



## **Minutes of Budbrooke Parish Council Meeting held on Wednesday 6<sup>th</sup> July 2016 at Budbrooke Community Centre**

Present: Cllrs D. Bryan, K. Dutton, M. Dutton, R. Hales, C. Roper, F. Roper, D. Shirley and M. Treacy; WDC Cllr P. Phillips

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**

Eleven members of the public were present. Members of HM50 group publicised the rounders event to take place on 10<sup>th</sup> July 2016.

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

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

Cllrs Hales and Treacy declared a non-pecuniary interest the matter of parking restrictions on Blandford Way, to be discussed under Item 8, as they live in the affected area.

#### **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 A. Robey and WCC Cllr Caborn.

### **4 Welcome to Warwick District Council Chairman**

The chairman welcomed WDC Cllr Jane Knight, Chairman of Warwick District Council, to the meeting.

### **5 Minutes of Last Meeting**

The council resolved to accept the minutes of the meeting held on 1<sup>st</sup> June 2016.

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

Nothing to report this month.

### **7 Playgrounds**

The June inspection report had been circulated prior to the meeting. Martin Davies' quote of £240 to replace the timber surround to the toddler play area was accepted.

## 8 Matters Arising

- Changes to the 68 bus service – the chairman proposed writing again to Stagecoach Midlands and also to WDC and WCC and had circulated a draft letter in advance of the meeting. The letter raises concerns about the effects of the changes, particularly on elderly residents, asks for the half-hourly service to be reinstated at certain times of day and suggests that other solutions be considered. It was agreed that the chairman would finalise the letter and it will be sent to the organisations listed above.
- Street name suggestions for new developments – suggestions circulated 22<sup>nd</sup> June 2016. The council agreed to put forward all the names suggested, with the exception of Baghdad.
- Fields in Trust – Centenary Fields project. The council agreed to nominate the whole of the Montgomery Avenue playing field and is aware that there is a cost implication as interpretation boards will have to be provided if the nomination is accepted.
- A46/M40 road noise – it was agreed that the clerk will write to Highways England to request low noise surfacing on the A46.
- Hampton on the Hill traffic calming – an update from the meeting with WCC Highways and HOTHRA on 17<sup>th</sup> June had been circulated with the Chairman's comments.
- Hampton Magna 50th anniversary celebrations – rounders and a vintage tea party are planned for July.
- Response from Western Power – the response to the council's questions was agreed to be thorough and to cover all the points raised. It was agreed that the information relating to vulnerable residents would be included on the website and in the newsletter.
- Proposed parking restriction for Blandford Way and Field Barn Road – double yellow lines are proposed around the two junctions, extending up Blandford Way towards Arras Boulevard. Information on the consultation to be put on the parish council website. It was agreed that this would make the junctions safer but it is likely that the parking will move further into the village. The council will submit a response requesting timed restrictions which should be easier to enforce and will not have so great an effect on local residents.
- Severn Trent repairs and checks – Cllr Frank Roper will follow up with Severn Trent as some matters are still being dealt with.

## 9 Correspondence

None received.

## 10 Parish Maintenance

- WCC Highways have confirmed that the areas of footpath in Hampton on the Hill recommended for resurfacing include all pavement between Henley Road and the Montgomery Avenue footpath.
- It was noted that there are no dates set for the resurfacing of Old Budbrooke Road, when unlevel drain covers will be reset.
- It was noted that the end of Hayward Close has been resurfaced.
- Barracks memorial – Rob Middleton (Warwick Building Services) has offered to repair the memorial free of charge. The parish council thanked him and confirmed that it would like to take up this kind offer of repairs.

The clerk to contact WCC Highways about the following issues:

- Flooding on Old Budbrooke Road. The gutters have recently been swept but the brook at the side of the road needs to be cleared.
- Trees on Old Budbrooke Road by the equestrian centre – branches have been falling onto the road and this could be dangerous. This has previously been reported.
- The Dorchester Avenue/Chichester Lane loop footpath resurfacing was agreed a while ago after a Highways representative walked round the parish with members of the parish council, but no action has yet been taken.

## **11 Matters Pertaining to Outside Bodies**

### **11.1 Community Centre**

Cllr Shirley read out the first report from BCA on the extension and expenditure from the grant awarded for the project by the parish council.

### **11.2 Village Hall**

Defibrillator training will take place on 12<sup>th</sup> July 2016.

## **12 Planning Matters**

### **12.1 Current Applications**

The council considered the following applications and appeals:

W/16/0928 – Oak House, Birmingham Road, Warwick, CV35 7DX: Outline permission for the erection of two dwellings with proposed access and all other matters reserved

If the garden is in the Green Belt, the parish council objects on the basis of inappropriate development in the Green Belt; if not, the council does not object but requests serious consideration of the access and safety issues. The council understands that there is no mains sewerage on site.

W/16/0943 – 23 Gould Road, Hampton Magna, Warwick, CV35 8TU: Erection of a two storey front extension  
No objections

Appeal reference: APP/T3725/W/16/3149781

W/15/1541 - Warboro Farm, Henley Road, Hampton On The Hill, Budbrooke, Warwick, CV35 8QX: Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwelling house.

A response to be agreed via email and submitted by the deadline of 2<sup>nd</sup> August 2016.

Old Warwickian Sports Ground application, discussed at the June 2016 meeting – WDC planning had responded to the parish council's comments but had not yet received an updated application for the site. It is understood that the rugby club merged with another local club and therefore this site was no longer required. WDC Planning officers have concerns about change of use for a sports ground and have asked that only the buildings and car park be included any new application.

### **12.2 WDC Planning Decisions**

W/16/0716 – 1 Hayward Close, Hampton Magna, Warwick, CV35 8TJ: Proposed erection of single storey rear and side extension.

Granted

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

Granted

### 13 Policies and Procedures

The council considered adopting the following policies and schedule, circulated prior to the meeting, which are based where available on WALC model documents:

- 13.1 Complaints Procedure – discussions postponed to next meeting
- 13.2 Grievance Procedure - adopted
- 13.3 Lone Working Policy – discussions postponed to next meeting
- 13.4 Records Management Policy, including Document Retention Schedule

The council agreed to adopt the policy subject to the following:

- The clerk to double-check the retention periods for the following documents and to update the schedule if required: bank statements, cheque stubs, paying in slips (2 years)
- The clerk to check whether the notices advertising the annual audit should be retained and update the schedule if required
- July to be specified as the time to carry out the annual review of the policy and schedule.

### 14 Newsletter and Website

The following information will be included: information from Western Power for vulnerable residents; notice of the parking restriction consultation and how to make representations.

### 15 Financial Administration

Bank balances: Investment Account £54,553.82, Current Account £35,952.31

- 15.1 Annual Return and accounts for 2015/16 – it was noted that the external auditors, Grant Thornton, had confirmed receipt of the return by the deadline and that the period for the exercise of public rights was advertised on 2nd June and runs from 3rd June to 14th July 2016.
- 15.2 Internal Auditor’s report – the report was originally circulated on 31<sup>st</sup> May and again on 29th June 2016 with the clerk’s comments on the implementation of the auditor’s suggestions. The report was not discussed. A lengthy discussion took place, in which Cllrs Frank and Carol Roper stated they had issues with governance and wanted to raise these with the auditor. The vice-chairman advised that councillors with concerns should put these concerns in writing to the clerk and the council. Discussion of the internal auditor’s report was postponed to the August meeting.
- 15.3 A new subscription to the Society of Local Council Clerks (SLCC) was confirmed. The cost is £111 (£8 joining fee plus £103 annual subscription).
- 15.4 The payments listed below were authorised and the payment authorisation sheet signed:

Description	Amount
Clerk June Salary & Expenses	£482.23
Phoenix Contracting (Martin Davies) - grass cutting & parish maintenance	£430.00
Think Design - printing July newsletter	£250.00
Newsletter editor quarterly payment - I Broadbridge	£87.50
SLCC joining fee and subscription 2016	£111.00
<b>Total Payments</b>	<b>£1,360.73</b>

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

Next meeting: Wednesday 3<sup>rd</sup> August 2016 at Budbrooke Village Hall, Hampton Magna

Agenda Items: Internal auditor's report; Complaints procedure; Lone working policy

**Signed:** .....

**Date:** .....