



## MINUTES OF BUDBROOKE PARISH COUNCIL MEETING WEDNESDAY 2<sup>nd</sup> December 2015 AT BUDBROOKE VILLAGE HALL

**Present:** Councillors Bryan, M. Dutton, Hales, Robey, F Roper, C Roper, Shirley, Treacy;  
WDC Cllr Phillips & WCC Cllr Les Caborn

BCA – Budbrooke Community Association/ HA – Highways Authority/ HMRA – Hampton Magna Residents’ Association/ 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/ 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

The chairman opened the meeting and Cllr Carol Roper made the following statement:

“Chairman, thank you for providing me with this opportunity to address the Council meeting.

Following the Parish Council meeting in November, two members of the public contacted the Monitoring Officer informally over a comment they overheard me make, to a fellow Councillor, during the meeting. You will appreciate that the new councillors have been subject to a significant level of scrutiny since joining the council and this led to me making a comment, in the heat of the moment, as an aside, to a fellow councillor during the Public Comments part of the meeting.

I recognise that I should not have made this comment and that it was not in keeping with conduct expected of me as a councillor. I therefore apologise for any offence that I caused by this statement.

I hope that we can all learn from this and I continue to be committed to working together as a council to improve the Parish of Budbrooke for everyone.”

### **1 PUBLIC COMMENTS**

Nineteen members of the public were present at the start of the meeting.

Mr Bob Davis queried two items that had previously been raised by the parish council with WCC: drains at the wrong level on Old Budbrooke Road and the application for parking restrictions on Blandford Way. WCC Cllr Caborn to follow up on the matter of the drains; the parking restriction will be queried at a forthcoming meeting with Highways.

Northbound Services planning application – Mr Davis asked for a strong representation against this; his representation had been circulated prior to the meeting so councillors are aware of his objections.

Andy Thomas raised the issue of school parking and the letter recently sent to all parents of children at the school by the police, which contradicts what the parish council has been told about illegal parking in Blandford Way and the action the police can take. The parish council will include this in future discussions with Highways and the police.

### **2 APOLOGIES AND ACCEPTANCE OF REASONS FOR ABSENCE**

Received and accepted from Cllr Kate Dutton.

### **3 DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

None received.

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

Request received from Cllr Shirley for a dispensation to allow involvement in precept and budget discussions and votes.

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

Cllr Shirley’s request was granted.

#### **4 MINUTES OF THE LAST MEETING**

The following amendments were made:

Item 7: Matters Arising - Response to the Chairman's statement at the October 2015 meeting

Remove the reference to Cllr Frank Roper not speaking on behalf of other councillors and add: "The following response to the Chairman's statement of October 7th is subject to a 3 minute time limit."

Resolved amended minutes of the ordinary meeting of the council held on 4<sup>th</sup> November 2015 true and accurate.

Resolved minutes of the extraordinary meeting held on 11<sup>th</sup> November 2015 true and accurate.

The council resolved to amend the minutes of the June 2015 meeting as follows, due to an incorrect figure recorded:

Item 14: Financial Administration, II: Payments: DA Shirley – plants for planters

Amend to £23,80 (recorded as £28,30).

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

The next forum will take place on 28<sup>th</sup> January 2016 at 7.30pm in Shirehall.

#### **6 PLAYGROUNDS**

- **Playground report**

The report was not received in advance of the meeting. It will be circulated when received.

- **Work required at Styles Close**

The following quotes received from Martin Davies were accepted. The clerk to ask Martin to undertake this work:

- To remove and dispose of the bench at Montgomery Avenue play area and replace with a new one to be supplied: £75.00 +VAT
- To cut and remove all cuttings from the trees behind the goal on the Styles Close playing field: £200.00 +VAT
- To remove dead tree behind the Matt Davis memorial bench at Styles Close: £75.00 +VAT

#### **7 MATTERS ARISING**

- **Community Centre extension plans**

Julia Smith, Chair of Budbrooke Community Association, attended with Darren Chadwick of GCG Group, which is providing design and project management services to BCA, to give further information about the plans. On behalf of BCA, Julia requested parish council support for its bid for a RUCIS grant towards the costs of the storage extension and replacement of the roof. The application requires support from the parish council and for funds to be committed that the grant can be matched to. The costs are currently estimated at £50,000 - £55,000 for the extension and £40,000 for the roof.

Cllr Frank Roper and Cllr Treacy requested further information be provided before the council made a decision. WDC Cllr Phillips confirmed that the application must to be submitted as soon as possible, preferably before Christmas, in order to make the final date for consideration by WDC Executive in March 2016. WDC Cllr Phillips and WCC Cllr Caborn will both give their support to the application.

The council resolved in principle to support the process and make available £30,000 to allow the RUCIS application to proceed. Requests for information on the project to be made to the clerk.

- **Hampton on the Hill Traffic Calming**

A meeting is planned for 9<sup>th</sup> December, to be attended by WCC Highways representatives, the Parish Council Chairman, WCC Cllr Caborn and representatives of HOTHRA.

- **Drain Survey**

A positive response to the council's request for a survey has been received from Severn Trent. Severn Trent will be undertaking a "full leak detection sweep" on the clean water pipes and plan to replace a

section of water main that has suffered a high number of leaks, once funding is approved. This could take 6 months to 3 years. The council would like to take up the offer of a Severn Trent representative attending a future meeting to discuss the sewer system - the clerk to arrange this.

## 8 CORRESPONDENCE

- M40 Junction 15 Longbridge Bypass consultation – the clerk to respond, reiterating the points made in the one year consultation response relating to noise and disturbance. The noise problem has not abated and higher noise levels continue to be experienced by residents of Hampton Magna.
- WDC Taxi consultation – no response to be submitted
- WALC consultation – rural economy stakeholder engagement. A response was agreed, to include the issues of high speed broadband, traffic and transport problems and over-development of the green belt.

## 9 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The council agreed to amend the threshold for the tendering process for contracts from £60,000 to £10,000.

The following clauses to be amended:

Financial regulations: 11.1 b; 11.1 f; 11.1 h

Standing orders: 18 a (v); 18 c

The amended standing orders and financial regulations were confirmed for the next twelve months.

## 10 PARISH MAINTENANCE

### Barracks memorial cleaning

Quotes from IMI and Inspire Conservation for inspecting and cleaning the memorial were considered. Concerns were expressed that the process was costly and was steam cleaning the memorial which would remove the gold plating on the emblem and require that it to be re-gilded. The council agreed to put this on hold for the time being. Cllr Bryan to discuss the re-gilding with David Wright.

### Other items relating to parish maintenance

The timing of the street lights on Old Budbrooke Road towards the station has been raised by a resident and has been referred to WCC Cllr Caborn.

Item to be included in the next newsletter asking people not to park on grass verges as some are becoming churned up.

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

Nothing further to report this month.

## 12 PLANNING MATTERS

### I. Planning applications & appeals:

W/15/1365 - Ebenezer, 329 Birmingham Road, Budbrooke, Warwick, CV35 7DZ: Erection of a single storey rear extension  
Support

W/15/1810 - Northbound Services, Warwick Bypass, Warwick, CV35 8RH: Erection of Starbucks Drive Thru' Coffee Shop and associated parking. 24 Hours

An objection to be submitted, to include the following points:

- the applicant has not sufficiently demonstrated special circumstances for development in the Greenbelt
- the site was previously agricultural land and has not been built on before, therefore no argument for development
- A previously developed area exists adjacent to the proposed site, which could be used
- If the development does go ahead, the council would want to see rigorous conditions imposed as this is nearer to Hampton Magna – needs further measures

to mitigate the visual intrusion, the proposed fencing is inadequate; conditions on the type of lighting used; restriction on hours, not 24 hour facility

Cllr Bryan or the chairman to attend a planning meeting if necessary

## II. Planning decisions

W/15/1652 AG - Church Farm, Church Lane, Budbrooke, Warwick, CV35 8QL: Agricultural Building to BS5502 Class II  
Prior approval refused.

W/15/1541 - Warboro Farm, Henley Road, Hampton On The Hill, Budbrooke, Warwick, CV35 8QX:  
Proposed change of use of agricultural building to a dwelling house  
Prior approval refused.

The clerk is to follow up on the council's query about why it was consulted on the Church Farm application but not the Warboro Farm application.

## III. Neighbourhood plan update

The consultation is underway and forthcoming events will publicise and give information on the plan. The Localities grant is not yet fully spent yet; the deadline is 6<sup>th</sup> December. Dave Barber at WDC has confirmed that up to £2,000 is available for the parish council to spend on the plan. There may be additional expenses to be funded by the parish council.

## 13 NEWSLETTER AND WEBSITE

### Newsletter

- Mock-up – this was received favourably, particularly the standard font throughout and clearer layout. The council would like the minutes to be kept together, as in the mock-up, but moved to the front of the newsletter, and a larger type face to be used.
- Proposal from the working group for revised newsletter advertising fees – resolved to accept the revised fees, with the following amendments & clarifications: Charities within the parish to be offered one free advert, up to A5 size, each year (one advert only, even if they request a smaller size); charity advertisements in the newsletter must display the registered charity number.

Cllr Caborn and WDC Cllr Phillips left the meeting at this point.

## 14 FINANCIAL ADMINISTRATION

Bank balances: Investment Account £54,537.89, Current Account £72,060.38

### I. Budget and Precept for 2016/17

The budget is to be formally agreed and the precept set at the January 2016 meeting.

### II. Bank reconciliation to 30<sup>th</sup> September

It was noted that the reconciliation has been checked and signed off by Cllr Kate Dutton.

### III. Payments

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

Budbrooke Parish Council Minutes, December 2015

Description	Payee	Invoice No/Reference	Cheque Number	Amount
Clerk November Salary & Expenses	A Davis	Nov-15	1557	£478.22
TWP - November newsletter printing; December NL printing & NP summary printing	TWP Printing	14571, 14754, 14753	1558	£1,127.00
M Dutton - NP expenses: postage and stationery supplies	M Dutton	NP Nov	1559	£24.07
David Wright Signs - corrections to NP banners	David Wright Signs	NP	1560	£10.00
Nationwide Data Collection - traffic surveys in HOTH	Nationwide Data Collection	V5492	1561	£540.00
Kirkwells - neighbourhood plan Stage 2 costs	Kirkwells Ltd	295	1562	£5,280.00
Frank Roper - NP Village Hall booking deposit paid	Frank Roper	Deposit	1563	£11.00
Budbrooke Village Hall - NP room hire 2/12/15	Budbrooke Village Hall	02/12/2015	1564	£33.00
Kate Dutton - NP postage costs reimbursement	K Dutton	NP	1565	£15.58
<b>Total Payments</b>				<b>£7,518.87</b>

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

**Items for next agenda:**

Set budget and precept for 2016-17

Farm Fest 2016

Severn Trent representative to be invited

**Next meeting:** 8.00pm on Wednesday 6<sup>th</sup> January 2016, Budbrooke Community Centre, Hampton Magna.

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