



Minutes of Budbrooke Parish Council Meeting held on Wednesday 5th April 2017 at Budbrooke Village Hall

Present: Cllrs D. Bryan, K. Dutton, M. Dutton, R. Hales, A. Robey, C. Roper, F. Roper and D. Shirley;
WDC Cllr Peter Phillips; WCC Cllr Les Caborn

BCA – Budbrooke Community Association/ HA – Highways Authority/ 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

Members of the public raised the following matters:

Hedges around the parish are encroaching onto footpaths. It was agreed that a reminder will go into the newsletter asking residents to cut back hedges.

Thank you to WCC for repainting the cross-hatching at the top of Styles Close, following the resurfacing of the road.

Budbrooke Primary School would like developers to pay for fencing around its field boundary, before building starts in the adjoining fields, out of the Community Infrastructure Levy (CIL). The chairman advised that the school should contact the county council directly and request that this is applied for through a section 106 agreement.

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 M. Treacy.

4 Minutes of Last Meeting

The council resolved to accept the minutes of the meeting held on 1st March 2017.

5 Police Matters & WRW Community Forum Matters

The next Warwick Rural West Community Forum is scheduled for Thursday 28 September 2017, from 7pm to 9.30pm in Committee Room 2, Shire Hall, Warwick. A forum planning group meeting will be held prior to this. The provisional meeting on 25th May will not take place.

The PCSO has advised that vans are at risk if tools are not removed; nothing valuable should be left on display in vehicles.

WDC Cllr Phillips has reported a matter that he had been informed of, of unknown people asking about ownership of fields – he has passed this on to those dealing with the recent traveller encampments as it may be linked.

6 Playgrounds

The March inspection report had been circulated to councillors. There were no matters of concern to be addressed.

Work to be carried out at the play areas:

- A new specification for relocating the goal posts and additional work at the Styles Close playing field is required so that new quotes can be obtained. It was agreed that this would be discussed this via email then refer to the finance meeting or a subsequent parish council meeting.
- It was noted that the clerk and chairman have considered and accepted the following quotes from Martin Davies, in line with standing orders:
Preparation and repainting of play equipment at Montgomery Avenue play area - £350 for labour; the council to purchase the paint
Treatment of benches at Montgomery Avenue play area - £150 plus the cost of the treatment product
- Cutting back the brambles and undergrowth behind the bungalows at the Montgomery Avenue play area – the clerk to seek quotes to be considered by the council
- Martin Davies has altered the gates at the Styles Close play area to open both inwards and outwards, as requested, but they now do not swing closed. An alteration will be tried, but if this does not rectify the problem the council may have to consider installing new gates.

7 Matters Arising

- Hampton on the Hill proposed traffic calming measures – the speed limit changes had been approved by the Portfolio Holder for Transport and Planning and details of the scheme have been circulated by WCC Highways. A meeting planned for 30th March 2017 between WCC Highways, HOTHRA and the parish council was cancelled due to purdah rules for the forthcoming WCC elections. Any comments to go to Ema Jones in WCC Highways.
- Telephone kiosk in Hampton on the Hill – the council has received an offer to help maintain the kiosk from a local resident; further volunteers are sought. The council wants to ensure that there is general support for retaining the phone box and to help maintain it, before signing the contract with BT. Cllr Hales is to speak to residents of HOTH to ascertain whether the required support exists.
- Centenary Fields application for Montgomery Avenue – the clerk is to obtain a further document relating to the ownership of the land, prior to the agreement being signed. The council can have the trust deed reviewed by Warwickshire Legal Services at a cost of £103 per hour if it feels it necessary.

8 Correspondence

Receipt of the following items was noted:

- NALC Consultation on the government's Housing White Paper – no response to be made

- Review of Warwick District electoral boundaries; email received from Graham Leach, WDC Deputy Monitoring Officer
- Letter from Montgomery Avenue Residents' Association enclosing a plan of their land, in relation to the Centenary Field application

It was also noted that the clerk has received an anonymous letter and that correspondence will not be considered unless the sender provides their details.

9 Parish Maintenance

- The council noted that WCC Highways have raised orders for potholes at the following locations to be repaired: Blandford Way towards the junction with Old Budbrooke road; Old Budbrooke road; junction with Woodway; junction of Chichester Lane and Dorchester Avenue; Styles Close; junction of Field Barn Road and Styles Close. The damaged road speed post near to Church Lane junction will also be repaired.
- WCC Highways have advised that there is no funding for repairs to the verge on Field Barn Road reported last month but that this situation will be monitored, should funding be made available. The clerk is to ask Martin Davies for advice and a quote to repair the damage.
- There is a gap in the hedge and a missing sign at the site of an accident on the bend near Hampton on the Hill; police were in attendance and WCC Highways should have insurance details to cover the costs of repairs.

10 Matters Pertaining to Outside Bodies

10.1 Community Centre

On 2nd April an Easter fun day was held which was well attended; the prize bingo that evening raised £400 which will be split between BCA funds and the defibrillator funds. A cooking demonstration will be held on April 25th.

10.2 Village Hall

The AGM was held on 29th March; a new treasurer was elected but there are no other changes to the committee. The first film night of the year was held on 31st March.

10.3 WALC annual event

Cllr C Roper gave a report on the event which she and Cllr F Roper had attended on 4th March. This included information on planter suppliers that may be of interest for the area around the barracks memorial, making use of assets within a parish and suggestions for the Annual Parish Meeting.

11 Planning Matters

11.1 Current Applications

W/17/0323 - 2 Hatton Terrace, Birmingham Road, Hatton, Warwick, CV35 7JS: Erection of two storey front extension and single storey rear extension.

No objections

W/17/0486 - The Old Chapel, Henley Road, Hampton On The Hill, Budbrooke, Warwick, CV35 8QX: Erection of a detached garage after demolition of the existing garage.

Comments to be submitted to the clerk by email and a response to be agreed with the chairman. Concerns were raised that the plans show a replacement building very different from the original.

W/17/0295 & W/17/0296LB - Church Farm, Church Lane, Budbrooke, Warwick, CV35 8QL: Erection of a second storey extension and erection of a conservatory to the residential barn conversion to Church Farmhouse

No objections

W/17/0056 – A4189 Junction, Hampton on the Hill: Erection of single building consisting of four wooden stables
Comments to be submitted to the clerk by email and a response to be agreed with the chairman.

11.2 WDC planning decisions

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.

Granted

W/17/0116 - 36 Chichester Lane, Hampton Magna, Budbrooke, Warwick, CV35 8TG: Erection of single storey side and front extension

Granted

11.3 Neighbourhood Plan Update

The council resolved that the second Regulation 14 Consultation on the Draft of the Budbrooke Neighbourhood Development Plan will run from Monday 24th April 2017 until Friday 9th June 2017. A short newsletter will be sent out with the May parish newsletter and copies of the plan will be left in several locations around the parish. Statutory consultees will be consulted again.

The chairman advised that the neighbourhood plan group would be applying for a further grant to cover some or all of the costs of the second consultation; these are estimated to be £2,812, the majority of which is consultancy fees. In the event that the grant does not cover all the costs, the shortfall will come out of the council's Local Plan and Neighbourhood Plan Reserve, the balance of which is currently £4,021.00.

A meeting with Richborough, the developers of the H51 site, is provisionally arranged for 10th May 2017 at the community centre. The developer of the other site, owned by the Henry VIII Trust, has been invited. It is hoped that this will be a public meeting with details of the design and plans for the sites.

12 Newsletter and Website

The chairman will arrange for the neighbourhood plan documents to be available on the website.

13 Financial Administration

Bank balances: Investment Account £54,574.23, Current Account £34,474.03

13.1 The following arrangements for review of the 2016/17 year-end accounts, internal audit and approval of the annual return were approved:

- The Finance Group – comprising the Chairman, Cllr F. Roper and the Clerk - will meet on 22nd May 2017 to review and approve the 2016/17 accounts. The accounts will be circulated with the May meeting agenda for any queries to be raised at the parish council meeting on 3rd May 2017 and referred to the Finance Group if necessary. If production of the accounts is delayed they will be circulated by 8th May, with any queries to be raised by email.
- The internal audit will take place in May or the first week of June, prior to the June meeting, at a time to be arranged between the clerk and the internal auditor.
- The annual return will be signed off at the parish council meeting on 7th June 2017.

- 13.2 The council resolved to open a Community Account at NatWest Bank and transfer sufficient funds to this account to ensure that funds in the Lloyds accounts remain within the limits covered by the Financial Services Compensation Scheme. It was agreed to refer this to the Finance Group to confirm arrangements.
- 13.3 The accounts listed below were authorised for payment and the payment authorisation sheet signed by the chairman:

Description	Payee	Amount
Clerk March Salary & Expenses	A Davis	£473.69
Martin Davies - playground inspections March 17	Phoenix Contracting	£80.00
Newsletter Editor quarterly payment	Ian Broadbridge	£87.50
Think Design and Print April 17 newsletter printing	Think Design and Print	£300.00
ICO Registration	Information Commissioner	£35.00
Land Rent	Warwick District Council	£500.00
Photocopying - neighbourhood plan	The Gap	£6.20
Total		£1,482.39

14 Date of Next Meeting and Items for the Agenda

Next meeting: Wednesday 3rd May 2017 at Budbrooke Community Centre. This will be the annual meeting of the council.

As the community centre is once again available on Wednesday evenings, the council will return to its previous arrangement of alternating between the community centre and the village hall for its monthly meetings. The APM on 17th May, an additional meeting, will still take place at the village hall.

Signed: **Date:**