

BUBBENHALL PARISH COUNCIL



Clerk: Tracie Ball
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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 28th January 2025 at 7.30pm at Bubbenhall Village Hall

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

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

RESOLVED: Cllr Cooper, Cllr Baker, – Apologies accepted

106. **Public participation:**

A member of the public asked about the water leak on Pit and Spring Hill. Cllr Roberts confirmed that this would be dealt with within the meeting, under Highways

Session closed 19:33

107. **Declarations of interest**

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

108. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on 10th December 2024 - having been read and circulated be signed as a correct record.

Proposed Cllr Roberts, Second Cllr Rourke unanimous.

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

- 109.1 County Councillor report
Road markings on Coopers Walk need repainting
Devolution – awaiting further information and confirmation of Local County Elections.

- 109.2 District Councillor report
District Cllr Redford advised that the WDC Council meeting on 30th January at Shire Hall will be discussing Devolution White Paper 16/12/24 ([English Devolution White Paper - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118442/English_Devolution_White_Paper_-_GOV.UK.pdf))

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

- 110.1 Emergency – including defibrillators
Inspection of the two defibrillators has been carried out and both were found to be correct at the time.

- 110.2 Warm Spaces initiative – Cosy Café
52 people attended last meeting
Survey – majority of people are attending for social interaction, meeting up with old friends and making new ones. 86% are regular attendees. Approx 350 people have attended over the last 11 weeks. 120 volunteer hours. Want to continue in next financial year. **ACTION Clerk to meet with Cllr Haynes to look at Funding**

Signed.....

110.3 Field and play area.

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

Shed Door – Issues with handle ***ACTION Clerk to contact Handyman***

Moles Rugby pest control quote for a monthly inspection contract, for just the play area, to be circulated to Councillors.

Dog Bins– if new bins sited at the bottom end of the Playing Field, the council will need to employ someone to empty the bin, move the waste to the collection point, a full risk assessment will be required. Monitor the situation and review in six months.

RESOLVED: Cllr Rourke proposed that the costing for the siting of a dog waste bin outside number 7 and 8 Avon Terrace be done. Seconded Cllr Roberts unanimous. ***ACTION Clerk to action and report back by April meeting.***

110.4 Village Green update

Pump – Tap is still dripping – pump turned off again. A washer is required but having difficulty getting access. ***ACTION Clerk to chase BA Hull to check what is covered in maintenance contract. Clerk to search for any documents relating to the installation.***

Cllr Rourke is still chasing WDC to undertake water testing.

110.5 Highways and Footpath update.

Overgrown hedge, Weston Lane – Reported to Highways. Needs be flailed, before bird nesting season, 1st March, Landowner responsibility.

Spring & Pit Hill – WCC have confirmed that no work can be undertaken on leaks until next financial year. Money is available in the member delegated budget, BPC to feed this back to WCC Highways dept.

In recent icy conditions – Cllr Roberts called 101 and police attended and put up appropriate signage. Severn Trent Water are still investigating. Samples have been taken – results have shown there could be leak. Road will need to be dug up again. Slow but positive progress.

110.6 Publicity and communications

Bubbenhall E-News – Consideration needs to be given on how this will operate once Bubbenhall info is closed. ***ACTION Clerk to contact current web provider for guidance, and creation of info@bubbenhallparish.gov.uk and villagehall@bubbenhallparish.gov.uk***

Facebook – no change

Website & Email addresses –Cllr Haynes asked when the Bubbenhall info site would close. The Clerk advised there were some non-parish council items to be migrated across to the new website. Has been paid for until May 2025.

110.7 Gateway Liaison

Meeting 11th December 2024. Cllr Shattock reported that DHL had delivered 1 million parcels since opening, 50% capacity. They are investigating a sustainable travel policy for employees.

Earth works will not be finished until the Spring 2025 Country Park has been put back, as North part is unsafe at present. New management facility is made from Glulam, a strong, versatile wood product used in construction.

110.8 Country Park Liaison including footbridge.

WDC have received an update, but not yet circulated.

110.9 Landfill/Quarry Liaison

Cllr Roberts advised that the issues with the new footpath are being addressed and has been moved. Smiths have confirmed that remedial work is being undertaken but delays due to weather conditions.

110.10 Crime Prevention & Police update

Next meeting March 24th 2025, 2 councillors to attend.

Gate next to Village Hall Quote received from Marcham Contractors to provide the improved gate, still awaiting their quote for like for like replacement, for insurance purposes.

Cllr Haynes will liaise with contractors.

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 meet with Cllr Haynes to prepare a proposal***

Signed.....

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

111.1 Update on SWLP and NPPF

WDC website has interactive portal where comments can be made, 10th March, closing date
NPPF now has a new formula for housing, this has doubled the number of houses need in Warwick District.
The Government has imposed this , and the SWLP reflects this.

111.2 West Midlands investment zone, update

Meeting held at Baginton Village Hall to discuss changes. Planning application being submitted to start spending money on preparatory works at Coventry Airport. £20 million budget to put infrastructure in. Outline planning permission expires 30/3/2025, so plan is being bought forward.

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

None

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

To remind councillors that all policies will be reviewed at AGM and decide if any new policies are required

113. **Finance (see appendix 1)**

113.1 To approve accounts for payment.

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

113.2 Finance update for approval, to include bank reconciliation.

Noted and deferred as Bank statement not available

113.3 To note payments received

Noted

113.4 On-Line Banking Update

No further forward with Lloyds, re look at Unity Trust Bank, ***ACTION the Clerk to start accounts opening process with Unity Trust Bank***

113.5 To agree 2025-26 Budget and Precept Demand

Expenditure	Budget 2024-25	2025-26 proposal
SALARIES - STAFF	£8,000.00	£8,000.00
OPEN SPACES	£6,000.00	£7,000.00
ADMINISTRATION - Total	£2,750.00	£2,162.00
EQUIPMENT - Total	£500.00	£200.00
LIGHTING/ELECTRIC	£1,500.00	£400.00
PC GRANTS -	£750.00	£1,000.00
SECT. 137 PAYMENTS	£200.00	£200.00
Cosy Café	£0.00	£1,200.00
Total Expenditure	£19,700.00	£20,162.00
INCOME		
Precept	£19,000.00	£20,000.00
Other income	£50.00	£50.00
Total Income	£19,050.00	£20,050.00
Transfer to/from reserves	-£650.00	-£112.00

	24/25	25/26	
Precept	£19,000.00	£20,000.00	105%
Tax Base	£316.55	£314.17	1.59%
Band D	£60.02	£63.66	106%
Precept Increase	£1,000.00		
Band D Inc	£3.64	Per annum	

RESOLVED: To agree 2025-26 Budget and Precept demand, Proposed Cllr Nwachukwu, Second Cllr Rourke unanimous

Signed.....

113.6 To confirm Clerk's and Councillors expenses

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

ACTION the Clerk to chase VAT

114. Matters relating to the parish from Councillors and Clerk

Cllr Roberts reported a resident has requested bollards to be installed outside of their property as vehicles are churning up the verge. ***ACTION the Clerk to forward photos to County Cllr Redford.***

Cllr Shattock raised concerns about the amount of heavy equipment and plant within the triangle at the junction of Bubbenhall Road, Stoneleigh Road and Church Road (CV8 3BS). District Cllr Redford has visited the site previously, Councillors agreed to monitor the situation and bring back to council if needed.

115. Future agendas items. Councillors are respectfully reminded that this is not an opportunity for debate.

None

116. 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

117. Date of Next Meetings – To confirm Tuesday 11th March 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.

118. 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 21:00

Signed..... (chair) Date

Signed.....

Cash movements from 10/12/2024 to 27/01/2025

APPENDIX 1

Transaction Date	Transaction Description		Debit Amount	Credit Amount	Balance
10/12/2024	Opening Balance				£ 24,049.49
16/12/2024	S Haynes Warm Hub		£ 101.42		£ 23,948.07
16/12/2024	T Ball Dec Salary		£ 648.36		£ 23,299.71
16/12/2024	C Goddard Dec Salary		£ 166.55		£ 23,133.16
16/12/2024	T Ball Expenses Lights		£ 91.18		£ 23,041.98
02/01/2025	E-on Lights		£ 21.68		£ 23,020.30
16/01/2025	WCC COUNTY FUND Warm hub		£ -	£ 591.00	£ 23,611.30
26/01/2025	T Ball Jan Salary		£ 533.44		£ 23,077.86
26/01/2025	C Goddard Jan Salary		£ 109.93		£ 22,967.93
			£ 1,672.56	£ 591.00	
Balance as at	27/01/2025	£22,967.93		difference	£ -

AuthorisedPayments to be authorised

Supplier	Details	inv no	Amount	
NS Booths	Christmas lights payroll oct 24 -	15822	£ 300.00	
DM Payroll	Mar 25	4097	£ 72.00	
S Haynes	Expenses Cosy Café		£ 152.87	Dec & Jan
Marcham Contractors	New gate @ Village Hall		£ 2,904.00	
	- will get some money back from the insurers			
	Total		£ 3,376.00	

Performance Against Budget

to 27-01-25

		Budget	Actual	remaining
SALARIES - STAFF		£ 8,000.00	£ 6,504.86	£ 1,495.14
Maintenance VG	£ 2,500.00		£3,319.89	
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	£ 5,287.49	£ 712.51
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	£ -
SECT. 137 PAYMENTS		£ 200.00	£ 259.14	£ 530.86
Grants received			-£590.00	
Total Expenditure		£ 19,700.00	£ 16,234.15	£ 4,055.85

Open Spaces - includes

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

Signed.....