

Burton Green Parish Council

Minutes of Meeting held on Monday 16th April 2018 at 7:30pm at Burton Green Village Hall, Hodgetts Lane, Burton Green

Present: **Parish Councillors:** Councillors Taylor (Chair), Grant (Acting Chair), Vine, Watkin, Marshall and Green
District, County and City Councillors: Councillors Illingworth, Cooke, Hill, Coker and Skinner
Clerk: Paul Knight
Public Attendees: 12 members of public were in attendance

Min No.	Item
1	Apologies and Acceptance of Apologies RESOLVED: Councillors Gibbs and Leeson had previously offered their apologies for the meeting which were accepted. Cllr Cooke had offered his apologies.
2	Declarations of Interest None reported
3	Minutes of the Parish Council Meeting held on 19th March 2018 RESOLVED: the minutes of the meeting held on Monday 19 th March 2018 having been circulated and read were signed as an accurate record.
4	Community Reports
4.1	County Councillor In his absence the Acting Chair read out Councillor Cooke's report on the following: -WCC have allocated an additional £1.5 million towards the cost of repairing potholes -The A46 is due to be resurfaced -Consultation is taking place on new National Planning Policy Framework -Councillor Clarke met with Headteacher of St Johns School – a proposal has been made for WCC to support the school to host a Children's Centre -Warwickshire Fire and Rescue are surveying residents about their service provision -WCC's new Rural Growth Plan has the aim of supporting sustainable rural areas with seven key areas of focus, rural business support; skills and training; rural tourism; digital connectivity; research and development; natural assets and heritage, and access to community networks
4.2	District Councillors Councillor Illingworth reported the following: -Boundary changes have resulted in Councillors having to cover greater areas which may diminish the effectiveness of representation -He advised the Parish Council, which is busy seeking to recruit new councillors, to avoid an unnecessary election if possible as these were expensive – co-option being the more pragmatic route.
4.3	Burton Green C of E Primary School -Councillor Watkin reported that the official opening of academy would take place on 24 th April with the Bishop of Coventry in attendance – the Parish Council will be represented -Councillors were advised that the School was delighted with the "Made in Burton Green" event and residents were advised to visit the local wood to view art the on display.



4.4	<p>Burton Green Village Hall</p> <ul style="list-style-type: none"> -With Standing Orders suspended Deirdre advised councillors that the Village Hall Committee still await planning consent, that Severn Trent issues were still outstanding and that leasing arrangements were the subject of legal scrutiny. -Paddy advised that hedge cutting associated with the Greenway diversion had stopped because of worries concerning how this work fitted with plans for new Village Hall and associated landscaping. This was a source of frustration as such matters should have been sorted via the planning process. -It was reported that over 100 paintings had been successful exhibited -The success of the "Made in Burton Green" event, including the creation of gargoyles and snails and the involvement of local the local Cubs, was further reported. -A pottery workshop is planned for Sunday -Talks are taking place about the making of scarecrows -The Village Choir concert is on 18th May with puddings and pimms during the break -Councillor Green advised residents to contact Debbie Prince, WDC Planning Officer and HS2's Susan Bridges regarding concerns about hedgerow clipping and alignment issues with the planned village hall.
4.5	<p>Burton Green Residents' Association</p> <p>Rona reported that lunches continue to improve and that the lunch planned for 18th May, which coincides with the royal wedding, will have a royal wedding theme – Peter Hallam, WCC's fixer of potholes has been invited to attend as has Nick the postman, "...amazing local reporter of crimes".</p> <ul style="list-style-type: none"> -Mary reported that points around village have been set up to hold bags and grabbers for volunteer litter pickers – she reported that a recycling collection was expected tomorrow which is usually a source of litter. -Long term plans for the November armistice celebrations were outlined including the intention to create outlines of soldiers to place around the village and make poppies for the Jubilee tubs. -Concerns were raised about parking at the Greek Orthodox Church. Councillor Skinner outlined a proposal to provide suitable double yellow lines. Subject to their being no objections this parking solution may be in place by October. -It was reported that land on Windmill Lane had been placed on Solihull MBC's Brownfield Register. -The Parish Council were thanked for contributing to the calibration of the speedgun.
4.6	<p>Kenilworth Greenway Trust</p> <p>No report presented</p>
4.7	<p>Warwick University</p> <ul style="list-style-type: none"> -Councillor Grant reported that the University was collaborating with Paris Seine and Brussels University; that work continues on the welcome week and induction process for the 6900 students that will arrive on 22nd and 23rd April - traffic arrangements were being considered to accommodate this influx -Feedback was provided on the Cryfield Grange development where archaeologists had found 4 post holes. Councillors were advised that the new student accommodation will feature innovative landscape design plus the creation of a student street.
5	<p>Public Participation</p> <p>With Standing Orders remaining suspended members of the public attending the meeting were given an opportunity to speak. Discussions were held on the problems with potholes across the village. Standing Orders were re-instated.</p>
6	<p>Red Lane Play Area</p> <p>Nothing to report</p>
7	<p>Equalities Policy</p> <p>A draft policy had been circulated – Councillor Grant proposed the addition of a strapline to</p>



the draft setting out the commitment of the parish council to equalities and the removal of elements which were less relevant to the Council's work.

RESOLVED: Councillors unanimously approved the adoption of the Equalities Policy with the proposed updates to be provided by Councillor Grant.

8 HS2

8.1 Councillors discussed the proposal from the HS2 funding organisation Groundwork to present on community funding to the parish council.

RESOLVED: Councillors agreed to host the presentation prior to the next meeting on the 21st May. The Chair will circulate details to other local parish councils and organisations that may have an interest in attending.

8.2 Councillor Marshall advised councillors about the contents of Michael Byng's interim report including:

- An extension of the cut and cover to extend 460 metres beyond that planned.
 - Enabling works will need 439 weeks or 4.5 years to complete which means considerable and extended disruption to local communities
 - there are real concerns about the need to relocate a fuel pipeline which cuts across the location for the new village hall and which is anticipated will take up to 56 weeks to complete.
 - Michael Byng is also looking at the possible extension of tunnelling across the area
 - Councillor Marshall also referred to the strong parliamentary reaction to a similar Michael Byng report on HS2 implications for the Wendover area. This bodes well for his report planned for this local area.
- More information on such matters is expected in the full report. The financing on the report is discussed under finances below.

9 Housing

9.1 The Chair advised that he will present the parish council's objection to the Westwood Heath development at the forthcoming planning committee meeting.

Councillor Skinner, from Coventry City Council the highway authority for the Westwood Heath and Cromwell Lane applications, advised the Council of his concerns about the disruption and possible dangers arising from the transport implications arising from the extraordinary amount of local housing development.

Councillor Marshall advised that KOGG has explored options to slow down this development but they had formed the opinion that government policy is against them. However, KOGG are closely watching a human rights convention based appeal by the RSPB based on the perceived inability to challenge unwanted local development. The Chair advised that KOGG's Merle Gering is standing as a Greenbelt candidate for Coventry City Council. He advised that although KOGG had failed in its objectives Westwood Heath Residents' Association had many active residents and that he would ensure that speakers representing the different communities locally at the forthcoming planning meeting had presentations that were complimentary.

10 Neighbourhood Plan

Councillor Watkin reported that the Steering Group was busy making progress on the delivery strategy for the community and housing surveys which formed the basis for the ultimate development of the Neighbourhood Plan.

11 Finance

11.1 **RESOLVED:** The following payments were approved by councillors.

Creditor	Purpose	Spend
mbpc Infrastructure Ltd	Initial payment for Michael Byng Report	1,200.00
Stratford DC	Production of NP Surveys	2,400.00
The Chair	Chairman's allowance	200.00
Paul Knight	Refund of payment to Warwick DC for NP maps	30.00

	Paul Knight	April Salary	464.88
	Paul Knight	Refund of HMRC contribution for April	321.20
	Warwickshire Pension Fund	Pension April - employers contribution	199.08
	Warwickshire Pension Fund	Pension April - employees contribution	46.80
	Paul Knight	March/April - office costs and expenses	66.00
	Village Hall	Village Hall Hire NP Steering Group - Jan to March	36.00
	Village Hall	Village Hall Hire Parish Council Meetings Jan to March	54.00
	Paddy Deeley	Printing of photos for the Neighbourhood Plan project	7.00
11.2	To consider a membership gift to the Campaign to Protect Rural England for 2018/19. RESOLVED: Councillors unanimously agreed to increase the membership gift from £35 to £50.		
11.3	To consider and agree payments to be made to Michael Byng's consultancy to settle the cost of the HS2 report on construction implications for the area. RESOLVED: Councillors unanimously approved to pay the outstanding balance of £4800 to mbpc Infrastructure Limited to cover the full cost of the report, having previously agreed an initial payment of £1200. Councillors recognised that a contribution of £1000 had already been received from Kenilworth Town Council and that further contributions towards the cost of the report were expected from Balsall Common and Berkswell Parish Councils. Councillors also recognised that £1200 would be recovered as VAT.		
11.4	To receive a bank reconciliation and analysis of accounts for 2017/18 RESOLVED: Having noted the contents of the bank reconciliation and analysis of accounts for 2017/18, which are attached to these minutes, councillors agreed to the Clerk presenting a full financial report at Annual Parish Meeting on the 27 th April 2018		
11.5	To receive notice of an audit by PKF Littlejohn, External Auditors. RESOLVED: Councillors noted the notice of audit		
12	Communications		
12.1	Councillors reviewed the previously circulated correspondence list all of which had been for information only or had been dealt with under other agenda items aside from: -Susan Bridges, Engagement Manager for HS2 will arrange for a Community Funding presentation to be held at the May parish council meeting subject to other local groups and parish councils being invited to attend. RESOLVED: Councillors approved the Chair issuing a general invite to other local councils and community groups to attend the HS2 Groundwork Community Funding presentation at the Village Hall on the 21 st May from 7pm.		
13	Councillor Recruitment		
	Councillors received resignations from Councillor Green and Vine who were both thanked for their services as Burton Green parish councillors, particularly their contributions to providing responses to planning applications. RESOLVED: Councillors instructed the Clerk to issue a Notice of Vacancy which will enable the Council to consider co-opting two new Councillors at the meeting in May.		
14	Councillors reports and items for future Agenda		
	Councillors were notified that in addition to standing items the following would also feature on the agenda: -the 2017/18 Audit -Recruitment of Councillors		
15	Annual Parish Meeting		
	RESOLVED: Councillors agreed to the following topics on the agenda for the meeting: -The proposed link road from the A46 to the A452 -Report from the School's Headteacher -Accounts -Housing development -Neighbourhood Planning The Chair advised refreshments would be paid for from his allowance.		

16	Training		
	No report received		
17	Planning		
RESOLVED: Councillors agreed the following responses to applications received.			
Ref	Address	Details of Application	Resolved
W/18/0488	Mellowdew, Hollis Lane, Kenilworth, CV8 2JY	Erection of a single storey rear extension.	No objection logged
W/18/0392	University of Warwick, Scarman Road, Coventry, CV4 7AL	Change of use of land from temporary contractor compound to a temporary surface car park for 3 years	No objection logged
W/18/0524	273a Cromwell Lane, Burton Green, Kenilworth, CV8 1PN	Erection of a rear extension.	No objection logged
W/18/0091	135 Cromwell Lane, Burton Green, Kenilworth, CV4 8AN	Erection of a single storey rear extension	No objection reg app granted
W/18/0101	192 Cromwell Lane, Burton Green, Kenilworth, CV4 8AP	Erection of a two storey side extension and part single storey part two storey rear extension.	No objection
W/18/0600	Two Oaks, Red Lane, Burton Green, Kenilworth, CV8 1PB	Application for approval of reserved matters (Hybrid application comprising full planning permission for the erection of a children's nursery and outline planning application for the erection of one dwelling house class C3	Objection
W/18/0363	196 Cromwell Lane	Proposed extension	Previous objection withdrawn in light of amended application.
18	Date of Next Meeting The Annual Meeting of Burton Green Parish Council will be held at 7:00pm on Monday 21 st May 2018 at Burton Green Village Hall - the meeting finished at 9:15pm		

Signed.....*[Signature]*.....

Dated.....*21st May 2018*.....

BURTON GREEN PARISH COUNCIL RECONCILIATION 31.03.17

Receipts and payments reconciliation as at 31.03.18

Balance brought forward from 31.3.17	52316.60
plus receipts	27157.01
minus payments	20254.24
Total	59219.37

Bank reconciliation

Lloyds Business Bank Account - 43619360	30049.02	at 31/03/18
Lloyds Treasurer Account - 43618960	33206.36	at 31/03/18
Cash	0.00	
Total	<u>63255.38</u>	

less unrepresented cheques	459	£30.00
	462	£119.73
	463	£28.88
	465	£108.00
	466	£149.40
	469	£2,400.00
	470	£1,200.00
		4,036.01

59219.37

less earmarked reserves :

HS2	20000.00
NP - Neighl	10000.00
	30000.00

FREE RESERVES

29219.37

BURTON GREEN PARISH COUNCIL BUDGET ANALYSIS 2017-18

Budget Variance 2017/18

FY14/15
Actual to
31.3.15

FY15/16
Actual to
31/03/16

FY16/17
Actual to
31/03/17

FY17/18
BUDGET
AGREED

FY 17/18
Actual to
30/06/17

FY 17/18
Actual to
31/12/17

FY 17/18
Actual to
31/03/2018

Budget Variance 2017/18

	FY14/15 Actual to 31.3.15	FY15/16 Actual to 31/03/16	FY16/17 Actual to 31/03/17	FY17/18 BUDGET AGREED	FY 17/18 Actual to 30/06/17	FY 17/18 Actual to 31/12/17	FY 17/18 Actual to 31/03/2018	Budget Variance 2017/18
£ PAYMENTS								
Advertising	259.68	-	-	-	-	-	-	-
Audit expenses	180.00	300.00	160.00	200.00	-	100.00	170.00	30.00
Capital (equipment purchase)	-	1,605.60	-	2,200.00	-	-	-	2,200.00
Clerks salary	3,743.68	4,021.77	2,642.83	2,697.00	706.53	887.26	3,348.91	651.91
Clerk tax dedcs to HMRC	260.60	845.85	1,847.88	1,798.00	470.40	351.20	2,232.40	434.40
Clerks superannuation (emp comts)	644.26	-	2,643.53	2,658.00	352.46	442.99	1,671.44	986.56
Clerk - office allow and internet	169.00	247.00	272.00	350.00	67.00	46.00	268.00	82.00
Election fees	-	450.00	-	-	-	-	-	-
Grants (s137)	389.25	679.40	999.40	1,000.00	655.00	1,250.00	5,877.40	4,877.40
Hire of rooms for meetings	306.00	115.50	165.00	300.00	60.50	107.25	238.25	61.75
H52	20.00	4,626.00	20.00	-	-	-	-	-
Insurance	315.15	317.12	327.59	350.00	329.09	-	329.09	20.91
Legal/professional fees	105.00	35.00	-	-	-	-	-	-
Neighbourhood Plan	894.00	-	-	3,000.00	90.00	32.50	2,308.50	691.50
Office costs	266.28	341.66	288.38	500.00	7.50	30.72	114.27	385.73
Payroll	-	84.00	70.00	70.00	80.00	-	80.00	10.00
Play Area - Red Lane	-	-	1,751.00	800.00	350.00	25.00	791.50	8.50
Postage/Telephone	-	-	-	20.00	-	-	-	20.00
Publications	-	12.00	-	50.00	45.00	-	45.00	5.00
Subscriptions	300.00	356.00	323.00	350.00	307.86	-	307.86	42.14
Training	337.00	1,395.79	363.22	1,250.00	250.00	-	310.00	940.00
Travel expenses (Cllrs)	186.90	245.13	175.72	250.00	-	-	92.00	158.00
Travel expenses (Clerk)	176.20	672.30	522.45	500.00	128.25	100.80	497.25	2.75
Unforseen exp/misc	133.65	25.10	50.43	-	200.00	-	200.00	-
VAT	106.49	-	248.87	100.00	89.19	28.19	809.70	709.70
Website	48.80	35.86	434.79	200.00	355.93	15.93	562.67	362.67
Total	8,841.94	16,411.08	13,306.09	18,643.00	4,409.71	4,032.45	20,254.24	- 1,611.24
£ RECEIPTS								
Bank interest	3.94	15.03	15.02	15.00	3.79	3.87	15.03	0.03
Precept	30,000	22,899	18,788.00	18,451.00	9,225.50	9,225.50	18,451.00	-
Council Tax grant	-	517.00	642.00	518.00	259.00	-	518.00	-
VAT refund	198.84	136.99	-	-	1,386.70	-	1,386.70	1,386.70
Neighbourhood Plan grant	-	-	-	-	-	-	3,600.00	3,600.00
Transparency Code Grant	-	-	-	-	-	-	2,116.93	2,116.93
Michael Byng HS2 Report	-	-	-	-	-	-	1,000.00	1,000.00
Other	441.31	164.27	51.00	177.00	60.00	9.35	69.35	107.65
Total	30,644.09	23,732.29	19,496.02	21,595.00	10,875.07	13.10	27,157.01	- 5,562.01