



Minutes of Budbrooke Parish Council Meeting held on Wednesday 2nd November 2016 at Budbrooke Community Centre

Present: Cllrs D. Bryan, K. Dutton, M. Dutton, A. Robey, C. Roper, D. Shirley and M. Treacy;

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

Nineteen members of the public were present.

Comments included the new kerb stones in Hampton on the Hill and the proposed traffic calming scheme for the village.

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

Received and accepted from Cllr R. Hales and Cllr F. Roper; WDC Cllr Phillips and WCC Cllr Caborn.

4 Minutes of Last Meeting

The council resolved to accept the minutes of the meeting held on 5th October 2016.

5 Police Matters & WRW Community Forum Matters

There were no matters to raise.

6 Playgrounds

The October inspection report had been circulated. Evidence of drug taking has been found at Styles Close.

The annual safety inspection report from Wicksteed and accompanying comments from the council's playground inspector were considered. The clerk is to ask Martin Davies for a quote for moving the goal posts at Styles Close 20-30 feet inwards at each end of the field and this will be considered along with the quote for repairing the fencing at the far end of the field, which was received earlier in the year.

7 Matters Arising

- Hampton on the Hill traffic calming – the council had received notification of a proposed change to a 50mph limit on the section of Hampton Road between Henley Road and the allotments. Representatives of HOTHRA, Bill Jackson and John Lock, were invited to speak on this matter and they outlined their association's concerns that a 40mph limit would be safer; the chairman reminded them that they had been advised at the meeting with Highways last year that there were additional costs associated with a change to 40mph and it would be difficult to get this approved. Councillors agreed to request a delay to the speed limit change until full details of the proposed traffic calming scheme have been received and reviewed by the council.
- WCC Highways' response to the council's concerns about the poor condition of the footpaths in Hampton Magna and the placement of the new kerb stones in Hampton on the Hill was noted. The kerb stones are correctly located and there is room for a bus and a car to pass safely; the footpaths will be investigated for inclusion on subsequent years' repairs lists but budgets for this work are reducing and the Dorchester Avenue/Chichester Lane footpath resurfacing will now take place in 2017/18.

8 Correspondence

- Notification of WALC meeting on 30th November - noted.
- Inspirational Woman Award – no suggestions for a nomination received
- Gritting routes for 2016/17 season – to note there is no change from the previous year for the parish
- Phone calls regarding the reductions to the bus service and the impact on residents, particularly those attending hospital appointments – the council understands these concerns and raised them with WCC when the changes were brought in. The clerk to seek a response to the letter sent to WCC and WDC in July.
- Tree protection order nomination for trees behind Clinton Avenue – the council supports this. The clerk to submit the details to WDC.

9 Parish Maintenance

The clerk to establish whether the large container in Jackson Close relates to the work being carried out in Hampton Magna by Severn Trent.

10 Matters Pertaining to Outside Bodies

10.1 Community Centre

Cllr Shirley read out the fifth report from BCA on the extension and expenditure from the grant awarded for the project by the parish council. No further money has yet been spent from the grant. A number of events are taking place in November and December, including bingo, prize charity bingo on 27th November and community carols on 3rd December.

10.2 Village Hall

November events include Film Night on the 18th and Remembrance Lunch on the 13th.

11 Planning Matters

11.1 Current Applications and Appeals

W/16/1595 – Wyndrush, Birmingham Road, Budbrooke, CV35 7DX: Erection of two storey extension to rear of property and re-roofing of former kitchen extension - No objections

W/16/1469 – 28 Arras Boulevard, Hampton Magna, CV35 8TY: Erection of single storey extensions to side and front - No objections

W/16/1710 – Budbrooke Primary School, Styles Close, Hampton Magna, CV35 8TP: Construct new flat roof extensions to form new office, new classroom, new creative play room, new WC's and new laundry room to the existing children's nursery

No objections but an additional comment regarding the large trees by the nursery is to be submitted – the council would not like to see any of the trees removed.

Appeal

APP/T3725/W/16/3157223 - Oak House, Birmingham Road, Budbrooke, Warwick, CV35 7DX: Outline planning application for the erection of 2no. dwellings with all matters reserved except access.

The appeal was noted but the council will not be submitting any further comments.

11.2 To note WDC planning decisions

W/16/1468 - 8 Marten Close: Addition of single/two storey extension to front elevation

Granted

11.3 Local Plan

Arrangements for speaking at the Local Plan hearing on 16th November 2016 – the chairman is to attend on behalf of the parish council. The clerk is to find out details of the arrangements for the hearing and pass these on to the chairman.

11.4 Feedback from WDC Planning support session on 25th October 2016

No one from the parish council was able to attend the session.

12 Newsletter and Website

No additional items to be included.

13 Financial Administration

Bank balances: Investment Account £54,563.02, Current Account £41,426.06

The council noted that the tenth edition of “Arnold Baker on Local Council Administration” had been ordered via WALC at a reduced price of £73.50.

Recommendations of the Finance Group from its meeting on 24th October 2016

The council considered the recommendations and resolved to approve them, with the exception of recommendations 2.1 – Review of Standing Orders and 2.2 – Review of Financial Regulations, which will be considered at the December meeting, as set out at the council’s annual meeting in May 2016.

The approved recommendations are as follows:

1 That the council approves the half year accounts to 30th September 2016.

2.3 That the council approves the 2016/17 risk assessment.

2.4 That the council approves the Statement on Financial Support for Local Organisations and the Statement of the arrangement between Budbrooke Parish Council and Budbrooke Community Centre & its managing committee.

3 That the council appoints Bill Robinson as internal auditor for the 2016/17 accounts; that the auditor is asked to carry out the audit to the guidelines within the latest version of the Governance and Accountability for Local Councils document and the schedule contained within Appendix 9 of the 2014 document, taking into account up to date WALC guidance on internal audit.

4 That the clerk investigates possible alternatives [to the Lloyds investment account] and brings recommendations to the council. The council must be able to draw a cheque on any new account.

5 That the council continues to maintain its accounts in spreadsheets, with guidance notes kept up to date by the clerk.

6 That the council approves the following expenditure on CiLCA training for the clerk, to commence in January 2017:

£100 to WALC for training and mentoring sessions over 12 months (£60 refundable when the clerk applies to SLCC to complete the portfolio)

£250 to SLCC to complete and submit portfolio.

Minimum 60 hours' paid study time for the clerk – to be reviewed regularly with the chairman and vice-chairman.

7 That expenditure on low value maintenance work that falls within the £500 limit in FR 4.1 continues to be authorised between meetings in accordance with FR 4.1.

Cllr C. Roper voted against and Cllr M. Treacy abstained on the approval of recommendation 1.

Cllr C. Roper and Cllr M. Treacy abstained on the approval of recommendation 2.4.

13.1 **Authorisation of payments** – the accounts listed below were authorised for payment and the payment authorisation sheet signed by the chairman:

Description	Payee	Amount
Clerk October Salary & Expenses	A Davis	£498.17
Chairman's Allowance	M Dutton	£200.00
Martin Davies - grass cutting & parish maintenance October	Phoenix Contracting	£600.00
Think Design - printing October newsletter	Think Design and Print	£250.00
Total		£1,548.17

14 Date of Next Meeting and Items for the Agenda

Next meeting: Wednesday 7th December 2016 at Budbrooke Village Hall, Hampton on the Hill.

Agenda items: Review of Standing Orders and Financial Regulations; preliminary precept discussions.

Signed:

Date: