



## MINUTES OF BUDBROOKE PARISH COUNCIL ANNUAL MEETING WEDNESDAY 13<sup>th</sup> MAY 2015 AT BUDBROOKE COMMUNITY CENTRE

**Present:** Councillors Bryan, K.Dutton, M. Dutton, Hales, Robey, C Roper, F Roper, Shirley, Treacy;  
WCC Cllr Les Caborn

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 / HNS – Housing Needs Survey / NW-Neighbourhood Watch / WRCC – Warwickshire Rural Community Council.

### 1 ELECTION OF CHAIRMAN

Cllr M Dutton and Cllr F Roper were nominated and seconded; Cllr M Dutton was elected Chairman by five votes to four.

### 2 ELECTION OF VICE CHAIRMAN

Cllr Bryan and Cllr Treacy were nominated and seconded; Cllr Bryan was elected Vice Chairman by five votes to four.

### 3 APOLOGIES AND ACCEPTANCE OF REASONS FOR ABSENCE

None received.

### 4 DECLARATIONS OF INTEREST AND DISPENSATIONS

#### I. To receive declarations of interest from councillors on items on the agenda

None received.

#### II. To receive written requests for dispensations for disclosable pecuniary interests

None received.

#### III. To grant any requests for dispensation as appropriate

None received.

### 5 PUBLIC COMMENTS

Ten members of the public were present. No comments were made.

### 6 MINUTES OF THE LAST MEETING

Resolved minutes of the meeting of the Council held on 1<sup>st</sup> April 2015 true and accurate.

### 7 CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE

The declaration was signed by the chairman.

### 8 COUNCILLORS’ DECLARATIONS OF ACCEPTANCE OF OFFICE

Signed declarations were received from all councillors.

### 9 DECLARATION OF INTEREST FORMS

Signed forms were received from all councillors.

### 10 DATES AND VENUES OF COUNCIL MEETINGS FOR THE NEXT YEAR

The dates and venues were confirmed for the next twelve months. Meetings will continue to take place on the first Wednesday of the month, unless changed by resolution of the council, and will alternate between the Community Centre and the Village Hall.

**11 APPOINTMENT OF MEMBERS TO COUNCIL WORKING GROUPS**

The following appointments were agreed:

- I. Neighbourhood plan group  
Cllr M Dutton to continue and Cllr Shirley to join the group
- II. Emergency planning group  
Cllr K Dutton to continue

**12 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

The following appointments were agreed:

- I. Community Centre Management Committee  
Cllr Shirley to continue
- II. Village Hall Committee  
Cllr Hales
- III. Budbrooke Charities  
Cllr Robey

**13 CHEQUE SIGNATORIES AND CHANGES TO THE BANK MANDATE**

Former councillors are to be removed from the mandate. It was agreed that four signatories should be sufficient so no further names will be added and this will be reviewed annually.

**14 STANDING ORDERS AND FINANCIAL REGULATIONS**

It was agreed that these would be reviewed at a future meeting of the council.

**15 COUNCIL POLICIES AND PROCEDURES**

It was resolved to continue to follow up to date advice from WALC, the Information Commissioner's Office or other relevant bodies when dealing with the following matters:

- I. Complaints
- II. Requests made under the Freedom of Information Act and Data Protection Act
- III. Press/media

**16 THE GENERAL POWER OF COMPETENCE**

It was noted that over two thirds of the council's members are elected and the Clerk will undertake CILCA training, which will allow the council to attain this power.

**17 CODE OF CONDUCT**

It was confirmed that the council will follow the Warwick District Council 2015 Code of Conduct.

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

The chairman explained how the forum works and WCC Cllr Caborn gave information about the budget and the grants awarded by the forum. Cllr Treacy expressed an interest in setting up a Community Speedwatch for Hampton Magna. The next forum is on 14<sup>th</sup> May and the chairman will attend and will enquire about setting up a new Speedwatch team.

Cllr Caborn has met with Martin Jelley, the new Chief Constable of Warwickshire Police, to discuss rural policing.

**19 PLAYGROUNDS**

**Playground report**

The report was circulated prior to the meeting. The clerk has asked Martin Davies to look at the gate post at Styles Close and quote for repairs.

**20 MATTERS ARISING**

• **The Open Door Sunday opening**

The church's response to Cllr Robey's enquiry, explaining that the opening had been discussed with WDC Planning and was in line with their permissions, was noted.

## 21 CORRESPONDENCE

A letter of thanks from Roger Mills, for the council's gift, was noted.

## 22 PARISH MAINTENANCE

The following items are to be reported by the clerk to the appropriate authority or contractor:

- Hole in Arras Boulevard pavement where a fire hydrant was removed. This has previously been reported to Highways but has not yet been repaired.
- Part of the wooden edging to the safety flooring in the toddler play area at Styles close is broken
- The sign at the Montgomery Avenue play area has broken off and needs to be fixed back on
- Slade Hill – overgrowth is obstructing the footpath
- Rubbish at Maple Lodge – both bins are being left out and neither is being collected
- Watery Lane – tree cuttings in the entrance to the field, just on the road
- Pavement outside 4 Cherry Lane needs attention

The council noted the recent resurfacing of the pathway between Damson Road and Montgomery Avenue, which has been carried out to a high standard. The clerk to contact David Cross to thank Highways for this.

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

### Community Centre

The last meeting was on 12<sup>th</sup> May. The committee is in the process of obtaining quotes for the extension, now that planning permission has been granted. The committee will have a stall at the school fete on 20<sup>th</sup> June and is planning a scarecrow event in September or October, to incorporate the unveiling of the new wall of sponsored bricks. There will be a Macmillan coffee morning in September. Thanks go to Gary Knight for his hard work on the renewal of the sponsored bricks.

Cllr F Roper asked for further information about the community centre committee and its constitution and procedures. Cllr Roper to request the specific information required via the clerk, who will liaise with the Chair of the committee to supply the information.

### Village Hall

Andy Thomas reported that a trip to the National Arboretum is planned and bookings are being taken for this.

## 24 PLANNING MATTERS

### I. Planning applications:

W/15/0587 – 2 Church Cottages, Church Lane, Budbrooke: Demolition of existing conservatory & erection of single storey extension to form larger kitchen dining room area  
No Objections

### II. WDC Planning decisions

W/15/0273 – Rye Crest, Birmingham Road: Construction of a front 1.5 metre brick wall and automated sliding driveway gate  
Granted

### III. Neighbourhood Plan Update

The working group will have a presence at local events in the coming months, to publicise the plan and get input from the community.

## 25 NEWSLETTER AND WEBSITE

The newly vacant newsletter delivery rounds will be covered as follows:

- Arras Boulevard and closes – Cllr Treacy
- Field Barn Road and Old Budbrooke Road – Cllr Hales
- Woodway Avenue and closes – Cllrs C and F Roper

Cllr Hales suggested reviewing the format and content of the newsletter. It was agreed that this would be

discussed at the next meeting. It was also agreed that the council would consider whether further information should be included on the website, and how this could be achieved. Ian Broadbridge, the newsletter editor and website manager, is to be invited to take part in these discussions.

## 26 FINANCIAL ADMINISTRATION

Bank balances: Investment Account £54,521.90, Current Account £49,284.09

### I. Approval of year end accounts and accounting statement

The council resolved to approve the year end accounts and the accounting statement in the annual return. These were signed by the chairman and the clerk. The newly elected councillors abstained from the vote as they had not been on the council during the financial year the accounts relate to.

### II. Approval of the annual governance statement in the annual return for 2014/15

The council resolved to approve the annual governance statement in the annual return. The newly elected councillors abstained from the vote.

### III. Clerk's salary

It was noted that the clerk has moved from pt 17 to pt 18 on the salary scale, in accordance with her contract.

### IV. Subscriptions

It was confirmed that the following subscriptions will continue:

- WALC – current fee £541.00
- CPRE – current fee £36.00

The clerk to send the WALC login details to all councillors.

### V. Insurance

Renewal of the policy with the current insurers, Hiscox, via Came and Co, was approved.

### VI. Precept received

Receipt of £16,402.50 from WDC, the first half of the precept, grant and concurrent services payment, was noted.

### VII. Payments made between meetings

It was noted that the following payments were authorised on 6<sup>th</sup> May:

Clerk April Salary: £467.84

D Connolly April: £100.00

### VIII. Payments

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

Description	Amount
Martin Davies – grass cutting April	£420.00
TWP - newsletter April	£250.00
Village Hall February Hire	£24.00
CPRE 2015/16 Subscription	£36.00
WALC 2015/16 Subscription	£541.00
Insurance premium - via Came and Co.	£1,490.42
<b>Total Payments</b>	<b>£2,761.42</b>

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

It was agreed that at the next meeting the council would discuss holding an additional public meeting, to encourage participation from local residents, and the format this might take.

**Next meeting:** 8pm on Wednesday 3<sup>rd</sup> June 2015, Budbrooke Village Hall, Hampton on the Hill

**Agenda items:**

HOTHRA proposal for additional traffic calming measures in HOTH

Review of the newsletter and information on the website

Additional public meeting

Signed: ..... Dated: .....