

BUBBENHALL PARISH COUNCIL

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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 20th June 2023 at 7.30pm at Bubbenhall Village Hall

Cllrs present: Cllr Roberts, Cllr Lucas, Cllr Nwachukwu, Cllr Haynes, Cllr Cooper and Cllr Shattock,
In attendance: County Cllr Wallace Redford, District Cllr Pam Redford, Tracie Ball Clerk and three members of the public.

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

RESOLVED: Cllr Baker, Councillors also noted the apology from District Cllr Josh Payne.

25. **Public participation:**

The chair brought forward 28.3 Sweet Briars update as the residents were at the meeting.

A discussion was held as to the extent of the drainage problem outside of Sweet Briars. The problems had increased since the traffic calming measures were installed in the 1990's.

Additional sandbags have been requested from WCC.

RESOLVED: Cllr Roberts and the Clerk will arrange a meeting with Ryan Machin, area surveyor from WCC to discuss options.

Community Speedwatch – volunteers still required. Mr Powell also has a number of items which need to be added to the BPC asset register

26. **Declarations of interest**

26.1 To declare any personal interests or prejudicial interests in items on the agenda and their nature
None

26.2 To receive, consider and approve any requests for dispensation relating to agenda items.
None

27. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on 7th March 2023 and 11th April 2023, having been read and circulated be signed as a correct record

Proposed 7th March 2023 Cllr Lucas, Second Cllr Shattock unanimous.

Proposed 11th April 2023 Cllr Lucas, Second Cllr Nwachukwu unanimous.

The minutes from 16th May 2023, had several queries, so the clerk needs to check back on recording. Defer to next meeting.

28. **Progress reports/information** (items of update for Parish Council)

28.1 Village Green update

Due to no mow May, there have been several residents' comments as to the unkempt nature of Green. The clerk and Cllr Cooper contacted Heritage to arrange another cut. WDC list of proposed cuts to be obtained. Consideration to use the Handyman to cut the grass.

Signed.....

RESOLVED: Cllr Shattock proposed that the Village Green been maintained with regular grass cuts. Second Cllr Nwachukwu unanimous

The pond has been cleared out by a couple of residents and the water is flowing. A discussion took place as to whose responsibility it would be to undertake a risk assessment. District Cllr Pam Redford with check with Neighbourhood services at WDC if they have a policy on public access to ponds. The clerk will also check with the BPC insurers as to what their requirements will be.

RESOLVED: Proposed by Cllr Cooper that a risk has been identified, defer action to next meeting when more background information can be provided. As an interim safety precaution, a life buoy, be installed. Second Cllr Lucas unanimous

28.2 A445 street light update

Defer – Cllr Baker to present in July.

28.3 Sweet Briars update

Discussed in public participation

28.4 Footbridge and Country Park update

The chair has produced a report, concerning the footbridge which has been submitted to WDC, Chris Elliott (Chief Executive WDC) has received the report but not yet commented. District Cllr Redford will chase. Cllr Roberts will circulate a copy of the report to BPC.

Cllr Shattock reported that the community liaison had a tour of the site from Oakey Hill along the river to the bottom of Lower End. They were advised that the land owned by SEGRO below the bund, which is two large arable fields, and this will remain in perpetuity. Buckingham's are hoping to be finished in September. There are two tenants one of which is DHL. The two buildings visible from the village will definitely be blocked from view by the bund by the end of September. Tenants of the buildings will be expected to pay for the maintenance of the bund going forward. Plans have incorporated the promotion of wildlife on the site.

28.5 Green Shoots update

Mr Powell provided the update. New bench will be installed by the end of June. Maintenance of the plantation is a big issue. Previously Heritage strimmed the site, but not very successfully. Only the volunteers have done any weeding this year. There is money within the GS budget to purchase a strimmer. Parish council need to take over responsibility for the maintenance. The clerk is to confirm final tranche of money has been received, and if not chase. Cllr Haynes raised a concern that the additional GS monies were requested for nesting boxes, this is now to be used for something different. Mr Powell reassured the council that the use of the money for maintenance would be acceptable.

The chair bought forward item

34 New Equipment for Groundsman - to consider/decide matters relating to purchase of a Mower and Strimmer for the Groundsman.

The groundsman has been approached to extend his duties to cover maintenance of the Plantation and Village Green, and other such areas as required. These will need to be additional hours, to be reviewed after six months.

RESOLVED: Proposed by Cllr Roberts that equipment be purchased to for the maintenance of the additional areas identified, this is conditional on the acceptance by the Groundsman of the additional duties.

Groundsman hours be extended to cover the additional duties for six months. Second Cllr Lucas unanimous. A budget to be agreed once costs have been established. An interim meeting of BPC maybe required.

Guidance from resident to be sought for most suitable equipment to be purchased, Cllr Lucas agreed to lead on this item.

Signed.....

28.6 Skills audit update

Defer – Cllr Baker to present in July.

28.7 Climate emergency plan update

Cllr Roberts advised this is now incorporated in the Sustainability Policy. WCC have produced guidance notes which will provide the basis for the new policy. Cllr Roberts will circulate this information.

28.8 Update village defibrillators

Cllr Haynes reported all monthly checks completed successfully and records updated. New pads for the Malt Shovel defib will be required by 28th September 2023. Cllr Haynes will obtain three quotes and present finding at September's meeting.

Provision of additional equipment for two further site – Cllr Haynes will begin investigating options.

28.9 Play area update.

The final invoice has been received and agreed. Submission to FCCCS has been completed and signed off. The invoice will now be settled. BHIB insurers have been made aware and the cover has been increased to £100k.

28.10 Quarry Liaison committee

No change.

29. **Planning applications and other statutory and non-statutory consultations:**

29.1 Update on NDP and SWLP

A model is available from Locality on how to review you NDP and how to write the new document. Cllr Haynes will circulate this information. Cllr Haynes to contact Baginton Parish Council.

District Cllr Redford reported that progress on SWLP is very slow at the moment.

The chair requested that NDP and SWLP have separate agenda items in the future

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

No planning applications have been received for consideration.

Cllr Roberts advised that Pit Hill development is likely to be on the planning meeting on 15/16th August 2023.

30. **Adoption of Policies ; to review and adopt policies – To discuss the next policy to be reviewed.**

It was proposed that the Health and Safety policy, the Complaints Policy and the Disciplinary policy to be reviewed next. The Clerk to circulate current policies to Councillors

Signed.....

31. Finance

Cash movements from		17/5/23 to 20/6/23		
Transaction Date	Transaction Description		Debit Amount	Credit Amount
17/05/2023	Opening Balance			
				£ 53,479.56
31/05/2023	HMRC	April	£ 22.60	
31/05/2023	BEECHWOOD TREES	Hedge by tennis courts	£ 198.00	
31/05/2023	WALC	annual membership	£ 249.00	
31/05/2023	HERITAGE & SONS	April (inc scarify)	£ 552.00	
31/05/2023	Salary	May	£ 80.02	
31/05/2023	Salary	May	£ 472.55	
31/05/2023	HMRC	May	£ 22.60	
01/06/2023	E.ON NEXT	Village green	£ 177.57	
08/06/2023	BOB POWELL	Green shoots	£ 49.20	
	NATURE SIGN			
08/06/2023	DESIGN	Playing field sign	£ 732.00	
08/06/2023	HAGS-SMP LTD	BPC contribution	£ 5,000.00	
09/06/2023	HAGS-SMP LTD	VAT (to be reclaimed)	£ 5,000.00	
12/06/2023	HAGS-SMP LTD	VAT (to be reclaimed)	£ 5,000.00	
20/06/2023	BUBB MALT SH	Aril & May Warm hubs	£ 736.95	
20/06/2023	HAGS-SMP LTD	VAT (to be reclaimed)	£ 5,000.00	
			<u>£ 23,292.49</u>	

Balance as at 20/6/23 **£30,187.07**

<u>Reserves & ring fenced monies</u>	01/04/2023	movements	31/03/2024
Election costs	£3,000.00		£ 3,000.00
Playing field development	£20,000.00	-£ 5,000.00	£ 15,000.00
Green shoots project grant	£2,600.00	-£ 49.20	£ 2,550.80
Street lighting	£5,000.00		£ 5,000.00
Free reserves (50% of Precept	£9,000.00		£ 9,000.00
First Responders	£8,709.19		£ 8,709.19
	<u>£48,309.19</u>		

Payments to be authorised

<u>Supplier</u>	Details	inv no	Amount
Numbers plus	1st responders	50193	£ 118.80
Heritage	May	10153	£ 384.00
		Total	£ 502.80

Notes

Remaining £4697.00 of VAT to be paid to HAGS
VAT reclaim to be made

Signed.....

32. **Highways and Footpaths** : to consider/decide matters relating to Highways and Footpaths in the Parish
Dog fouling signs ordered, Clerk to arrange installation when received. Request to all councillors on ideas where to locate.

Santa's Sleigh is blocking the footpath in Pit Hill, Clerk to contact resident to get it moved.

33. **Village Litter Pick** to consider/decide matters relating to the frequency and future of the Village Litter Pick.

Cllr Lucas confirmed he was happy to continue organising the Litter Pick. An alternative will be required once Cllr Lucas leaves the PC. It was agreed that the PC will continue with the October Litter Pick

34. **New Equipment for Groundsman** - to consider/decide matters relating to purchase of a Mower and Strimmer for the Groundsman.

This was discussed with Agenda item 28.5

35. **Parish Council Shed** to consider/decide matters relating to the emptying of the Parish council shed.

A discussion was held, Cllr Lucas advised that the Guides have several items in the PC shed. The clerk to contact the Guides concerning this issue.

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

Cllr Lucas suggested that Councillor should have a separate email to conduct Parish Council business.

RESOLVED: Cllr Lucas proposed that all Councillors have access to a BPC.GOVt email . Second Cllr Cooper unanimous

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

37.1 County Councillor report

Community grants are still available. These are for items that are for the benefit of the community.

Councillors are asked to consider village organisation who may benefit

37.2 District Councillor report

No Mow May – this has been a trial and feedback has been requested. The current machinery has been ineffective in cutting the long grass. A review will be undertaken

Residents living in Warwick District could be eligible for funding of up to £10,000 to make essential repairs or safety improvements to their homes. Administered by HEART (a partnership of Warwickshire Local Authorities) the Warmer and Safer Home grant scheme is available to owner occupiers, who have been living in their property for a minimum of three years and are in receipt of benefits including Universal Credit, Child Tax Credit, Working Tax Credit or Income Support.

37.3 Police Crime report from PCSO Sharon Underwood

Local report has been received and circulated to Councillors, nothing relating to Bubbenhall included.

37.4 Matters relating to the parish from Councillors and Clerk –

WALC Logins will be sent out to all councillors in next week.

Course 27/9/23 – WDC Adoption of Code of Conduct – let clerk know if more details required.

Parish on-line – outstanding invoice

Car park off Paget's Lane There have been several occasions when cars have been parked overnight. Cllr Nwachukwu has emailed Warwickshire Wildlife Trust but no response (copy of email to be forwarded to Clerk). Clerk to Chase on behalf of PC,

Signed.....

38. **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

39. **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.

Community Hub

Working Groups – Align to Updates on agenda – Cllr Roberts to circulate list of working Groups

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

HEART Grant Scheme

41. **Date of Next Meetings** –Tuesday 25th July for the next regular meeting of the Parish Council at the Village Hall at 7:30pm. Meeting closed 9:21 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

Signed.....