

Burton Green Parish Council

Minutes of the Meeting held on Monday 16th March 2020 at 7:30pm at Burton Green Village Hall, Hodgetts Lane, Burton Green

Present: **Parish Councillors:** Councillors Deeley, Hatton, Heyes, Marshall, (Chair), Paine and Watkin
District and County Cllrs: None present
Clerk: Paul Knight
Public Attendees: 2 members of public were in attendance

The intended presentation from Balfour Beatty VINCI (acting for HS2) on engagement with the public and progress on the HS2 project was cancelled owing to the Coronavirus outbreak. Councillors used the time between 7 and 7.30 pm to discuss the implications of the outbreak for the functioning of the Parish Council. In response to the Coronavirus outbreak and government advice to limit contact the meeting was kept as brief as possible.

| Min No. | |
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| 145 | Apologies |
| | Apologies were received from Councillors Grant (Chair) and Taylor which were accepted. -District Councillors Illingworth and Hales and County Councillor Cooke had also offered their apologies |
| 146 | Declarations of Interest |
| | None declared. |
| 147 | Minutes of the Meeting of the Parish Council held on 17th February 2020 |
| | RESOLVED: The minutes of 17 th February 2020 having been circulated and read were signed and approved as an accurate record. |
| 148 | Community Reports |
| 148.1 | County Council RESOLVED: Councillors agreed that Councillor Cooke's report be circulated after the meeting rather than read out at the meeting |
| 148.2 | District Council – No report received although Councillors were reminded of recent notifications regarding potential overflights associated with the military as part of the response to the Coronavirus outbreak. |
| 148.3 | Burton Green C of E Primary School – Councillor Hatton had nothing new to report. Still await response from Severn Trent, and now Water Plus regarding concerns expressed by the Parish Council about sewerage related matters. |
| 148.4 | Burton Green Village Hall Committee – still lots of uncertainty about progress on the new village hall. Concerns expressed about the provision of drainage to the field are to be raised with the new water retailer for the area Water Plus. |
| 148.5 | Burton Green Residents' Association – Councillor Gibbs briefed councillors on issues being addressed by the Residents' Association including the likely cancellation of VE day celebrations, the padlocking of public footpaths and potholes. |
| 148.6 | Greenway Trust / HS2 Greenway Group – with Standing Orders suspended a report was received from Ross McLean on the County Council's rapid response to the clearing of trees from pathways, and HS2 issues regarding notification of pathway closures. He also reported on a problem with hawking carried out by HS2 to stop birds from nesting in HS2 areas, and how this was also deterring birds from nesting in none HS2 woodland habitat. Ross had noticed that birdboxes put out to encourage nesting in the woodland were not being used. RESOLVED: The Clerk will write to HS2 expressing concerns about HS2's hawking activities asking them to ensure that these measures are more effectively controlled. Ross will furnish the Clerk with contact details and his email exchanges with HS2 for this purpose. |

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| 148.7 | Warwick University – nothing to report |
| 149 | Public Participation |
| | With no questions arising from the public Standing Orders were restored. |
| 150 | HS2 |
| | <p>-Although HS2 were unable to present on recent issues, prior to the meeting, Councillor Deeley, having received the intended presentation from Balfour Beatty VINCI (acting for HS2), summarised their contents and agreed to circulate them. RESOLVED: Councillor Deeley will circulate the presentation and the clerk will post it on the website.</p> <p>-Councillors discussed at length how the ongoing issues and concerns about the temporary Greenway crossings proposals from LM will be handled by the Parish Council, particularly given the urgency of agreeing an approach in the likely absence of meetings owing to the Coronavirus outbreak. Councillors discussed their concerns about the potential loss of an oak tree at the Red Lane Cromwell Lane, Hobb Lane junction. The Parish Council has significant concerns about the proposed design for the temporary Greenway crossing at Hob Lane.</p> <p>RESOLVED: Councillors unanimously agreed that in the absence of an April meeting, and possibly even the May meeting, and the urgency of ensuring that a sensible arrangement for traffic control at the Red Lane/Hobb Lane junction was arrived at, that power to act on behalf of the Parish Council on this matter be delegated to four parish councillors who would call an urgent meeting with Warwickshire County Council Highways and LM to discuss revisions to the proposals which addressed the concerns of the Parish Council.</p> |
| 151 | Burton Green Village and Neighbourhood Design Statement |
| | <p>Cllr Watkin had circulated a draft Village Character Assessment which will form Section 3 of the Neighbourhood Development Plan. He asked councillors to scrutinise the document and feedback their thoughts and pointed out a proposal to change the topographical descriptors of summit plateau, slope and flood plain to three zones based on altitude. He also asked councillors to consider whether photos are used within the narrative or collected in a final montage. RESOLVED: Councillors agreed to the topographical change from verbal descriptors to three zones based on altitude.</p> <p>-Councillor Watkin advised councillors that in order to arrive at the S16 submission stage the evidence and reasoning document needed to be redrafted to match the final version of the Plan. The Steering Group, operating via email rather than by meeting, aim to have the Plan completed by Easter.</p> |
| 152 | Speeding |
| | <p>Councillor Paine advised Councillors that he would circulate the response from Kenilworth Safer Neighbourhood team on the most recent speeding surveys carried out in the village. He still awaits a response regarding the outcome of monitoring undertaken outside Hickories on Cromwell Lane. RESOLVED: Councillors agreed that the forthcoming intended meeting with County Council regarding traffic control associated with the temporary Greenway crossing would also be used as an opportunity to raise speeding issues around the village.</p> |
| 153 | Housing |
| | <p>Councillor Paine updated councillors on land management issues relating to the Westwood Heath development, and the appointment of Mark Foyle, who is the new Crest Nicholson contact. He also pointed out the importance of keeping an eye on related CALA Homes S106 spending by the County Council, including commitments to establishing a cycle way between the Burrow Hill site and the Greenway. He also confirmed, following discussion on the</p> |

| | potential to use CIL money for a cycle track, that CIL funding cannot be spent on areas where S106 commitments have already been made. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 154 | Air Warden Shelter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Following the demolition of the shelter councillors considered various options to replace or enhance the space left including the possibility of putting up a new bus shelter. RESOLVED: Councillor Heyes, in consultation with Warwick District Council, will consider various options for the space left over by the demolition of the former air warden shelter. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 155 | VE Day 2020 celebrations Councillors had received notification from the Residents' Association that owing to the Coronavirus outbreak the celebrations for VE day had been cancelled. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 158 | Finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 158.1 | RESOLVED: The following payments were approved unanimously by Councillors. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Creditor</th> <th>Purpose</th> <th>Total (£)</th> </tr> </thead> <tbody> <tr> <td>Paul Knight</td> <td>Salary - March</td> <td>323.88</td> </tr> <tr> <td>WCC Pension Fund</td> <td>Pension - employers contribution March</td> <td>102.83</td> </tr> <tr> <td>WCC Pension Fund</td> <td>Pension - employees contribution March</td> <td>23.57</td> </tr> <tr> <td>Paul Knight</td> <td>Refund of HMRC contribution for March 2020</td> <td>81.00</td> </tr> <tr> <td>Cllr Watkin</td> <td>Refund – payment for planning document</td> <td>14.22</td> </tr> <tr> <td>Cllr Watkin</td> <td>Refund – refreshments for community event</td> <td>21.25</td> </tr> <tr> <td>Paul Knight</td> <td>Expenses/office expenses–February/March 2020</td> <td>34.50</td> </tr> <tr> <td>Warwick District Council</td> <td>May 2019 election expenses</td> <td>450.00</td> </tr> <tr> <td>CPRE</td> <td>2020 Annual Gift</td> <td>50.00</td> </tr> </tbody> </table> | Creditor | Purpose | Total (£) | Paul Knight | Salary - March | 323.88 | WCC Pension Fund | Pension - employers contribution March | 102.83 | WCC Pension Fund | Pension - employees contribution March | 23.57 | Paul Knight | Refund of HMRC contribution for March 2020 | 81.00 | Cllr Watkin | Refund – payment for planning document | 14.22 | Cllr Watkin | Refund – refreshments for community event | 21.25 | Paul Knight | Expenses/office expenses–February/March 2020 | 34.50 | Warwick District Council | May 2019 election expenses | 450.00 | CPRE | 2020 Annual Gift | 50.00 |
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| | RESOLVED: The application from the Residents' Association for a grant of £285.49 for spend on the VE day celebrations was approved. RESOLVED: In the absence of future meetings, at which formal approval for spending was agreed, councillors agreed to delegate authority to the Clerk to make routine payments of up to £2000 to cover matters such as the Clerk's salary and expenses, Red Lane Playground maintenance, insurance, neighbourhood planning and external and internal audit. RESOLVED: The appointment of Louise Best as the Council's internal auditor was formally approved. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 159 | Communications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | -All items in circulated list dealt with or noted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 160 | Councillors reports and items for future Agenda | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Councillors await advice on governance if restrictions on meetings continue to apply into May and beyond. RESOLVED: The Clerk will write to WALC advising them that their advice on the conduct of parish council business in the absence of formal meetings conflicts with government advice, and to seek clarity on governance whilst restrictions on public meetings apply. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 161 | Planning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | There were no planning applications for consideration. The Clerk confirmed that in the absence of a meeting in April, and possibly May, that delegated powers allowed the Clerk to submit the opinions of the parish council on planning applications, subject to there being three councillors in agreement with the submission. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 162 | Date of Next Meeting RESOLVED: Councillors agreed to cancel the meeting on 20 th April 2020 but still aim to meet next for the Annual Meeting of the Parish Council on 21 st May 2020. However, Councillors recognised the likelihood that this meeting may also have to be cancelled and arrangements made to meet on line or by conference phone. The meeting concluded at 8.30pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |