

**BUDBROOKE PARISH COUNCIL**  
**MINUTES OF MEETING**  
**Wednesday 7 February 2024 at 20h00**  
**in Budbrooke Community Centre**

**Present:** Cllr Mike Dutton (Chair), Cllrs: Andy Thomas, Maggie Treacy-Hales, Michelle Nutt, and Ian McCloskey, Peter Phillips (WDC) and 3 members of the public

**Apologies:** Cllrs: Rhonda Treacy-Hales, Jan Matecki (WCC & WDC)

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

The appointment of Mr Brian Ryninks as Parish Clerk and Responsible Finance Officer to the Council was confirmed and Veronica Poole was thanked for her work in this role.

### **1. Public Participation**

1.1 A member of the public reported a street light going out in Daly Ave and she was advised to report such matters to the Fix my Street website. **Clerk to check** thereon if already reported otherwise to do so.

1.2 A member of the public reported that in relation to the Hampton-on-the-Hill water issues, the situation was better in January than in December with no outages. This member also enquired as to somebody following up on Severn Trent re the infrastructure referred to by Severn Trent. In response, it was noted that this will be followed up once the PC was aware of details. In the meantime, the **clerk would check** with Highways. It was confirmed that PC as a group we will take this matter on. **Clerk to action**

1.3 A member of the public confirmed that Hampton-on-the-Hill had had 13 posts installed on the grass strips previously noted in BPC minutes, plus a further 2 outside the church. The member believed that these posts had been effective in stopping driving and parking on these grass strips and that they had been told that these strips had been added to the grass cutting list for attention every other month. Peter Phillips confirmed that the grass strips are on the maintenance list.

1.4 An email had been received on 6/2/24 querying the installation of the posts on the grass strips in Hampton-on-the-Hill. This included concern that the driveway of the complainant was being used by courier drivers, and it was thought that this was possibly across the driveway rather than in the driveway. It was confirmed that funding was from a designated transport fund and so had not deprived the parish of any funds. The grass cutting was maintained by WDC as noted in 1.3 above. If maintenance had not been provided by mid-May it was suggested that this be reported to the PC that would refer the matter to Cllrs Matecki and Phillips. In response to the concern in the email that residents were not informed, it was noted that this issue had been in the minutes of a number of recent PC meetings that are shown in the monthly newsletters distributed in the parish. Reference was also made to the width of the footpath with encroachment from both sides. Residents are responsible for their side and a member of the public believed that Cllr Matecki was involved in a survey that included this footpath, although this may only have related to the surface but not the width. Another member of the public noted that a member of the local walking group had expressed concern that the pavement should not be that narrow. **Clerk to report** this concern about the width to WDC and or WCC as well as reply to the resident

1.5 A member of the public reported that the member of the walking group referred to in 1.4 above was looking at dropped curbs as there were meant to be a few installed each year. This member of the public offered to provide an update to the next meeting. **Clerk to follow up**

## **2. Register, Apologies & Declaration of Interest & Dispensations**

The register was signed by all present. There were no declarations of Interest & Dispensations

## **3. Approve previous minutes**

3.1 The Minutes from the Parish Council Meeting of 3 January 2024 were approved **Clerk to file**

3.2 A member of the public added that only 2 additional posts and not 3 per 1,b of the minutes. In response, it was noted that Council had understood it to be 3.

## **4. Matters Arising**

4.1 Proposed new Hatton community – Following information being provided to Councillors by the Chair, he reported that he had been invited to a meeting with the developers and it was agreed that he should attend. **Chair to action**

4.2 It was noted that a notification had been received of a WCC / Severn Trent regarding a road closure at Normandy Close, Budbrooke from 11 to 13 March 2024 inclusive.

4.3 Reception of Appreciation for Parish and Town Councils - Friday 8 March 2024 19h00 – 21h00 The Glasshouse, Leamington Spa. Cllrs to inform the Chair should they wish to attend. The Clerk confirmed that he would be attending.

4.4 Governance requirements for Parish Council websites - see 10 below

4.5 Newsletter printing - see 10 below

4.6 Open Door Café letter of application for grant funding – it was confirmed that this application was for general purposes and was being considered. **Cllr Nutt** would reply in the meantime, with a decision to be made at the next meeting.

4.7 Cllr Nutt enquired if the application from Ajax Football Club for a grant had been resolved. More info had been required in line with the PC grant policy requirements e.g. who will benefit. It was understood that this information had been requested but that a full copy of the policy requirements may need to be sought. **Clerk to liaise** with Cllr Nutt.

4.8 Amy Bambridge from The Heart of England Forest had expressed an interest in a pond in the Centenary field. The Chair repeated that it needed to be confirmed that this pond was possible under the relevant regulations, that it complied with safety requirements, was covered by insurance and that it was in accordance with the Centenary Trust? **Clerk to follow up**.

## **5. Council Projects Update**

5.1 Outdoor fitness space and Children's Play areas

5.1.1 Cllr Nutt reported that the Wicksteed inspection had been very helpful and that she would talk to people who had volunteered to assist with this project. **Cllr Nutt** to pursue

5.1.2 Cllr Nutt noted that there was no seat on the zip wire. This was a relatively new seat – when installed and that vandalism is an issue in many parks. These seats either need to be

replaced often / annually or removed. **Cllr Nutt** to investigate if / where a replacement might be sourced.

5.1.3 Cllr Nutt reported that the rest of the equipment was generally in order with only minor issues needing attention. Cllr McCloskey noticed in the report that some matters were cleaning related and **Cllr Treacy-Hales** offered to refer the cleaning issues to Martin Davies.

5.1.4 It was noted that Warwick Football Club had approached the Clerk regarding the use of PC facilities. **Clerk** to follow up

5.2 Community Centre works – nil

5.3 Red phone box in Hampton-on-the-Hill

5.3.1 Cllr Rhonda Treacy-Hales has received a quote to remove and clean and is now seeking a second quote, Given the specialist nature of the work required, it may be difficult to source an alternative quote. **Cllr Rhonda Treacy-Hales** to pursue

5.3.2 A member of the public made a strong request for the phone box to display a walking map in the telephone booth. **Cllr Rhonda Treacy-Hales** to consider.

Cllr McCloskey noted the possibility of different formats for these walking maps/routes including leaflets or in the newsletters. **Clerk** to follow up

5.4 Applications for Community Infrastructure Levy funding – Cllr Treacy-Hales had met with some residents who had enquired and it was agreed that the newsletter needs an advertisement notifying residents of PC plans and inviting further comments and ideas. **Clerk to action**

5.5 Cllr Nutt enquired about the status of the acquisition of benches. The Chair replied that whereas council had agreed to buy these, there were restrictions if these were placed on district or county land. An earlier list of possible locations will be sourced by **the Clerk**.

## **6. Planning Papers**

6.1 No planning applications to report.

## **7. Correspondence**

7.1 Referred to at various points in these minutes.

## **8. Parish Maintenance/Playgrounds**

8.1 Review of outstanding maintenance work – Cllr Nutt reported that she had not found details in relation to what is done re grass cutting. **Cllr Nutt** offered to prepare a paper regarding what is needed and the frequency thereof for - grass cutting, our inspection requirements to identify issues early and then what cleaning is required.

8.2 Entrance to Montgomery Playing field – on the drive to the two bungalows, there are some birch trees that require attention. A resident had requested that the PC consider this and so **Clerk** to secure quotes for cutting back these trees.

8.3 On the same drive referred to in 8.2 above, there are places where deep puddling is occurring at 2 or 3 places near Old Budbrooke Road. It was suggested that a sign warning of soft verges be considered. **Clerk** to follow up

8.4 The Wicksteed annual playground survey had been distributed to all councillors and Cllr Nutt noted that there was nothing urgent to attend to. The report referred to the main slide at

Montgomery Park that might need some attention that will be attended to as part of the park upgrade that **Cllr Nutt** is leading. The issue of having another a seat in the other park is referred to in 5.1 above.

8.5 40 mph repeater sign at Old Road Budbrooke/Field Barn Road, level with back gardens of Bellan Road was missing. **Clerk to** follow up with Cllr Matecki

8.6 Pedestrians in road signage approaching HOTH – Cllr Matecki was actioning – **Clerk to** follow up with him

8.7 Gully Drain on Old Budbrooke Road between Blandford Way and the station – **Clerk to** identify if the existing gully is blocked or clear, and if clear then consider a second or enlarged gully.

8.8 Potholes in Field Barn Road reported to Fix my Street – **Clerk to** follow up

## **9. Community Centre / Village Hall items**

9.1 It was noted that there is a Film Night in the Village Hall at 19h15 on Friday 23 February when The Old Oak will be shown.

## **10. Newsletter / Website / Facebook**

10.1 Cllr McCloskey was thanked for his paper on the Newsletter, Website and Facebook.

10.2 It was agreed that the details needed further consideration before any decisions were made.

10.3 There was a general discussion of the paper with Cllr Nutt adding that we needed to determine what was needed. Cllr Treacy-Hales believed that any developments should be cost neutral / self-funding. A member of the public suggested that other local newsletters be reviewed when considering what was needed. Cllr Nutt's suggestion of a dedicated meeting on this paper was agreed and Cllr McCloskey agreed to take the lead, initially by arranging a date to meet. **Clerk to** action

## **11. Finance**

11.1 The payments on the list provided to councillors was approved and cheques were signed for these.

## **12. Any Other Business**

12.1 Disability Expo at the NEC 20/21 March – Cllrs to respond if any interested in attending. Cllr Nutt asked to be informed if play equipment was included. **Clerk to** investigate

12.2 An email from a resident of 3/11/23 was outstanding re a woodland pathway opposite Blandford Way, and then a cycle path from Hampton Trove to Hampton Road. **Clerk to** forward the email to Cllr Phillips to assist.

**13. Next Meeting** - The next meeting will be held on Wednesday 6 March 2024 at 20h00 in the Budbrooke Community Centre. Apology given by Cllr Phillips

**Abbreviations:** BCA – Budbrooke Community Association / 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 / 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