



Minutes of Budbrooke Parish Council Meeting held on Wednesday 2nd August 2017 at Budbrooke Village Hall

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

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. No comments were made.

2 Apologies and acceptance of reasons for absence

Apologies received from the Cllrs A. Robey, M. Treacy and WDC Cllr Alan Rhead.

3 Declarations of Interest and Dispensations

- 1 Declarations of interest in items on the agenda
Cllr D. Shirley declared an interest in Item 11: W/17/1312 – 2 Clinton Avenue, as he is a close neighbour.
- 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 5th July 2017.

5 Police matters/WRW Community forum issues

A new rural crime and engagement team is being formed by Warwickshire Police and councils are invited to raise issues of concern with the team. The council agreed it has no matters to raise.

6 Playgrounds

- 1 The July playground report had been circulated to councillors. There are no matters of concern.
- 2 It was noted that paint and primer has been ordered from Wicksteed for the play equipment at Montgomery Avenue, at a cost of £260.40 plus VAT.
- 3 Montgomery Avenue play area – comments from Safety Inspector Jim Hayes of Wicksteed had been circulated, advising that fencing is not required at the play area. This advice was accepted and the email will be kept on file.
- 4 The council accepted the following quote from Martin Davies: To cut back the hedges behind the sports fencing at Styles Close: £325.00

- 5 The council considered quotes received for the larger jobs at the play areas. Three quotes had been sought for both jobs, in line with financial regulations:

(a) 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.

Quotes received: Martin Davies: £975.00; Ollie Johnson (Johnsons Garden Services): £500 + VAT

The council resolved to accept Ollie Johnson's quote of £500+VAT

(b) 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.

Quotes received: Ollie Johnson (Johnsons Garden Services): £2,479.00 + VAT

The council resolved to accept Ollie Johnson's quote of £2479.00 + VAT

7 Matters Arising

- CIL hearing on 6th July – the chairman had attended to represent the council and had circulated feedback by email.
- Telephone kiosk in Hampton on the Hill – the cheque for £1.00 is on the list of payments to be authorised this month and will be sent off with the signed contract.
- WW1 Commemorations – the regiment has advised that they are keen to be involved with this event and Major John Bartlett TD will be our contact there.
- Centenary Field application for Montgomery Avenue play area – the council resolved to sign the Deed of Dedication with Fields in Trust (proposed by Cllr K.Dutton and seconded by Cllr D. Bryan, unanimously accepted). The deed was signed and witnessed as required by Fields in Trust and in line with standing orders.
- Barracks memorial – the council approved the purchase of two planters for the site at a cost of £255.00 including VAT, suggested by Cllr M. Treacy, details circulated on 13th July 2017.

8 Correspondence

The council noted receipt of the following items of correspondence:

- Letter of resignation from the clerk dated 5th July 2017.
- WALC notification of next meeting on 27th September 2017, 7pm at Leamington Town Hall
- Notification of planning forum on 14th September 2017. Cllr D Bryan usually attends these meetings but is unable to attend on this date; Cllr C. Roper will attend in his place.

9 Parish Maintenance

WCC Highways have been made aware of the problems with the newly resurfaced footpaths on Chichester Lane and Dorchester Avenue.

Resurfacing of the footpath from Old Budbrooke Road to The Warwicks has been carried out, as requested.

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

- Overgrowing hedges – Old Budbrooke Road at back of 14 Tithe Barn Close and neighbouring properties
- Woodway Avenue pavement is lifting due to tree roots coming through the tarmac.
- Water leak on Slade Hill.
- Repeated dog fouling issue on Chichester Lane.
- Dog fouling on the public footpath by Lloyds Close, particularly around the footpath entrances.

10 Matters Pertaining to Outside Bodies

Community Centre – The defibrillator has been installed. The committee will be putting in a grant application to WREN by the end of August for funding for a new kitchen, lobby and changes to the hallway. Forthcoming events – Scarecrow Competition 23-24th September and Parish Show on 10th September. The defibrillator has been installed.

Village Hall – There are three upcoming events: 22nd September – film night: My Old Lady; Skittles Night on 28th October; Film night 20th October: Their Finest.

11 Planning Matters

1 Current Applications & Appeals

W/17/1137 – 2 Middle Lock Cottages, Middle Lock Lane, Budbrooke, CV35 7JP: Erection of two storey rear extension

No objections

W/17/1229 – 59 Chichester Lane, Hampton Magna, CV35 8SX: Proposed single storey side extension

No objections

W/17/1238 - Use of land as an overflow car park adjacent to the existing overflow car park to west of Old Budbrooke Road (renewal of temporary permission W/15/0029 - Use of land as an overflow car park adjacent to the existing overflow car park to west of Old Budbrooke Road for a temporary period of 2 years, granted on 29th March 2015.)

No objections to permission being renewed for two years.

W/17/1312 – 2 Clinton Avenue, Hampton Magna, CV35 8TX: Erection of a two storey front and rear extension.

No objections

W/17/1097 – 9 Hatton Terrace, Birmingham Road, Warwick, CV35 7JS: Erection of a garage

No objections

2 WDC Planning Decisions

W/17/0985 – 327 Birmingham Road, Budbrooke, CV35 7DZ: Single storey extension, first floor side and rear extension and single storey extension

Granted

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

W/17/0693 – The Firs, Birmingham Road, Budbrooke, CV35 7DZ: Erection of 3no. pitched roofed dormers.
Granted

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.
Appeal reference number: APP/T3725/D/17/3174301
Appeal allowed – planning permission granted.

3 Local Plan Update

WDC Cllr Peter Phillips gave an update on the plan. The planning inspector has found the plan sound. Final checks are being undertaken and the final plan will go to full council on either 6th or 20th September 2017. This should mean that the developments planned for Hampton Magna will be included in the plan.

4 Neighbourhood Plan Update

Consultation responses have been considered and changes made as appropriate. The group is looking to present the plan to the parish council at the September or October meeting, for approval. The next step would be to refer it to WDC for a further consultation, the results of which go to the planning inspector.

12 Grants Policy

A lengthy discussion took place on the updated draft documents circulated on 23rd July 2017. The discussion included the general principles of grant policies and the possibility of consulting potential applicants such as BCA and the village hall committee. The chairman raised concerns that the draft policy involved the parish council too closely in the management of organisations and projects. To be further discussed at the next meeting once councillors have had more time to consider the amended draft policy in detail and the comments made so far.

13 Clerk And Responsible Finance Officer Recruitment

The job description and person specification have been updated, to be forwarded to applicants on request. An advert has been published on the website and in the newsletter and via WALC. To date, two enquiries have been received. Arrangements for interviews discussed under item 15.

14 Newsletter and Website

The results of the newsletter survey had been collated: 8 responses received, 6 in favour of receiving the newsletter by email; 2 not in favour. No action is to be taken as a result of the survey.

The Shoppa Hoppa bus advert is to be added to the newsletter and website.

15 Financial Administration

Bank balances: Investment Account £54,583.43, Current Account £46,612.38

1 Conclusion of External Audit

The external auditor has signed off the external audit report in the annual return for 2016/17, with no qualifications or accompanying statement. The chairman noted that, given that the internal and external auditors have signed off the annual return, this confirms that the council is acting appropriately in financial matters and has appropriate controls in place.

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

2 Clerk's Salary and arrangements

The council resolved to set the clerk's pay at the following levels, on scale LC1:

- Unqualified or with no previous experience as a parish clerk: Pts 18 – 22
- CiLCA qualified or with previous experience as a parish clerk: Pts 23 - 25

Arrangement for interviews – It was agreed that the panel will comprise: the chairman, vice-chairman, Cllr K. Dutton and Cllr R. Hales.

The clerk has agreed to stay on until the end of September if required to cover the next meeting and provide a handover to the new clerk.

3 Authorisation of payments

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

Description	Payee	Amount
Clerk July Salary & Expenses	A Davis	£497.50
Telephone Kiosk from BT	BT PLC	£1.00
Newsletter editor Apr-Jun 17	I Broadbridge	£87.50
Martin Davies - playground inspections July 17	Phoenix Contracting	£640.00
Think Design and Print - August 17 newsletter printing	Think Design and Print	£350.00
Village Hall - April, June and August 17 Hire	Budbrooke Village Hall	£72.00
Land Registry document fee	Fields in Trust	£3.00
Total		£1,651.00

16 Date of next meeting and items for the agenda

Next meeting: Wednesday 6th September 2017 at Budbrooke Community Centre, Hampton Magna.

Agenda items: Grants policy

Signed:

Date: