



Minutes of Budbrooke Parish Council Meeting held on Wednesday 3rd August 2016 at Budbrooke Village Hall

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

Seven members of the public were present. The issue of the unlevel drain covers on Old Budbrooke Road was raised – the clerk confirmed that WCC Highways have issued an order for these to be reset, independent of any resurfacing of the road. The clerk also confirmed that no further correspondence has been received relating to the Northbound Services/Starbucks planning application.

Mr Stephen Halliday of Birmingham Road spoke about the drainage problems by his property, which he believes are causing damage to his house. The council has seen photos of the problems and the blocked drains. Mr Halliday has raised the matter with WCC.

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 K. Dutton.

4 Minutes of Last Meeting

The council resolved to accept the minutes of the meeting held on 6th July 2016.

5 Police Matters & WRW Community Forum Matters

The next forum will take place on 22nd September at Shirehall. Community Forum grants can now be applied for and this may be the last year that grants are available.

6 Playgrounds

The July inspection report had been received. The clerk to ask Martin Davies to quote for replacing the rotten timbers on the cabin slide at Montgomery Avenue.

7 Matters Arising

- Stanks Island proposals – the council noted that an officer from WCC Highways would be attending the September meeting to discuss the proposals in detail and provide further information on the project.
- A46 noise levels – Highways England has not yet responded to the council's enquiry. The council understands that all resurfacing is now carried out using low-noise tarmac so when the road is resurfaced this should improve the situation.
- Hampton Magna 50th anniversary celebrations – the rounders in the park event was a success and another is being considered for September.

8 Correspondence

- Email from Stephen Halliday about drainage issues on Birmingham Road – the issue had been raised during public comments at the start of the meeting. The Chairman advised Mr Halliday to tell the clerk if he felt the parish council could help in any way.
- Letter from Cllr Frank Roper to the external auditor, copied to the parish council – noted. This is a personal letter and has not been sent on behalf of the council.
- WALC email regarding reductions to, and eventual removal of, the council tax grant and concurrent expenditure payment from WDC. Notice of the changes and the consultation should be sent out shortly by WDC.

9 Parish Maintenance

- It was noted that there is no resurfacing of Old Budbrooke Road planned for the near future, therefore WCC Highways have raised an order for the unlevel drain covers to be reset separately.
- Cllr Frank Roper is keeping updated with Severn Trent's progress on works in the parish
- The council recorded its thanks to Rob Middleton for repairing the barracks memorial.

The following items are to be reported to the appropriate authority:

- Footpaths from the bottom of Old School Lane along Henley Road need resurfacing. Cllr Robey to send photos to the clerk.
- Road sign removed and left on the green opposite the community centre

10 Matters Pertaining to Outside Bodies

10.1 Community Centre

Cllr Shirley read out the second report from BCA on the extension and expenditure from the grant awarded for the project by the parish council. No money has yet been spent from the parish council grant. Cllr Shirley thanked Julia Smith and the BCA committee for the work they are doing on the extension and refurbishment.

10.2 Village Hall

The defibrillator training in July went well. Signage will be provided and displayed, as suggested by Cllr Bryan. Cllr Robey had carried out an acoustic assessment as the committee was considering installing a hearing loop – other suggestions had been made and are being considered. A film night is planned for September. Cllr Hales is to obtain a list of users as funding may be available linked to adult education.

11 Planning Matters

11.1 Current Applications

None received

It was agreed that an application received on 3rd August would be circulated and a response agreed by email, as the deadline is two weeks before the next meeting.

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 the appeal has been submitted, stating that the parish council does not object to the plans if the converted building is to be used by agricultural workers on Warboro Farm, but would object to it being developed as a separate property to be put on the market.

11.2 WDC Planning Decisions

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
Refused.

WDC Planning confirmed that the garden is within the Green Belt, therefore the parish council submitted an objection to the proposal.

W/16/0943 – 23 Gould Road, Hampton Magna, Warwick, CV35 8TU

Erection of a two storey front extension

Granted.

11.3 Local Plan

The Local Plan hearing sessions will resume on 27th September 2016. Details of the hearings and the possibilities for parish council involvement had been received from Ian Kemp, the Programme Officer, and circulated. The council agreed to apply to take part in the hearing on item 7d - Proposed housing site allocations – Hampton Magna, H27 and H51d, and to invite the inspector to meet with members on a site visit prior to the hearing.

12 Policies and Procedures

12.1 Complaints Procedure – the draft procedure was approved, with the addition a statement to clarify that the procedure is to be used in the case of complaints from members of the public.

12.2 Lone Working Policy – draft policy approved

12.3 Records Management Policy, including Document Retention Schedule – the clerk confirmed that the retention periods for the bank statements, cheque stubs and paying in slips had been checked and would remain as in the schedule (current financial year +2 years). There is no guidance on audit notices therefore these have been added to the schedule, to be retained in line with the annual return.

13 Newsletter and Website

It was agreed that an item for the newsletter from the Montgomery Avenue Residents' Association would be free of charge as the group is a not for profit organization.

14 Financial Administration

Bank balances: Investment Account £54,553.82, Current Account £34,740.71

14.1 Internal Auditor's Report for 2015/16

The auditor's report with the clerk's comments on implementing the recommendations had been circulated in June, with discussions postponed from the July meeting. Following a lengthy discussion, Cllr Bryan proposed that the council accept the report and the recommendations within it. Cllrs D. Bryan, M. Dutton, A Robey and D. Shirley voted in favour; Cllrs R. Hales, C. Roper, F. Roper and M. Treacy voted against. The chairman used his casting vote and the resolution was passed.

14.2 The payments listed below were authorised and the payment authorisation sheet signed:

Description	Amount
Clerk July Salary & Expenses	£488.08
Martin Davies - grass cutting & parish maintenance July	£670.00
Think Design - printing August newsletter	£250.00
WALC subscription fees 2016/17	£546.00
Budbrooke Village Hall - hire April - June 2016	£60.00
Kirkwells - Consultation on draft plan	£480.00
Total Payments	£2,494.08

15 Date of Next Meeting and Items for the Agenda

Next meeting: Wednesday 7th September 2016 at Budbrooke Community Centre, Hampton Magna

Agenda Items: Stanks Island proposals – WCC officer to attend
 Memorial planters

Signed:

Date: