

BUBBENHALL PARISH COUNCIL

Clerk: Tracie Ball
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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 10th December 2024 at 7.30pm at Bubbenhall Village Hall

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

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

RESOLVED: – District Cllr Payne, Apologies accepted

93. **Public participation:**

Nothing raised

Session closed 19:35

94. **Declarations of interest**

94.1 To declare any personal interests or prejudicial interests in items on the agenda and their nature.

None

94.2 To receive, consider and approve any requests for dispensation relating to agenda items.

None

95. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on 8th October 2024 - having been read and circulated be signed as a correct record.

Proposed Cllr Roberts, Second Cllr Haynes unanimous.

RESOLVED: that the minutes of the previous meetings held on 12th November 2024 - having been read and circulated be signed as a correct record.

Proposed Cllr Roberts, Second Cllr Rourke unanimous.

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

96.1 County Councillor report

WCC Highways, will be digging a culvert to help direct the water flow down Pit Hill and have sought permission from BPC to do this. This will not happen until the New Year at the earliest. BPC need to ensure salt bins are full. Cllr Haynes suggested that WCC Grit route be extended to include Pit Hill, this has already been requested to the WCC Highways team and will be chased up.

Water problems on Spring Hill, Severn Trent Water have been out and inspected, they will need to close one side of the road to make further investigations, this should happen the week beginning 16th December

96.2 District Councillor report

District Cllr Payne confirmed that he is still intending to run surgeries twice per month. He also reported that WDC are funding the Citizens Advice Bureau to provide advice in rural parishes.

District Cllr Pam Redford advised that the two SWLP briefing meetings are next week. The government model for housing numbers is changing, and as many as 54k plus properties are to be built in South Warwickshire by 2050. Very little infrastructure is included, there are only two hospitals, there are concerns on the impact on these and the GPs, schools etc. New developments will probably be larger.

New NPPF guidelines are due on 12th December.

Warwickshire will need to work with neighbouring authorities.

Signed.....

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

97.1 Emergency – including defibrillators

Weather has been eventful – but no requirement for Emergency plan to be enacted

Inspection of the two defibrillators has been carried out and both were found to be correct at the time of the inspection, and the information recorded centrally. Malt Shovel deployed and now back in cabinet and fully functioning.

97.2 Warm Spaces initiative – Cosy Café

Every Thursday weekly 10am to noon. Between 20 and 25 regular attendees. Thank you to WCC Councillors fund for the grant of £591. Cllr Baker suggested that the Cosy Café continues in to the summer, as it provides more than a warm space. Grant funding will sought.

97.3 Field and play area.

Annual Play Inspection - Handyman is continuing to work though the items that require attention.

Shed Door – New lock to installed **ACTION Clerk to contact**

Moles Rugby pest control will send a quote for a monthly inspection contract, for just the play area.

Plantation – Volunteers have chopped back the weeds and the trees are looking good. Weedkilling quote received at £110 per visit. To be included in 2025/26 budget .

97.4 Village Green update

Pump –annual water inspection by WDC to be undertaken. Tap is dripping – pump turned off again. A washer is required, FOVG will investigate. **ACTION Clerk to contact BA Hull to check what is covered in maintenance contract**

97.5 Highways and Footpath update.

Footpaths – Stile collapsed; Kenilworth footpath organisation will replace in February. There are still issues with landowners not keeping paths clear.

97.6 Publicity and communications

Bubbenhall E-News – all working ok at the moment

Facebook – increased number of posts

New Website & Email addresses –All Councillors have been issued with their login and password. Need to do a formal launch once everything is migrated over. March Newsletter include SWLP, Neighbourhood Watch stickers and new website.

97.7 Gateway Liaison

Meeting 11th December 2024. Cllr Shattock will raise issue of HGVs coming down Watery Lane and across to Oakey Hill..

97.8 Country Park Liaison including footbridge.

WDC are considering including the purchase of the field within the feasibility study, over the last few days this has been flooded. No further update available at this time.

97.9 Landfill/Quarry Liaison

Cllr Roberts has chased the site manager to get hedges be cut back on Weston Lane. Reported to WCC Highways.

Issues with the new footpath have been reported by a resident as the fence has been moved. Smiths have confirmed that remedial work is being undertaken but delays due to weather conditions.

97.10 Crime Prevention & Police update

Cllr Haynes advised that PC Ed King at met residents at the Cosy Café and handed out Crime prevention booklets.

Concerns to be raised by parishes and district Councillors about the sparsity of resources in Warwickshire East. Cllr Redfern confirmed a letter has been sent to Chief Constable.

Residents are concerned over the lack of attention which is seemed to be given to rural crime.

Police have increased their precept demand for last 2 years, no evidence yet of promised increase in visibility.

Signed.....

Cllr Haynes reported that VH committee have no objections to the improvement of the gate. The issue of the closure of the gate needs to be administered by the Village Hall.

Call out to residents to help in taking responsibility of opening and closing car park gate. ***ACTION the Clerk to send a Bubbenhall ENews.***

CCTV – PC Ed king has emailed the Clerk with details of who to contact regarding the legalities of setting up Cameras etc. ***ACTION the Clerk to investigate and bring a proposal back to the PC.***

Update regarding the improvement of the gate next to the Village Hall after the damage which recently occurred, The Clerk has been unable to obtain three quotes for the work required, and therefore requests that councillors consider the single quote from Macham Contractors as they are a trusted trader and have undertaken a number of contracts on behalf of the council previously. The insurers have confirmed they will pay for a replacement 'like for like' gate. The additional costs to be taken from PC reserves.

RESOLVED: Councillors agreed with the Clerks recommendation and agreed a budget of up to £3000 to complete the gate repairs, Proposed Cllr Baker, Second Cllr Cooper. unanimous

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

98.1 Update on SWLP

As per District Councillor report.

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

None

99. Adoption of Policies; to note the review and adoption of following.

New Financial Regulations

RESOLVED: Adoption of New Financial Regulations, Proposed Cllr Roberts, Second Cllr Haynes. unanimous

100. Finance (see appendix 1)

100.1 To approve accounts for payment.

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

100.2 Finance update for approval, to include bank reconciliation.

Noted

100.3 To note payments received

Noted

100.4 To confirm Clerk's and Councillors expenses

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

100.5 To confirm the date of an extra meeting for the 2025-26 Budget

Tax Base not received from WDC, Councillors to agree precept at January meeting. Increase is expected to less than 4%, approx. £5 per Band D property per year.

ACTION the Clerk to chase VAT

101. Matters relating to the parish from Councillors and Clerk

Cllr Haynes wished to record thanks to all volunteers who help with pensioners Christmas Lunch on 10th December, a good time was had by all who attended.

102. Future agendas items. Councillors are respectfully reminded that this is not an opportunity for debate. CCTV and Budget

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

104. Date of Next Meetings – To confirm Tuesday 28th January 2025 for the for the next regular meeting of the Parish Council at the Village Hall at 7:30pm.

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.....

105. **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.

Exclusion of Press and Public

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council is invited to Resolve that the press and public be excluded from the meeting during consideration of the following agenda items owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

None

Meeting closed 20:55

Signed..... (chair) Date

Signed.....

Cash movements from 02/10/24 to 08/11/24

APPENDIX 1

Transaction Date	Transaction Description		Debit Amount	Credit Amount	Balance
06/11/2024	Opening Balance				£ 26,578.78
26/11/2024	S Haynes	Warm Hub	£ 89.91		£ 26,488.87
26/11/2024	T Ball	Nov Salary	£ 514.95		£ 25,973.92
26/11/2024	C Goddard	Nov Salary	£ 104.09		£ 25,869.83
	Gardening by James				
02/12/2024	Ltd	Oct	£ 190.00		£ 25,679.83
02/12/2024	BA Hull	pump repair	£ 1,276.80		£ 24,403.03
02/12/2024	M G JOINERY	Bus Shelter	£ 321.60		£ 24,081.43
02/12/2024	E-on		£ 31.94		£ 24,049.49
			£ 2,529.29	£ -	

Balance as at 10/12/2024 **£24,049.49** difference -£ 0.00
Authorised

Heritage Oct £ 192.00 bank details

Payments to be authorised

Supplier	Details	inv no	Amount
Gardening by James	final tidy		£ 160.00
T Ball Expenses	Christmas Lights		£ 91.18

Total £ 251.18

Performance Against Budget

to 10/12/24

	Budget	Actual	remaining
SALARIES - STAFF	£ 8,000.00	£ 5,046.58	£ 2,953.42
Maintenance VG	£ 2,500.00	£3,228.71	
Maintenance etc playground	£ 500.00	£1,027.60	
Grass cutting	£ 3,000.00	£2,440.00	
Grants received		-£1,500.00	
OPEN SPACES	£ 6,000.00	£ 5,196.31	£ 803.69
Office costs	£ 250.00	£890.89	
Cllr costs	£ 300.00	£ -	
Subscriptions	£ 350.00	£464.20	
Audit	£ 250.00	£192.00	
Prof fees	£ 1,000.00	£578.70	
Training	£ 600.00	£ -	
ADMINISTRATION	£ 2,750.00	£ 2,125.79	£ 624.21
EQUIPMENT - Total	£ 500.00	£ -	£ 500.00
LIGHTING/ELECTRIC	£ 1,500.00	£ 1,306.87	£ 193.13
PC GRANTS -	£ 750.00	£ 750.00	£ 0 -
SECT. 137 PAYMENTS	£ 200.00	£ 157.72	£ 42.28
Total Expenditure	£ 19,700.00	£ 14,583.27	£ 5,116.73

Open Spaces - includes

VG Pump	£ 1,276.80
VG Tommy Soldier	£ 200.00
VG Bus shelter	£ 321.60
PF Bench	£ 792.00

Signed.....