

Burton Green Parish Council

Clerk to the Council : Ms Louise Baudet,
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9th September 2012

Dear Councillor

You are hereby summoned to attend the meeting of Burton Green Parish Council at Burton Green C of E Primary School, Hob Lane, Burton Green, Kenilworth, CV8 1QB on Monday 17th September 2012 at 7.30pm. If you are unable to attend, please forward your apologies to either myself or the Chairman.



Mrs Louise Baudet
Clerk to the Parish Council

Members of the public and press are welcome to attend.

A G E N D A

1. **Apologies** : To receive apologies and approve reasons for absence
2. **Public participation** : To adjourn to allow public participation. Residents are invited to give their views and raise questions to the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself and the Parish Council can not pass a resolution on matters raised during public participation.
3. **Declarations of Interest** :
 - (a) Councillors are reminded of the need to update their register of interests
 - (b) To declare any interests in items on the agenda and their nature
 - (c) To receive written requests for new DPI (disclosable pecuniary interest) dispensations.
4. **Minutes** :

To approve the minutes of the Council meeting held on 12th July 2012 (attached)
5. **Progress reports for information** :
 - (a) High Speed Broadband
6. **Community Reports** : To receive reports, and agree any action, from :
 - (a) Warwickshire Police
 - (b) County Councillor – Kenilworth Abbey – John Whitehouse
 - (c) District Councillors – Kenilworth Abbey – Ann Blacklock, Michael Coker and George Illingworth
 - (d) Link Councillor with Burton Green C of E Primary School – Cllr Hickinbottom
 - (e) Link Councillor with Burton Green Village Hall Committee – Cllr Stewart
 - (f) Link Councillor with Burton Green Neighbourhood Watch – Cllr Cox
 - (g) Link Councillor with Burton Green Residents' Association – Cllr Taylor
 - (h) Link Councillor with Kenilworth Greenway Trust – Cllr Hills
 - (i) Link Councillor with Friends of the Kenilworth Centre – Cllr Taylor

7. **Website :** (a) to discuss and agree brief for content of website (b) to discuss quotations received for production of Parish Council website and agree action to be taken.
8. **Planning :**
 - (a) to discuss and comment on any planning applications received
 - (b) to discuss and agree action in relation to the removal of hedging in Westwood Heath Lane, adjoining Sports Club
 - (c) to receive, for information, details of planning application decisions
 - (d) to discuss and agree how the Parish Council will respond to planning applications, particularly in between meetings.
9. **HS2 :**
 - (a) To update Councillors on the position locally and agree any action that needs to be taken, including footpath survey
 - (b) for Council to agree to send a letter of recommendation regarding HS2 Ltd's letter on ground surveys which concerns our residents.
10. **Noticeboard :** To discuss and agree action in relation to the development of a Parish Council noticeboard in Red Lane
11. **Bus Shelter :** To discuss and agree action in relation to bus shelter
12. **Finance :**
 - (a) To consider and approve accounts for payment
 - (b) To receive and approve Asset Register for Parish Council
 - (c) To discuss and agree action regarding the appointment of an Internal Auditor
 - (d) To receive update on Parish Council financial matters, including bank signatories
13. **Training :** To consider and agree attendance of Councillors on forthcoming training (details already circulated) and approve expenditure.
14. **Standing Orders :** To review Section 1 of Standing Orders in relation to Public Participation and consider amendment if appropriate
15. **Code of Conduct :** (a) for members to adopt the revised Code of Conduct and registration of personal interests from WALC (b) for members to complete pecuniary interests declaration form.
16. **County Council Rights of Way Volunteer Partnership Agreement :** To receive Partnership Agreement information and agree action to be taken
17. **Communications :** To receive and discuss communications received (and comment/action if appropriate)
18. **Councillor's reports and items for future Agenda :** Councillors are requested to use this opportunity to report minor matters of information or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
Cllr Hills – 100th birthday card sent to resident from Parish Council
19. **Report from Clerk**
 - (a) To receive and update Member contact information, and discuss policy in relation to the publication of contact details
 - (b) To receive and comment on Cycle of Events from Clerk
 - (c) To authorise purchase of Parish Council case/bag
20. **Meeting dates :** (a) to consider and agree the need to meet monthly or bi-monthly and consider draft meeting dates (attached) (b) to discuss and agree arrangements for receiving paperwork

BURTON GREEN PARISH COUNCIL

Minutes of the meeting held at 7.30pm on Thursday, 12 July 2012, at Burton Green Primary School, Hobb Lane, Burton Green.

PRESENT: - Councillors; Cox; Hickinbottom; Mrs Hills; Owen; Stewart; Taylor and Worringham.

ALSO PRESENT: Councillor Whitehouse

(Apologies for absence were received from Councillors Blacklock, Coker and Illingworth)

28. DECLARATIONS OF INTEREST

There were no declarations of interest.

29. MINUTES

The minutes of the meeting held on 14 June 2012 were taken as read and signed by the Chairman as a correct record.

30. MATTERS ARISING

It, proposed, duly seconded and agreed that the Council should contribute £250 to the purchase, installation and advertising of the location for a defibrillator for the village.

31. MEETING OF THE ELECTORS OF BURTON GREEN

The minutes of the meeting of electors was welcomed by the Council and it noted the interest in the park off Red Lane which it would revisit in future.

RESOLVED that the report be noted.

32. HEDGING WESTWOOD HEATH LANE, ADJOINING SPORTS CLUB

Councillor Owen explained that it had been reported to Warwick District Council's Planning Enforcement Team that some of the hedging running between the sports ground and allotments on Westwood Heath Lane had been removed without prior approval.

RESOLVED that this matter be considered at the Sept meeting of the Council.

33. **WARWICK DISTRICT LOCAL PLAN**

The Council received a presentation from the Warwick District Council Development Policy Manager outlining the Warwick District Council preferred options for the Local Plan up to 2029.

The preferred options set out proposals for employment land, housing land and infrastructure development in the District. These proposals set Burton Green as a category 2 development village with a proposed 30 to 80 new homes in the village during the duration of the local plan.

The District Council, recognised that HS2 would have a significant impact not only on the District but particularly the community of Burton Green.

Overall there would be a need to redefine the green belt within the District to enable development in areas where it currently washed over villages, such as Burton Green.

In response to questions from the floor it was explained that:

- it was envisaged that the housing within Burton Green would be mixed types to meet identified local need;
- it was recognised that the new homes would be additional to those lost to HS2;
- it would be difficult to require any development in the village to include a shop or post office because the numbers of new development would justify it, however it could be aspiration within the community or parish plan;
- if the parish plan identifies needs and aspirations these can be taken account of but they are subservient to the local plan if any conflicts arise;
- the District Council has a duty to co-operate with neighbouring local authorities on their local plan;
- there was particular close liaison with Coventry and Solihull on employment land; and
- the intention was to have the local plan in operation by early 2014.

The Chairman thanked the Policy Development Manager and his colleague for attending the meeting and for arriving prior to the start of the meeting to discuss the options with local residents and Councillors.

RESOLVED that the Parish Council:

- supports the allocation of the village as a category 2 development village
- recognises that because of the number of homes potentially to be lost because of HS2 that the numbers of houses to be developed in

the village are likely to be on the higher end of the development numbers of 30-80

- supports the perrybar proposal
- looks forward to working with the District Council to bring forward suggested sites for development
- would like to see the inclusion of a replacement village hall within any proposals (allowing for the potential loss of the current village hall through HS2 development)
- suggests that any development should or proposals should not be brought forward or confirmed until after the final design and mitigation for HS2 through the village is confirmed.

33. **HS2**

Councillor Taylor informed the Council that following the successful premier of the film, it was now available to purchase and a scheme was being developed to send copies to all Members of Parliament.

Councillor Hills explained that following the last HS2 Community Forum, that was generally accepted as not being very informative, she had received clarification that modelling of noise levels had not taken place, the next meeting of the tunnel mitigation group would be in early August and the compensation scheme consultation would not now take place until at least September 2012.

The letter to the Prime Minister was a call for the Council and Local Communities to be heard and considered by HS2.

The mitigation meetings were now taking place with Warwick University and work was taking place with Sara Board who would be joining the efforts to take this work forward.

There was also a new valuation scheme in Europe, that was used widely in America, which assessed the impact on lifestyle of communities of significant infrastructure. Caroline Spellman, Minister for the Environment, has been asked to take consider this scheme and implement it in the UK for key infrastructure projects.

For clarification it was confirmed that the Council's representatives on the General Mitigation Working Group was Councillor Hills and Owen and the representative on the Community Forum was Councillor Hills.

34. **STANDING ORDERS**

The Chairman explained that he had concerns that current Council procedure rules lacked clarity and understanding that enabled the

public to ask questions without notice at meetings and this reduced community engagement which was a key aim for the Council.

RESOLVED that the Clerk and Councillor Owen liaise over suitable clarifications to procedure rules for Councillor Owen to bring to the next Council meeting.

35. **COMMUNITY REPORTS**

- (a) Warwickshire Police – Although there was no statement from Warwickshire Police Councillor Stewart reported that last week had a heavy lawn roller taken from his front drive.
- (b) Councillor Whitehouse provided several updates he explained that:
 - (i) as part of the Localisation Partnership Team the County Council was looking for partners to deliver some services (with funding) locally and asked if the Parish Council would like to be approached about this potential. The Council responded welcoming an approach on this;
 - (ii) £5,000 per County Councillor had been allocated by the County Council, for the Councillor to use on grants and local initiatives. Councillor Whitehouse was hopeful that he and his fellow County Councillors in Kenilworth would pool their money into the Kenilworth Community Forum;
 - (iii) the County Council had now agreed, with most of Warwickshire, the membership of Police and Crime Panel for Warwickshire, to scrutinise the Police Chief once elected in November. These Panels would be locally representative and politically proportional;
 - (iv) the Greenway project was still on track for completion later this year;
 - (v) Volunteer membership for community speedwatch was now being progressed as Warwickshire Police had delayed this to focus resources on significant local events.
- (c) The Warwick District Councillors were unable to attend the meeting.

36. **HISTORY OF BURTON GREEN**

Councillor Hills informed the meeting that within the Parish there were a significant number of potentially very important historical sites. These include some areas to be directly affected by the development of HS2.

Councillor Hills reported that Warwickshire County Council, county archaeologist had now agreed to undertake geo phys survey of some areas to see what could be identified and should be considered in any construction within the Parish.

37. **HIGHSPEED BROADBAND UPDATE**

Dr Thornton addressed the Council and encouraged all to support the introduction of superfast broadband because of the benefits it can bring to all members of the community. It was also important to remember that even those who may not have a need for it today that they may in the future and this could be the only opportunity to secure superfast broadband.

Details of how to support the campaign were available from www.cswbroadband.org.uk

38. **COMMUNITY LINKS**

Councillor Taylor explained that he would like a Councillor to act as link with various community organisations in the Parish to help establish the Council within the Community and to help keep the Council informed about the work of these organisations.

RESOLVED that

- (a) Councillor Hickenbottom acts as a link with Burton Green Primary School,
- (b) Councillor Taylor acts as a link with Burton Green Residents Association,
- (c) Councillor Cox acts as link with Burton Green Neighbourhood Watch,
- (d) Councillor Stewart Acts as a link with the Burton Green Village Hall Committee,
- (e) Councillor Hills act as a link with the Kenilworth Greenway Trust, and
- (f) Councillor Taylor acts as a link with Friends of the Kenilworth Centre.

39. **PUBLIC & PRESS**

RESOLVED that in view of the confidential nature of the business about to be transacted, in the following item, in the public interest the press and public be excluded from the Meeting and are instructed to withdraw.

40. **PARISH CLERK**

RESOLVED that

- (a) following interview Mrs Louise Baudet be appointed as Clerk to the Council, under the Standard NALC contract at Scale Point 21, for 24 hours per month,

- (b) the Acting Clerk to the Council be made a payment of £649.71 to cover hours worked and costs incurred since April 2012.

(The Acting Clerk had left the room for consideration of the payment to be made which was based on a recommendation from Councillor Hills, Stewart and Taylor after considering his time sheet).

41. **WEBSITE**

The Acting Clerk reported that he had received three quotes for the production of a website. However considering the experience of the new Clerk to the Council in this area that this matter should be deferred to enable her involvement in this.

RESOLVED that the development of a Council website be deferred to enable Councillor Stewart to meet with the Clerk to the Council.

42. **PARISH NOTICEBOARD – RED LANE**

RESOLVED that the development of a Council notice board on Red Lane be deferred to enable the Clerk to the Council to take this forward.

43. **FINANCES**

RESOLVED that

- (a) the signatures to the Council's bank account be amended to remove the acting clerk, add the new Clerk, along with Councillors Stewart, Hickinbottom and Cox
- (b) the Clerk be authorised to pay invoices for the Hire of the school hall up to a value of £45,
- (c) the budget for the Council as set out at Appendix 1 to the minutes be confirmed,
- (d) the Clerk investigates the replacement cost of the Council's Bus Shelter on Cromwell Lane,
- (e) the appointment of Grant Thronton LLP as the Council's external auditor, be noted,
- (f) Emerson press be paid £115 for the printing of the agenda for the Parish of Electors meeting on 14 June 2012,
- (g) Councillor Taylor be paid £10 for the purchase of two keys to the Parish Noticeboard,
- (h) a contribution be made to the Bugle, Parish Newsletter) of £250.

44. **CONTACT**

RESOLVED that the contact details sheet be sent to District Councillors, County Councillors and MP for their use and the formalisation of details for publishing in the community be brought forward by the Clerk to the Council.

45. **CODE OF CONDUCT**

The Council considered a report from the Acting Clerk to the Council setting out the new Standards Regime under the Localism Act.

RESOLVED that

- (1) the new Code of Conduct as set out at Appendix A to the report be approved;
- (2) the requirement of Part B (Disclosable Pecuniary Interests) of the new Code of Conduct is a legal requirement and provides for criminal sanction should Members not reveal any Disclosable Pecuniary Interests, be noted;
- (3) the revised Warwick District Council Standards Committee Guide as set out at Appendix B to the report be noted;
- (4) the procedure for handling complaints about Councillors, as set out at Appendix C to the report, be agreed;
- (5) the establishment of a joint across Warwick District Committee for Standards which includes two representatives of Parish Councils and two representatives of Town Councils, be accepted;
- (6) the current co-opted Parish & Town Council Standards Committee members transfer to the new Standards Committee until Parish & Town Council elections in May 2015;
- (7) the following amendments Council Procedure Rules, as set out at Appendix D to, be approved; and
- (8) it be noted that the Monitoring Officer, in collaboration with the Independent Person(s)

and new Standards Committee Chairman, develops procedures for *Conducting an Investigation* and *Standards Committee Decision Making*.

- (9) it be noted that the Monitoring Officer bring forward for approval any changes to the arrangements contained in this report once the new Code of Conduct and Standards Committee have bedded-in.

46. **DATE OF NEXT MEETINGS**

RESOLVED that because of the appointment of the new Clerk to the Council the meeting dates be revised by the Clerk in consultation with the Chairman and circulated to all Councillors.

Signed

Date

(The meeting ended at 9.30pm)

APPENDIX 1

Burton Green Parish Council Budget 2012/13

Expenditure	£
Advertsing	100
Audit expenses	190
Election fees	3500
Equipment maintenance	50
Equipment Purchase (PC, Printer & Possibly copier for Clerk)	2000
Grants (250 each for Jubilee & defib via residents assoc)	500
Hire of rooms	396
Insurance	675
IT costs for website	307
Unforseen matters	600
Office maintenance	50
Postage/Telephone	230
Publications	120
Clerks Salary	4214
Stationery	200
Subscriptions	436
Training Courses	400
Travel expenses	113
TOTAL	14081
Income	
Precept	10333
Capital share	10654
	20987