

**MINUTES OF BUDBROOKE PARISH COUNCIL MEETING  
WEDNESDAY 7<sup>th</sup> JANUARY 2015 AT BUDBROOKE COMMUNITY CENTRE**

**Present:** Councillors K.Dutton, M. Dutton, Reid, Robey, Shirley, Simmons, Standbridge, Thomas; Richard Morton; WCC Cllr Les Caborn (from 9pm)

PCSO – Police Community Support Officer / HOTH – Hampton on the Hill / HM – Hampton Magna / WDC – Warwick District Council / WCC – Warwickshire County Council / BB – Budbrooke / HOTHRA – Hampton on the Hill Residents’ Association / HMRA – Hampton Magna Residents’ Association / CC – Community Centre / VH – Village Hall / PC – Parish Council / NALC – National Assoc of Local Councils / WALC – Warwickshire Assoc of Local Councils / WAC – Warwickshire Area Committee / WRWCF – Warwick Rural West Community Forum / HA – Highways Authority / HNS – Housing Needs Survey / NW-Neighbourhood Watch / WRCC – Warwickshire Rural Community Council.

**1 PUBLIC COMMENTS**

Julia Smith and Gary Knight, Chair and Vice Chair of the Budbrooke Community Centre Management Committee attended to discuss the proposed extension to the community centre, following the refusal of planning permission. The parish council chairman gave feedback from the recent WALC meeting attended by Gary Fisher from WDC Planning and explained that the PC could put in a representation in support of the planning application. The PC chairman will attend a meeting between the planning consultant and Julia Smith on Friday 16<sup>th</sup> January. The PC would be willing to write to WDC in support of the application and would also ask for support from district councillor Clare Sawdon.

**2 APOLOGIES**

Received and accepted from Cllr Bryan.

**3 DECLARATIONS OF INTEREST AND DISPENSATIONS**

**I. To receive declarations of interest from councillors on items on the agenda**

Cllr Robey declared an interest in Item 7 – Encroachment onto PC Land, due to her position as Secretary of the Montgomery Avenue Residents’ Association.

**II. To receive written requests for dispensations for disclosable pecuniary interests**

None received.

**III. To grant any requests for dispensation as appropriate**

None received.

**4 MINUTES**

Resolved minutes of the meeting of the Council held on 3<sup>rd</sup> December 2014 true and accurate.

**5 POLICE MATTERS / WRW COMMUNITY FORUM ISSUES**

It was noted that PCSO Paul Coleman will be awarded the Joanne Graham Award Certificate of Commendation at the January forum.

**6 PLAYGROUNDS**

**Playground report**

The report was received prior to the meeting.

**Inspections**

RM has arranged to meet with David Connolly from Bishops Tachbrook, who is interested in taking on the playground inspections and litter picking. Mr Connolly will be asked to submit a quote for the work. The chairman thanked Richard Morton for his help with finding someone to take over the work.

**Extension to the play area at Styles Close**

The parish council needs to make plans to fence off the area. The clerk to check the lease for the additional land between the play area and the school field, for the clauses relating to fencing.

## 7 MATTERS ARISING

- **Encroachment onto PC land at Montgomery Avenue**

A further letter has been issued by Legal Services to the property owner, requesting a date for the repositioning of the fence. The clerk to take advice from Legal Services regarding the possible sale of the property.

- **Unregistered Land in Hampton Magna**

Village green and local green space legislation does not apply to this type of land, which is not in regular use by the community. The clerk to contact the resident who brought the matter to the council's attention, stating that the council would have no objections to the resident arranging for the tree to be pruned at the resident's own cost or to take reasonable measures to resolve the problems it is causing, but that the council does not wish to see the tree cut down.

- **Station parking on Blandford Way and parking restrictions**

The Civil Enforcement department has stated that a request for parking restrictions can be added to the list for consideration by WCC in November 2015. The clerk to confirm that the council would like this to be done and to ask what further information is required and the details of the restriction, including which stretches of road it will apply to. Tracking information for that junction, on both Blandford Way and Field Barn Road, would be required to ensure that any restriction covered the turning area for buses.

- **Dog fouling**

The dog warden has advised that she can write or speak to a dog owner who doesn't clear up after their dog if she is notified of the problem and given the name and address of the dog owner. Further action could be taken if anyone was willing to make a statement. The Keep Britain Tidy poster campaign is being trialled in Rugby and WDC will wait to see the outcome of the trial before considering whether to use this campaign.

- **Traffic calming measures requested for Hampton on the Hill**

Details have been requested from Graham Stanley, WCC Road Safety team, of any further measures he feels are required for the area.

## 8 CORRESPONDENCE

- Royal Garden Party Nominations 2015. It was agreed that Budbrooke's nomination would be Dave Shirley, for long and dedicated service on the parish council
- Consultation on parish polls. Members support the proposed measures
- May 2015 Meeting. The meeting must be held between 11<sup>th</sup> and 24<sup>th</sup> May, due to the elections taking place on 7<sup>th</sup> May. It was resolved to change the May meeting date to 13<sup>th</sup> May 2015 and to hold the annual parish meeting on the same date. The elections will be publicised in the newsletter and on the website.

The following correspondence was circulated prior to the meeting:

- Report into inquiry on the National Planning Policy Framework, from WALC
- Invitation to Police and Crime Commissioner's Public Scrutiny Meeting on 13<sup>th</sup> January 2015
- WDC Chief Executive's letter about delays to the Community Governance Review

## 9 PARISH MAINTENANCE

The clerk to refer the following item to the appropriate department:

- Pallets and window frames fly tipped on Woodway

Cllr Caborn brought two "School Zone" signs to the meeting, to be given to the school to display

The clerk to email Cllr Caborn with the details of the footpath resurfacing required on Dorchester Avenue and Chichester Lane as this could be paid for out of the members' fund.

**10 MATTERS PERTAINING TO OUTSIDE BODIES (CC / VH / OTHER)**

Community Centre – discussed at the start of the meeting

Village Hall – nothing to report this month

**11 PLANNING MATTERS**

**I. Feedback from WALC December meeting attended by Gary Fisher, Development Manager, WDC Planning**

Parish councils can now submit statements in support of planning applications, as highlighted during discussions about the community centre extension. A planning infringement is only illegal once the enforcement officer has made a judgement to this effect.

**II. Planning applications:**

W/14/1533 – 9 Hatton Terrace, Birmingham Road: Erection of a two storey front extension

Drawings to be resubmitted. It was agreed not to consider this application until the new drawings had been received.

**III. Planning decisions**

W/14/1684- Hampton View, Henley Road, Hampton On The Hill: Retention of the existing annex and proposed erection of single storey link building between existing cottage and existing annex (resubmission of W/14/1438).

Withdrawn

**IV. Possible enforcement issue**

The clerk to make enquiries about how conditions on planning applications are affected when circumstances change, in particular if an application is granted in connection with a business run from a property but the business is no longer operating.

**V. Neighbourhood Plan Update**

The neighbourhood plan area has been designated. The council can now go ahead and apply for money for the plan via Locality, on behalf of the government, and the district council. Money has to be applied for this month and committed or allocated this month. It was resolved to formally set up a neighbourhood plan committee, from the existing neighbourhood plan group, which will manage the process and apply for the relevant grants on behalf of the parish council.

It was noted that the environment agency has now published guidelines for neighbourhood planning.

**VI. Local Plan**

The plan will go to the council (WDC) for approval on 28<sup>th</sup> January 2015. It is expected to be challenged by developers for not including enough new housing.

**12 WEBSITE**

The new website is now up and running at: [www.budbrookepc.org](http://www.budbrookepc.org)

Parish council updates for the website and newsletter were discussed. It was agreed that councillors would take turns to write these as necessary. It was resolved to make “Newsletter and Website” a standing agenda item.

**13 FINANCIAL ADMINISTRATION**

Bank balances: Investment Account £54,512.86, Current Account £53,110.07

**I. Precept for 2015 – 16 to be requested from WDC and amounts to be allocated to reserves**

The council resolved to set the precept at £22,040 and accept the proposed allocations to reserves as set out in the accounts circulated prior to the meeting. The accounts were signed off by the Chairman.

**II. Clerk’s salary & salary budget**

The council resolved to to implement the National Joint Council for Local Government Services (NJC) pay award and new salary scales for 2014 - 2016

The salary budget was included in the accounts signed off by the chairman.

**III. Thank you gift for the outgoing Website Manager**

It was agreed that the Chairman and Cllr Dutton would choose a gift for Roger Mills and deliver this personally, on behalf of the parish council. A £100 budget was agreed.

**IV. Payments**

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

Description	Amount
Clerk’s salary & expenses December	£451.63
Richard Morton December	£75.00
Village Hall Oct & Dec Hire	£48.00
TWP December Newsletter	£300.00
MI Business Services Ltd - website design	£350.00
<b>Total Payments</b>	<b>£1,224.63</b>

**14 MATTERS FOR INCLUSION ON THE NEXT AGENDA & DATE OF NEXT MEETING**

Next meeting: 8pm on Wednesday 4<sup>th</sup> February 2015, Budbrooke Village Hall, Hampton on the Hill

Signed: ..... Dated: .....