

BUDBROOKE PARISH COUNCIL
MINUTES OF MEETING
Wednesday 3 July 2024 at 20h00
in the Budbrooke Community Centre

Present: Cllr Mike Dutton (Chair), Cllrs: Andy Thomas, Michelle Nutt, Rhonda Treacy-Hales, Sue Stanton, Jan Matecki (WCC & WDC) and 3 members of the public

Apologies: Cllrs: Maggie Treacy-Hales, Ian McCloskey, Peter Phillips (WDC)

Abbreviations: Please see below under final Item

1. Public Participation

1.1 A member of the public referred to the preparation of walking maps and **Cllr Thomas would** liaise with her as well as another resident to produce A4 versions thereof.

1.2 A resident on Henley Road asked what the BPC was doing about the traveller development on Henley Road? He reported that residents along Henley Road were very anxious and hoped that the BPC would make a strong response as it had in connection with The Oaklands site in 2014/5 when the BPC took professional advice, particularly as this matter was more serious. The Chair noted that the location was not in our parish but that there was a process underway with the district council. Cllr Matecki added that DC officers had sought legal counsel advice after issuing a temporary stop order and were now looking to issue permanent and enforcement notices. He had requested clarification as enforcement notices are for demolition. The DC were minded not to look for an injunction that needs to go to the courts but preferred to take action using restraining orders. The resident expressed his disappointment that the BPC was doing nothing yet as there will be appeals and without having any representations from the BPC would be a mistake. Residents in Budbrooke had made objections and with pressure on services and the green belt, the resident wished the BPC to make an objection, perhaps with Norton Lindsey parish who he believed were keen to work with the BPC. Cllr Matecki referred to County Highways making a formal objection along with the county flood risk management team that had also lodged an objection. The Chair added that only one resident had asked after what the BPC were doing. In response, the resident referred to information and objections lodged on the WDC planning website including from residents in HM and HoH. The Chair confirmed that the BPC would be happy to respond but that tonight (and the email from the attending resident that led to the matter being on the agenda tonight), was the first time that the BPC was considering the issue.

1.3 Presentation by Friends of Warwick Parkway - Julia Singleton-Tasker, the Lead Community Rail Partnership Officer at Heart of England CRP (HoE) was thanked for her time to present this evening. She mentioned that she had 36 stations in her remit, that included Warwick Parkway, and that this remit had initiated the artwork at Leamington Spa station covering issues like travelling sustainably. HoE were trying to encourage communities to get involved in their stations e.g. the gardens at Leamington Spa that was managed by local volunteers. Chiltern Railways see the value in this initiative and in addition to Leamington spa, have supported "Station Doctors" at Hatton and Lapworth where work is underway on planters and artwork. It had been found that cared for stations have less vandalism. There were, however, currently no station doctors at Warwick Parkway and so she was attending tonight to see if there was any interest from the parish. She mentioned how some stations had been adopted by groups like the local scouts. There was support available for volunteers including

small grants of £175 p.a. for acquiring tools to commence a group but also more substantial funding for large projects. Chiltern Railways have a contract with the Station Doctors group to ensure that they work together. Julia was happy to assist and **Cllr R Treacy-Hales offered** to pass details to Caroline Edwards who may be able to direct the approach at/from the meeting tonight. Julia also noted that three local schools had used this initiative in their biodiversity education. The Chair thanked Julie for her attendance and presentation.

2. Register, Apologies & Declaration of Interest & Dispensations

The register was signed by all present. There were no Dispensations or Declarations of Interest

3. Approve previous minutes

The Minutes of the Parish Council Meeting of 5 June 2024 were approved. **Clerk to file**

4. Matters Arising

4.1 Red phone box – Hampton on the Hill

4.1.1 A resident had queried what they thought might be a possible livewire that they had reported to National Power yesterday and it was made safe on the same day. Cllr R Treacy-Hales confirmed that the power had been disconnected a long time ago and so was not an issue. The resident was thanked for their concern and action.

4.1.2 There was a question mark over whether a concrete foundation base was required for the return of the red telephone box and **Cllr R Treacy-Hales offered** to consult the contractor that was performing the refurbishment.

4.2 Seat for zip wire in play area at Styles Close and basket and chains - The Clerk reported that in response to Cllr M Treacy-Hales querying if an alternate parts supplier could be engaged, he had explained the preference for original Hag parts to match the existing equipment given safety needs. Cllr Nutt referred to two suppliers that she was negotiating with who were able to perform work on equipment that was not their own. **Cllr Nutt offered** to secure quotes from them asap.

4.3 Allotments Update - The Clerk reported a concern received regarding a possible lottery to decide on who gets an allotment, especially as some residents had been waiting for over two years, This resident had been turned down elsewhere and told to await an allotment in HM. Cllr Nutt added that her work in connection with the upgrade of playgrounds/parks included looking at a possible community garden committee where residents could get involved. Cllr R Treacy-Hales asked if we knew the size of the allotments and the Chair explained that whereas we do not know the size it was understood that there were 12 plots and it was currently not sure if these can be made smaller to allocate more plots. Cllr Thomas suggested that a list from applications received in the past might assist. Cllr Stanton enquired after the timescale and the Chair referred to this matter being awaited for two years whereas the play area had been transferred to WDC. She then enquired after the land around allotment and the rubbish that needs cleaning with the Chair clarifying how the BPC would not take over the allotment until it had been cleared and made ready before any handover.

4.4 Public footpath rights of way – Cllr Stanton reported the restricted access during construction to one footpath whilst the other was not usable and so she had emailed the WDC footpath team but she feared that this matter was at the bottom of the pile. Cllr Matecki offered to receive an **email from Cllr Stanton** with details to investigate. Cllr Thomas believed that

this is something that the footpath team can check. There was a question as to whether the paths had been handed over yet and Cllr Matecki confirmed that county staff had said that these paths will not be accepted unless they were fully useable. In response to a comment that a resident had done some cutting/clearing Cllr Matecki advised that such independent action should not be undertaken.

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

4.5.1 Cllr Thomas believed that whereas the installation of a replacement 40 mph sign on Old Budbrooke had not been performed yet, this was shown as being “to close”. The Clerk said that he would check the list and clarify. Subsequent note – the item closed was a duplication and so the matter was still on the list.

4.5.2 In connection with the accident at Montgomery Avenue it was noted that a new road name had been installed but that the sign warning of pedestrians had yet to be replaced. The Clerk had sought an update from the resident who had reported the issue as the report by the Clerk to the CC had been rejected saying it was a DC matter. Cllr Matecki offered to investigate the rejection and the matter. **Clerk to forward** to details to him.

4.5.3 The Clerk noted that the list contained numerous items that had been actioned/completed and so were shown as “to close” – these were confirmed

5. Community Infrastructure Levy (CiL) Projects Update

5.1 Outdoor fitness space and Children’s Play areas - Cllr Nutt reported that she was in the process of getting plans visually made up to then use when consulting with residents. She had met three suppliers with another meeting tomorrow. The rather long list of possibilities had now been whittled down and so these suppliers were working on their proposed plans to provide visuals in early August that will be followed by a consultation from September. The rough timetable was therefore to consult in the autumn and sign contracts with the works to be completed to be ready to use in early spring. Whereas a budget had been set some time ago this needed to be updated given the elapse of time. **Clerk to action.** Each supplier will cover all the items but council can decide if it wanted to phase the work. The next steps were the visuals to discuss with residents in the form of a working group of some residents who had met already - **Cllr Nutt to action**, it would then be helpful to get advice from WDC including procurement – **Cllr Nutt to liaise** with Cllr Matecki who offered to refer the matter to the relevant department / person. The Clerk noted that from April 2025, there were new procurement rules to be complied with.

5.2 Community Centre - Cllr R Treacy-Hales was thanked for her work, planning and update today confirming that work commences on 23 July at a cost of £19,685 excluding VAT

5.3 The Clerk confirmed that the CiL Annual Return had been submitted and will be added to the website. **Clerk to action**

5.4 Cllr Nutt reported that she had asked the suppliers that she was currently negotiating with for quotes to perform the on-going playground inspections

5.5 It was mentioned that CiL money may be needed for the allotment.

5.6 Cllr Stanton referred to the Barracks memorial saying that she had met with representatives of the regimental association and **she would follow up** details to be provided **by the Clerk** regarding the regilding required. She suggested that the flower beds might be made more permanent. The cleaning and refurbishment work would be completed for / by 13 October when five members from the regiment who live in the parish will attend the 350 year

anniversary event at the church. A resident suggested that the bench be replaced and that a mere clean / scrub would not suffice. Cllr Stanton also mentioned an offer received for a mini-tank to attend and mark the occasion. Cllr Thomas noted plans from the old barracks that he possessed that could be referred to.

6. Planning

6.1 Planning applications to report/consider

6.1.1 W/24/0698 - 23 Gould Road – 16/6 notice - part rear single storey extension – no objections

6.1.2 W/24/0831 - 11a Hatton Terrace – 1/7 notice – existing as independent dwelling – Cllr Thomas believed that this application was a technical one technical and there were no names listed on the electoral roll at number 11 or next door. It was agreed to leave this application to the WDC technical department.

6.2 Public Meeting 10 July 2024 re Hatton Development

6.2.1 The Chair confirmed having spoken to Turley today to discuss the meeting. He noted that the current communications were all pre-application compared to recent developments in HM where the plan was already a given. Turley had offered to meet the BPC further.

6.2.2 **Cllr R Treacy-Hales** confirmed that she would **check** the screen to be used at the meeting.

6.2.3 Cllr Nutt asked if the notice of the meeting was on Facebook and Cllr R Treacy-Hales offered to send a reminder thereon.

6.2.4 Cllr Matecki clarified that Turley are communicating a proposal to go into the next local plan and so it would still need to have the normal application process and approval. He gave his apology but hoped that Cllr Phillips can attend. Given the proposal being for 4,500 new homes, the other parish meetings had attracted large attendances with standing room only. -

6.2.5 The Chair suggested that the BPC might decide after the meeting/presentation what the next steps were, e.g. perhaps joining with other parish councils.

6.2.6 It was agreed that the agenda would follow - the Chair giving an introduction, whereafter the developer, Turley would make a presentation, with questions from attendees to follow. **Clerk to** add this brief agenda to the website.

7. Correspondence

There was no correspondence not already referred to in other parts of these minutes

8. Parish Maintenance/Playgrounds

8.1 Review of maintenance work

8.1.1 Cllr Treacy-Hales asked if there was a plan to water the Montgomery Avenue saplings and **Clerk to confirm** or otherwise with Amy Bambridge.

8.1.2 Cllr Nutt noted the bad state of repair of the bus shelter in HotH that she believed was in the wrong place i.e. it needed to be on the other side of the road. The Chair confirmed that the shelter was BPC owned and that a replacement could come from the CiL funding. **Clerk to note**

8.1.3 The trimming of the hedge at the entrance to the BPC road of the Montgomery Ave entrance was approved. **Clerk to action**

8.1.4 The Clerk suggested that in the newsletters of March and April, then September and October, a notice requesting residents tend to their hedges and trees was agreed, especially as this type of request had been made in the past. **Clerk to action**

8.1.5 Cllr Thomas reported recent fly tipping on the verge at Watery Lane on the Norton Lindsey side of the road. **Clerk to report**

8.2 The June 2024 playground report was noted.

8.3 In response to a query from the Clerk, it was confirmed that a reminder to "Book Annual Safety Check" was indeed the same as the inspection by Wicksteed performed at the end of 2023. **Clerk to timetable** for a November inspection.

8.4 Cllr Matecki asked what highways work, if any, could utilise a small budget capacity. Cllr Nutt asked if the cleaning of dirty road signs would qualify and Cllr Matecki suggested reporting these on the CC website.

9. Community Centre / Village Hall items

Cllr R Treacy-Hales noted an invitation to the Village Hall cake early evening on 12 July.

10. Newsletter / Website / Facebook

10.1 The Clerk noted that July newsletters had yet to be delivered in parts of HotH yet whereas he had received feedback from HM residents on Sunday. Cllr Stanton reported that these were also missing in the Arras Blvd area. A resident from Henley Road noted that residents along that road never receive the newsletter and the Chair responded that there had been a problem to deliver it and so residents were referred to the website. The resident asked if copies could be dropped off in HotH then he would collect them to deliver locally on Henley Road. **Chair to arrange**

10.2 A resident noted that when accessing the website, Norton antivirus warns of it being a dangerous website. **Clerk to** notify the website manager.

10.3 Cllr Stanton referred to a WALC weekly update that referred to advertising fees that the **Clerk would** investigate.

10.4 Cllr Stanton noted that this same WALC update referred to new hedgerow restrictions but in response, Cllr Thomas clarified that this did not apply to garden hedges.

10.5 **Cllr Stanton offered** to draw up proposals for the BPC on Facebook.

11. Finance

11.1 Approval of payments - The payments on the list provided to councillors in advance of the meeting were approved and cheques were signed for these.

11.2 Update on banking issues – The Chair had kindly secured forms for adding signatories but there was a long, full set needed for each signatory and so it was agreed to commence by adding the Clerk first, to be followed by others one at a time. **Clerk to complete**

11.3 End of year accounts, annual audit, Annual Governance & Accountability Return (AGAR) - The Clerk reported that the external auditors had been provided with all the returns and information they require, by the 30 June 2024 deadline

11.4. The Clerk informed the meeting that the accounts for Q1 and an updated budget would be provided to the next meeting. **Clerk to action**

11.5 In response to a query at the last BPC meeting, the Clerk confirmed that the insurance premium recently reduced for fixing for three years can be increased in years two or three for risks related to terrorism, data breach response and legal expenses, any changes to risk profile/info, any adverse claim, or market conditions like taxation.

12. Any Other Business

12.1 The Chair raised an issue that had been considered but sadly not finalised yet. Two councillors, David Bryan and Kate Dutton had served continuously for 44 and 36 years respectively. Cllrs Nutt and Thomas confirmed that this matter had been discussed and actions agreed but that it appeared as if nothing had been done. **Cllr R Treacy-Hales** agreed to extract the relevant information.

12.2 The Chair noted that he had been collecting newsletters since 1993 but was missing June 2024 and appealed for a copy to complete his collection.

12.3 The Chair confirmed that the next meeting agenda will include considering the Henley Road traveller application.

12.4 The following shown on the agenda were referred to above - Footpaths/right of way and the condition of open land released by Miller and Bellway

13. Next Meeting - The next meeting will be held on Wednesday 7 August 2024 at 20h00 in the Budbrooke Community Centre.

The meeting ended at 21h30

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 / HM – Hampton Magna