

**Minutes of the meeting of Burton Green Parish Council**  
**Held on 15<sup>th</sup> July 2013 at 7.30pm**  
**At Burton Green Village Hall**

Cllrs present : Cllr Ian deWorringham (Vice-Chair in the Chair)  
Cllr Vaughan Owen  
Cllr Marlene Hills  
Cllr Adrian Hickinbottom  
Cllr Marcus Stewart  
Cllr Archie Taylor

In attendance : Cllr Blacklock  
Mrs L Baudet (Clerk)  
Mrs Webb (resident)  
Mrs Taylor (resident)

**122/13 Apologies**

An apology for absence was received and accepted from Cllr Ian Cox. Apologies for absence were received from Cllrs Coker, Illingworth and Whitehouse.

**123/13 Public participation**

Mrs Webb referred the Parish Council to a communication received from the Transport and Highways Department at Warwickshire County Council regarding the registration of footpaths. Only routes not already on the definitive footpath map by 2026 would be lost and there is no requirement to re-register the existing paths. Cllr Owen is currently registering the one footpath not currently on the definitive map. The Clerk provided copies of the definitive map and confirmed that this was the guidance given. Concluding Mrs Webb confirmed that all the footpath routes had now been checked which concluded the original undertaking given by the Residents' Association. There were no plans to check hedges in the village.

Mrs Taylor reported on behalf of the Residents' Association that the Oddsocks performance had been a huge success

**124/13 Declarations of Interest**

There were no interests declared.

**125/13 Minutes of previous meeting**

RESOLVED : that the minutes of the meeting held on 17<sup>th</sup> June 2013, having  
Been read and circulated be signed as a correct record, subject to:  
For clarification Cllr Blacklock stated that the Gypsy and Traveller documentations  
were separate to the Local Plan, and that the minutes should refer to houses to the  
South of Leamington Spa (not North) which would be a mix of housing.

## **126/13 Progress Reports**

### **126.1 Red Lane noticeboard**

Members discussed the difficulty in siting the noticeboard in Red Lane which is both safe to use and does not obstruct visibility for residents. Consideration was given as to whether there was a need by residents for a second noticeboard and Cllr Taylor agreed to speak to residents and report back to the next meeting. There was still a need to replace the current noticeboard with a larger one. The Clerk suggested that once a new noticeboard had been purchased, the Parish Council may like to donate the old existing one to the community groups who currently display adverts there, so that the new Board is used solely for Parish Council business.

### **126.2 Footpath registration**

This had been discussed under public participation.

### **126.3 Parish Plan questionnaire**

Cllr Stewart reported that there had been an excellent response rate to the Parish Plan questionnaire and that the results were now being collated – further funding is being sought for printing the Parish Plan. The Clerk clarified that the cost of printing the questionnaire and collating the results would utilise the original grant given by Warwick District Council. Cllr Stewart reported that the views of local children would also be sought, both primary and secondary age pupils, particularly looking at leisure and transport issues.

### **126.4 Housing Needs survey**

A copy of the Housing Needs survey had been distributed to Councillors and it was agreed to consider the contents of this when meeting to look at the Neighbourhood Plan.

### **126.5 Airport**

The Clerk reported Kirstin Kane, Environment Manager at Birmingham Airport had responded. Given the technical nature of flight paths, aircraft operations and developments recommended, she agreed to attend the September meeting to answer any questions. Cllr Owen asked the Clerk if questions could be forwarded in advance of the meeting ie impact of wider and larger planes in and out of the airport, capacity of the new runway on the A45.

## **127/13 Community Reports**

### **127.1 Warwickshire Police**

No report

### **127.2 County Councillor – Kenilworth Abbey**

Cllr John Whitehouse – apologies for absence.

### **127.3 District Councillors – Kenilworth Abbey**

\* Cllr Ann Blacklock – consultation roadshows for the Local Plan were still continuing, following the changes to the Housing Benefit a number of awards had been made from the Housing Payment Fund, changes to the Council Tax Support Scheme from April 2014 (phased introduction 7.5% in 2014, rising to 15% in 2015) out for consultation. Two items had been 'called in' for debate by full Council, these being the land at St Mary's, Warwick and cuts to Childrens Centres.

\* Cllr Michael Coker – apologies for absence

\* Cllr George Illingworth – apologies for absence

- 127.4 Link Councillor with Burton Green C of E Primary School  
Cllr Hickinbottom reported that the BBQ/Summer Fayre had been a good event. The school were looking at feasibility of wild flower meadow.
- 127.5 Link Councillor with Burton Green Village Hall Committee  
Cllr Stewart had no items to report.
- 127.6 Link Councillor with Burton Green Neighbourhood Watch  
Cllr deWorryingham had no items to report.
- 127.7 Link Councillor with Burton Green Residents' Association  
Cllr Taylor had no items to report
- 127.8 Link Councillor with Kenilworth Greenway Trust  
Cllr Hills reported that the gate would be a permanent feature and additional signage would be installed in the future eg re litter, dismounting, horses. Parking issues remain an ongoing problem. Talks are continuing with Solihull MBC about entrance/exit at the other end. The website would shortly be launched.
- 127.9 Link Councillor with Burton Green HS2 Action Group  
Cllr Taylor reported that the Action Group had responded to the consultation about Community Sustainability – copy to be sent around Paddy's loop. Burton Green also took part in the recent HS2 Convention, which Cllr Coker also attended, and was very well organised.
- 127.10 Link Councillor with Superpit Federation  
Cllr Taylor reported that the Superpit Federation meeting would be taking place in September.

### **128/13 HS2**

Members thanked Cllr Hills for responding to the draft Environmental Statement, and the hard work and hours that went into formulating a response for Burton Green. Cllr Hills suggested that each Councillor look at individual chapters of the Environmental Statement when it is issued in September, to spread the workload. Cllr Hills commented that she was looking at issues relating to health and the impact of HS2 in the community. Cllr Taylor reported that the Bilateral meetings would be recommencing.

### **129/13 Neighbourhood Plan**

Following discussions prior to the meeting, Cllrs Owen, Taylor, Hills and Cox would form a Neighbourhood Plan Steering Group and meet on 23<sup>rd</sup> July 2013 at 7.30pm to discuss further.

### **130/13 Standing Orders**

Members considered the proposed amendment to Standing Orders and it was

RESOLVED : This Parish Council has agreed to participate in the Joint Standards Committee across Warwick District. In doing so we recognise that this Joint Committee may find potential breaches of the Code of Conduct by a Parish Councillor or Councillors. While we hope that no Councillors actions will ever merit a hearing by the Joint Standards Committee we feel it is appropriate to have proper processes in place in that eventuality. For this reason the Council will amend its procedural rules to include an amendment to Standing Order 7(e) to

read "Where a Joint Standards Committee Hearing makes recommendations to this Council to apply reasonable sanctions to a Councillor of this parish, this Council will accept them"

### **131/13 Le Van**

Members referred to communications received from Mr D Edmunds at Warwick District Council informing the Parish Council that the District Council would not be opposing the appeal by Le Van, and that the retrospective application for a Certificate of Lawfulness would now be considered for approval. The Parish Council considered the feasibility of defending the appeal, noting that there would be substantial legal costs involved. It was agreed not to decide at the meeting, but await legal guidance from the Chair. Members expressed their concerns that the decision by the District Council had been made the night before the appeal hearing.

### **132/13 Finance**

#### **132.1 Accounts for payment**

RESOLVED : that the following accounts be approved for payment :

|  |         |
|--|---------|
| Mrs L Baudet – Clerks salary                                 | £230.31 |
| Warwickshire County Council – pension contributions          | £61.19  |
| Mrs L Baudet – reimbursements, office and internet allowance | £71.60  |
| WALC – Local Council Administration                          | £61.85  |
| Burton Green Village Hall – room hire                        | £50.00  |
| S137 payment The Bugle                                       | £250.00 |

#### **132.2 s137 payment**

RESOLVED : that the sum of £250 be given to The Bugle under the provisions of s137.

### **133/13 Planning applications**

133.1 Planning applications – there were no applications to consider

133.2 The Clerk reported on the following applications for information :  
applications by 71 Hob Lane and 21 Red Lane had been granted planning permission  
Lindon Lea submitted appeal to Planning Inspectorate  
Change of use for 163 Cromwell Lane had been approved

#### **133.3 Consultation on Multiple Occupation and Student Occupation**

It was agreed that Members would forward any comments to the Clerk by Sunday in response to the consultation.

### **134/13 Communications**

Members received details of communications (Appendix A) and commented on the following :  
Item 1 – meeting re Local Plan on 20<sup>th</sup> July at Budbrooke Village Hall  
Item 14 – Minutes of WALC meeting and notice of WALC AGM on 9<sup>th</sup> October 2013 at 7pm

Item 17 – procedure for Code of Conduct complaint. Cllr Taylor reported he would read out his apology at the September meeting when the Chair would be in attendance. The Clerk reported that Cllrs should be using their ‘website’ email addresses in accordance with guidance from Mr Hay.

### **135/13 Appointment of Clerk**

Members received resignation from Clerk giving four weeks notice (date of resignation 12<sup>th</sup> August 2013), although the Clerk agreed to continue in the short term past the resignation date, until a replacement Clerk was appointed. Members approved the advertisement to recruit a new Clerk (Appendix B) and agreed the advert should be placed on the Village noticeboards, websites, The Bugle and on JobCentre Plus website as soon as possible. No change to existing Job Description and Person Specification.

### **136/13 Councillor’s reports and items for future Agenda**

Members received notes of meeting held on 24<sup>th</sup> June with Cllrs Hills and Owen at the request of Mr Mark Gordon, via Mr S Hay at Warwick District Council (Appendix C).

Cllr Hills reported that 2014 would be the 100<sup>th</sup> anniversary of WW1 ; it is hoped to organise a church service as part of the commemorations.

### **137/13 Date of Next Meeting**

The next meeting would be held on 16<sup>th</sup> September 2013, 7.30pm at Burton Green Village Hall.

### **138/13 Termination of Meeting**

The meeting closed at

Signed ..... (Chairman)

Date .....

## Communications reporting at July 2013 meeting

|    | Date    |   | From :                      | Purpose   |
|----|---------|---|-----------------------------|---|
| 1  | 20.7.13 | E | Mike Dutton                 | Local Plan meeting – 20 <sup>th</sup> July, Budbrooke Village Hall at 9.15am.   |
| 2  | 12.7.13 | E | Kirstin Kane, B'ham Airport | Request to attend Parish Council meeting to discuss flight paths, following communication from PC   |
| 3  | 12.7.13 | E | Warwick DC Planning         | Planning granted – 5 Hob Lane   |
| 4  | 10.7.13 | E | Warwick District Council    | Notice that Leek Wootten and Guy's Cliffe have applied for designation of Neighbourhood Plan  |
| 5  | 10.7.13 | E | Sarah Brooke-Taylor         | Housing Needs Survey results  |
| 6  | 10.7.13 | E | Alan Palmer, CPRE           | Articles in local magazines – enquiry forwarded to Mary Webb for Bugle  |
| 7  | 9.7.13  | E | Warwick DC                  | Planning approval given for Lindon Lea  |
| 8  | 3.7.13  | E | Jane Coates                 | Kenilworth Forum meeting notes - circulated   |
| 9  | 3.7.13  | E | Jane Coates                 | Get Sporty Health event on 14 <sup>th</sup> July – Abbey End  |
| 10 | 3.7.13  | E | Warwick DC Planning         | Planning - 71 Hob Lane granted  |
| 11 | 3.7.13  | E | IOW Computer Geek           | Website back up service - £120 per year   |
| 12 | 2.7.13  | E | Claire Parlett Warwick DC   | Sending out of Local Plan   |
| 13 | 1.7.13  | E | Jane Holdworth, WCC         | Health Action Furm lunch, 15 <sup>th</sup> July 2013  |
| 14 | 1.7.13  | E | Alison Hodge, WALC          | Mins of WALC Warwick and notice of next meeting Wednesday 9 <sup>th</sup> October 2013 commencing at 7.00 pm, venue to be advised.  |
| 15 | 27.6.13 | E | Jane Coates                 | Consulation on Children's Centres – closes 27.8.13  |
| 16 | 26.6.13 | E | Cllr Hills and Owen         | Details of Site Visit undertaken at Stonemore Wood Farm – Mr M Gordon – circulated to Cllrs   |
| 17 | 24.6.13 | E | Mr G Leach, WDC             | Procedure for Code of Conduct complaint.<br>Recommendation that all Councillors do not use personal email addresses and use 'website' address.  |
| 18 | 24.6.13 | E | Warwick DC                  | Summer holiday leisure activities   |
| 19 | 24.6.13 | E | Linda Radley, WCC           | 2014 Local Government Pension Scheme  |
| 20 | 22.6.13 | E | Lieutenancy Office          | Queen's Award for Voluntary Service – previous winners<br>1. Waverley Day Centre, Kenilworth<br>2. 'The Gap' Community Centre, Warwick<br>Nominates for next round 20 <sup>th</sup> August deadline |

## **Burton Green Parish Council**

### **Vacancy for Parish Council Clerk/Responsible Financial Officer**

Applications are invited for the role of Parish Council Clerk/Responsible Financial Officer to Burton Green Parish Council in Warwickshire.

Burton Green is a new Parish Council with 7 Councillors, who are actively involved in the community - current issues for the Parish Council include HS2 and producing a Neighbourhood Plan.

The successful applicant will be required to provide professional support and guidance in respect of all aspects of the Council's work including acting as the Council's Responsible Financial Officer.

The successful applicant will ideally be an experienced Clerk, CiLCA qualified – although consideration will be given to unqualified Clerks who are willing to become qualified. Applicants need to have excellent communication skills and organisational skills, be able to take minutes of meetings, some accounting experience and should also be a confident user of office technology (word processing, simple spreadsheets, and the internet).

The post is for 24 hours per month – primarily working from home, with attendance at Parish Council meetings on the third Monday of every month. The postholder will be entitled to all statutory holidays and a leave entitlement ; laptop and printer will be provided by the Parish Council.

The appointment will be made within salary scale LC1 points 15-25, £16215-£21734 pro rata (£8.428 per hour to £11.296 per hour), of the nationally agreed rates of Local Council Clerks, depending on relevant experience and qualifications. Pension scheme available. Mileage and allowance for the use of home as office are also payable.

For Job Description, Person Specification and Application Form, please contact  
Louise Baudet – Clerk to Burton Green Parish Council  
47 St Pauls Crescent  
Coleshill  
Birmingham B46 1BB  
Email : [burtongreen@hotmail.co.uk](mailto:burtongreen@hotmail.co.uk)  
Telephone : 07503 002948 (please leave name, address and email)

Closing Date : 24<sup>th</sup> August 2013

Notes of meeting 24/6/13 with Cllrs Hills and Owen at Mr Mark Gordon's request. Via Stephen Hay

Stonemore Wood Farm

Mr Gordon had contacted Stephen Hay who in turn put this request to the Chair, Ian Cox. Cllrs Hills and Owen agreed to go to the 2pm meeting on 24/6/13.

Background information: Mr Gordon was the developer of Napton Marina and his boat business is still operated out of there although he has not lived in Burton Green for some 20 or so years, visiting usually twice a year.

Mr Gordon showed the Councillors the approx 5 acre site he proposed for development which runs alongside Long Meadow Farm on its left-hand side and the school on its right hand side at the entrance; directly in front is the house and 17 acres, recently sold by John Shepherds (lead to understand for £950,000). Mr Gordon was previous owner selling it and 17 acres in circa 1993.

Cllrs walked the entire holding site not just 5 acres. See attached enlarge section of map.

Mr Gordon expressed his interest in giving Burton Green a triangle of land of circa quarter to half an acres which could be used as a park along with an old unused tennis court which would need rebuilding. The area is smaller than that darkened on the attached map. He indicated that the number of properties envisaged by him for the site could be 60 which would mean 0.08 of an acres less roads and pavements – quite tight for Burton Green standards especially in the area of Hob Lane.

More importantly, the proposed access road runs against the building of Long Meadow Farm (grade 2 listed) and the current road would not be suitable for the envisaged number of vehicles and the turn off on to this road at present would be dangerous as it is alongside the school and opposite the farm entrance.

Cllr Owen pointed out that the access was not suitable for the number of houses envisaged as it was a single track. Mr Gordon suggested grubbing up a hedge by the school.

Cllr Hills pointed out to Cllr Owen at the end of the meeting that the hedge looked to be a Victorian hedge in composition and that the road junction on the corner and with school and cars parked was clearly dangerous.

Cllr Hills pointed to Cllr Owen the fault line which runs the other side of the site in the valley.

We were told by Mr Gordon that he would be keeping a further 7 acres should further development occur. Also it is worth noting, Mr Gordon informed us that he had been told ordnance from WW2 had been exploded on his adjacent land, and showed us the craters. If this is correct then this could also present a problem should any unexploded ordnance remain.

Cllr Owen had a conversation with Mr Gordon while Cllr Hills was investigating the hedge and front of site. The conversation was about the access road not being very wide, hence Mr Gordon's idea of negotiating with the school, making it possible to take out the hedge. Cllr Owen suggested that WDC Planning would be the people to talk to about the access road (width of etc).

Cllr Owen asked, bearing in mind that the site was possibly to be extended in later years, as Mr Gordon had suggested, if another entry /access would be put in at that time. The answer was no.

We consider that the present access appears to be insufficient for the suggested development(s). The distance and cost of a road from the rear of the estate would possibly not be economic.