

**Minutes of the meeting of Burton Green Parish Council  
Held on Monday 18<sup>th</sup> November 2013 at 7.30pm  
At Burton Green Primary School**

Parish Cllrs present :            Archie Taylor                    (Chair)  
   Ian de Worringham  
   Adrian Hickinbottom  
   Marlene Hills  
   Vaughan Owen  
   Marcus Stewart

In attendance :                    Cllrs Kinson, Chair-Elect Warwick District Council  
   Cllr John Whitehouse  
   Cllr Mrs Anne Blacklock (8pm)  
   Mrs Louise Baudet            (Clerk)  
   3 residents

**87. Welcome**

The Chair welcomed Cllr Kinson to the meeting, who was pleased to have the opportunity to attend the meeting having visited 18 out of the 25 Parish Councils in the District. He briefly discussed some of the current issues including HS2 and planning matters, before extending an invitation to the forthcoming Christmas Concert.

**88. Apologies**

An apology for absence was received and accepted from Cllr Ian Cox.

**89. Public participation**

The recent HS2 Consultation event held at the Village Hall was discussed and it was the general consensus that HS2 had been unable to satisfactorily answer many of the questions posed by residents. Residents were urged to respond to the property compensation consultation. The Chair agreed with residents concerns, particularly the possibility that c60 families could be leaving Burton Green if their homes were purchased by HS2. The matter would continue to be pushed through the Forum meetings and Bi-lateral meetings, and Burton Green was keen to promote the benefits of the deep bore tunnel. Cllrs Hill commented that residents had been extremely supportive by distributing flyers about the roadshow, which had not been well publicised by HS2, and also by doing fundraising on the day.

**90. Declarations of interest**

There were no interests declared.

**91. Minutes of previous meeting**

Councillors requested that the following items be amended in the minutes :  
Minute 72.2 – to read Westwood Heath Road  
Minute 73.1 – delete reference to Crackley

Minute 73.2 – to read ‘top dressing’ scheduled for 2013 ; Community Speedwatch training would be in December, Community Forum meeting date 3<sup>rd</sup> December 2012

Minute 73.9 – to read ‘despite the perception of many politicians locally and national...’

Minute 80 – the Emergency Plan to be looked at by Cllr Hills and Cllr Taylor

Minute 83.1 – delete ‘similar’ and replace with ‘another case...’

RESOLVED : that the minutes of the meeting held on 22<sup>nd</sup> October 2012, having been circulated and read, be signed as a correct record subject to the above amendments.

Cllr Owen suggested that the notice board copy of the minutes be in a larger font and that the Clerk invite Councillors to submit Agenda items prior to the Agenda being issued.

## **921. Progress reports for information**

### **92.1 Representatives on Warwick District Joint Standards Board**

Cllr Blacklock would be reporting back on this issue in due course, once she had clarified the process for nominations to the Board.

### **92.2 Parish Council website**

The Clerk reported that the website would be completed by December and a link would be circulated to Councillors for them to approve the site, before going live. The public would be able to contact Councillors through an individual email address on the site.

## **93. Community Reports**

### **93.1 Warwickshire Police**

No report from Warwickshire Police.

### **93.2 County Councillor – Kenilworth Abbey**

Cllr John Whitehouse reported on the following :

- he would be meeting with Officers to go through the results of the speed surveys and felt there may be a case for a 30mph speed limit on the three main roads in Burton Green – possibly 20mph outside the school ; he would keep the Parish Council updated.
  - the need for a larger bus or second vehicle was still a priority and he would continue to keep the situation under review
  - details of winter gritting routes had now been issued ; the Clerk confirmed these had been received
  - he would be meeting Thea Gibbs, Chair of Governors at Burton Green Primary School to discuss the impact of changes to the school funding formula and also how HS2 would affect the school
  - the procedure for passes for the concessionary travel scheme for older people
  - future consultation in 2013 on the mobile library service and possible reduction from 5 vehicles to 3
  - final report going to the Community Forum in December on the cycling project
- Discussing the proposed boundary changes, those present felt that Burton Green should be included in the Abbey Ward along with the University Campus and that the link with Kenilworth was important for residents.

93.3 District Councillors – Kenilworth Abbey

Cllr Blacklock reported on the following :

- the Local Plan was ongoing and it was hoped that the timescales would not alter in terms of it being adopted and implemented in 2014. The availability of affordable housing was discussed and it was noted that in urban areas the allocation is minimum 40%, although in rural areas the threshold is lower. The Chair queried if the Almshouses were classed as Affordable and it was confirmed by Cllr Blacklock that they were not as they were run by a charitable organisation with specific criteria about residency.

93.4 Link Councillor with Burton Green C of E Primary School

Cllr Hickinbottom reported that it had not been possible to meet with the school.

93.5 Link Councillor with Burton Green Village Hall Committee

Cllr Stewart reported that the Village Hall AGM would be held on 22<sup>nd</sup> November 2012 and that there would also be a Christmas Craft Fair on 23<sup>rd</sup> November 2012 to raise funds for the hall.

93.6 Link Councillor with Burton Green Neighbourhood Watch

Cllr deWorringham only had one incident to report, which was a burglary by the corner of Hodgetts Lane.

93.7 Link Councillor with Burton Green Residents' Association

Cllr Taylor reported that work was underway with producing a questionnaire to distribute to residents regarding the possible content of a Parish Plan, and thanked Marcus Stewart for the amount of time and work he had done in his capacity as a member of the Residents' Association. Cllr Owen reminded Members that the Parish Council should not influence the development of a Parish Plan. Councillors discussed the possibility of contacting Sarah Brooke-Taylor at WRCC who could assist with a Housing survey and it was agreed to have this as a future Agenda item. The Residents' Association have organised a meeting with Severn Trent to discuss the sewage leak from the pig farm, and it was hoped that a long-term solution could be found. Cllr Taylor had been invited to attend by the Residents' Association, who extended the invite to other Councillors also.

93.8 Link Councillor with Kenilworth Greenway Trust

Cllr Hills hoped that the Greenway would continue to be well used and increase in popularity. She then updated members on future events organised, which included a performance by Oddsocks in June and by St Nicholas Male Voice Choir in September. It was hoped a web page would be up and running by March, which would help publicise the 2013/14 programme.

93.9 Link Councillor with Burton Green HS2 Action Group

Cllr Taylor updated the Council on recent Forum meetings and Bi-lateral meetings, the general view of which is that the meetings are not productive as HS2 are not able to answer questions or provide technical data.

**94. Notice board**

Councillors discussed possible locations for a new notice board in Red Lane and agreed that although the location needed passing footfall, it should not be placed in a location where it

would obscure residents views from their houses. It was agreed that the Chair would put an article in the next edition of the Bugle to seek residents' views. The Clerk requested that the notice board on Hodgetts Lane be replaced as there was insufficient space to display all the information the Council is required to provide. The possibility of a board for the 'Crackley' area was also discussed.

## **95. Bus Shelter**

As it had not been possible to establish who had responsibility of ownership, it was agreed not to take any further action regarding the bus shelter in Red Lane.

## **96. Finance**

### **96.1 Accounts for payment**

The Clerk presented the following accounts for payment :

Mrs L Baudet – Clerks salary for November	£172.34
HMRC – tax deductions from Clerks salary	£43.04
Mrs L Baudet – mileage, funds for purchasing Laptop and Printer	£464.08
Cllr Hills – reimburse poppy wreath s137	£20.00

Authority was given to the Clerk to purchase the appropriate Microsoft software and anti-virus software, as well as an adequate memory stick to do back-ups.

RESOLVED : that the Parish Council approve the above accounts for payment

### **96.2 Purchase of grit bins**

Councillors agreed that the village needed grit bins, particularly in Hodgetts Lane (by bus shelter) and Red Lane.

RESOLVED : that the Parish Council authorise the Clerk to purchase of two 400ltr grin bins at c£149 (plus delivery etc subject to confirmation with supplier).

### **96.3 Draft budget and precept 2013/14**

It was agreed to hold an informal meeting of Councillors to look at the budget for 2013/14, for further consideration at the next full Parish Council meeting. The meeting would be held at the Chair's house on Friday 7<sup>th</sup> December at 7.30pm.

## **97. Red Lane Play Area**

The Clerk reported that she had been in touch with Simon Richardson at Warwick District Council and that they were considering relocating the play equipment within Burton Green, possibly by the Village Hall ; the Clerk had informed them that it was not feasible. It was agreed that clarification was needed from the District Council about what was being proposed. Members discussed the level of usage within the village and it was felt that many people did not know the facility was there, although it was being used on a daily basis. Acknowledging that there would be a cost associated with taking over responsibility of the area, Councillors asked the Clerk to prepare costings for financial consideration.

**98. Hedging in Westwood Heath Lane**

Cllr Whitehouse reported that a meeting had been held with the Senior Planning Enforcement Officer, the Councils' Arborist at which the owners had agreed in principle that the hedge would be reinstated with 'mixed species hedging'. Cllr Owen highlighted that although the land was within the Warwickshire boundary, it was owned by Coventry City Council, and that when ownership was transferred, Warwickshire County Council did not include the existing Right of Way on the definitive Right of Way map. Cllr Owen was awaiting contact from Val Brown at Warwickshire County Council and Cllr Whitehouse agreed to follow the contact up. It was noted by Members that the footpath had been trimmed but that the foliage had not been cleared away ; it was agreed that it was important to ensure that the footpaths were kept cleared. Legislation giving the Right to Bid for Community Assets came into effect on 12<sup>th</sup> October 2010, which allows local land and buildings to be nominated for inclusion into a list of community assets whereby a community interest group can make a bid to purchase.

**99. Lookin Shop**

The Chair reported that there had been an application for the premises to be 'private accommodation', which Planning Officers had approved with the exception of the front room which had not being given permission to be used as a lounge. The business use of these premises had not been of a commercial nature, and had been an extension of a hobby pursuit. The applicant has met with Planning Officers to clarify this fact.

**100. Communications**

Members received details of communications received as contained in Appendix A.

**101. Planning**

**101.1 Le Van**

The Parish Council felt it was important that the legal argument against the use of the Le Van site for mobile homes be presented to Warwick District Council, to be used alongside their own case material. Permission had been granted for 3 mobile homes in the 1960's as an ad hoc arrangement due to post war housing shortage, however Le Van has never been a caravan site. In view of the urgency of the matter and short timescales, it was agreed that Councillors would forward their comments to the Chair by the end of the week, who would write to Mr Dave Edmunds at Warwick District Council accordingly by 1<sup>st</sup> December.

101.2 Cllr Owen asked the Clerk if a planning application relating to the field in Bockendon Road had been received. The Clerk confirmed that all applications had been circulated to Councillors but if an address for the applicant or location could be provided, she would search the planning portal for the Parish Council.

101.3 W/12/1325 7 Hob Lane – details of the planning application had been circulated to Councillors.

101.4 There were no planning decisions to report.

**102. Councillors reports and items for future Agenda**

The Chair reported that he would look into the availability of the Village Hall and feasibility of meeting bi-monthly and report back to Council.

**103. Date of next meeting**

The next meeting of the Parish Council would be held on 17<sup>th</sup> December 2012 at 7.30pm at Burton Green Primary School.

**104. Termination of meeting**

The meeting closed at 9.30pm.

Signed ..... (Chair)

Date .....

## Burton Green Parish Council

### Communications reporting at November 2012 meeting

	Date		From :	Purpose
1	16.11.12	E	Member of public	Enquiry re minutes going on website (Clerk responded accordingly)
2	16.11.12	E	Jane Coates, Localities & Partnership Officer, Warwick District Council	Kenilworth Community Forum Agenda for 3.12.12 and Final Report on Cycling issues – forwarded to all Cllrs.
3	16.11.12	E	Alison Hodge, WALC	Guidance on budgeting and setting precept – circulated to all Cllrs
4	16.11.12	E	Manoj Sanecha	Information on Warwick District Sports Awards 2012 – circulated to all Cllrs
5	15.11.12	L	Warks County Council	Primary Gritting routes and Snow Warden scheme
6	15.11.12	E	Jane Coates, Localities & Partnership Officer, Warwick District Council	Kenilworth Community Forum Agenda and Poster – links to website to show grant applications to be considered. Circulated to Cllrs
7	15.11.12	E	David Whitehouse, Warwickshire County Council	Tuesday 27 Nov 2012 at Northgate House Conference Centre, Warwick. Lunchtime workshop and 'finger' lunch courtesy of SITA UK. 'free' sample loads of processed sand and aggregate from their road sweepings plant
8	14.11.12	E	Jane Coates, Localities & Partnership Officer, Warwick District Council	Information for residents re renewal of bus passes (forwarded to AT for Paddy's loop/newsletter)
9	13.11.12	E	Guide Dogs for the Blind	Tour of Leamington Spa Centre to raise funds (forwarded to AT for Paddy's loop/newsletter)
10	13.11.12	E	Alison Hodge, WALC	WALC Finance Training 17 <sup>TH</sup> Jan, Alcester 10am to 1pm (£30/2 for 1 price) book by 10.1.13, New PAYE arrangements from Oct 2013 – real time PAYE payments.
11	13.11.12	E	Dale Duffy , Warwick District Council	Password access to electronic copy of Electoral Register for Clerk
12	12.11.12	E	Alison Hodge, WALC	Joint LGA and NALC Conference : Modelling Devolution – Working Together to Deliver Local Services (30 <sup>th</sup> Jan 2013, London, No charge). WALC Subscription fees for 2013/14. Circulated to all Councillors
13	12.11.12	L	HMRC	PAYE Real Time Information
14	12.11.12	E	Leigh Hunt, Warwickshire County Council	Update on Superfast Broadband – circulated to all Councillors
15	12.11.12	E	Warwick District Council	Planning Application 7 Hob Lane
16	8.11.12	E	Alison Hodge, WALC	Legal Topic Note 80 Members' conduct and the registration and disclosure of their interests (England). The Topic Note has generally been updated to take account of developments since

				June 2012. Paras 29 to 36 under <b>Dispensations</b> provides guidance on the procedure for granting Dispensations and when Dispensations maybe required. The second is <b>Legal Topic Note 79 October 2012</b> - timetable for the Government requirements for all employees to be registered on a pension scheme. Circulated to all Cllrs.
17	8.11.12	E	Gary Phillips, Deputy Fire Chief Officer, Warwickshire County Council	Draft Warwickshire Fire and Rescue Service Integrated Risk Management Plan (IRMP) 2013 - 17. Circulated to all Cllrs
18	8.11.12	E	Selen Seet, HS2	Info re press release – HS2 Information events/dates, Burton Green 17 <sup>th</sup> Nov – emailed to Cllrs
19	5.11.12	E	Jane Coates, Localities & Partnership Officer, Warwick District Council	Availability of grants up to £500 from The England Illegal Money Lending Team to be used to stop use of Loan Sharks in your area.
20	5.11.12	E	Jane Coates, Localities & Partnership Officer, Warwick District Council	Availability of free cycle reflectors – circulated to all Councillors
21	2.11.12	E	CPRE	CPRE Newsletter on wind farms – circulated to Cllrs
22	1.11.12	L	WDC, Elections Office	Notice of Poll
23	1.11.12	E	Mike Snow, Head of Finance WDC via WALC	Date for notification of precepts (2 <sup>nd</sup> week in Jan) – can request for 3 <sup>rd</sup> week if required.
24	30.10.12	L	Cllr Kinson, Chair of Council	Christmas Concerts, Town Hall, Leamington Spa, 1 <sup>st</sup> Dec 7.30pm. Adults £10, Child £5 (charity)
25	25.10.12	E	Gillian Friar, Warwick District Council	Copy of Press Release re Boundary review cons which ends 7 <sup>th</sup> Jan 2013 – circulated to all Councillors
26	25.10.12	E	Alison Hodge, WALC	Potential precept capping 2013/14 budget – circulated to all Cllrs.
27	25.10.12	E	Cllr Ann Blacklock, Warwick District Cllr	Clarification following PC meeting re boundary review and position for Burton Green – forwarded to all Cllrs.
28	25.10.12	E	HS2 Community Forums Team	Info on two consultations : one on Property Compensation and another on Safeguarding – circulated to all Cllrs
29	3.10.12	E	Jane Coates, Localities & Partnership Officer, Warwick District Council	Info re Students in Free Enterprise who produce websites

*L denotes Letter, E denotes Email, T denotes Telephone call*

**ON THE TABLE :** Minutes of Standards Committee 30.10.12, Countryside Voice.