

Burton Green Parish Council

MINUTES

of the Ordinary meeting held in Burton Green Village Hall on
Monday 21st February 2022 at 7:30pm

Present: **Parish Councillors:** Councillors Grant (Chair), Marshall, Paine
County and District Cllrs: None
Clerk: Helen du Bois
Public Attendees: Four

Min No.	
1.	Apologies The Clerk had received apologies from Cllrs Hatton, Deeley, Gibbs, Watkin and Taylor which were accepted. Cllrs Cooke (WCC), Illingworth (WDC) and Hales (WDC) sent apologies.
2.	Declaration of Interests None.
3.	Minutes of previous meeting: to approve the minutes of the meeting held on 3rd February 2022 The minutes were approved and signed without amendment.
4.	Matters arising None.
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 Hales report was circulated prior to the meeting, see Appendix A.
5.3	Community Summary Report Updates from the Burton Green Village Hall Committee and the Residents Association were circulated prior to the meeting, see Appendix B.
6.	Public participation Members of the Residents Association raised a concern about recent public communications from the University and requested face-to-face community engagement. A resident expressed concern about the recent flooding on a bend on Red Lane, it is thought that this is exacerbated by run off from nearby fields. WCC has been informed.
7.	Finance
7.1	To receive the Finance Report and approve the invoices for payment The Clerk presented the Financial Report (see Appendix C), and it was resolved to pay the invoices. ACTION: The Clerk to set up BACS payments for approval.
7.2	To receive an update from the Internal Controls Councillor Cllr Gibbs had provided a statement to confirm that he had checked representative entries from the P&L accounts up to the end of January 2022, correlated these with PC meeting minutes and invoices/other documents as applicable and to the Council's bank account. Cllr Gibbs confirmed that no discrepancies were found.

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7.3	<p>To note the VAT to be reclaimed for 2018/19 - 2020/21</p>
	<p>It was noted that a VAT refund claim of £2,031.98 was to be submitted for expenditure from April 2018 – March 2021. ACTION: The Clerk to submit the claim to HMRC.</p>
7.4	<p>To note correspondence received from the Burton Green Residents Association re: grant</p>
	<p>The Clerk had received correspondence from the Residents Association expressing thanks to the Parish Council for the recent grant.</p>
8.	<p>To review and approve the following policies:</p>
	<ul style="list-style-type: none"> • Expenses Policy • Grievance Policy • Disciplinary Policy • Sickness & Absence Policy • Complaints Procedure
	<p>The policies were approved and signed. ACTION: The Clerk to add the documentation to the website.</p>
9.	<p>To consider a request from the Residents Association for permission to use the Burrow Hill playing field for events to celebrate the Platinum Jubilee</p>
	<p>The Residents Association had provided the Council with details of the events they have planned for the Platinum Jubilee celebrations. It was resolved to permit the Residents Association to use the playing field and car park at Burrow Hill. ACTION: The Clerk to contact Cala Homes to request permission for the Residents Association if the land transfer has not taken place by June 2022.</p>
10.	<p>To receive an update re: the Cromwell Lane noticeboard</p>
	<p>The Clerk gave a summary of recent communications and confirmed that the Council had not yet received written approval from the neighbouring property. The Clerk explained that the existing noticeboard was at least 7ft tall and could not be shortened due to its design. It was suggested that once the Burrow Hill land transfer is complete, the existing noticeboard could be relocated to the Burrow Hill car park and a shorter noticeboard be installed in its place on Cromwell Lane. ACTION: The Clerk to ask Fairways Ltd for a quote to move the noticeboard to Burrow Hill car park and erect a second noticeboard at the current location on Cromwell Lane.</p>
11.	<p>Burton Green Neighbourhood Development Plan: to receive an update on plans for the Referendum and consider any additional costs for publicity</p>
	<p>It was noted that the referendum for the Burton Green Development Plan will be held on Thursday 24th March 2022. It was resolved to increase the budget for publicity to £4000. The Council has since been informed by WDC that the Referendum expenses limit that will apply for this Referendum is £2141.69. ACTION: The Clerk to inform the Neighbourhood Plan Working Group of the revised budget for publicity.</p>
12.	<p>Planning</p>
12.1	<p>W/22/0055</p>
	<p>Location: Land to the south of Westwood Heath Road, Burton Green, Coventry Proposal: Variation of condition 4 (approved plans) of planning permission W/21/0427 (Variation of conditions 4 and 26 (approved plans) of original hybrid planning permission W/17/2357 to allow changes to the house types / layout of the secondary roads within the detailed phase of 129 dwellings) to allow the substitution of some house types together with other minor design and layout alterations to the Phase 1 layout. It was agreed that the Council had no comments on this application.</p>

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13.	HS2: to consider any HS2 related matters Cllrs Paine and Marshall gave a summary of the recent meeting with BBV. It has been confirmed that the village hall on Hodgett's Lane will not be required by BBV to be demolished but there has been no communication yet from HS2 Ltd about its future use. Cllr Paine expressed concern that the surface of the temporary Greenway track has deteriorated in the recent poor weather. It is understood that the temporary Greenway has not yet been adopted by WCC and is still the responsibility of LM.
14.	Road Transport matters: to consider matters relating to the issue of speeding in the village There was no update. ACTION: The Clerk to request an update from Graham Stanley re: the planned radar surveys.
15.	Burrow Hill Park: to receive an update from the Burrow Hill Park working group and consider matters relating to the land transfer. The Clerk gave an update: <ul style="list-style-type: none"> • Gowling LLP have committed to providing the final draft TP1 to the Clerk by 25/2/22 for review • Gowling LLP have committed to providing comments on the 3 surveys to the Clerk by 25/2/22 • The Council are waiting for a response from Cala about whether the Council will be required to adhere to the requirement set out in the Landscape & Ecological Management Plan (LEMP) for the work program at the playing field to be reviewed by a "suitably qualified and experienced ecologist, arboriculturist and landscape architect" after 3 years. The Clerk confirmed that the Burrow Hill playing field residents survey will be available at the beginning of March. The survey will be publicised in the March edition of The Bugle and the Council will consider the survey results in the April meeting.
16.	Housing and Development:
16.1	Land to the south of Westwood Heath Road Cllr Marshall suggested that the Council write to WCC regarding the provision of schooling for the future owners of the properties being built at Westwood Park, as it is thought to be unlikely that any schools at the Kings Hill development will be built by the time residents move into Westwood Park. A brief summary was given about CIL payments due to the Council for this development. ACTION: The Clerk to contact WALC for advice on whether legislation permits the Council to qualify for the 25% share of the CIL due if Crest Nicholson's Reserved Matters application is approved and the Burton Green Neighbourhood Plan is in place.
16.2	Land to the west of Cromwell Lane There was no update.
16.3	The Kings Hill development Cllr Marshall explained that CPRE/KOGG had been advised not to attempt a legal challenge. A letter to Jeremy Wright MP is being drafted and all Parish Councils in the area will be asked to sign.
16.4	South Warwickshire Local Plan No update.
16.5	Warwick University's Eco Park Cllr Grant informed the Council that the University were considering plans for a solar farm as part of their drive for sustainability.
16.6	Response to the Solihull Local Plan Examination There was no update.
16.7	A46 Link Road. There was no update.

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17.	<p>To consider plans for the 2022 Annual Parish Meeting</p>
	<p>It was agreed to hold the 2022 Annual Parish Meeting in the village hall at the end of March/early April. It was agreed to invite the following speakers:</p> <ul style="list-style-type: none"> • Warwick University's Community Engagement Team: Eco Park • BBV: feedback from the public sessions being held in March • Annual reports from WCC and WDC Councillors <p>ACTIONS: The Clerk to enquire about the availability of the village hall. Cllr Grant to invite the University's Community Engagement Team.</p>
18.	<p>To confirm the meeting dates for 2022/23</p>
	<p>The following dates were agreed:</p> <ul style="list-style-type: none"> • April 2022 – TBC • 16th May 2022 • 20th June 2022 • 18th July 2022 • 19th September 2022 • 17th October 2022 • 21st November 2022 • 16th January 2023 • February 2023 – TBC • 20th March 2023 <p>It was agreed to investigate whether the April 2022 and February 2023 meeting dates could be delayed by a week to avoid school holidays.</p> <p>ACTION: The Clerk to confirm room bookings at the village hall.</p>
19.	<p>Communications</p>
	<p>The Council had received the following correspondence:</p> <ul style="list-style-type: none"> • WDC <ul style="list-style-type: none"> ○ Press Release: Council Tax freeze recommended for Warwick District ○ Press Release: South Warwickshire Local Plan ○ Press Release: Community Speed Watch receives six laser speed devices to boost speed monitoring activities ○ Reminder to check your Disclosable Pecuniary Interests form • WALC <ul style="list-style-type: none"> ○ Members newsletter 13th January 2022, 27th January ○ Coventry, Solihull and Warwickshire Local Access Forum ○ Petition asking Government to give the choice for remote meetings • Royal British Legion, Kenilworth Branch – Centenary of the Kenilworth War Memorial
20.	<p>Councillors' reports and items for future agenda</p>
	<ul style="list-style-type: none"> • To consider planting a tree for the Queen's Green Canopy initiative • CIL and S106 funds
21.	<p>Date of next meeting</p>
	<p>The next meeting will be held on Monday 21st March, 7:30pm in the Burton Green village hall</p>

Signed: _____ Date: _____

Cllr Grant, Chairman

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APPENDIX A

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Warwickshire County Council: CLLR COOKE

WCC Children's Services have made great improvements according to Ofsted inspection

Warwickshire County Council (WCC) is delighted to be judged as good in all areas for its children's services according to a recent Ofsted inspection.

The latest inspection, published in a report on 1 February 2022, by Ofsted found that children and families in Warwickshire benefit from consistently good quality services at an early stage, making a real difference to their lives. Ofsted found that WCC social workers listen carefully to children and make sure that children's views inform decision-making. Social workers were found to be building stronger, more trusting relationships with families, giving parents confidence to develop their parenting skills. To see full report go to <https://files.ofsted.gov.uk/v1/file/50176757>

Why not take a royal tour of Warwickshire this Platinum Jubilee year?

Warwickshire residents are being encouraged to walk in the footsteps of royalty using a new guide from Visit Warwickshire to celebrate the Queen's Platinum Jubilee in 2022.

Warwickshire's strong royal connections make it just the place to celebrate the anniversary of Elizabeth II's accession to the throne on 6 February 1952. Visit Warwickshire's new online guide, "In The Footsteps of Royalty", is packed with royal-themed ideas about what to do and see and where to eat, drink, and stay: <https://visit.warwickshire.gov.uk/inthefootstepsofroyalty>

Get set for the Birmingham 2022 Commonwealth Games in Warwickshire

Birmingham 2022 is the biggest multi-sport event to be held in the UK since the London 2012 Olympics and it is the largest event ever to be held in the West Midlands region. It will officially begin on 28 July with a spectacular Opening Ceremony at the newly transformed Alexander Stadium and the Games is expected to attract more than 4,500 athletes from 72 nations and territories who'll take part in 19 different sports and eight Para sports.

Warwickshire will be hosting 3 events during the Games period with the Bowl and para-bowls taking place at Leamington's Victoria Park and the cycling road race winding through the historic streets of Warwick.

Information will continue to be added to the website and Warwickshire County Council along with partners in Warwick District Council, will also be holding community engagement sessions, where more details will be shared, plus there will be an opportunity to ask questions about the temporary changes taking place at each location.

Find out how you can Get Set for the Games here: <https://www.birmingham2022.com/getset/>

Information about the Road Race, its route through Warwick town centre and some frequently asked questions can be found here: <https://www.birmingham2022.com/venues/st-nicholas-park/>

To find out more about the Commonwealth Games in Warwickshire,

visit: <https://www.warwickshire.gov.uk/Birmingham2022commonwealthgames>

Join new county taskforce to achieve good health for all

Warwickshire residents who are passionate about health and wellbeing are invited to be a part of a group to provide independent advice, ideas, insights, and feedback to Warwickshire County Council and partners.

The purpose of the newly established Health Equity Group is to ensure a community perspective is always included in service planning and improvements. The views and ideas of residents will be central to ensuring needs can be met across the county.

Participation is voluntary and anyone over 18, living anywhere in Warwickshire, can get in touch below to find out more. Training will be offered to all members during March 2022 and the group, also involving representatives from the County Council and different health organisations, will meet monthly from April.

The meetings will facilitate discussions that help identify solutions or needs for new initiatives that can inform the development of a Warwickshire-wide programme that champions health equity in local communities.

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To find out more information, or to apply to become a Health Equity Group member, please contact Michelle Gravatt by email at michellegravatt@warwickshire.gov.uk

Warwickshire Libraries share their most popular book titles from 2021

2021 was a year filled with lockdown rules and limited access to spending time with friends and family. Many turned to reading during this time, and according to Warwickshire Libraries here are the top ten adult fiction titles read by Warwickshire library members in 2021:

The Thursday Murder Club - by Richard Osman *The Sentinel* - by Andrew and Lee Child

Blue Moon - by Lee Child *The Midnight Library* - by Matt Haig

The Long Call - by Ann Cleeves *A Song for the Dark Times* - by Ian Rankin

One August Night - by Victoria Hislop *Hamnet* - by Maggie O'Farrell

The Law of Innocence - by Michael Connelly *Hidden in Plain Sight* - by Jeffrey Archer

Warning for Warwickshire residents after recent chimney fires

Warwickshire residents are warned to check their chimneys as Warwickshire Fire and Rescue has attended a series of chimney fires across the county recently.

The Fire and Rescue Service has been called out to chimney fire incidents in Leamington Spa, Rugby and Northend just in the last seven days.

Chimneys require sweeping at different intervals depending on the fuel used.

- Chimneys which use smokeless fuel or bituminous coal - at least once a year
- Chimneys which use oil - once a year
- Chimneys which use wood - quarterly when in use

For information on chimney fire safety visit: <https://warwickshire.gov.uk/chimneyfiresafety>

CLLR HALES Warwick District Council

We are still progressing our merger with Stratford District Council and have started work on working on our IT & digital strategy and delivery.

We have also been working on our budget for 2022-23. As you may be aware we have only received a one year settlement from central government, so that does make forecasting & budgeting trickier, especially with energy prices & inflation concerns. However, the headlines of what is being proposed is a freezing of council tax, putting an additional £500,000 into the climate emergency fund and the creation of a £200,000 hardship fund for residents. We are also proposing a green bin charge to be rolled out later in the year. As a council we are committed to not cutting the level of services that residents receive, even with our budgetary issues.

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APPENDIX B

COMMUNITY REPORTS

BURTON GREEN VILLAGE HALL

- construction of the new hall underway, may be a short delay due to 'soft spots' detected on site ground but this has been resolved and Deeley are hoping to catch up.
- Meeting to be held this week with Broadwell Woods residents who border the site to provide information/listen to concerns regarding landscaping fencing
- Deeley are asking lorries to avoid Hob Lane but restrictions aren't in place so this can't be enforced
- We are liaising with HS2 regarding publicity of the new hall, we're awaiting their approval of an article written in conjunction with Deeley's PR company
- There will need to be a temporary closure of the Greenway to allow for drainage works - will notify PC and residents when have further details
- Existing hall suffered some storm damage, repairs to roof will be completed asap

RESIDENTS ASSOCIATION

- Warwick University sent the RA a community update, Feb 14, implying the construction of a stadium for Coventry City Football Club will now go ahead on Warwick University land. I know Archie has copied this to the PC. This is devastating news for Burton Green. Does Tracey have a perspective on this?
- The RA is grateful to the Platinum Jubilee Group who are organising BG events for the first weekend in June. I know Mary Webb has sent Helen details of a number of activities and she will be at the Feb PC meeting, together with Lesley Tacon to answer any questions.
- Peter Stanworth continues to represent the RA in meetings with HS2 including one shortly to take place on the design of the tunnel.

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APPENDIX C

FINANCIAL REPORT

This report was presented by the Clerk to the Council on **21st February 2022**.

Balance of Unity Trust Current Account T1 as of 15/02/22: £17,380.02
Expected balance of Unity Trust account after invoices settled: £16,654.03

Invoices to be paid by BACS on 21/02/22:

	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
1	WALC	Training fees	£30.00	Local Government Act 1974, s111
2	Select Payroll Solutions	Payroll (Jan 22)	£12.00	Local Government Act 1972, s112 (2)
3	H DU BOIS	Office costs and expenses Jan/Feb 2022	£98.18	Local Government Act (Financial Provisions) 1963, s5
4	H DU BOIS	JAN 2022 salary	£383.73	Local Government Act 1972, s112 (2)
5	WCC Pension Fund	Employers contribution for HdB Jan 2022	£102.07	Local Government Act 1972, s112 (2)
6	WCC Pension Fund	Employees contribution for HdB Jan 2022	£26.61	Local Government Act 1972, s112 (2)
7	H DU BOIS	Income Tax refund for HdB Jan 2022	£73.40	Local Government Act 1972, s112 (2)
		Total	£725.99	

2021/22 Reserves

LLOYDS TREASURERS ACCOUNT BALANCE		£55.70
LLOYDS BUSINESS BANK INSTANT ACCOUNT BALANCE	<i>CIL FUNDS</i>	£84,704.66
UNITY TRUST CURRENT ACCOUNT	<i>GENERAL</i>	£17,380.02
UNITY TRUST SAVINGS ACCOUNT	<i>EARMARKED</i>	£39,975.46
	TOTAL RESERVES	£142,115.84

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2021/22 Expenditure vs Budget

BURTON GREEN PARISH COUNCIL BUDGET ANALYSIS 2021/22		
	Agreed budget 2021/22	FY21/22 Actuals to date
£ PAYMENTS		
Advertising	£0.00	£0.00
Audit expenses	£430.00	£420.00
Capital (equipment purchase)	£0.00	£0.00
Clerks salary	£5,500.00	£4,910.04
Clerk tax deds to HMRC	£2,200.00	£1,009.81
Clerks superannuation (emp conts)	£1,600.00	£1,663.58
Clerk - office allow and internet	£310.00	£378.00
Election fees	£0.00	£0.00
Grants (s137)	£3,600.00	£2,906.50
Hire of rooms for meetings	£250.00	£0.00
HS2	£0.00	£0.00
Insurance	£350.00	£348.37
Legal/professional fees	£1,000.00	£1,000.00
Neighbourhood Plan	£0.00	£0.00
Speed Reduction Measures	£5,603.35	£0.00
Office costs	£320.00	£306.12
Payroll costs	£100.00	£118.00
Grounds maintenance	£1,740.00	£770.00
Play area inspection/repairs	£0.00	£2,513.50
Postage/Telephone	£30.00	£14.72
Publications	£80.00	£0.00
Subscriptions	£350.00	£549.50
Training	£200.00	£25.00
Travel expenses (Cllrs)	£0.00	£0.00
Travel expenses (Clerk)	£150.00	£184.77
Unforseen exp/misc	£200.00	£36.00
VAT	£1,500.00	£639.10
Website	£200.00	£0.00
TOTAL EXPENDITURE	£25,713.35	£17,793.01
£ RECEIPTS		
Bank interest	£15.00	£0.00
Precept	£18,595.00	£18,595.00
VAT refund	£1,500.00	£0.00
CommunityInfrastructure Levy	£0.00	£0.00
Grants	£0.00	£0.00
Interest	£15.00	£0.00
Miscellaneous	£0.00	£0.00
TOTAL INCOME	£20,110.00	£18,595.00