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| Text Box | **Minutes of Budbrooke Parish Council Meeting held on** **Wednesday 3rd October 2018 at Budbrooke Village Hall** |

**Present**: Chairman Cllr M Dutton, Cllrs Mrs K Dutton, Mrs A Robey, D Bryan, R Hales, D Shirley, F Roper, M Treacy, WDC Cllr P Phillips, WCC Cllr L 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 / NP - Neighbourhood Plan / FB - Facebook.

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| 1 | **PUBLIC COMMENTS:** 9 members of the public attended. Clerk to re-report overhanging branches going out of HOTH towards the Henley Road & road signs at the end of Woodway HOTH end also the other end by Ugly Bridge Road, signage hit and not replaced. Report from Caroline Edwards considered. |
| 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 RECEIVED. |
| 3 | **APOLOGIES & ACCEPTANCE OF REASONS FOR ABSENCE:** Cllr Mrs C Roper. |
| 4 | **MINUTES OF PREVIOUS MEETING:** Resolved: September minutes true & accurate. |
| 5 | **POLICE MATTERS / WRW COMMUNITY FORUM ISSUES:** Cllr Bryan reported main issues from WRWCF last week. BBVH was awarded £2000 funding for sky light project. Cllr Phillips reported potential travellers in HM. Kenilworth Horse Fair has now finished and won’t return next year. Police clean up has taken place and Police aware of an old caravan left behind by the travellers from on Saltisford common, this will be removed shortly.  |
| 6 | **PLAYGROUNDS**1 To consider the monthly playground report circulated to Clls & annual safety inspection findings: report noted & outcome of annual safety inspection. Clerk to ask Martin Davies to liaise direct with Wicksteed regarding discrepancy on the inspection report. 2 Any other items: Styles Close broken boundary fence now fixed.3 Montgomery Avenue Information Board working party update - meeting will be arranged asap.  |
| 7 | **MATTERS ARISING:** Cllr Rhead - projector: Response from WDC received, resolved PC accept WDC contribution towards a replacement, Clerk to source & bring cost back to PC. Cllrs secure email addresses: Clerk to speak to BTPC and bring ideas back to future PC. DeFib signage quotes - permission given for 2 signs at CC -PC to reimburse and seek two for BVH also. |
| 8 | **CORRESPONDENCE:** Grit Bin request Mayne Close - Clerk to look at sizes and prices & circulate asap for PC consideration. Dropped kerb request / dropped kerb review - parish review submitted to Cllr Caborn and is proceeding. Separate residents request for dropped kerb outside property considered: Cllr Caborn will include in his assessment.WDC Air Quality Draft Supplementary Planning Document received. Cllr Phillips encouraged Cllrs to respond. Commemorative bench request: PC approved £500 for bench purchase & Martin Davies to quote for fixing costs. Cllr Hales to confirm actual bench and wording. Reported item found Montgomery Avenue - noted.Resident re. PC funding support. Clerk to acknowledge receipt.  |
| 9 | **PARISH MAINTENANCE**Resident’s correspondence regarding overhanging hedge issues: PC has referred to WCC who have assessed and taken action accordingly. Mention again in next newsletter. Power cables query: Clerk to confirm Budbrooke charities own the land. Permission has been given to Western Power.HOTH Traffic Survey results received: response from HOTHRA circulated. PC members will consider the results individually & Clerk to agenda for next meeting. PC were asked whether they would support funding a safety survey. Cllr Mrs Roper will be doing the winter planters shortly.Wooden fence at bottom of Blandford Way has missing rails.Cllr Bryan - reported there are travellers at the chicken store behind the stables.  |
| 10 | **MATTERS PERTAINING TO OUTSIDE BODIES (CC/VH/OTHER)**1 Community Centre: Cllr Shirley reported Parish Show 12/9 very successful. Opening ceremony very successful thanks to Julia Smith and Cllr Dutton. Scarecrow and harvest suppers very successful. 13/10 autumn quiz, 23rd Over 50s lunch Open Door, Halloween family event 26th October, Cllr Caborn commented the open event was excellent. Financial report from CC received - PC formally record thanks to BCC Mgt Cttee for an excellent job and for maximising fundings2 Village Hall: skittles night and fish and chips 27/10 7pm £10 per head, Next film night 9th Nov - Darkest Hour £5. Remembrance day Lunch 11th £17 pp 1pm 3 course meal and bar. 3. Telephone Box HOTH - nothing new to report this month. 4. Social Media report from Cllrs Hales and Mrs K Dutton: around 45 followers now. 5. Cllr Bryan attended and reported from WALC annual meeting, no-one stood for Chairman.  |
| 11 | **PLANNING MATTERS**Correspondence received from resident in advance of planning application: PC to comment that generally rendering is no issue but cannot pre-empt and the decision would be up to WDC.PC considered Planning Dept request re allotments - PC agree demand is there and would like provision but would have to take advice regarding management before commitments. CIL Survey will go into November newsletter.W18/1811 - Land south of Lloyd Close - clerk to obtain extension for comments until after Nov meeting and cc Cllr Phillips and Rhead into request. PC considered below new applications received & note associated correspondence & to note the following results:

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| W17/1780 | 2 Church Cottages | [Single storey extension following demolition of existing conservatory](https://planningdocuments.warwickdc.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=_WARWI_DCAPR_82186) | No objections |
| **Results:** |
| W18/1299 | Brookside, Ugly Bridge Road | [Construction of an external staircase to the existing triple garage](https://planningdocuments.warwickdc.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=_WARWI_DCAPR_81658) | Granted |
| W18/1328 | Oak House, Birmingham Road | [Construction of new access to site at the rear of Oak House](https://planningdocuments.warwickdc.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=_WARWI_DCAPR_81690) | Refused |

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| 12 | **REVIEW OF COMPLAINTS PROCEDURE**PC considered longer version of complaints procedure which included detailed appeals process. Agreed Cllrs to view longer version to be considered and signed off at November meeting.  |
| 13 | **NEWSLETTER & WEBSITE**Overhanging hedge reminder |
| 14 | **FINANCIAL INFORMATION**PC considered requests for funding from St Michaels Open Door cafe. Cllr Bryan gave details of current situation.Suggestions included advertising with a regular monthly slot in the newsletter to advertise. Julia Smith reported discussions from the meetings she has attended. PC will not consider further funding assistance at this stage & Clerk to seek legalities of PC contributing to Churches & religious organisations. Cllr Bryan to take CAVA details to The Open Door. Suggested when CIL survey goes out that Cllrs are available at the Open Door to drop in. PC received an update from David Brain re. Village Hall recent request for funding of £2000. This leaves a balance of £970 to find & PC asked to consider funding contribution. Resolved PC contribute £500. Clerk to agenda expenditure for November meeting. Clerk to recirculate findings of successful external audit of 2017-18 accounts. Finance Sub-Cttee: agreed Tues 23rd at 6.30pm - clerk to book the Open door. To note WALC Community Grant fund open: Clerk to apply for costs of noticeboard for centenary fields and memorial benchPC noted accounts reconciliation & resolved payment of the accounts listed below, payment authorisation sheet was signed: |
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| **DESCRIPTION** | **PAYEE** | **INVOICE REF** | **AMOUNT** |
| Clerk September  | Mrs Simone Bush | payslip | 456.73 |
| PAYE Sept | HMRC | " | 111.4 |
| Beacon | Bullfinch | pro-forma | 432 |
| Sept inspections & parish maintenance | Phoenix | 534 | 700 |
| 2017-18 External Audit | PKF Littlejohn | SB201803064 | 240.00 |
| **TOTAL** |  |  | **1940.13** |

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| 15 | **MATTERS FOR INCLUSION ON NEXT AGENDA:**  nothing in addition to previously mentioned.  |
| 16 | **DATE OF NEXT MEETING:** Wednesday 7th November 2018 at 8pm at BCC.Meeting closed 9.57pm. |

**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.**