

Minutes of the meeting of Burton Green Parish Council

Held on Monday 19 May 2014 at 7.30pm

Burton Green Village Hall

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

In attendance: Cllr Coker (District – Kenilworth Abbey)
Cllr Whitehouse (County) joined meeting
Claire Turner (Clerk)

72/14 Election of Chair

Cllr deWorringham nominated Cllr Owen, which was seconded by Cllr Hills and voted unanimously.

RESOLVED: that Cllr Owen be elected Chair for the forthcoming year.
Cllr Owen will sign his Acceptance of Office at the next meeting. Thanks were formally recorded to Cllr Cox for his hard work during his time as Chair.

73/14 Election of Vice-Chair

Cllr deWorringham was nominated, proposed and seconded by Cllrs Owen and Cox, and voted unanimously.

RESOLVED: that Cllr deWorringham be elected Vice-Chair for the forthcoming year.

74/14 Standing Orders

- 74.1 RESOLVED: that the Standing Orders be brought back for consideration at the next meeting to allow for inclusion of updates from WALC
- 74.2 RESOLVED: that the Financial Regulations Orders be brought back for consideration at the next meeting to allow for inclusion of updates from WALC
- 74.3 RESOLVED: that the Inventory and Asset Register be approved (Appendix A).

75/14 Confirmation of Membership and Representation

RESOLVED: that the Parish Council approve the following:
Link Councillor with Burton Green C of E Primary School – Cllr Hickinbottom
Link Councillor with Burton Green Village Hall Committee – Cllr Hickinbottom
Link Councillor with Burton Green Neighbourhood Watch – Cllr deWorringham
Link Councillor with Burton Green Residents' Association – Claire Turner
Link Councillor with Kenilworth Greenway Trust – Cllr Hills
Link Councillor with Burton Green HS2 Action Group – Cllr Stewart

76/14 Apologies

There were no apologies from Parish Councillors. Councillors Illingworth and Blackmore sent their apologies for the meeting

77/14 Declaration of Interests

There were no interests declared.

78/14 Minutes of Previous meeting

RESOLVED: that the minutes of the meeting held on 15th April 2013, having been circulated, be signed as a correct record with one amendment to update the wording of item 64.1 to read: RESOLVED: to oppose the High Speed Rail (London-West Midlands) Bill and if considered appropriate to lodge a petition before the select committee to be established in the event that the aforementioned bill passes its second reading on such issues as the Council deems fit.

It was agreed to reorder the agenda to hear item 8, then 11 and 12 before moving back to item 9.

79/14 Public participation

The Chair suspended Standing Orders to allow public participation. Chris Langton asked if Andy Gibbs could attend parish council meetings and have an agenda slot as he is the expert on HS2 matters. Cllr Owen agreed to this. Queries were raised about the appointment of a new councillor and HS2 petition, both were due to be covered under forthcoming agenda items.

80/14 HS2

Cllr Owen handed to Cllr Stewart for an update. Cllr Stewart explained that the parish council petition was almost finished and that the aim had been to look at the holistic impact of HS2 on the parish, including ancient woodland, the village hall, the school, the parts of the parish outside the village, and that a bored tunnel would mitigate all of these impacts. He also explained that the petition asked for other suitable mitigation for each point if a tunnel could not be secured. Cllr Stewart had agreed to be the council's representative and deposit the petition on 22 May. Cllr Cox felt that the council should take advice from a Roll A agent on how to present the petition and what evidence to produce for the select committee. Guidance from WALC and NALC confirmed the council has the power to do this, and the finances are also available.

Cllr Cox proposed that the council approve the petition subject to final tidying up, authorise Cllr Stewart to deposit the petition, agree to pay the fee and the cost of advice from an agent. There followed a discussion, also involving Cllr Graham Lock, Chair of Berkswell Parish Council around the range of advice offered from different organisations involved in the petitioning process, the difficulties of petitioning, the differing approaches from neighbouring authorities, and that Berkswell had gone for the approach of asking the Select committee to instruct HS2 to re-examine tunnelling options.

RESOLVED: to delegate power to the clerk, in consultation with councillors, to finalise the text of the petition

RESOLVED: to authorise Cllr Stewart to present the petition

RESOLVED: to approve the petition subject to final tweaks, to pay the fee to deposit and to take advice from an agent on the best way to present to the select committee and what evidence would be deemed appropriate.

All with unanimous votes.

The discussion ended with Cllr Hills explaining what was meant by the letter concerning Additional Provision and Cllr Hickinbottom reminding people that the deadline for Joe Rukin to take petitions was midday on Thursday 22 May.

81/14 Planning

81.1 Presentation by Patrick Casey of Avalon Design

Patrick Casey presented plans for eight properties to be built on a site on Hob Lane. He explained that this was in keeping with the Warwickshire Rural Community Council survey showing a need for nine dwellings. He stated that the public footpath would be used for pedestrian access to the properties bringing it back into use. He expressed a wish for public involvement in the design of the site and properties. He mentioned that possibly alternative uses for the site were a village hall or medical centre. Cllr Owen suggested that an exhibition in the Village Hall might be the best way to engage with the community. Cllr Hickinbottom asked if Mr Casey was aware of the Local Plan and housing allocation proposals for Burton Green. Cllr Cox echoed this point and also stated that the site is in the green belt. Mr Casey was unaware of the Local Plan and potential sites for housing. Mr Casey felt that in some circumstances development in the green belt would be allowed. Cllr Hills asked the clerk to remind the planning authority that this was an environmentally sensitive area.

81.2 Planning application from Stoney Moor Wood Farm

No observations.

81.3 Nothing to report

82/14 Community Reports

82.1 Warwickshire Police – No report

82.2 County Council – Kenilworth Abbey - John Whitehouse

Cllr Whitehouse reported that Warwickshire County Council has submitted their petition against HS2 and that it contains a number of references to Burton Green and the desirability of a bored tunnel. Another seminar is being arranged, hopefully in July, focussing on how best to present evidence to the select committee. There is no timetable yet for the speed limit change work. Cllr Owen thanking Cllr Whitehouse for his work on this.

82.3 District Councillors – Kenilworth Abbey

Cllr Blacklock sent her apologies and a brief written update which was read out by the clerk: I personally will be making a Representation in respect of the Local Plan, as I am dissatisfied with the way the final recommendations for Burton Green were produced, and also with the way a significant change to the Green Belt boundary was 'smuggled in' at the very last minute without consultation with councillors let alone the public with the apparent aim of facilitating industrial development. Cllr Illingworth also sent his apologies. Cllr Coker stated that Warwick District Council and Kenilworth Town Council have both mentioned Burton Green in their HS2 petitions. He also explained that the Local Plan is now out for another period of consultation ending on 27 June. Cllr Hills raised the issue of the boundary of the green belt being moved.

82.4 Link Councillor with Burton Green C of E Primary School

Cllr Hickinbottom reported that the school is now federated with All Saints CofE primary school in Leek Wootton. This means one governing body and one head teacher for the two schools.

82.5 Link Councillor with Burton Green Village Hall Committee

Cllr Hickinbottom reported that the art exhibition was very successful and raised over £700. The Village Hall Committee has met with HS2, they will pay for a like for like replacement and architects fees. The committee welcomes input from the community on this. HS2 have verbally accepted that the proposed location for the replacement hall is not suitable.

82.6 Link Councillor with Burton Green Neighbourhood Watch

No report

82.7 Link Councillor with Burton Green Residents' Association

Claire Turner reported that she would be writing an article to meet the Bugle deadline. There was a query over the parish plan funding and a payment in the RAs budget, this is from a separate pot of funding. Royal Mail are aware of the broken post box, they estimate it will take 6-10 weeks to repair.

82.8 Link Councillor with Kenilworth Greenway Trust

Cllr Hills said that the Greenway Trust had finished their petition, that there are still planning problems because of HS2, that the AGM will be on 19 June at the Kenilworth Centre, and that usage continues to rise.

83/14 Progress reports for information

83.1 Footpath/Hedgerow

Warwick District Council sent a letter to Cllr Owen and a contradictory letter to the clerk about the hedgerow and footpath. The letter to the clerk acknowledges that there have been planning development issues and confirms they will look into the issues of installed flood lighting, works to club house and roadside sign.

83.2 Red Lane play area

The draft contract has been sent through but it was agreed it is not what was expected. The contract needs to acknowledge that the parish council takes over responsibility and receives the asset. It also needs to include information about how the contract can be terminated.

83.3 Green Energy

Green Energy is now proposing to submit their planning application in the next 2-3 weeks. They have agreed to share reports and assessments with the Parish Council. The clerk will forward round any information on the planning application being submitted as soon as she hears.

83.4 Le Van Site

No reply yet from Planning Enforcement requesting a site visit. Clerk to chase

83.5 Councillor Vacancy

An event is being planned for Wednesday 28 May for current councillors to meet prospective councillors. The aim is for current councillors to be satisfied with any councillor they nominate to be co-opted. A new councillor can then be co-opted at the next meeting.

84/14 Finance

84.1 Accounts for payment

The Clerk drew attention to the following: In April a cheque was issued for the incorrect amount (£413.40) to Louise Baudet for her gross salary amount instead of net. One cheque was written to cover salary and expenses (£413.40 + £220.11). The cheque has been destroyed. Therefore in May cheques need issuing separating Louise Baudet's net salary (317.26), expenses (£220.11), HMRC tax (£73.40), and employee pension for April (£22.74). The totals below include May amounts for each of those items added in where applicable.

The following accounts for payment were approved :

C Turner	Clerks salary May	£281.67
C Turner	Office allow, internet all, reimbursements	£79.85
HMRC	April Tax LB	£73.40
HMRC	May Tax LB	£2.80

Warks CC	Pension Contributions - LB employee April	£22.74
Warks CC	Pension Contributions - CT April	£94.15
Warks CC	Pension Contributions - LB and CT May	£88.58
L Baudet	Clerks salary April/May	£352.02
L Baudet	Reimbursements April/May	£223.46
SLCC	Cilca Registration Fee	£250.00
Westwood Church	Room Booking Fee	£40
Rogue Printing	Printing of Parish Plan - cover	£325.00
Rogue printing	Printing of Parish Plan - inners	£569.00
Cllr Owen	Mileage to Oxford Planning Conference	£49.50
Louise Best	Internal Audit fee	£60.00
GBS re HOC Admin	Petition fee	£20.00

84.2 To receive report from Internal Auditor and Annual Governance Statement

Councillors received and approved the report of the Internal Auditor (Appendix B). The internal audit raised a query about the council's risk assessment. It was listed on the January agenda but not in the January minutes. It was agreed that the January minutes were incorrect and should have included approval of the risk assessment.

RESOLVED : The risk assessment as presented at the January meeting be approved.
RESOLVED: Council members acknowledge their responsibility for the preparation of the statement of accounts and for the Council's internal controls and confirm to the best of their knowledge and belief, with respect to the Council's statement of accounts for the year ended 31 March 2013, that all eight points are agreed. The Chairman and Clerk were authorised to sign and date.

85/14 Communications

Members received details of communications as detailed in Appendix C, some of which were covered elsewhere on the agenda. As well as current issues with water supply, Severn Trent are now looking at possible effects of HS2. They will be invited to a future meeting.

86/14 Councillors reports and items for future Agenda

Cllr Hills asked for aircraft noise and air pollution. The Clerk will ask the airport for information about flight path trials and effects on Burton Green. Cllr Hickinbottom requested the Neighbourhood Plan and actions from the Parish Plan be added. The clerk will compile a list of action points for the council from the Parish Plan. Cllr Owen asked for the clerk's hours to be considered. Cllr Hills asked for an item on the website and communications.

87/14 Date of Next Meeting

The next meeting of the Parish Council will be held on Monday 16 June 2014, 7.30pm at Burton Green Village Hall. The date for July's meeting may change as the clerk and chair are both on holiday.

88/14 Closure of Meeting

The meeting closed at 9.35pm

Signed (Chair)

Date

APPENDIX A

BURTON GREEN PARISH COUNCIL - ASSET REGISTER									
DESCRIPTION	LOCATION	SUPPLIER	ACQUISITION Date	COST	YEAR ENDING 31.3.14 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	14.12*	0	4326	Replacement		
2	Parish Council noticeboard	Cromwell Lane, Burton Green	Not known	14.12*	0	1650	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)	Florafax	10.10.12	64.80	64.80	Replacement		
5	Toshiba C855 Laptop	47 St Pauls Crescent (Clerk)	Argos	7.12.12	349.00	500.00	Replacement		
5	Canon PG540 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	130.00	Replacement		
5	Filing Cabinet	47 St Pauls Crescent (Clerk)	Direct Office Supplies	22.1.13	225.00	225.00	Replacement		
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	14.12	0.00	15.00	Replacement		
TOTAL VALUE						7388.80			
* Ownership transferred from Ashow, Burton Green and Stoneleigh Joint Parish Council									

APPENDIX B

20 Waverley Road
Kenilworth
Warwickshire
CV8 1JN
19th May 2014

Dear Chairman

**Burton Green Parish Council
Internal Audit year ended 31st March 2014**

As requested I have completed an examination of the financial statements and cashbook. In doing so I have verified the bank reconciliation and agreed the cashbook entries to the bank statement. I have also agreed expenditure to supporting documentation and to approval by the Councillors in the Minutes. I have reviewed VAT entries to cash book entries

The financial statements and cashbook are in very good order. The Clerk retains accurate records and files supporting documentation in a methodical order.

The financial statements are accurate and are supported by underlying financial records and documentation.

I note that the council has implemented my recommendations in last years audit. I could not find a mention in the minutes of approval of the Risk Assessment carried out by the Council in January 2014.

I would like to thank you for appointing me as your Internal Auditor. My fee for the audit is £60.

Yours sincerely

Louise Best
CC Claire Turner – Clerk

Communications reporting at May 2014 meeting

	Date		From :	Purpose
1	23/4/14	E and L	Alison Hodge, WALC	Information about Electoral Review of Warwickshire County Council – poster displayed on noticeboard, info on website
2	23/4/14	E	PSMA	Confirmation of membership of PSMA and login details
3	23/4/14	E	Helen May, Warwick Uni	Details of forthcoming roadworks – info on website
4	23/4/14	E	Warwick DC	Confirmation of precept payment
5	23/4/14	E	Patrick Casey, Avalon Design	Wants to attend on 19/5/14
6	25/4/14	E	Eden Project Camp	Further details and resources following recent course
7	28/4/14	E	Rogue Design	Invoice for printing the parish plan
8	29/4/14	E	Alison Hodge, WALC	External audit information
9	29/4/14	E	Chris Langton	Problems with water supply
10	29/4/14	E	Planning Enforcement WDC	Reply to query about whether planning enforcement action can(not) be taken at Small Holding, Red Lane
11	30/4/14	E	Jane Coates	Information about Our Warwickshire and trainings sessions to be able to upload to their website – info on website
12	30/4/14	E	Building Control	Response to query about building control involvement at Small Holding, Red Lane
13	30/4/14	E	Alison Hodge, WALC	Email re consultation on permits from Coventry CC and Warwickshire CC – checking we have had details
14	1/5/14	E	Rogue design	Invoice for Parish plan
15	1/5/14	E	Richard Harkin, Warks CC	Details of consultation events from Warks Fire and Rescue – info on website
16	1/5/14	E	Alison Hodge, WALC	Confirmation re permit consultation that ‘will not be levying a charge on works carried out by Parish Councils’
17	2/5/14	E	Stephen Falp	WDC Whitsun holiday activities
18	2/5/14	E	Alison Gregory, WALC	Training dates
19	2/5/14	E	Rajinder Lalli	Reply to complaint about planning issues at Sports Ground, requesting information about planning issues
20	2/5/14	E	Penny Heffernan	Request to promote volunteering opportunities for Guide Dogs
21	6/5/14	E	Warwick DC Planning	Application for Stonemoor Wood Farm, Hob Lane
22	7/5/14	E	Manoj Sonecha	Warwick District Council operates a sports grants scheme open to community groups/clubs. Applications can be made for a maximum of £500.

23	8/5/14	E	Alison Hodge	Legal advice on spending re petitioning
24	8/5/14	E	Alison Hodge	Neighbourhood Development Plan News
25	12/5/14	E	Gurdeep Reyat, WDC	weekly list in parish order for 28th April - 4th May & 5th - 11th May, 2014
26	12/5/14	E	Graham Lock, Berkswell Parish Council	Draft of some parts of their HS2 petition
27	13/5/14	E x3	Warwick District Council	Confirmation of registration of representation on the Village Housing Options and Settlement Boundaries.
28	14/5/14	E	Green Energy	Response to query about Security Bond, anticipate submitting planning app in 2-3 weeks
29	14/5/14	E	Simon Richardson	Draft contract for Red Lane play area
30	15/5/14 (dated 2/5/14)	L	HS2	HS2 is seeking permanent or temporary powers over additional parcels of land to build and operate HS2 over and above that set out in the original bill.
31	15/5/14 (dated April)	L	Warwick District Council	Invite to Chairman's Civic Service (22/6/14), Charity Dinner (26/9/14), and Charity Concert (29/11/14) and Chairman's Supper (16/1/15)
32	15/5/14	E	CSW Broadband	Monthly update
33	16/5/14	E	Warwick District Council	Warwick District Pre-Submission Draft Local Plan for consultation between 16 May and 27 June
34	16/5/14	E	Christopher Creswell	Link to Warks CC HS2 petition
35	17/5/14	E	Andy Gibbs	Residents Association HS2 petition
36	18/5/14	E	George Illingworth	WDC and Kenilworth Town Council HS2 petitions