

109.2 Footpath registration

The Chair opened the meeting to the public. Mrs Webb reported that Chris Lantern had checked the footpaths. The Clerk reported she had contacted Warwickshire County Council for a descriptive list and to confirm what forms needed to be completed. Cllr Hills stated she had a large definitive map which would be better than the one provided to the Clerk. The Chairman noted that s56 of the Countryside and Rights of Way Act which required registration by 1st January 2026, was not yet in force. However, it was agreed that it would be beneficial to get all the footpaths re-registered before the arrival of HS2, and it was also noted that HS2 only had 3 hedges recorded for Burton Green, which were important wildlife corridors ; Members queried accuracy of HS details. The Chairman closed the meeting to the public.

109.3 Parish Plan questionnaires

Cllr Stewart reported that the returned questionnaires would be going for collation.

109.4 Housing Needs survey

The Clerk had circulated to Councillors initial feedback from CPRE from the Housing Needs survey. The final response rate was 53%, and initial responses indicated that residents thought Burton Green had a good reputation and was a nice place to live with a friendly atmosphere. They felt there was a lack of facilities such as shop/post office, bus service and children's play area.

110/13 Community Reports

110.1 Warwickshire Police

No report from Warwickshire Police

110.2 County Councillor – Kenilworth Abbey

Cllr John Whitehouse reported on the following :

- Following the recent elections, there is currently no overall control over the Council (although Conservative administration)
- Having completed a three year savings programme, the County Council would be required to make further savings in the future which would involve some hard decisions regarding services. A review of the mobile Library Service was currently out for consultation, although a minimal level of usage, no changes were being proposed for Burton Green as it was recognised that Burton Green was a rural area with no alternative provisions. The IDS service, which provides support and respite breaks for carers, was also currently being reviewed. There were also plans to review the Children's Centres by re-grouping services.

110.3 District Councillors – Kenilworth Abbey

* Cllr Ann Blacklock reported on the Local Plan, the revised Development Strategy regarding sites for Gypsies and Travellers. The Clerk had not received any information but would request hard copies to be sent out to each Councillor. Would be discussed at the next Community Forum on 1st July 2013, and other opportunities within the District. Responding to Cllr Stewart, Cllr Blacklock reported that amendments included moving Southern housing allocation off Green Belt areas where originally proposed, new Country Park buffer and changes to the mix of housing eg 7% 1 bedroomed, 26% 2 bedroomed, 43% 3 bedroomed and 24% 4 bedrooms or more. Cllr Owen asked about the size of the gardens and it was indicated that they would follow the footprint of the house and would be variable.

Members discussed the Coventry Plan, and it was noted that the joint housing assessment of Coventry and surrounding areas had now been completed. Concluding Cllr Blacklock commended the efforts made for the foodbank.

* Cllr Illingworth updated Members on the work of 51M ; although Coventry had left, Staffordshire and others in the North had joined. Discussing the Hybrid Bill stage he referred to various Councils who would have legal representation, but emphasised that it was not expected that Town and Parish Councils would be in a financial position to do that.

110.4 Link Councillor with Burton Green C of E Primary School

Cllr Hickinbottom reported that there had been a joint meeting of the two Governing Bodies and that an Acting Assistant Head had been appointed on a 12 month temporary contract, whilst Sue Patterson from Leek Wooten School would oversee the school.

110.5 Link Councillor with Burton Green Village Hall Committee

Cllr Stewart updated Members on recent events and bookings at the Village Hall, and promoted a forthcoming BBQ on 6th July.

110.6 Link Councillor with Burton Green Neighbourhood Watch

Cllr deWorringham updated Members and it was noted that there had been a failed burglary at the Peeping Tom on Bank Holiday Monday. None of the Councillors had been aware of this and it was felt that information could be circulated quicker from the Neighbourhood Watch Co-ordinators.

110.7 Link Councillor with Burton Green Residents' Association

No report from Cllr Taylor

110.8 Link Councillor with Kenilworth Greenway Trust

Cllr Hills reported that the AGM had been held on 3rd June 2013 and had been well attended. Nick Hillard had organised various groups such as Warwickshire Wild Life, Kenilworth Footpaths, Sustrans, WCC Park rangers to attend with stands. Members and visitors had found this very interesting as an addition to the normal meeting. The Greenway Trusts' webpage is being design by a local business, JAM Marketing, and is well underway to go live in July/August. A meeting would be held with Solihull MB Council for the entry/exit point at Berkswell/Balsall Common. Fundraising for the Trust continues with another Bat walk organised by Hilary Cox at the end of August. Coventry City Male Voice Choir will be performing a fund raising concert at St Nicholas's church in Kenilworth, and there has been considerable interest in this from Berkswell.

110.9 Link Councillor with Burton Green HS2 Action Group

No report from Cllr Taylor

110.10 Link Councillor with Superpit Federation

No report from Cllr Taylor

111/13 HS2

Cllr Hills circulated notes from discussions with HS2 at the ES event in Kenilworth on 10th June 2013 (Appendix A). Cllr Hills agreed to draft responses to current consultations, Members would forward any comments by end of June. Members expressed concerns at

plans for the 'track lines' to be honed down as a 24 hour operation, and also the transfer of approx 500 workers a day to the site.

112/13 Neighbourhood Plan

Cllr Cox agreed to circulate documents he had obtained regarding how to produce a Neighbourhood Plan and it was agreed that Councillors would meet informally at Cllr Cox's house on 8th July 2013 to look through these.

113/13 Standing Orders

Members considered the proposed amendment to Section 7 (e) Code of Conduct, as detailed below, circulated prior to the meeting and proposed for consideration by Cllr Owen: 'Any Councillor who is reported to the District Council Standards Committee and the complaint found against them will be allowed to state their case to the Parish Council in a closed meeting, where it will be considered if any additional action is required. The Council will have the following standard powers open to them which will have been recommended by the Standards Committee ; request a public apology ; request the Member attends training ; remove Member from Committees. Any additional action must be agreed to by a two thirds majority of the Members of the Council eligible to vote. In addition to the Standards Committee recommendations the Council may exceptionally decide to stop the Member representing the Council externally for a given period or from attending Council meetings for a defined time.'

The legality of the wording was reviewed and Cllr Cox advised that it would be 'contrary to natural justice', following which Cllr Owen withdrew the proposal. Cllr Cox agreed to look at alternative wording which would seek to strengthen existing provisions within the Code of Conduct.

114/13 Le Van

The Clerk reported that she had received notification of an Informal Hearing to consider the appeal by Le Van, on 19th June at 10.00am at The Town Hall in Leamington Spa. It was agreed that Cllr Cox would attend to represent the Parish Council

115/13 Mobile Library consultation

The Parish Council were happy for the existing arrangements to continue.

116/13 Finance

116.1 Accounts for payment

Members approved the following accounts for payment :

Mrs L Baudet – Clerks salary	£230.31
Warwickshire County Council – pension contributions	£64.86
Mrs L Baudet – office allowance, internet, reimbursements	£123.59
Louise Best – Internal Audit	£60.00

Permission given for removal of wooden pallets from Clerks house, left from delivery of Grit Bins.

116.2 Internal Audit and Annual Governance Statement

Members received and approved the report of the Internal Auditor (Appendix B).

RESOLVED : Council members acknowledge their responsibility for the preparation of the statement of accounts and for the Council's internal controls and confirm to the best of their knowledge and belief, with respect to the Council's statement of accounts for the year ended 31 March 2013, that all eight points are agreed. The Chairman and Clerk were authorised to sign and date.

The Chairman also signed and dated Income and Payments Scheme for the financial year 2012/13.

117/13 Planning applications

There were no applications to consider.

118/13 Communications

Members received details of communications as detailed in Appendix C :
Item 2 – acknowledgement of letter to Birmingham Airport (response pending)
Item 7 – Cllr Owen would be attending the meeting to discuss the impact of Local Plan – 22nd June, 9.15am at Budbrook Church Centre

119/13 Councillors reports and items for future Agendas

Consideration of s137 payment towards The Bugle to be included on next Agenda.

120/13 Date of Next Meeting

The next meeting of the Parish Council would be held on 15th July 2013 at 7.30pm at Burton Green Village Hall. Members discussed Officers to be invited to future meetings and agreed to invite Mr Hay once more work had been done on the Neighbourhood Plan, Cllr R Davies Chair of Warwick District Council at a future meeting and also Emma Spanglely, Planning Officer responsible for Burton Green. Cllr Cox gave his apologies for the next meeting.

121/13 Termination of meeting

The meeting closed at 9.20pm.

Signed (Chair) Date

Discussions with HS2 at the ES event, Kenilworth 10/6/13

1. Map of area of aquifers in BG questioned and explanation is that they have only drawn these in the area likely to have any impact on the proposed line. Fig No CT0417 refers. River sources from our aquifers also mentioned, again same ref.
2. Again mentioned reservoirs, contamination and possible damage via vibration, ref CT0149. Note the Red Lane reservoir is not on any map.
3. Ref LV1150 and CT05099 ATFS south of National Grid substation, Hodgetts Lane, request by MH for HS2 to move this to north side. Snr Engineer, Johnson, did not feel this would be a problem but we would need to ensure it was on our ES Statement. (I appreciate a declaration of interest may be needed at this point.) Noise modelling of entry and exit portals are 'supposed' to have been taken in to account on the maps supplied. I cannot confirm the accuracy or otherwise of that statement but the drawings of the noise contour maps I feel do not take in to account the prevailing wind and would appear to be based solely on whether the landscape is flat, bowled, wooded or hilly.
4. One problem HS2 has identified which is at the south portal end of BG. The tunnel at this end may need lengthening and a solution is currently being re-examined. As this will leave a larger area of BG exposed ie Red Lane, Hob Lane and Bokendon, I have asked that metal barriers be installed either side of the portals where the greatest blow back will occur in order to carry to noise upward and away. They have agreed that it is a logical solution but again we need to ensure it is in our Parish response to ES noting the area as SV18 DO3. This area was a worry for 4 residents who attended while I was there.
5. South Hurst C11 Ref SV18DO2. The landscape of this area means that there is a greater risk of sound, see map SC0149. Bunding will not be sufficient. With the residents agreement, I have suggested that they consider metal barriers again carrying the sound upward and off to the trees.

They are willingly to listen to the suggestions put forward by the Parish Council.

There is a continuing problem with the Greenway and HS2 land take and reassignment of greenway but this will be under discussion with WCC and Greenway Trust. It is very important that the footpaths and bridleways of Burton Green are accurately and fully listed and then registered.

Lastly, I made them aware of the old medieval quarry and potential pollutants to water sites. Quarry is now registered. They appeared to like the suggestion of paying for a community dig in the 2 areas where the greatest destruction will take place and will get back to me. They have to do a geophys survey anyway but if it is under the direction of WCC's chief archaeologist then that is to our benefit as it is what the BGA&HS have been seeking to do. They will be contacting me shortly.

APPENDIX B

20 Waverley Road
Kenilworth
Warwickshire
CV8 1JN

13th June 2013

Dear Chairman

Burton Green Parish Council
Internal Audit year ended 31st March 2013

As requested I have completed an examination of the financial statements and cashbook. In doing so I have verified the bank reconciliation and agreed the cashbook entries to the bank statement. I have also agreed expenditure to supporting documentation and to approval by the Councillors in the Minutes. I have reviewed VAT entries to cash book entries

The financial statements and cashbook are in very good order. The Clerk retains accurate records and files supporting documentation in a methodical order.

The financial statements are accurate and are supported by underlying financial records and documentation.

I note the following:-

VAT should only be claimed against proper VAT invoices and those should also be addressed to the Parish Council. ie Laptop/travel and Filing Cabinet should be VAT Invoices.

The Council may like to give consideration to using an outside source to do payroll calculations – this will minimise financial risk and ensure all IR requirements are taken care of by the outside agency. These can be obtained at for ~£5 per employee per month.

I would advise the Councillors initialling the invoice when they sign the cheques as evidence that they have seen the supporting documentation.

The Annual return needs to be completed. I have also asked the clerk to supply me with the VAT return, up to date Insurance Policy and Bank Statement covering 31st March 2013.

I would like to thank you for appointing me as your Internal Auditor. My fee for the audit is £60.

Yours sincerely

Louise Best
CC Louise Baudet

Communications reporting at June 2013 meeting

	Date		From :	Purpose
1	15.6.13	E	Deirdre Vernon	Notice of Open Studios 2014 event
2	14.6.13	E	Kirstin Kane, B Airport	Notice of response to communication
3	14.6.13	E	Jane Coates, WCC	Link for Agenda for Forum mtg 1.7.13 - circulated
4	10.6.13	E	Alison Hodge, WALC	Final price for CAB book £61.85
5	10.6.13	E	WDC, Planning	Approval for 21 Red Lane
6	7.6.13	E	WDC, Planning	Refusal, Shop, 163 Cromwell Lane
7	7.6.13	E	Mike Dutton, Budbrooke PC	Mtg to discuss impact of Local Plan – 22 nd June, 9.15am at Budbrook Church Centre – circulated to Cllrs
8	6.6.13	E	Sarah Brooke-Taylor, WRC	Initial feedback from housing needs survey
9	4.6.13	E	Alison Hodge, WALC	Chair training morning - circulated
10	30.5.13	E	Alison Hodge, WALC	Newsletter 106/1/2013 - circulated
11	24.5.13	E	Jane Coates, WCC	Police and Crime Commissioner – Community Safety Ambassador roles - circulated
12	24.5.13	E	Jane Coates, WCC	Mobile Library consultation - circulated
13	24.5.13	E	Nick Hilliard, Greenway	Notice of AGM 3.6.13 7.30pm - circulated

HARD COPIES CIRCULATED :

Standards Committee 10.6.13 for information, Full Council 3.6.13 for information, Profile on Cllr Richard Davies elected Chair of Warwick DC for info, WALC On the ground support service,