

**Minutes of the meeting of Bubbenhall Parish Council
held on Tuesday 28th June 2022 at 7.30pm
at Bubbenhall Village Hall**

CLLrs present : Sam Baker (in the Chair)
 Joanne Shattock
 Win Nwachukwu

62/22 Apologies for absence

RESOLVED : apologies for absence were received and accepted from
 CLLrs Lucas, Cooper, Roberts and Powell

Apologies were noted from Cllr Pam Redford, Cllr Trevor Wright, Cllr Wallace Redford and Louise Baudet (Clerk)

63/22 Public participation

There was no public participation

64/22 Minutes of previous meeting

It was agreed to defer acceptance of the previous minutes until the July meeting.

65/22 Progress reports

- 65.1 Flooding at Sweet Briars – carry forward to next meeting
- 65.2 A445 street light update
- 65.3 Village Green update – Councillors did not feel the standard of the grass cutting by Heritage was satisfactory and it was agreed to request an additional mow in July. Cllr Powell would update Cllr Cooper (Proposed JS, Seconded WN)
- 65.4 Green Shoots update – Heritage had strimmed the area and there had been some minor damage. Cllr Powel had replaced the damaged whips and more had been ordered for delivering in the Autumn. Overall growth has been good although the area needs regular ongoing maintenance in terms of weeding. It was reported that the original grant had been for £5000 which had been paid out in installments, the first one being for £2250. The Parish Council had received £2250 to date, with £63 of this remaining to be spent. Cllr Powel had asked for the remaining £1990 from the Green Shoots fund. The next stage would be to produce some Information Boards,

an initial quote of £3000 was felt expensive so alternative options were being explored. It was noted that the area needs ongoing maintenance; 4 strims year – bark would cost approx £600.

RESOLVED : that the Parish Council fund 4 strims per year at an approximate cost of £600. Proposed JS, Seconded WN

- 65.5 Skills audit update – item to be carried forward to next Agenda
- 65.6 Climate Change Emergency Plan update – to be carried forward to next Agenda
- 65.7 Update on Internal and External Audit – via email the Clerk had provided an update to say that the accounts for 2021/22 had gone to audit, however there were some queries and it was also proving difficult to complete the variances template due to incomplete accounts records the previous year. She had contacted PKF Littlejohn for an extension to the deadline to submit the AGAR, explaining that the Clerk was on long term sickness absence

66/22 Planning applications and consultations

- 66.1 Masterplanning framework for land to the North and East of Kenilworth/South of Coventry. Councillors were concerned that there was no comment on the Greenbelt status and also that the framework talks about ‘pressure for housing in Coventry’, when previous reports have used inaccurate forecasts to base this on. Councillors were also concerned that the word ‘growth’ is used 18 times in the text but is only in the final point of the summary. Cllr Shattock was keen for Bubbenhall Parish Council to be represented on the Committee of Stakeholders, and will ask Warwick District Council and Warwickshire County Council to support that. Councillors agreed that had serious concerns about the impact on the Green Belt and would be monitoring the situation.
- 66.2 To ratify the response to W/22/0679 Plot 4B and 4C Gateway South, Coventry. Councillors ratified the response as detailed in Appendix A.
- 66.3 Cllrs Powell, Lucas and Shattock had a tour of the Gateway site by Segro on the 8th June. It was clear that Segro were a professional organisation and had a strong focus on supporting the needs of the local community ; for two years they have been remediating contaminated land. 14,000 jobs were mentioned and Councillors felt this would be very unlikely.

63/22 Finance

- 63.1 Risk Assessment

RESOLVED : that the Parish Council approve the Risk Assessment and Management of Internal Financial Controls as presented, for annual review each year. Proposed WN and BP.

- 63.2 Accounts for payment

The following accounts were presented for payment :

Eon - £13

Chris Goddard - £72

Festive Lights - £442.78

BHIB Insurance - £448.03

L Baudet Clerking, travel and reimbursements April, May and June - £2332.93

Doug Evans zoom refund - £14.39

WALC Charles Arnold Baker book - £136.99

RESOLVED : that the above accounts for payment be approved.
Proposed WN, Seconded BP

63.3 Finance update

The clerk had circulated copies of the June bank statements and it was confirmed that the Village Hall had returned their s137 money for the Solar Panels and this would be invoiced direct to the Parish Council from the grant funder. Having received no response from the letters to HMRC she had contacted them by phone and been informed that in the absence of tax codes for Doug Evans, the Parish Council should apply BR tax code to any payments which can be rectified by HMRC in retrospect if required.

Signs Express quotation approved and agreed for Cllr Baker to purchase signs for trough and spout. Proposed Cllr Shattock, Cllr Nwachukwu seconded.

The Clerk reported that she had received declaration of Interest Forms from Cllrs Lucas, Baker, Shattock, Roberts and Powell ; once forms received from Cllrs Cooper and Nwachukwu these could then be scanned and uploaded into public domain

64/22 Matters relating to Youth Space and Recreation ground

- 64.1 Cllr Baker confirmed that FCCCF had awarded BPC £95,000 grant for the renovation of the playground equipment. BPC formally wish to congratulate Cllrs Roberts and Baker for securing the grant, and thank FCCCF for the grant, and Segro for the £10,000 contribution to meet tax requirements. Next step is to consider final proposals from Hags, Wicksteed and Playdale, assess them all and then recommend a supplier for the Parish Council to appoint and sign contracts with. Cllrs Roberts and Baker will manage the ongoing project and keep Councillors updated.

65/22 Highways and Footpaths

There were no matters discussed.

66/22 Information items

- 66.1 District and County Councillor reports – none

66.2 Communications list – as circulated

67/22 Confidential matters

The meeting closed to discuss confidential matters relating to staffing

68/22 Date of next meeting

The next meeting would be held on 25th July 2022.

Signed (Chairman)

Date

APPENDIX A

W/22/0679 Plot 4B and 4C Gateway South

Bubbenhall Parish Council have examined the documents relating to this reserved matters application concerning access, appearance, landscaping, layout and scale of Plots 4B & 4C of the Gateway South site (W/18/0522).

The Council is concerned about two aspects of the application, the lighting arrangements and the proposed colour scheme of the units.

The plans for the lighting emphasize that consideration has been given to the site location, which has been assessed 'against an environmental zone of E2, described as a Rural – Low District Brightness, sparsely inhabited rural area' etc. The night sky in Bubbenhall village has already been greatly affected by the lighting of the Middlemarch business park. The Parish Council fears that the new lighting for Gateway South will add appreciably to the light pollution in the area south of Coventry airport. We would ask that consideration is given to ongoing developments in external lighting, which are referred to in the application, so that those installed are the least damaging to the environment.

Secondly, the parish council is concerned that the graduated colour scheme for the units, ranging from charcoal or dark grey at the base to white at the top will contrast starkly with a rural environment. We would ask that consideration be given to an alternative colour scheme, one that does not present such a glaring contrast to the rolling countryside that surrounds the Gateway South site.

