

**Minutes of the meeting of Burton Green Parish Council
Held on Monday 20 October 2014 at 7.30pm
at Burton Green Village Hall**

Cllrs present: Vaughan Owen (Chair)
Ian Cox
Marlene Hills
Marcus Stewart
Ian de Worringham (Vice-Chair)

In attendance: Cllr Ann Blacklock
Cllr George Illingworth
Cllr John Whitehouse
Claire Turner (Clerk)

160/14 Apologies

Apologies were received and accepted from Cllrs Hickinbottom and Langton.

161/14 Declarations of interest

- (a) Reminder to update interests
- (b) No interests declared in agenda items

162/14 Minutes of the previous meeting

RESOLVED: that the minutes of the previous meeting held on 18 August 2014, having been circulated and read, be signed as a correct record with the following amendments, item 148 add 'wardens' to line two and add Cllr Hills stated part of heritable assets. Item 152.5 correct spelling of Wolston.

163/14 Public participation

The Chair suspended Standing Orders and opened for public participation. Rona Taylor highlighted the positive way the Residents' Association and Parish Council had worked together on the solar farm issue. The Residents' Association produced a document of further information to send back to the Planning Committee for their meeting on 29 October. Rona Taylor also updated the meeting on a petitioning briefing she had attended organised by Neil Caulfield. A request can be submitted to Neil Caulfield that all organisations and members of the public from Burton Green can be heard by the Select Committee on the same day.

164/14 HS2

164.1 There was a discussion about submitting a response to the Environment Statement accompanying the Additional Provision to the HS2 bill. Cllr Hills agreed to work on a draft. Cllr Owen also proposed a working group to help tackle the large workload around HS2. He suggested a membership of five, Councillors Cox, Hills, Langton, Owen and Stewart. The need to communicate with other groups and partners was stressed.

RESOLVED: to submit a response to the Environmental Statement accompanying the Additional Provision to the HS2 bill, and to delegate responsibility for submission to the clerk, in conjunction with councillors.

RESOLVED: to set up a working group for HS2 comprising Councillors Cox, Hills, Langton, Owen and Stewart

Both resolutions were passed unanimously.

164.2 Select Committee preparation will be taken forward by the HS2 working group.

165/14 Noticeboard

Cllr Owen is continuing to liaise with WDC over a refund for the planning application fee paid for the new noticeboard on Cromwell Lane. The quotes for the new noticeboard had not arrived in time for councillors to consider them, therefore the decision was deferred until the next meeting.

166/14 Updates

166.1 Warwickshire Police

PCSO Craig Ricardo was unable to attend but asked to be updated with any issues. He reported that there has been no recorded crime in Burton Green since the previous Parish Council meeting.

166.2 County Council – Kenilworth Abbey - John Whitehouse

Councillor John Whitehouse reported that last week Warwickshire County Council's Cabinet signed off a Safer Routes to School Strategy. Burton Green was used as a good example in this, despite the pilot scheme not yet being implemented. Cllr Whitehouse will now get a weekly progress update and will pass on dates for the work as soon as he has them. Cllr Whitehouse urged the parish council to submit a response to the local government boundary review commission if councillors feel the proposals would affect Burton Green. He also mentioned that WCC will be finalising their response to the proposals shortly. Parish councillors will submit their comments on the boundary proposals to the clerk for collation and submission.

166.3 District Councillors – Kenilworth Abbey

Cllr Ann Blacklock reported that she stood in for Cllr Owen at the Planning Committee meeting at which the Dixon's Barn application was discussed. The application was approved with conditions. WDC's Small Grants Panel has a small amount of money left over so will be re-advertising the fund for applications of up to £500. Cllr Blacklock had also attended the CAB AGM. The CAB has been inundated with requests for help therefore WDC has allowed them extra office space so they can increase their capacity. There has been a rise in the numbers of people who are in work and seeking help with debts. There is a CAB mobile facility in Kenilworth every Thursday morning at the library.

Cllr Illingworth offered to talk to planning officers about the Dixon's Barn conditions to make sure that the wording around curtilage was satisfactory.

166.4 Link Councillor with Burton Green C of E Primary School

No report.

166.5 Link Councillor with Burton Green Village Hall Committee

No report.

166.6 Link Councillor with Burton Green Neighbourhood Watch

Nothing to report.

166.7 Link Councillor with Burton Green Residents' Association

The Residents' Association held its AGM on 6 October. The minutes are online. Cllr Owen's update to the meeting will go on the Parish Council website.

166.8 Link Councillor with Kenilworth Greenway Trust

The Greenway Trust has been offered bulbs by a local resident, WCC are happy with the types and so they will be planted at entry and exit routes within the parish by volunteers. Cllr Hills has asked for any surplus to be donated to the Parish Council.

166.9 Link Councillor with HS2

Cllr Langton has prepared a report about property sale prices, but can't access all the data from the Land Registry website. Cllrs questioned the legality of this information being withheld. The clerk will liaise with Cllr Langton to try to resolve this, perhaps through an FOI request.

167/14 Progress reports

167.1 Le Van site

A new van has been moved onto the site. Warwick District Council is taking potential enforcement action seriously but does have staffing issues. The clerk will write to the Chief Executive of Warwick District Council to make sure that he is aware of all the issues.

167.2 Red Lane Play Area

Warwick District Council has agreed to the parish council's request that the Red Lane play area be transferred, subject to councillor approval and the

parish council paying WDC's legal fees. The clerk will write back to say the parish council will not pay the legal fees.

168/14 Planning

168.1 186 Cromwell Lane

No objection

168.2 Solar Farm at Nailcote Farm

Solihull Council planning officers recommended councillors refuse the application. They decided to defer a decision pending further information. The application will be reconsidered on 29 October. None of the councillors in attendance was free to attend on 29th. The clerk will check with Cllrs Hickinbottom and Langton. Cllr Owen will circulate for approval a document of further points for the attendee of the meeting to raise.

RESOLVED: That Councillor Hickinbottom or Langton will be the Parish Council's nominated representative at the Planning Committee meeting, or if they cannot attend, another representative to be agreed via email.

Dixon's Barn, Westwood Heath Road

Covered under item 166.3

Poultry Farm

The size of extension built is permitted under planning rules.

Westwood Heath Road Playing Field

Reply awaited.

169/14 Parish Plan Action Plan

Item deferred in Cllr Hickinbottom's absence.

170/14 Communications

Members received details of communications as detailed in Appendix A.

171/14 Finance

171.1 There was a discussion about the proposal of the Parish Plan Steering Group to spend the remainder of the Parish Plan grant on further printed copies of the Parish Plan. There was a disagreement about whether the money should all be spent on printing, and whether it would be better to wait to see if any amendments were needed and then pay for more copies to be printed. As there was uncertainty about the role of the Parish Council in authorising what the money could be spent on, further guidance will be sought. This item was therefore deferred to the next meeting.

RESOLVED: The following accounts for payment were approved:

Claire Turner	Reimbursements and expenses	37.20
Warwickshire Council	Pension contributions	78.80
Grant Thornton	External Audit Fee	120.00
Poppy Appeal	Kenilworth Royal British Legion Remembrance Day service	19.25
Information Commissioner	Data protection registration	35.00

171.2 The Chair stated that as he and Cllr de Worringham had already gone through the accounts at a review meeting with the clerk on 9 October there was no need for a further councillor to go through the accounts. Cllr Owen proposed and Cllr Hills seconded that the council approves the budget analysis and accounts to September 30 2014 and to review the financial regulations.

RESOLVED: to approve the budget analysis and accounts to 30 September 2014 and to review the financial regulations at the November meeting.

172/14 Councillors reports and items for future Agenda

No reports and no future agenda items.

173/14 Communications Protocol – Appendix B

There was a discussion about the need to improve communications between meetings, councillors receive too many emails and important emails are not receiving responses. The Chair moved the discussion of options to the end of the agenda.

174/14 Date of Next Meeting

The next meeting of the Parish Council will be held on Monday 17 November at Burton Green Village Hall.

175/14 Closure of Meeting

The public section of the meeting closed at 9.30pm

176/14 Staffing Matter

Councillors did not have sufficient information to make a decision about the clerk's salary for next year.

Standing Orders were invoked to extend the meeting past 9.30pm to enable the Agenda to be completed.

RESOLVED: Councillors unanimously agreed to invoke Standing Orders accordingly

The meeting then returned to the Communications Protocol agenda item. Cllrs requested information from the clerk as early as possible in advance of the meeting to allow them to read through and digest. Councillors also agreed the need to circulate information they receive externally and updates from events they attend. In future emails that need a decision should be marked 'For decision' in the subject line. Following comments which upset the clerk the meeting ended.

Signed (Chair)

Date

APPENDIX A

Communications reporting at October 2014 meeting

	Date		From:	Title	Purpose
1	15/9/14	L	Solihull Council	Amend Application Notification	Notice that the title of the Green Energy planning application has changed to include diversion of footpath
2	18/9/14	E	Liam D'Onofrio	Dixons Barn, Westwood Heath Road	Seeking clarification of our objection to the planning application
3	16/9/14	E	George Illingworth	Remembrance Sunday 9 th November 2014	Order form for a wreath for Remembrance Sunday
4	16/9/14	E	Jane Coates, WCC	Warwickshire Race Equality Partnership – Seminars on legal rights and civil rights	Invite to seminars in October and November
5	16/9/14	E	Committee Services, WDC	The agenda and reports are ready for Council meeting on 24/09/2014	Link to web page with documents on
6	17/9/14	E	Committee Services, WDC	Summary of Decisions from Planning Committee – 16 September 2014	Link to web page with document on
7	17/9/14	E	Michael Rogers, WCC	Temporary Road Closure – D5069 Crackley Lane, Kenilworth	Works taking place 15-17 October

8	17/9/14	E	Neil Caulfield	Burton Green Select Committee Visit	Confirmation councillors are on the list for visit
9	18/9/14	E	George Illingworth	Le Van, RED LANE Burton Green	Update sent to district councillors on current enforcement position from Rajinder Lalli
10	18/9/14	L	HS2	HS2 Additional Provision	Copies of Additional Provision documentation and memory stick
11	19/9/14	E	James O'Malley, HS2 Ltd	HS2 Select Committee Site visit No.3	Draft itinerary for 7 and 8 October visit
12	22/9/14	E	Alison Gregory	Invitation to Warwickshire Flood Summit	16/10/14 – event to explore to what extent has the Pitt Review been implemented in Warwickshire
13	22/9/14	E	FS Team, WDC	Remittance for BURTON GREEN PARISH COUNCIL	Confirmation of second half of precept payment
14	22/9/14	E	Sheila Cooper, Berkswell Parish Councillor	Additional Measures documents	Drawing attention to Additional Provision documents
15	23/9/14	E	Michael Green	Local Flood Risk Management Strategy	Questionnaire about flooding
16	23/9/14	E	Gurdeep Reyat	Planning list in Parish order for 15 th – 21 st September, 2014	Planning applications entered on the system
17	24/9/14	E	Georgina McCarthy	Warwickshire Pension Fund – Annual Meeting	Meeting to be held on 28/11/14 at 9.25 in Warwick (deadline for

					registering 31/10/14)
18	25/9/14	E	Michael Enderby	Emergency Plan templates	Link to home emergency plan template and parish plan template
19	24/9/14	E	Graham Leach	Community Governance Review	Update on the progress of the Community Governance Review with a meeting planned for WDC and LGBC on 2/10/14
20	25/9/14	E	Jane Coates	Warwick District Local Plan update	Update on the status of the Local Plan. Likely timescale for submission to the Planning Inspectorate is January
21	26/9/14	E	Planning enquiries WDC	The Small Holding, Red Lane, Kenilworth, CV8 1PB	Appeal made to Secretary of State against the decision to refuse an application for a lawful development certificate
22	2/10/14	E	Gurdeep Reyat	Weekly list in Parish order for 22 nd – 28 th September, 2014	Planning applications entered on the system
23	29/9/14	E	Streetworks WCC	Coventry & Warwickshire Permit Scheme Update	
24	30/9/14	E	Dot Beezley	Transport and Highways Update Autumn 2014	Latest news from WCC Transport and Highways
25	2/10/14	E	Graham Leach, WDC	Planning Forum meeting on 06/10/2014	Link to webpage with meeting documents on

26	2/10/14	E	Jonathan Bell, WDC	Red Lane, Burton Green – Ivy on Bus Shelter	WDC and WCC will not remove ivy from bus shelter
27	7/10/14	E	Liam D’Onofrio, WDC	Dixons Barn, Westwood Heath Road	Notification that the application will be heard at a planning committee meeting on 14/10/14
28	6/10/14	E	Jane Coates	New service for Warwickshire – ‘Out and About’	Details of a new service across Warwickshire to support disabled children and young people to take part in activities
29	6/10/14	E	Committee Services, WDC	The agenda and reports are ready for Planning Committee meeting on 14/10/2014	Link to webpage containing reports
30	7/10/14	E	Graham Leach, WDC	Community Governance Review	Report will go to WDC Licensing and Regulatory Committee on 21 October 2014 regarding the Community Governance Review
31	7/10/14	E	Graham Leach, WDC	Code of Conduct Arrangements	Copy of a letter sent to Eric Pickles regarding Code of Conduct arrangements
32	8/10/14	E	Information Commissioner’s Office	Data Protection registration – Reminder to renew	Data Protection registration renewal due. Cost £35, deadline 19/11/14
33	8/10/14	E	Gurdeep Reyat	Weekly list in parish order for 29 th September – 5 th	Planning applications entered on the system

				October, 2014	
34	8/10/14	E	Warwick WALC	Warwick WALC minutes 17 th September	Minutes from AGM. Next meeting 10/12/14
35	9/10/14	E	Alison Hodge	WALC AGM 4 Nov and Notice of amendment to WALC Constitution	NALC Chief Executive Jonathan Owen will be speaking and Cllr Izzie Seccombe, Leader of WCC
36	9/10/14	E	Idf	Neighbourhood Plans Update	List of current consultations and designated neighbourhood plan areas.
37	10/10/14	E	Graham Leach, WDC	Code of Conduct Consultation	Documents for consultation. Deadline noon 18/11/14
38	13/10/14	E	Jack Edwards, the notice board company	Quote	Quote for a noticeboard
39	13/10/14	E	Kathryn Stewart	Quote	Details of cost of printing further parish plans
40	13/10/14	E	Helena Obremski, WDC	186 Cromwell Lane, Burton Green, Kenilworth, CV4 8AN	Details of planning application for 186 Cromwell Lane
41	13/10/14	E	Chris Makasis, WDC	Recreation Ground at Red Lane, Burton Green	Approval in principle to transfer land and playground to BGPC subject to committee/councillor approval
42	13/10/14	E	Diane Swindells	Motion at Solihull Council for "FAIR	Motion at Solihull Council for "FAIR FLIGHT

				FLIGHT PATHS" at Birmingham Airport - Tuesday 14th October at 6PM	PATHS" at Birmingham Airport - Tuesday 14th October at 6PM
43	13/10/14	T	Dan Robinson, WDC	Neighbourhood Plan Area Designation	Officers are recommending councillors designate an area for Burton Green Neighbourhood Plan that does not include either the areas being taken out of the parish (Kenilworth) nor the proposed additions (University).
43	15/10/14	E	Liam D'Onofrio, WDC	Acolaid Case W/14/1226	Planning permission for Dixon's Barn, Westwood Heath Road, granted subject to conditions.
44	15/10/14	E	Graham Leach, WDC	Community Governance Review	Documents for the Licensing & Regulatory Committee on 21 October 2014 are available on line.
45	15/10/14	E	Committee services, WDC	The minutes of Planning Committee held on 16 September 2014	The minutes of Planning Committee held on 16 September 2014
46	17/10/14	E	Andy Brewer, Greenbarnes	Quotation: 15411	Notice board quotes

Draft Communications Protocol

For presentation on 20 October 2014

Objective: To work out the best way to communication between meetings ensuring all councillors have an opportunity to be involved but that deadlines are not missed

Here are some of the relevant procedures and guidance relating to decision making processes.

Standing orders:

- 6a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

15b xv refer a planning application received by the council to all councillors within two working days of receipt; and request an extension to any planning application where the deadline falls before the next council meeting. In the event of an extension not being approved, then the clerk reaches a consensus through email or by calling an extraordinary meeting

21a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

- i. Any formal statements to the press (verbal or written) should be with the prior agreement of Councillors, through the clerk by email, or at a full Parish Council meeting
- 24b For general administration, Councillors will be given one week to respond to email requests to comment on any matter.
- 24c Responses with much less lead time should be between the chair and vice chair with the help of the clerk

WALC guidance;

The Clerk and the Parish/Town Councillor

- 7 Councillors and employees must understand that Council decisions can only be made by full Council, Committees or Clerks acting under delegated authority. The law does not allow for decisions relating to the discharge of any of the Council's functions to be taken by a Chairman or indeed by any other single Councillor. Councillors and employees must ensure that representations made to the Council on any matter during any stage of the formal decision making process should be directed to the Council or appropriate Committee via the Clerk.

Options to consider to improve communications:

Committee(s)

Lead Councillors for subject areas/issues

Forward planner – suggestion attached on next page

System of phone calls/texts to alert councillors to urgent correspondence

A weekly slot for email/phone correspondence

Weekly circulation of the communications log

An internal communications log of emails between councillors and clerk

All councillors and clerk using an email system compatible with follow up flags that can have deadlines on

Forward Planner

Date	Information	Comments	Councillor(s)
OCTOBER			
14 October	Dixon's Barn planning application at WDC Planning Committee	To attend need to register by noon on 13 October	VO
NOVEMBER			
3 November 2014	Local Government Boundary Commission Review consultation ends	Online consultation, includes option to draw own boundaries on the map at https://consultation.lgbce.org.uk/node/3224	
4 November 2014	WALC Annual General Meeting	Deadline for registering 7 October	VO and CL attending
9 November	Remembrance Sunday	Request from Kenilworth British Legion to lay a wreath	Ian ? representing BGPC
14 November 2014	HS2 Additional Provision Environmental Statement consultation ends	Submit online by 23:59 on 14/11/14 http://www.hs2.org.uk/additional-provision-september-2014	
18 November 2014	Code of Conduct consultation ends	Consultation by WDC. Comments received from Cllr Langton	