

BUDBROOKE PARISH COUNCIL
MINUTES OF MEETING
Wednesday 4 June 2025

in the Budbrooke Community Centre

Present: Cllrs: Mike Dutton (Chair), Andy Thomas, Rhonda Treacy-Hales, Paul McCloskey, Maggie Treacy-Hales, Adam Thomas, Jan Matecki (WCC & WDC) and 3 (a further 2 at 5.4) members of the public.

Apologies: Cllrs: Michelle Nutt, Peter Phillips (WDC)

Abbreviations: Please see below under final item.

1. Public Participation

1.1 A member of the public reported that the trees at Jackson Close at the bottom of the Montgomery playground were causing residents to lose their TV signal, with one resident obtaining an extra high aerial. The area was also a dumping ground. The clerk replied that a quote was awaited as part of a program of work, The Chair added that this included moving some brambles. **Clerk** to inspect and chase the quote. Cllr M Treacy-Hales cautioned that trees cannot be cut until August.

1.2 Cllr Matecki asked if the BPC maintained the lime trees on Curlieu Close? The clerk replied that these trees had been reported before and the **clerk would** provide the report reference number to Cllr Matecki.

1.3 Cllr McCloskey reported a suggestion on the HM Facebook news for the Neighbourhood Watch to be resurrected. The Chair noted that the original co-ordinators no longer operate, particularly as the police did not follow up reports at the time. He suggested that Warwickshire Connected might assist using a “neighbourhood alert” whilst Cllr R Treacy-Hales believed that there was one in HotH that may be able to be expanded to HM. **Cllr McCloskey** offered to take this forward.

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 7 May 2025 were approved. **Clerk to file**

4. Matters Arising

4.1 No questions were raised whilst the clerk apologised for not providing an updated list yet as a result of the many other updates provided for consideration elsewhere in this meeting. An updated action list will be provided in the coming days.

5. Community Infrastructure Levy (CiL) Projects Update

5.1 CiL Budget Update – An update had been provided by the clerk prior to the meeting as at 30 April 2025 with suggested spends going forward. Cllr R Treacy-Hales suggested awaiting the proposal for the refurbishment of the two playgrounds. One addition to the list was a spend to replace the Community Centre fences, particularly the front one that Cllr M Treacy-Hales suggested might have no fence at all. Cllr R Treacy-Hales added that the front fence was needed to protect the children who use the CC. In reply to a query about a “bus shelter”, the clerk clarified that this had originally related to a new shelter opposite the existing one on Old School Lane in HotH that is old and possibly in need of replacement. The provisional figures were agreed but would be updated once the playground proposal had been discussed.

5.2 Community Centre – Summer 2025 Toilets Proposal – Cllr R Treacy-Hales had provided two quotes and noted that a 3rd contractor had declined to quote. One quote was for £61k and

the other £69.5k (both excl. VAT) with the difference being that the latter included vinyl flooring. In response to the Chair asking if Cllr R Treacy-Hales had worked with either contractor before, Cllr R Treacy-Hales said no but that the cheaper contractor had been recommended by residents whilst the other had performed good local work. In comparison to the work performed in the summer of 2024, Cllr Treacy-Hales wanted the contractor to manage the project too to avoid the need for the BPC to have to liaise with many subcontractors. The lower quote was approved. The clerk asked about the additional cost of architect fees to which Cllr R Treacy-Hales replied that an invoice was awaited for around £2,300, whilst there would not be any further costs for structural advice or post completion consultation checks that were shown on earlier quotes.

5.3 Play Grounds Proposal – This was awaiting the return of Cllr Nutt.

5.4 Benches Proposal - The clerk had provided an update / proposal paper prior to the meeting for consideration. Cllr Andy Thomas queried the location for the bench at the corner of Damson Road and Dorchester Ave and the Chair agreed with him that it should be on the opposite “inside” corner i.e. not the one on the Old Budbrooke “outer” side corner. The **clerk would** seek approval for such a move of one of the 7 locations approved by the WCC. It was agreed that **the clerk** publicise the list in the Newsletter and of Facebook once the WCC had replied to this corner amendment. The **clerk would** also commence arrangements with the local supplier for 7 teak benches that would be funded from CiL funds. There were two additional ones that the **clerk would** liaise with possible landowners on whilst the exact locations of a further 3 that had been requested would be chased again **by the clerk**.

5.5 The clerk reported that the annual CiL return was due by 30/6/25 that the Chair and clerk sign before submission and publication on the website. **Clerk to action.**

6. Planning

6.1. Planning applications to report / consider

6.1.1 W/25/0641 The Warwickshire Golf Hotel - variation of Condition 2 & remove Condition 3 to approval for 26 room hotel extension already granted September 2022 – The Chair believed that existing lights could be seen in the distance and that the BPC had objected previously. Cllr Andy Thomas added that the clubhouse is raised and so that is what might be seen whereas the hotel extension in lower down and will not be seen.

6.1.2 W/24/1346 Costa Coffee Drive through corner Birmingham and Haywood Roads – Cllr Andy Thomas reported no material change and it was agreed that the **clerk repeat** the earlier BPC objection.

6.2 Appeals – The clerk reported no requests from residents yet in response to the offer in the June 2025 Newsletter to assist residents.

6.2.1 Henley Road Travellers W/24/0711 – Cllr McCloskey was thanked for attending, as an observer, the Case Management Conference meeting on 9 June CMC that will be primarily to discuss the scope of the evidence and the procedure for the appeal hearing. Cllr Matecki clarified that there were two appeals. The enforcement notice was appealed before the determination date of the planning application. Despite repeated requests, the applicant failed to submit the necessary documentation or engage with Warwick District Council (WDC). Nevertheless, the application was scheduled to proceed and determined as planned. However, on the day before the determination date, a substantial volume of documents was submitted, requiring assessment. This prevented the determination of the application on the advertised date. The day following the determination date, the applicants appealed on the grounds that WDC had not determined the planning application within the expected timeframe.

As a result, the Planning Inspectorate will now hear both the enforcement and planning application appeals together.

6.2.2 75 bed Care Home W/22/1410 - The **clerk would** chase the process for this matter. Cllr Matecki noted that the Planning Committee rejection was a unanimous one.

6.3 Taylor Wimpey Development / East of Old Budbrooke Road (This land was shown in a peach colour on a map in the SWLP, between HM, the Parkway station and the A46) - The clerk reported receiving a request to make a presentation to the BPC from Sulis Public Affairs, Bath. They had made an enquiry to the WDC as to whether an Environment Impact Assessment (EIA) was needed for submitting a planning application. They were keen to point out to the BPC that this enquiry was not a planning application, rather it is a request to the council for guidance as to the requirements for an EIA as part of any future outline planning application for the provision of new homes at the site. Will the BPC meet them and if so, when? Cllr McCloskey suggested asking WDC planners for advice though he was happy to exercise democracy. Cllr Andy Thomas suggested asking what the purpose was of the meeting, particularly as the South Warwickshire Local Plan was only due to provide feedback around November 2025. Cllr Matecki explained that there was a requirement for a 5 year housing supply that was currently only at 2.5 years and so all land was now up for application to develop and these cannot be rejected on the basis that it is not in the local plan. Cllr Andy Thomas added that Stratford had a 20 year supply and Cllr Matecki confirmed that this will be combined into our Warwickshire supply. Cllr R Treacy-Hales suggested that it may not be worthwhile to meet Sulis if that were to be a hearing exercise only whilst the Chair preferred to meet with the public also attending. Cllr R Treacy-Hales suggested awaiting July to meet with the public whereas Cllr Matecki suggested hearing without giving a BPC view i.e. no comment and the BPC has more time to consider. He also mentioned the Tachbrook council meeting where the developer made a presentation first that was followed by the parish council meeting. **Clerk to** report back that the BPC was happy to meet with the proposed presentation time requirement to determine the format of the meeting.

7. Correspondence

7.1 Tree surround at the Old Budbrooke Road end of Field Barn Road – The clerk reported that this had been reported to the WCC.

7.2 A request from the WI to plant bulbs at the Barracks Memorial to mark VE Day had been received and a meeting with **Cllr M Treacy-Hales** was suggested to the WI. She reported not being contacted yet.

7.3 Road Closed signs on Hampton Road, HotH – Road Closed signs had been placed at the junction with Henley Road, halfway across the lane on a busy bend that has double white lines for no passing that had caused some near misses, The clerk consulted on site with very helpful Severn Trent engineers who removed it with the clerk. There was a similar issue with another road closed sign as one turned right from the B4463 onto the Henley Road going up toward HotH. Whereas both signs were down by 17h00 today, they should not have been placed in such a dangerous place. Cllr Matecki offered to investigate with pictures to be sent to him by **the clerk**.

7.4. Severn Trent – 7.4.1 The Chair noted the current extensive work at Damson Road by Severn Trent that was making life difficult for residents but the work was needed and ST were doing a good job. 7.4.2 Cllr McCloskey noted attending a recent public exhibition by ST at the Open Door where the ST representative took his name but had not yet reverted to him. Whereas the fresh water system in HM was being replaced, a question was posed regarding the sewerage system. The Chair noted that historically ST wouldn't adopt the sewers but

eventually did so after the BPC insisted, though no work had been performed since 1978/79. The clerk reported that when asked, ST had said that HotH should follow after HM was completed in November of this year.

7.5 Overgrown hedges on Church Lane – a concern had been received today that the **clerk would** inspect.

8. Parish Maintenance/Playgrounds

8.1 The May 2025 Playground Report was noted.

8.2 TPOs – This matter was discussed at last meeting with Cllr McCloskey to apply for a TPO in the parish to test the process. He added that whereas all TPOs are shown on the interactive map per the WDC, neither Hampton Trove nor Montgomery Grange were shown on the map, nor were local footpaths and when Cllr McCloskey had chased the updating of these maps, he was told that the old system was to be replaced and so was not being updated. A member of the public suggested that the HotH red box might hold maps showing these footpaths. The Chair agreed that residents and council need these maps to be up to date but Cllr Andy Thomas believed that the WDC did not know all the footpaths and had allowed developments to bypass them. Cllr Matecki understood that if a footpath existed in the past, it will still be open including being shown on maps, even though there were insufficient staffing levels at the WDC. Cllr Andy Thomas had seen landowners moving a style as they cannot be challenged on due to the omissions on maps. Cllr McCloskey said that it was important for the WDC to update the TPO map prior to the SWLP.

8.3 Nature Action Group – Cllr McCloskey had attended a recent meeting and reported that there was enthusiasm to enhance biodiversity at every level of government. He was involved in a Montgomery Grange resident group that had made a start in their development and he offered to coordinate work across the parish. Cllr M Treacy-Hales asked if money was needed? In reply, Cllr McCloskey said that he envisaged that a program would develop and so yes, funds may be needed. In response to the Chair asking if this would be a sub group, **Cllr McCloskey** replied that it would not be a committee and he was requested to present a paper to the next meeting to include a request for a budget.

8.4 Barracks Memorial – The clerk reported that a request to the WCC not to mow the areas seeded as part of re-wilding initiatives had led to it being pointed out that an application should have been submitted. Such an application would however have needed the BPC to take responsibility for the whole area. It was agreed to discuss this further at the next meeting. **Clerk to action.** In addition, when corresponding with the WCC, it was asked if a similar application would be needed to clean the memorial. **The Chair** would liaise with previous Councillors regarding ownership and approvals.

8.5 Cllr Andy Thomas noted a pothole outside the CC that needed to be reported. **Clerk to action** if not already reported.

8.6 Cllr Andy Thomas noted that there was a sign on Henley Road opposite Old School Lane that was not visible due to overgrown foliage that **the clerk** would investigate.

8.7 Cllr Andy Thomas reported further signs that were obscured, this time at the Parkway Station bridge, being a chevron and a height restriction notice. **Clerk to** investigate.

9. Community Centre / Village Hall items

9.1 Village Hall – The AGM was to be held on 11 July 2025.

9.2 Community Centre – nothing to report

10. Newsletter / Website / Facebook – nothing to report.

11. Finance

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

11.2 April 2025 Accounts – This had been distributed prior to the meeting and was considered and approved.

11.3 Bank reconciliations at 30 April 2025 – These had been distributed prior to the meeting and was considered and approved.

11.4 External Audit report 2022/3 – An explanation had been provided to Councillors prior to the meeting and the notice of the conclusion of that audit had been posted on the website.

11.5 Reserves as at 31 March 2025 – An analysis showing reserves approved as at 31 March 2024 and then proposed as at 31 March 2025 that had been distributed prior to the meeting was approved.

11.6 Consider and Approve the Annual Governance Statement 24/5 – The Annual Governance Statement 2024/5 that had been distributed prior to the meeting was considered. Section 1 was approved with Item 3 ticked “No” as an IT policy had not been approved by 31/3/25. This policy was approved under Item 13.

11.7 Consider and Approve the Accounting Statements 24/5 – Section 2 was approved that the Clerk / RFO had signed earlier.

Clerk to publish Section 1 and 2 on the website along with the Notice of Public Rights – it was noted that the AGAR pages to be published will have signatures blank / redacted. **Clerk to** send the AGAR pages and other required items to the external auditors by 30/6/25

11.8 Budget 2025/6 – The clerk noted that the process to set a Precept for 2025/6 included a v4 budget for 2024/5 and so this v4 was effectively a v1 budget for 2025/6 that was implicitly approved when the 2025/6 Precept was approved on 4 December 2024. An updated version had been distributed prior to the meeting showing a total proposed spend of £45,600 (excluding CiL spends) that was approved.

12. Any Other Business

12.1. Insurance – The clerk noted that renewal documents had been distributed and the renewal was approved by email as it renewed w.e.f. 1 June 2025. The coming year was the second of three whereby discounted premiums applied whilst in relation to seeking alternate quotes, it was noted that the same broker and underwriter were used as another nearby council.

12.2 Allotments Update – It was noted that replies were awaited to queries raised regarding the transfer form received and a reply had been received to such today that will be reviewed. This and governance will be considered at the July meeting. **Clerk to action**

12.3 WDC Licencing Policy Public Consultation – it was agreed that no response was needed from the BPC.

12.4 Off street parking survey – Cllr Andy Thomas noted that there was no mention of cash but only a question of “how would you like to pay by cash?”. Cllr Matecki believed that this resulted from there being no cash option now. On street parking machines take cash and these are being replaced, but with a contract delay but this has now been awarded with new

machines going out shortly. Not all will take cash, rather there will be the options for card or an app but there will be one machine on each street with a cash option. Cllr Andy Thomas added that certain residents need a cash option whilst some machines have bad reception for card use. Cllr Adam Thomas referred to a QR scam issue to which Cllr Matecki advised that residents should not use QR codes as the WCC and WDC don't use these but are aware of the problem and stickers are being removed by parking inspectors. Cllr Matecki offered that he be informed if residents have been frauded

The meeting with members of the public present ended.

13. Exempt Information

The agenda noted that the public and press be excluded from the meeting before discussions take place on the grounds that, if the public and press were present during the transaction of such business, there would be a disclosure to them of exempt information described in paragraphs 1, 2 and 3 of Schedule 12A to the Local Government Act 1972, as amended.)

13.2 IT policy – a draft that had been distributed to all Councillors prior to the meeting was approved.

13.4 Allotment – it was agreed that **the clerk** would seek legal advice on the draft transfer form.

14. Next Meeting - The next meeting will be held on Wednesday 2 July 2025 at 20h00 in the Budbrooke Community Centre.

The meeting ended at 21h52

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 / BCC - Budbrooke Community Centre / CIL - Community Infrastructure Levy / DPI - Disclosable Pecuniary Interests / HM – Hampton Magna / SWLP – South Warwickshire Local Plan