



Minutes of Budbrooke Parish Council Annual Meeting held on Wednesday 3rd May 2017 at Budbrooke Community Centre

Present: Cllrs K. Dutton, M. Dutton, R. Hales, A. Robey, C. Roper, F. Roper, D. Shirley and M. Treacy; 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/ SLCC – Society of Local Council Clerks / 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 Election of Chairman and signing of declaration of acceptance of office

Cllr Mike Dutton was elected Chairman, having been proposed by Cllr A. Robey and seconded by Cllr D. Shirley. The declaration of acceptance of office was signed.

2 Election of Vice-Chairman

Cllr David Bryan was elected Vice-Chairman in his absence, having been proposed by the chairman and seconded by Cllr K. Dutton.

3 Public comments

9 members of the public were present. The following matters were raised:

Overhanging hedges – a reminder to cut back hedges was included in the May newsletter which has just been delivered, so the council will wait to see if this has an effect.

Recent tarmac repairs on Chichester Lane area footpaths don’t appear to be professionally completed – WCC Cllr Caborn to enquire about this.

The dog waste bin at Montgomery Avenue play area is broken and needs replacing – the clerk to report to WDC.

Dog fouling in on public rights of way through the fields around the parish is becoming a real problem - the clerk to contact the dog warden to see if anything can be done.

4 Apologies and acceptance of reasons for absence

Apologies received and accepted from Cllr D. Bryan and WDC Cllr Peter Phillips.

5 Declarations of Interest and Dispensations

1 Declarations of interest in items on the agenda

None received

2 Requests for dispensations received

None received.

3 Dispensations granted

None received.

6 Minutes of Last Meeting

The council resolved to accept the minutes of the meeting of the council held on 5th April 2017

7 Dates and venues for council meetings for the year ahead

The list of dates and venues, circulated prior to the meeting, was agreed. Meetings will continue to be held at 8pm on the first Wednesday of each month, alternating between the Village Hall and the Community Centre.

8 Appointment of members to council working groups

The council agreed to continue as at present, with the same members on the groups.

- 1 Neighbourhood plan group – the chairman, Cllr F. Roper and Cllr M. Treacy
- 2 Emergency planning group – Cllr K. Dutton
- 3 Newsletter and website group – Cllr Hales

9 Appointment of members to outside bodies

The council agreed to continue as at present, with the same members on the committees.

- 1 Community Centre Management Committee - Cllr D. Shirley
- 2 Village Hall Committee – Cllr R. Hales
- 3 Budbrooke Charities – Cllr A. Robey and the chairman

10 Review of standing orders and financial regulations

These will be reviewed at the December 2017 meeting.

11 Council policies and procedures

- 1 Complaints Policy – review to take place in June 2017
- 2 Records Management Policy, including Document Retention Schedule – review to take place in July 2017
- 3 Grievance Procedure – to be reviewed as and when new advice is received or a new model policy issued by WALC/NALC
- 4 Lone Working Policy – to be reviewed as and when new advice is received or a new model policy issued by WALC/NALC
- 5 Requests made under the Freedom of Information Act and Data Protection Act
- 6 Press/media

On matters 5 and 6 the council's policy is to follow advice from WALC or the relevant organisation, ie, Information Commissioner's office; this policy was confirmed for the current year.

12 Review of asset register

The asset register will be reviewed as part of the year-end accounts at the finance group meeting on 22nd May 2017 and at the June parish council meeting.

13 Police matters/WRW Community forum issues

The next forum will take place on Thursday 28 September 2017 at Shirehall.

14 Playgrounds

- Inspection report - the April report had been received and there were no issues for concern

- Review of playground inspections – it was agreed that the council wishes to continue with the current arrangements for weekly playground inspections by Martin Davies.
- Gates at Styles Close play area – the gates no longer swing close since the hinges have been altered and this represents a safety issue. The clerk is to ask Martin Davies to alter the gates to restore them to their original state, opening outwards only. The clerk to ask WDC if they can provide any advice and Cllr Treacy to investigate the gates at Barford play area. Wider gates may be required.

15 Matters Arising

1 Traffic calming proposals for Hampton on the Hill, circulated in March 2017

The chairman confirmed that the proposals were in line with what had been discussed at the meeting with WCC Highways in December 2015. The parish council supports the proposals.

2 Telephone kiosk in Hampton on the Hill

Cllr Hales had spoken to some residents of Hampton on the Hill to ascertain whether there is support for retaining the phone kiosk. The general consensus is that residents want to retain the phone box and some would be willing to volunteer to maintain it but would like to know what will be required and what support the parish council will provide. Cllr Hales is to put together a proposal outlining the terms of reference for volunteers and the level of support to be offered by the parish council, for discussion at the June meeting. The clerk is to forward to Cllr Hales the emails from Barford Parish Council relating to their phone kiosk.

16 Correspondence

- The council noted that a new Tree Preservation Order has been confirmed - TPO 520: North East corner of field adjacent to Clinton Avenue & Arras Boulevard, Hampton Magna. A letter of thanks from local residents for the council's support for the TPO was also noted.
- The village hall has circulated details of a price rise from January 2018 – the hourly cost for hire will be £13.00.
- Cllrs F and C Ropers advised that they had responded to a request for feedback about the WALC Annual Event in March.

17 Parish Maintenance

- Barracks memorial: the lettering needs to be re-gilded - to be followed up with Cllr D. Bryan as he had the contact for this work; Cllr M Treacy to arrange for a weed mat and gravel to be laid around the memorial and to bring quotes for planters to a future meeting
- Cllr C Roper will re-plant the village planters ready for the summer

The following matters to be reported to WCC Highways:

- Drain on Old Budbrooke Road by the Warwicks is collapsing and the kerb stone has dropped – the clerk to advise WCC Highways
- The small 40mph sign on Church Lane needs to be repositioned or straightened
- The sign for the church at the bottom of Church Lane needs to be altered and to be tightened as it regularly moves out of place
- Tree on Old Budbrooke Road on the right in the direction of Hampton on the Hill needs to be cut back

18 Matters Pertaining to Outside Bodies

Community Centre – The Pudding Night unfortunately had to be cancelled; on 17th June 2017 “Budbrooke’s Got Talent” evening will take place.

Village Hall – Forthcoming events include a film night on 19th May 2017: I, Daniel Blake.

19 Planning Matters

1 Current Applications

None received.

2 To note applications considered between meetings

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.

No objections but request that reclaimed materials are used so that the new build is not out of character with the Old Chapel, and that further modifications are considered in relation to the neighbourhood plan.

W/17/0056 – A4189 Junction, Hampton on the Hill: Erection of single building consisting of four wooden stables.
No comments submitted

3 WDC Planning decisions and withdrawn applications

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

Application withdrawn

W/17/0141 – Warboro Farm, Henley Road, CV35 8QX - application for prior approval for change of use from agricultural building to 2 no. dwelling houses.

Granted

4 Neighbourhood Plan update

The consultation and drop-in event at the community centre on 14th May 2017 have been advertised around the parish and on the website. The open meeting on the proposed developments in Hampton Magna is arranged for 8.15pm on Wednesday 10th May 2017 at Budbrooke Community Centre. The chairman gave an outline of the format of this meeting.

The grant has now been received for the final stages of the plan, including the second consultation.

20 Newsletter and Website

The local police numbers are to be added to the newsletter; they used to be included but have been taken out in recent months.

A short discussion took place on delivery of the newsletter and whether a hard copy was still required for every household or if an email version could be subscribed to. The clerk to speak to Ian Broadbridge about the possibility of a survey on the website to ascertain whether there is any interest in an email version.

21 Financial Administration

Bank balances: Investment Account: £54,576.62; Current Account: £34,107.93

1 Year end 2016/17 accounts

The accounts had been circulated prior to the meeting. The finance group will meet on 22nd May 2017 and the signing of the annual return and governance statements will be on the June agenda. Cllr F Roper stated that he would send the clerk his queries on the accounting statements and that he was unhappy signing off the annual governance statement due to issues concerning the grant policy and the payment made to the community centre; Cllr C Roper stated that she supported this view. These matters will be discussed at the finance meeting.

2 Subscriptions

Continuation of the following subscriptions for the council and clerk was confirmed:

- a. WALC – current fee £547.91
- b. CPRE – current fee £36.00
- c. SLCC – current fee £93.00

3 Insurance

It was agreed to refer consideration of insurance quotes to the finance group meeting on 22nd May 2017 and to approve authorisation of the agreed payment between meetings, as a quote had not been received from the current insurer, Zurich. The renewal date is 1st June 2017.

4 Precept received

Receipt of £15,803.00 from WDC was noted. This represents the first half of the precept plus grant and concurrent services payment for 2017/18

5 Payments authorised

The following payments were authorised and the payment authorisation sheet signed off:

Description	Payee	Invoice No/Reference	Amount
Clerk April Salary & Expenses	A Davis	Apr-17	£544.76
Martin Davies - playground inspections April 17 & parish maintenance work	Phoenix Contracting	455	£470.00
Think Design and Print May 17 newsletter printing & Neighbourhood Plan booklet printing	Think Design and Print	18486 & 18528	£460.00
Village Hall Hire Jan & Feb 17	Budbrooke Village Hall	1/2017	£48.00
CPRE Subscription for 2017/18	CPRE	17/18	£36.00
WALC Subscription for 2017/18	WALC	17/18	£547.91
Total			£2,106.67

22 Date of next meeting and items for the agenda

Next meeting: Wednesday 7th June 2017 at Budbrooke Village Hall, Hampton on the Hill.
 Agenda Items: Signing of Annual Return and Annual Governance Statement for 2016/17.

Signed:

Date: