



## BUDBROOKE PARISH COUNCIL ANNUAL MEETING MINUTES 5th MAY 2021 8pm via Zoom

**Present:** Chairman Cllr M Dutton, Cllrs Mrs K Dutton, D Bryan, A Thomas, D Shirley, R Hales, M Treacy, R Daffern, WCC Cllr L Caborn. WDC Cllr A Rhead. 4 members of the public.

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 / CIL - Community Infrastructure Levy / DPI - Disclosable Pecuniary Interests / FB- Facebook

### 1 **Elect Chairman, Vice Chairman & Council representatives on other bodies**

Proposed, seconded & resolved: PC Chairman - Cllr Mike Dutton, Vice-Chairman - Cllr David Bryan.

1. Neighbourhood plan group: defer to when it is needed again.
2. Emergency planning group: Cllr Mrs Dutton.
3. Newsletter and website group: Cllr R Treacy-Hales, Cllr Mrs Dutton
4. Finance group: Cllr M Dutton, Cllr D Bryan
5. Community Centre Management Committee: Cllr A Thomas
6. Village Hall Committee: Cllr R Treacy-Hales
7. Budbrooke Charities: Cllr M Dutton, Cllr A Thomas
8. Open Door Mgt Cttee: Cllr D Bryan when meetings resume.
9. Policies & Procedures Cttee: Cllr R Treacy-Hales and Cllr D Bryan

### 2 **AGREE STANDING ORDERS, FINANCIAL REGS, POLICIES & PROCEDURES REVIEW DATES**

All were approved and agreed with no changes.

1. Standing Orders, Finance Regs & Assets
2. Complaints Policy
3. Records Management Policy, including Document Retention Schedule
4. Grievance Procedure
5. Lone Working Policy
6. Requests made under the Freedom of Information Act and Data Protection Act
7. Press/media

Item 6 & 7: to note the council’s policy to follow advice from WALC or the relevant organisation, ie, Information Commissioner’s office. Where no review is scheduled, the council reviews the policy as and when new advice or a new model policy is issued by WALC & advised by the Clerk.

PC resolved to agree adoption of National Code of Conduct when Warwickshire does so.

### 3 **Public Participation (strictly limited to 5 minutes)**

CC noticeboard installation was delayed yesterday due to bad weather, it will be done imminently. RM asked for feedback on items raised regarding development at the last meeting regarding sewers and level of housing - Chairman provided feedback from the meeting. Julia Smith thanked Cllr Shirley for his contribution to the BCC Committee in the future.

- 4 **Apologies & Declarations Of Interest & Dispensations:** none received.
- 5 **Approve April meeting minutes:** approved a true & accurate record.
- 6 **Planning:**  
PC noted Appeal Reference: APP/T3725/W/20/3264803 response Land on the North Side of Birmingham Road & PC submission in support of objection.  
W21/0043 - 14 Ryder Close - Erection of a single storey side extension and a front porch: PC no objections.  
W20/2173 - 13 Damson Rd - Retrospective planning permission for the proposed two-storey rear extension, internal alterations, replacement windows & new front bay window with canopy roof: PC does not object but note observations that if WDC are happy with light and over development issues then no objection.  
W21/0515 Land off Arras Boulevard - Provision of 11no. additional dwellings on existing development site (planning permission for 130 under W/19/0691) through proposed amendments to an area of 25 dwellings which are to be increased to 36 through the provision of additional 2, 3 and 4 bed market dwellings along with 2 and 3 bed affordable dwellings: Cllr Thomas had circulated response comments prior to the meeting which PC discussed. Agreed PC objection outlining details contained in the circulated response.  
Update from monthly Planning Development Meeting received from Chairman, most items discussed were dealt with very quickly. Items to discuss at tomorrow's meeting include reminder of the work to be carried out at the Memorial ready for imminent plant delivery. Traffic increase up to Miller Home development and general speed & volume at peak times. Possibility of linking the two sites discussed, Plg dept response was that it was not agreed in the planning process.  
Application for Costa coffee drive-through just outside the Parish, so PC is not a consultee - Cllr Thomas will circulate details to PC for views.
- 7 **BPC Planning working document:** no update other than questionnaire will go into the newsletter next month. Chairman working on online survey before it goes live.
- 8 **Correspondence: (to be circulated)**  
Damaged public footpath style: Central Ajax - WCC have scheduled repair.  
Footpath update  
WCC Green Shoots Community Climate Change Fund: - Cllr Mrs Dutton to look at document and apply for funding for friendly bench and rewilding project.
- 9 **Parish Maintenance/Playgrounds:**  
PC noted WCC Cllr Caborns delegated budget update.  
PC received playground inspection report & update from Martin Davies.  
Parish Dog Waste bins - remove until any further correspondence received.  
Rewilding Project: update given, Clerk to chase permission regarding bat boxes.
- 10 **Finance**  
PC noted & approved bank reconciliation and approve payments  
PC considered Sections 1, 2 & 3 of annual return for Audit & sign documents, received Internal Audit report & resolved Chairman sign the documents.  
PC noted CIL agreement received & signed by Chairman for 6 months to 31.3.21.
- 11 **Newsletter/Website/FB Items:** link to minutes on FB page and also for agenda to next meeting. Litter picking group has resumed 'Budbrooke Wombles' every other Sunday 9am meeting at bench at bottom of Blandford Way. Cllr Thomas delivery his spare newsletters to occupied homes in new development.
- 12 **Any Other Business / next meeting arrangements**  
Next PC meeting to be held Wed 7th July 2021 8pm - at BCC, PC agreed all future meetings to be at the CC.

Meeting closed 8.40pm.

