



BURTON GREEN PARISH COUNCIL



11th June 2024

Dear Councillors,

You are hereby summoned to attend the Ordinary meeting of Burton Green Parish Council in Burton Green Village Hall, Red Lane on **Monday 17th June 2024 at 7.30pm**. If you are unable to attend, please send your apologies to the Clerk in writing before the meeting.

Helen du Bois
Clerk to Burton Green Parish Council

Members of the public and press are welcome to attend. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.

AGENDA

- 1. Apologies for absence:** To receive apologies submitted to the Clerk and approve reasons for absence.
- 2. 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 and consider written requests for new DPI (disclosable pecuniary interests) dispensations on items relating to the Agenda.
- 3. To approve the minutes of the Annual meeting held on 20th May 2024**
- 4. To consider any matters arising from the minutes of the previous meeting that are not included on this agenda**
- 5. Community reports:**
 - 5.1.** County Councillor, Lapworth & West Kenilworth: Cllr Cooke
 - 5.2.** District Councillors, Kenilworth Abbey & Arden: Cllr Hales, Cllr Aizlewood, Cllr Armstrong
 - 5.3.** Community reports: Burton Green Primary School, Village Hall Committee, Residents Association and University of Warwick
- 6. 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. Individual members of the public are permitted to speak for no more than 3 minutes. Members of the public may not take part in any other part of the Parish Council meeting itself and the Parish Council cannot pass a resolution on matters raised during public participation.

7. Planning:

7.1. To consider adding members to the Planning Committee

7.2. To consider the following planning applications:

7.2.1. [W/24/0699 HS2](#)

Description: Plans and Specifications submission under Schedule 17 to the High Speed Rail (London ? West Midlands) Act 2017 for works comprising:
Structures: Underpass comprising of cast in-situ monolithic reinforced concrete box structure with adjoining wingwalls;
Earthworks: Engineering earthworks to form the realignment of Footpath W168, engineering earthworks to form the realignment of Footpath W167 and engineering earthworks to form two road vehicle parks; and
Two Road Vehicle Parks: One to the south of the HS2 line and west of realigned Footpath W168 and another to the north of the HS2 line and east of realigned Footpath W168.

Address: Footpath W168, between Crackley Lane and Kenilworth Greenway, Burton Green, Warwick CV8 1QF

Comments by 21/6/24

7.2.2. [W/24/0314](#)

Description: Erection of 2no. dwellings

Address: Land adjacent to Two Oaks, Red Lane, Burton Green, Kenilworth

Comments by 18/6/24

8. Finance:

8.1. To receive the Finance Report and approve the invoices for payment

8.2. To confirm the bank mandate for the Unity Trust bank accounts

8.3. To consider additional signatories for the Lloyds bank accounts

9. 2023-24 Annual Governance and Accountability Return (AGAR):

9.1. To note the signed Annual Internal Audit Report 2023-24 and accompanying report, and consider any recommendations

9.2. To consider and sign Section 1 - Annual Governance Statement 2023-24

9.3. To approve and sign Section 2 - Accounting Statements 2023-24

9.4. To note the dates of the Period for the Exercise of Public Rights 2023-24

10. Burrow Hill car park & playing field:

10.1. To consider the £500 fee for County Highways Minor Works to investigate the feasibility of the Council's request for a blue P sign

10.2. To note the prior approval of additional weekly cuts of the Burrow Hill playing field until end of July

10.3. To consider a request to permit The Air Ambulance Service to leave a clothing bank at the Burrow Hill car park

10.4. To consider running a survey re: residents' preferred use of the playing field

10.5. To approve the purchase of a public waste bin at the car park, and consider the quotes provided for the installation and a regular emptying service

11. Road Safety:

11.1. To consider forming a Road Safety Working Group and identify members

11.2. To consider contacting SMBC to request a reduction in the speed limit on Hob Lane (to the Parish boundary) from 40mph to 30mph

11.3. To consider contacting CCC to ascertain and input to their plans for the 3 Crest Nicholson S106 contributions to their budget

- 11.4. To consider contacting Warwickshire Police about increasing their presence in Burton Green**
- 11.5. To consider investigating the feasibility of installing village gates or signage announcing the entrances to Burton Green**
- 12. To receive an update from the Biodiversity Champion re: the wildflower verge project and consider next steps**
- 13. To receive an update on the Red Lane bus shelter following a site meeting with G W Shelter Solutions, and to consider next steps**
- 14. To review and approve the following documents:**
- System of Internal Control and Internal Audit
 - Document Retentions Policy (GDPR)
 - General Privacy Notice (GDPR)
 - Staff Privacy Notice (GDPR)
 - Data Breach Policy (GDPR)
 - Subject Access Request Procedure
 - Data Protection Policy (GDPR)
- 15. Housing and development: to consider matters relating to any of the following:**
- Land to the south of Westwood Heath Road
 - Land to the west of Cromwell Lane
 - The Kings Hill development
 - Warwick University's Eco Park
 - Solihull Local Plan Examination
 - A46 Link Road
- 16. Correspondence/communications:** to discuss communications received but not mentioned on other parts of the agenda and comment if appropriate:
- 17. 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.
- 18. Date of next meeting: 15th July 2024 at 7:00pm, Burton Green Village Hall with guest speaker, Mr Philip Seccombe, Warwickshire Police & Crime Commissioner**
- 19. Close**

END

Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat and other practices when making decisions at the meeting.

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