

**BUDBROOKE PARISH COUNCIL
MINUTES OF MEETING**

Wednesday 5 November 2025

in the Budbrooke Community Centre

Present: Cllrs: Mike Dutton (Chair), Andy Thomas, Maggie Treacy-Hales, Michelle Nutt, Paul McCloskey, Adam Thomas, Neil Bland, Jan Matecki (WCC & WDC) and 3 members of the public.

Apologies: Cllrs: Rhonda Treacy-Hales, Peter Phillips (WDC) at WDC Planning Meeting

Abbreviations: Please see below under final item.

1. Public Participation

1.1 A member of the public expressed much thanks for the recent work when a churchyard tree was taken down. This had made matters so much easier for the three volunteers who tend the area, one of whom had said that this action it was due to Cllr. Matecki but he said that it was the work of the WDC.

1.2 A second member of the public reported a meeting with Emma Hills regarding the work done in the Upper Lighthorne community, including a 20-plot allotment where they were a year into the project and was happy to pass on information and learning points from their projects. Cllr Adam Thomas offered to attend a further meeting with the member of the public to share experiences. The Chair suggested that the BPC invite her here but Cllr. M Treacy-Hales said that the BPC should meet in Upper Lighthorne. **Cllr Adam Thomas** would liaise with the second member of the public to arrange a visit to Upper Lighthorne.

1.3 The second member of the public reported concerns about cars parking on / over the dropped curbs at Styles Close asking if they can be marked with double yellow lines. In response, Cllr. Andy Thomas said that it could be reported to the police and also Safe Neighbourhood, whilst a third member of the public said that it can be reported with pictures to the Safe Neighbourhood Team of Warwickshire Police, details of which are shown in the Neighbourhood Watch notice in the BPC Newsletter.

1.4 The third member of the public reported that the police had asked for volunteers for Speed Watch that performs speed monitoring and he would send details to **the clerk** to include in the next newsletter

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 1 October 2025 were approved. **Clerk to file**

4. Matters Arising

4.1 The Montgomery Community Asset – Cllr. McCloskey reported that there had been an enthusiastic 2nd meeting with interested residents albeit that the Norton Lindsey visitor who was to share experience from their community pub was unfortunately taken ill at the last minute but would hopefully attend at the next meeting in early December. The Church Farm Brewery and GP surgery were supportive of the Community Asset initiative and Cllr. McCloskey read some of the advert details that included a price of £925,000. The Chair suggested that more resident interest and involvement was needed as there will be a lot of work including the raising of funds. A group of volunteers will need to produce a proposal / vision including a business plan. A member of the public asked if discussions were to stay as a pub or to adapt and the Chair replied that it would ideally stay but that it could be both.

4.2 Watery Lane fly-tipping - The clerk reported that Cllr. Andy Thomas had kindly provided a what3words location for the reporting by **the clerk** of the Watery Lane fly-tipping at a point that may look to be on private land but that was in fact a “green lane” where the WDC would still be responsible for fly-tipping.

4.3 Restricted view at the junction of Arras Boulevard and Marten Close – Cllr. Andy Thomas reported that the visibility was not good due to hedges that obscure the bend and Cllr. M Treacy-Hales added that this was not the only bend obscured by a hedge and it would be interesting to establish what the legal position is. Cllr. Matecki advised that in his experience a proposed mirror was unlikely to be allowed whilst Cllr. Andy Thomas added that mirrors were usually used in a private capacity.

4.4 Birmingham Road Filling Station Planning Application – Cllr. McCloskey referred to the recent change in layout suggesting a need to request more information as the vehicle routing was not shown. Cllr. Andy Thomas believed that routing is shown and hence saying at the last meeting that there was an issue with turning. Cllr. Matecki added that WCC Highways will look at turning circles in their assessment and object if the routing was not adequate. Cllr. Andy Thomas repeated the insufficient space for a 2nd truck in the dedicated area and **the clerk** was requested to add this concern to the planning portal.

4.5 Matters that Councillors wish to clarify / discuss from the PC Action List - The clerk had provided an updated action list to councillors in advance of the meeting and noted that the list contained numerous items that had been actioned/completed and were shown as being “to close” and these were confirmed.

5. Community Infrastructure Levy (CiL) Projects Update

5.1 Playground Refurbishments – Cllr Nutt reported that the feedback from surveys and conversations had been developed into a design brief that had now been shared with the WDC, particularly as it owns Styles Close, and their feedback was awaited. Once this is received, the designs will be updated. In response to the Chair asking what timing was now envisaged, Cllr. Nutt said that this depended upon the feedback received from the WDC and the contractors redesigning accordingly. Cllr Nutt believed that decisions could therefore be made at the next BPC meeting, with work to be completed before the weather improves in 2026 as installation can commence 8 weeks after placing an order. **Cllr. Nutt** would share the design briefs with all councillors and the Chair thanked Cllr. Nutt for all the work on this project.

6. Planning

6.1. Planning applications to report / consider

6.1.1 W 25 1171 1 Chichester Lane, HM - single storey extn to front of house and garage conversion, render to front elevation – No objections had been confirmed by email but Cllr. McCloskey wished to add that applications noted with no objections are fully considered by councillors, including inspections in some cases.

6.2 Common / Unregistered Land – Cllr. Matecki reported that a definitive Highways map of these areas was still awaited.

6.3 Taylor Wimpey (TW) Possible Development – Cllr. M Treacy-Hales confirmed that no feedback had been received from residents on the new tellusyourviews@gmail.com email address, adding that a recent report kindly created by a resident in relation to highways matters, had been further updated by the resident and was to be circulated to all councillors by **Cllr. M Treacy-Hales**. Cllr McCloskey had recently parked at the end of Gould Road along with other cars that occupied the space at the end of the road and he could foresee issues

with access to the separate section of the development. Cllr. Matecki reported meeting TW with Cllr. Phillips where issues regarding Gould Road were raised including the requirement for the road width to be 5.5 m whereas it was in fact only 4.8 m, and TW acknowledged being aware of this being a problem. **Cllr. Matecki** offered to enquire about the traffic counters on Old Budbrooke Road as he was not aware of these.

7. Correspondence

7.1 Unacceptable state of Hampton Rd path after Severn Trent Works – This has been reported to Severn Trent.

7.2 Dog fouling bin clearance – A reply was awaited regarding the frequency of the collections.

7.3 Phillips Way West parking – The problems caused by parking at the very end of this road had been reported and a reply was awaited to the suggestion for double yellow lines.

7.4 Thermal camera – This was awaiting clarification from the resident who raised the enquiry to determine how best to proceed.

7.5 Installing a street light at the junction of Blandford Way / Old Budbrooke Road – Cllr. M Treacy-Hales noted having raised this matter in the past and Cllr. Andy Thomas recalled that an earlier request for installation on the opposite/field side pavement had encountered issues relating to light pollution in the country but that this was before Old Budbrooke Road traffic had increased and lighting had been installed.

7.6 Music volume Church Farm Brewery – 6 to 11 pm 25 October 2025 – This had been investigated and it was reported back to the resident that the early noise just after 18h00 was registered on the decibel reader and the musician was asked to reduce the volume by Church Farm Brewery that is doing all that it can to minimise the impact on residents of event activities on residents. Cllr. Andy Thomas suggested using equipment that cut off the electricity supply if the volume rises above a certain level and **the clerk** was requested to inform the brewery of this potential addition to their current monitoring equipment.

7.7 Bins in the parish – A resident reported that bins are cleared weekly and sometimes twice a week but that these were unfortunately used to dump household waste, including at school collection times at Slade Hill. The Chair wondered if the Open Door had a camera and it was confirmed that there was one that was linked to the church centre but had been moved and so may not be of any use. **The clerk** was requested to include an appeal in the newsletter.

7.8 Various re roads/traffic/drivers – A resident had expressed some concerns firstly regarding cars parking on pavements and **the clerk** would include a notice thereon in the newsletter. Cllr. Bland added that it was terrible when Severn Trent do the same and **the clerk** would report this to ST. Secondly, the parish and HM in particular was used extensively by learner driver instructors and Cllr. Andy Thomas added that this was the same in the Woodloes estate due to these areas being on the driver test route. A suggestion to appeal to the instructors was not felt to be practical due to there being too many instructors to consult. The third was the station parking overspill and the clerk noted a referral of the BPC report by Warwick Rural West Safer Neighbourhood Team to WCC Highways. Cllr. M Treacy-Hales noted a resident at the relevant part of Field Barn Road reporting consensus from fellow residents for double yellow lines and Cllr. M Treacy-Hales had replied to the resident that a consultation would be required. **Cllr. Matecki** offered to assist with seeking double yellow lines.

8. Parish Maintenance/Playgrounds

8.1 The October 2025 Playground Report was noted. Cllr. M Treacy-Hales stated that the play equipment needed cleaning that should be included in the maintenance schedule going forward. Cllr. Andy Thomas expressed concern at the dog teeth marks on equipment referred to in the report.

8.2 Removing the Montgomery slide – Cllr. Adam Thomas asked if steel railings should be installed and the clerk added that he had secured quotes for the removal of the slide. Cllr. M Treacy-Hales suggested that HERAS fencing should be hired in, which should be a more robust solution than has previously been employed. The quote to remove the equipment now is expensive given that the equipment is due to be renewed in the Spring of 2026 as part of the refurbishment of parks.’ Cllr. Adam Thomas suggested approaching the playground contractor to either assist with railings or to perform a removal. A member of the public offered to forward details to **Cllr. Adam Thomas** of possible funding from Severn Trent that may pay for this work.

8.3 Cllr. Andy Thomas clarified the issue of a previously reported an uneven road surface outside 1 Damson Road, following the work by Severn Trent in HM, being more of an issue for cyclists than for motorcyclists but it was not easy to show such in pictures and so **the clerk** would inspect. Cllr. Andy Thomas also asked in connection with the Severn Trent works, how long were the reinstated road surfaces expected / meant to last and **the clerk** would send details to Cllr. Matecki.

8.4 Cllr. Andy Thomas added that the footpath across towards the Hampton/Henley Roads were shown on old maps whilst a stile on a nearby footpath at the Henley Road end that had been removed by the landowner some time ago was also shown on these old maps. **Cllr Matecki** was kindly looking into this.

9. Community Centre / Village Hall items

9.1 Village Hall – **Cllr. M Treacy-Hales** noted that a notice to recruit an events coordinator would be published in the newsletter.

9.2 Community Centre – None

10. Newsletter / Website / Facebook – 10.1 Newsletter front page content – The Chair proposed that this be used in December to thank all local people who volunteered in the many different ways across the parish. **Clerk** to action.

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

11.3 Bank reconciliations at 30 September 2025 – These had been distributed prior to the meeting and were considered and approved. The clerk noted the need for a non-bank signatory councillor to perform the six-monthly check of the bank reconciliations against the bank statements. Cllr. Bland offered and **the clerk** would email the relevant documents for him to use.

11.4 Budget 2026/7 – This had been distributed prior to the meeting and was considered and the proposed increase from £45,000 of the current year to £47,000 will be finally approved at the next BPC meeting following any queries that councillors wished to raise.

12. Any Other Business

12.1. HotH Red telephone box contents – The clerk thanked Caroline Edwards and Jo Lang for their work to prepare a proposal that had been distributed to all councillors, whilst noting a concern that there had not been direct involvement of residents of HotH. Cllr. Andy Thomas enquired after an absence of a light and Caroline Edwards confirmed that whereas lighting had been considered, it had not been included yet. The proposal was approved subject to feedback from HotH residents that **the clerk** would request on the HotH Whatsapp group with a 14-day deadline to respond. Cllr. Bland asked how different this proposal was to the initial proposals and it was explained that only suggestions had been sought from residents rather than any proposal being provided to residents. Cllr. Matecki added that residents would expect to be consulted and the Chair agreed that it would be good practice to give HotH residents the opportunity to comment. (Post meeting, the Clerk responded that the HotH Whatsapp group was not an appropriate media for full engagement, as not all HotH residents are in this private group.)

12.2 Allotments Transfer – The clerk noted that legal advice that had been sought, given the restrictions listed in the draft transfer form and this had been awaited but had now been received. The signing of the transfer form was approved, subject to **the clerk** seeking clarification regarding contradictory clauses regarding the planting of trees. A member of the public noted a recent offer received for 12 fruit trees if needed. Cllr. Bland confirmed that the issues highlighted in blue in the summary document sent to councillors will need to be included in the allotment rules especially as Severn Trent have the right to dig things up, very unlikely but allotment holders need to be made aware thereof. Cllr. McCloskey asked who owned the adjacent field and the Chair suggested that this was likely to be the WDC once adopted. Cllr. M Treacy-Hales proposed that the ballot be held now but the Chair suggested that the committee structure should be in place beforehand. Cllr. M Treacy-Hales added that draft agreements were awaited and there was no need to reinvent the wheel but rather the agreements from another allotment should be adopted, e.g. one from Upper Lighthorne referred to in 1.2 above. The **clerk** was asked to select one agreement from those that he had secured, as a starting point. Cllr. M Treacy-Hales added that the delay was not to do with the BPC, that was keen to progress matters, but rather Bellway. **Cllr. Adam Thomas** would prepare draft notice for councillors to consider that would be posted on Facebook regarding this delay.

12.3 Standing Orders review – This had been distributed prior to the meeting and Cllr. Bland was thanked for his feedback, including a query about the use of Chairman / he as shown in the advised template and it was agreed that **the clerk** amend accordingly. The Standing Orders were considered and approved.

12.4 Financial Regulations review – This had been distributed prior to the meeting and was considered and approved.

12.5 Neighbourhood Plan / Housing Needs Survey – The clerk reported a proposal going to District Councillors from the Warwickshire Rural Community Council (WRCC) for funding, the outcome of which we should be received by the end of the year. He asked if councillors wished to proceed, either with a fully paper-based survey or an on line format where paper would be available, now or await the reply regarding funding? Cllr. McCloskey suggested that the survey commence now as one will be needed eventually and it would be better to be at the front of

the queue before other parishes join in. Cllr. Andy Thomas preferred the paper format as all residents will then receive it whilst Cllr. M Treacy-Hales suggested distributing leaflets to all residents through their doors explaining the process, preferring the on line one with paper available at / via the Open Door, particularly as residents only need to fill in the survey if the resident has a housing need. Cllr. Adam Thomas preferred to use Facebook and the full paper option whilst Cllr. McCloskey preferred using a leaflet. Cllr. M Treacy-Hales confirmed that this matter did not involve a full survey for all residents and the leaflet could provide details to assess if residents need to complete. **The clerk** would invite WRCC to provide a presentation to the next BPC meeting.

12.6 Wood burners – Cllr. McCloskey noted a resident seeking advice on Facebook regarding wood burners and added that by and large as Building Regulations have advanced over the years, houses built back in the 1960's (and earlier) do have their issues and their level of insulation does mean that they generally have higher heating bills. We now know that various so-called solutions e.g. external cladding, spray insulation between rafters etc. can have negative consequences. It was important to be responsible and assist to look after local assets with the various advice and support that is available to residents. Cllr. Andy Thomas believed that this was not a BPC issue and Cllr. Bland who is energy efficiency qualified agreed that it was not for the BPC to tell residents what to do.

The meeting with members of the public present ended at 21h55

13. Exempt Information – The agenda showed 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 Biodiversity Policy – A marked up version had been sent to all with suggested amendments, and this was considered and approved.

14. Next Meeting - The next meeting will be held on Wednesday 3 December 2025 at 20h00 in the Budbrooke Community Centre. The meeting ended at 22h03.

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