## **MINUTES**

of the **Ordinary meeting** held in Burton Green Village Hall, Red Lane at 7:30pm on 16<sup>th</sup> October 2023.

Present: Councillors McColl (Chairman), Aizlewood, Gibbs, Larsen, Paine, Webster and the Clerk (Helen du

Bois).

Others present: Cllr Cooke (WCC)

Public: One

1. Apologies for absence The Council had received apologies from Clirs Deeley, Hatton, Marshall and Taylor which accepted. Clir Hales (WDC) and Clir Armstrong (WDC) sent apologies.  2. Declaration of Interests None.  3. To approve the minutes of the Ordinary meeting held on 18th September 2023 The minutes were approved and signed without amendment.  4. To consider any matters arising from the minutes of the previous meeting that are non the agenda The Clerk explained that Clir Hales (WDC) has spoken with Clir Matecki (WCC) regarding to expand the IndieGo route into Burton Green and is due to contact the Clerk with an upoutstanding actions: Clir Hales to contact the Clerk regarding the request to expand the IndieGo route into Burton Gree Clir Deeley and the Clerk to communicate the No Dogs policy at the playing field to resic Clir Hatton to provide the processed Speed Radar data.  5. Community reports County Councillor, Lapworth and West Kenilworth: Clir Cooke Clir Cooke's report had been circulated prior to the meeting, see Appendix A. Clir Cooke highlighted that WCC are looking for public locations to install EV charging poic car park at Burrow Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will be considered by Councillors at a furous Hill Park was suggested - this will	
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Village Hall Committee: no update	
Residents' Association (RA): no update	

Warwick University: Councillors have been invited to a presentation on 23rd October 2023 when the University will share upcoming plans for campus developments. Kenilworth Greenway: no update 6. Public participation A member of the public commented that members of the public continue to park on pavements when visiting the Greenway; it was suggested that the Council advertise the public car park at Burrow Hill **ACTION:** The Clerk to investigate costs for signs to advertise the car park's location. A member of the public mentioned that the hedgerow along the redirected footpath W/182A behind Poors Wood is overgrown and obstructing the pathway. The member of the public had already been reported the issue to HS2, the Clerk will report it to Solihull Borough Council **ACTION:** The Clerk to report the overgrown hedgerow to SBC. 7 Planning: 7.1 To discuss matters relating to the South Warwickshire Local Plan No update. 7.2 To discuss matters relating to BESS proposals No update. 7.3 To consider the following planning applications 7.3.1 W/23/1022 (Amended plans: revised drawings) Proposed removal of the existing conservatory and addition of a two storey rear extension with associated works. 250 Cromwell Lane, Burton Green, Kenilworth, CV4 8AP **BGPC** comment: **NO FURTHER COMMENT** 7.3.2 W/23/1149 Outline planning application (with all matters reserved apart from access) for the erection of 1no. dwelling. 163 Cromwell Lane, Burton Green, Kenilworth, CV4 8AN BGPC comment: **NEUTRAL** 7.3.3 W/23/1723/HS2 (Amended plans: Amended Noise Demonstration Report and Additional information letter) A railway cutting with a length of 750m and maximum depth of 11m and associated landscape earthworks, a pond, maintenance access strips, land and track drainage, noise barrier and security Land to the North of the A429 Kenilworth Road, bound by Cryfield Grange Road and Crackley Lane. **BGPC** comment: **NO FURTHER COMMENT** ACTION: The Clerk to submit the comments. 8 **Finance** 8.1 To receive the Finance Report and approve invoices for payment The Clerk presented the latest Finance Report, see Appendix B. It was noted that the Council had recently received income of £733.56 from HRMC (VAT claim 2022/23) and £10,252.50 from WDC (2023/34 Precept part 2) The Finance Report shows a general reserves balance of £32,207.13 on 9th October 2023 and an

expected balance of £31,141.21 once all invoices have been paid.

It was **resolved** to pay the following invoices:

	PAYEE	DESCRIPTION	TYPE	AMOUNT
1	WALC	Training (Clerk x 1)	BACS	£36.00
2	Leicestershire Gardens	Grass cutting Aug 2023	BACS	£120.00
3	A TAYLOR	APM expenses and R Watkin gift	BACS	£37.48
4	Topsource Worldwide Ltd	Monthly Payroll Sept 2023	BACS	£12.94
5	H DU BOIS	Salary Sept 2023	BACS	£584.41
6	HMRC	Income Tax & NIC Contributions Sept 23	BACS	£72.40
7	WCC Pension Fund	Employer contribution Sept 23	BACS	£145.96
8	WCC Pension Fund	Employee contribution Sept 23	BACS	£38.23
9	H DU BOIS	Office costs & expenses Sept/Oct 23	BACS	£81.50
		Total		£1128.92

<sup>\*</sup>Statutory Power used for all payments: General Power of Competence, Localism Act 2011

**ACTION:** The Clerk to set up the payments for authorisation by two signatories.

## 8.2 To receive an update from the internal Controls Councillor

Cllr Gibbs confirmed that he had audited a sample of transactions from the 2023-24 accounts, and all was in order. The Internal Controls checklist was signed.

# 8.3 To note the bank reconciliation for w/e 30<sup>th</sup> September 2023

This was verified against the relevant bank statements and signed, see Appendix C.

## 9. To consider a grant request of £752 from the Burton Green Bowls Club

The Council had received an application from Burton Green Village Hall's Bowls Club for a grant of £752 to purchase the following:

- 16 pairs of ex-display bowls (£550.00)
- 2 box trolleys (£18.00)
- carry bags (£96.00)
- team badges (£88.00)

The Council agreed that the new initiative should be supported and a grant of £550.00 for the cost of the bowls was approved in principle; this will be funded from the Council's \$137 budget.

It was agreed to request confirmation from the applicant that the bowls had not yet been purchased, as per the terms of the Council's grant awarding policy.

**ACTION:** The Clerk to request confirmation that the bowls have not yet been purchased and process the grant payment once confirmation is received.

#### 10. To review the draft Action Plan

Cllr Aizlewood had drafted an Action Plan to monitor the status of the Council's various projects. The details were reviewed, and Cllrs were assigned as project leads where necessary.

Cllr Aizlewood was thanked for his efforts; it was agreed that Councillors would review the Action Plan in meetings on a regular basis.

ACTION: The Clerk to add the regular review of the Action Plan to future agendas.

#### 11. Burrow Hill playing field: to review the range of designs/costs for public benches

A range of bench designs/costs had been provided but it was agreed to consider this item at the next meeting due to Councillor absences.

It was suggested that the Council might consider purchasing 2<sup>nd</sup> hand benches or offer residents the opportunity to purchase a memorial bench.

**ACTION: The Clerk** to search for 2nd hand benches and to investigate an approach for accepting memorial benches

12.	To consider the quotes received to clean the Cromwell Lane bus shelter  The Clerk had received two quotations from local companies, two others declined to quote. It was agreed to accept the quote of £10.00 from UK Window Clean.  ACTION: The Clerk to inform both firms.
13.	Road Transport matters:
13.1	To receive an update on the speed radar data  No update.
13.2	To consider a request to increase the paved area at the Red Lane bus stop  It was agreed to consider this request at a later date when the Council determines the specification for the new bus shelter on Red Lane.
13.3	To consider a request to install village gates on Red Lane, Hob Lane and Hodgetts Lane It was agreed that the Council would investigate the costs and procedure for installing village gates.  ACTION: CIIr McColl to investigate further.
14.	HS2: to consider any HS2/BBV matters
	None.
15.	To consider a response to WDC's Polling Districts, Polling Places and Polling Stations consultation
	Some feedback was given.  ACTION: The Clerk to submit a response to the consultation on behalf of the Council.
16.	To note correspondence regarding commemorations for D-Day 80 on 6 <sup>th</sup> June 2024
	This was noted. It was agreed to forward the correspondence to the Resident's Association.  ACTION: The Clerk to forward.
17.	<ul> <li>Housing and development: to consider matters relating to any of the following:</li> <li>Land to the south of Westwood Heath Road</li> <li>There was no update.</li> </ul>
	Land to the west of Cromwell Lane There was no update.
	The Kings Hill development     There was no update.
	Warwick University's Eco Park     There was no update.
	Solihull Local Plan Examination     There was no update.
	A46 Link Road     There was no update.
18.	Communications The Council had received the following additional communications since the last meeting:  • WALC weekly roundups
19.	Councillors' reports and items for future agenda:
-	Cllr Webster raised concerns about the recent felling of several mature trees on a vacant plot on Red Lane and offered to investigate further. This was supported.
20.	Date of next meeting
	The next meeting will be on Monday 20th November, 7:30pm at Burton Green Village Hall, Red Lane.

20.	Close	
	The meeting closed at 9:24pm.	
Signed	d:	Date:
Cllr McColl, Chairman		

#### **APPENDIX A**

#### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Warwickshire County Council: CLLR COOKE

### Warwickshire County Council Cabinet: 14 September 2023

Warwickshire County Council's finances and performance were the subject of review at the meeting of Cabinet on September 14<sup>th</sup>.

Demand for services, inflation, market capacity and an increasing growth in the gap between spending on key services and funding all combine to create the most difficult financial position the Council has faced in over a decade

Following the quarter one budget forecast, Cabinet considered the forecast position and approved the development of a financial action plan to mitigate against overspending and address how we will balance the books.

Performance was also reviewed with two agenda items examining council performance. Complaints received and upheld by the Local Government and Social Care Ombudsman were considered in a report which demonstrated that Warwickshire is below the national average in terms of complaints upheld.

A second report considered performance against key aspects of the Council Plan, with checks against targets. This was also set against a backdrop of increasing demand for services such as social care and home to school transport, with the report charting delivery.

In other items, the Warwickshire Bus Service Improvement Plan was discussed with Cabinet approving how over £2m of Government funding over the next year would be spent, with the recommendation that a plan for a second £2m tranche of spending be presented at a subsequent meeting.

Cabinet also endorsed the annual plan for Youth Justice, a statutory requirement which will look at the changing focus of youth justice as it, too, faces new challenges. Again, Warwickshire is ahead of its West Midlands neighbouring authorities in keeping its young people out of protective custody.

### Warwickshire's aspiring young politicians are encouraged to be heard

Warwickshire's Youth Council is calling for 11-18-year-olds living or studying in Warwickshire to step forward and nominate themselves for the forthcoming Youth Council elections.

The Youth Council elections give a platform for young people to listen to each other and talk about what matters to them and elected members go on to represent the concerns and ideas of Warwickshire's youth. It provides them with a unique chance to advocate for change on issues that affect children and young people, and actively engage with decision-makers, including MPs and local councillors. This engagement takes various forms, including organising events, leading campaigns, delivering impactful speeches, participating in debates, and more.

Participating in the Youth Council empowers members to develop important life skills, including public speaking, marketing and communications (including social media outreach), project management, teamwork, budgeting and resource allocation, and social skills.

For further information on the Warwickshire Youth Council elections and the nomination process, please visit <a href="https://www.childfriendlywarwickshire.co.uk/outcomes/heard/2">https://www.childfriendlywarwickshire.co.uk/outcomes/heard/2</a>

### **Dementia support in the community**

Through World Alzheimer's Month during September WCC has been raising awareness about dementia and how people can support others in their community affected by the disease.

Creating dementia friendly communities supports Warwickshire residents with dementia to live well with a little help from other people. By understanding more about dementia friends and families of people living with dementia can help them to be more involved with their community

and continue to do the things they enjoy and maintain independence. Dementia Friends is a national campaign from the Alzheimer's Society which aims to change the way people think, act and talk about dementia. A Dementia Friend is somebody that learns about dementia so they can offer practical and emotional support to those with the condition. Dementia Friends can also get involved with volunteering, campaigning and raising awareness. More information about Dementia Friend is at <a href="https://www.dementiafriends.org.uk/">https://www.dementiafriends.org.uk/</a>.

For more information about dementia and the support available, visit Warwickshire's <u>Living Well</u> with Dementia website.

### Just over a month for Year 6 children to apply for their secondary school place

Parents and carers of children currently in Year 6 are being reminded to apply for their child's secondary school place by the deadline of 31 October 2023.

Last year, there were 6,720 children who applied by the deadline for a Warwickshire secondary school place, with 80% being offered their first-choice school and a further 16% being offered a place at another of their school choices.

Application can be made here: <a href="https://www.warwickshire.gov.uk/applying-secondary-school-place">https://www.warwickshire.gov.uk/applying-secondary-school-place</a>

Each year there are families who are disappointed on National Offer Day (1 March), when they are offered a school that doesn't reflect their preferences at all. This is often because they only apply to one school, instead of using more of the six possible choices on their application form. Families that miss the 31 October deadline are also much less likely to get offered a place at a preferred school.

## Can you help with the roll out of electric vehicle charging?

The Council was recently allocated £3.3m from Tranche 1 of the government's Local Electric Vehicle Infrastructure (LEVI) Capital Fund. Based on current estimates, this funding will allow for the delivery of up to 2,000 charging sockets at both on-street and in car park locations. In order to deliver on this, it Is now looking for residents help to nominate possible locations.

Anyone can make a location suggestion by using the following form:

https://forms.office.com/pages/responsepage.aspx?id=BqqwiCdZu0uok4nMJxOsggWAQybZlLFLvvdy6xvOGDlUM0hHTUFPNVpBQkq3Ull2VU1LR1JDWkNBUyQlQCN0PWcu

The Council is particularly interested in hearing about those areas where there is a high demand for electric vehicle charging, such as:

- Residential streets with no off-street parking
- Public car parks
- Rural locations

# Warwickshire businesses urged to make fire safety a priority ahead of changes to legislation

Effective from October 1st, the introduction of Section 156 of the Building Safety Act mandates that all businesses, irrespective of their size, employee count, or business type, must comprehensively document their fire risk assessments and fire safety arrangements. Additionally, the revised legislation stipulates that in residential buildings housing two or more domestic premises, residents must receive information regarding fire risks and the fire safety measures implemented for their protection.

Many premises will be affected by the changes including small shops, take-aways, holiday lets and small blocks of flats. The main changes businesses need to be aware of are:

- All businesses will need to record a fire risk assessment and fire safety arrangements in full – regardless of the number of employees, and size or type of business.
- There are increased requirements for cooperation and coordination between Responsible Persons in multi occupied buildings or those where the occupier and owner are not the same person.

- In residential buildings with two or more domestic premises residents must be provided with information on the risks from fire and the fire safety measures provided to keep them safe.
- For information visit <a href="https://www.warwickshire.gov.uk/fire-safety-legislation/new-requirements-businesses-building-owners-building-safety-act-2022">https://www.warwickshire.gov.uk/fire-safety-legislation/new-requirements-businesses-building-owners-building-safety-act-2022</a>

### **Warwick District Council: CLLR HALES**

### New council administration and councillors for Abbey and Arden

After the May election the council now has a new Green-Labour administration. The councillors for Abbey and Arden are:

Kyn Aizlewood – <u>Kyn.aizlewood@warwickdc.gov.uk</u>
David Armstrong – <u>David.armstrong@warwickdc.gov.uk</u>
Richard Hales – Richard.hales@warwickdc.gov.uk

Please feel free to contact us with any issues. In Abbey and Arden we are particularly focusing on development of the South Warwickshire Local Plan and making sure we have the chance to hear the views of local residents. Further information is available at: <a href="https://www.southwarwickshire.org.uk/swlp/faqs.cfm">www.southwarwickshire.org.uk/swlp/faqs.cfm</a>

### **Biodiversity Photo Competition**

Calling all photography enthusiasts: capture the wonders of nature in Warwick District! To support the development of Warwick District Council's <u>Biodiversity Action Programme</u>, we would like to introduce the Warwick District Biodiversity Photography Competition – an exciting opportunity to showcase the rich natural environment of Warwick District! The Biodiversity Action Programme aims to protect, conserve and enhance a number of habitats and species of great importance to the district.

The competition will run for 5 weeks from **Friday 29 September to Sunday 5 November 2023** which includes October half term. Whether you are a seasoned photographer or simply enjoy snapping pictures on your phone whilst out and about, we welcome you to submit your best shot that captures the theme of 'Biodiversity in Warwick District'. Some examples could include:

- Flower rich grasslands with lots of insects
- Woodlands and parks
- · Birds, reptiles, amphibians, mammals
- Hedgerows
- Rivers
- Wetlands and ponds

## Review of polling districts, polling places and polling stations

Under the Representation of the People Act 1983, we have a duty to divide its area into polling districts and to designate a polling place for each polling district. We also have a duty under the Electoral Administration Act 2006, as amended, to review their polling districts and places at least once every five years.

The current review of polling areas in Warwick District is live from Monday 2 October to Friday 10 November. Please give your feedback to Polling station review 2023 (smartsurvey.co.uk)

## **APPENDIX B**

This report was presented to the Council on 16<sup>th</sup> October 2023.

Balance of Unity Trust Current Account T1 as of 9/10/23: £32,207.13 Expected balance of Unity Trust Current Account T1 account after all payments: £31,141.21

#### Other accounts:

Unity Trust Instant Access Account EARMARKED £36,965.00
Lloyds Treasurers Account GENERAL RESERVES £55.70
Lloyds Business Bank Instant Account CIL £153,843.26

Interest received across accounts between 1/4/23 – 9/10/23: £1040.97

### Credits received to General Reserves since 12/9/23:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT
1	29/9/23	HMRC	VAT claim 2022-23	BACS	£733.56
2	5/10/23	WDC	2023-24 Precept part 2	BACS	£10252.50
				Total	£10,986.06

### Payments out from General Reserves since 12/9/23:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT
1	20/9/23	Royal British Legion	Remembrance Wreath	BACS	£30.00*
2	30/9/23	Unity Trust Bank	Banking Fees Q2	BACS	£18.00
				Total	£48.00

<sup>\*</sup>approved in meeting 18.9.23

### Invoices to be approved on 16/10/23:

	PAYEE	DESCRIPTION	TYPE	AMOUNT
1	WALC	Training (Clerk x 1)	BACS	£36.00
2	Leicestershire Gardens	Grass cutting Aug 2023	BACS	£120.00
3	A TAYLOR	APM expenses and R Watkin gift	BACS	£37.48
4	Topsource Worldwide Ltd	Monthly Payroll Sept 2023	BACS	£12.94
5	H DU BOIS	Salary Sept 2023	BACS	£584.41
6	HMRC	Income Tax & NIC Contributions Sept 23	BACS	£72.40
7	WCC Pension Fund	Employer contribution Sept 23	BACS	£145.96
8	WCC Pension Fund	Employee contribution Sept 23	BACS	£38.23
9	H DU BOIS	Office costs & expenses Sept/Oct 23	BACS	£81.50
		Total		£1128.92

Statutory Power used for all payments: General Power of Competence, Localism Act 2011

# 2023/24 Expenditure vs Budget

	2023-24	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372.00	£215.00
HMRC	£915.00	£693.62
Wages (Net)	£7,150.00	£4,651.34
Pension costs (employer & employee)	£2,270.00	£1,484.51
Payroll costs	£132.00	£75.46
Travel expenses (Clerk)	£150.00	£137.61
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£0.00
Audit	£420.00	£455.00
Banking charges	£72.00	£36.00
Burrow Hill	£0.00	£0.00
Capital (equipment purchase)	£0.00	£0.00
Chairman's Allowance	£200.00	£15.99
CIL expenditure	£0.00	£180.00
Community grants (s137)	£3,800.00	£1,287.40
Defibrillator	£2,000.00	£0.00
Election fees	£10,000.00	£0.00
Grounds Maintenance	£4,990.00	£640.00
HS2	£0.00	£0.00
Insurance	£430.00	£304.04
Legal/professional fees	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00
Office costs	£300.00	£235.18
Playground inspection/repairs	£1,500.00	£265.42
Publications	£0.00	£0.00
Room hire	£234.00	£102.00
Speed Reduction Measures	£100.00	£36.00
Subscriptions	£700.00	£814.50
Training	£200.00	£180.00
Unforeseen exp/misc.	£200.00	£96.49
Website	£100.00	£0.00
VAT	£1,300.00	£299.67
TOTAL EXPENDITURE	£37,735.00	£12,205.23
£ RECEIPTS		
Bank interest	£0.00	£1,040.97
Precept	£20,505.00	
VAT refund	£1,000.00	£733.56
Community Infrastructure Levy	£0.00	£0.00
Grants	£0.00	£1,250.00
CALA transfer	£10,000.00	£0.00
Miscellaneous	£0.00	£0.00
TOTAL INCOME		£23,529.53

## **APPENDIX C**

## **BURTON GREEN PARISH COUNCIL RECONCILIATION**

### Receipts and payments reconciliation as at 30.09.23

Balance brought		
forward at 30.6.23		215,815.46
plus		
receipts		11,596.95
minus		
payments		4,278.32
	Total	223,134.09
Bank reconciliation as at 30.9.23		
Lloyds Business Bank Account - 43619360		153,843.26
Lloyds Treasurer Account - 43618960		10,308.20
Unity Trust Current Account T1 - 20443715		22,017.63
Unity Trust Instant Access Account -		
20443728		36,965.00
Cash		
	Total	223,134.09
less unpresented		
cheques		
0.00		

Total 223,134.09