

BUBBENHALL PARISH COUNCIL

Clerk: Tracie Ball
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Minutes of the parish council meeting of Bubbenhall Parish Council Held on 12th November 2024 at 7.30pm at Bubbenhall Village Hall

CLRs present: Cllr Roberts, Cllr Baker, Cllr Nwachukwu, Cllr Haynes 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.

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

RESOLVED: Cllr Cooper, Cllr Shattock, and— Apologies accepted

79. **Public participation:**

Siting of dog bins was discussed. **ACTION Clerk to contact WDC to check on where new collections can be made from.**

A resident reported that tree growing to the rear of their property needs removing.

Discussion took place about the Village Hall carpark. The council's representative on the Village Hall committee will raise the matter with them.

Fishing rights for the Church field, **ACTION Clerk to contact Landowner.**

Session closed 19:54

80. **Declarations of interest**

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

None

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

None

81. **Minutes of previous meeting:**

RESOLVED: that the minutes of the previous meetings held on 8th October 2024 – be defer to the next meeting
Matters arising from the minutes are covered later in relevant agenda items, other items before agenda items.

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

82.1 County Councillor report

Results still awaited from WCC Highways, re Pit Hill investigations. Severn Trent Water have been out and inspected, they will need to close part of the road to make further investigations, permission to do that has been refused at the moment but will be challenged. Open Reach to be contacted as well.

Use of single white lines throughout the County, that are there to indicate the edge of the carriageway, are being used as an aid to prevent parking. The Police do not support this. This does not include boxes for disabled parking.

82.2 District Councillor report

Cost of Living grants from WDC are open, **ACTION Clerk to circulate**

District councillors are writing to the Police to raise concern over the visible lack of policing in the parishes.

Police will be attending the Cosy Café on the 28th November.

Consider inviting Warwickshire Police and Crime Commissioner Philip Secombe to a meeting.

Police event in Cubbington, not well attended but those who came found it useful.

Signed.....

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

83.1 Emergency – including defibrillators

Cabinet's have been serviced and pads changed

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.

83.2 Warm Spaces initiative

Set up and running, and known as The Cosy Café, very well attended. Rt Hon Sir Jeremy Wright

Conservative MP for [Kenilworth and Southam](#) attended. Planned for Thursday weekly 10am to noon.

83.3 Field and play area.

Annual Play Inspection - Handyman is working though the items that require attention

Moles – move to Rugby Pest control **ACTION Clerk to contact**

Plantation – Visit from Paul Garrison WDC Green Spaces, aim to set up a working party to control the weeds before the Winter. Cllr Roberts has spoken to District Cllr Ian Davison, and he is happy to support this initiative. Future maintenance can include using weedkiller.

83.4 Village Green update

Pump – repaired and working – annual water inspection by WDC to be undertaken.

Decorative Lights – Clerk to purchase white lights for two trees

Leaf Blowing – area to be cleared before winter

RESOLVED: To ask contractor to clear leaves on Village Green, Proposed Cllr Baker, Second Cllr Rourke unanimous

83.5 Highways and Footpath update.

83.5.1 To consider the application from Kids Planet Bubbenhall, to erect some signage on the edge of each verge on the A445 that leads up to the premises.

An application to WCC Highways needs to be sought

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

83.6 Publicity and communications

Bubbenhall E-News – all working ok at the moment

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.

83.7 Gateway Liaison

No update

83.8 Country Park Liaison including footbridge.

WDC feasibility study is moving forward. Consultancy company, Pick Everard appointed

Met with Structural engineers, both sides will need to be piled, due to being a flood plain. WDC are considering including the purchase of the field within the feasibility study

83.9 Landfill/Quarry Liaison

New path is now open and is first-rate.

Cllr Roberts has asked that the hedges be cut back on Weston Lane.

83.10 Crime Prevention & Police update

83.10.1 To discuss and make any decisions regarding the improvement of the gate next to the Village

Hall after the damage which recently occurred, and to set a budget for the additional work

A discussion took place and Councillors agreed that increased security from the gate is a priority.

ACTION Clerk to obtain quotes for an improved security

83.10.2 To discuss and make any decisions regarding the installation of CCTV within the village

Cllr Haynes to discuss with PC Ed King at Cosy Café.

Signed.....

83.10.3 Report from latest Police meeting

Cllr Haynes has circulated the slides from the last meeting, mayor points of interest have already been covered in previous agenda items. District Councillor Payne advised that the Community Wardens have been successful in the urban area, and consideration is being given to extending to rural areas.

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

84.1 Update on SWLP

No update

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

W/24/1474/TCA | T1 x Leylandi - Fell and remove | Longfield, Spring Hill, Bubbenhall, Coventry, CV8 3BD

RESOLVED: Support of Council, Proposed Cllr Roberts, Second Cllr Rourke unanimous.

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

New Financial Regulations, defer to the next meeting as new version to be circulated. ***ACTION the Clerk to provide an appendix of an annual calendar for finance actions.***

86. Finance (see appendix 1)

86.1 To approve accounts for payment.

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

86.2 Finance update for approval, to include bank reconciliation.

Noted

86.3 To note payments received

Noted

86.4 Update regarding Lloyds Bank account.

Change of account address has been done, on-line banking has been initiated for Cllr Roberts and the Clerk.

86.5 To consider any items to be included in 2025/26 Budget

Councillors to email Clerk with any items that are for inclusion in next year's budget. Include, Christmas lights, security. Draft budget will be presented at December meeting.

86.6 To note the Joint Council for Local Government Services (NJC) has come to an agreement on the 24/25 pay award, applicable from 1st April 2024 to 31st March 2025.

Noted

86.7 To consider a grant application of £2000 to WCC local welfare Scheme Household Support Fund to contribute to the running of the Cosy Café for the next twelve month

RESOLVED: To confirm grant application, Proposed Cllr Baker, Second Cllr Haynes. unanimous

87. Matters relating to the parish from Councillors and Clerk

87.1 None

88. Future agendas items. Councillors are respectfully reminded that this is not an opportunity for debate or None

89. 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

90. Date of Next Meetings – To confirm Tuesday 10th December 2024 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.....

91. **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 21:28

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
03/09/2024	Opening Balance				£ 28,043.15
11/10/2024	Turtle	De fibs	£ 208.79		£ 27,834.36
		Play ground			
11/10/2024	RoSPA (Play Safety)	inspection	£ 165.60		£ 27,668.76
11/10/2024	Bubbenhall Village Hall	Room hire	£ 95.00		£ 27,573.76
11/10/2024	Woodberry	bench	£ 792.00		£ 26,781.76
11/10/2024	Gardening by James Ltd	Sep-24	£ 160.00		£ 26,621.76
11/10/2024	Heritage	Sep-24	£ 192.00		£ 26,429.76
11/10/2024	RBLI	Tommy Soldier	£ 200.00		£ 26,229.76
30/10/2024	C Goddard	Oct-24	£ 104.09		£ 26,125.67
30/10/2024	T Ball	Oct-24	£ 514.95		£ 25,610.72
01/11/2024	Eon		£ 31.94		£ 25,578.78
05/11/2024	JLR	grant		£ 1,000.00	£ 26,578.78
			£ 2,464.37	£ 1,000.00	
Balance as at	08/11/2024			difference	£ -

Authorised

11/10/2024 M G JOINERY Bus Shelter £ 321.60 6988

Payments to be authorised

Supplier	Details	inv no	Amount	
Gardening by James Ltd	Oct	6600	£ 190.00	
Heritage	Oct		£ 192.00	
BA Hull	pump repair	17569	£ 1,276.80	
	Christmas lights		£ 300.00	up to
S Haynes	Warm Hub		£ 89.91	
Salaries	Back pay		234.5	
	Total		£ 2,283.21	

Performance Against Budget

to 5/11/24

Budget**Actual**

remaining

SALARIES - STAFF		£	8,000.00	£	4,427.54	£	3,572.46
Maintenance VG	£	2,500.00		£1,440.31			
Maintenance etc playground	£	500.00		£1,027.60			
Grass cutting	£	3,000.00		£2,440.00			
OPEN SPACES		£	6,000.00	£	4,907.91	£	1,092.09
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	£	1,274.93	£	225.07
PC GRANTS -		£	750.00	£	750.00	£	-
SECT. 137 PAYMENTS		£	200.00	£	67.81	£	132.19
Total Expenditure		£	19,700.00	£	13,553.98	£	6,146.02

Signed.....