

BUBBENHALL PARISH COUNCIL

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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 12th March 2024 at 7.30pm at Bubbenhall Village Hall

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

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

RESOLVED: Apologies from Cllr Haynes, Cllr Baker, District Cllr Payne, and District Cllr Pam Redford accepted

154. **Public participation:**

A resident raised the subject of crime within the village over the last few months, with two incidents happening in last six months. **ACTION CLERK to contact Police to request regular updates of crimes committed in area.**

A resident is concerned that the level of street lighting in Coopers Walk is insufficient. These lights were updated a few years ago and residents of the streets complained the lights were too bright. **ACTION monitor situation with residents.**

Trees in Orchard Way are getting overgrown. **ACTION CLERK to take photos and report back to WCC.**

Potholes occurring at the junction of Pit Hill and Spring Hill are becoming increasingly worse. **ACTION CLERK to contact WCC to discuss a way forward.**

Session closed 20:00

155. **Declarations of interest**

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

156. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on 13th February 2024 having been read and circulated be signed as a correct record

Proposed Cllr Cooper, Second Cllr Shattock unanimous.

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

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

157.1 County Councillor report

Paper presented to WCC from West Midlands Investment Zone about the County joining. ([WM Investment Zones.pdf \(warwickshire.gov.uk\)](#)). No formal response from WCC yet.

Letter from the Minister for Levelling up has been circulated to all councillors. WCC have been categorised as Level 2, Copy of letter in Appendix 1

157.2 District Councillor report

No Councillor present, all email information received had been circulated to councillors. County Cllr Redford advised that WDC CEO was being chased for response concerning the bridge.

Signed.....

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

158.1 Emergency – review of events

Cllr Haynes reported by email, Village defibrillators checked (both ok). WhatsApp Emergency Community started. Its in its infancy but I have plans to further develop (eg add a Business Stakeholder Group) as a means of communicating with stakeholders in an emergency and increase the numbers using the group.

158.2 Field and play area.

Grant funding available for installation of Climbing Wall. Concerns raised regarding the Health and Safety issues. **ACTION Clerk to circulate.**

The group who had previously asked if they could rent the football pitch, have now offered to provide guidance on how to make the changing room facilities compliant and how to fund this. Councillors thanked the group for their advice, but as the changing rooms have a direct impact on Village Hall hirers, the request is seen as impractical.

158.3 Village Green update

Cllr Cooper has received the results from WDC regarding the water testing (bacterial) There are no areas for concern. Due to be retested in Autumn 2024. If additional heavy metal testing is to be done this will be at a cost of approximately £350.

ACTION Clerk to obtain three quotes to be obtained for the additional testing to be carried out.

Cllr Cooper now has three keys to the Electricity meter, one has been given to Cllr Rourke, one to Cllr Robert, and he retained the third.

Friends of Village Green meeting, Cllr Rourke reported.

- Set of lights for Christmas tree were missing and two residents needed to install the lights. **ACTION Clerk to contact NS Booth**
- Land drain/pipe in between allotments and pond is damaged. **ACTION Cllr Rourke, obtain quotes to repair damages.**
- Pump is dripping, Cllr Cooper has received a quote from BA Hull to repair. **ACTION Cllr Cooper to forward quote to clerk.**
- Grass has been mown **ACTION Clerk to find out who has undertaken this.**

158.4 Highways and Footpath update.

Potholes in Spring Hill – reported in Open Forum

Warwickshire Rights of Way review to be completed by 7th April 2024 **ACTION Clerk to contact Tony Cox to ensure he has seen this.**

Stile onto Stoneleigh Road next to The Cedars, is overgrown. **ACTION Clerk to contact Tony Cox (Bubbenhall PROW) and Richard Barnard (WCC PROW Officer) to confirm who is responsible for making safe**

A445 streetlight - Cllr Baker advised at February meeting, report back will after Easter.

158.5 Publicity and communications

A discussion took place regarding the Website and new email addresses. A meeting needs to be scheduled with the Village Hall to agree a way forward on the development of both website and migration away from bubbenhall.info. **ACTION Clerk to circulate to councillors to agree name and format of new website.**

Bubbenhall E-News – Cllr Haynes reported by email that a Mailerlite user guide developed and circulated. The E-news system is now working ok. The Village Hall Committee has agreed to limit its users to just two people. PC to consider who needs to be a user. **ACTION Clerk and Cllr Haynes to look at alternatives for the E-News to be delivered.**

158.6 Gateway Liaison

No update, next meeting 13th March 2024.

Signed.....

158.7 Country Park Liaison including footbridge.

No update.

158.8 Landfill/Quarry Liaison

No update. Revised date to agree with Stuart Parker.

158.9 Sustainability policy

On going. Will be an evidence trail now, awaiting further guidance from WALC.

158.10 Green Shoots update

No update.

158.11 Skills audit update**ACTION Clerk to distribute to all councillors after Easter.**158.12 Update village defibrillators.

Checks have been undertaken and all in order.

158.13 Police update

Discussed in Open Forum

159. Planning applications and other statutory and non-statutory consultations:159.1 Update on SWLP

Nothing to report.

159.2 Update on NDP

Cllr Haynes reported by Email. I've emailed WDC planning (Amit Bratch) asking if they are happy for us to follow national guidance on the change process to be followed when reviewing a plan. This was an agreed action for WDC to consider at a meeting held in November 2023. I'm still to receive a response. (Can Cllr Pam Redford be asked to chase up reply). I've also written and circulated a draft work package for our Planning Sub Committee to carry out.

RESOLVED: To carry out a new housing needs survey by WRCC Rural Housing as outlined in February meeting. Proposed Cllr Roberts, Second Cllr Shattock unanimous

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

None

160. Adoption of Policies ; to review and adopt policies –Defer to next meeting. **ACTION CLERK to meet with Cllr Cooper****161. Finance**161.1 To approve accounts for payment.Payments to be authorised

Supplier	Details	inv no	Amount
WALC	CILCA course		£ 385.00

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

161.2 Finance update and bank reconciliation noted.

Cash movements from 13/2/24 - 11/3/224

Transaction Date	Transaction Description	Debit Amount	Credit Amount	Balance
13/02/2024	Opening Balance			£ 22,546.04
29/02/2024	HMRC	£ 31.40		£ 22,514.64
29/02/2024	SALARY DECEMBER	£ 500.75		£ 22,013.89
29/02/2024	SALARY DECEMBER	£ 86.89		£ 21,927.00
29/02/2024	KBT	£ 300.00		£ 21,627.00
29/02/2024	DM PAYROLL	£ 72.00		£ 21,555.00
29/02/2024	NS BOOTH	£ 295.20		£ 21,259.80
29/02/2024	WALC	£ 36.00		£ 21,223.80
01/03/2024	EON	£ 177.57		£ 21,046.23
		£ 1,499.81	£ -	
11/03/2024	Bank Balance (reconciliation)			£ 21,046.23

Signed.....

A discussion took place about how to query the amount being paid to EON, as no correspondence can be found. ***ACTION CLERK to write to EON Next and advise Direct Debit will be cancelled if no communication received.***

VAT return – This is still outstanding as the previous clerk had done to December 2021 ***ACTION CLERK to submit F126 as soon as possible.***

162. Matters relating to the parish from Councillors and Clerk:

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

The clerk advised that she would put in grant application to the National Lottery.

RESOLVED: Bubbenhall Parish Council apply for a National Lottery funding for Warm hub

Proposed Cllr Cooper, Second Cllr Nwachukwu unanimous.

162.2 Dog Fouling update

A discussion took place about the provision of a new bin in Avon Terrace and to re-site one of the bins in the Playing field to the entrance to the Track at the end of Lower End. Also the provision of dog waste bag dispenser was discussed, the clerk will check with WDC when getting cost for the new bin.

RESOLVED: To place a new bin on lamppost no 7 in Avon Terrace, and to move a bin from the Playing field into Lower End.

Proposed Cllr Rourke Second Cllr Roberts unanimous.

162.3 Any other matter arising Any other matter arising.

Tree felling in Wappenbury wood, significant numbers of trees have been cut down, Clerk has email a general email address - ***ACTION CLERK to obtain a more specific email for Warwickshire Wildlife to establish reason why this has been done.***

Cllr Shattock asked if there was still access to the parish register/electoral role. The Clerk confirmed that it was available. ***ACTION CLERK to distribute details.***

163. 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

164. 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.

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

Ongoing

166. Date of Next Meetings –Tuesday 9th April 2024 for the next regular meeting of the Parish Council at the Village Hall at 7:30pm. Meeting closed 21:29.

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.....