

## Burton Green Parish Council

**Minutes of Meeting held on Monday 16<sup>th</sup> October 2017 at 7:30pm at Burton Green Village Hall, Hodgetts Lane, Burton Green**

**Present:** **Parish Councillors:** Councillors Taylor (Chair), Grant (Acting Chair for the meeting) ~~Vine~~, Gibbs, Watkin and Green  
 **District and County Cllrs:** Councillors Illingworth and Hill and Councillor Cooke, Bill Lowe, Chair of Warwickshire Association of Local Councils (WALC)  
**Clerk:** P Knight  
**Public Attendees:** 8 members of public were in attendance

Min No.	Item
149	<p><b>Apologies and Acceptance of Apologies</b>                      Councillors Marshall, Leeson and Vine had previously offered their apologies for the meeting which were accepted</p>
150	<p><b>Declarations of Interest</b>                      None received although Cllr Grant may have to declare an interest in respect of a planning application - the applicant is her employer, Warwick University</p>
151	<p><b>Minutes of the Parish Council Meeting held 18<sup>th</sup> September 2017</b>                      These were read and agreed as an accurate record.  <b>RESOLVED:</b> With reference to minute 141/2, subject to substituting the figures of £10,000 for £5000, as the amount spent so far on the Judicial review; and qualifying the £20000 total cost as representing only the initial cost of the process, the minutes of the meeting held on Monday 18<sup>th</sup> September 2017 having been circulated and read were signed as an accurate record.</p>
152	<p><b>Presentation on the status of Burton Green Primary School</b>                      Sue Patterson, Head Teacher, presented on the rationale for the school leaving local authority control and applying for academy status. Councillors were advised that the financial constraints on the County Council were such that the only way to achieve the necessary savings and secure future investment was by achieving academy status. Councillors discussed whether the application to obtain academy status would be assisted with an endorsement from the parish council.  <b>RESOLVED:</b> The Parish Council to write in support of the application for academy status.</p> <p>Sue advised councillors that additional pupil numbers expected to emerge from the Burrow Hill estate might be managed within existing capacity but the school could not cope with pupil numbers arising from the larger proposed Westwood Heath Road development.</p>
153 153.1	<p><b>Community Reports</b>  <b>County Councillor – Councillor Cooke reported on the following matters:</b>                      -Attempts to install a pedestrian crossing on Clinton Lane to serve Priorsfield School                      -The Europa way road improvement scheme had been approved.                      -The proposed closure of children centres in Kenilworth to save costs is still in the balance, the County's portfolio holder suggests that provision in Kenilworth may yet be saved – a Cabinet decision in December is awaited on this.                      -A number of planning applications have been received regarding HS2 intentions to preserve protected species of newts.                      -A recommended teacher's pay award of 2% is to be considered.                      -WCC is now inviting potential partners to re-host the OVO Energy Women's Tour</p>



following the considerable success of this years event.

-WCC's local commissioning groups and hospitals are urging communities to access flu vaccinations.

-Front line professionals across Warwickshire will receive training which is aimed at raising their awareness of the warning signs and experiences of children who have suffered sexual exploitation.

-Councillor Cooke reported that 270 electric blankets across the County had been tested and that over a third of them were found to be faulty.

### **153.2 District Councillors**

Councillor Illingworth advised councillors of the following:

-training in child sexual exploitation and dealing with customers with disabilities is compulsory for all taxi drivers licenced within Warwick District.

-the newly refurbished Newbold Comyn Leisure Centre had opened in part and the district will now address investment in facilities for Kenilworth in liaison with Warwick University.

-The District Council aim to increase the number of councillors across their area by two to reflect population increase. This will take place in parallel with a review of ward boundaries. It is hoped that the reorganisation will be increase the extent to which political boundaries across the county are coterminous.

-The Parliamentary boundaries will be announced tomorrow – it is likely that these will be out of step with County and District boundaries which are unlikely to change.

-Councillor Hill reported that she had attended a number of planning meetings but had nothing of note to report.

### **153.3 Burton Green C of E Primary School**

Nothing to report beyond matters discussed earlier following Sue Patterson's presentation and the parish council's decision to support the school in its application for Academy status.

### **153.4 Burton Green Village Hall**

With Standing Orders suspended Cheryl advised the parish council as follows:

-The Committee offered their thanks for the Parish Council's support in lobbying HS2 to fund the village hall. A planning application will be submitted soon but clarification is still needed on sewerage provision, and landscaping and security matters are to be finalised in liaison with the district council. This will include how the site is secured against traveller incursions. Cheryl advised of the need to keep in step with the HS2 construction timetable which meant that that building had to start early next year.

-Councillor Green raised the issue of parking being provided for users of the Greenway and whether County had discussed this provision with HS2. The Parish Council was advised that HS2 land will stay in their ownership until the trains are running after which there may be some scope for such provision.

-Cheryl confirmed that the application will not be subject to the abridged process allowed for HS2 planning applications.

-Cheryl advised that a quiz will be held on the forthcoming Saturday evening.

### **153.5 Burton Green Residents' Association**

With Standing Orders still suspended Rona reported as follows:

-The recent planned clean-up day had been cancelled owing to poor weather conditions.

-Bulb planting had been undertaken including along the verge on Red Lane.

-The AGM is on 30<sup>th</sup> October - Parish Councillors will be welcome to take questions from residents.

-The recent lunch for the retired had been successful with the police in attendance to discuss safety issues.

	<p>-Plans for the Christmas Santa were underway with 22<sup>nd</sup> December the key date.          -Councillors were advised that Warwick University had been approached for funding to renew the air-raid shelter – Councillor Grant offered to chase this matter up.</p>
<b>153.6</b>	<p><b>Kenilworth Greenway Trust</b>          Ross McClean reported as follows:          -Councillors were advised that he met recently with Warwickshire Bat Group to discuss increased provision of bat boxes.          -Ross plans to walk the Greenway with an Engineer to review access issues including routes to the new village hall.          -Lang’s Site Manager has promised improvements to paths.          -Signage needs to be improved on elements of the Greenway which are associated with Warwick University.</p>
<b>153.7</b>	<p><b>Warwick University</b>          With Standing Orders reinstated Councillor Grant reported that 6800 students were now on site and advised of the intention to compress arrivals next year into fewer dates but learning lessons from this year’s successfully managed influx, and that work to improve path and access ways across the Campus were under review by developers.</p>
<b>154</b>	<p><b>Public Participation</b>          With Standing Orders suspended members of the public attending the meeting were given an opportunity to raise matters of concern.</p> <p>At the request of a resident item 19 on “The Planned A46 Link Road to the A452” was brought forward. The resident was concerned that proposals for this new road might focus minds of those affected to sell up and leave the village and in light of this it was considered that this was not a wait and see matter and that the parish council needed to act on this to find out what’s going on. A particular issue was whether those whose properties might be affected by this new road would receive compensation for the disturbance caused – unlike the compensation on offer for those subject to HS2 proximity it was considered that a similar offer regarding a new road would be unlikely. Following a discussion this matters Councillors agreed to write to HS2/WCC seeking clarification.</p> <p><b>RESOLVED:</b> Councillor Marshall to draft a letter of enquiry to Adrian Hart at County seeking clarification on the compensation issues associated with the planned A46/A452 link road on behalf of the Parish Council – draft to be circulated for approval prior to sending.</p> <p>Rona advised that Councillor Marshall is due to present on link road issue at the AGM on the 30<sup>th</sup> October.</p> <p>With Standing Orders remaining suspended Bill Lowe the Chair of Warwickshire Association of Local Councils spoke briefly on his plans to stimulate involvement in local community matters particularly that associated with residents’ involvement with parish councils.</p>
<b>155</b>	<p><b>Red Lane Play Area</b>          The Clerk reported that he still awaited the report from the RoSPA inspection.</p>
<b>156</b>	<p><b>HS2</b>          Nothing to report</p>
<b>157</b>	<p><b>Housing</b></p>
<b>157.1</b>	<p><b>Coventry Local Plan</b>          No developments to report – City Council Cabinet due to meet on 5<sup>th</sup> December 2017</p>

157.2	<p><b>Warwick District Council – Local Plan</b></p> <p>With nothing further to report on the Local Plan the Chair reported on developments on the formation of the local campaign group “Keep our Greenbelt Green” or KoGGs. The organisation will use an experienced legal team and draw on expertise from within the Council for the Protection of Rural England to mount a Judicial Review of the Local Plan. The Chair advised the Parish Council of their intention to deliver explanatory leaflets across the area which will also seek funding from local residents.</p> <p><b>RESOLVED:</b> Subject to financial confirmation receiving confirmation on how the money is to be spent that the previously agreed funding to review the Local Plan be provided to the CPRE who will take the lead on mounting the Judicial Review.</p> <p>The Chair advised councillors that whilst most people recognised the population statistics used to inform Coventry’s Local Plan were flawed this does not automatically mean the Judicial Review will be successful.</p>
158	<p><b>Website:</b></p> <p><b>RESOLVED:</b> Matters relating to governance and compliance with the General Data Protection Regulations and transparency funding for website development will be merged to the same agenda item.</p>
159	<p><b>Neighbourhood Plan</b></p> <p>159.1 Councillor Watkin reported on the latest developments arising from the work of the Neighbourhood Plan Steering Group including the newly developed Constitution and Terms of Reference and the Clerk advised that work had commenced to access funding for the Neighbourhood Plan and that this work would be prioritised.</p> <p><b>RESOLVED:</b> Councillors unanimously agreed to adopt the Burton Green Parish Council Neighbourhood Plan Constitution and Terms of Reference.</p> <p>159.2 Councillors also considered a proposed strapline to be used for the Neighbourhood Plan</p> <p><b>RESOLVED:</b> Councillors unanimously approved the proposed strapline “Keeping Burton Green” and this will be used for all future correspondence related to the Neighbourhood Plan.</p> <p>Councillor Watkin advised that the next step is to consider the information obtained from the recent resident survey and how this is to be used to inform the production of the community questionnaire. The aim is to have the questionnaire ready for the Parish Council to review and endorse shortly after the new year.</p>
160	<p><b>Transparency Funding</b></p> <p>The Clerk advised councillors that funding originally proposed for just replacing his laptop could also potentially cover the cost of financing and producing the new website.</p> <p><b>RESOLVED:</b> Councillors approved the Clerk to make a new application for transparency code funding including that related to covering costs associated with the development and ongoing maintenance of the website.</p>
161	<p><b>Superfast Broadband</b></p> <p>After a short discussion on the issue of broadband rollout across the village it was agreed that in light of Councillor Leeson’s technical knowledge that he be asked to take a lead on Superfast Broadband issues.</p> <p><b>RESOLVED:</b> Councillors agreed that the Clerk ask Councillor Leeson to take the lead on Superfast Broadband matters.</p>
162	<p><b>Bus Shelter</b></p> <p>Councillors considered the various quotes received regarding the renewal/decoration of the bus stop, which ranged from £200 for just a repaint to over £1500 for a full renewal, and agreed that a repainting of the shelter would be sufficient.</p> <p><b>RESOLVED:</b> Councillors instructed the Clerk to offer the job of painting the shelter to</p>

	that company which offered the cheapest quote but to pay no more than £300. Councillors agreed that colour was not a factor but dark green would be preferred.																											
163	<b>Snow Wardens</b> Councillors discussed Snow Wardens and grit bins and were unable to identify a need over and above that already provided for by volunteers operating across the village.																											
164	<b>Finance</b>																											
164.1	<b>RESOLVED:</b> The following payments were approved:																											
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164.2	The Clerk confirmed that Grant Thornton, the external auditor, had returned the certified Annual Return for Burton Green Parish Council for the financial year 2016/17, and that the Notice of Conclusion of Audit had been published on the website and on the notice board. Although the Annual Return was certified the external auditor pointed out the following matters: -Signatures had not been entered onto the Annual Return prior to its submission -The period for the exercise of public rights was out of line with statutory requirements <b>RESOLVED:</b> Councillors accepted the report from the external auditor and agreed that oversight in the form of an internal review would be provided for the audit of the 2017/18 accounts to ensure that the process was prepared and completed in accordance with the regulations.																											
164.3	Review of Risk Assessment, Asset Register and associated financial regulations <b>RESOLVED:</b> The Clerk with the assistance of Councillor Grant will review the risk assessment, asset register and associated financial regulations and circulate his findings to councillors for discussion at the November meeting.																											
164.4	Quarterly accounts including reconciliation, budget analysis and balance of accounts <b>RESOLVED:</b> Councillors agreed to carry forward this report to the next meeting																											
164.5	Electronic banking The Clerk advised Councillors of his intention to utilise electronic banking including the use of BACs payments and aimed to implement this before Christmas.																											
164.6	A discussion was held regarding the allocation of funding of £5000 to the Council for the Protection of Rural England in regards to supporting a Judicial Review of the Warwick Local Plan. <b>RESOLVED:</b> Councillors agreed that subject to the provision of the appropriate auditable paperwork the previously agreed funding of £5000 to mount a Judicial Review of the Coventry Local Plan be payable to the Council for the Protection of Rural England.																											
165	<b>Communications –</b> Matters raised on the previously circulated correspondence list had all been dealt with under other agenda items.																											
166	<b>The Planned A46 link road to the A452</b> See minute 154/17 above where this matter was discussed and resolution reached.																											

167	<b>Councillors reports and items for future Agenda</b> Councillors reviewed the previously circulated correspondence list – all correspondence issues were dealt with under other agenda items.		
168	<b>Training</b> Nothing to report		
169	<b>Planning</b> <b>RESOLVED:</b> the following responses to planning applications were approved including those submitted ahead of the meeting in accordance with the use of delegated powers		
Ref	Address	Details of Application	Resolved
W/17/1303	Land to the South of Westwood Heath Road, Burton Green, Coventry	Hybrid planning application for the erection of up to 425 dwellings	Comments already submitted
W/17/1505	Track off Leighfield Road, University of Warwick, Coventry Applicant: University of Warwick	Erection of a new electrical sub station	No objection
W17/1384	42 Red Lane	Erection of a single storey rear extension	No objection logged
W/17/1213	Cryfield Grange, Cryfield Grange Road, Stoneleigh, Coventry, CV8 2JU	Proposed and partially retrospective permission sought for external alterations, to include new porches to the North and East elevations ('north wing' and 'west wing' respectively) and replacement balustrade to the West elevation. Proposed sub-division of the dwelling to create two units.	Withdrawn
W/17/1871	Lodge Farm House, Westwood Heath Road, Coventry, CV4 8AA	Use of the existing property for a C3(b) use (up to six people living together as a single household and receiving care)	No objection subject to the comment that we hope that the officers are satisfied that the extra traffic generated by the necessary support that the children will need will not impact adversely on the other users of this private road, which is in shared ownership.

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**Date of Next Meeting**

**7:30pm on Monday 20<sup>th</sup> November 2017 at Burton Green Village Hall**

**RESOLVED:**

Councillors agreed to meet on the 18<sup>th</sup> December to discuss the precept. The public meeting closed at 9:40pm

Signed.....

Dated..... 20/11/2017 .....