



**BUDBROOKE PARISH COUNCIL**  
**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON**  
**Wednesday 10<sup>TH</sup> May 2023 at 8pm in the**  
**Budbrooke Community Centre**

**Present:** Cllr Mike Dutton (Chair), Cllrs: Andy Thomas, Maggie Treacy-Hales, Rhonda Treacy-Hales, Michelle Nutt, Ian McCloskey, Clerk: Kate Sutton and 8 members of the public

**Apologies:** Cllr Jan Matecki, Clerk Veronica Poole

**Abbreviations:** Please see below under Item 16

**Item 1 - Elect Chairman, Vice Chairman & Council representatives on other bodies:**

- a. Chairman – Andy Thomas proposed and Rhonda Treacy-Hales seconded – Mike Dutton elected
- b. Vice Chairman – Rhonda Treacy-Hales proposed and Maggie Treacy-Hales seconded – Andy Thomas elected
- c. Emergency Planning Group – Rhonda Treacy-Hales
- d. Newsletter & Website Group – Michelle Hutt and Ian McCloskey
- e. Community Centre – Rhonda Treacy-Hales
- f. Village Hall Committee – Maggie Treacy-Hales
- g. Budbrooke Charities – Mike Dutton and Andy Thomas
- h. Policies and Procedures Committee – Rhonda Treacy-Hales and Michelle Nutt

**Item 2 - Agree Standing Orders, Financial Regs, Policies & Procedures review dates**

- a. Deferred until next meeting
- b. It was noted the Parish Council have adopted the National Code of Conduct

**Item 3 – Register, Apologies & Declaration of Interest & Dispensations**

- a. The register was signed by all present. Apologies received from Clerk Veronica Poole and Cllr Jan Matecki
- b. Pecuniary Interest Forms – continuing Councillors need only state if there are any changes to previous forms – there were no Declaration of Interest forms received
- c. Declaration of Acceptance forms signed by the Chairman and Vice Chairman - **Clerk to file**

**Item 4 – Approve minutes from the Parish Council Meeting on Wednesday 5<sup>th</sup> April 2023**

- a. Minutes were approved and signed by Chairman – **Clerk to file**

**Item 5 – Matters Arising from previous meeting**

- a. Footpath in Styles Park Close – revised quote received – **Clerk to action**
- b. Cherry trees on Daly Avenue – further quote required – **Clerk to action**
- c. Tree surgery in Montgomery Avenue - to be discussed at next meeting
- d. Bellway allotments – progressing
- e. Montgomery Avenue trees – see c above
- f. Barrier in gully from HM to HOTH – this has been actioned
- g. Maintenance of grass verges in HOTH – no change – **Clerk to action**
- h. Inventory of bins around the parish – could the bin in Styles Close be moved to near 3<sup>rd</sup> gate – check with WDC that they will empty it – **Clerk to action**
- i. Cleaning of the alley way (Old Budbrooke Road) – unsure of this – to be discussed at next meeting
- j. Barrier on Lloyds Close – potential removal – no further action required
- k. Sowing wild flower seeds Blandford Way – Maggie Treacy-Hales needs approval to hire turf cutter (approx. £150 maximum) this was agreed – **Maggie Treacy-Hales to action**

## Item 6 – Elections

- a. Pecuniary Interest forms – see Item 3 above

## Item 7- CIL Projects – update

### a. Project updates:

- (i) Open event held on Monday 8<sup>th</sup> May 2023 to which around 50 people attended
- (ii) Outdoor fitness space – public have requested this in both parks – Michelle Nutt is getting proposals from 2 companies – **Rhonda Treacy-Hales and Michelle Nutt to action**
- (iii) Allotments – designated area on Hampton Trove site. In conversation with Bellway about moving it forward. Then need to have an Allotment Committee to look after this - **awaiting legal agreements**
- (iv) Community Centre – finally received an estimate for costs of new roof and refurbishment of coffee bar (around £160k) Tender packs due soon. Most work will have to be done during school holidays **Rhonda Treacy-Hales to action**
- (v) Re-wilding – will move this on in the future
- (vi) Benches – location of benches identified – Clerk to move this on with getting permission for the locations identified. Add further bench to rear allotments. Asked for any public comment – none received – **Clerk to action**

## Item 8 – Planning

- a. No planning received

## Item 9 – Correspondence

- a. Lighting at the bottom of Old Budbrooke Road – this is a matter for the County Council – **Clerk to action**
- b. Red phone box in HOTH to be refurbished – this is being done this year but may need to find someone else to do this – Clerk to contact other Parish Councils who have this done and to see who they have used – **Clerk to action**

## Item 10 – Parish Maintenance

- a. Review of outstanding maintenance work - schedule requested – **Clerk to action**
- b. Playground report received
- c. Potholes – anyone can report these and other maintenance straight away
- d. Island in front of Community Centre being widened by County Council budget
- e. Sign at bottom of Old School Lane (from last August) still not complete
- f. Chevron sign Woodway/Old Budbrooke demolished by car and hedge damaged – Andy Thomas to let Clerk have details to report – **Andy Thomas/Clerk to action**
- g. Top of Old School Lane – overgrowing hedges onto footpath making it difficult to walk on path – **Andy Thomas to report/Clerk to action**
- h. Broken glass under shelter in park has been cleared up

## Item 11 - Community Centre/Village Hall items

- a. Barn dance has been cancelled and rescheduled for 23 September 2023
- b. Village Hall has a new Chairman – Maggie Treacy-Hales
- c. Coronation tea was well attended and enjoyed by everyone

## Item 12 – Newsletter/Website/Facebook

- a. New arrangements for distribution of newsletters – new volunteers received for HOTH but still need one for Arras Boulevard (inner circle) Rhonda and Maggie Treacy-Hales will cover this for now and new volunteer for Hampton Trove required – **Clerk to action**
- b. Website – old minutes are still on there – **Clerk to action**

**Item 13 – Finance**

- a. Bank reconciliation and invoice payments all approved for payment - awaiting new cheque book so only 4 invoices were paid at the meeting others to be paid when new cheque book arrives – this was agreed
- b. Precept for 2023/24 received
- c. Annual returns – end of year accounts will be presented at next meeting
- d. Annual Governance & Accountability Returns (AGAR) will be presented at next meeting
- e. Online banking update – this is still outstanding and Clerk to pursue with bank – **Clerk to action**
- f. Audit of accounts – accounts will be presented at next meeting
- g. Insurance renewal – renewal by 31<sup>st</sup> May 2023 – **Chairman and Clerk to action**

**Item 14 – Any Other Business**

- a. None received

**Item 15 – Next meeting arrangements**

- a. Next meeting will be held on **Wednesday 7 June 2023 at 8pm** in Budbrooke Community Centre

**Item 16 – Private Session**

Not required

**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