

**BUDBROOKE PARISH COUNCIL MEETING**

**MINUTES OF THE MEETING HELD ON**

**Wednesday 2nd November 2022 at 8pm in the**

**Budbrooke Community Centre**

**Present:** Cllr Mike Dutton (Chair), Cllrs Kate Dutton, Dave Shirley, Andy Thomas, David Bryan, Rhonda Treacy Hales, Cllr Jan Matecki, Ms Kay Sheriston (Clerk).

**Apologies:** Cllrs Alan Rhead and Maggie Treacy Hales

**Abbreviations:** 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

**Item 1 – Public Participation**

Two members of the public attended the meeting.

(a Caroline Edwards thanked the PC for organising the IndieGo plus session at the Open Door café on Monday 31st October. The feedback has been positive and there is a possibility that the service could be used for the community eg. transporting residents to events in the church and café. Cllr David Bryan suggested putting the route maps in the bus shelters.

**Action: Clerk to obtain maps and place in the shelters in HM and HOTH.**

(b) The bin outside the Open Door Café has been damaged by a driver. Action: Clerk to ascertain whether the incident was captured on CCTV and pass to WDC for potential legal action/insurance claim. **Action: Clerk** (Afternote: there is no CCTV footage).

**Item 2 - Register, Apologies & Declarations of Interest & Dispensations**

The register was completed.

Apologies were received from Cllrs Alan Rhead and Maggie Treacy Hales. There were no declarations of interest or dispensations.

**Item 3 - Approve October meeting minutes**

The minutes of the Parish Council meeting held on Wednesday 5th October 2022 were approved and signed by the Chair.

**Item 4 – Matters Arising**

(a) Poor workmanship of dropped kerbs in HM and request for another one at 28 Arras – update. The clerk advised that WCC Highways have inspected the work of the dropped kerbs installed by themselves and are happy apart from some minor tweaks. Clerk had been advised that two of the dropped kerbs are on unadopted roads, however this has been questioned. WCC have no funds available at present to install a dropped kerb at 28 Arras Boulevard or to improve the one at the corner near the shops at Slade Hill where a resident recently fell. These have been noted by WCC for discussion when funds become available.

**Action: Clerk to pass details to Cllr Matecki to progress with Highway**

(b) Footpath in Styles Park Closes – retarmac due to roots. Awaiting quote from contractor. If not received within 10 days, an alternative contractor will be sourced.

(c) Red phone box – work has started on the refurbishment.

(d) Removal of barriers and repair of fencing at end of The Warwicks – reported (Afternote: Clerk has been advised that due to a backlog of work, this may take several months).

(e) Water running across Old Budbrooke Road/Field Barn Road. Cllr Andy Thomas advised that an additional drain has been installed and asked for Highways to be thanked. **Action: Clerk**

(f) On-line banking – Clerk has been unable to get through to the bank due to long call wait times. **Action: Clerk to progress.** (Afternote: Clerk has now spoken to the bank and been advised how to progress).

(g) Cherry Trees on Daly Avenue. Agreed options to be considered regarding replacement: contact Bellway for replacement of one tree; discuss replacement of other 3 trees with Highways and CC Forestry team; consider the Severn Trent and The Queen’s Green Canopy schemes. **Action: Clerk to research all options.**

(h) Resident’s concerns regarding access to footpaths – no progress with WCC Footpath team yet.

(i) Road from Hampton Magna to Hampton on the Hill – sign warning of oncoming traffic/pedestrians. The signs will be implemented Cllr Matecki’s fund. This is likely to be in 2023.

(j) Newsletter deliveries. A volunteer has now been recruited to deliver the newsletters in Hampton Trove.

(k) Tree surgery in Montgomery Avenue Play Area. Cllr Maggie Treacy Hales is following up alternative quotes.

**Item 5 – BPC Planning working document/CIL Funds proposals**

Cllr Mike Dutton advised that a Finance Committee meeting had been held on Tuesday 1st November. Attendees were Cllrs Mike Dutton & David Bryan and the Clerk. Approximate funds have been allocated to the proposed projects:

* Outdoor Fitness Space
* Allotments
* Benches (including a Friendly Bench)
* Refurbishment of the Community Centre
* Styles Close and Montgomery Park play areas
* Community Garden/Re-wilding

Project groups are being established for each of the above – a councillor will sit on each of the groups as will the Clerk/RFO (for budgeting purposes). Residents have been invited to join some of the groups via social media and the Newsletter. The invitation will be repeated in the December. The Chairman stressed the importance of residents showing an interest in these projects as CIL money is for the benefit of the community, rather than for projects determined by the PC. The position will be re-assessed at the end of January and if there has been little or no interest, the PC will re-evaluate the CIL fund plan.

**Item 6 – Recruitment of 2 councillors.** An informal advert was placed in the November newsletter and will be repeated in the December edition. The Clerk will draft a formal advert to be placed on all the Parish media channels including the noticeboards. **Action: Clerk.**

**Item 7 – Benches**

The existing benches have not been cleaned due to the extreme heat during the summer (for water saving purposes) and because it has not been decided which ones to replace. Brochures and price lists have been received which will be reviewed and suggestions put forward. The same applies to the Friendly Bench. **Action: Caroline Edwards/Clerk.** It was agreed that the Bus Shelters (Hampton on the Hill and opposite Ugly Hill Road) would also be refurbished.

**Item 8 – Park Signs**

The Clerk circulated the latest artwork for the park signs in Styles Close and Montgomery Avenue play areas. After discussion, it was agreed to put the detailed signage on hold, pending the outcome of the outdoor fitness area project, as different signs may be required. In the meantime, simple white signs containing key information will be installed in each park.

**Action: Clerk**

**Item 9 – Bellway Allotments**

Cllr Mike Dutton advised he is scheduling a call with Bellway w/c 7th November to discuss the allotments. The Clerk will also attend.

**Item 10 – Trees**

It was agreed to extend the number of trees in Montgomery Park to complete the line along the avenue. **Action: Clerk to investigate under the auspices of the Queen’s Green Canopy and Severn Trent tree initiatives.**

**Item 11 – Warwick Half Marathon**

The Warwick Half Marathon is scheduled for Sunday 5th February. Cllr Andy Thomson suggested asking the organisers if the route could be changed this year to alleviate the impact on local traffic. **Action: Clerk.**

**Item 11 - Planning**

(a) W/22/1410 – south side of Birmingham Road. Development of Care Home. An appeal has been made to the Secretary of State against the decision of Warwick District Council to refuse planning permission. A Public Inquiry will determine the appeal. Once the date and venue for the Inquiry are known, BPC will be notified and invited to participate in the process. It was agreed that Cllr Andy Thomas will represent BPC.Any comments, or modifications to the existing objections are to be received by the Planning Inspectorate no later than 29th November at the latest. **Action: Cllr Andy Thomas**

(b) W/22/1665 - Maple Lodge, Old Budbrooke Road, Budbrooke, Warwick, CV35 8QE.

Proposed demolition of existing equestrian building and erection of 1 no. dwellinghouse. A consultation document for the above application has been received – comments/objections due by Thursday 17th November 2022. Cllr David Bryan commented that the site plan should show the entirety of the owned land which would include the original house. Noted that this is Green Belt land. It was agreed that Cllr Andy Thomas will draft a response on behalf of BPC.

**Action: Cllr Andy Thomas.**

**Item 13 - Correspondence**

(a) Remembrance Day PR opportunity with Bellway. Bellway Homes have advised they have installed war-themed benches at Hampton Trove, which pay tribute to fallen soldiers. Bellway will be purchasing poppies from the RBL and installing them round the site. They are keen to invite members from the Parish Council to participate in this. It was agreed Cllr Rhonda Treacy Hales will attend on behalf of BPC.

(b) Warm Hubs. WDC have written to BPC asking if they will consider providing spaces to serve as Warm Hubs. Caroline Edwards advised she is working closely with the WDC team on this initiative. It has been renamed as Warwick Warm Spaces and the Open Door Café is being registered. **Action: Clerk to send the letter and accompany leaflet to Caroline Edwards and to David Brain (for the Village Hall).**

**Item 14 – Parish Maintenance**

(a) The Clerk updated the Council on the status of works being carried out by Martin Davies.

(b) It was reported that a flood exists on Henley Road near the old chapel.

**Action: Clerk to report.**

(c) Cllr Andy Thomas reported that a serious crash had taken place on Watery Lane close to the bottom of the bend. It was agreed to approach the council with a view to having chevrons placed on that part of the road. **Action: Clerk.**

(d) The footpath on Hampton Road from Damson Road down to Old Budbrooke Road is very narrow and allows only one person to walk at a time**.**

**Action: Clerk to ask WCC Highways if the footpath can be widened.**

(e) Cllr Jan Matecki advised it has been agreed to replace the 30 mph speed limit signs in Hampton Magna with yellow signs and ‘slow, pedestrians’ signs on the both the approach to, and exit from, the village. The cost will come from Cllr Matecki’s 2023/24 budget and will hopefully alleviate the problem of traffic speeding through HOTH.

**Item 15 - Community Centre/Village Hall Items**

(a) A request to place a tree in memory of Tom Gelf in the green verge at the front of the Community Centre has been received. BPC confirmed they have no opposition to this.

**Action: Clerk to establish who the land belongs to and the process to be followed** (Afternote: the land belongs to Highways who have advised it will be possible to plant the tree, subject to an approval process – clerk will follow up).

(b) There was a discussion regarding the Community Centre accounts. It was agreed that as BPC will be funding major works on the property, a detailed set of accounts is required.

**Action: Clerk to request accounts.**

(c) A lantern walk will take place on Sunday 4th December and Santa will visit the Community Centre on Saturday 11th December.

**Item 11 – Finance**

(a) The bank reconciliation and accompanying cheques/invoices were approved and signed.

(b) The Clerk confirmed to Cllr Kate Dutton that invoices for adverts placed in the newsletter would be sent out before Christmas.

(c) Given the large sums of CIL money held by the Parish, it was agreed the Clerk could use the services of Kenneth Dunn (accountant) twice-yearly. The cost will be in the region of £200.00.

**Item 11 – Next Meeting**

The next meeting will take place at 8pm on Wednesday 7th December 2022 in the Community Centre.