



## Minutes of Budbrooke Parish Council Meeting held on Wednesday 5<sup>th</sup> July 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; WDC Cllr Alan Rhead

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

The following matters were raised and will be reported to the appropriate authorities:

- Large pot hole in the road surface on the bend by Ugly Bridge.
- Road sign is missing by Woodway and needs to be replaced.
- On Woodway the fly-tipped mattresses have been removed but other items have been left there.
- The footpath from Woodway to Church Lane is overgrown and impassable and a signpost is missing from the end of the path. The path needs to be identified on the definitive map.

The school want to tarmac the verge next to school fence on Styles Close to create a drop-off zone – Cllr Caborn advised that the Head needs to write to Education Services to request this.

### 2 Apologies and acceptance of reasons for absence

Apologies received from the Cllr D. Bryan and 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 meeting of the council held on 7<sup>th</sup> June 2017.

### 5 Police matters/WRW Community forum issues

The council noted the following incidents, which had been reported to police:

- Attacks on boats on the Budbrooke stretch of the canal, including an arson attack
- Trespass and anti-social behaviour on the school field, including lighting of bonfires, one of which required fire-service attendance. The PCSO has advised that he will continue to increase the time he

spends in the area and let colleagues know of the problems. The police have visited those trespassers who have been identified.

## 6 Playgrounds

1. Inspection report - the June report had been received and there were no issues for concern
2. Matters at Styles Close play area/field:
  - Gates – due to the amount of work involved in installing wider gates, it was suggested that the council could look at fencing off the play area and removing the gates at each end of the path completely
  - The council accepted a quote of £225.00 plus VAT to cut back and remove ivy and other growth from the fence at the rear of the garden of number 9 Normandy Close which borders the Styles Close Playing Field
3. Update on quotes for work at Montgomery Avenue and Styles Close – these have been requested and will be considered at the August meeting
4. Other issues at the play areas:
  - The clerk is to request a quote for cutting back ivy and brambles on the parish council's land at Montgomery Avenue which are affecting properties on Friary Close
  - The lack of fencing at Montgomery Avenue play area and the possibility that this is a safety issue was raised; the clerk advised that a hedge had been planted and then removed many years ago and this may have been due to a restrictive covenant on the land. The clerk is to investigate further.

## 7 Matters Arising

- CIL hearing 6<sup>th</sup> July 2017 – the Chairman will attend to represent the parish council in discussions. Other councillors are encouraged to attend. Only one representative of the parish council can be involved in discussions at any one time, but “hot seating” is allowed if others wish to speak about particular issues. The chairman will argue for retention of the higher CIL banding for Hampton Magna.
- Telephone kiosk in Hampton on the Hill – Cllr Hales has met with interested residents, who have concerns that it could be vandalised again, as it has been in the past. The suggestion is to improve the outside first; the group are happy to carry out the work with the parish council providing the materials. The council resolved to sign the contract with BT to take on ownership of the kiosk.
- WW1 Commemorations – the correspondence from St Michael's PCC had been circulated and the church's invitation to hold the ceremony on the church field, using a beacon rather than a bonfire, was welcomed. The church wishes to be involved in some way with the event.
- Centenary Field application for Montgomery Avenue play area - Cllr Hales is to review the deed of dedication.
- HOTHRA correspondence regarding the parish council's support for the traffic calming scheme proposed for Hampton on the Hill was noted.

## 8 Correspondence

- LGBCE (Local Government Boundary Commission for England) Review of Warwick District Council Boundaries – email received from Graham Leach, WDC Deputy Monitoring Officer. The review will start in November 2017. The council is invited to send representatives to a briefing on 7<sup>th</sup> August 2017.
- Coventry Airport Consultation – the council agreed to respond using the points raised by a local resident who had shared his comments with the parish council.

## 9 Parish Maintenance

It was noted that WCC Highways has advised that the problems reported at the June parish council meeting will be rectified and that a post will be installed on the pavement near the school entrance on Styles Close to prevent vehicles driving on the footpath.

Matters raised:

- Footpaths on Chichester Lane, Cherry Lane and Slade Hill are in a poor state of repair. A walk-around with a WCC Highways officer of these areas of the village has been requested
- Hedges overgrown around the village – item to go in the next newsletter
- Speed limit sign outside No 1 Damson Road is tilting

The council approved a quote from Martin Davies for verge repair on Field Barn Road, including soil and reseeded - £175.00 plus VAT.

## 10 Matters Pertaining to Outside Bodies

**Community Centre** – volunteers had a stall at the school fete which raised £45.00. The next meeting is on 11<sup>th</sup> July 2017.

**Village Hall** – Nothing to report this month.

## 11 Planning Matters

### 1 Current Applications & Appeals

W/17/1097 – 10 Hatton Terrace, Birmingham Road, Warwick, CV35 7JS: Proposed single storey rear extension and front porch extension.

No objections.

### 2 WDC planning decisions

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.  
Granted.

### 3 Local Plan Update

The CIL hearing will take place on 6<sup>th</sup> July 2017, as discussed under Matters Arising.

### 4 Neighbourhood Plan update

The consultation closed on 9<sup>th</sup> June 2017 and responses have been collated and forwarded to Kirkwells. The Neighbourhood Plan Group will meet towards the end of July to discuss any further amendments to the plan.

## 12 Review of Retention Of Documents And Records Management Policy

NALC has updated its guidance but there are no changes required to the schedule. Changes to data protection legislation will be introduced in 2018 which may affect this policy. The council confirmed the policy and agreed to review the document in 9 months' time, April 2018.

## 13 Grants Policy

Preliminary discussions were held on a new policy for grants to local organisations and to Budbrooke Community Association, based on the notes circulated by Cllr F. Roper and the policy from Ruspidge and Soudley

Parish Council, which had been forwarded by WALC as an example of good practice. Cllr F. Roper is to prepare a revised draft policy.

## 14 Newsletter and Website

Hedge cutting reminder to be included in newsletter.

Minutes of meetings are to be included in the newsletter with no amendments, with the exception of the removal of the list of payments.

## 15 Financial Administration

Bank balances: Investment Account £54,581.11, Current Account £48,918.17

Members of the public were asked to leave the meeting before the following items were discussed:

### 1 Union pay claim for 2018/19

The pay claim document from the trade union side of the National Joint Council (NJC) for Local Government Services had been circulated prior to the meeting, along with information from the clerk on the current banding of the clerk's role. Following a discussion, the council agreed to review the clerk's salary.

### 2 Authorisation of payments

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

Description	Payee	Amount
Clerk June Salary & Expenses	A Davis	£503.48
Martin Davies - playground inspections June 17	Phoenix Contracting	£430.00
Think Design and Print - July 17 newsletter printing	Think Design and Print	£350.00
<b>Total</b>		<b>£1,283.48</b>

## 16 Date of next meeting and items for the agenda

Next meeting: Wednesday 2<sup>nd</sup> August 2017 at Budbrooke Village Hall, Hampton on the Hill.

Agenda items: Review of the clerk's salary.

Grants policy

WDC Cllr Rhead advised that, as his portfolio now includes responsibility for gypsies and travellers, he will be holding a special planning forum meeting for town and parish councils and asking for positive suggestions on how to resolve the problems of unlawful encampments. The transit site planned for the district will not be available for another five years, so these problems are likely to continue.

Signed: .....

Date: .....