg CiLCA.
- Job advert - the advert was also reviewed and it was agreed to include reference to the Job Specification and also the Parish Council website. A closing date of 30th September was agreed.
- Contract of Employment – the Parish Council agreed to adopt the WALC model Contract of Employment for the post – employee would be offered access to a Stakeholder Pension under their terms and conditions.

The Chair would circulate the amendments and duly advertise the post on the WALC website, District and County website if possible, on the noticeboard and through other communication channels within the parish.

76/22 Finance

- 76.1 Accounts for payment

RESOLVED : that the following payments be approved

- Eon – electricity £13
- Chris Goddard – Groundsperson £72
- Heritage & Sons – cutting £360
- BHIB Insurance – annual insurance policy £448.03
- Doug Evans – zoom reimbursement £14.39
- WALC – Charles Arnold Baker £136.99

L Baudet – Locum Clerking 3 months/reimbursements £2232.93
Festive Lights Ltd – Christmas lights £442.78
Advance authorisation for August payments approved for Chris
Goddard £72 and Eon electricity £13

- 76.2 Finance update
Councillors received a copy of the bank statement for July 2022 to date along with a copy of the finance spreadsheets.

- 76.3 Audit & Scrutiny Committee
Cllr Cooper wished to nominate himself to represent the Parish Council on the Audit & Standards Committee for Warwick District Council, which was approved by the Parish Council. The Clerk would forward the relevant information to him regarding the nomination procedure.

77/22 Matters relating to Youth Space and Recreation ground

Cllr Roberts reported that they had received quotations from Hags and Playdale for the playground renovation, but were awaiting the quotation from Wickstead. Councillors discussed various aspects of the quotations in relation to lead times, deposits and payment terms and location of manufacture. The Chairman agreed to ask the Village Hall Committee at their next meeting, whether Contractors would be able to use the facilities whilst on site. They then went on to discuss the funding arrangements from FCC Communities Foundation and it was agreed that the best option may be for the appointed Contractor to Invoice FCC directly, who have agreed they pay the invoice minus the VAT which the Parish Council would then pay and claim back. To maintain cashflow, claims would need to be made immediately to HMRC.

78/22 Highways and Footpaths

- 78.1 Cllr Powell spoke on behalf of a resident who had hoped to attend the meeting to discuss the soft verge signs on the A445 by Ryton Pools. He referenced a letter she had sent to Warwickshire County Council to which she had not received a response, and was seeking the support of the Parish Council in requesting the removal of the signage. She highlighted concerns around highway clutter and the signage being a distraction to motorists, as well as the signage being on green belt land. Councillors discussed the situation during Covid when Ryton Pools car park was closed and the need to deter motorists parking on the highway, however the signage had not been erected on the location identified in the original plans. Councillors discussed the matter at length, and queried whether there was evidence to confirm that the signage was offensive or distracting, the cost of removing the signage and the role of the PC in resolving the matter. Councillors agreed that they were disappointed that the resident had not had a response from County regarding the matter. After a lengthy discussion the Parish Council agreed that Cllr Powell would draft a letter requesting that Cllr Wallace Redford respond to the resident and also do a site visit and request a review of the situation.
- 78.2 The footpath on the A445 between Pitts Hill is currently overgrown and unwalkable; Clerk to report to Highways requesting maintenance. It was noted there would be surface dressing in Bubbenhall on 27th July.

79/22 Village Defibrillator

Consideration of request for the Parish Council to take over responsibility of Defibrillator and management of scheme and volunteers, was deferred to the October meeting when Steve Haynes could attend.

80/22 Information items

- 80.1 PCSO Sharon Underwood had circulated the crime report prior to the meeting. She reported that the parish had minimal crime – she was checking the park and no signs of drug use or dealing. There was one crime of concern which was the theft of a Range Rover which was likely linked to organised car theft crime. The Three Horseshoes pub would be opening in October. There would be a new Beat Manager for the area starting, which Councillors were pleased to hear as there had not been a Beat Manager for three years
- 80.2 County Councillor report – none
- 80.3 District Councillor Report – Cllr Trevor Wright reported on the Commonwealth Games which had been a huge success. He went on to report on a meeting to discuss the Joint Local Plan, which Cllr Jan Lucas had also attended, at which attendees had been asked where it would be possible to allocate government housing. Discuss the process used it was observed that there was a division between Stratford and Warwick due to sociological differences. Clarification was sought as to how the feedback from the session would be used and the Chair voiced his concerns that he felt Green belt matters were being disregarded in planning matters as priority given to preserving industry and jobs. The Chair queried the Masterplanning framework meeting and Cllr Wright stated that there had been an email to say this would take place in September. The Minerals Plan was discussed and it was noted that Coney Grey Farm was one of nine new sites allocated and there would now be an application to develop. Councillors would monitor and discuss at the Landfill Liaison Committee meeting in September.

90/22 Matters relating to the parish from Councillors and Clerk

Councillors approved letter to go to former Clerk, Doug Evans, confirming resignation and salary owed.

The Chairman would circulate the meeting dated for 2023 and arrange room hire for the meetings (no meeting February or August).

Signed (Chair)

Date