

Burton Green Parish Council

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11th April 2018

Dear Councillor

You are hereby summoned to attend the meeting of Burton Green Parish Council at Burton Green Village Hall on Monday 16th April 2018 at 7.30pm. If you are unable to attend, please forward your apologies to either myself or the Chairman.



Paul Knight

Clerk to Burton Green Parish Council

Members of the public and press are welcome to attend.

A G E N D A

1. **Apologies:** To receive apologies and approve reasons for absence
2. **Declarations of Interest:**
 - 2.1 Councillors are reminded of the need to register their interests
 - 2.2 To declare any interests in items on the agenda and their nature
 - 2.3 To receive and consider any dispensations on items relating to the Agenda.
3. **Minutes of previous meeting:**

To approve the minutes of the Council meeting held on 19th March 2018
4. **Community Reports:** To receive reports, and agree any action, from:
 - 4.1 County Councillor – Kenilworth Abbey – Cllr John Cooke
 - 4.2 District Councillors – Kenilworth Abbey – Cllrs Michael Coker, George Illingworth and Rowena Hill
 - 4.3 Burton Green C of E Primary School – Cllr Watkin
 - 4.4 Burton Green Village Hall Committee
 - 4.5 Burton Green Residents' Association
 - 4.6 Kenilworth Greenway Trust
 - 4.7 Warwick University – Cllr Grant
5. **Public participation:** To adjourn to allow public participation.

Residents are invited to give their views and raise questions to the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself and the Parish Council cannot pass a resolution on matters raised during public participation. Upon restoration of standing order the Parish Council may discuss and agree actions to be taken on any matters raised.
6. **Red Lane Play** – to discuss and agree matters relating to the ongoing adoption, maintenance and inspection of the play area.

7. **Equalities Policy:** To discuss and approve policy on meeting the parish council's obligation to comply with the Equality Act 2010 – see attached proposed Equality Policy provided in Appendix A.
8. **HS2:** to discuss and agree any matters relating to HS2
 8.1 To discuss and agree matters relating to HS2 Community Funding including hosting a HS2 Community Funding presentation at the meeting on 21st May 2018
 8.2 To consider making a further contribution towards the cost of commissioning a report by the consultant Michael Byng
9. **Housing:** to discuss and consider matters relating to the Parish Council's approach to housing.
 9.1 To receive a report from Keep Our Greenbelt Green (KOGG)
10. **Neighbourhood Plan:** to discuss and consider matters relating to the work of the Neighbourhood Plan Steering Group.

11. **Finance:**

11.1 To consider and approve accounts for payment*

Creditor	Purpose	Amount
mbpc Infrastructure Ltd	Initial payment for Michael Byng Report	1,200.00
Stratford DC	Production of NP Surveys	4,400.00
The Chair	Chairman's allowance	200.00
Paul Knight	Refund of payment to Warwick DC for NP maps	30.00
Paul Knight	April Salary	464.88
Paul Knight	Refund of HMRC contribution for April	321.20
Warwickshire Pension Fund	Pension April - employers contribution	199.08
Warwickshire Pension Fund	Pension April - employees contribution	46.80
Paul Knight	March/April - office costs and expenses	66.00
Village Hall	Village Hall Hire NP Steering Group - Jan to March	36.00
Village Hall	Village Hall Hire Parish Council Meetings Jan to March	54.00
Paddy Deeley	Printing of photos for the Neighbourhood Plan project	7.00

(*Further payments may be considered and cheques issued that do not appear on this list will be approved at future meetings)

11.2 To consider a membership gift to the Campaign to Protect Rural England for 2018/19.

11.3 To consider and agree payments to be made to Michael Byng's consultancy to settle the cost of the HS2 report on construction implications for the area.

11.4 To receive a bank reconciliation and analysis of accounts for 2017/18

11.5 To receive notice of an audit by PKF Littlejohn, External Auditors

12. **Communications:** to receive and discuss communications received and circulated by the clerk and comment/action if appropriate those not dealt with elsewhere on the agenda.
13. **Councillor Recruitment:** to receive resignation letters from Councillors Green and Vine and to discuss and agree matters relating to the recruitment of new councillors. An application for the post that will be vacated by Councillor Vine on 16th April has been made by Paddy Deeley.
14. **Councillor's reports and items for future Agenda:** Councillors are requested to use this opportunity to report minor matters of information or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
15. **Annual Parish Meeting:** to discuss and agree matters relating to the Annual Parish Meeting which will take place in the village hall on Friday 27th April 2018.

16. **Training:** to discuss and agree training matters

17. **Planning:** to discuss, agree and confirm responses to planning matters

17.1 To consider and ratify responses to planning matters including those previously responded to using delegated powers

Ref	Address	Details of Application	Response
W/18/0488	Mellowdew, Hollis Lane, Kenilworth, CV8 2JY	Erection of a single storey rear extension.	No objection logged
W/18/0392	University of Warwick, Scarman Road, Coventry, CV4 7AL	Change of use of land from temporary contractor compound to a temporary surface car park for 3 years	No objection logged
W/18/0524	273a Cromwell Lane, Burton Green, Kenilworth, CV8 1PN	Erection of a rear extension.	No objection logged
W/18/0061	Scarman House, University of Warwick, Scarman Road, Coventry, CV4 7AL	Proposed replacement of external doors and windows	
W/18/0091	135 Cromwell Lane, Burton Green, Kenilworth, CV4 8AN	Erection of a single storey rear extension	
W/18/0101	192 Cromwell Lane, Burton Green, Kenilworth, CV4 8AP	Erection of a two storey side extension and part single storey part two storey rear extension. Mr. Paul Ward	
W/18/0203	368 Cromwell Lane, Burton Green, Kenilworth, CV8 1PL	Proposed front addition	
W/18/0600	Two Oaks, Red Lane, Burton Green, Kenilworth, CV8 1PB	Application for approval of reserved matters (Hybrid application comprising full planning permission for the erection of a children's nursery and outline planning application for the erection of one dwelling house class C3	Objection – see Appendix B
W/18/0363	196 Cromwell Lane	Proposed extension	Previous objection withdrawn in light of amended application

(Further planning matters received after the agenda was issued may be addressed using delegated powers)

18. **Date of Next Meeting:** 7.30pm on Monday 21st May 2018 at Burton Green Village Hall.

ENDS

INTRODUCTION

The Equality Act 2010 took effect on 1 October 2010 and replaces the previous antidiscrimination legislation. It simplifies the law removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in order to help tackle discrimination and inequality.

The Public Sector Equality Duty is a key measure in the Act which came into force on 5 April 2011. All public bodies and organisations carrying out public functions have a duty to consider the needs of all individuals in their day to day work – in shaping policy, in delivering services and in relation to their own employees.

The Public Sector Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. The purpose of this policy is to provide equal opportunities for everyone who comes into contact with Burton Green Parish Council; irrespective of their characteristics (unless it can be shown that the treatment is a proportionate means of achieving a legitimate aim).

LEGAL POSITION

To discriminate against someone means to treat them less favourably, to harass or victimise them or to subject them to a provision, criterion or practice which puts them at a disadvantage. It is unlawful to discriminate against an individual on the grounds of the following 'protected characteristics' (as defined in the Act):

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership

THE PARISH COUNCIL'S COMMITMENT

This policy is fully supported by all Members of the Council.

Burton Green Parish Council opposes all forms of unlawful and unfair discrimination whether it is direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010. It is committed to the promotion and delivery of equal opportunities in the work place and in the delivery of services.

In all its activities Burton Green Parish Council will have due regard to the three aims of the Equality Duty:

1. Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it

3. Foster good relations between people who share a protected characteristic and people who do not share it.

EMPLOYEES

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of the Council's Equal Opportunities Policy will be regarded as serious misconduct and could lead to disciplinary proceedings.

Employees are entitled to complain about discrimination or harassment or victimisation through the council's Discipline and Grievance Procedure.

The council adopts the majority of the model employment contract clauses as devised by the employee professional body in the local government sector (the Society of Local Council Clerks). The policy will be monitored and reviewed annually. Other personnel policies will be reviewed against the values stated in this Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

SERVICE DELIVERY

In exercising its functions and delivering services, the council will have due regard to the three aims of the Equality Duty and it will take a proportionate approach when complying with it. Equality issues will be an influence on its policies and decisions and the needs of all individuals in day to day work will be considered.

Burton Green Parish Council objects to this application on the following ground:

Safety concern.

The Council did not object to the original application on the understanding that the properties would all be accessed via the existing entrance onto Red Lane. Highways have agreed the new entrance subject to visibility sightlines being prepared. Whilst these documents appear to show adequate visibility, members of this Council have positioned themselves at a point and at a level where a driver would emerge from the proposed new entrance and are much concerned about the inadequacy of the sight line down Red Lane, with the immediacy of the brow of the hill and the curve to the left. (The entrance will be very close to the sign warning of the bend). We therefore consider the creation of a new entrance at this point would be unsafe. We ask the officers, before they come to a firm conclusion on this application, to request a further site visit by WCC Highways with sightline documents in hand.