



**Minutes of Budbrooke Parish Council Meeting held on  
Wednesday 1st September 2017 at Budbrooke Community Centre**

Present: Cllrs D. Bryan, K. Dutton, M. Dutton, M Tracey, C. Roper, F. Roper, D. Shirley; WCC Cllr Les Caborn.

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:** 8 members of the public.  
Uneven pavement outside the shops: to be discussed later in the meeting and the Old Budbrooke Road issue has been reported, Highways have visited & work is in progress.
- 2     **APPOINTMENT OF NEW CLERK AND RESPONSIBLE FINANCE OFFICER**  
Resolved: The appointment of Mrs Simone Bush as the new Clerk and Responsible Finance Officer, with effect from 1<sup>st</sup> September 2017 was confirmed.
- 3     **DECLARATIONS OF INTEREST AND DISPENSATIONS**
  - To receive declarations of interest from councillors on items on the agenda
  - To receive written requests for dispensations for disclosable pecuniary interests
  - To grant any requests for dispensations as appropriate
None received at this point.
- 4     **APOLOGIES AND ACCEPTANCE OF REASONS FOR ABSENCE**  
Cllr Rhonda Hales, accepted.
- 5     **MINUTES OF LAST MEETING**  
Resolved: Minutes of the meeting of the council held on 2<sup>nd</sup> August 2017 a true and accurate record.
- 6     **POLICE MATTERS / WRW COMMUNITY FORUM ISSUES**  
No items to raise. Next WRW meeting 28/9/17.
- 7     **PLAYGROUNDS**  
The monthly playground report to be circulated to Councillors & noted no actions needed.  
PC noted that the following quote from Martin Davies was authorised between meetings, by the Chairman to cut back ivy and foliage behind and to the side of Friary Close: £150.00 (item on the August agenda but overlooked during discussions).
- 8     **MATTERS ARISING**  
CIL - information session to be held by WDC on 12<sup>th</sup> September 2017; the Chairman and Vice-Chairman to attend if available.

## 9 CORRESPONDENCE

PC considered the request from BCA for the parish council to support its bid to WREN for funding for the Community Centre refurbishment works to include the kitchen, lobby and entrance area with a donation of £13,192, from the Community Centre reserve fund towards the total cost of £63,380. The Chairman adjourned the meeting for a period of 15 minutes to allow information gathering.

RESOLVED: Chairman proposed that the PC agree to the request for £13,192 out of the ringfenced funds allocated and previously approved for the Community Centre. Five Councillors voted in favour, One Councillor abstained. Cllrs Mrs Carol Roper and Frank Roper voted against the proposals and requested that the Clerk record their reasons for voting against the proposal were that in their opinion there had not been sufficient time or detail given for them to consider the request.

PC noted receipt of the following items of correspondence:

- WDC Ward Boundary Review – update received from Graham Leach on 30<sup>th</sup> August 2017
- Invitation to the WCC Chairman’s open evening on 16<sup>th</sup> September 2017 – no councillors available to attend
- New government litter strategy – email from WALC dated 23<sup>rd</sup> August 2017
- Home to School Transportation Policy consultation 2017
- Leek Wootton & Guy’s Cliffe Neighbourhood Plan consultation

## 10 PARISH MAINTENANCE

Cllr Bryan reported feedback from the walk-around with David Cross from WCC Highways to discuss the state of the pavements in Hampton Magna. It had been agreed that the work on Cherry Lane and parts of Slade Hill would be included in the programme.

The path outside the Shops are not owned by WCC Highways who therefore don’t currently maintain it, Clerk to ascertain ownership and seek to obtain permission for County Highways to adopt the land.

The planters will shortly need redoing, Cllr Mrs Roper to arrange this.

Tidying up growth over pavements has previously been reported.

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

**Community Centre:** Cllr Shirley reported 11th Parish Show this coming Sunday. The scarecrow competition is 23rd and 24th September.

**Village Hall:** Film events submitted last month so are already in the newsletter. October dates are to be repeated.

## 12 PLANNING MATTERS

### To consider current planning applications and appeals

W/17/1384 – 15 Curlieu Close, Hampton Magna, CV35 8UA: Erection of single storey front extension - RESOLVED PC no objections.

### To note comment submitted between meetings

W/17/1238 – Temporary car park adjacent to Warwick Parkway Station – further to the planning officer’s advice that the application was for a permanent car park and not an extension to the temporary permission, it was agreed that the council had no objections to the application if the footpath was diverted around the car park, as previously proposed.

### To note WDC planning decisions, appeal decisions and withdrawn applications

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

**Local Plan Update:** 20/9 WDC decision as to whether it will adopt local plan.

**Neighbourhood Plan Update:** Chairman reported the final version of the plan is underway with accompanying statement, final version is near 60 pages. Supporting statement is 156 pages as it includes all consultation exercises together with responses.

Cllr Bryan had emailed Clerk with regards to two other planning issues and we are awaiting a response.

**Planning Forum 14th Sept** cancelled and is now a briefing session for the provision of sites for Gypsies & Travellers. Cllr Mrs Roper to attend, Clerk to book a place.

### 13 GRANTS POLICY

PC discussed the draft policy as circulated on 23<sup>rd</sup> July 2017 by Cllr F. Roper which includes a grant application form, guidance notes and 2 page policy to state basic rules and conditions. Cllr Mrs Dutton felt that monies allocated to the Community Centre have already been approved by the PC & the funding is ringfenced therefore applications from ringfenced funds should be considered differently. A member of the public requested to speak which was granted, to support the view that ringfenced funding already allocated is different. The PC Internal Auditor had previously suggested that it would be in PC interests to operate such a policy. Clerk to circulate the report again for PC consideration. Chairman closed the item for discussion and item deferred.

### 14 NEWSLETTER AND WEBSITE

To agree any information to be included in the next newsletter or on the website: Repeat HOTH VH October film showings.

### 15 FINANCIAL ADMINISTRATION

**Bank balances: Investment Account £54,585.67, Current Account £44,774.90**

Resolved: PC authorised payment of the accounts listed below & signed off the payment authorisation sheet:

Description		
Clerk Aug Salary & expenses	<b>A Davies</b>	<b>489.39</b>
Clerk Sept Salary	<b>A Davies</b>	<b>475.77</b>
Martin Davies Playground Inspections and Maintenance - Aug 17	<b>Phoenix Contracting</b>	<b>980.00</b>
Think Design & Print Newsletter printing Sept 17	<b>Think Design &amp; Print</b>	<b>150.00</b>
External Audit Fee 2016/17	<b>Grant Thornton UK Ltd</b>	<b>240.00</b>
Paint & Primer	<b>Wicksteed Leisure</b>	<b>312.48</b>
Planters	<b>Meika</b>	<b>289.98</b>
Neighbourhood Plan consultancy fee	<b>Kirkwells</b>	<b>2220.00</b>
<b>TOTAL</b>		<b>5157.62</b>

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

Next meeting: Wednesday 4<sup>th</sup> October 2017, at Budbrooke Village Hall, Hampton on the Hill.

No items requested.

A thank you gift and appreciation was given to Alex Davis following her resignation.

Meeting closed 9.34pm