

**MINUTES OF BUDBROOKE PARISH COUNCIL ANNUAL GENERAL MEETING  
WEDNESDAY 7<sup>th</sup> MAY 2014 AT BUDBROOKE COMMUNITY CENTRE**

**Present:** Councillors M. Dutton, K.Dutton, Reid, Simmons, Shirley, Thomas; WCC Cllr Les Caborn; Richard Morton

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 / PP – Parish Plan / HNS – Housing Needs Survey / NW-Neighbourhood Watch / WRCC – Warwickshire Rural Community Council.

**1 APPOINTMENT OF CHAIRMAN**

Cllr M Dutton was proposed, seconded and appointed Chairman and signed a declaration of acceptance of office.

**2 APPOINTMENT OF VICE CHAIRMAN**

Cllr Bryan was proposed, seconded and appointed Vice Chairman  
Prior to the appointment, Cllr M Dutton confirmed that Cllr Bryan was willing to be nominated in his absence.

**3 APOLOGIES**

Received and accepted from Cllr Bryan, Cllr Robey and Cllr Standbridge.

**4 DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 To receive declarations of interest from councillors on items on the agenda  
Cllr Simmons declared an interest in the Fire and Rescue Service consultation to be discussed under Item 11

2.2 To receive written requests for dispensations for disclosable pecuniary interests. None received

**5 PUBLIC COMMENTS**

Five members of the public were present.

**6 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES & OTHER GROUPS**

It was agreed to reappoint representatives to the groups they were currently on:

Budbrooke Charities - Cllr M Dutton and Cllr Reid  
Village Hall Committee – Cllr Thomas  
Community Centre Management Committee – Cllr Shirley  
Emergency Planning – Cllr Simmons  
Newsletter Editor – Cllr M Dutton

**7 MINUTES**

Resolved minutes of the meeting of the Council held on 2<sup>nd</sup> April 2014 true and accurate, with the

addition of “Ugly Bridge road surface” under Item 9, Parish Maintenance.

## **8 POLICE MATTERS / WRW COMMUNITY FORUM ISSUES**

The next Community Forum meeting is on 15<sup>th</sup> May and Cllr M Dutton and WCC Cllr Caborn will raise the matter of Ugly Bridge Road at the meeting.

## **9 PLAYGROUNDS**

A copy of the playground report had been received prior to the meeting.

### **Styles Close Play Area**

As agreed, additional soft fall matting has been ordered, to be laid around the swings as recommended in the safety inspection. RM to lay new turf before fitting the matting.

## **10 MATTERS ARISING**

- **Access onto PC land at Styles Close**

It was agreed that access would continue to be regularised where possible and confirmed that the PC has no plans to remove the wrought iron fence bordering the field.

The clerk to contact the owner of a property for sale, which has access to the playing field.

## **11 CORRESPONDENCE**

- Fire and Rescue Service consultation

Cllr Caborn gave a brief outline of the proposals, including the removal of thirty full time posts out of nearly four hundred fire-fighters in total, including retained, full time and part time. It was agreed that Cllr Simmons will put together his observations on the proposals and circulate these to councillors for comment, so that a response can be agreed and submitted.

- Streetworks permit scheme consultation – members gave their support to the proposals
- National Planning Policy Framework consultation – a response was agreed
- Response from Martin Bridgman of the Department of Communities and Local Government to the PC’s letter regarding neighbourhood planning – deferred to Item 14, IV

## **12 PARISH MAINTENANCE**

The clerk to report the following items to the appropriate departments or individuals:

- Pot hole outside 68 Arras Blvd
- Pot hole at the top of Gould Road
- The hedge opposite the end of Old School Lane is overgrown and is obscuring the fingerpost sign on Henley Road

Other items raised:

- Drain clearance, in particular on Old Budbrooke Road – the clerk to obtain a schedule
- Overgrown hedges and trees in a potentially dangerous condition, and blocking access onto the public footpath, on Daly Avenue – RM to contact the farmer to ask for them to be cut back
- Hedge cuttings inside the field on Daly Avenue, partially blocking the right of way – agreed this is not a PC issue
- The grit bin at Lloyd Close/Daly Avenue/Woodway Avenue has been damaged, possibly in bad weather. It was agreed that RM would repair the bin by fixing straps to it.
- Grass verges on Hampton Road in HOTH – vehicles being parked on the grass are damaging the verges. WCC Highways department has filled in the ruts but has informed

the PC that there are no funds available for further repairs. Members considered whether the PC should take any action itself, at its own cost, but it was agreed that no action would be taken at present

- Ugly Bridge Road – Cllr M Dutton and WCC Cllr Caborn to raise this issue at the forthcoming Community Forum meeting
- Grit bin for Gould Road – the council is still waiting for WCC Highways department to install the bin, despite repeated requests for it to be installed since it was purchased in January

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

### **Community Centre**

A meeting had been held to present the new plans for an extension and alterations to the Centre. The committee and user groups supported the plans. The clerk to circulate the plans to councillors.

### **Village Hall**

Another film night is planned for 13<sup>th</sup> June 2014

## **14 PLANNING MATTERS**

### **I. Planning Applications**

The following applications were considered:

**W/14/0535:** 2 Old School Lane, Hampton on the Hill - erection of two storey and single storey extension

It was agreed that members would consider the plans outside the meeting and forward their comments to the clerk, who would submit a majority decision after confirming this with the Chairman

**W/14/0474:** Oaklands Farm, 357 Birmingham Road – approval of reserved matters relating to development of replacement dwelling  
No objections

**W/14/0608:** Damson Road – demolition of existing garage and erection of a single storey side extension  
No objections

### **II. The following planning decisions were noted**

**W/14/0054:** 58 Arras Boulevard - formation of habitable rooms in roof space with rear dormer and raised ridge line  
Granted

### **III. Local Plan Update**

Cllr Caborn confirmed that the Draft Local Plan had been approved by full council on 23<sup>rd</sup> April and would undergo an examination in public later in the year.

Notes from the planning forum held on 28<sup>th</sup> April had been circulated by Cllr Bryan prior to the meeting; these will be filed with the Local Plan information

### **IV. Neighbourhood Plan**

Feedback from the initial neighbourhood planning meeting, held on 1<sup>st</sup> May 2014, was given. Cllr M Dutton, Cllr Thomas and four volunteers had attended. The results of the Housing Needs Survey have been received & will be forwarded to the Neighbourhood Plan Group and published on the website. The next meeting of the group will be held on 4<sup>th</sup> June 2014.

The response to the council's letter to the Prime Minister regarding neighbourhood planning and local plans, from Martin Bridgman of the Department for Communities and Local Government, was read out.

**V. Gypsy and Traveller Site Consultation**

The PC's response to the consultation, circulated by Cllr M Dutton on 16<sup>th</sup> April 2014, was ratified for submission to WDC.

**15 FINANCIAL ADMINISTRATION**

Bank balances: Investment Account £54,494.64, Current Account £39,211.04

**I. Approval of 2013/14 year end accounts**

The council resolved to approve the year end accounts for 2013/14

**II. Approval of the 2013/14 annual governance statement in the annual return**

The council resolved to approve the annual governance statement in the annual return for 2013/14

**III. Insurance quote for 2014/15**

The council approved the insurance quote received from Hiscox, via Came & Co, of £1,378.10

**IV. Clerk's salary**

It was noted that the clerk moved up one increment on the salary scale from April 2014, in accordance with her contract

**V. First instalment of precept for 2014/15 received**

£16,804.50 received from WDC

**VI. Payments authorised between meetings**

It was noted that the following payment had been authorised between meetings:  
Tele-Traffic UK Ltd – speed gun paid from Community Speed Watch funds - £1,620.00

**VI. The following payments were authorised:**

Clerk's salary & expenses April 2014	£456.18
Richard Morton April 2014	£395.00
TWP Newsletter April & May 2014	£420.00
WALC subscription 2014/15	£531.00
CPRE subscription 2014/15	£36.00
Budbrooke Village Hall – Feb hire	£24.00
Archer Safety Signs Ltd (from Community Speed Watch funds)	£256.74
Broker Network Ltd (Hiscox Insurance)	£1,378.10

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

Standing orders and financial regulations to be approved  
Response to consultation on electoral review of Warwickshire county councillors  
Response to claim of adverse possession of PC land  
Communication with the residents' association

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