



Minutes of Budbrooke Parish Council Annual Meeting held on Wednesday 4th May 2016 at Budbrooke Community Centre

Present: Cllrs D. Bryan, K. Dutton, M. Dutton, R. Hales, A. Robey, C. Roper, F. Roper, D. Shirley and M. Treacy; WCC Cllr Les Caborn

BCA – Budbrooke Community Association/ HA – Highways Authority/ HMRA – Hampton Magna Residents' Association/ HOTH – Hampton on the Hill/ HOTHRA – Hampton on the Hill Residents' Association/ NALC – National Association of Local Councils/ NW - Neighbourhood Watch/ PC – Parish Council/ PCSO – Police Community Support Officer/ WALC – Warwickshire Association of Local Councils/ WRCC – Warwickshire Rural Community Council/ WRWCF – Warwick Rural West Community Forum/ WCC – Warwickshire County Council/ WDC – Warwick District Council

1 Election of Chairman and signing of declaration of acceptance of office

Cllr Mike Dutton was elected Chairman, having been proposed by Cllr Shirley and seconded by Cllr Bryan. The declaration of acceptance of office was signed.

2 Election of Vice-Chairman

Cllr David Bryan was elected Vice-Chairman, having been proposed by the chairman and seconded by Cllr Robey.

3 Public comments

13 members of the public were present. There were no public comments.

4 Apologies and acceptance of reasons for absence

Apologies received from WDC Cllr Peter Phillips.

5 Declarations of Interest and Dispensations

- I. Declarations of interest in items on the agenda
None received
- II. Requests for dispensations received
None received.
- III. Dispensations granted
None received.

6 Minutes of Last Meeting

The council resolved to accept the minutes of the ordinary meeting of the council held on 6th April 2016 with the following addition: *Item 7, second bullet pt: Cllr Carol Roper to draft a letter to Western Power about the electricity infrastructure, to be sent by the clerk.*

The council resolved to accept the minutes of the extraordinary meeting held on 21st April 2016. The council's response to the Warwick District Local Plan forms part of these minutes.

7 Dates and venues for council meetings for the year ahead

The list of dates and venues, circulated prior to the meeting, was agreed. Meetings will continue to be held at 8pm on the first Wednesday of each month, alternating between the Village Hall and the Community Centre.

8 Appointment of members to council working groups

The council agreed to continue as at present, with the same members on the groups.

- I. Neighbourhood plan group – the chairman and Cllr Shirley
- II. Emergency planning group – Cllr Kate Dutton
- III. Newsletter and website group – Cllr Hales

9 Appointment of members to outside bodies

The council agreed to continue as at present, with the same members on the committees.

- I. Community Centre Management Committee - Cllr Shirley
- II. Village Hall Committee – Cllr Hales
- III. Budbrooke Charities – Cllr Robey and the chairman
- IV. HM50 Group – Cllr Hales and Cllr Robey

10 Review of standing orders and financial regulations

These will be reviewed at the December 2016 meeting.

11 Council policies and procedures

The council agreed 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

Standards Committee

The council passed the following resolution:

“That this Council supports the continuation of the Joint Standards Committee for Warwick District Council and the proposals for representation of the Parish/Town Councils, that there should be four representatives one representing Warwick Rural East Community Forum area, one representing Warwick Rural West Community Forum Area and two representing the areas covered by the four towns.

The Joint Standards Committee will be responsible for undertaking hearings into the Conduct of Councillors following a report to them by the Monitoring Officer. As set out in the Arrangements for Dealing with Complaints about Councillors cases will be determined by Hearing Panels appointed by the Monitoring Officer, in consultation with the Chairman of the Standards Committee. If necessary, the Committee will also be entitled to issue appropriate sanctions against those Councillors involved.”

12 Police Matters & WRW Community Forum Matters

The next forum will take place on 19th May 2016 at Shirehall.

13 Playgrounds

- Inspection report - the April report had been received and there were no issues for immediate consideration
- Review of playground inspections – this was postponed until other items on the agenda had been discussed and the council resolved to hold discussions in private. The council resolved to end its arrangement with the current inspector and to appoint Martin Davies as its new playground inspector, with immediate effect. A list of the responsibilities of the job will form the basis of the agreement with Mr Davies.

The clerk is to keep a record of the dates that playgrounds reports were received, from March 2015.

14 Matters Arising

- TPO 508 at 7 Seymour Close has been approved. Residents and councilors are to be encouraged to bring to the attention of the parish council any trees that might merit a Tree Preservation Order (TPO), particularly in the area of the proposed developments. Cllr Hales to write an item for the newsletter on this.
- HM50 celebrations – it was noted that the chairman had approved expenditure of £50 on a redrawing of the council logo, which will be used on commemorative mugs.
- Cllr Frank Roper to contact Severn Trent informally about actions from the meeting in early April, as Severn Trent had agreed to keep the council informed of progress on contacting householders and investigating the problems reported. If this does not get a result, the clerk will contact Severn Trent formally to request information.

15 Correspondence

- Changes to the No 68 bus service from 4th June – this will change from a half-hourly to an hourly service. The clerk to write to the bus company to complain about the changes and raise concerns that it will make rural residents more isolated. A copy is to be sent to Chiltern Railways. Information to be added to the website and noted in the newsletter.

16 Parish Maintenance

- Tree at Ryder Close overhanging the pavement – Forestry have been informed but will not treat as a priority. The chairman will arrange for the tree to be cut back so that the footpath is passable.
- WCC Highways have recommended that the pavement at HOTH be resurfaced from A4189 and Old Budbrooke Road from Old School lane to the speed change.
- Holes in the road surface at Arras Boulevard – these have been reported and some have been filled.
- Woodway – holes at the side of the road in areas where it isn't surfaced but is driven on. The clerk to report to Highways, to be filled with topsoil.
- Bin outside the shops on Slade Hill – the bin was removed as it was damaged and WDC has been asked if it will be replaced. The clerk to follow up with WDC.

17 Matters Pertaining to Outside Bodies

Community Centre – The quiz night organized by the Hampton Magna 50 group was a great success and there is a family disco planned for 11th June as part of the ongoing celebrations.

Village Hall – Forthcoming events include skittles night on 7th May and film night on 22nd May.

18 Planning Matters

I. Current Applications

The council considered the following application:

W/16/0716 - 1 Hayward Close, Hampton Magna: Erection of a single storey side and rear extension and raising of existing rear roof, including a dormer window. Construction of a front canopy.

No objections

II. WDC Planning Decisions

W/16/0298 - Church Farm Brewery: Change of use of agricultural building and an existing building in B8 use to brewery (class B2).

Granted, with conditions

III. Local Plan

The ratified response was submitted to WDC on 21st April. The chairman signed the response, for the files.

19 Newsletter and Website

The following information is to be included, provided by those named:

Request for information on trees suitable for Tree Protection Orders (TPOs) – Cllr Treacy

Bus service changes – Cllr Bryan

APM thank you – Clerk

Severn Trent update from Cllr Frank Roper that was not included in May newsletter – to be updated as necessary by the clerk and included in the June issue

20 Financial Administration

Bank balances: Investment Account: £54,546.94; Current Account: £55,502.94

I. Year end 2015/16 accounts

No questions were raised on the accounts. The finance group will meet during May and the signing of the annual return and governance statements will be on the June agenda.

II. Finance group meeting

To be arranged via email.

III. Subscriptions

The council agreed to continue with its current subscriptions to the following bodies:

WALC – 2016/17 fee not yet confirmed

CPRE – 2016/17 fee £36.00

IV. Insurance

The council agreed to accept the quote of £838.23 from Zurich Insurance

V. Precept received

Receipt of £16,320.50 from WDC was noted. This represents the first half of the precept plus grant and concurrent services payment for 2016/17.

VI. Payments authorised

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

Description	Amount
Clerk April Salary & Expenses	£540.99
4memorialbench	£30.99
David Connolly - Mar & Apr playground inspections	£160.00
CPRE	£36.00
Martin Davies - grass cutting & parish maintenance	£965.00
Think Design - printing May newsletter	£250.00
Village Hall hire - Feb 16	£24.00
Zurich - insurance for 2016/17	£838.23
Total Payments	£2,845.21

21 Date of next meeting and items for the agenda

Next meeting: Wednesday 1st June 2016 at Budbrooke Village Hall, Hampton on the Hill

Agenda Items: Signing of Annual Return and Annual Governance Statement for 2015/16

Signed:

Date: