



Minutes of Budbrooke Parish Council Annual Meeting held on Wednesday 7th June 2017 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; 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 Public comments

Four members of the public were present. The following matters were raised and will be reported to the appropriate authorities:

- Water leak outside 4-6 Lloyd Close
- Slabs outside the school entrance on Styles Close are breaking up again; the problem is exacerbated by vehicles turning in that area and a post on the pavement could help to prevent this.
- Street lamps out on Field Barn Road – numbers to be passed to the clerk for reporting to WDC

2 Apologies and acceptance of reasons for absence

Apologies received from WDC Cllr Peter Phillips.

3 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.

4 Minutes of Last Meeting

The council resolved to accept the minutes of the annual meeting of the council held on 3rd May 2017.

5 Police matters/WRW Community forum issues

Cllr K Dutton reported that the local Neighbourhood Watch is still active and a meeting had been held the previous week.

Concerns were raised about people driving round the village collecting scrap, as items not intended for collection are being taken. A notice is to be included in the next newsletter advising residents not to leave items out for scrap collectors.

6 Playgrounds

1. Inspection report - the May report had been received and there were no issues for concern
2. Styles Close play area
 - The gates at the Styles Close play area have been altered so that they once again open outwards only. The clerk has received useful information from the Green Spaces team at WDC on play area gates and safety. The clerk is to obtain quotes for replacing the gates, which may require altering the fences.
 - A resident of Normandy Close has complained to the clerk about ivy and foliage from the playing field potentially damaging her fence; a quote for cutting this back has been requested from Martin Davies.
3. The following specifications were agreed for quotes for work at the play areas:

Montgomery Avenue

To cut back the brambles and smaller trees at the Montgomery Avenue play area: The area behind the two bungalows – 3 sides back of the bungalows, along the fence between the bungalows and Montgomery Avenue Houses, and along the side of that house; to cut down and remove brambles to leave approx. 1 – 1.5 m in place. Also, to continue with this down the side of the bungalow to a point where it begins to recede. To cut down the smaller ash trees, mainly those with low level branches but leaving any substantial trees. A representative of the parish council will meet contractors on site to clarify any matters.

Styles Close

To move the existing goal posts approximately twenty-five feet in towards the centre of the field and make good the resultant holes and the damaged play area.

The erection of a 6ft close board or similar wooden fence along the school field side of the land now leased to Budbrooke Parish Council enclosing the south side of Styles Close Play area, clearing the brush and brambles contained therein, making a gate opening in the existing fence all in readiness for the parish council to further develop the area.

7 Matters Arising

- Telephone kiosk in Hampton on the Hill – Cllr Hales is working on the proposed terms of reference for volunteers and for parish council support for maintaining the kiosk and will report to the next meeting.
- Barracks memorial – the chairman has looked into the possibility of obtaining a grant but these are only available for work on war memorials. The area has been weeded and is ready for planters. A budget of £500 was agreed for filled planters, one either side of the memorial. Cllr Treacy will circulate a selection of styles and colours for the council to choose from.
- The Hampton on the Hill traffic calming scheme will go ahead as set out in Highways proposals discussed at the May parish council meeting.

8 Correspondence

The following items of correspondence were noted:

- Email from Izzi Seccombe, leader of WCC, confirming management and leadership arrangements of the council.
- DCLG advice note – Communities supporting one another. Letter to be added to the website.
- To note the email from Graham Leach, WDC Deputy Monitoring Officer, advising of delays to the boundary review due to the general election.

- Request from CJ's Events to use the Styles Close playing field for a community fair in September. Representatives of the company were unable to attend the meeting to give details of the planned event and have been invited to the July meeting.

To consider the council's response to the following items:

- Coventry Airport Consultation – Cllr Treacy plans to attend the open day on 21st June 2017 and will report back to the next meeting.
- WDC Modifications to the Draft Charging Schedule for the Community Infrastructure Levy – Hampton Magna has now been identified as a zone D village, which attracts a higher CIL rate. The chairman's comments on the CIL, circulated on 25th May 2017, re to be submitted as the council's response to the consultation.
- Notification of CIL Examination – the clerk to confirm that a representative of the council will speak at the hearing.

9 Parish Maintenance

The following matters are to be reported to the appropriate authorities:

- The pavement between Old Budbrooke Road and the Warwicks is in very poor condition and could be dangerous.
- The new tarmac and yellow lines are breaking up outside 7 Arras Blvd.
- The clerk is to thank WCC for the resurfacing of pavements on Chichester Lane and Dorchester Avenue and to request a walk-round of the village with a Highways officer, to see other pavements in need of resurfacing towards the centre of the village.
- Pot holes on Woodway and on Church Lane outside the old vicarage.
- Fly tipped mattresses on Woodway in the layby half way along the road.

10 Matters Pertaining to Outside Bodies

Community Centre – 17th June 2017 “Budbrooke's Got Talent” evening will take place.

Village Hall – Nothing to report this month.

11 Planning Matters

1 Current Applications & Appeals

W/17/0759 & W/17/0760 LB - 11 Hampton Road, Hampton On The Hill, Budbrooke, Warwick, CV35 8QR: Proposed demolition of 2no. existing single storey lean-to extensions, removal of a brick flue and construction of new oak framed single storey extension.

No objections

W/17/0974 - 6 Daly Avenue, Hampton Magna, CV35 8SE: Single storey extension to the front

No objections

W/17/0963 - The Firs, Birmingham Rd, CV35 7DZ: Erection of 3 pitched roof dormers

No objections

W/17/0985 - 327 Birmingham Rd, CV35 7DZ: Single storey front extension, first floor side and rear extension and single storey rear extension

No objections

Appeal reference number: APP/T3725/D/17/3174301: W/16/2291 - Hampton View, Henley Road, Hampton On The Hill, Budbrooke, Warwick, CV35 8QX: Erection of single story building with flat, green (living) roof.
No comments to be submitted.

2 WDC planning decisions, appeal decisions and withdrawn applications WDC Planning decisions and withdrawn applications

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.

Granted

W/17/0056 – A4189 Junction, Hampton Road, Hampton on the Hill: Erection of stable building

Granted

W/16/0778 – Old Warwickian Sports Ground, Hampton Road, Warwick, CV34 6HX: Erection of single storey side and rear extension

Granted, with conditions on lighting.

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

Withdrawn

3 Local Plan Update

CIL consultation and inspection discussed under Item 8.

4 Neighbourhood Plan update

The consultation period ends on 9th June 2017. Seven responses have been received to date, from members of the public and statutory consultees.

The Groundwork grant of £2,470 has been received and the clerk is to confirm with Kirkwells that the council wishes to accept their proposal for the neighbourhood plan support package for the final stages of the plan.

12 Review of Complaints Procedure

It was noted that no new guidance on complaints procedures had been issued by WALC since the policy was adopted in 2016. The policy was approved for the next twelve months, with no changes.

13 Newsletter and Website

Police numbers – inclusion of these in the newsletter has been requested; it was previously agreed that these would be taken out of the information pages due to lack of space. The police now advertise only 101 for non-emergencies and 999 for emergencies. These two numbers are to be advertised in the newsletter as and when there is space, as a reminder.

Survey on receiving the newsletter by email – the following question is to be asked on the website and in the newsletter; results of the survey to be brought to a future council meeting for discussion:

Would you be interested in receiving your monthly newsletter by email?

Note on not leaving items out as scrap to be included in the newsletter.

14 Financial Administration

Bank balances: Investment Account: £54,578.79, Current Account £51,129.54

1 Internal auditor's report for 2016/17

The council noted receipt of the report, which raises no significant concerns. The auditor has signed the relevant section of the Annual Return.

2 Recommendations of the Finance Group from its meeting on 22nd May 2017

- a) That the council approves the Annual Governance Statement 2016/17, Section 1 in the Annual Return (Recommendation III) – approved. Cllrs C. Roper and F. Roper voted against approval; Cllrs R. Hales and M. Treacy abstained.
- b) That the council approves the 2016/17 year end accounts, made up of the Accounts Sheet, Balance Sheet, Asset Register and Bank Reconciliation (Recommendation I) – approved.
- c) That the council approves the Accounting Statements 2016/17, Section 2 in the Annual Return (Recommendation II) – approved.
- d) That the council accepts the Internal Auditor's Report for 2016/17 and the clerk's comments on the auditor's recommendations (Recommendation IV) – approved.
- e) That the policies/statements governing grants to local organisations and to Budbrooke Community Association be reviewed (Recommendation V) – approved.
- f) That the council retains additional documents as addenda to meeting minutes rather than as part of the minutes (Recommendation VI) – approved.
- g) That the council opens a Community Account with Barclays Bank and transfers £40,000 from its Lloyds Investment Account to the new account. Signatories for the new account to be the same as for the council's Lloyds Accounts, once updated (all councillors, with the exception of Cllr D Shirley) (Recommendation VII) – approved.
- h) That the risk assessment is reviewed at the next finance group meeting (Recommendation VIII) – approved.

The annual return was signed and dated by the Chairman. The period for the exercise of electors' rights will run from 9th June – 20th July 2017 and will be advertised on 8th June on the website.

3 Review of the policies governing grants to local organisations and to Budbrooke Community Association

Cllr F. Roper is to draw up a policy for preliminary discussion at the July meeting.

4 Insurance for 2017/18

A quote of £783.61 from Aon UK Ltd for insurance for 2017/18 has been approved by members of the finance group and a cheque signed between meetings. Details of the payment are included on the payment authorisation sheet for this month.

5 Payments authorised

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

Description	Payee	Amount
Clerk May Salary & Expenses	A Davis	£504.88
Martin Davies - playground inspections May 17 & parish maintenance work	Phoenix Contracting	£705.00
Think Design and Print - June 17 newsletter printing	Think Design and Print	£350.00
Church Centre meeting room hire 22/05/17	St Michael's Church Centre	£20.00
W Robinson - Internal audit services	W Robinson	£132.00
The Gap - printing NP representation forms	The Gap	£10.00
C Roper expenses - village planters	C Roper	£56.50
Total		£1,778.38

15 Date of next meeting and items for the agenda

Next meeting: Wednesday 5th July 2017 at Budbrooke Community Centre, Hampton Magna.

Agenda items: Review of the council's Retention of Documents and Records Management Policy

Preliminary discussions on draft grants policy.

Signed:

Date: