



## **Minutes of Budbrooke Parish Council Meeting held on Wednesday 7<sup>th</sup> December 2016 at Budbrooke Village Hall**

Present: Cllrs D. Bryan, K. Dutton, M. Dutton, R. Hales, A. Robey, C. Roper, F. Roper, D. Shirley and M. Treacy; WDC Cllr Alan Rhead; 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 Public Comments**

Sixteen members of the public were present. Comments included complaints that the footpath between Hampton on the Hill and Montgomery Avenue is overgrown and that people continue to cycle on it, despite cycling being prohibited. The clerk is to write to the Secretary of the Montgomery Avenue Residents' Association to raise these concerns.

### **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**

None were received. WDC Cllr Rhead and WCC Cllr Caborn arrived late due to attending another event prior to the meeting.

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

The council resolved to accept the minutes of the meeting held on 2<sup>nd</sup> November 2016.

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

There were no matters to raise.

### **6 Playgrounds**

The November inspection report has been received and everything is satisfactory. The clerk to circulate the report to councillors.

A request from Kathleen Gorman for improved access across the Styles Close play area and field was discussed. Access is difficult for wheelchair users or people pushing double buggies as the gates open out of the play area, therefore one way will always be difficult to manoeuvre. Wicksteed advice taken when the gates were installed remains valid – gates should open outwards for children’s safety. Larger gates may be more helpful, but will not resolve the problem. Fitting different hinges which allow the gates to swing in both directions was suggested as a solution and it was agreed that the clerk will look into this.

## **7 Matters Arising**

- Hampton on the Hill traffic calming – it was noted that WCC had not agreed to the parish council’s request for the change to a 50mph speed limit to be put on hold until full details of the traffic calming scheme are received. Peter Gogerly of HOTHRA was invited to speak; the association would like a 40mph, rather than a 50mph, limit on the stretch of road in question. The council had accepted the advice of the WCC Highways Engineers, but understands why a 40mph limit is being requested and supports this. It was agreed that the council would put forward a suggestion for village speed limits to be discussed at a future community forum.
- It was noted that the HM50 commemorative bench, purchased by the parish council, has been delivered and will be installed to the front of the community centre.
- The response received from WCC to the parish council’s letter of July 2016 regarding the reduction in the No 68 bus service and the removal of travel tokens had been circulated. The letter or a summary of it will be included in the next newsletter and on the website.
- The parking restriction for the Blandford Way/Field Barn Road junction has been confirmed by WCC. It was agreed that the parish council would write to the Portfolio Holder for Transport and Planning to express its concerns that objections to the restriction were not considered fully and the parish council’s comments on the consultation response and its suggestions for a more limited restriction did not appear to have been taken into account.
- Tree preservation orders – WDC has agreed to put forward the trees behind Clinton Avenue for a TPO but the trees at the bottom of Minster Close and the poplars on Old Budbrooke Road are not suitable for an order.

## **8 Correspondence**

- Hampton on the Hill telephone box – the box is scheduled for removal and a local resident has asked if there is support for it to be retained. The clerk to establish whether the box, without the telephone, can be taken over by the parish council and maintained. The council is aware that there will be costs associated with ensuring the box is kept in a safe and presentable condition.
- Road traffic order for change of speed limit on the A4177 and A425 and revocation of no right turn order into Budbrooke Road and out of Haywood Road. The council has already submitted comments as part of its response to the Stanks Island alterations earlier in the year.

## **9 Parish Maintenance**

The clerk to contact Severn Trent to ask for information on the current works in Hampton Magna so that this can be published on the website and in the newsletter, if the works are still underway in February 2017. Cllr F. Roper to provide the contact details to the clerk.

The clerk confirmed that no further reports of sewerage problems had been received following the recent newsletter article.

It was noted that the pavements around the parish are in poor condition; this has been reported to WCC Highways.

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

### **10.1 Community Centre**

Cllr Shirley read out the sixth and final monthly report from BCA on the extension and expenditure from the grant awarded for the project by the parish council. The second instalment has been paid for the work and funds given by the parish council have been spent in full.

The community carol event was a great success as was the prize bingo, with proceeds split between the community association and ILEAP. Other recent events include the Christmas fayre and cookery demonstration and almost £700 has been raised for the centre in the past month through fund-raising events.

### **10.2 Village Hall**

The Remembrance Lunch was well supported with over 80 attendees and £250 was raised for the British Legion. The November film night was a success. The hall committee have applied for a Hallmark accreditation and should hear if they are successful early in the new year.

### **10.3 Pub**

The council agreed with Cllr Kate Dutton that it is good to see the pub now doing so well and the new tenants becoming involved in the community.

## **11 Planning Matters**

### **11.1 Current Applications and Appeals**

W/16/2039 – 7 Marten Close, Hampton Magna, CV35 8UD: Erection of single storey rear extension and two storey front extension.

No objections.

### **11.2 To note WDC planning decisions**

W/16/1469 – 28 Arras Boulevard, Hampton Magna, CV35 8TY: Erection of single storey extensions to side and front.

Granted

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.

Refused.

### **11.3 Local Plan**

The chairman had attended the Local Plan hearing on 16<sup>th</sup> November 2016 to speak on behalf of the parish council. He gave a brief summary of the discussions which also involved developers, representatives of Hatton Parish Council and representatives of WDC Planning.

The suggestion was made at the hearing that a road be put in from the Henley Road to the Hampton Magna sites to keep traffic through the villages to a minimum and that the developers work together on this.

### **11.4 Neighbourhood Plan Update**

The plan was put on hold earlier in the year due to the delays with the Warwick District Local Plan but work now needs to restart on it. A quote of £2,500 has been received from Kirkwells for work on the next stage of the neighbourhood plan and the council will be able to apply for a grant to cover some of the costs; the remainder will be covered by the parish council. Referendum costs are borne by WDC. WCC Cllr Caborn suggested speaking to Bishops Tachbrook Parish Council as they have completed their plan.

## 12 Review of Standing Orders and Financial Regulations

The council considered the Finance Group recommendations on the standing orders and financial regulations.

**Standing Orders** - It was resolved that the standing orders be adopted with the following amendment, subject to WALC confirmation that this is acceptable, as it is a statutory order that should not be amended:

- Deletion of point 18f

### Financial Regulations

Three amendments had been proposed by NALC to the model financial regulations (MFRs):

**MFR 1.6** – It was agreed that the clerk will seek guidance from WALC on the following wording to establish if this interpretation is in line with the thinking behind the NALC amendment:

*Breach of these Regulations by an employee which is not deliberate or willful may give rise to disciplinary proceedings. Deliberate or wilful breach of these Regulations by an employee is considered to be gross misconduct and will give rise to disciplinary proceedings.*

**MFR 6.4** – It was agreed that the phrase “under normal circumstances” would be removed from the amendment suggested by NALC; the following amendment to the regulation was approved:

*Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not be a signatory to the payment in question.*

The clerk is to arrange for the bank mandates to be updated to add the following councillors as signatories: Cllr R. Hales, Cllr C. Roper, Cllr F. Roper and Cllr M. Treacy

**MFR 11** – The council agreed to adopt the proposed NALC amendments to this regulation, to incorporate the specific requirements of the Public Contracts Regulations 2015, whilst retaining its lower limit of £10,000 in place of the MFR limit of £25,000.

Current regulations 11b – 11k inclusive are to be removed and replaced with the NALC amendments 2016: 11b – 11k inclusive.

## 13 Newsletter and Website

Items to be included: Information on Severn Trent works; WCC response about the No 68 bus service; short item asking people to be vigilant and to report any suspicious behaviour, following criminal damage to cars parked on Arras Blvd – Cllr Hales to provide this.

## 14 Financial Administration

Bank balances: Investment Account £54,565.26, Current Account £39,225.16

- 1 The council noted receipt of an unqualified external audit report from Grant Thornton and certification of the annual return for 2015/16. It was noted that an additional fee of £290+VAT is payable for the auditor's services in responding to queries raised by Cllr Frank Roper as an elector of the parish. The council approved this payment.
- 2 It was noted that Bill Robinson has agreed to remain as internal auditor for the 2017/18 accounts. His comments relating to councillors raising issues with the internal auditor had been circulated prior to the

meeting – there is no mechanism for this to take place and any issues should be resolved by the council. A further discussion took place on this matter and the chairman advised that council decisions are corporate and stand even if individual councillors do not agree with the decision.

- 3 Preliminary precept discussions were held. Draft precept and budget information for 2017/18 had been circulated in advance of the meeting. Three different models for the budget, showing different levels of precept and use of the general reserve had been prepared. The precept and budget will be set at the January 2017 meeting.
- 4 The accounts listed below were authorised for payment and the payment authorisation sheet signed by the chairman:

Description	Payee	Amount
Clerk November Salary & Expenses	A Davis	£497.49
Think Design - printing December newsletter	Think Design and Print	£250.00
Grant Thornton Audit fees - annual audit and additional services	Grant Thornton UK Ltd	£588.00
Martin Davies - playground inspections	Phoenix Contracting	£100.00
<b>Total</b>		<b>£1,435.49</b>

## 15 Date of Next Meeting and Items for the Agenda

The council resolved to change the date of the January meeting from 4<sup>th</sup> to 11<sup>th</sup> January 2017.

**Next meeting: Wednesday 11<sup>th</sup> January 2016 at Budbrooke Village Hall, Hampton on the Hill.**

Agenda items: To set the budget and precept for 2017/18.

Signed: .....

Date: .....