

Minutes of the meeting of Burton Green Parish Council
Held on Tuesday 15 2014 at 7.30pm
Westwood Church

Cllrs present: Vaughan Owen (Chair)
Adrian Hickinbottom
Marlene Hills
Marcus Stewart
Ian deWorringham (Vice-Chair)

In attendance: Cllr Michael Coker
Cllr George Illingworth
Cllr John Whitehouse
Claire Turner (Clerk)

110/14 Apologies

Apologies were received and accepted from Cllrs Cox and Langton. Cllr Ann Blacklock also sent her apologies.

111/14 Declarations of interest

- (a) Reminder to update interests
- (b) Cllr Stewart lives next to the Red Lane play area

112/14 Minutes of the previous meeting

RESOLVED: To approve the minutes of the meeting on 16 June 2014 with the following amendments: 92.1 Cllr Hills had already filled in her DPI form, 97 Cllr Hills suggested the council should be preparing for select committee hearings, 106 Cllr Hickinbottom asked for the Neighbourhood Plan to be on a future agenda.

113/14 Public participation

The Chair suspended Standing Orders and opened for public participation. Diane Swindells raised the issue of aircraft noise, noting that the flight paths seemed to change regularly making it hard to track. Cllr Owen explained the trial of routes five and six, noting that only five was registered with the CAA. Diane Swindells will be going to a public meeting at the Heart of England School, Balsall Common, on Wednesday 16 July and will report back. Cllr Owen repeated his request for reports of noisy flights to be able to look at further action. The Chair closed public participation and restored Standing Orders.

114/14 Standing Orders

RESOLVED: To approve the adoption of new standing orders with these amendments to the draft document:

- 1t Agree '5 minutes'
- 3c Remove '~~OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].'~~

- 3f Agree '30 minutes'

Add: 'The Chairman may consider that the Parish Council suspend Standing Orders at any time to allow public participation.'

3g Agree 'three minutes'

3h Add: 'The council may discuss the items raised by the public and consider any action to be taken. If the action will need a Council decision or expenditure it will be referred to a future agenda.'

3i Remove: 'A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR ['

3y Agree 'not extend beyond 21:30'

4dv Agree 'three days'

5 j ii Insert annual into: confirmation of the accuracy of the minutes of the last 'annual' meeting of the council;

5jiii Agree to add 5 j iii

5jxiii remove 'England'

After 5jxx Agree to add 'The annual meeting is then closed and followed by that month's ordinary meeting of the Parish Council.'

6d 'seven' days, 'two' members, and 'two' members agreed

9b 'seven' days agreed

9d 'five' days agreed

13 Remove 'England'

13e Select 'Dispensations by Proper Officer'

13f Select: 'by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required'

15b i Amend to read: 'at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, or by agreement by email a signed summons confirming the time, place and the agenda provided any email contains the electronic signature and title of the Proper Officer'

15biii Agree 'seven'

21 a Agree

23b Remove

25b Add 'Except at the Annual Meeting of the Parish Council,'

Agreed to move section 25 to the start of the Standing Orders document.

Add to section 24

Discussions may be had between councillors on the wording of documents prior to decisions to accept or reject them at council meetings. When agreed the final version is to be sent by the chair or, in his/her absence, the vice chair to the clerk.

For general administration, councillors will be given one week to respond to email requests to comment on any matter.

Responses with much less lead time should be between the chair and vice chair with the help of the clerk.

115/14 HS2

115.1 Kenilworth Library is happy to continue to store the council's paper copy of HS2 documentation. They have also agreed to allow the clerk to borrow the paper copies of the Additional Provision information for public events.

RESOLVED: The Additional Provision documentation will be stored at Kenilworth Library with the other HS2 paperwork. The clerk will request an electronic copy for the parish council.

Cllr Hills gave an update from a Sharpe Pritchard event about select committee hearings. The clerk has a copy of the handout and will circulate to councillors. One suggestion was to try to

attend committee hearings to see how they work in advance of appearing. Cllr John Whitehouse raised an issue to keep an eye on: the order petitioners are heard. Cllr Hills again stressed the need to begin preparation for the council's appearance before the Select Committee. The clerk will organise a meeting to allow this to happen. Cllr Stewart agreed to begin work on extracting the key points of the petition, putting them into a PowerPoint presentation and look at any additional evidence needed.

The clerk read out an update from Cllr Langton on the work of the Action Group and also collation of house purchase information.

115.2 The deadline for responding to the latest property consultation is 30 September. Details of the schemes were discussed. Cllr Stewart agreed to collate comments from all councillors, and use those and previous parish council responses to property consultations begin drafting a response to be signed off at a meeting before the deadline. The clerk agreed to try to get hold of more paper copies of the consultation information and response forms.

115.3 There were no other HS2 issues raised.

116/14 Parish Plan Action Plan

It was agreed to consider this item at the September parish council meeting. Cllr Langton has expressed an interest in looking after items in sections three and seven. Could all councillors please let the clerk know if they would like to look after any particular section? The clerk will organise a meeting of the Neighbourhood Planning Committee.

117/14 Red Lane Play Area

Cllr Owen raised the issue of the current state of the play area. The parish council will only take over the playground if the council is granted the equipment and land.

RESOLVED: To request that Warwick District Council transfer the playground equipment and land to the Parish Council

118/14 Community Reports

118.1 Warwickshire Police – No report from the police.

118.2 County Council – Kenilworth Abbey - John Whitehouse

Cllr Whitehouse gave an update on the changes to the speed limits in Burton Green.

Progress is being made on the new 30mph limit, the 20mph school zone, and the reversal of priority at the bridge. Work should start before the autumn term begins.

Cllr Whitehouse confirmed that the land by the Le Van site is privately owned and therefore the county council's only involvement is on the issue of drainage and water run-off. The County Council is liaising with the District Council on this issue.

It was agreed to consider agenda item 10.1 Le Van site at this point in the meeting.

Cllr Hills is liaising with the land owner next to the Le Van site where top soil has been left.

Cllr Owen has been in touch with Rajinder Lalli of Warwick District Council to clarify planning permission and licence issues. The Parish Council will keep a close eye on the site and liaise with relevant authorities as issues arise. Cllr Owen thanked the county and district councillors for their support.

118.3 District Councillors – Kenilworth Abbey

Cllr Illingworth gave a brief update on the boundary review. The University would like to remain within Stoneleigh parish as they feel more of a connection to that area. The decision will be made in September time.

118.4 Link Councillor with Burton Green C of E Primary School

Cllr Hickinbottom reported that the school governors have met for the final time. In September the new federated governing body will meet for the first time.

118.5 Link Councillor with Burton Green Village Hall Committee

Cllr Owen reported that he has met with Cheryl Wall. The Parish Council will work with the Village Hall Committee on a vision for the future, to include a playing field and more sports facilities. The Village Hall trustees will be responsible for some aspects, the Parish Council for others. Cllr Owen suggested a joint meeting of the Parish Council and Village Hall committee, with site visits to other village halls, to progress this.

118.6 Link Councillor with Burton Green Neighbourhood Watch

Cllr de Worringham reported on an incident of identity theft and warned people with external letter boxes to be particularly careful.

Standing Orders were invoked to extend the meeting for 30 minutes to allow the agenda to be completed.

RESOLVED: Councillors unanimously agreed to invoke Standing Orders accordingly.

118.7 Link Councillor with Burton Green Residents' Association

RESOLVED: Cllr Vaughan Owen will be the link councillor for the Residents' Association.

Cllr Owen reported that the Residents' Association will be having a World War One commemorative event on 28 September.

118.8 Link Councillor with Kenilworth Greenway Trust

Cllr Hills reported that the Greenway have conducted a user survey. There is a problem with flooding of the Berkswell section of the Greenway. There will be a fundraising event on Bank Holiday Monday at the Peeping Tom. The new benches will be installed in the next two to three weeks.

118.9 Link Councillor with HS2

Cllr Langton's update was covered in the HS2 agenda item.

119/14 Progress reports for information

119.1 Le Van Site

Covered in the County Councillor's report, see minute 118.2/14.

119.2 Aircraft noise

Covered in the public participation section, see minute 113/14.

119.3 Green Energy

Green Energy has sent through a revised site layout and have submitted the planning application to Solihull Council. It will be verified within the next seven to ten days. The Parish Council will meet on 18 August to agree a response to the application.

120/14 Planning

- 120.1 RESOLVED: The Parish Council will formally object to the resubmitted application for a certificate of lawful development.
- 120.2 Application decisions noted.

121/14 Annual Leave Arrangements

RESOLVED: When the clerk is on annual leave anyone contacting the Parish Council will be redirected to the Chair, or in his absence the Vice-Chair.

122/14 Finance

- 122.1 The budget analysis to 30 June 2014 (Appendix A) was received and noted.
- 122.2 The following accounts for payment were approved:

C Turner	Clerks salary July	£302.72
C Turner	Office allow, internet all, reimbursements	£56.34
Warks CC	Pension Contributions	£78.80
Westwood Church	Room Hire	£60.00

122/14 Community Resilience Flood Workshop

Cllr Owen suggested a working party of five, comprising four councillors and one member of the public. Cllrs Owen, Stewart, Hickinbottom and Hills agreed to be members. The full item will be reconsidered in September.

123/14 Grant funding policy

RESOLVED: To adopt the grant funding policy as circulated.
See Appendix B

124/14 Communications

Members received details of communications as detailed in Appendix C. It was agreed to continue membership of the CPRE.

125/14 Councillors reports and items for future Agenda

No reports. Cllr Owen will liaise with Cllr Hills and an item on conservation will be considered at the September meeting.

126/14 Date of Next Meeting

The next meeting of the Parish Council will be held on Monday 18 August at Burton Green Village Hall.

127/14 Closure of Meeting

The meeting closed at 10pm

Signed (Chair)

Date

APPENDIX A

BURTON GREEN PARISH COUNCIL BUDGET ANALYSIS 2014-15							
		FY12/13	FY 13/14	FY13/14	FY14/15	FY14/15	FY14/15
		Actual to	Budget	Actual to	Budget agreed	Actual to	Forecast to
		31.3.13	agreed	31.3.14	2014/15	30/06/2014	31/03/2015
			2013/14				
£ PAYMENTS							
Advertising		£250.00	£250.00	£0.00	£0.00	£311.62	
Audit expenses		£0.00	£160.00	£160.00	£160.00	£60.00	£260.00
Capital (equipment purchase)		£1,009.62	£3,000.00	£0.00	£2,000.00		
Clerks salary		£2,641.07	£3,000.00	£3,092.24	£5,290.00	£1,400.35	£4,283.70
Clerk tax deds to HMRC		£0.00	£0.00	£129.00	£0.00	£76.20	£76.20
Clerks superannuation (emp c)		£0.00	£513.00	£819.68	£931.04	£282.01	£832.63
Clerk - office allow and interne		£0.00	£268.00	£299.00	£268.00	£101.00	£306.00
Election fees		£0.00	£3,000.00	£0.00	£3,200.00		
Grants (s137)		£370.00	£500.00	£870.00	£250.00	£270.00	£270.00
Hire of rooms for meetings		£375.00	£630.00	£305.00	£300.00	£40.00	
HS2		£0.00	£0.00	£35.49	£10,000.00	£20.00	
Insurance		£313.21	£400.00	£314.19	£350.00	£315.15	
Legal/professional fees		£0.00	£100.00	£490.83	£110.00	£84.00	
Neighbourhood Plan		£0.00	£0.00	£3.90	£0.00		
Office costs		£311.45	£500.00	£705.37	£800.00	£230.81	
Parish Plan		£0.00	£1,500.00	£1,500.00	£300.00	£894.00	
Play Area - Red Lane		£0.00	£1,000.00	£0.00	£1,000.00		
Postage/Telephone		£43.74	£0.00	£0.00	-		
Publications		£115.00	£50.00	£30.00	£30.00		
Subscriptions		£282.00	£350.00	£428.00	£400.00	£264.00	
Training		£174.00	£300.00	£280.00	£250.00	£280.00	
Travel expenses (Cllrs)		£0.00	£100.00	£0.00	£500.00	£49.50	
Travel expenses (Clerk)		£57.10	£120.00	£372.45	£300.00	£117.45	
Unforseen exp/misc		£80.00	£600.00	£61.85	£500.00		
VAT		£247.11	£200.00	£198.84	£200.00		
Website		£420.30	£40.00	£36.82	£40.00		
Total		£6,689.60	£16,581.00	£10,132.66	£27,179.04	£4,796.09	

£ RECEIPTS							
Bank interest		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Capital share		£10,654.00	£0.00	£0.00	£0.00	£0.00	£0.00
Precept		£10,333.00	£10,333.00	£10,333.00	£30,000.00	£15,258.50	£30,000.00
VAT refund		£0.00	£0.00	£178.97	£203.99	£198.84	£198.84
Parish Plan grant		£0.00	£0.00	£1,500.00	£0.00	£0.00	£0.00
Neighbourhood Plan grant		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other		£0.00	£0.00	£41.00	£0.00	£0.00	£0.00
Total		£20,987.00	£10,333.00	£12,052.97	£30,203.99	£15,457.34	£30,198.84

Burton Green Parish Council Grant Awarding Policy 2014

Grants may be awarded to Qualifying Organisations during the current financial year, at the discretion of Burton Green Parish Council, to enable the organisations to undertake voluntary and community sector activities.

Burton Green Parish Council will consider the allocation of grants to qualifying organisations against transparent and consistent criteria. The consideration of the allocation of grants will be dependent on the Council's overall financial position and budgeted grant allocation.

DEFINITIONS

GRANTS: A grant will be an allocation of funds to a qualifying organisation during the current financial year, however:

- On-going commitments to award grants will not be made.
- A fresh application will be required for each financial year.
- Only one application for each type of grant will be considered from any one organisation in any one financial year.
- Grants will not be made retrospectively

There are two types of grant, the General Grant and the Open Spaces Maintenance Fund.

A General Grant is any payment or gift made by the Parish Council to a qualifying organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. This includes Section 137 grants where the law requires that grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of its inhabitants" and "the direct benefit should be commensurate with expenditure".

Open Spaces Maintenance Fund grant is a grant for the maintenance of Open Spaces including ancillary facilities essential to their use.

QUALIFYING ORGANISATIONS: An organisation will qualify for consideration if it meets the following criteria:

- It is independent of any other commercial organisation and determines its own aims and objectives
- It is formally constituted with an approved signed written constitution and a management committee made-up of primarily of volunteers.
- It operates on a not-for-profit basis and exists for educational and charitable reasons only, from which its shareholders and trustees do not benefit financially.
- It provides activities that benefit the residents of Burton Green Parish, specifically it:
 - is based in the Parish of Burton Green and delivers services to the people of Burton Green Parish, or is based outside of the Parish of Burton Green but provides services to the people of Burton Green Parish.

GRANT AWARDING CRITERIA: Each application for funding will be assessed on its own merits and reviewed against the following criteria:

- a. Number of residents directly benefiting from the grant
- b. The quality and effectiveness of services provided by the qualifying organisation
- c. The financial management of the qualifying organisation including the provision of signed accounts
- d. The ability of the organisation to attract new sources of funding
- e. Whether the organisation has transparent objectives, performance monitoring¹ and risk assessment² procedures
- f. The ability of the organisation to meet new community needs
- g. The amount and frequency of previous awards

APPLICATION PROCEDURE: The application procedure will depend on the size of grant applied for. Qualifying organisations applying for grants under £50 do not need to submit an application form but should apply directly to the Parish Council office. Qualifying organisations applying for grants may submit their application at any time during the current financial year.

Applications must include a completed application form and a copy of their constitution.

Applications must include:

- a. A completed application form
- b. A copy of the written constitution
- c. Copies of their last financial year-end accounts

SUCCESSFUL APPLICATIONS: A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, within the financial year awarded for the purpose stated then unexpended monies must be returned to the Parish Council.

The Parish Council will request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Burton Green Parish Council. Where appropriate the Parish Council will affix a label to the equipment.

Where equipment is gifted to an organisation the Parish Council requires that it is insured and maintained at the expense of the organisation.

1 Performance monitoring will be proportionate to the amount of funding support awarded and should be used to demonstrate achievement.

2 There are various risks associated with funding support and qualifying organisations will be encouraged to carry out risk assessments to identify possible areas of concern, including audit processes, internal control processes and safeguarding of users. Risk assessment monitoring will be proportionate to the amount of funding support awarded.

Burton Green Parish Council Grant Application Form

Name of Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Constitution attached (tick yes to confirm)	Yes
Position within the organisation	
Telephone number	
Address of organisation	
Postcode	
Email address	
Total cost of purpose / project	£
Amount of funds applied for in 2013/14	£
Date by which funds are required	
Total number of users of your organisation	
Number of your users resident in Burton Green Parish who will directly benefit from the grant	
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	
What are your organisation's objectives?	

For what purpose / project is the grant requested, and what is the evidence need for the grant?	
How will you ensure that the services provided are fully accessible to the community?	
Confirmation that your organisation conforms with our Equal Opportunities Policy (tick to confirm)	Yes

Signed.....

Name.....

Position in organisation.....

Date.....

n.b. If your bid is successful you will need a bank account in the name of your organisation.

For official use

Date Received

Date of Council meeting

Council decision Fund / Fund in part / Reject

Amount to be funded £

Date of notification of decision

Minute number

Communications reporting at July 2014 meeting

	Date		From :	Purpose
1	17/6/14	E	Alison Hodge	Rural Affordable Housing – questionnaire – deadline 25 July
2	17/6/14	E	Graham Leach, WDC	Council meeting on 25/06/2014
3	18/6/14	E	Gurdeep Preyat	Planning applications, weekly list in parish order 9th - 15th June, 2014
4	18/6/14	E	Helen May, Warwick University	Gibbett Hill Road Closure now 30 June
5	19/6/14	E	WALC	WALC Warwick Minutes and meeting with WCC
6	20/6/14	E	Liz Galloway, WDC	Planning Permission GRANTED for Stoney Moor Wood Farm, Hob Lane
7	23/6/14	E	Leisure, WDC	Summer holiday activities list
8	24/6/14	E	Gurdeep Preyat	Planning applications, weekly list in parish order 16th - 22nd June, 2014
9	24/6/14	E	WDC Planning committee	Summary of Decisions from Planning Committee - 24 June 2014
10	26/6/14	E	Gillian Friar	Community Governance Review - new meetings for Draft Recommendations
11	26/6/14	L	HS2	Additional Provision, deposit of information location to be confirmed by 25/7/14
12	27/6/14	E	Helena Obremski, WDC	Planning Permission GRANTED for Lark Wood, Hollis Lane
13	27/6/14	E	WDC	Confirmation of representation received – Local plan consultation
14	1/7/14	E	Angela Ellison	Receipt of annual return
15	1/7/14	E	Gurdeep Reyat	Planning applications, weekly list in parish order 23rd - 29th June, 2014
16	2/7/14	E	Jane Coates	The annual Joanne Graham Award for Warwick District PCSOs – nominations by 1/9/14
17	3/7/14	E	Alison Hodge	Revised Legal Topic Notes 9 Handling Complaints, LGS Discretions Policy, LTN 65 Closed Churchyards and Disused Burial Grounds
18	4/7/14	E	Warwickshire Rural Housing Association	Saying yes to homes in Warwickshire
19	6/7/14	E	Laterlife Challenge	Warwickshire Parish help – Later life project – forwarded to Paddy's Loop
20	7/7/14	E	CSW Broadband	CSW Broadband: Important Information
21	7/7/14	E	Dave Fry, WDC	Certificate of lawful development, application resubmitted with extra evidence
22	7/7/14	E	1&1 Web Analytics	Weekly report for burtongreenpc.org.uk
23	8/7/14	E	Richard Nutall	HS2 Property Consultation
24	8/7/14	E	Dot Beezley, WCC	Transport and Highways update
25	8/7/14	E	Teresa Muddeman,	Planning applications, weekly planning list in parish

			WDC Planning	order 30.6.14 - 4.7.14
26	8/7/14	E	HS2 Community Relations	HS2 Property consultation details (clerk uploaded to website) – deadline 30/9/14
27	9/7/14	E	Richard Williams	BBC Journalist living in Burton Green
28	9/7/14	E	Jane Coates	Warwickshire Transport and Highways update (duplicate of item 25)
29	10/7/14	L	CPRE	Membership Renewal due 2/8/14 cost £36.00
30	11/7/14	E	CO Broadband Project	We will shortly be starting a formal consultation process as part of the next procurement. More information will follow in the next couple of weeks.
31	14/7/14	E	1&1 Web Analytics	Weekly report for burtongreenpc.org.uk
32	14/7/14	E	Planning Committee WDC	Agenda and reports ready for Planning Committee meeting on 22/7/14
33	14/7/14	E	Standards Committee, WDC	Agenda and reports ready for Standards Committee meeting on 21/7/14

DRAFT