



**Minutes of Budbrooke Parish Council Meeting held on  
Wednesday 8th May 2019 at Budbrooke Community Centre**

**Present:** Chairman Cllr M Dutton, Cllrs Mrs K Dutton, R Hales, M Treacy, D Shirley, A Thomas. WCC Cllr Caborn, WDC Cllrs Rhead & Matecki.

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 / 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 / BVH - Budbrooke Village Hall / BBCC - Budbrooke Community Centre

- 1 **APPOINT FORTHCOMING CHAIRMAN & VICE-CHAIRMAN:** Chairman - nomination proposed, seconded, resolved & accepted Cllr Mike Dutton. Vice-Chairman - nomination proposed, seconded, resolved Cllr David Bryan.
- 2 **CONFIRM COUNCIL & ACCEPTANCE OF OFFICE / VACANT SEATS ARRANGEMENTS**  
Council confirmed and acceptance of office documents circulated for signature.  
Agenda arrangements for vacant seats June meeting.
- 3 **TO APPOINT PC REPRESENTATIVES ON WORKING GROUPS / OUTSIDE BODIES**
  1. Emergency planning group: Cllr Mrs K Dutton
  2. Newsletter and website group: Cllr R Hales
  3. Finance group: Cllr Mrs K Dutton, Cllr D Bryan
  4. Community Centre Management Committee: Cllr D Shirley
  5. Village Hall Committee: Cllr R Hales
  6. Budbrooke Charities: Cllr M Dutton, Cllr A Thomas
  7. Open Door Mgt Cttee: Cllr D Bryan
  8. Policies & Procedures Cttee proposal: Cllr R Hales, Cllr Bryan
  9. Telephone Box Group: Cllr R Hales, Cllr A Thomas
- 4 **AGREE STANDING ORDERS, FINANCIAL REGS, POLICIES & PROCEDURES REVIEW DATES**  
PC considered a proposal to form a Committee to review & make recommendations to the PC of all PC policies together on an annual basis each July for August PC. Resolved agreed, Membership: Cllrs D Bryan & R Hales. Policies for annual review: Standing Orders & Finance Regs & Assets / Complaints Policy / Records Management Policy - including Document Retention Schedule / Grievance Procedure / Lone Working Policy Requests made under the Freedom of Information Act and Data Protection Act / Press/media
- 5 **DECLARATIONS OF INTEREST & DISPENSATIONS:** None received
- 6 **APOLOGIES & ACCEPTANCE OF REASONS FOR ABSENCE:** Cllr D Bryan
- 7 **MINUTES OF PREVIOUS MEETING:** Resolved April Minutes true & accurate.
- 8 **POLICE MATTERS / WRW COMMUNITY FORUM ISSUES:** Forum newsletter reported.
- 9 **PLAYGROUNDS**  
PC considered the monthly playground report circulated to Cllrs & noted repairs to slide edging & styles close gate.

10 **MATTERS ARISING:**

Grit route query - nothing new to report.  
Solar lights around memorial - consider quotes - defer.  
Litter bins: it is understood these are on WDC list.  
Cllrs secure email addresses - defer.  
Henley Road kerb stone painting / reflective post - signage moved but agreed not effective. PC will repaint the stone.  
FOI request response - defer.  
Curlieu Close gate - repairs completed.  
Cllr Caborn reported final estimated costs of the dropped kerb survey results are imminent from his project officer.

11 **CORRESPONDENCE:**

VH Improvement Grant fund / PC road safety fund applications / GP evening and weekend service information

12 **PARISH MAINTENANCE:** village signage query - Clerk to investigate content and bring to PC. Another sign has since fallen off. Overhanging trees Field Barn Road - Clerk to ask Martin Davies to investigate. Tithe Barn Road Water leak - resolved. Pavements in general are full of holes although some are being filled in. Highways footpath resurfacing - areas marked out several months ago but not completed - Cllr Caborn will chase along with Woodway Avenue where a yellow painted area has a huge piece of tarmac appeared from one of the holes. Highway on Old BB Road subsiding & Woodway road coming into the village is generally poor state of repair. Traffic survey commissioned by the PC will take place for one week before next bank holiday. Site details were given, County Highways will receive copy of the data & it will be analysed. Costs to be shared with Hatton PC.

Sinking grates - some have been repaired along Old BB Road from Parkway towards village. Some poorly done & some not at all - Clerk to request Highways to review.

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

- 1 Community Centre: Barn dance 18/5 7pm £10 including food.
- 2 Village Hall: Bohemian Rhapsody 31/5, next skittles night 15/6 £10 including food.
3. Telephone Box HOTH: ongoing.
4. Open Door Mgt Cttee - next meeting in June. Correspondence received regarding S106 contribution funding discussed. Cllr Dutton had responded verbally at the Open Door Mgt Cttee meeting.

14 **PLANNING MATTERS**

Response from WCC to PC Letter re. Planning applications: discussed. Cllr Rhead will take the response up with Dave Barber, WDC Planning. Cllr Dutton requested a meeting with all involved parties - Cllr Rhead to arrange and report back.

PC resolved approval of interim appointment of traffic survey quotation £1350 plus VAT, Hatton PC will share the costs.

PC received WCC application under town and country regs for addition of Forestry Depts chipping and log storage facility to existing depot. Comments to be submitted - PC have concerns regarding additional noise from the lorries & construction of new detached Forestry Storage Building and extra lorries and noise which will affect many residents. It will also create extra noise dust and odour and increased traffic on the road surface which is already weak.

PC noted appeal Three Jays, Hampton Road, single storey front extension rejection.

PC considered below new applications received & noted results received:

| <b>Applications:</b> |                          |   |
|----------------------|--------------------------|---|
| W19/0691             | Land off Arras Boulevard | <a href="#">Full planning application for a residential development of 130 units including associated access, landscaping, open space and drainage infrastructure (resubmission of W/18/1331).</a><br>Defer to June PC. |

| <b>Results:</b> |                         |  |         |
|-----------------|-------------------------|--|---------|
| W19/0305        | 12 Damson Road          | <a href="#">Single storey side extension &amp; front porch</a>   | Granted |
| W18/1331        | Land of Arras Boulevard | <a href="#">Full planning application for a residential development of 130 units including associated access, landscaping, open space and drainage infrastructure.</a> | Refused |

15 **NEWSLETTER, WEBSITE & SOCIAL MEDIA**

Thank you to Andy Allsop for the recent successful Defibrillator training.  
Advertise the 2 PC Vacancies for co-option.

16 **FINANCIAL INFORMATION**

PC considered and resolved annual pc insurance renewal premium £710.13 accepted.

PC considered & resolved approval of end of year 17-18 accounts, internal audit of accounts report and annual return, Chairman signed the Annual Audit return papers.

PC noted accounts reconciliation & authorised payment of the accounts listed, Chairman signed payment authorisation sheet:

| DESCRIPTION                | PAYEE                | INVOICE REF    | AMOUNT         |
|----------------------------|----------------------|----------------|----------------|
| Clerk April                | Mrs S Bush           | payslip        | 498.05         |
| HMRC April                 | HMRC                 | payslip        | 116.8          |
| Annual Subs renewal        | WALC                 | renewal notice | 562            |
| Half Yearly land rent      | WDC                  | 82970693       | 500            |
| BHIB Insurance             | BHIB                 | LCO01496       | 710.13         |
| Styles Close treeworks     | ETCC                 | 1449           | 790            |
| Parish Maintenance         | Phoenix Contracting  | 555            | 500            |
| June mtg hall hire         | BVH                  | 3/2019         | 26             |
| 2017-18 internal audit fee | Kenneth Dunne        | 363            | 197.6          |
| P/G Mgt Course             | WALC                 | 19263          | 30             |
| Annual safety inspection   | Wicksteed            | 803097         | 170.4          |
| Feb & March news invoices  | Think Design & Print |                | 1000           |
| <b>TOTAL</b>               |                      |                | <b>5100.98</b> |

17 **MATTERS FOR AGENDA & DATE OF NEXT MEETING:** Wednesday 5th June 2019 at 8pm at BVH.