

**MINUTES OF BUDBROOKE PARISH COUNCIL MEETING
WEDNESDAY 1st OCTOBER 2014 AT BUDBROOKE VILLAGE HALL**

Present: Councillors Bryan, K.Dutton, M. Dutton, Reid, Robey, Simmons, Shirley, Thomas

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 / HMRA – Hampton Magna 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

One member of the public was present. Mr Bob Davis attended to raise the issue of parking on Blandford Way, close to the junctions with Field Barn Road and Old Budbrooke Road. It was agreed that the council would write to the Chief Constable to request that the PCSOs enforce existing laws on parking by junctions. Cllr Thomas to draft a letter, to be sent by the clerk. PC Manjit Sidhu to be asked to attend a future meeting to discuss the parking issues. The matter of youths gathering by the war memorial and the lack of light due to the dense trees was also discussed.

2 APOLOGIES

Received and accepted from Cllr Standbridge, WCC Cllr Caborn and Richard Morton

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 7 – 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

4 MINUTES

Resolved minutes of the meeting of the Council held on 3rd September 2014 true and accurate.

5 POLICE MATTERS / WRW COMMUNITY FORUM ISSUES

- Community Forum survey results were briefly discussed
- At the 25th September community forum meeting, it had been agreed that the PCSOs would carry out patrols to monitor school parking
- PCSO responsibilities – an up to date list had been received and circulated prior to the meeting
- It was noted that Budbrooke Primary School now has academy status (from 1st October 2014)

6 PLAYGROUNDS

Playground report

This was received prior to the meeting. Littering, broken glass and dog fouling were all noted.

7 MATTERS ARISING

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

The action to recover the land is ongoing.

- **Newsletter Editor Position**

There has been interest in this position. The clerk to arrange a meeting between the applicant and the chairman. It was agreed that the council would pay an honorarium of £350 per annum for editing the newsletter

- **Tree on land at Dorchester Road**

The clerk to ask WCC Cllr Caborn for help with this issue

8 CORRESPONDENCE

- Complaint from HOTH resident about cars parked on the pavement. It was agreed that a letter would be distributed with the parish newsletter to residents in the area concerned
- Warwickshire health and well-being strategy consultation – the chairman to respond to the survey on behalf of the PC
- Electoral review of Warwickshire – notice of consultation on draft recommendations. The PC supports the recommendations for Budbrooke

The following correspondence was noted:

- Email from Graham Leach, WDC Deputy Monitoring Officer, regarding delays to the Warwick District Community Governance Review
- Streetworks permit scheme - letter received advising that the scheme will come into force on 30th March 2015
- Notification of WALC county secretary retirement
- Notification received from Monica Brown at WDC Engineering that all the lamp columns would be painted black and any old-style luminaires would be replaced in the coming months

9 PARISH MAINTENANCE

The clerk to refer the following items to RM:

- Loose plank in need of repair on the wooden bench in the Styles Close play area
- The white line on the Styles Close play area path needs repainting

The following items were noted:

- Some of the fence panels on Old Budbrooke Road, opposite the station, have been replaced
- Gully emptying information has been received from WCC Highways
- The grit bin at Lloyds Close/Woodway may need replacing after this winter as the hinge is broken and the bin is cracked

10 MATTERS PERTAINING TO OUTSIDE BODIES (CC / VH / OTHER)

Community Centre – the AGM will take place on 21st October at 7.30pm
Village Hall – nothing to report this month

11 PLANNING MATTERS

I. Planning applications:

No applications had been received this month

II. The following planning decisions were noted

W/14/1086 – 19 Field Barn Road: Proposed enlargement of the front porch

Granted

W/14/0644 – Northbound Services A46 – Drive thru' Starbucks & parking

Refused & application withdrawn

III. Local Plan Update

The chairman reported that the process has been delayed by approximately one month

IV. Neighbourhood Plan

A further meeting of the neighbourhood plan group is planned for October

12 AMENDMENT TO STANDING ORDERS

Members resolved to revise standing orders by deleting the wording of SO 3(l), leaving the number in place, and replacing it with "Deleted following the implementation of the Openness of Local Government Bodies Regulations 2014", as a reminder.

The amendment is made on WALC advice, following the 2014 Regulations permitting recording of council meetings.

13 RETENTION SCHEDULE AND PUBLICATION SCHEME

The PC resolved to adopt the retention schedule and publication scheme drawn up by the clerk. Each document is to be reviewed annually and a document management policy is to be written by the clerk to incorporate these schedules.

It was noted that publishing all the information online may not be possible with the existing website.

14 WEBSITE AND ELECTRONIC STORAGE

Some of the website links circulated by the chairman and clerk were discussed. The main issues with the existing parish council website are lack of space to publish documents and the restrictions on who can update the website, as it cannot be done remotely.

Discussions to continue at the next meeting. The clerk to obtain some prices for discussion.

15 FINANCIAL ADMINISTRATION

Bank balances: Investment Account £54,506.06, Current Account £44,678.97

I. The receipt of the second instalment of the precept was noted: £11,904.50

II. The following payments were authorised and the payment authorisation sheet signed off:

Description	Amount
Clerk's salary & expenses September	£465.61
Richard Morton September	£255.00
TWP August Newsletter	£250.00
WDC Land rent Oct 14 - Mar 15	£400.00
WNAA website donation	£120.00
Chairman's Allowance	£400.00
Total Payments	£1,890.61

16 MATTERS FOR INCLUSION ON THE NEXT AGENDA & DATE OF NEXT MEETING

Next meeting: 8pm, Wednesday 5th November, Budbrooke Community Centre, Hampton Magna

For the next agenda:

- Preliminary precept and budget discussions
- Half yearly accounts
- Website