

## Burton Green Parish Council

Clerk to the Council: Paul Knight

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13<sup>th</sup> May 2020

Dear Councillor

You are hereby summoned to attend a remote meeting of Burton Green Parish Council on Monday 18<sup>th</sup> May 2020 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:**
  - (a) Councillors are reminded of the need to update their register of interests.
  - (b) To declare any interests in items on the agenda and their nature.
  - (c) To receive and consider written requests for new DPI (disclosable pecuniary interests) dispensations on items relating to the Agenda.
3. **To consider approving the following standing orders for remote meetings**
  - a. Voting is to be carried out by a show of hands for those councillors with video access, and by a verbal response to the Chair for those accessing by audio only.
  - b. councillors declaring any pecuniary interest must leave the teleconference at the start of the applicable item(s). Chair/Clerk to call/email/text them to re-connect at the end of the item.
  - c. Except on item 6 below members of the public will be muted by the convenor of the meeting – the Chair will advise members of the public to raise their hands during the meeting if they wish to address the parish council.
  - d. The meeting to be recorded with the Clerk producing minutes based on a summary of that recording.
  - e. Authority delegated to working parties will vote on decisions by majority vote with three councillors being quorate. Any subsequent amendments to the draft wording of decisions reached in accordance with the above will only be applied where they are a matter of emphasis, or for grammatical improvement, rather than being changes or additions to those decisions.
4. **Minutes of previous meeting:**

To approve the minutes of the Council meeting held on 16<sup>th</sup> March 2020. The minutes of the meeting to be signed off by the Chair as soon as is convenient after the meeting
5. **Community Reports:** To receive reports, and agree any action, from:
  - 5.1 County Councillor – Kenilworth Abbey and Arden– Cllr John Cooke

- 5.2 District Councillors – Kenilworth Abbey and Arden– Cllr George Illingworth
- 5.3 Burton Green C of E Primary School – Cllr
- 5.4 Burton Green Village Hall Committee
- 5.5 Burton Green Residents’ Association
- 5.6 Kenilworth Greenway Trust
- 5.7 Warwick University – Cllr Grant

**6. 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 orders the Parish Council may discuss and agree actions to be taken on any matters raised.

**7. HS2:** to discuss and agree any matters relating to HS2.

7.1 The proposed pedestrian crossing and traffic lights on the Red Lane Hobb Lane junction.

**8. Burton Green Village and Neighbourhood Design Statement:** to discuss and consider matters relating to the work of the Burton Green Village and Neighbourhood Design Statement Steering Group.

**9. Finance:**

All payments and associated evidence to be checked and initialled, and cheques signed and countersigned as soon as is convenient after the meeting (the use of cheques may be superseded by the availability of electronic banking).

9.1 To consider and approve accounts for payment.

Creditor	Purpose	Total (£)
Paul Knight	Salary April 2020	476.70
Paul Knight	Office expenses April 2020	36.25
WCC Pension Fund	Employers contribution April 2020	113.01
WCC Pension Fund	Employees contribution April 2020	24.96
Paul Knight	Refund of tax payment to HMRC April 2020	29.40
Paul Knight	Refund – purchase of Zoom	143.88
WALC	Annual subs 2020	388
PKF Littlejohn	Fee for annual external audit 2019/20	300

(Further cheques may be considered and issued that are not shown on this list)

9.2 To acknowledge receipt of a further CIL payment of £43,200.

9.3 To receive a report on progress towards electronic banking

9.4 To receive a report on the 4<sup>th</sup> quarter financial analysis and reconciliation

**10. Communications:** to receive and discuss communications received not mentioned on other parts of the agenda and comment/action if appropriate.

**11. 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.

**12. Planning:** To consider and ratify responses to planning matters including those responded to using delegated powers:

Ref	Address	Details of Application	Response
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W/20/0536	237 Cromwell Lane, Burton Green, Kenilworth, CV8 1PN	Erection of a two-storey rear extension and a detached garage	
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13. **Date of Next Meeting:** June 15<sup>th</sup> 2020

**ENDS**

**Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat and other practices when making decisions at the meeting.**