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| Text Box | **Minutes of Budbrooke Parish Council Annual Meeting held on** **Wednesday 2nd May 2018 at Budbrooke Community Centre** |

**Present**: Chairman Cllr M Dutton, Cllrs Mrs K Dutton, Mrs A Robey, Mrs C Roper, F Roper, D Shirley; WCC Cllr L Caborn, WDC Cllr P Phillips. 9 members of the public.

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 / NP - Neighbourhood Plan

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| 1 | **ELECT FORTHCOMING CHAIRMAN & VICE-CHAIRMAN**Chairman: proposed & seconded Cllr M Dutton - accepted, declaration of office was signed.Vice-Chairman: proposed & seconded Cllr D Bryan - accepted, declaration of office to be signed at June. |
| 2 | **DECLARATIONS OF INTEREST & DISPENSATIONS**1 To receive declarations of interest from Councillors on items on the Agenda2 To receive written requests for dispensations for disclosable pecuniary interests3 To grant any requests for dispensations as appropriateNONE WERE RECEIVED. |
| 345 | **APOLOGIES & ACCEPTANCE OF REASONS FOR ABSENCE:** Cllr Hales (away), Cllr Treacy (away), Cllr Bryan WDC Cllr Rhead & WCC Cllr Caborn.**TO APPOINT PC REPRESENTATIVES ON WORKING GROUPS / OUTSIDE BODIES:** Proposed, seconded & resolved all remain are they are.1. Neighbourhood plan group: Chairman, Cllr F Roper, Cllr M Treacy
2. Emergency planning group: Cllr Mrs K Dutton
3. Newsletter and website group: Cllr R Hales
4. Finance group: Chairman, Cllr F Roper, Clerk
5. Community Centre Management Committee: Cllr D Shirley
6. Village Hall Committee: Cllr R Hales
7. Budbrooke Charities: Chairman & Cllr Mrs A Robey

**AGREE STANDING ORDERS, FINANCIAL REGS, POLICIES & PROCEDURES REVIEW DATES**1. Standing Orders & Finance Regs - Oct Finance Cttee / PC December
2. Asset Register - May Finance Cttee - June PC
3. Complaints Policy – review to take place in June 2018.
4. Records Management Policy, including Document Retention Schedule – review to take place in July 2018
5. Grievance Procedure
6. Lone Working Policy
7. Requests made under the Freedom of Information Act and Data Protection Act
8. Press/media

 It Item 5, 6, 7 & 8: to note the council’s policy to follow advice from WALC or the relevant organisation,  I ie. information Commissioner’s office. Where no review is scheduled, the council reviews the policy as and when new advice or a new model policy is issued by WALC & advised by the Clerk.Pr Proposed, seconded and resolved as above.  |
| 6 | **MINUTES OF PREVIOUS MEETING:** Resolved minutes of the meeting held 4th April 2018 be approved at June meeting to allow further discussion with more Members present.  |
| 7 | **POLICE MATTERS / WRW COMMUNITY FORUM ISSUES:** Forum still has funding available for grant applications for local projects. Also grant funding available for Centenary funding from WDC. |
| 8 | **PLAYGROUNDS**PC noted monthly playground report circulated to Cllrs. Montgomery Avenue Information Board - consider quotes and content - defer to June meeting.  |
| 9 | **MATTERS ARISING:** all items deferred to June meeting including update on land ownership outside Slade Hill shops / Cllr Rhead - projector  |
| 10 | **CORRESPONDENCE:** PC noted following correspondence: WDC Boundary review public consultation /WALC social media courses (Cllr Hales & C Roper booked on, F Roper if spaces are available) / WDC consultations: Parking Standards and a Residential Design Guide. |
| 11 | **PARISH MAINTENANCE:** no new items raised. |
| 12 | **MATTERS PERTAINING TO OUTSIDE BODIES (CC/VH/OTHER)**1 Community Centre: see APM Mins2 Village Hall: see APM Mins3. Telephone Box HOTH: defer to June.  |
| 13 | **PLANNING MATTERS** |
|  | Chairman reported NP has now been submitted and thanked everyone for their involvement. Noted Plg Cttee 24/4 withdrawal of application in relation to H28 development proposals W17/2415.Noted Plg Appeal for W17/1819 - W18/0233 (resubmission) - 5 Maine Close, HM (PC no objections)

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| PC considered the following applications: |
| W18/0534 | The Old Chapel, Henley Road | [Erection of a two storey double garage following the demolition of the existing garage, single storey front porch extension following demolition of the existing porch, widening of access and installation of new gates](https://planningdocuments.warwickdc.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=_WARWI_DCAPR_80787) | No objections |
| W18/0629 | 12 Curlieu Close, HM | [Erection of a single storey side/rear extension](https://planningdocuments.warwickdc.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=_WARWI_DCAPR_80893) | No Objections |
| PC noted the following results: |
| W/18/0341 | 60 Old Budbrooke Rd | [Erection of a proposed two storey rear extension and cladding of former garage elevation in timber](https://planningdocuments.warwickdc.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=_WARWI_DCAPR_80579) | Refused |
| W17/2309 | Old Warwickian Sports Ground (Former Rugby Club) , Hampton Road | [Display of signage to the front elevation of the building (2no. non-illuminated) and display of directional signs near the entrance (4no. non-illuminated](https://planningdocuments.warwickdc.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=_WARWI_DCAPR_80068)) | Entrance - Granted / dRoad side - refused |
| W18/0287 | Warwick Parkway Railway Station | [Extensions to the station building entrance and toilets](https://planningdocuments.warwickdc.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=_WARWI_DCAPR_80521) | Granted |

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| 14 | **NEWSLETTER & WEBSITE**: Nothing to raise. |
| 15 | **FINANCIAL INFORMATION**Bank Balances: Investment Account £54603.84 / £25498.98 Current AccountPC Grants paper / legal advice - item deferred to June meeting. PC ratified PC majority decision to appoint Kenneth Dunn as this years Internal Auditor at £100.Noted first half of WDC precept & grant received £13680.00.PC noted accounts reconciliation & resolved to authorise payment of the accounts listed below. Payment authorisation sheet signed by Chairman.  |
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| **DESCRIPTION** | **PAYEE** | **INVOICE REF** | **AMOUNT** |
| Clerk April Salary & Exps | Mrs Simone Bush | Payslip | 468.13 |
| April PAYE | HMRC | Payslip | 111.4 |
| Half yearly land rent | WDC | 0082864828 | 500 |
| March Newsletter | Think Design & Print | 20847 | 300 |
| April Newsletter | Think Design & Print | 20958 | 300 |
| Cllr R Hales Training fee Social Media | WALC | 18356 | 46 |
| Cllrs C or F Roper as above | WALC | 18370 | 46 |
| Hall hire 15/5 & 6/6 | BBVH | 3/2018 | 52 |
| April grass cutting & P/G inspections | Phoenix Contracting | 508 | 280 |
| **TOTAL** |  |  | **2103.53** |

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| 16 | **MATTERS FOR INCLUSION ON NEXT AGENDA:** deferred items.  |
| 17 | **DATE OF NEXT MEETINGs:** Wednesday 6th June 2018 8pm. Noted meeting schedule for 2018/19.Meeting closed 8.30pm. |

**Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat and other best practices when making decisions at the Meeting.**