

**BUDBROOKE PARISH COUNCIL**  
**MINUTES OF MEETING**  
**Wednesday 6 March 2024 at 20h00**  
**in the Budbrooke Community Centre**

**Present:** Cllr Mike Dutton (Chair), Cllrs: Andy Thomas, Michelle Nutt, Ian McCloskey, Jan Matecki (WCC & WDC) and 1 member of the public

**Apologies:** Cllrs: Maggie Treacy-Hales, Rhonda Treacy-Hales, Peter Phillips (WDC)

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

### **1. Public Participation**

1.1 The member of the public made a request for support for an environmental, repair and recycle café to be held on 22/6/24 from 10 – 2. A free advert in the Newsletter was approved and Cllr McCloskey requested a colour version of the draft advert.

### **2. Register, Apologies & Declarations 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 7 February 2024 were approved **Clerk to file**

### **4. Matters Arising**

4.1 Open Door Café - Letter of application for grant funding – see 12.1 below

4.2 Red Phone Box – Hampton on the Hill – No update

4.3 New Hatton Community

The Chair had sent a summary of a video meeting to councillors. This matter was very much in the future and so council will await developments whilst teaming up with bordering parish councils to consider progress as required.

4.4 Matters that Councillors wish to clarify / discuss from the PC Action List

4.4.1 The clerk noted this new process to monitor actions from council meetings and requested any comments / suggestions from councillors regarding how to use it going forward. **Cllrs to propose**

4.4.2 It was confirmed that all planned dropped curbs had been installed but in response, Cllr Thomas referred to one at Arras Blvd / Curlieu Close that was not on the original list but that should now be added to the wish list. **Clerk to action**

4.4.3 It was noted that the maintenance of hedges be added to the list shown in the paper prepared by Cllr Nutt. These hedges were at the Styles Close playing field where it backs onto the school, at the Centenary playing field, on the left of the road of the council owned land alongside the Centenary playing field that had previously collapsed, and then at Ryder Close. **Cllr Nutt to action**

### **5. Community Infrastructure Levy (CiL) Projects Update**

## 5.1 Outdoor fitness space and Children's Play areas

5.1.1 It was noted that there had been few responses from the Newsletter appeal and so this would be repeated in the April 2024 Newsletter. **Chair to action**

## 5.2 Community Centre works – Nil reported

5.3 Notice in April 2024 Newsletter – A comprehensive note, possibly with each lead providing a paragraph would be **initiated by Cllr Nutt**.

## 6. Planning Papers

6.1 There were no planning applications to report.

## 7. Correspondence

7.1 It was confirmed that the new Parish Clerk's name and contact number would be updated where appropriate, particularly on the website. **Clerk to action**

7.2 Bird Scaring in Hampton on the Hill – The WDC has a process to raise concerns but this needs evidence from complainants. **Cllr Nutt to follow up**

7.3 Allotment enquiry re Bellway Homes development – It was noted that the topsoil that had been delivered had been spread today. However, the PC need to await the land ownership passing to the PC but the timing thereof was not clear as it was dependent upon Bellway Homes. **Clerk to monitor**

7.4 HotH Traffic Monitoring – Cllr Matecki confirmed that the request regarding the 30 mph speed limit sign had resulted in a new yellow background and that a survey was currently in progress to determine if there is a speed problem in the village. He gave an assurance that the results will be shared. **Clerk to follow up**

## 8. Parish Maintenance/Playgrounds

8.1 Review of outstanding maintenance work – The January and February 2024 inspection reports were noted.

8.2 Quote for grass cutting – The quote that had been received was agreed with effect from 1 April 2024. Cllr Nutt had presented a paper that proposed agreeing a plan covering all such work and so this quote was only agreed on a short term / monthly basis pending approval of this overall plan. **Clerk to action**

8.3 Quote for playground cleaning – This quote was agreed in the short term as noted in 8.2 above. **Clerk to action**

8.4 Maintenance paper – Cllr Nutt was thanked for her paper and she agreed to update it for developments, including as noted in these minutes. All items would then be reviewed together. **Cllr Nutt to action**

## 9. Community Centre / Village Hall items

9.1 It was noted that a quiz was being held next weekend in the CC.

## 10. Newsletter / Website / Facebook

10.1 Dedicated / separate PC meeting – Cllrs McCloskey and Nutt were thanked for their comprehensive paper. It was agreed to meet in person at 7 pm on Wednesday 20 March at the home of the Chair. **Clerk to action**

10.2 Website – It was agreed that ideally, the PC should have ownership of the website name and the **Clerk was requested to investigate.**

10.3 The Minutes of January 2024 were included in the March 2024 Newsletter in error - The Clerk apologised for the error and it was confirmed that the April 2024 Newsletter would include the approved minutes of February and the yet to be approved draft March minutes.

**Clerk to action**

10.4 Enquiry received to distribute newsletters – The resident was thanked for their enquiry but this was currently fully covered. **Clerk to reply**

## **11. Finance**

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

11.2 Update on banking issues – Cllr Dutton was thanked for securing transaction listings / statements and was requested to repeat the process shortly. **Cllr Dutton to action**

11.3 2024/5 Precept – The Clerk noted that confirmation had been given to WDC with a request to use the same formula as last year.

11.4 Budget 2024/5 – The Clerk noted that this was a high priority in March. **Clerk to action**

## **12. Any Other Business**

12.1 Open Door Application for funding – It was confirmed that this application was being considered against the PC Grants and Donations Policy. Whereas there was support for the application from the Open Door, it was unfortunately not clear what the funding was to be used for and when, and so clarification was to be sought. **Clerk to action**

12.2 Date of April Meeting due to usual date falling in Easter week – 10 April 2024? - It was agreed that there would be no change and so the next meeting will be on 3 April 2024.

12.3 To consider arrangements for the Annual Parish Meeting i.e. April or May, perhaps separate to the AGM? – It was confirmed that the Annual General Meeting (e.g. approves roles) the Annual Parish Meeting (annual reports and a speaker) and the May council meeting would all be held on 8 May 2024.

**13. Next Meeting** - The next meeting will be held on Wednesday 3 April 2024 at 20h00 in the Budbrooke Community Centre.

**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