

BURTON GREEN PARISH COUNCIL

MINUTES

of the Ordinary meeting held in Burton Green Village Hall on
Monday 17th October 2022 at 7:30pm

Present: **Parish Councillors:** Councillors Grant (Chair), Gibbs, Paine and Taylor.
County and District Cllrs: Cllr Illingworth (WDC)
Clerk: Helen du Bois
Public Attendees: None

No.	
1.	Apologies The Clerk had received apologies from Cllrs Deeley, Hatton, Marshall and Watkin which were accepted. Cllr Cooke (WCC) sent apologies.
2.	Declaration of Interests None.
3.	Minutes of previous meeting: to approve the minutes of the meeting held on 26th September 2022 The minutes were approved and signed without amendment.
4.	Matters arising <ul style="list-style-type: none">• The Clerk has contacted Berkswell Parish Council re: the Green Tunnel and suggested an informal meeting.• Cllr Hales is providing a tour of the new Kenilworth School building for Councillors on 15th November. Cllrs Hatton, Marshall, Taylor and Deeley will be attending.• Cllr Taylor discussed the recent public consultation event held by Penso Power for a proposed Battery Energy Storage System located at Little Beanit Farm.
5.	Community reports
5.1	County Councillor – Lapworth and West Kenilworth: Cllr Cooke Cllr Cooke's report was circulated prior to the meeting, see Appendix A.
5.2	District Councillors – Kenilworth Abbey and Arden: Cllr Illingworth and Cllr Hales Cllr Illingworth mentioned that Warwick District Council have approved a Net Zero Carbon Development Plan Document which aims to improve the quality of new housing built in the district, with a particular focus on minimising carbon emissions from new buildings within the district. The document will be submitted to the Secretary of State for examination.
5.3	Community Summary Reports: Residents association: Cllr Gibbs gave an update on behalf of the Residents Association. Some residents have raised concerns about cracks appearing in their properties suggesting that they have been caused by HS2 works. It was suggested that the cracks could also have been caused by the soil underneath properties contracting during this summer's drought. It was suggested that residents report the issue to HS2 if concerned.

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	<p>Warwick University: Cllr Grant gave an update: The new term has started; hybrid teaching remains in place for some courses.</p> <p>Village Hall Committee: no update</p> <p>Burton Green Primary School: no update</p> <p>Kenilworth Greenway: no update</p>																																																		
6.	Public participation																																																		
	None.																																																		
7.	Finance																																																		
7.1	To receive the Finance Report and approve the invoices for payment																																																		
	<p>The Clerk presented the latest Finance Report (see Appendix B); it was noted that the Council has received the 2nd part of the 2022-23 Precept from Warwick District Council.</p> <p>The Finance Report shows a general reserves balance of £32,714.56 on 11th October 2022 and an expected balance of £31,794.32 once invoices have been paid.</p> <p>It was resolved to pay the invoices shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>PAYEE</th> <th>DESCRIPTION</th> <th>AMOUNT</th> <th>STATUTORY PROVISION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Playsafety Ltd</td> <td>Annual Playground Inspection</td> <td>£84.00</td> <td>Local Spaces Act 1906, s14</td> </tr> <tr> <td>2</td> <td>H DU BOIS</td> <td>September 22 salary</td> <td>£527.20</td> <td>LGA 1972, s112 (2)</td> </tr> <tr> <td>3</td> <td>H DU BOIS</td> <td>Office costs/expenses Oct 22</td> <td>£60.59</td> <td>LGA (Financial Provisions) 1963, s5</td> </tr> <tr> <td>4</td> <td>HMRC</td> <td>Employee's Income Tax Contribution Sept 22</td> <td>£49.20</td> <td>LGA 1972, s112 (2)</td> </tr> <tr> <td>5</td> <td>WCC Pension Fund</td> <td>Employers contribution Sept 22</td> <td>£128.70</td> <td>LGA 1972, s112 (2)</td> </tr> <tr> <td>6</td> <td>WCC Pension Fund</td> <td>Employees contribution Sept 22</td> <td>£33.55</td> <td>LGA 1972, s112 (2)</td> </tr> <tr> <td>7</td> <td>Royal British Legion</td> <td>Donation (Remembrance wreath)</td> <td>£25.00</td> <td>LGA 1972 s137</td> </tr> <tr> <td>8</td> <td>Select Payroll Solutions</td> <td>Payroll (Sept 22)</td> <td>£12.00</td> <td>LGA 1972, s112 (2)</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>£920.24</td> <td></td> </tr> </tbody> </table> <p>ACTION: The Clerk to set up the payments for authorisation.</p>		PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION	1	Playsafety Ltd	Annual Playground Inspection	£84.00	Local Spaces Act 1906, s14	2	H DU BOIS	September 22 salary	£527.20	LGA 1972, s112 (2)	3	H DU BOIS	Office costs/expenses Oct 22	£60.59	LGA (Financial Provisions) 1963, s5	4	HMRC	Employee's Income Tax Contribution Sept 22	£49.20	LGA 1972, s112 (2)	5	WCC Pension Fund	Employers contribution Sept 22	£128.70	LGA 1972, s112 (2)	6	WCC Pension Fund	Employees contribution Sept 22	£33.55	LGA 1972, s112 (2)	7	Royal British Legion	Donation (Remembrance wreath)	£25.00	LGA 1972 s137	8	Select Payroll Solutions	Payroll (Sept 22)	£12.00	LGA 1972, s112 (2)			Total	£920.24	
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7.2	To receive the bank reconciliation for Q2 2022-23																																																		
	This was noted (see Appendix C)																																																		
8.	<p>Documents & Policies to review:</p> <ul style="list-style-type: none"> • Vexatious Complaints Policy • Anti-Fraud, Theft and Corruption Policy • Equality Policy • Training and Development Policy • Financial Reserves Policy 																																																		
	<p>These were all signed without amendment.</p> <p>ACTION: The Clerk to update the Council's website</p>																																																		

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9.	Planning:
9.1	To approve the Terms of Reference for the Planning Working Group.
	These were approved (see appendix D). ACTION: The Clerk to update the Council's website.
9.2	To determine the members of the Neighbourhood Development Plan Review Group and define the terms of reference.
	It was agreed that delay this item until the next meeting due to the low number of Councillors in attendance.
9.3	To consider the following planning applications:
9.3.1	W/22/1524 192 Cromwell Lane, Burton Green, Kenilworth, CV4 8AP Erection of rear roof dormer and conversion of roof space, alteration of part two storey, part single storey rear extension and two storey side extension of previously approved scheme W/19/0504 (Retrospective Application)
	It was agreed to submit a NEUTRAL response to this application and to include a comment querying the location of the staircase in the dormer's new design and to request that the work be completed as soon as possible.
9.3.2	W/22/1591 Wharfdale, Red Lane, Burton Green, Kenilworth, CV8 1PB Notification for prior approval for a proposed larger home extension for erection of single storey rear extension; 5.87m depth; 3.45m height and 2.95m to the eaves
	It was agreed to submit a NEUTRAL response to this application. ACTION: The Clerk to submit the Council's comments.
10.	Burrow Hill Park: to consider matters relating to the land transfer
	Cala Homes have committed to replacing those trees on the field that died over the summer; they will be replaced in November. Cala Homes' grounds contractor has cut the grass. Cala Homes have proposed a site meeting with Cllrs during which any remaining landscaping tasks will be identified. It was agreed to attend this meeting. It was also agreed that the Council will sign the transfer document once an acceptable final landscaping plan has been provided by Cala Homes. ACTION: The Clerk to confirm this with Cala Homes.
11.	CIL/S106: to discuss matters relating to CIL and S106 funds
	Cllr Paine gave a summary of a recent meeting held between Cllr Paine, Cllr Deeley and Alison Kennedy (Principle Transport Planner at WCC) to identify opportunities to spend the Cala Homes Highways and Greenway S106 contributions in the Parish. Alison Kennedy will be carrying out a feasibility study on the suggested projects.
12.	HS2: to discuss matters relating to the HS2 works in the Parish
	No update.
13.	Road Transport matters: to consider matters relating to the issue of speeding in the village
	Cllr Taylor gave an update on the progress of the Burton Green Speed Watch Group.

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	<p>It was agreed to accept a request for an on-site meeting with Chris Whatcott (Data Manager, Transport Planning at WCC) regarding the speed surveys the Council have ordered.</p> <p>ACTION: The Clerk to accept the request for a meeting.</p> <p>It was noted that several of the vehicle activate signs (VAS) around the village have been activated, after a long period where none of the signs were operational. The VAS near the post box on Red Lane is permanently lit.</p> <p>ACTION: The Clerk to report the faulty sign to WCC.</p>
14.	Housing and Development: to discuss and consider matters relating to the following
14.1	<p>Land to the south of Westwood Heath Road</p> <p>It was agreed that the Council did not have any comments to submit regarding the amended plans for W/21/1280.</p>
14.2	<p>Land to the west of Cromwell Lane</p> <p>It was noted that some fencing work has been carried out in the fields to the west of Cromwell Lane and a footpath has been diverted.</p> <p>ACTION: Cllr Grant to make enquiries about the works.</p>
14.3	<p>The Kings Hill development</p> <p>There was no update.</p>
14.4	<p>South Warwickshire Local Plan</p> <p>Cllr Grant gave a summary of a recent meeting held between local Parish Councils and WDC on the Masterplanning Framework for land north and east of Kenilworth/South Coventry. Cllr Grant and Cllr Marshall will continue to represent the Parish Council in future meetings of this group.</p>
14.5	<p>Warwick University's Eco Park</p> <p>No update.</p>
14.6	<p>Solihull Local Plan Examination</p> <p>No update.</p>
14.7	<p>A 46 Link Road</p> <p>No update.</p>
15.	Communications
	<p>The Council had received the following communications since the last meeting:</p> <ul style="list-style-type: none"> • WALC weekly roundups • Solihull Council: Housing Strategy Consultation
16.	Councillors' reports and items for future agenda:
	<ul style="list-style-type: none"> • To determine the members of the Neighbourhood Development Plan Review Group and define the terms of reference. <p>It was agreed that Cllr Grant would lay a wreath on behalf of the Council at the Remembrance Service in Kenilworth on 13th November 2022.</p>

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17.	Date of next meeting
	The next meeting will be on Monday 21 st November 2022, 7:30pm in the Burton Green Village Hall.
18.	Close
	The meeting closed at 8:50pm.

Signed: _____ Date: _____

CLlr Grant, Chairman

UNSIGNED

BURTON GREEN PARISH COUNCIL

APPENDIX A

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Warwickshire County Council: CLLR COOKE

Just a few days left to apply to the WCC Councillors' Grant Fund

There is still time for community and voluntary organisations to apply for funding from the Warwickshire County Council Councillors' Grant Fund round two.

There is still time for community and voluntary organisations to apply for funding from the Warwickshire County Council Councillors' Grant Fund round two.

All applications should aim to build community capacity and improve the health and wellbeing of people living in Warwickshire in both urban and rural areas.

The previous rounds of grant funding have supported a range of community groups across Warwickshire. Among them, HEaRT Community Group which was formed from two existing community groups - Friends of East Rugby Group and Abbots Farm Community Group, received grant funding twice in the last two years. For info:- email Alistair Rigby at alistairrigby@warwickshire.gov.uk

Over three tonnes of carbon saved during Cycle September 2022

Cyclists across Warwickshire saved over 3,000kg of carbon this September when they got on their bikes and chose active travel for work and leisure.

Warwickshire County Council recently joined the Love to Ride family of partner organisations, giving residents, businesses and community groups access to the best rewards and resources that encourage cycling for travel, not just leisure.

Cycle September is Love to Ride's global bike-riding event, bringing together riders of every level to promote the benefits of bicycles. The campaign is a great opportunity for communities, businesses and individuals to engage in a fun challenge that will help them meet their health, wellness, and sustainability goals.

Throughout the month of September, the following was recorded on the Love to Ride Platform:

- 442 cyclists took part across 35 Warwickshire-based workplaces;
- Cyclists taking part recorded 60,002 miles across 4662 individual trips; and
- Collectively saved 3293 (3.3 tonnes) of Carbon compared to the same journeys being taken by car.

Green shoots of sustainability set to grow across Warwickshire

It's great news for Warwickshire's environment and sustainability as the second round of Green Shoots Community Climate Change Fund receives an unprecedented number of applications.

The Warwickshire County Council Green Shoots Community Climate Change Fund was established in 2021 and aims to support community and voluntary projects that increase the adaptability and resilience of Warwickshire to the effects of climate change, reduce impacts on the environment and support thriving and sustainable community action.

In the first round of funding, the Council was able to support 69 projects, leaving £322k from the original £1m fund, which the Council plans to distribute in the second round of funding.

The application period for the second round of funding to the scheme closed on Monday 3 October with Warwickshire County Council having received a total of 104 applications worth a potential total of £1.7 Million. The applications cover a huge array of climate change adaptation and mitigation projects including biodiversity, energy improvements, waste and property management.

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County Council approves funding for new Primary School in Warwick District
Warwickshire County Council has approved funding of £13.4 million for the delivery of a new primary school at Myton Gardens, Warwick.

The new school – likely to open in September 2024 - will meet the need for school places as a result of the large-scale 4,500 home housing development in the area.

Myton Gardens School is expected to provide a Two form entry primary school providing a further 420 school places in the South Leamington and Warwick area as well as an additional 32 Early Years (0-4years) places and 8-14 Special Educational Needs and Disabilities (SEND) places. It will have capacity to expand to three form entry, potentially 630 pupils.

The school will also have vehicular access and car parking configured to enable the potential expansion of the neighbouring Evergreen Special School.

Myton Gardens School is the third of four new schools in the area. The first, Heathcote Primary, opened in September 2017. The second primary provision is to be the all-through provision at Oakley School which is due to open in September 2024.

The fourth is proposed as part of the Asps housing development and the expected opening date is still to be determined.

Warwickshire Communities working to reduce loneliness in Warwickshire
Community groups and individuals who received funding for projects to reduce social isolation and loneliness are succeeding in reaching out to people and bringing them together.

Around 40,000 people in Warwickshire are currently living with chronic loneliness. Recent issues such as the Covid-19 pandemic and, more recently, the cost-of-living crisis, have disrupted many people's ability to engage in their usual coping mechanisms and to access support systems – making them feel more isolated from friends and family.

Earlier in the year, Warwickshire County Council awarded a total of £47,000 to 58 groups and individuals for projects which aimed to reduce loneliness and social isolation throughout the county. Now, just a few months in, these initiatives have already made a noticeable impact to the communities they are supporting.

One organisation, The Open Door Café in Hampton Magna, is using the funding to provide afternoon tea and entertainment for village residents. They noted in their application that older residents are still wary about getting together and it was hoped this will encourage them to come enjoy an afternoon tea, have a sing-along and play games such cards and dominos. Since then, they have hosted four afternoon teas.

Warwickshire Fire and Rescue Service urges people to 'Stay Fire Safe' this winter
Warwickshire Fire and Rescue Service is urging people to take steps to prevent accidental fires and carbon monoxide poisoning as they look to keep warm and cut energy use this winter.

The call comes following concerns from the National Fire Chiefs Council (NFCC) that the cost of living rise will mean people turn to alternative ways of heating and lighting their homes.

Warwickshire Fire and Rescue is supporting NFCC's Stay Fire Safe campaign to provide advice to help reduce the fire risks in the home.

As part of the campaign WFRS is encouraging people to complete an online home fire safety check for themselves or their loved ones. By answering a few simple questions, it will provide fire safety advice specific to you and tips on how to keep you and your household safe from fire - www.ohfsc.co.uk.

For those most at risk of fire we can visit the home to provide help and advice.

It's crucial people ensure they have working smoke alarms – at least one on each level of the home. Where you have a heating appliance that doesn't run off electricity, we recommend installing a carbon monoxide alarm – it's the only way to detect this harmful, colourless,

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odourless gas which can be fatal. Check alarms are working by pushing the test button at least once a month.

Parents and carers of children in Year 6 are invited to join webinars to support them with their year 7 secondary school place application

Parents and carers of Year 6 children will need to apply for their child's secondary school place by Monday 31 October.

To help them to do this, Warwickshire County Council is holding two webinars to give parents and carers an opportunity to understand more about how to choose the right school for their child and how to submit a successful application.

The first webinar, called Applying for Secondary School in Warwickshire: Helping you apply, will take place on Tuesday 18 October at 7pm. Parents and carers will hear from the education team who manage the applications process, who will share advice and guidance as well as answer any questions. Places should be booked online at: <https://bit.ly/3V1GTpZ>

The second webinar is for those parents and carers of children who sat the 11+ test earlier this year and who are hoping to apply for one of Warwickshire's grammar schools. The event, taking place on Thursday 20 October at 7pm, will help them to understand how to interpret their child's test results and how to use them to make informed choices on which secondary schools to include on their application. Places should be booked online at: <https://bit.ly/3VdF35J>

Both webinars will be recorded for those people unable to attend. More information on how to apply for a Year 7 secondary school place is available at: <https://www.warwickshire.gov.uk/applying-secondary-school-place>.

Warwickshire County Council commits to cost of living support

Warwickshire County Council has confirmed its commitment to ensuring that residents have access to the support and assistance they need to help with the steep costs of living.

As the costs of necessities such as food and heating continue to increase, many people are struggling to keep up with their rising household costs. In response, Warwickshire County Council will be considering a range of options to supplement the help already available.

Measures put forward at full council on 29 September will be considered by Cabinet this month and include extending the Warwickshire Local Welfare Scheme which provides support for the most vulnerable residents, convening a Warwickshire Cost of Living Summit, and creating an online "Cost of Living Hub" to offer practical and financial advice. The County Council will also be joining up with partners, including District and Borough Councils and local voluntary and community groups, to better understand individual needs and offer the right support at the right time.

Existing support, such as help with paying energy bills and childcare costs, can be found on the [Warwickshire Cost of Living webpages](#).

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APPENDIX B

This report was presented to the Council on 17th October 2022.

Balance of Unity Trust Current Account T1 as of 11/10/22: **£32,714.56**

Expected balance of Unity Trust Current Account T1 account after payments: **£31,794.32**

Credits received since 26/9/22

	DATE	TYPE	FROM	DESCRIPTION	AMOUNT
1	30/9/22	DD	Warwick District Council	22/23 Precept part 2	£9,675.00
				Total	£9,675.00

Payments made since 26/9/22

	DATE	TYPE	TO	DESCRIPTION	AMOUNT
1	30/9/22	DD	Unity Trust Bank	Quarterly account fees	£18.00
				Total	£18.00

Invoices to be approved on 17/10/22:

	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
1	Playsafety Ltd	Annual Playground Inspection	£84.00	Local Spaces Act 1906, s14
2	H DU BOIS	September 22 salary	£527.20	Local Government Act 1972, s112 (2)
3	H DU BOIS	Office costs/expenses Oct 22	£60.59	Local Government Act (Financial Provisions) 1963, s5
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2022/23 Expenditure vs Budget

	2022-23	
	Budget	To date
£ PAYMENTS		
Advertising	£0.00	£0.00
Audit expenses	£420.00	£130.00
Banking charge	£72.00	£36.00
Capital (equipment purchase)	£0.00	£0.00
Clerk - office allow and internet	£372.00	£215.00
Clerk tax deductions to HMRC	£1,152.00	£466.40
Clerks salary	£6,804.00	£3,932.40
Office costs	£147.32	£329.60
Payroll costs	£110.00	£70.00
Pension costs (employer & employee)	£1,980.00	£1,240.41
Postage/Telephone	£30.00	£0.00
Election fees	£0.00	£0.00
Grants (s137)	£3,800.00	£25.00
Grounds Maintenance	£3,000.00	£810.00
Hire of rooms for meetings	£280.00	£205.50
HS2	£0.00	£0.00
Insurance	£430.00	£308.37
Legal/professional fees	£0.00	£0.00
Neighbourhood Plan	£0.00	£108.66
Publications	£115.00	£0.00
Red Lane play area inspection/repairs	£1,500.00	£70.00
Speed Reduction Measures	£0.00	£0.00
Subscriptions	£694.90	£514.50
Training	£200.00	£32.44
Travel expenses (Clerk)	£150.00	£79.65
Travel expenses (Cllrs)	£0.00	£0.00
Unforeseen exp/misc.	£200.00	£43.80
VAT	£1,000.00	£369.42
Website	£200.00	£0.00
TOTAL EXPENDITURE	£22,657.22	£8,987.15
CIL spending	£0.00	£13,250.00
TOTAL EXPENDITURE including CIL	£22,657.22	£22,237.15
£ RECEIPTS		
Bank interest	£5.00	£95.51
Precept	£19,350.00	£19,350.00
VAT refund	£650.00	£0.00
Community Infrastructure Levy	£0.00	£7,500.00
Grants	£10,000.00	£0.00
CALA transfer	£15.00	£0.00
Miscellaneous	£0.00	£0.00
TOTAL INCOME	£30,015.00	£26,945.51

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APPENDIX C

BURTON GREEN PARISH COUNCIL RECONCILIATION

Receipts and payments reconciliation as at 30.9.22

Balance brought forward at 30.6.22	153,214.15
plus receipts	9,735.63
minus payments	15,500.45
Total	147,449.33

Bank reconciliation as at 30.9.22

Lloyds Business Bank Account - 43619360	78,964.88
Lloyds Treasurer Account - 43618960	55.70
Unity Trust Current Account T1 - 20443715	32,714.56
Unity Trust Instant Access Account - 20443728	35,714.19
Cash	-
Total	147,449.33

UNSIGNED

BURTON GREEN PARISH COUNCIL

APPENDIX D

PLANNING WORKING GROUP - TERMS OF REFERENCE

Purpose

The Planning Working Group consider the details of planning applications referred to Burton Green Parish Council by the Local Planning Authority and make observations to the Council.

Authority

The working group is appointed by and solely responsible to the Council. The working group's Terms of Reference are defined and agreed by the Council. The working group has no authority to make decisions or act on behalf of the Council and cannot bind the Council to a particular course of action. All planning applications are also considered at the public meetings of the Council.

Membership

All members of the working group shall be members of the Council; any member of the Council may attend its meetings.

Meetings

The working group is advisory. It does not need to give notice of its meetings and does not need to meet in public. The working group may meet in-person or online. The working group does not need to have a quorum to conduct business.

Record of Proceedings

The working group is not required to make a record of their meetings. Members of the working group will give a verbal report of the group's observations at meetings of the Council.

Expenditure

The working group has no authority to incur expenditure.

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