

**MINUTES OF BUDBROOKE PARISH COUNCIL MEETING  
WEDNESDAY 4<sup>th</sup> JUNE 2014 AT BUDBROOKE VILLAGE HALL**

**Present:** Councillors Bryan, M. Dutton, Reid, Robey, Simmons, Shirley, Standbridge, Thomas;  
WCC Cllr Les Caborn; Richard Morton

PCSO – Police Community Support Officer / HOTH – Hampton on the Hill / HM – Hampton Magna / WDC – Warwick District Council / WCC – Warwickshire County Council / BB – Budbrooke / HOTHRA – Hampton on the Hill Residents’ Association / CC – Community Centre / VH – Village Hall / PC – Parish Council / NALC – National Assoc of Local Councils / WALC – Warwickshire Assoc of Local Councils / WAC – Warwickshire Area Committee / WRWCF – Warwick Rural West Community Forum / HA – Highways Authority / PP – Parish Plan / HNS – Housing Needs Survey / NW-Neighbourhood Watch / WRCC – Warwickshire Rural Community Council.

**1 PUBLIC COMMENTS**

Ten members of the public were present. Matters raised included:  
The parish council’s response to the latest stage of the Local Plan consultation  
Distribution of the newsletter – the Chairman confirmed that copies of the newsletter were left in the Hampton Magna shops, cafe and GP surgery

**2 APOLOGIES**

Received and accepted from Cllr K Dutton

**3 DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 To receive declarations of interest from councillors on items on the agenda  
Cllr Robey declared an interest in Item 8 – Encroachment onto PC Land, due to her position as Secretary of the Montgomery Avenue Residents’ Association  
2.2 To receive written requests for dispensations for disclosable pecuniary interests. None received  
2.3 To grant any requests for dispensation as appropriate. None received

**4 MINUTES**

Resolved minutes of the AGM of the Council held on 7<sup>th</sup> May 2014 true and accurate.

**5 COMMUNICATION WITH THE RESIDENTS ASSOCIATION**

During a lengthy discussion with members of the HMRA committee, the council agreed to make its response to the Gypsy and Traveller Site consultation available on the website. It was also agreed that future responses to the Local Plan and Gypsy and Traveller Site proposals would be made available online, once submitted to WDC, along with earlier responses to these consultations. The chairman explained that whilst the PC is happy to put relevant information on its website, there is a limit to the amount that can be uploaded.

Self-build housing was discussed and it was agreed that the council would consider this when drawing up its response to the Local Plan consultation.

It was confirmed that the neighbourhood plan has to go to a public referendum, once approved by WDC. The neighbourhood plan must take into account the development included in the WDC Local Plan. It will be completed as quickly as possible but the average length of time taken is two years.

## 6 POLICE MATTERS / WRW COMMUNITY FORUM ISSUES

The annual report 2013-14 from the Police and Crime Panel has been received and circulated to councillors.

Cllr Caborn had raised the matter of the road surface at Ugly Bridge at the May forum and is awaiting a response.

## 7 PLAYGROUNDS

The playground report had been received prior to the meeting.

### **Styles Close Play Area**

New soft fall matting and turf has been laid around the swings at Styles Close.

Clerk to book the annual safety inspection with Wicksteed.

## 8 MATTERS ARISING

- **Encroachment onto PC land at Montgomery Avenue**

Clerk to contact Barry Jukes in Legal Services regarding members of the PC making a statement to support an objection to the claim for adverse possession

- **Fire and Rescue Service Consultation**

Members agreed to submit Cllr Simmons' comments, circulated on 8<sup>th</sup> May, as their response

- **A46 footbridge and re-surfacing**

No response has yet been received from the Highways Agency

- **Grit Bin for Gould Road**

WCC Highways have confirmed that the bin will be in place within 4-6 weeks

## 9 CORRESPONDENCE

- WDC notification of new Chairman, Cllr Clare Sawdon – circulated prior to the meeting
- Complaint received from a HOTH resident regarding the state of the grass verges – the complaint was noted. The PC understands the concerns and is not satisfied with the response from WCC Highways. WCC Cllr Caborn confirmed that the highway technically extends 1M from the kerb and therefore large objects cannot be placed near the kerb in an attempt to prevent parking on the verge. Cllr M Dutton to speak to the resident to explain the situation
- Overview and Scrutiny Consultation WCC – the PC would like the academisation of primary schools in villages to be discussed by the Overview and Scrutiny Committee. Clerk to submit this suggestion.
- Electoral review of Warwickshire County Councillors consultation– deferred from April meeting. Clerk to circulate the links again and members to send their comments to the clerk, who will submit a majority response after discussion with the chairman. The suggested changes will result in Budbrooke becoming part of a ward of 8,000 (approx) electors rather than the 6,000 (approx) currently in the ward. This will affect the ability of the county councillor to attend all parish council meetings.
- Request from local residents for Tree Preservation Orders to be applied for on the oak trees bordering the field earmarked for development in the Local Plan. The PC is happy to oblige but will require assistance in identifying the trees and marking them on a map. The clerk to ask the residents for assistance with this.

## 10 PARISH MAINTENANCE

The clerk to report the following items to the appropriate authorities:

- Poor quality of grass verge cutting – strimming has not been carried out at the edges and around trees. A verge at Hampton Croft, HOTH, has been missed again
- The sign on the Birmingham Road for Ugly Bridge is obscured
- Land on Old Budbrooke Road is overgrown. It is believed to be the responsibility of National Grid

It was noted that the sign on the Henley Road for Old School Lane remains obscured. The landowner has been contacted.

### **Footpath Volunteer Scheme**

The current volunteer is moving on – the clerk to write and thank him for his work and contact a potential new volunteer to take on this task.

## 11 MATTERS PERTAINING TO OUTSIDE BODIES (CC / VH / OTHER)

Community Centre – Pre-School, the centre's largest user, is doing well and numbers of children are rising.

## 12 PLANNING MATTERS

### **I. The following planning application was considered:**

**W/14/0644** - Northbound Services, Budbrooke Services - Erection of Starbucks Drive Thru' Coffee Shop and associated parking. 24 Hours.

Object on the grounds of noise and light pollution for local residents and the possible over-development of the site, as expansion of the Little Chef is also planned.

### **II. The following planning decisions were noted**

**W/14/0474:** Oaklands Farm, 357 Birmingham Road – approval of reserved matters relating to development of replacement dwelling

**Approved**

### **III. Local Plan Update**

The latest stage of the consultation on the approved Draft Local Plan is now open. This is to consult on the soundness of the plan.

It was agreed that Cllr Bryan will draft a response, to be circulated to councillors for comment and approval. The response will raise concerns about the consultation process, including the lack of a detailed response to questions raised about infrastructure issues and traffic problems. It will incorporate the concerns of Birmingham Road residents, which have been brought to the attention of the council.

The Chairman has made approaches to the King Henry VIII Trust, owners of the land identified for development, to identify how the PC can be involved in discussions about the proposed new housing.

### **IV. Neighbourhood Plan**

A basic first draft version of the plan has been created. Further information and surveys will be added over time. The draft includes three sections: the existing situation, an updated version of the information in the Parish Plan; the proposed development and the issues created with this, including the design of the properties, and the Community Infrastructure Levy (CIL) – looking at how this could benefit the community. The chairman and vice-chairman are meeting with Dave Barber, WDC Planning Policy Manager, on 13<sup>th</sup> June to

discuss the CIL.

The aim is to have a good basic plan in place by Christmas and then to start talking to local people and to experts to refine the plan, consulting with local groups as much as possible. It is likely to take two years in total to create the plan and to gain approval.

### **13 STANDING ORDERS AND FINANCIAL REGULATIONS**

The latest NALC model standing orders and financial regulations were approved for adoption, subject to the following amendments to adapt them to Budbrooke's requirements and ways of working:

#### **Standing orders**

Timescales to be the same as in the previous standing orders

#### **Financial regulations**

Accounts and bank reconciliations to be reviewed twice yearly

Budgeting and forecasting to continue to cover the next financial year, with high value expenditure (over £1,000) reviewed for the next three years, as part of the annual precept and budget setting process.

### **14 FINANCIAL ADMINISTRATION**

**Bank balances: Investment Account £54,496.88, Current Account £53,751.39**

#### **I. To approve changes to the bank mandate as necessary, in line with new financial regulations**

No new signatories to be added

#### **II. It was noted that the following payments were authorised between meetings:**

Warwick District Council – Land rent: £400.00

Workwear Express Ltd – Hi-vis jackets from Community Forum funds: £87.82

#### **III. Internal Audit**

The completion of the internal audit was noted

#### **IV. The following payments were authorised:**

Clerk's salary & expenses May 2014 £480.19

Richard Morton May 2014 £426.00

Open Door – Hire fee for neighbourhood plan meeting May £12.00

Wicksteed Leisure Ltd– Safety matting for Styles Close £239.57

### **15 MATTERS FOR INCLUSION ON THE NEXT AGENDA & DATE OF NEXT MEETING**

Next meeting: 8pm, Wednesday 2<sup>nd</sup> July, Budbrooke Community Centre, Hampton Magna