

BUBBENHALL PARISH COUNCIL



Clerk: Tracie Ball
59, Meadow Road, Wolston
Tel: 07957589626
Email: bubbenhallpclerk@gmail.com

Minutes of the parish council meeting of Bubbenhall Parish Council Held on 13th February 2024 at 7.30pm at Bubbenhall Village Hall

Cllrs present: Cllr Roberts, Cllr Haynes, Cllr Baker, Cllr Shattock, Cllr Nwachukwu and Cllr Cooper.
In attendance: District Cllr Payne, Tracie Ball Clerk and one member of the public.

137. **Apologies:** to receive apologies and approve reasons for absence

RESOLVED: Apologies from Cllr Rourke and County Cllr Wallace Redford, District Cllr Pam Redford accepted

138. Presentation

Sarah Brooke-Taylor from WRCC Rural Housing (www.wrccrural.org.uk) provided a presentation about WRCC and the reasons for undertaking a Housing Needs Survey.

The housing needs survey is an essential part of planning for future housing requirements. It is an independently produced document, which gives an unbiased report on the type, size and tenure of dwellings that are needed in the community.

WRCC have worked with over 150 rural communities to carry out Housing Needs Surveys, resulting in 254 homes (affordable-housing-schemes). Most of the work is undertaken in Stratford District and Warwick District.

139. Public participation:

None

Session closed 20:05

140. Declarations of interest

- 140.1 To declare any personal interests or prejudicial interests in items on the agenda and their nature.
None
- 140.2 To receive, consider and approve any requests for dispensation relating to agenda items.
None

141. Minutes of previous meeting:

RESOLVED: that the minutes of the previous meetings held on 9th January 2024 having been read and circulated be signed as a correct record

Proposed Cllr Haynes, Second Cllr Baker unanimous.

Matters arising from the minutes are covered later in relevant agenda items, other items before agenda items.

142. Information items: to consider and discuss items for information and comment if appropriate:

142.1 County Councillor report

No Councillor present, all email information received had been circulated to councillors.

142.2 District Councillor report

Cllr Payne reported that the overflowing bin situation is happening all over the district. It is hoped that a more regular collection service will be established soon. ***ACTION CLERK to contact WDC about additional bins and send Cllr Rourke map of key areas of issues with dog fouling.***

Cllr Payne also advised he had been contacted by a resident of Stoneleigh concerning CSW and the ownership of the speed gun. Volunteers need to be found for the CSW to continue.

Signed.....

143. **Progress reports/information** (items of update for Parish Council) – to consider/decide matters relating to each as required.

143.1 Emergency – review of events

Cllr Haynes has emailed residents via Bubbenhall E-News clarifying how sandbags can be obtained if required. Cllr Haynes also advised a donation of ten packs of Hydro snakes has been received from a resident and thanked them for this. These are stored in the emergency cupboard.

143.2 Field and play area.

Cllr Baker advised that the mole catcher will be visiting on or around the 19th February.

143.3 Village Green update

Cllr Cooper thanked Tony Sproul for all his help over the Christmas period with the lights.

A meeting is due to be held with the Friends of Village Green, Cllr Roberts will report back in March meeting.

No response yet from WDC regarding the water testing. ***ACTION Clerk to chase, CLLR Cooper to provide details***

143.4 Highways and Footpath update.

An Email has been sent to WCC Highways to request that Pit Hill be included in the Gritting route. The amount of water that has been on the roads and pavements has raised concerns and when the temperature is sub zero there have been several safety issues in the area.

Cllr Shattock advised a pothole in Church Road had been reported, marked the following day and filled within 10 days. Thanks to WCC.

Cllr Baker advised that a resident on A445 will be undertaking the streetlight survey, report back will after Easter.

143.5 Publicity and communications

Website – The Clerk advised that she had attended a seminar about a generic website designed specifically for councils by Parish Online, they provide: -

- Website - using the Government design guidelines
- Email - 20 mailboxes with 5GB storage
- Gov.uk domain
- Hosting -
- Ongoing Maintenance and Upgrades - SSL Certificate -
- Content Migration

Links to other groups and websites can be enabled from the site

Automatic emails can be sent when news items are updated (to follow)

Bubbenhall E-News – Cllr Haynes reported that the Mailerlite functionality has now changed significantly, we are currently using the free system which restricts some functionality and number of users. A new system may need to be sourced. ***ACTION Clerk to report back at March meeting.***

143.6 Gateway Liaison

No update

143.7 Country Park Liaison including footbridge.

No update

143.8 Landfill/Quarry Liaison

No update.

143.9 Sustainability policy

On going

143.10 Green Shoots update

HS2 Saplings available, not required by Green shoots

Signed.....

143.11 Skills audit update

Clerk to be distributed to all councillors.

143.12 Update village defibrillators

Checks have been undertaken and all in order..

144. **Planning applications and other statutory and non-statutory consultations:**144.1 Update on SWLP

Nothing to report.

144.2 Update on NDP

NALC course Wednesday, 25 September The Future of Neighbourhood Development plan.

Following the presentation by WRCC, the requirement for Bubbenhall to renew the Housing Needs Survey to be discussed and any actions agreed,

144.3 To receive information on planning decisions and decide any actions as appropriate.

W/24/0153/TCA - Trees in CA Longfield, Spring Hill, Bubbenhall, Coventry, CV8 3BD

T1 - Weeping Ash - Remove to ground level due to ash die-back and inonotus decay

T2 - Macrocarpa - Remove to ground level due to structural weakness from included split at base of stem.

RESOLVED: No objection, subject to Neighbourhood consultation. Cllr Haynes, Second Cllr Roberts unanimous

145. **Adoption of Policies ; to review and adopt policies –**

Defer to next meeting. **ACTION CLERK to meet with Cllr Cooper**

146. **Finance**146.1 To approve accounts for payment.Payments to be authorised

<u>Supplier</u>	<u>Details</u>	<u>inv no</u>	<u>Amount</u>	
WALC	Policies course	718	£	36.00
NS BOOTH	Christmas Lights	15380	£	295.20
		Total	£	331.20

RESOLVED: To confirm payment of outstanding invoices,
Proposed Cllr Roberts, Second Cllr Cooper unanimous

146.2 Finance update for approval.

Cash movements from 06/12/23 to 13/2/24

Transaction

<u>Date</u>	<u>Transaction Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
05/12/2023	Opening Balance			£ 25,342.59
02/01/2024	EON	£ 177.57		£ 25,165.02
04/01/2024	HMRC	£ 80.02		£ 25,085.00
04/01/2024	SALARYDECEMBER	£ 22.60		£ 25,062.40
04/01/2024	SALARYDECEMBER	£ 472.75		£ 24,589.65
25/01/2024	CASTLE GARAGE DOORS	£ 840.00		£ 23,749.65
25/01/2024	HMRC	£ 113.00		£ 23,636.65
30/01/2024	SALARYJANUARY+ BACKPAY	£ 752.55		£ 22,884.10
30/01/2024	SALARYJANUARY+ BACKPAY	£ 160.49		£ 22,723.61
01/02/2024	EON	£ 177.57		£ 22,546.04
		£ 2,796.55	£ -	

Signed.....

146.3 To discuss and make appropriate decision regarding the approval of the WCC Councillors Grant Fund 2023-24 towards new benches.

Obtain 3 quotes for the purchase of one bench to be sited in the playing field near the zip wire.

ACTION CLERK

RESOLVED: Purchase of one bench for the Playing Field. Cllr Roberts, Second Cllr Haynes unanimous

147. **Council Email address** - to consider/decide matters relating to the adoption of .gov email addresses for all councillors.

Discussed in agenda item 143.5 Publicity and communications, **ITEM CLOSED**

148. **Matters relating to the parish from Councillors and Clerk:**

148.1 Annual Parish meeting, to agree date and format.

A discussion took place and councillors agreed that Annual Parish meeting and Parish Council Annual General meeting should take place on the same evening.

RESOLVED: To confirm both meeting will take place on same evening.,

Proposed Cllr Baker, Second Cllr Cooper unanimous

148.2 Bubbenhall Warm Hubs – to discuss and agree on way forward.

The clerk advised there was no budget left in this financial year to support the initiative until the new financial year (April 2024). Going forward a working group will need to establish to support events. **ACTION CLERK to look at available grants and locations.**

148.3 Dog Fouling update

A discussion took place about providing bags dispensers by the bins. **ACTION CLERK get costs**

148.4 Any other matter arising Any other matter arising.

Tree felling in Wappenbury wood, significant numbers of trees have been cut down - **ACTION CLERK to write to Warwickshire Wildlife to establish reason why this has been done**

A request has been received for a football team to use the pitch on the playing field and the Village Hall changing rooms. A discussion took place and Councillors were wary of the size of the organisation and the lack of information provided on the organisations requirements. Both the pitch and the changing room may not be up to FA standard **ACTION CLERK to advise at this time not able to support the request.**

Magistracy in the Community, an offer has been received from Trevor Wright Diversity & Community Relations Magistrate (DCRM) concerning discussing a future in becoming a magistrate. **ACTION CLERK to circulate to councillors and via Bubbenhall E-News**

149. **Confidential matters:** to consider the exclusion of the public and press in the public interest for discussions and decisions in relation to either Personnel matters or Legal matters.

None

150. **Future Agenda Items** – Councillors are asked to use this opportunity to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making. HNS decisions to made.

151. **Parish Council Communications (information for sharing) - To receive suggestions for items for the Village website, Parish Council Facebook Page and Bubbenhall E-news.**

Ongoing

152. **Date of Next Meetings** –Tuesday 12th March 2024 for the next regular meeting of the Parish Council at the Village Hall at 7:30pm. Meeting closed 9:24 pm

If an interim meeting is required, an agenda will be sent to Councillors and be put on the website and in the Parish noticeboard three clear days before the meeting is held.

Signed..... (chair) Date