

**MINUTES OF BUDBROOKE PARISH COUNCIL MEETING  
WEDNESDAY 3<sup>rd</sup> SEPTEMBER 2014 AT BUDBROOKE COMMUNITY CENTRE**

**Present:** Councillors M. Dutton, K.Dutton, Reid, Robey, Simmons, Shirley, Standbridge, Thomas; 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 / 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**

No members of the public were present

**2 APOLOGIES**

Received from WCC Cllr Caborn

**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 6<sup>th</sup> August 2014 true and accurate.

**5 POLICE MATTERS / WRW COMMUNITY FORUM ISSUES**

- Community Forum survey results – to be emailed to members and discussed next month
- The next community forum is on 25<sup>th</sup> September – members to raise the issue of school parking as the new school year has just started
- PCSO responsibilities – the clerk to obtain an up to date list of these

**6 PLAYGROUNDS**

**Playground report**

This was received prior to the meeting.

**Annual safety inspection**

This has been carried out by Wicksteed and a satisfactory report received. Some work is required at the Montgomery Avenue play area: the timbers on the cabin slide need replacing but are difficult to remove, so will be covered with fascia board; the climbing post requires rubbing down and repainting. RM to carry out these improvements.

### **Arrangements for weekly playground inspections and adhoc parish maintenance work from April 2015**

It was agreed that the following would be advertised in the parish newsletter, all as self-employed positions:

- Village maintenance contractor
- Playground inspector and litter picker
- Mowing contractor

The clerk and RM to put together detailed information about these roles

## **7 MATTERS ARISING**

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

The council resolved that this item was to be taken in confidential session. A record of the confidential session accompanies these minutes.

The clerk to take further advice from Legal Services on this matter.

- **Bollards/barriers requested for areas in Hampton on the Hill and Slade Hill**

Highways have reviewed the areas and informed the PC that bollards or barriers will not be installed. The PC is satisfied with this response.

## **8 CORRESPONDENCE**

- Invitation to CPRE Warwickshire annual general meeting on 5<sup>th</sup> September – no one free to attend
- Invitation to WALC AGM on 4<sup>th</sup> November noted
- Email received regarding a tree on land Dorchester Avenue/Damson Road – the Clerk to make further enquiries with WCC about the land the tree is on

Circulated prior to the meeting:

- Invitation to WALC meeting on 17<sup>th</sup> September
- Invitation to NALC conference on 18<sup>th</sup> September
- Police and Crime Commissioner meeting invitation

## **9 PARISH MAINTENANCE**

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

- Hedges overgrown on Henley Road, on turning right out of Old School Lane
- A drain on Ryder Close needs attention as the road is collapsing around it
- Fly tipping on Watery Lane by the gateway to the mast
- Posters on the traffic lights at the Old Budbrooke Road/Birmingham Road junction
- Weeds in the gutters need spraying

Other matters raised:

- The overgrown hedge is obscuring the sign at the junction of Old Budbrooke Road and Field Barn Road – RM to cut this back
- A tree on Ryder Close needs attention as it is blocking the pavement and a hedge needs cutting back – RM to carry out this work
- A drain clearing schedule has been requested twice but not received – the Clerk to follow up again with Highways

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

Village Hall – several events are planned for the coming weeks and are being advertised  
Community Centre – the recent tea and cake sale at Wren Hall raised over £350 for CC funds.

## 11 PLANNING MATTERS

### I. Planning applications:

No applications had been received this month

### II. The following planning decisions were noted

W/14/0987 – Hill Top House: Construction of a wooden shed following partial demolition of original structure for agricultural use (retrospective application)  
Granted

### III. Local Plan Update

Nothing to report this month

### IV. Neighbourhood Plan

Nothing to report this month

## 12 PARISH NEWSLETTER

The council had been informed, prior to the meeting, of the Chairman's resignation as editor of the parish newsletter, effective once the December 2014 newsletter has been published. Following a discussion about the responsibilities of the editor and the work involved, it was agreed that the post would be advertised.

Cllr Simmons thanked the chairman, on behalf of the council, for the work he had done over the years as editor of the newsletter.

## 13 WEBSITE AND ELECTRONIC STORAGE

The clerk to contact Bishops Tachbrook parish council again to ask if a member of the council is willing to attend the next meeting to talk about their new website, how it was chosen and what improvements the new site has brought.

## 14 FINANCIAL ADMINISTRATION

Bank balances: Investment Account £Tbc, Current Account £46,816.90

- I. The satisfactory conclusion of the external audit and receipt of an unqualified audit report was noted
- II. The following payments were authorised and the payment authorisation sheet signed off:

|                                  |                       |         |
|----------------------------------|-----------------------|---------|
| Clerk's salary & expenses August |                       | £462.54 |
| Richard Morton August            |                       | £380.00 |
| TWP August Newsletter            |                       | £250.00 |
| Wicksteed Playgrounds            | Annual Inspection Fee | £108.00 |
| Grant Thornton                   | External Audit Fee    | £240.00 |

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

Next meeting: 8pm, Wednesday 1<sup>st</sup> October, Budbrooke Village Hall, Hampton on the Hill