

Burton Green Parish Council

Minutes of the remote meeting held on Monday 18th January 2021 at 7:30pm

Present: **Parish Councillors:** Councillors Grant (Chair), Gibbs, Deeley, Heyes, Marshall, Paine, Taylor, Watkin
District Cllrs: Councillors Illingworth and Hales
Clerk: Paul Knight
Others: Debbie Prince, HS2 Project Officer for Warwick District Council
Public Attendees: 11 members of public were in attendance.

The meeting was preceded by an update from Melanie Ryan of LMJV regarding the current status of the “Temporary Greenbelt”, and Andy de Bell and colleagues from BBV with a briefing on their forthcoming activities.

| Min No. | |
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| 93. | Apologies |
| | Apologies were received and accepted from Councillor Lucy Hatton and Councillor John Cooke. |
| 94. | Declarations of Interest |
| | None declared. |
| 95. | Minutes of the Meeting of the Parish Council held on 16th November 2020 |
| | RESOLVED: The minutes of 16 th November 2020 were approved as an accurate record. The updated minutes to be signed by the Chair Councillor Grant, following the meeting. |
| 96. | Community Reports |
| 96.1 | County Council – Councillor John Cooke’s report was circulated prior to the meeting and the Chair read out his report which covered the following matters: -The County’s response to the suspension of train services at Kenilworth Station. -A report requesting businesses across Warwickshire to support their clinically extremely vulnerable employees -The opening of a new Children’s Home facility in the County -A report from Trading Standards on fake COVID 19 tests |
| 96.2 | District Council – Councillor Illingworth’s written report was circulated prior to the meeting. He reported as follows: -Funding for businesses during the lockdown -Council creating an arm’s length company to build housing -Leamington Spa hosts the Interactive Futures Conference in February – recognises the importance of Leamington Spa as a hub for high tech business -The roles of the WDC and County in liaison with HS2 and matters related to the development of the Greenway |
| 96.3 | Burton Green C of E Primary School – no report received |
| 96.4 | Burton Green Village Hall Committee – councillors were advised that funding from HS2 for the new village hall had been approved and that work was due to commence pending completion of works to the Greenway. |
| 96.5 | Burton Green Residents’ Association – In light of the damage done to the verges of Hobb Lane by traffic diverted to the road by HS2 road closures, on behalf of the Residents’ Association, Councillor Taylor asked the Parish Council to request that Solihull MBC take up the poor state of Hobb Lane with HS2. RESOLVED: The Clerk will write to Solihull MBC requesting them to take up the poor condition of Hobb Lane with HS2. |

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| 96.6 | Kenilworth Greenway – no report received. |
| 96.7 | Warwick University – Councillor Grant reported that one student had tested positive for COVID, and that teaching staff had posted lectures during the lockdown that can be used as a teaching resource. |
| 97. | Public Participation |
| | <p>-With Standing Orders suspended an invitation was extended to members of the public to ask questions of the Parish Council.</p> <p>-Chris Langton informed councillors about “Slow Ways” which is a project to create a network of walking routes that connect all of Great Britain’s towns and cities, as well as thousands of villages, and asked if this could be tabled for discussion at a future council meeting.</p> <p>-In response to a question about the purpose of the new BBV compound on Hob Lane Councillor Gibbs confirmed it would be a similar staff welfare set up on Waste Lane.</p> <p>-In response to a question about phase 3 of the A46 Link Road it was clarified that no plans as yet existed but that it was likely that Coventry City Council were likely to progress this as part of network of roads ringing the City.</p> <p>-Councillors were advised that a new light was on order to replace a missing streetlight on Cromwell Lane.</p> <p>-Ross Mclean asked the parish council to consider a new position for the refuse bin at the top of the Greenway ramp.</p> <p>RESOLVED: Councillor Deeley to assist in identifying a new position for the refuse bin.</p> <p>RESOLVED: The Clerk will report the ongoing issues with the state of the premises at 192 and 396 to the District council.</p> |
| 98 | Clerk’s resignation |
| | <p>-Councillors accepted the resignation of the Clerk and thanked him for his work for the Parish Council and for his ongoing assistance until an appointment was made.</p> <p>RESOLVED: Councillors approved advertising for a new clerk and Councillor Taylor will explore possible candidates to employ as an interim clerk before an appointment is made.</p> |
| 99. | School Drainage |
| | -In the absence of Councillor Hatton this matter was carried forward to the next meeting. |
| 100 | HS2 |
| | <p>-Melanie Ryan had previously updated councillors on matters relating to the Temporary Greenway – summarised as follows:</p> <p>-LMJV await a full response from HS2 contractors on fencing, surfacing and drainage issues.</p> <p>-Anticipate full opening in March once all necessary approvals and consents have been obtained – the delay of a month in completion arose from this need.</p> <p>-A proposal to arrange separate regular meetings with HS2 and representatives of Solihull and Warwickshire councils to discuss ongoing issues associated with the maintenance of the Temporary Greenway was put forward, with a suggested start date in February.</p> <p>-The field opposite the junction of Red Lane will be vacated and reinstated to its former condition by March.</p> <p>-Debbie Prince, Warwick District Council planning officer advised that an updated design for the Temporary Greenway incorporating the latest changes would be expected from HS2 if this is to obtain planning approval.</p> <p>-BBV’s Shazad Ahmed, Community Engagement Manager, and Andy de Bell, Stakeholder Manager, briefed councillors on future construction activities planned in the Cromwell Lane area, including house demolitions, road closures, excavation works and the installation of compounds. Councillor Gibbs proposed that road closures planned for 9am till 3:30pm finish earlier to allow for school traffic. Councillors</p> |

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| | <p>expressed their frustration with HS2's inability to keep to previous undertakings not to close roads.</p> <p>-In response to Councillor Illingworth's query about being able to communicate with onsite engineers councillors were advised that as work ramped up dedicated contacts would be available on site to answer queries from the public.</p> <p>-Councillors also expressed concerns about the state of the verges on Hob Lane which had become the default route for much traffic diverted around road closures.</p> <p>-BBV and LMJV representatives will feedback to their respective businesses on points made by councillors during the briefing (see action point on verges under 97 above)</p> <p>-BBV to provide the council with details of the updated construction timing plan and community engagement plan</p> |
| 101. | Road Transport Matters |
| 101.1 | <p>Speeding in the village: to consider matters relating to the issue of speeding in the village. Councillor Heyes advised that he still awaited a timescale for the production of the Traffic Calming Plan.</p> <p>Councillor Heyes updated councillors on positive developments with Speedwatch, which was currently suspended owing to COVID. He reported that the police had reduced training requirements and numbers required to attend sessions from three persons to two, which would make it easier for Speedwatch sessions to recommence once COVID allows. He also advised that proposals for joint working with Kenilworth Speedwatch would allow for the sharing of trained personnel.</p> |
| 101.2 | <p>The A46 Link Road: to discuss issues arising from the construction of the A46 Link Road. Councillors considered the need to respond to by 14th February 2021 to consultation on the A46. Councillor Marshall advised councillors that the latest efforts by KOGG/CPRE to query flawed population projections if successful may have a bearing on related road traffic projections.</p> <p>RESOLVED: Councillors agreed to instruct Councillor Marshall to draft a response to the consultation and circulate it for approval prior to submission.</p> |
| 101.3 | <p>Participation in a pilot to promote SAfER (Safe and Active travel focusing on the Environment and Road Safety) in the community.</p> <p>RESOLVED: Councillors to review the proposals from County which he had previously circulated and feedback to Councillor Heyes.</p> <p>RESOLVED: The Clerk will contact the Clerk for Lapworth who has access to a map showing the average vehicle speeds for all roads, which has been compiled using data from mobile phones.</p> |
| 102. | Burton Green Village and Neighbourhood Design Statement |
| | <p>RESOLVED: In order to facilitate a timely response to Section 16 consultation feedback, and in accordance with delegated powers, councillors agreed to allow decisions on the Parish Council's response to the feedback to be agreed at a special meeting of the Parish Council to be arranged on 22nd January 2021, subject to there being at least three councillors present to agree said decisions.</p> |
| 103. | Housing |
| 103.1 | <p>Cala Homes – Councillor Paine briefed councillors on the latest developments in a series of his communications with various stakeholders regarding potential spends of S106 funding arising from the Cala Homes development.</p> <p>-Councillors to were invited to make comment on the suggestions for spending of the funding allocated for the school including that ringfenced for SEN and early years spending. A response was also awaited from Councillor Hatton on this spending.</p> <p>-A review by County is awaited on how £90K is to be spent and it was suggested that such funding could be used to increase connectivity with other public rights of way.</p> |

| | <p>-A response is awaited from Highways on how funding of £324K is to be used – possible use on cycle routes from Burton Green to Kenilworth.</p> <p>-On the use of Outdoor Sports funding it had been confirmed that this could not be spent on play equipment for the new playground on the site.</p> <p>RESOLVED: Councillors agreed that a request for ideas on how to spend £5K on public rights of way be advertised in the next edition of the Bugle.</p> <p>-Councillor Deeley confirmed that the HS2 green tunnel should be completed in advance of the deadline for spending on CIL.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 103.2 | <p>Land to the south of Westwood Heath Road – Councillor Paine confirmed that the land had still to be bought by the developers but that their intention to purchase was still evident. Councillor Marshall, with input from Debbie Prince pointed out that if changes to the application were significant then a new application would have to be submitted meaning that issues with population statistics may be raised.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 103.3 | <p>Land to the west of Cromwell Lane – nothing to report</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 103.4 | <p>The Kings Hill development – Councillor Marshall advised councillors of the efforts of KOGG/CPRE who have requested that Warwick District Council delay reaching a S106 agreement with the developers pending the outcome of the investigation by the UK Statistics Authority into the population statistics used to inform the Local Plan. If the council proceed with reaching agreement, as they are projected to by March, KOGG/CPRE may consider a Judicial Review of this decision. Counsel would need to be appointed for this purpose and KOGG/CPRE have requested funding for this option.</p> <p>RESOLVED: Subject to receiving a formal request from KOGG/CPRE for funding to mount a judicial review, Councillors unanimously agreed in principal to provide £1000 of funding for this purpose.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 104. | Future Parish Council Spending Plans (including CIL) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | – See 102.1 above | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105. | Finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105.1 | <p>To approve a Precept of £18595 for 2021/22 – see appended budget spreadsheet.</p> <p>RESOLVED: Councillors unanimously agreed to set a precept for 2020/21 of £18595.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105.2 | <p>To receive a report on the 3rd quarter financial analysis and reconciliation. Councillors noted the analysis and reconciliation.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105.3 | <p>To consider and approve accounts for payment.</p> <p>RESOLVED: The following payments were approved by Councillors.</p> <table border="1"> <thead> <tr> <th>Creditor</th> <th>Purpose</th> <th>Total (£)</th> </tr> </thead> <tbody> <tr> <td>PKF Littlejohn</td> <td>AGAR administration</td> <td>60.00</td> </tr> <tr> <td>The Poppy Appeal</td> <td>Purchase of Remembrance Day wreath</td> <td>19.25</td> </tr> <tr> <td>Information Commissioner</td> <td>Annual Data Protection fee – 2020/21</td> <td>40.00</td> </tr> <tr> <td>Leicestershire Gardens</td> <td>Reissued cheque (716) Sept maintenance</td> <td>50.00</td> </tr> <tr> <td>Leicestershire Gardens</td> <td>Replacement of spoiled cheque (753)</td> <td>100.00</td> </tr> <tr> <td>Paul Knight</td> <td>December salary</td> <td>551.30</td> </tr> <tr> <td>WCC Pension Fund</td> <td>Employer contribution - December 2020</td> <td>133.86</td> </tr> <tr> <td>WCC Pension Fund</td> <td>Employees contribution - December 2020</td> <td>34.90</td> </tr> <tr> <td>Paul Knight</td> <td>Tax Refund - December 2020</td> <td>48.20</td> </tr> <tr> <td>Paul Knight</td> <td>Office costs/expenses–Nov/Dec/Jan 2020</td> <td>49.75</td> </tr> <tr> <td>Select Payroll Systems Ltd</td> <td>Annual Payroll expenses</td> <td>108.00</td> </tr> <tr> <td>Leicestershire Gardens</td> <td>Playground Maintenance - Nov 2020</td> <td>50.00</td> </tr> <tr> <td>Paul Knight</td> <td>January 2021 salary</td> <td>523.52</td> </tr> <tr> <td>Paul Knight</td> <td>Tax refund - January 2021</td> <td>41.40</td> </tr> <tr> <td>WCC Pension Fund</td> <td>Employer contribution - January 2021</td> <td>126.14</td> </tr> <tr> <td>WCC Pension Fund</td> <td>Employee contribution - January 2021</td> <td>32.80</td> </tr> <tr> <td>Paul Knight</td> <td>Office costs/expenses Dec/Jan 2021</td> <td>28.20</td> </tr> </tbody> </table> | Creditor | Purpose | Total (£) | PKF Littlejohn | AGAR administration | 60.00 | The Poppy Appeal | Purchase of Remembrance Day wreath | 19.25 | Information Commissioner | Annual Data Protection fee – 2020/21 | 40.00 | Leicestershire Gardens | Reissued cheque (716) Sept maintenance | 50.00 | Leicestershire Gardens | Replacement of spoiled cheque (753) | 100.00 | Paul Knight | December salary | 551.30 | WCC Pension Fund | Employer contribution - December 2020 | 133.86 | WCC Pension Fund | Employees contribution - December 2020 | 34.90 | Paul Knight | Tax Refund - December 2020 | 48.20 | Paul Knight | Office costs/expenses–Nov/Dec/Jan 2020 | 49.75 | Select Payroll Systems Ltd | Annual Payroll expenses | 108.00 | Leicestershire Gardens | Playground Maintenance - Nov 2020 | 50.00 | Paul Knight | January 2021 salary | 523.52 | Paul Knight | Tax refund - January 2021 | 41.40 | WCC Pension Fund | Employer contribution - January 2021 | 126.14 | WCC Pension Fund | Employee contribution - January 2021 | 32.80 | Paul Knight | Office costs/expenses Dec/Jan 2021 | 28.20 |
| Creditor | Purpose | Total (£) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PKF Littlejohn | AGAR administration | 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Poppy Appeal | Purchase of Remembrance Day wreath | 19.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Information Commissioner | Annual Data Protection fee – 2020/21 | 40.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leicestershire Gardens | Reissued cheque (716) Sept maintenance | 50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leicestershire Gardens | Replacement of spoiled cheque (753) | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paul Knight | December salary | 551.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WCC Pension Fund | Employer contribution - December 2020 | 133.86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WCC Pension Fund | Employees contribution - December 2020 | 34.90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paul Knight | Tax Refund - December 2020 | 48.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paul Knight | Office costs/expenses–Nov/Dec/Jan 2020 | 49.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select Payroll Systems Ltd | Annual Payroll expenses | 108.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leicestershire Gardens | Playground Maintenance - Nov 2020 | 50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paul Knight | January 2021 salary | 523.52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paul Knight | Tax refund - January 2021 | 41.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WCC Pension Fund | Employer contribution - January 2021 | 126.14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WCC Pension Fund | Employee contribution - January 2021 | 32.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paul Knight | Office costs/expenses Dec/Jan 2021 | 28.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 106. | Communications | | |
| | -All items detailed in the communications list had been dealt with or noted. | | |
| 107. | Councillors reports and items for future Agenda | | |
| | <p>RESOLVED: Councillors agreed to the following matters to be included on the agenda for future meetings.</p> <p>-Slow Ways – a project to link a network of walking routes across the country.</p> <p>-School drainage</p> | | |
| 108. | Planning | | |
| | Ref | Address | Details of application |
| | W/20/1686 | Land adjacent to Two Oaks, Red Lane, Burton Green, Kenilworth CV8 1PB | Erection of a new dwelling. |
| | W/20/1646 | 145 Cromwell Lane, Burton Green, Kenilworth, CV4 8AN | Demolition of single storey rear extension, garage to rear and lean-to cover at side. Construction of two-storey side, single storey front and rear extensions. |
| | W/20/1757 | Cryfield Farm, Scarman Road, Coventry, CV4 7AL | Demolition of an existing single storey garage; erection of a new single storey Physics Observatory building with a dome to house a telescope, control room and a lab; removal and trimming of existing trees; partial refurbishment and alterations to an existing outbuilding, including removal of existing garage doors at the front to be replaced with glazed screens with a solid timber door and reinstatement of a door opening at the rear, to accommodate a teaching room and welfare facilities; landscaping to area between the proposed building and outbuilding and in front of the outbuilding. |
| | W/20/1758 LB | Cryfield Farm, Scarman Road, Coventry, CV4 7AL | As above |
| | W/20/1573 | The Thistle Estate, Red Lane, Burton Green, Kenilworth, CV8 1PB | Application for a Lawful Development Certificate for an existing outbuilding as shown on drawing (10) EO1 submitted to the LPA on 05th October 2020 on the grounds that it has been constructed for over 4 years and has been in use incidental to the main dwelling house. |
| 109. | <p>Date of Next Meeting – 15th February 2021</p> <p>The meeting concluded at 10:10pm</p> | | |

