

BUBBENHALL PARISH COUNCIL

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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 5th September 2023 at 7.30pm at Bubbenhall Village Hall

Cllrs present: Cllr Roberts, Cllr Baker, Cllr Lucas, Cllr Nwachukwu, Cllr Haynes, and Cllr Cooper
In attendance: District Cllr Payne, Tracie Ball Clerk and three members of the public.

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

RESOLVED: Apologies from Cllr Shattock, District Cllr Pam Redford and District Cllr. Payne accepted

District Cllrs are attending a meeting of another parish in the ward, this clashes on a regular basis. Clerk to look at alternative dates for Bubbenhall in 2024.

60. **Public participation:**

Agendas and minutes have not been uploaded to the website, the Clerk to investigate.

61. **Declarations of interest**

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

62. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on 25th July 2023 having been read and circulated be signed as a correct record

Proposed Cllr Haynes, Second Cllr Cooper unanimous.

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

- 63.1 County Councillor report
Sweet Briars – ACO drain will be fitted, footpaths repaired, and kerbs lifted. This should be completed relatively soon.
Pit Hill – WCC contacted re water escape. WCC will also contact Severn Trent.
- A445 speed signs – not working – Cllr Redford will chase
- 63.2 District Councillor report
Received later when District Cllr Payne arrived.
- 63.3 Police Crime report from PCSO Sharon Underwood
Nothing reported for Bubbenhall, Clerk to circulate.

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

64.1 Emergency

Cllr Haynes requested a copy of the current Emergency Plan, Clerk to send.

Cllr Haynes requested that 2 keys be cut for the cupboard and a key safe to be installed.

Signed.....

64.2 Field and play area

Cllr Baker reported that there are a number of mole hills on the playing field and if necessary, will instruct the mole catcher to visit.

Cllr Baker has forwarded the safety report from HAGS to the Clerk. Clerk to check with ROSPA when next inspection due.

64.3 Village Green update

Cllr Cooper reported that the bacteriological test has been undertaken by WDC on the water supply. Cllr Cooper recommended that a wider spectrum test be undertaken every 5 years. Costs from BA Hull is between £300 to £400. WDC can also do this and will report back with costs.

BA Hull are also going to visit to look at repairing the leak.

Cllr Cooper reported there is a tile missing from the bus shelter – Clerk to speak to handyman to see if he is aware of any spare tiles.

Cllr Roberts advised that he is arranging a meeting with Friends of Bubbenhall Pond, he hopes to agree a way forward for both the maintenance of the pond and the Green.

New signs for the pump and spout have not been put up. Clerk to ask Handy man to contact Cllr Baker to agree placement.

64.4 Highways and Footpath update including Sweet Briars and A445 sA445 street light update.

Cllr Lucas – reported blocked drain outside The Gables on the Stoneleigh Road has still not been cleared. Footpaths officer, Tony Cox, reported that the footpaths around Smiths are overgrown. Cllrs will report this at the next Liaison meeting. He is also trying to contact Moretons to clear the pathway from Piece Farm Barns to the lavender farm.

Cllr Roberts raised footpath 153a as this was not included in the planning application for the Meeting House on Pit Hill. It is currently being blocked by a high fence. A signpost will be erected to show where the PROW starts on Pit Hill. No application for a diversion of the footpath has been received. Richard Barnard, WCC footpaths officer has been made aware of issues.

Cllr Lucas proposed a vote of thanks to Tony Cox for his sterling work as the local footpaths officer. All councillors supported this.

Cllr Baker has contacted a number of residents who live on the A445 to gather information as to how they feel about the streetlight. Cllr Baker will report back at the next meeting.

64.5 Publicity and communications

Cllr Baker advised that she will prepare the item for the next Bubbenhall Newsletter in the next few weeks. This will include a piece on Cllr Roberts now being the chair.

The clerk has access to Bubbenhall E News, so can circulate any council business to the residents as required.

64.6 Gateway Liaison

Next meeting is 13th September. Cllr Roberts will join this group. A report should be available at the next parish meeting, which will hopefully include an update about Buckingham.

64.7 Landfill/Quarry Liaison

Next meeting is 11th September, a report will be made to the Council at the next meeting.

64.8 Country Park Liaison including footbridge

No report at this meeting

64.9 Climate emergency plan update – rename as Sustainability policy

Not available for comment, work is still in progress.

64.10 Green Shoots update

Amy Bambridge from The Heart of England Forest (heartofenglandforest.org/sign-our-e-newsletter) has been in contact with Chair and the Clerk. They will be able to provide guidance on maintenance of the area. A meeting has been arranged for next week. Report at next meeting.

Signed.....

64.11 Skills audit update

Defer to next meeting. Cllr Baker to send information to the Clerk.

64.12 Update village defibrillators

Cllr Haynes reported that the defibrillator at the Malt Shovel required a soft reboot.

New pads actually cost £120.00 + VAT

RESOLVED: Purchase one set of defibrillator pads from Turtle Engineering.

Proposed Cllr Haynes, Second Cllr Roberts unanimous.

The annual maintenance is also due on both cabinets, Cllr Haynes proposed using Turtle engineering at a cost of £75 + VAT each.

RESOLVED: Instruct Turtle Engineering to carry out annual maintenance on both cabinets

Proposed Cllr Haynes, Second Cllr Roberts unanimous.

65. Planning applications and other statutory and non-statutory consultations:

65.1 Update on SWLP

No report at this meeting

65.2 Update on NDP

Cllr Haynes has contacted Baginton Parish Council, they are also starting to look at reviewing their plan. A meeting to be arranged with WDC planning to get advice on how to proceed.

65.3 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 unlikely to be on the planning meeting in September 2023.

A discussion took place concerning the number of accidents recorded on the A445/Pit Hill junction. Cllr Redford offered to obtain the definitive figures from WCC highways.

66. Adoption of Policies ; to review and adopt policies –

A discussion took place about the current state of the Health and Safety policy, the Complaints Policy, and the Disciplinary policy to be reviewed next. The Clerk reported that they required more work than expected.

Signed.....

67. Finance

Cash movements from 26/07/23 to
31/08/23

| Transaction Date | Transaction Description | | Debit Amount | Credit Amount | Balance |
|---------------------|----------------------------|----------|-------------------|---------------|--------------------|
| 26/07/2023 | Opening Balance | | | | £ 23,623.59 |
| 28/07/2023 | T Ball | Expenses | £ 116.14 | | £ 23,507.45 |
| 28/07/2023 | salary | July | £ 80.02 | | £ 23,427.43 |
| 28/07/2023 | HMRC | July | £ 22.80 | | £ 23,404.63 |
| 28/07/2023 | Salary | July | £ 432.00 | | £ 22,972.63 |
| 28/07/2023 | HERITAGE & SONS | July | £ 475.55 | | £ 22,497.08 |
| 01/08/2023 | E.ON NEXT | July | £ 177.57 | | £ 22,319.51 |
| 31/08/2023 | salary | August | £ 141.68 | | £ 22,177.83 |
| 31/08/2023 | salary | August | £ 472.75 | | £ 21,705.08 |
| | | | <u>£ 1,918.51</u> | | |

Balance as at 31/08/23 **£21,708.07**

Reserves & ring fenced monies

| | 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

| Supplier | Details | inv no | Amount |
|-----------------|------------|--------|-----------------|
| HERITAGE & SONS | July | 10261 | £ 384.00 |
| HERITAGE & SONS | Aug | 10337 | £ 192.00 |
| DM Payroll | Apr - Sept | 3038 | £ 96.00 |
| | Total | | £ 672.00 |

Notes

VAT reclaim to be made

RESOLVED: The accounts for payment and reconciliation agreed
Proposed Cllr Cooper, Second Cllr Lucas unanimous.

Signed.....

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

Cllr Baker has agreed to be the council point of contact.

Cllr Lucas agreed to organise October's Litter pick and contact WDC..

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

A discussion took place about what equipment is required. Cllr Lucas has researched Mowers and Strimmer's, and the local provider Tudor's will price match.

A discussion took place as to the feasibility of the Handyman moving the equipment around the village. It was suggested that Village Green be added to Heritage's schedule.

RESOLVED: The cutting of the village green be added to Heritage's Schedule.

Proposed Cllr Haynes, Second Cllr Lucas unanimous.

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

The Clerk has spoken to a local IT firm to help in establishing this facility. They will sending through a quote in the next couple of days

District Cllr Payne Joined the meeting at 9:03 pm

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

Cllr Lucas confirmed his resignation from the Parish Council. Cllr Roberts thanked Cllr Lucas for all his hard work during his time with the council, all Councillors supported this.

71.1 Due to the Cllr Lucas's resignation this left several vacancies in the Council's responsibilities Cllr Roberts asked for volunteers to cover the positions:- the following replacements were agreed.

Village Hall – Councillor Haynes

Finance – To be confirmed

Planning – no replacement

Publicity – no replacement (Cllr Baker and Clerk to look at replacement website maintenance)

Gateway – Cllr Roberts

Quarry – no replacement

Police liaison – Cllr Cooper

Cllr Nwachukwu reported that there had been potential abandoned car near the woods. This was reported to the police, no contact was received until 5 days later. The car was owned by a couple of rough campers. Cllr Haynes and Cllr Lucas advised that any incidents should be reported on-line or use 101. Cllr Roberts has contact numbers for rural crime, he will circulate this. Cllr Baker will include the numbers in the next edition of the Village newsletter.

Cllr Haynes asked Cllr Redford when the next round of WCC grant funding is likely to be available. Cllr Redford advised this should be from November 2023 contact will Alastair Rigby for application forms.

A brief discussion took place concerning the criminal damage which had recently occurred in and around the village hall. This will be reported to the police and a report will be available at the next meeting.

63. **District Councillor report**

District Cllr Payne advised the police will starting joint crime meetings with parishes. An invitation has been sent to all parish councils to enable 2 councillors to attend. It not expected that the police will attend individual parish council meetings unless especially requested. Clerk to contact PCSO Sharon Underwood to check dates.

Signed.....

72. **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

72. **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.

None at present, but on going.

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

None at present, but on going.

74. **Date of Next Meetings** –Tuesday 2nd October 2023 for the next regular meeting of the Parish Council at the Village Hall at 7:30pm. Meeting closed 9:22 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.....