

**Minutes of the meeting of Burton Green Parish Council
Held on Monday 18th March 2013 at 7.30pm
At Burton Green Primary School**

Present : Cllr Ian Cox (Vice-Chair in the Chair)
Cllr Ian deWorringham
Cllr Adrian Hickinbottom
Cllr Marlene Hills
Cllr Vaughan Owen

In attendance : Mrs L Baudet (Clerk)
2 members of the public

35/13 Apologies

RESOLVED : that apologies for absence from Cllr A Taylor and Cll M Stewart be received and accepted.

Apologies for absence were also received from Cllr A Blacklock, Cllr J Whitehouse, Cllr M Coker and Cllr G Illingworth

36/13 Public participation

There was no public participation

37/13 Declarations of Interest

There were no interests declared

38/13 Minutes

38.1 Minutes of previous meeting

RESOLVED : that the minutes of the meeting held on 11th February 2013, having been read and circulated, be signed as a correct record.

38.2 Verbal comments at previous meeting

There was a brief discussion regarding a comment made about 'how things were done at Stoneleigh Parish Council' and agreed that it was important to be mindful of how comments may be perceived and it was important to maintain good relationships.

39/13 Progress Reports for information

39.1 Annual Parish meeting

Cllr Cox reported on behalf of the Chair, that the Village Hall had been booked for the 10th May 2013 for 7.30pm, with Jeremy Wright MP being able to attend until 8.00pm. Members agreed the date and location, but requested that the meeting commence at the earlier time of 7.00pm. Members noted for information that the Chair would be organising 'cheese and wine' and it was agreed that as it was not part of the Annual Parish meeting, this should be held after the official meeting.

39.2 Letter to residents re flytipping

Members considered a draft letter from Cllr Taylor from the Parish Council and the Residents Association regarding the flytipping on Hodgetts Lane. As the letter was pertinent to the work being done by the Residents' Association, it was agreed that the Parish Council write independently to residents seeking their support in being vigilant and reporting any incidents to Warwick District Council. The Clerk would also enclose a flyer from Keep Britain Tidy for information.

40/13 Community Reports

40.1 Warwickshire Police

No items to report from Warwickshire Police.

40.2 County Councillor – Kenilworth Abbey

Cllr Cox presented a report received from Cllr John Whitehouse :

- Speed limit review – at a meeting on 7th March at the school it was agreed to proceed with 30mph for Cromwell Lane and Hodgetts Lane. Red Lane will have some better signage of the “Cresta Run” bends, and the VAS flashing sign will be moved to a better location. It had been agreed that the best solution for Hob Lane would be an advisory 20mph limit near to the school at key times, but this would require additional funding which Cllr Whitehouse was investigating
- Red Lane footpath – hardcore had been laid to improve the first section of the path towards the Greenway. Feedback from local residents regarding the effectiveness of this measure would be appreciated.
- Greenway surface dressing (between Burton Green and Kenilworth) – the contract for this work has now been placed and the work would be done as soon as possible.

40.3 District Councillors – Kenilworth Abbey

Cllr Cox reported that Cllr Blacklock was still in discussions on behalf of the Parish Council regarding the play area in Red Lane.

40.4 Link Councillor with Burton Green C of E Primary School

Cllr Hickinbottom had no items to report

40.5 Link Councillor with Burton Green Village Hall Committee

Cllr Cox presented a written report from Cllr Stewart ; the Village Hall is being well used with a good range of activities, events and new classes for all ages and interests – a Murder Mystery Night will be held on 13th April.

40.6 Link Councillor with Burton Green Neighbourhood Watch

Cllr deWorringham reported that premises in Red Lane had been broken, various items from the garage had been left scattered on the lawn.

40.7 Link Councillor with Burton Green Residents' Association

It was noted that the Constitution of the Residents' Association may have been changed at a recent meeting ; Cllr Hickinbottom agreed to check to ensure it did not impact on future grant applications. The Clerk suggested that the Parish Council could have a Grant Making Policy ; other Councils do this as good practice and simply involves submitting an Application form, along with a copy of a Constitution and set of accounts.

40.8 Link Councillor with Kenilworth Greenway Trust

Cllr Hills reported that they had received a grant of £300 from the Kenilworth Forum towards the cost of a website. A meeting would be held with Solihull MBC in April regarding access to the

Greenway from the Solihull boundary. Forthcoming events include a performance by Oddsocks on 29th June and a concert at St Nicholas Church on 21st September.

40.9 Link Councillor with Burton Green HS2 Action Group

No items reported.

50/13 HS2

Cllr Hills reported that herself along with Cllrs Owen, Cox, Stewart and deWorringham had met with Jeremy Wright MP to discuss the future of Burton Green. Mr Wright was keen to secure the future safety of Burton Green by assisting the Parish prepare a sustainability plan ; he would seek to obtain assistance from the Secretary of State in delivering this. Discussing HS2 he would be focusing on putting pressure on for the deep bore tunnel and for mitigation for Burton Green.

Members approved draft communication to be sent from Cllr Hills to Mrs Newman on behalf of the Parish Council, re the ineffectiveness of the Forum meetings and absence of information from HS2. The outcome of the recent judicial review were discussion and Members were pleased that the consultation on compensation had been deemed inadequate and that HS2 were required to consult once again.

Cllr Hills reported that following on from a request by MJEH, Cllr Whitehouse had given her the contact details for the new Area Health Director (Dr John Lianne – currently Warwickshire NHS) and his assistant (Emily Fernandez – currently Warwickshire PCT). The organisation would be changing its title and to some extent its remit. It was important that the WHO/EU report published in February 2012 would be considered, and that the health of the residents of Burton Green be taken into account, ie mental health issues, air pollution and post construction noise pollution. It is hoped that post April 2013, a MJEH will arrange a meeting with Emily Fernandez to ensure that appropriate action is taken in planning ahead for the health of Burton Green's residents.

51/13 Neighbourhood Plan

Members discussed the need to produce a Neighbourhood Plan, particularly in light of the impact HS2 will have on the existing housing stock and future housing. Cllr Owen reported that there was a limited amount of funding available from Warwick District Council and Parish Councils could also apply for funding from DCLG from April 2013 (up to £7000).

RESOLVED : that in accordance with the Statutory Instrument, Town and Country Planning England : Neighbourhood Planning (England) Regulations 2012, the Parish Council makes formal application to Warwick District Council for the designation of the land which will constitute the area in the Neighbourhood Plan being prepared by the Parish Council under the statutory regime for neighbourhood planning, made under the Localities Act 2011.

52/13 Warwickshire Waste Core Strategy

Members considered the consultation on the proposed variations and had no comments to submit.

53/13 Parish Plan

Cllr Cox referred Members to written update from Cllr Stewart : the Parish Plan Steering Group have produced a draft questionnaire, which has also been checked by WRCC. This will now be piloted with residents across all age categories, to test their understanding of the questions, its design, ease of completion and time taken to complete. Feedback will be used to make alterations for the final questionnaire which will be distributed to all residents. It is intended that volunteer distributors will delivery to households for completion by all residents over 18 ; local children will also be surveyed for their thoughts. Completed questionnaires will be analysed by an independent consultant and will form part of the final report to be presented to the Parish Council, following which an Action Plan will be developed. Members recorded their thanks for the work done to date and looked forward to seeing the survey results.

54/13 Housing Needs Survey

Members discussed the opportunity to have a Housing Needs Survey undertaken free of charge by CPRE and felt that this was vital as a future planning tool for the future housing needs of Burton Green. Following a vote, it was

RESOLVED : that the Parish Council request CPRE to undertake a Housing Needs survey on their behalf.

Cllr Hickinbottom wished it recorded that he voted against a Housing Needs survey. It was not clear if the funding extended beyond March 2013 and it was agreed that the Clerk check this and proceed immediately if there was a March deadline, and that Members would be responsible for delivering the questionnaires to allocated patches. If there was no limit on the deadline, it was agreed that the possibility of distributing with the Parish Plan questionnaire be considered.

55/13 Coventry, Warwickshire & Solihull Green Infrastructure Strategy Consultation

Cllr Hills thought it was important that Members give consideration to this strategic document and consider the areas needs and requirements. The Clerk would circulate a copy of the consultation and Members should feed back comments to the Clerk by 5th April to be collated and submitted.

56/13 Local List of Historic Buildings for Warwick

The Clerk referred to the copy of the communication distributed at the last meeting from Warwick District Council (Development Services) regarding the opportunity to have buildings included in the Local List of Historical Buildings being compiled by the Council. To be included on the list buildings have to meet certain criteria, and although it does not provided the statutory protection given to buildings listed under the national criteria, it does provide an effective level of ptoection locally. Cllr Hills identified a number of locations, including a 12th century moat currently listed with English Heritage, 2 medieval villages, Southurst Farm, a Neolithic site at Crackley, Moat Farm (16th century), Arnolds Farm and Lodge Farm. Cllr Hills and the Clerk would liaise to finalise a list for consideration for inclusion.

57/13 Footpath

Cllr Owen reported that, following the return of the forms he submitted, he was still gathering the evidence requested, and would continue to pursue this matter and update Members at the next meeting.

58/13 Quality Status

The existing scheme was currently being reviewed and further information about the new scheme would be available later in the year. It was agreed to defer this item until further information was available.

59/13 Finance

59.1 Accounts for payment

Members approved the following accounts for payment :

Mrs L Baudet – Clerks salary and mileage for March	£258.74
HMRC – tax deductions on mileage	£5.04
Burton Green Primary School – s137 donation for books	£100.00
Mrs L Baudet – Feb & March office and internet allowance, Postage, stationery, files and flash drive	£160.58

The Clerk reported that she had yet to receive Invoices from the school for the January meeting room hire and the Village Hall for the February room hire, and that these payments would not therefore be shown in the end of year accounts for the current year.

59.2 PAYE Real Time

The Clerk briefed Members regarding their duties as employers under PAYE Real Time and it was agreed that the Clerk investigate the cost of either purchasing software or outsourcing the payroll function.

59.3 Red Lane Play area

Details regarding taking over the play area had not yet been received.

59.4 Asset Register

RESOLVED : Members approved the Asset Register (Appendix A) as a correct record for closure of accounts for the current financial year.

A copy would be sent to the Insurance company to ensure the insurance policy was updated.

59.5 Request from Warwick District Council for contribution towards Burton Green lighting columns

The Clerk referred to a letter received from Warwick District Council regarding the rolling programme of improvements to the lighting stock within the District, a non-mandatory service provision. It was hoped over the forthcoming year to replace all the concrete columns in the District and to this effect, the District Council sought support from Parish Councils with a voluntary contribution towards the cost of new luminaries. The suggested contribution from Burton Green Parish Council being £5180, based on estimate costings.

60/13 Planning applications

60.1 W_13_0218 – 31 Red Lane ; Members considered the submission for a Lawful Development Certificate and had NO OBJECTION to the plans as presented.

60.2 W_13_0275 -Lindon Lea, Red Lane : Members considered the application for a single storey rear extension and had NO OBJECTION to the plans as presented.

60.3 Other planning - Le Van ; Cllr Cox would email a draft response to the submission around to Cllrs for approval. Water Tower – following enquiries from local residents re work being undertaken at the Water Tower, Cllr de Worryingham had made enquiries with the owners who had clarified the

position and no further action needed to be taken. The Clerk would check with Planning to see if a formal application had yet been submitted for change of use.

60.4 Planning decisions - there were no planning decisions to report.

60.5 Request from CALA Homes – CALA Homes had submitted a request to attend a Parish Council meeting. Members agreed to the request and suggested that it be arranged at the June or July meeting if possible.

60.6 Housing Site Allocations – it was agreed that Mr Hay be invited to meet with Members informally before the Parish Council meeting in April (7pm).

61/13 Communications

Members considered the Communications list (Appendix B) – no items discussed.

62/13 Website

A local resident had raised concerns regarding the use of images on the Parish Council website, which were his copyright. The Clerk reported that 'google images' had been used and that she would apologise to the resident if any of these had infringed his copyright. It was suggested that the Clerk ask the resident if he would like the Parish Council to include his website as a web link.

63/13 Councillors reports and items for future Agendas

No items to report.

64/13 Date of Next meeting

The next meeting of the Parish Council will be the Annual Meeting to be held on Monday 20th April 2013 at 7.30pm.

65/13 Closure of meeting

The meeting closed at 9.10pm.

Signed

Date

BURTON GREEN PARISH COUNCIL - ASSET REGISTER

DESCRIPTION	LOCATION	SUPPLIER	ACQUISITION Date	Cost	YEAR ENDING 31.3.13 VALUE	BASIS	Date	DISPOSAL Reason
refers to Aon schedule								
Buildings including fixtures & fittings								
1 None								
Street furniture								
2 Bus Shelter	Cromwell Lane, Burton Green	Not known	1.4.12*	0	4326	Replacement		
2 Parish Council noticeboard	Cromwell Lane, Burton Green	Not known	1.4.12*	0	800	Replacement		
2 200ltr yellow grit bin	Cromwell Lane, Burton Green	Key Manutan	8.1.13	199	199	Replacement		
2 200ltr yellow grit bin	Red Lane, Burton Green	Key Manutan	8.1.13	199	199	Replacement		
Gates & fences								
3 None								
Playground equipment								
4 None								
Office contents								
5 Briefcase	47 St Pauls Crescent (Clerk)	Filofax	10.10.12	64.60	64.60	Replacement		
5 Toshiba C855 Laptop	47 St Pauls Crescent (Clerk)	Argos	7.12.12	349.00	500.00	Replacement		
5 Canon P5540 Printer	47 St Pauls Crescent (Clerk)	Argos	16.1.12	39.99	80.00	Replacement		
5 Software	47 St Pauls Crescent (Clerk)	Staples	15.1.13	130.00				
5 Filing Cabinet	47 St Pauls Crescent (Clerk)	Direct Office Supplies	22.1.13	225.00				
Mowers and similar machinery								
6 None								
Sports equipment								
7 None								
Other Property								
8 750ml tin of Hammerite Direct to Rust metal paint smooth to dark green	47 St Pauls Crescent (Clerk)	Not known	1.4.12	0.00	15.00	Replacement		
TOTAL VALUE					6183.80			
* Ownership transferred from Astrow, Burton Green and Stoneleigh Joint Parish Council								
FREE GIFTS Pyrex dish,								

Communications reporting at March 2013 meeting

	Date		From :	Purpose
1	15.3.13	E	Mary Webb, resident	Query re Water Tower (contravention of planning permission and need to contact Enforcement Officers at WDC – actioned Cllr de Worringham)
2	15.3.13	E	Community Forum	Outcome of Judicial Review on HS2 – circ to Cllrs
3	15.3.13	E	Jane Coates, WCC	Kenilworth Forum Grant apps – circ to Cllrs
4	13.3.13	E	HS2 Community Forum	Stoneleigh, Kenilworth & Burton Green – HS2 Forum minutes – circ to Cllrs
5	11.3.13	E	Alison Hodge, WALC	DCLG Newsletter with article on Neighbourhood Planning – circ to Cllrs
6	11.3.13	E	Warwick DC, Planning	Agenda and papers WDC Planning mtg 19 th March – circ to Cllrs
7	11.3.13	E	Warwick DC, Planning	Planning Service Peer Review – circ to Cllrs
8	11.3.13	E	Website	Web analytics – circulated to Cllrs
9	7.3.13	E	Jane Coates, WCC	Kenilworth Forum Agenda and minutes for mtg on 18 th March 2013 – circ to Cllrs
10	6.3.13	E	Graham Leach, WCC	Video link to Warks Police & Crime Comm – circ.
11	6.3.13	E	Alison Hodge, WALC	S137 max exp per household £6.98 2013/14 and model Complaints (Burton Green current)– circ to Cllrs
12	5.3.13	E	Jane Coates, WCC	'Survey Monkey' link re Community Forum – ideas for improvement – circulated link to Cllrs
13	1.3.13	E	Tony Lyons, WCC	Waste Core Strategy – proposed modifications – circ to Cllrs
14	28.2.13	E	Alison Hodge, WALC	Resignation of Chief Exec of NALC – circ to Cllrs
15	28.2.13	E	Daniel Forrester, CALA	Request for CALA to attend PC meeting
16	26.2.13	E	Alison Hodge, WALC	Info from Kirkwells Consultancy on Neighbourhood Plans around the country – circ to Cllrs
17	26.2.13	E	Jane Coates, WCC	Consultation on food laws and food provision in the community
18	26.2.13	E	Jane Coates, WCC	Trading Standards info on telephone scams – forwarded to M Webb for Bugle
19	25.2.13	E	Jo Cooper, WCC	Poster re concessionary bus passes – forwarded to M Webb for Bugle
20	21.2.13	E	Alison Hodge, WALC	Timescales for review of Quality Status scheme – October for new applications – circ to Cllrs