

Minutes of the meeting of Burton Green Parish Council Held on Monday 20th May 2013 at 7.30pm Burton Green Village Hall

Cllrs present : Cllr Ian Cox (Chair)
Cllr Ian deWorringham
Cllr Adrian Hickinbottom
Cllr Marlene Hills
Cllr Vaughan Owen
Cllr Marcus Stewart
Cllr Archie Taylor

In attendance : Cllr Illingworth (District – Kenilworth Abbey)
Mrs L Baudet (Clerk)

83/13 Election of Chair

Cllr Taylor nominated Cllr Cox, which was seconded by Cllr Owen and voted unanimously.

RESOLVED : that Cllr Cox be elected Chair for the forthcoming year.

Cllr Cox signed his Acceptance of Office, and thanks were formally recorded to Cllr Taylor for his hard work and commitment as Chair during the Parish Councils' first year.

84/13 Election of Vice-Chair

Cllr deWorringham was nominated, proposed and seconded by Cllrs Owen and Stewart. Cllr Taylor nominated Cllr Hickinbottom, who declined and was happy for Cllr deWorringham to take on the role.

RESOLVED : that Cllr deWorringham be elected Vice-Chair for the forthcoming year.

85/13 Standing Orders

Members considered and agreed amendments to Items 28b and 34 within the Standing Orders. Cllr Owen put forward an addition to Standing Orders as item 7(e) ; to allow consideration of the proposal, it was agreed that the Clerk would circulate the wording and it be placed on the next Agenda.

RESOLVED : that the Standing Orders be adopted subject to the inclusion of the following amendments:

28b – Any statements to the press (verbal or written) should be with the prior agreement of Councillors, through the Clerk by email, or at a full Parish Council meeting.

34 – That the Clerk request an extension to respond to any planning applications where the consultation deadline ends before a Parish Council meeting. In the event of an extension not being approved, then the Clerk reaches a consensus through email, or by calling a special meeting.

RESOLVED : that the Financial Regulations be re-adopted as presented

RESOLVED : that the Inventory and Asset Register be approved (Appendix A).

86/13 Confirmation of Membership and Representation

RESOLVED : that the Parish Council approve the following
HS2 – Cllr Owen and Hills
Link Councillor with Burton Green C of E Primary School – Cllr Hickenbottom
Link Councillor with Burton Green Village Hall Committee – Cllr Stewart
Link Councillor with Burton Green Neighbourhood Watch – Cllr deWorringham
Link Councillor with Burton Green Residents' Association – Cllr Taylor
Link Councillor with Kenilworth Greenway Trust – Cllr Hills
Link Councillor with Burton Green HS2 Action Group – Cllr Taylor
Link Councillor with Superpit Federation – Cllr Taylor

87/13 Apologies

There were no apologies from Parish Councillors. Councillors Coker, Whitehouse and Blackmore sent their apologies for the meeting

88/13 Public participation

The following items were mentioned :

- Forthcoming Oddsocks production on 29th June 2013
 - Production and delivery of Parish Plan questionnaire and Housing Needs survey – thanks to Councillors who assisted
 - Update on recent meeting of Residents' Association and confirmation that amendments to Constitution had followed the correct procedures.
 - Congratulations to Cllr Cox on appointment as Chair
- Public participation closed.

89/13 Declaration of Interests

There were no interests declared. The Clerk reminded Councillors to complete their DPI forms (forms received from Cllrs Owen, Stewart and Hills).

90/13 Minutes of Previous meeting

RESOLVED : that the minutes of the meeting held on 15th April 2013, having been circulated, be signed as a correct record.

91/13 Progress reports for information

91.1 Red Lane noticeboard

Cllr Stewart reported that it would not be possible for the second noticeboard to be located in Red Lane. Members discussed other locations which would be investigated .

91.2 Footpath registration

Cllr Owen asked the Clerk to request a description of the footpaths from Warwickshire County Council. The Residents Association would check and register the footpaths, including W165Y.

91.3 Parish Plan questionnaires

Cllr Stewart reported that these had now all being distributed and thanked those Councillors who had assisted. Initial indications were that there would be a good response rate ; the cost of collating the returned data would depend upon the number of questionnaires returned. The Clerk reported that initial feedback from the Housing Needs survey indicated a 43% response rate.

92/13 Community Reports

92.1 Warwickshire Police

No report from Warwickshire Police.

92.2 County Councillor – Kenilworth Abbey

Apologies for absence received

92.3 District Councillors – Kenilworth Abbey

Apologies for absence had been received from Cllr Blacklock and Cllr Coker. Cllr Illingworth referred Members to his report at the Annual Parish meeting. Discussing HS2, he reported that Mr Alex Metcalf had been appointed (replacing Mr Tony Ward) at Warwickshire County Council and would be looking at the issue of HS2 mitigation.

92.4 Link Councillor with Burton Green C of E Primary School

Cllr Hickinbottom reported that he understood the Headteacher would be leaving and that Mrs Sue Patterson (from All Saints School, Leek Wootton) will be Acting Headteacher through an Open Partnership arrangement for the next 12 months. Members discussed pupil numbers at the school (15 per year group), some year groups were full ; it was hoped that Burton Green would continue to attract pupils in the future.

92.5 Link Councillor with Burton Green Village Hall Committee

Cllr Stewart reported that events and bookings were continuing to be popular.

92.6 Link Councillor with Burton Green Neighbourhood Watch

Cllr deWorringham updated on the Neighbourhood Watch meeting. Following a burglary at the Allotments (Westwood Heath Road) which was attended by West Midlands Police, clarification was sought as to which Police force were responsible for attending incidents, as Warwickshire Police were not aware it was in their area. The Clerk would write to seek clarification.

92.7 Link Councillor with Burton Green Residents' Association

Cllr Taylor had no items to report

92.8 Link Councillor with Kenilworth Greenway Trust

Cllr Hills presented her report (Appendix B) ; The Greenway Trust wished to thank the Parish Council for their donation towards the website. Members were invited to attend the AGM on 1st June 2013 at the Village Hall.

92.9 Link Councillor with Burton Green HS2 Action Group

Cllr Taylor had no items to report.

93/13 HS2

Cllr Hills reported on the Consultation on the draft Environmental Statement and Design Refinement, which would close on 11th July 2013. She had asked HS2 to issue paper copies, the Chair would contact for the same. Cllr Hills was happy to collate response to the consultation and the Chair asked Members to feedback any comments by the last week of June. Cllr Coker expressed his concerns regarding the sustainability of communities, particularly properties that would be evacuated during construction or demolished by construction, as well as exit figures from residents not wishing to live near HS2.

Cllr Cox and Cllr Taylor had attended the Bilateral meeting with HS2. It was disappointing that HS2 had only looked at one big tunnel and did not look at the smaller tunnels, it was thought that the costs quoted for the long tunnel were excessive. Cllr Hills reported that the noise contour maps were showing 120decibels instead of the expected 75, reinforcing the need for mitigation in relation to the noise levels. She highlighted the endangerment to health, both during construction and post, and the environmental and health problems linked.

Cllr Taylor reported on a recent meeting he had attended with the Superpit Federation, who were re-constituting and looking at the Environmental Impact Assessment of HS2. In particular they were concerned about the threat of the pit head at Crackley/Brockendon and there may be funds available to fight HS2.

94/13 Neighbourhood Plan

The Clerk reported that she had registered the Parish Council with 'My Community Rights'. Members discussed the way forward and it was agreed that further information was needed ie Local Plan, Housing Needs survey, Parish Plan, from which a Steering Group could be established to take the process forward. The Chair would also speak to Mr Hay to seek guidance on the next steps.

Members raised the issue of CALA Homes attending the meeting, and it was agreed there was a need for transparency with meetings to be held in the public domain, for the purpose of receiving information only. Clarification was sought from Cllr Taylor regarding any contact with CALA Homes, who had not spoken to them, but was aware they had shown interest in sites in the area. Other developers were also looking at plots of land in Burton Green. It was noted that the purpose of the Neighbourhood Plan would be for residents to have a say in the location of future housing development.

95/13 Flight path over Burton Green (Cllr Owen)

In light of the apparent increase in flights over Burton Green, it was agreed that the Clerk write to Birmingham Airport to clarify the flight paths over Burton Green at the current point in time, and also proposed changes to the flight path. It was also requested that Burton Green be included in any future consultations.

96/13 Parking issues in Burton Green

Members discussed the problems with parking on pavements, particularly in Hodgetts Lane and Cromwell Lane, by the Bridge and Greenway and when there are parties at the Village Hall. The Police were aware of the problem and it was agreed to monitor the situation to try and resolve in the future. The issue of parking was in the Parish Plan questionnaire.

97/13 Bonfires in Burton Green (Cllr Owen)

It was agreed that an item go in the Bugle regarding bonfires and guidance from the Environment Agency.

98/13 Kenilworth Food Bank (Cllr Hills)

Cllr Hill reported on the Food Bank which operates from Jubilee House in Kenilworth, offering a lifeline for families and single people living in poverty. A collection for the food bank was started by Hilary Cox in Burton Green and the last contribution of dried food and tins went to Kenilworth. Thanks were recorded to Hilary Cox who started the collection in Burton Green, the Village Hall and Kathryn Stewart who allowed use of the Village Hall and to everyone who contributed, which will hopefully be done four times a year. Members were asked to be aware of any residents who may need support from this service.

99/13 Finance

99.1 Accounts for payment

The Clerk drew attention to the following :

Emmerson Press Ltd - £100 of which would be reclaimable for VAT, funds to be drawn from ringfenced money for production of Parish Plan.

Aon UK Ltd – quote less than previous year, plus 5% discount for 3 year contract – approved by Parish Council

The following accounts for payment were approved :

Mrs L Baudet – Clerks salary	£230.31
Warks County Council – pension contributions	£64.86
HMRC – replacement cheque issued	£129.00
Mrs L Baudet – Office allowance, internet, Copying plans, mileage, postage	£159.14
Emmerson Press Ltd – printing Parish Plan questionnaire	£600.00
Select Payroll – end of year returns 2012/13	£15.00
Aon UK Limited – Insurance	£314.19

Members approved the purchase of the 9th edition of Local Government Administration (CA Baker) from WALC at reduced rate of £60 plus £10 p&p.

99.2 Bank reconciliation and income/expenditure analysis

The Clerk presented the bank reconciliation to the end of the 2012/13 financial year, with a closing bank balance of £14891, less unpresented cheques giving an end of year balance of £14297. The analysis of the Income and Expenditure was presented, showing all areas of expenditure within agreed budget.

The Clerk presented a carry forward forecast to March 2015, on a status quo basis, which showed the gradual reduction in free reserves at current level of income and expenditure.

The Parish Council would need to plan ahead for expenditure within precept figures.

RESOLVED : that the Parish Council approve the end of year accounts as presented in Appendix C.

99.3 Contribution towards Parish Plan (Cllr Taylor)

The Parish Council would be invoiced for the printing of the Parish Plan questionnaire (£500), leaving £700 remaining in the 'ringfenced funds'.

99.4 To receive notice of External Audit

The Clerk reported receipt of External Audit papers, accounts had now been finalised upon receipt of final bank statements from bank and would be passed to Internal Auditor. Notice for Inspection of accounts had been put on the noticeboard. The Clerk to pass folders to Cllr Hickinbottom.

100/13 Planning applications

100.1 Application W_13_0492 21 Red Lane : Erection of single storey side and rear extension – the application was considered as presented and Members had NO OBJECTION.

100.2 Application W_13_0589 Shop 163 Cromwell Lane : Change of use to dwelling house – the application was considered as presented and Members SUPPORTED.

100.3 To consider and comment on any other planning application – no other applications were considered.

100.4 To receive details of planning decisions – details of decisions had been circulated to Councillors

100.5 To receive report from CALA Homes for information
CALA Homes were not in attendance.

101/13 Communications

Members received details of communications as detailed in Appendix D and highlighted the following :

Item 7 – Small grants scheme for local businesses through Warwick District Council

Item 9 – Training through WALC ; Chair training 13th July and 14th September

Item 12 – Notice of admittance to Local Government Pension Scheme, employer contribution rate set at 19.1% for current year

- Item 15 – Disclosable Interest form for partners/spouse information
- Item 16 – Gypsy and Traveller sites – the Clerk confirmed that no letters had been sent to landowners in Burton Green
- Item 20 – Kenilworth Forum meeting – 1st July at The Wardens Cricket Club from 7pm
- Item 30 – Area Forum Committee grants – deadline 21st May

102/13 Councillors reports and items for future Agenda

Cllr Cox asked if the school, Water Tower and Peeping Tom Public House could be included in the list of assets recently submitted for consideration on the list of historic interest. The meeting opened for public participation. Mrs Taylor reported that the owners of the Water Tower would be making it available for residents to look around once it was completed. Public participation closed.

103/13 Date of Next Meeting

The next meeting of the Parish Council would be held on 17th June 2013, 7.30pm at Burton Green Village Hall.

104/13 Closure of Meeting

The meeting closed at 9.10pm

Signed (Chair)

Date

APPENDIX B

REPORT TO BURTON GREEN PARISH COUNCIL ON 20 MAY 2013

First of all, the Steering Committee of the Greenway Trust (Kenilworth to Berkswell) would like to thank the Parish Council for their kind donation of £150 towards the Greenway's website.

JAM Marketing, a local Burton Green/Kenilworth firm, have been given the task of creating the website. It is anticipated that the draft site will be available by 3 June. We would like to be able to put local links on our site and will be seeking permission in due course.

The Greenway Trust continues to work on the entry/exit point at Balsall Common and Berkswell with Berkswell Charities and joint Berkswell Balsall Common Parish Council and I can report that progress is being made with SMBC.

Our first AGM will be held on 3 June at the Village Hall and friends and members of the Greenway are invited. Various user/environment groups will also be present and will each have a table where visitors can put questions to them.

We will have a stand at the HS2 event on 10 June. As you are all aware, the proposed HS2 line will damage this much used and loved linear park. HS2 have verbally said they will reinstate the Greenway but their view of reinstatement is perhaps not in line with health and safety. Until recently HS2 felt you could safely ride a horse within 20m of the line. They have gone back to the drawing board on this one!

There has been a lot of activity on the Greenway of late. Perhaps the most amusing is the badger count. Following pressure made on HS2 on their flawed badger count, HS2 have now agreed to inform WCC whenever they are planning any environment survey. WCC in turn can inform the Greenway Trust who will pass this information on to residents and users via their website. Perhaps this way we will not go down as having the most badgers in one area in the whole country!

We understand that the Greenway will be used as part of a national cycle race and as soon as a date is known this information will be shared.

Following representation, WCC have reinstated the gate at the top of Cromwell Lane. Cllr Whitehouse is organising a meeting between ourselves at the Greenway Trust and the head of forestry and parks, Stuart Ikeringill.

The concern surrounds the issue of speeding cyclists and therefore safety. Signs down this narrow ramp are deliberately placed to alert users to the multi-user nature of the route; cyclists should dismount before going down the ramp and horse riders continue to cooperate and use the entry/exit off Hodgetts Lane.

With the gate back in place these signs do not need to be amended. The only problem concerns one wheelchair bound resident, who was able to gain access without the gate. Whether the reinstatement of this gate will stop this access is not yet known.

Another area under review concerning the ramp is the surface. Originally, the surface was going to have chip placed on it but following a number of cycling accidents on other ramps where the chip was cited as a contributory factor this is being re-examined and other skid resistant surface treatments are being looked at.

Finally, as part of the Jubilee Committee, we are looking forward to the forthcoming events. On an artistic theme, Odd Socks on 29 June 7.30, Arnolds Farm – bring your own picnic and Coventry Male Voice Choir in which Burton Green's own Nigel Ward sings, is to perform on 21 September at St Nicholas's Church. Tickets for both events can be obtained through myself.

Last year we had a successful Bat Walk. It was so popular that we have been asked to do one again this year. The date is 31 August. Hilary and Ian Cox can be contacted for tickets on this event.

We will have a stand at the HS2 event on 10 June. As you are all aware, the proposed

BURTON GREEN RECONCILIATION - FINANCIAL YEAR 2012/13**Receipts and payments reconciliation as at
31.3.2013**

Balance brought forward	0.00
plus receipts	20987.00
minus payments	6689.60
Total	14297.40

Bank reconciliation

Lloyds bank account	14891.55
Cash	0.00
Total	14891.55

less unrepresented cheques

27	20.00
40	49.79
41	258.74
42	5.04
43	100.00
44	160.58
	594.15

Total after unrepresented cheques
deducted**14297.40**

20.5.13

BURTON GREEN PARISH COUNCIL BUDGET ANALYSIS 2012-13

	FY 12/13	FY12/13
	Budget	Actual
	agreed	to
		31.3.13
£ PAYMENTS		
a Advertising	100.00	250.00
b Audit expenses	190.00	0
c Capital (equipment purchase)	2000.00	1009.62
d Clerks salary costs (Leach & Baudet)	4214.00	2641.07
e Election fees	3500.00	0.00
f Equipment maintenance	50.00	0
g Grants (s137)	500.00	370.00
h Hire of rooms for meetings	396.00	375.00
i Insurance	675.00	313.21
j Office maintenance	50.00	0.00
k Postage/Telephone	230.00	43.74
l Publications	120.00	115.00
m Stationery	200.00	311.45
n Subscriptions	436.00	282.00
o Training	400.00	174.00
p Travel expenses	113.00	57.10
q Unforseen expenditure	600.00	80.00
r VAT	0.00	247.11
s Website	307.00	420.30
Total	14081.00	6689.60

£ RECEIPTS

Bank interest	0.00	0.00
Capital share	10654.00	10654.00
Precept	10333.00	10333.00
VAT refund	0.00	0.00
Other	0.00	0.00
Total	20987.00	20987.00

20.5.13

Communications reporting at May 2013 meeting

	Date		From :	Purpose
1	22.4.13		Jane Coates, WCC	Consultation : Loan Sharks (surveymonkey) - circulated
2	16.5.13	E	HS2	Consultation of the draft Environmental Statement and Design Refinement – deadline 11 th July 2013
3	15.5.13	E	SLCC	News e-bulletin for Clerks
4	15.5.13	E	Stephen Hay, WDC	Grant funding for Neighbourhood Planning – guidance and form – link to other grants – circ to Cllrs Note : have registered PC with ‘My Community Rights’ with url for online application
5	14.5.13	E	Alison Hodge, WALC	Queen's Speech and items relevant to pcs, consultation on relaxation of planning regs for broadband infrastructure, Success over Sustainability Communities Act - circulated to Cllrs
6	13.5.13	E	WDC Planning	Planning approval for 16 Red Lane-circ to Cllrs
7	10.5.13	E	Bernadette Allen, WDC	WDC Small grants scheme – deadline 7 th June. £2,000 to provide new opportunities for local people, to enable greater community involvement in public services. We welcome applications from groups that have ideas which will benefit the wider community.
8	9.5.13	E	Warwick DC	Holiday leisure schemes - Bugle
9	9.5.13	E	Alison Hodge, WALC	Training : Awareness of Employment Responsibilities – Sat 15 June, Binley Woods Village Hall 10am to 12.45pm Training for Chairs on running meetings – 2 sessions ; 13 th July Binley Woods or 14 th Sept Alderminster (awaiting booking forms) Community Infrastructure Levy consultation from NALC (attached/circ) – response 28 th May 2013
10	8.5.13	E	Stephen Hay, WDC	Local Plan update – circ to Cllrs
11	7.5.13	E	Alison Hodge, WALC	DCLG Newsletter on Neighbourhood Planning – circ.
12	3.5.13	L	Warwickshire County Council Pensions	Confirmation of admittance to scheme – notification of Employer contribution rate 19.1 (April conts adjusted)
13	3.5.13	E	Robert Eyre, WCC	Open Day for Clerks with Archivist at WCC
14	3.5.13	E	WDC Planning	Lindon Lea, planning application refused-circ
15	3.5.13	E	Graham Leach, WDC	Amended Disclosable Pecuniary Interest form – circulate to Cllrs to complete and return to Clerk
16	2.5.13	E	Lorna Coldicott, WDC	Update : search for Gypsy and Traveller sites – circ to Cllrs (meeting for Landowners 14.5.13)
17	1.5.13	E	Alison Hodge, WALC	Notice of launch of grants programme for Neighbourhood Planning – circ to Cllrs
18	1.5.13	E	Alison Hodge, WALC	Offer re: purchase of LGA book at reduced rate, guidance on election of Chair at Annual mtg - circulated
19	1.5.13	E	Alison Gregory, WALC	Subs overpayment – refund of £41 (received)
20	25.4.13	E	Jane Coates, WCC	Kenilworth Forum meeting : The Wardens Cricket Club, on Monday 1st July from 7pm
21	25.4.13	E	Jane Coates, WCC	Consultation through ‘surveymonkey’ on recycling – circ

				to Cllrs with link
22	25.4.13	E	Alison Hodge, WALC	Examples of 'working together' requested
23	24.4.13	E	Leigh Hunt, WCC	Update on superfast Broadband - circulated
24	23.4.13	E	Alison Hodge, WALC	NDP Demand Highest in Areas of Housing Need and lowest in Deprived Areas
25	22.4.13	E	Keep Britain Tidy	Follow up to undelivered 'flytipping' leaflets
26	22.4.13	E	Jane Coates, WCC	'Surveymonkey' consultation on Loan Sharks-circ
27	19.4.13	E	Transport & Highways	Newsletter update
28	18.4.13	E	Jane Coates, WCC	'Surveymonkey' survey on Area Forum meetings – circ to Cllrs
29	17.4.13	E	Peter Hallam, WCC	Re : loose tarmac by Peeping Tom/no 170 – notice that repairs imminent - circulated
30	16.4.13	E	Jane Coates, WCC	Area Forum Cttee grants – deadline 21.5.13 - circ

HARD COPIES CIRCULATED :

CPRE Be inspired : Improve travel choices where you live – transport toolkit (circ 22.4.13)