

# BUBBENHALL PARISH COUNCIL

59, Meadow Road, Wolston, CV8 3HL

Tel: 07957589626

Email: bubbenhallpcclerk@gmail.com



**TO: All Councillors, Bubbenhall Parish Council**

Dear Councillor

You are hereby summoned to attend a meeting of Bubbenhall Parish Council at Bubbenhall Village Hall on 14<sup>th</sup> May 2024 at 8.30pm (immediately after the Annual Parish Meeting). Please forward any apologies for absence to me or the Chair.

A handwritten signature in blue ink, appearing to read 'Tracie Ball'.

Tracie Ball  
Clerk and RFO  
2<sup>nd</sup> May 2024

*Members of the public and press are welcome to attend.*

## A G E N D A

1. **Election of Chair 2024-25**
2. **To receive the Chair's Declaration of Acceptance of Office**
3. **Election of Vice-Chair**
4. **To receive the Vice Chair's Declaration of Acceptance of Office**
5. **Re-adoption of Standing Orders and Financial Regulations to be subject to review by August 2024**
6. **Confirmation of Committees and membership**
7. **Confirmation of Working Groups and membership**
8. **Confirmation of Representation on outside bodies**
9. **Apologies:** to receive apologies and approve reasons for absence.
10. **Declarations of interest**
  - 10.1 To declare any personal interests or prejudicial interests in items on the Agenda and their nature.
  - 10.2 To receive, consider and approve any requests for dispensation relating to Agenda items.
11. **Minutes of previous meeting:** 9<sup>th</sup> April 2024
12. **Information items:** to consider and discuss items for information and comment if appropriate:
  - 12.1 County Councillor report
  - 12.2 District Councillor report
13. **Progress reports/information from working groups and committees,** items of update for Parish Council – to consider/decide **urgent** matters relating to each as required. Defer any non-urgent discussion to June 2024 meeting.
  - 13.1 Emergency.
  - 13.2 Field and play area.
  - 13.3 Village Green.
  - 13.4 Highways and footpaths, A445 streetlighting. To consider stile on Stoneleigh Road.
  - 13.5 Publicity & Communications, to include Parish Council website.
  - 13.6 Gateway Liaison
  - 13.7 Country Park Liaison including footbridge.

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- 13.8 Landfill/Quarry Liaison
- 13.9 Sustainability Policy
- 13.10 Green Shoots update
- 13.11 Skills audit update
- 13.12 Update village defibrillators.
- 13.13 Police update
- 13.14 Finance

## 14. Planning applications and other statutory and non-statutory consultations:

Defer any non-urgent discussion to June 2024 meeting.

- 14.1 Update on SWLP
- 14.2 Update on NDP
- 14.3 To receive information on planning applications and decide any actions as appropriate.

## 15. Adoption of Policies; Defer to June 2024 meeting.

## 16. Finance

- 16.1 To approve accounts for payment.
- 16.2 Finance update for approval, to include bank reconciliation.
- 16.3 To note appointment of Internal Auditor

## 17. Matters relating to the parish from Councillors and Clerk – to consider/decide matters relating to each as required.

- 17.1 Any other matter arising.

## 18. 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.

## 19. 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.

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

## 21. Date of Next Meetings – To confirm Tuesday 11<sup>th</sup> June 2024 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.