



## **Minutes of Budbrooke Parish Council Meeting held on Wednesday 1<sup>st</sup> June 2016 at Budbrooke Village Hall**

Present: Cllrs Bryan, K. Dutton, M. Dutton, A. Robey, C. Roper, F. Roper, Shirley and Treacy;  
WCC Cllr 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 Public Comments**

Ten members of the public were present. Members of BCA publicised the forthcoming HM50 disco.

### **2 Declarations of Interest and Dispensations**

#### **2.1 Declarations of interest in items on the agenda**

None received.

#### **2.2 Requests for dispensations received**

None received.

#### **2.3 Dispensations granted**

None received.

### **3 Apologies and Acceptance of Reasons for Absence**

Apologies received and accepted from Cllr Hales and WDC Cllr Phillips.

### **4 Minutes of Last Meeting**

The council resolved to accept the minutes of the meeting held on 4<sup>th</sup> May 2016.

### **5 Police Matters & WRW Community Forum Matters**

The chairman gave feedback from the May community forum where proposed alterations to Stanks Island and surrounding roads had been discussed. The changes include traffic lights at Stanks Island and Wedgnock Road island. He and the Chairman of Hatton Parish Council had queried how the changes would improve the situation for their residents, rather than just moving traffic off the A46 more quickly. The clerk is to write to WCC Highways and Highways England to express the parish council's concern about the proposed changes and to Chiltern Railways to ask for their views on the proposed alterations.

### **6 Playgrounds**

The May inspection report had been received and there were no matters to address.

## 7 Matters Arising

- Changes to the 68 bus service – the response received from Stagecoach West Midlands had been circulated prior to the meeting.
- Parking restrictions on Blandford Way – the chairman has seen the plans for the proposed restriction. These will go out to public consultation.
- Severn Trent visits and work being carried out – ST have given an update on properties/roads visited (8) and those still to be visited (4). When all the agreed work is completed the parish council will review the situation to see if anything further needs to be done.
- Hampton Magna 50th anniversary celebrations – the commemorative mug is now ready and will shortly be on sale.
- Barracks Memorial – phase 1 of the cleaning/improvements took place on 28<sup>th</sup> May, when the grass and the area around the memorial were tidied. The council expressed its thanks to those who were involved: Cllrs Hales and Treacy for organising the clean-up, Major and Mrs Rice, Cllr and Mrs Shirley, Sue Morley and Dave Welch. Members agreed that the memorial area is now looking particularly good. The clerk is to thank Major and Mrs Rice, who don't live in the parish, for taking the time to get involved. The gilding on the memorial was discussed and it was suggested that the regiment name be gilded and the existing gilding redone. Some bricks at the top of the memorial are loose – Cllr Treacy to remove these to make it safe and the clerk to contact a builder in the village to repair the memorial. The council agreed to install planters and a bench on the site and to order the 5ft bench in the same style as those at the play areas. The bench should be available in three months' time. Cllr Treacy is to provide ideas and costs for the planters, to be brought to a future meeting.
- Western Power have confirmed that they are dealing with the parish council's request for information and should respond in full in advance of the next meeting.
- Hampton on the Hill traffic calming – WCC Cllr Caborn confirmed that work is in progress but it is a lengthy process and time and officer availability is limited.

## 8 Correspondence

- Email about noise pollution from the A46 – the clerk to ask WDC Environmental Health to take readings from the Daly Avenue area of Hampton Magna. Readings have been taken in the past but at a different location and different time of year.
- Fields in Trust letter – the council agreed to consider nominating the land behind the bungalows at Montgomery Avenue play area. The clerk to contact the organisation about this possibility.

## 9 Parish Maintenance

- On Arras Boulevard some holes in the road surface have been filled but others missed – the clerk to report again.
- Sunken drains on Old Budbrooke Road – the clerk is waiting to be advised of a date for resurfacing.
- The clerk to check which pavements in Hampton on the Hill are to be resurfaced.
- New Close – holes in the road surface by the kerb. The clerk to report these.
- The top of the tree outside 46 Arras Boulevard appears to be dead – the clerk to report to Highways and Forestry.
- Parish planters – Cllr Shirley is no longer able to look after these. Cllr Carol Roper volunteered to take over, starting with replanting at the end of the summer. Bright, welcoming plants are to be used and the parish council will cover the costs of plants and compost.

## **10 Matters Pertaining to Outside Bodies**

### **10.1 Community Centre**

#### **a) Policy for grants from the Community Centre Reserve**

The council resolved to adopt the policy. Cllrs Bryan, K. Dutton, M. Dutton, Robey and Shirley voted in favour; Cllr Carol Roper, Cllr Frank Roper and Cllr Treacy voted against adopting the policy.

#### **b) Grant to Budbrooke Community Association for extension works**

Following a lengthy discussion, the council passed the following resolution:

“That this council authorises payment of a £30,000 grant to Budbrooke Community Association for the first stage of the building and improvement works to the community centre, as agreed in principle at the council meeting of 5<sup>th</sup> December 2015”

Cllrs Bryan, K. Dutton, M. Dutton, Robey and Shirley voted in favour; Cllr Carol Roper, Cllr Frank Roper and Cllr Treacy voted against the proposal.

The chairman advised the BCA committee to review the status of their project manager and members of the committee in attendance agreed to do so.

### **10.2 Village Hall**

Cllr Bryan suggested that clearer instructions be displayed on the defibrillator outside the hall. The clerk to pass this on to Cllr Hales to raise with the committee.

## **11 Planning Matters**

### **11.1 Current Applications**

The council considered the following applications and appeals:

**W/16/0823** - 4 Hatton Terrace, Birmingham Road, Hatton, Warwick, CV35 7JS: Proposed erection of single storey rear and side extension.

No objections

**W/16/0778 & 9** - Old Warwickian Sports Ground, Hampton Road, Warwick, CV34 6HX: Erection of single storey side and rear extension to former club house & signage to advertise the building use and directions

WDC Planning had advised that they would appreciate any comments on the change of use, whilst new plans are being drawn up for full consideration. The clerk is to ask what implications the change of use would have as it would change from a sports ground to a commercial site. The council has concerns about the impact of noise and, if the site grows, of traffic at the junction with the Henley Road.

The council agreed to wait for the new plans to submit further comments and to discuss via email if the deadline is before the July parish council meeting.

**Appeal APP/T3725/W/16/3149123: Planning Application W/15/1810** - Northbound Services, Warwick Bypass, Erection of Starbucks Drive Thru' Coffee Shop and Associated Parking 24 Hours  
The original representation is to be resubmitted to planning inspectorate.

### **11.2 WDC Planning Decisions**

None received

### **11.3 Local Plan**

Nothing to report at present.

## 12 Newsletter and Website

A note is to be included in the newsletter reminding residents to cut back hedges on their land to their property boundaries.

## 13 Financial Administration

Bank balances: Investment Account £54,551.50, Current Account £67,103.40

### 13.1 Feedback and recommendations from the Finance Group meeting of 26<sup>th</sup> May

Notes and recommendations had been circulated on 27<sup>th</sup> May. The vice-chairman stood in for Cllr Frank Roper at the meeting as Cllr Roper was unable to attend. It was noted that the internal auditor has approved the Internal Control Objectives and signed off the Annual Internal Audit Report 2015/16 within the annual return. The full internal audit report will be reviewed at the July 2016 meeting.

### 13.2 Approval and sign-off of year-end accounts and annual return

Following a lengthy discussion, the council voted to approve the following documents:

- a) Annual Governance Statement 2015/16
- b) Year-end accounts and Accounting Statements 2015/16

Cllrs Bryan, K Dutton, M Dutton, Robey and Shirley voted in favour; Cllrs F Roper and C Roper voted against; Cllr Treacy abstained.

### 13.3 Clerk's salary increase

The council noted the 1% pay rise for the clerk, to be backdated to 1st April 2016. This is within the National Joint Council (NJC) for Local Services pay award, with an additional 1% from April 2017.

### 13.4 Payment authorised between meetings

Asbestos survey for community centre - £570.00 (£475 plus VAT) paid to ESG Asbestos

The expenditure was agreed at the October 2015 meeting.

### 13.5 Payments to be authorised

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

Description	Amount
Clerk May Salary & Expenses	£490.53
DA Shirley - plants for village planters	£34.60
Phoenix Contracting (Martin Davies) - grass cutting & parish maintenance	£745.00
Think Design - printing June newsletter	£300.00
Logo redrawing - MI Business Services Ltd	£50.00
Internal audit fee - Mr WI Robinson	£132.00
Grant to Budbrooke Community Association CIO	£30,000.00
<b>Total Payments</b>	<b>£31,752.13</b>

**14 Date of Next Meeting and Items for the Agenda**

Next meeting: Wednesday 6<sup>th</sup> July 2016 at Budbrooke Community Centre, Hampton Magna

Agenda Items: Internal auditor's report; retention schedule

**Signed:** .....

**Date:** .....