

Burton Green Parish Council

MINUTES

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

Present: **Parish Councillors:** Councillors Deeley (acting Chair), Gibbs, Paine, Watkin
County and District Cllrs: Cllr Cooke (WCC) and Cllr Illingworth (WDC)
Clerk: Helen du Bois
Public Attendees: None

Min No.	
1.	Apologies The Clerk had received apologies from Cllrs Grant, Hatton, Taylor and Marshall which were accepted. Cllr Hales (WDC) sent apologies.
2.	Declaration of Interests None.
3.	Minutes of previous meeting: to approve the minutes of the meetings held on 17th January 2022 and 21st 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. Cllr Cooke explained that WCC is preparing support for any Ukrainian refugees arriving in Warwickshire.
5.2	District Councillors – Kenilworth Abbey and Arden: Cllr Illingworth and Cllr Hales Cllr Hales and Cllr Illingworth's reports were circulated prior to the meeting, see Appendix A.
5.3	Community Summary Report Cllr Deeley explained that construction work at the new village hall is going to plan, and works are on schedule to complete by the end of 2022. The Council have been informed that the stretch of Greenway adjacent to the village hall will be closed whilst work is carried out on drainage. Questions were asked about whether there was another way to carry out the work without closing the Greenway, how long it would be closed for and how residents and Greenway users will be notified. ACTION: Cllr Deeley to raise these queries with the site manager and the Village Hall committee. The Clerk confirmed that Cala Homes have agreed that if the land transfer has not yet taken place, the Residents Association will be permitted to hold the Platinum Jubilee celebrations at Burrow Hill playing field and car park. An Events Agreement will be required between Cala Homes and the Residents Association which Cala Homes will organise.

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6.	Public participation
	There were no members of the public.
7.	Finance
7.1	To note the publication from the National Joint Council for Local Government Services on new rates of pay applicable from 1 April 2021
	It was noted that the Clerk's increase in salary from 1 st April 2021 would be included in the April payroll.
7.2	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 shown. It was also agreed to approve an invoice for £120, received on 21/3/22 from Creative Sign & Design for the Neighbourhood Plan banners. ACTION: The Clerk to set up BACS payments.
7.3	To appoint a 5th banking signatory
	Cllr Watkin kindly agreed to be a signatory. It was noted that the Council have 4 signatories for the Unity Trust accounts. ACTION: The Clerk to complete the paperwork to remove Terry Heyes as a signatory and add Cllr Watkin.
7.4	To update and approve the Asset Register
	This was approved.
7.5	To consider the 2022/23 renewal fees for membership of WALC
	It was agreed to renew the WALC membership for 2022/23 ACTION: The Clerk to submit the renewal.
7.6	To approve the appointment of the Internal Auditor for the 2021/22 AGAR
	It was agreed to instruct Mrs. L Best as Internal Auditor for the 2021/22 AGAR. ACTION: The Clerk to inform Mrs Best.
8.	To review and approve the following policies:
	<ul style="list-style-type: none"> • Co-option Policy • Adoption of the ICO's Model Publication Scheme • Publication Information
	The policies were approved and signed. ACTION: The Clerk to add the documentation to the website. It was agreed to advertise the Cllr vacancies on the village Facebook page and The Loop. ACTION: The Clerk to provide Cllr Deeley with the vacancy information.
9.	Burton Green Neighbourhood Development Plan: to receive an update on plans for the Referendum
	Cllr Watkin has volunteered to be the Counting Observer at the Referendum on 24 th March 2022. ACTION: Clerk to enquire about next steps for the Neighbourhood Plan if the result is a YES vote.
10.	To consider correspondence received regarding availability of school places for Burton Green residents and agree any actions

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	<p>Cllr Cooke reminded the Council that Burton Green residents have the option to appeal if their child has not been given a first-choice place.</p> <p>It was agreed that the Council would enquire about the catchment area for Kenilworth School to confirm that Burton Green was still within the Priority Area.</p> <p>ACTION: The Clerk to contact Cllr Hales and WCC regarding the catchment area for Kenilworth School and to reply to the correspondence.</p>
11.	<p>Burrow Hill Park: to receive an update from the Burrow Hill Park working group and consider matters relating to the land transfer</p> <p>The Clerk confirmed that the Burrow Hill Park playing field and car park survey had been launched and that there had been 23 responses to date. It was agreed amend the survey to collect the postcode/street data of respondents.</p> <p>ACTION: Cllr Deeley to advertise the survey on Facebook and The Loop.</p> <p>Gowling LLP have provided their comments on the 3 surveys and the final draft TP1; these have been reviewed and the Clerk confirmed that there were no areas of concern. The draft TP1 has been reviewed and returned to Gowling LLP who will now forward it to Cala Homes' solicitor for final approval.</p> <p>Gowling LLP have confirmed that their total fees will not exceed £2,000 and Cala Homes have confirmed that they will pay the Council's legal fees up to a total of £2,500.</p> <p>Cala Homes have provided the Clerk with formal Notice of Completion for the site. The Council must now review the site and either sign it off or provide Cala Homes with a list of issues to be addressed before signing off. The poor quality of the grass at the playing field was raised and it was agreed to ask Leicestershire Gardens for their opinion.</p> <p>ACTION: The Clerk to contact Leicestershire Gardens.</p> <p>Cala have confirmed that the Council will be required to adhere to the grounds maintenance requirements set out in the Landscape & Ecological Management Plan (LEMP) but have recommended that the Council should contact Mainstay, the management company responsible for the grounds maintenance of the rest of the development.</p>
12.	<p>Planning</p>
12.1	<p>W/22/0330</p> <p>Location: University of Warwick, Lakeside, Scarman Road, Coventry, CV4 7AL</p> <p>Proposal: Proposed erection of new Social Pavilion and associated landscaping</p> <p>It was agreed that the Council had no comments on this application.</p> <p>ACTION: The clerk to submit comments.</p>
13.	<p>Platinum Jubilee: to consider taking part in the Queen's Green Canopy project</p> <p>It was agreed to consider this item at the next meeting.</p>
14.	<p>HS2: to receive an update on the recent site visit and consider any HS2 related matters</p> <p>Cllrs Paine gave a summary of the recent site tour and of the public presentations from BBV re: the Burton Green Tunnel design.</p> <p>Cllr Paine raised a concern about the Cala Homes S106 Greenway contribution for a shared use footway and cycleway as the current HS2 design plans show the proposed route as a PROW rather than cycle path.</p> <p>ACTION: Cllr Paine to chase previous correspondence about this path with WCC</p> <p>Cllr Deeley raised a concern about excessive noise from a BBV generator, it was suggested</p>

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	<p>that a complaint should be logged with HS2.</p> <p>The poor surface condition of the temporary Greenway was discussed, and Cllr Deeley reported that it had been on the agenda at the last Jeremy Wright meeting in January. As the repairs were simply replacing the failed surface with the same inappropriate materials, it was agreed to raise it again with Jeremy Wright MP and HS2</p> <p>ACTION: Cllr Paine to draft the letter.</p> <p>Cllr Illingworth confirmed that WDC have appointed a new HS2 Project Officer.</p>
15.	To finalise plans for the 2022 Annual Parish Meeting
	<p>Cllr Grant had confirmed that the University were not able to attend the APM on 4th April 2022 and it was agreed to postpone the APM until May/June. It was resolved to arrange an online meeting between the University and the Parish Council.</p> <p>ACTION: The Clerk to re-book the village hall.</p>
16.	CIL/S106: to consider matters relating to Community infrastructure Levy and S106 spending
16.1	<p>Cllr Paine and the Clerk gave an update on the question about the Council's CIL entitlement for future phases of Westwood Park. The Clerk had taken advice via WALC which supported the Councils' understanding of the CIL legislation, and it was agreed to consider seeking legal advice.</p> <p>ACTION: The Clerk to contact Wellers Hedleys solicitors regarding fees</p> <p>Cllr Illingworth offered to speak with the Chief Executive at WDC regarding his recent offer to support the Council's entitlement to 25% of future CIL payments for Westwood Park.</p>
17	Housing and Development:
17.1	Land to the south of Westwood Heath Road There was no update.
17.2	Land to the west of Cromwell Lane There was no update.
17.3	The Kings Hill development There was no update.
17.4	South Warwickshire Local Plan There was no update.
17.5	Warwick University's Eco Park There was no update.
17.6	Solihull Local Plan Examination There was no update.
17.7	A46 Link Road There was no update.
18.	Communications
	There was no update.

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19.	Councillors' reports and items for future agenda <ul style="list-style-type: none">• To consider planting a tree for the Queen's Green Canopy initiative• 2022 Annual Parish Meeting• To receive an update on the availability of school places for Burton Green residents
20.	Date of next meeting <p>The next meeting will be held on Monday 25th April 2022, 7:30pm in the Burton Green village hall</p>
21.	Close <p>The meeting closed at 9:30pm.</p>

Signed: _____ Date: _____

Cllr Grant, Chairman

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APPENDIX A

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Warwickshire County Council: CLLR COOKE

Letter from The Leader & Chief Executive of Warwickshire County Council concerning Ukraine Crisis

"Warwickshire is a welcoming county, especially to those who find themselves in difficulty through no fault of their own."

"We are deeply disturbed at the events in Ukraine and offer our deepest sympathy to the people of Ukraine. As a Council we condemn this aggression and call upon President Putin to call off this assault.

Warwickshire is a diverse county, and we treasure our multicultural communities. We know that our Ukrainian and Russian residents will be worried for family and friends at home, and we want them to know that they have our sympathy, compassion, and support.

Warwickshire is a welcoming county, especially to those who find themselves in difficulty through no fault of their own. We will open our arms to any Ukrainian people who look to begin a new life in this country.

If you, or someone you know needs our help then please do call us on 01926 410410. "

Cllr Izzi Seccombe OBE Leader of the Council

Monica Fogarty WCC Chief Executive

Please find below several available resources for Ukrainians living in the UK.

- Birmingham – Several organisations are collecting donations: <https://barms.org.uk/>
- [Armac Group](#) have offered to support Ukrainian Lorry drivers with parking in Birmingham and flights to Poland.
- London Plus have put together a list of organisations helping Ukrainians in the UK and in the region, which is available [here](#).
- Accredited immigration advice available [here](#).
- [Free immigration advice](#) for Ukrainians.
- The Work Rights Centre have prepared a FAQ summarising current information for people who need to flee, the situation in neighbouring countries and where to find immigration advice, [here](#).
- Hope not Hate provide briefings on far-right threat and support via: <mailto:response@hopenohate.org.uk> which may be a helpful resource on hate crime.
- [Sunflower of peace](#)
- [United Help Ukraine](#)
- [Voices of Children](#)

Warwickshire Cars Idling Campaign

Warwickshire Road Safety Education Team are launching the Cars Idling Campaign to encourage everyone who must travel by car to cut out engine idling by switching off their engine when stationary. The campaign primarily focusses on drivers who wait with their engines running outside schools. By stopping engine idling, drivers will reduce fuel costs and save money, improve air quality, and reduce air pollutants which can help cut heart disease, reduce lung cancer and prevent asthma attacks. By reducing the amount of fuel being used, drivers can improve the quality of the air that we breathe.

Throughout March 26 primary schools across Warwickshire will be launching this campaign, with each of these schools receiving a banner for the schools' railings, a digital animation offering advice and guidance for parents and carers and an article for newsletters. The banner and animation encourage all drivers to switch their engine off.

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Record number of Warwickshire children receive first choice secondary school offers.

1st March was National Offer Day, when Year 6 children and up and down the country learnt which secondary school they will attend for the 2022/2023 academic year.

This year, there were 6,671 Warwickshire children who applied for a secondary place by the application deadline of 31 October, an increase of 6% on the previous year. Of those, 82% have been offered a place at their first-choice school, compared to 78.5% in 2021. A further 12% have been offered a place at another of their school choices, meaning a total of 94% have been offered a place at one of their preferred schools.

This year, 97.5% of parents and carers applied online for a secondary school place. Those applicants will have received an email, or can still check their online parent portal. Letters to the remaining applicants have been posted.

Warwickshire Libraries launches exciting pop-up exhibition exploring the role of news in our society

in partnership with The Living Knowledge Network and The British Library. The exhibition will be displayed in different library locations over the next few months, with the aim of starting conversations about the news in Warwickshire and the vital role it plays in all our lives.

The Breaking the News exhibition, which has debuted in Rugby Library on 1st of March, will go on tour across the county featuring in multiple Warwickshire Libraries between March and August 2022, with a focus on celebrating the news, and examining what stories make the headlines and why to challenge our ways of thinking. It will showcase some of the most important local stories and help residents to explore the significance of news within our local communities. The exhibition will also get visitors to question if the news can ever truly be objective, encouraging open questions for discussion such as:

- How do your opinions and beliefs influence the news you choose?
- When does news become propaganda?
- Why do we devour crime stories and sensationalism?
- Who decides which stories to suppress and which to spotlight?

For more information about the Breaking the News exhibition in Warwickshire, visit www.warwickshire.gov.uk/breakingthenews

New 5 Year Autism Strategy approved for Coventry and Warwickshire

The announcement means that the strategy has now been adopted by the key organisations who lead on autism services across the region, and Coventry City Council joins Warwickshire County Council, NHS Coventry and Warwickshire Clinical Commissioning Group (CCG) and the Warwickshire Autism Partnership Board in giving their approval to the strategy.

The new Autism Strategy commits the partner organisations to commissioning high quality autism services and support, as well as working closely with one another to build local communities that are more inclusive and welcoming for autistic people and to improve the lives and opportunities for autistic children, young people, and adults.

Warwickshire partners say NO MORE to Domestic Abuse in line with national campaign

The Violence Against Women and Girls Board (VAWG) is backing the UK-wide campaign, NO MORE WEEK, to help victims of Domestic Abuse and Sexual Violence in Warwickshire, to access the specialist support services available to them throughout the county.

The weeklong campaign, which runs from Sunday 6 March through to Saturday 12 March will this year ask everyone to **#JoinTheChorus** and use collective voices to end domestic and sexual violence.

In Warwickshire, the VAWG Board would like to use the campaign to push messages out about the support available to everyone. For domestic abuse support there is the Warwickshire Domestic Violence and Abuse Service and specifically for victims of sexual violence, there is the Sexual Assault Referral Centre (SARC) – also known as the Blue Sky Centre.

For a full list of all the support services available to you in Warwickshire please go to www.talk2someone.org.uk In an emergency please dial 999.

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For more information about Refuge and the Domestic Violence and Abuse Service please go to www.refuge.org.uk

Sustainability and Environmental recognition for Warwickshire County Council

WCC receives recognition for achieving ongoing ISO 14001 certification for its Environmental Management System (EMS) and placed 7th in the region for sustainability by the Environment Agency.



Warwickshire County Council (WCC) have been rated amongst the top local authorities for sustainability by the West Midlands Local Authority Sustainability Benchmark. Published on behalf of the Environment Agency, the benchmark looks at actions taken in detail across the sustainability agenda. Overall, WCC were awarded a score of 62% and ranked 7th of the 21 regional authorities that took part.

Progress towards the county being net zero by 2050 also continues. Last year WCC Cabinet approved the funding for a costed plan for the county as a whole to be developed during 2022. Following on from a WCC commissioned report last year on the impacts and potential effects of climate change in Warwickshire, a further strategy and action plan for adaptation will also be developed in the coming months.

CLLR ILLINGWORTH Warwick District Council

Arrangements continue to enter the post-Covid arrangements at Riverside House though certain precautions continue. The latest WDC Council Meeting was held in the WCC Council Chamber in Warwick.

At that meeting was the Budget for 2022-23 was agreed. The proposal carried and put forward by Conservative, Whitnash and Labour parties makes no increase in the WDC tax. An alternative to increase it by 5% proposed by the Liberal Democrats and Greens was defeated. The overall budget does now assume a Green Bin charge when the new collections are introduced in August.

I recently attended a meeting with Birmingham Airport. Despite a reduction over the Christmas period passenger numbers have now risen to over 50% of pre-Covid levels and there is much activity to recruit back towards the previous employment.

CLLR HALES Warwick District Council

I can update that we agreed our budget and have agreed to freeze our council tax, despite the rise in inflation and associated costs that we are going to face as a council over the coming 12 months. WCC & Police Commissioner have increased their levels of tax, so we as residents will see an overall increase in our tax.

The new bin contract starts in August this year with introduction of 123 contract and with it the introduction of a green bin charge starting at £20. I would like to point out to all residents that there is a scheme to purchase a composter for £5 - [Composting – Warwickshire County Council](#) which is environmentally more friendly.

We are still waiting on confirmation from central government about our request to merger with Stratford District Council, but we have started to merger operational services and we have used these savings to enable the freeze in council tax as previously mentioned.

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APPENDIX B

FINANCIAL REPORT

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

Balance of Unity Trust Current Account T1 as of 11/03/22: **£16,654.03**
Expected balance of Unity Trust account after invoices settled: **£15,167.84**

Invoices to be paid by BACS on 21/03/22:

	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
1	Select Payroll Solutions	Payroll (Feb 22)	£12.00	Local Government Act 1972, s112 (2)
2	Avon Planning Services	NDP consultancy fee	£294.00	Local Government Act 1972, s111 (1)
3	H DU BOIS	Office costs and expenses Feb/Mar 2022	£154.97	Local Government Act (Financial Provisions) 1963, s5
4	H DU BOIS	Feb 2022 salary	£508.92	Local Government Act 1972, s112 (2)
5	WCC Pension Fund	Employers contribution for HdB Feb 2022	£136.99	Local Government Act 1972, s112 (2)
6	WCC Pension Fund	Employees contribution for HdB Feb 2022	£35.71	Local Government Act 1972, s112 (2)
7	H DU BOIS	Income Tax refund for HdB Feb 2022	£104.60	Local Government Act 1972, s112 (2)
8	Emmerson Press	NDP A4 leaflets	£239.00	Local Government Act 1972, s142
		Total	£1486.19	

2021/22 Reserves

LLOYDS TREASURERS ACCOUNT BALANCE		£55.70
LLOYDS BUSINESS BANK INSTANT ACCOUNT BALANCE	<i>CIL FUNDS</i>	£84,706.01
UNITY TRUST CURRENT ACCOUNT	<i>GENERAL</i>	£15,167.84
UNITY TRUST SAVINGS ACCOUNT	<i>EARMARKED</i>	£39,975.46
	TOTAL RESERVES	£139,905.01

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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	£5,418.96
Clerk tax deds to HMRC	£2,200.00	£1,114.41
Clerks superannuation (emp conts)	£1,600.00	£1,836.28
Clerk - office allow and internet	£310.00	£407.00
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	£475.00
Speed Reduction Measures	£5,603.35	£0.00
Office costs	£320.00	£356.18
Payroll costs	£100.00	£128.00
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	£202.68
Unforseen exp/misc	£200.00	£36.00
VAT	£1,500.00	£699.10
Website	£200.00	£58.00
TOTAL EXPENDITURE	£25,713.35	£19,279.20
£ 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