

Burton Green Parish Council

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15th May 2019

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Burton Green Parish Council at Burton Green Village Hall on Monday 20th May 2019 at 7.30pm. If you are unable to attend, please forward your apologies to either myself or the Chairman.



Paul Knight
Clerk to Burton Green Parish Council

Members of the public and press are welcome to attend

A G E N D A

1. **Election of Chair**, and acceptance of office.
2. **Election of Vice Chair**, and acceptance of office.
3. **Co-option of Councillors:** Appointment of Councillors (a) to discuss and agree basis for the appointment of Councillors. (b) to receive details of interested parties and agree detail of co-options (c) welcome and introduction from appointed Councillors.
4. **Re-adoption and Review** of (a) Standing Orders (b) Financial Regulations (c) Review of Inventory and Asset Register as published on the Burton Green Parish Council Website.
5. **Review of Membership and Representation:**
To consider requirement for representation on these items and any not listed below
 - 5.1 Link Councillor with Burton Green C of E Primary School – Cllr Watkin
 - 5.2 Link Councillor with Burton Green Village Hall Committee – vacant
 - 5.3 Link Councillor with Burton Green Residents' Association – vacant
 - 5.4 Link Councillor with Kenilworth Greenway Trust – vacant
 - 5.5 Link Councillor with Warwick University – Cllr Grant
6. **Apologies:** To receive apologies and approve reasons for absence.
7. **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.
8. **Minutes of previous meeting:**
To approve the minutes of the Council meeting held on 15th April 2019.
9. **Community Reports:** To receive reports, and agree any action, from:

- 9.1 County Councillor – Kenilworth Abbey and Arden– Cllr John Cooke
- 9.2 District Councillors – Kenilworth Abbey and Arden– Cllrs George Illingworth and Richard Hales
- 9.3 Burton Green C of E Primary School – Cllr Watkin
- 9.4 Burton Green Village Hall Committee
- 9.5 Burton Green Residents’ Association
- 9.6 Kenilworth Greenway Trust
- 9.7 Warwick University – Cllr Grant

10. 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 cannot pass a resolution on matters raised during public participation. Upon restoration of standing order the Parish Council may discuss and agree actions to be taken on any matters raised.

11. HS2: to discuss and agree any matters relating to HS2.
11.1 The layout of the new bridge over the new cut and cover tunnel - Cllr Deeley.

12. Housing: to discuss and consider matters relating to the Parish Council’s approach to housing:
12.1 Review of Local Plan.
12.2 Discuss and consider an approach to address pavement parking in the village and to promote residents using their drives for visitors.

13. Burton Green Village and Neighbourhood Design Statement: to discuss and consider matters relating to the work of the Burton Green Village and Neighbourhood Design Statement Steering Group.

14. Finance:
14.1 To receive note and consider the report from the Internal Auditor for the 2018/19 accounts
14.2 To agree the Annual Return for 2018/19 including the “Accounting Statement” and “Annual Governance Statement”.
14.3 To consider and approve accounts for payment.

Creditor	Purpose	Total (£)
Village Hall	Hire of village hall January - March 2019	66.00
Paul Knight	May Salary	274.66
Paul Knight	Refund of HMRC contribution for May	183.20
WCC Pension Fund	Pension May - employers contribution	119.31
WCC Pension Fund	Pension May - employees contribution	26.67
Paul Knight	April/May - office costs and expenses	117.56
Select Payroll Solutions	Annual Payroll charge	102.00
Leicestershire Gardens	Playground maintenance - 4th and 24th April	100.00

(Further cheques may be considered and issued that are not shown on this list)

14.4 To consider signing invoice in respect of CIL payment of £41,500 from Warwick District Council.

15. Communications: to receive and discuss communications received not mentioned on other parts of the agenda and comment/action if appropriate.
15.1 Discuss and consider publicising Armed Forces Covenant

16. 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.

- 17. Planning:** To consider and ratify responses to planning matters including those responded to using delegated powers:

Ref	Address	Details of Application	Response
W/19/0538	Robins Nest, 175 Cromwell Lane, Burton Green, Kenilworth, CV4 8AN	Proposed new shed	
W/19/0549	Robins Nest, 175 Cromwell Lane, Burton Green, Kenilworth, CV4 8AN	W/19/0549 Erection of single storey rear extension and loft conversion with dormers to rear	
W/19/0551 LB	Arnolds Farm, 272 Cromwell Lane, Burton Green, Kenilworth, CV8 1PL	Conversion of a domestic storage building into a building incidental to the enjoyment of the existing dwelling.	

- 18. Date of Next Meeting:** 17th June 2019, 7.30pm at Burton Green Village Hall.

ENDS

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.