

# BURTON GREEN PARISH COUNCIL

## MINUTES

of the Ordinary meeting held in Burton Green Village Hall on  
**Monday 26<sup>th</sup> September 2022** at 7:30pm

**Present:** **Parish Councillors:** Councillors Marshall (acting Chair), Deeley, Gibbs, Taylor and Watkin. Cllr Hatton joined the meeting at item 7.  
**County and District Cllrs:** Cllr Illingworth (WDC)  
**Clerk:** Helen du Bois  
**Public Attendees:** Four

| Min No. |  |
|---------|--|
| 1.      | <b>Apologies</b><br>The Clerk had received apologies from Cllr Paine which were accepted. Cllr Grant did not attend, Cllr Cooke (WCC) and Cllr Hales (WDC) sent apologies.   |
| 2.      | <b>Declaration of Interests</b><br>None.   |
| 3.      | <b>To consider sending a letter of condolence to Buckingham Palace</b><br>It was agreed that the Council would not send a letter of condolence.  |
| 4.      | <b>Minutes of previous meeting: to approve the minutes of the meeting held on 18<sup>th</sup> July 2022</b><br>The minutes were approved and signed without amendment.   |
| 5.      | <b>Matters arising</b> <ul style="list-style-type: none"><li>• The Clerk gave an update on a repair required at the multi-play unit at Red Lane play area. A bolt has worked loose due to rusting of the thread within the framework, a temporary repair has been made. This was not identified as a risk in the recent annual safety inspection. This piece of equipment has been in place since 2002 and the Council may wish to consider replacing the equipment in the near future.</li><li>• Burton Green Primary School have confirmed that they would be happy to permit the Council to install a defibrillator on an outside wall of the school. A defibrillator located here would provide coverage for properties on Hobb Lane and the majority of Burrow Hill Park properties. The action to find a suitable location for a defibrillator on Red Lane is in progress.</li></ul> |
| 6.      | <b>Community reports</b>   |
| 6.1     | <b>County Councillor – Lapworth and West Kenilworth: Cllr Cooke</b><br>Cllr Cooke's report was circulated prior to the meeting, see Appendix A.  |
| 6.2     | <b>District Councillors – Kenilworth Abbey and Arden: Cllr Illingworth and Cllr Hales</b><br>Cllr Illingworth's report was circulated prior to the meeting, see Appendix A.  |

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6.3

**Community Summary Reports:**

**Residents association:**

- The Residents Association are holding their AGM on Monday 10<sup>th</sup> October, 7:30pm at the village hall, refreshments from 7pm.
  - Residents have raised concerns about a number of fires thought to be on land near Beanitt Farm. It was agreed that the Council would raise the concerns with Solihull Council.
- ACTION: The Clerk** to write to Solihull Council regarding the concerns about the fires.
- A request was made for the Council to pay for the grass at the Jubilee verge to be re-turfed. This land is not owned by the Parish Council and so the Council do not have a legal power to action this; it was recommended that the Residents Association make the request to WCC.

**Village Hall Committee:** Cllr Deeley gave an update:

- The new village hall build is progressing on schedule.
- HS2 have confirmed that the current village hall on Hodgetts Lane will be demolished.

7.

**Public participation**

A member of the public spoke about the statement the Council submitted to WDC for planning application W/21/2125. They were advised to submit their concerns in writing to the Council for consideration.

8.

**Finance**

**8.1 To receive the Finance Report and approve the invoices for payment**

The Clerk presented the Financial Report (see Appendix B)

It was resolved to pay the invoices shown below:

|   | PAYEE                    | DESCRIPTION                           | AMOUNT          | STATUTORY PROVISION                                  |
|---|--------------------------|---------------------------------------|-----------------|--|
| 1 | H DU BOIS                | SLCC subscription 22/23 (50%)         | £85.50          | Local Government Act 1972, s111 (1)                  |
| 2 | H DU BOIS                | Office costs and expenses Aug/Sept 22 | £123.13         | Local Government Act (Financial Provisions) 1963, s5 |
| 3 | H DU BOIS                | Aug 22 salary                         | £460.78         | Local Government Act 1972, s112 (2)                  |
| 4 | H DU BOIS                | Income Tax refund Aug 22              | £32.40          | Local Government Act 1972, s112 (2)                  |
| 5 | WCC Pension Fund         | Employers contribution Aug 22         | £110.12         | Local Government Act 1972, s112 (2)                  |
| 6 | WCC Pension Fund         | Employees contribution Aug 22         | £28.71          | Local Government Act 1972, s112 (2)                  |
| 7 | Select Payroll Solutions | Payroll (Aug 22)                      | £12.00          | Local Government Act 1972, s112 (2)                  |
| 8 | Leicestershire Gardens   | Grounds Maintenance (July 22)         | £120.00         | Local Spaces Act 1906, s14                           |
| 9 | Leicestershire Gardens   | Grounds Maintenance (Aug 22)          | £120.00         | Local Spaces Act 1906, s14                           |
|   |                          | <b>Total</b>                          | <b>£1092.64</b> |  |

**ACTION: The Clerk** to set up approved payments.

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| <b>8.2</b>  | <b>To receive an update from the Internal Controls Councillor</b>   |
|             | Cllr Gibbs confirmed that he had checked representative entries from the P&L accounts up to the end of August 2022 and all was in order.  |
| <b>8.3</b>  | <b>To approve the Clerk/RFO's recommendation to continue as part of the SAAA sector led External Auditor appointment regime.</b>  |
|             | This was approved, no further action is required.   |
| <b>8.4</b>  | <b>To approve a donation to the Royal British Legion for a Remembrance Sunday Wreath</b>  |
|             | A donation of £25 was approved.<br><b>ACTION:</b> The Clerk to process the donation at the next meeting.  |
| <b>9.</b>   | <b>Documents &amp; Policies to review:</b> <ul style="list-style-type: none"> <li>• <b>Code of Conduct</b></li> <li>• <b>Standing Orders</b></li> </ul> These were signed without amendment.<br><b>ACTION:</b> The Clerk to update the Council's website  |
| <b>10.</b>  | <b>Planning:</b>  |
| <b>10.1</b> | <b>To consider forming a Planning Committee or Working Group and define the terms of reference and scheme of delegation if required.</b>  |
|             | It was resolved that a Planning Working Group would be formed with all Councillors as members. The working group will have no delegated powers and will make recommendations about current planning applications to the Full Council.<br><b>ACTION:</b> The Clerk to provide draft Terms of Reference for the Planning Working Group at the next meeting.   |
| <b>10.2</b> | <b>To consider forming a Neighbourhood Development Plan Review Group define the terms of reference.</b>   |
|             | It was agreed that the Council would review the Neighbourhood Development Plan and consider if there is a need to submit a revision to WDC in the near future.<br>It was agreed to form a Neighbourhood Development Review Group to carry out the review; the members, Chair and terms of reference will be considered at the next meeting.<br>It was agreed to contact Berkswell Parish Council to request a meeting to discuss the future use of the top of the Green Tunnel.<br><b>ACTION:</b> The Clerk to contact Berkswell Parish Council to request a meeting. |
| <b>10.3</b> | <b>To consider the following planning applications:</b>   |
|             | <u><a href="#">W/22/1367</a></u><br><b>Location:</b> 374 Cromwell Lane, Burton Green, Kenilworth, CV8 1PL<br><b>Description:</b> Single storey side and rear extensions and first floor extension over existing garage  |
|             | It was agreed to submit a <b>NEUTRAL</b> response to this application, and to include a comment about the Council's concerns that the single story side extensions may contribute to a terracing effect.  |
|             | <u><a href="#">W/22/1460 LB</a></u><br><b>Location:</b> Arnolds Farm, 272 Cromwell Lane, Burton Green, Kenilworth, CV8 1PL  |

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|             | <p><b>Description:</b> This statement is in reference to the proposal of the replacement of 14no. Casement windows throughout the property. Our client intends to replace the existing windows with new double-glazed heritage timber casement windows installing them into the existing brickwork apertures. All new windows will replicate the existing glazing bar configurations with emphasis on slim section sizes and glazing making sure to complement the property's and surrounding area's heritage. The proposed replacements will not alter the overall size of the windows or brickwork openings. (see proposed design specifications).</p>   |
|             | <p>It was agreed to submit a <b>NEUTRAL</b> response to this application, and to include a comment that the Council assumes that the window design meets the Conservation design requirements.</p>   |
|             | <p><b>ACTION:</b> The Clerk to submit the Council's comments.</p>  |
| <b>11.</b>  | <b>Burrow Hill Park:</b>   |
| <b>11.1</b> | <p><b>To receive an update on the land transfer</b></p> <p>The content of the Registered title part transfer (TP1) document has been approved by both parties and the final copy is being drawn up by the Council's solicitors.</p> <p>The Clerk has contacted Caroline Owen at Cala Homes regarding the poor state of the field, including concern that some of the new trees on the field may not have survived this summer's drought. The Clerk has requested a commitment from Cala Homes to replace any of the trees that don't survive into Spring 2023. Cala Homes has confirmed that their maintenance contractor will visit the field shortly to mow, weed and investigate the condition of the trees.</p> <p>It was agreed that the Council will not sign the TP1 document until the Council is happy with the condition/appearance of the land and hedgerow at the field.</p>   |
| <b>11.2</b> | <p><b>To approve the costs for the purchase and installation of waste bin, benches and 'no dogs' sign at Burrow Hill</b></p> <p>It was agreed to defer this item until the land has been officially transferred to the Parish Council.</p>   |
| <b>12.</b>  | <p><b>To approve the purchase and installation costs for noticeboards at Burrow Hill, Red Lane Playground and Cromwell Lane</b></p> <p>It was agreed to defer this item until the land has been officially transferred to the Parish Council.</p>  |
| <b>13.</b>  | <p><b>CIL/S106: to discuss matters relating to CIL and S106 funds</b></p> <p>There was no update.</p>  |
| <b>14.</b>  | <p><b>HS2: to discuss matters relating to the HS2 works in the Parish</b></p> <p>Cllr Marshall and Cllr Deeley gave a summary of a meeting held with Sara-Louise Lee (BBV) on 26/9/22</p> <ul style="list-style-type: none"> <li>• Cromwell Lane bridge will be fully closed between 17<sup>th</sup> Oct – 4<sup>th</sup> Nov 2022</li> <li>• BBV will be installing a permanent electrical supply to Jubilee Verge (for christmas tree lights), and this year will be providing the village with a tree.</li> <li>• The surface of the temporary Greenway will be monitored and maintained.</li> <li>• After HS2 is complete: <ul style="list-style-type: none"> <li>○ the Greenway will be returned to WCC's ownership.</li> <li>○ original rights of way will be reinstated where possible; part of the temporary Greenway at the site of the new village hall will be removed, the original right of way will be re-instated.</li> <li>○ The Cala Homes S106 contribution for a cycle path from Burrow Hill Park to the Greenway will not be needed and so could be re-directed – the Council have been advised to discuss this with WDC.</li> </ul> </li> </ul> |

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|               | <p><b>ACTION:</b> The Clerk to contact the WDC HS2 Project Officer to ask about redirecting the Cala Homes S106 contribution.</p> <p>Cllr Marshall gave an update on progress since a meeting held between Broadbell Woods residents , Sir Mark Worthington (HS2 Construction Commissioner) and Jeremy Wright MP</p>   |
| <b>15.</b>    | <b>Road Transport matters:</b>   |
| <b>15.1</b>   | <p><b>To note the decision made to progress with the speed radar surveys</b></p> <p>It was noted that following a meeting on 229/7/22 with Jeremy Wright MP, Councillors agreed by email to request that the speed radar surveys were to be carried out as soon as possible. Graham Stanley (WCC) was notified of this decision on 8/8/22. Graham Stanley has confirmed that the surveys are being scheduled by WCC Transport Planning.</p> <p><b>ACTION:</b> The Clerk to inform Graham Stanley and Warwickshire Police of the dates of the Cromwell Lane bridge closure.</p> |
| <b>15.2</b>   | <p><b>To receive an update on the Burton Green Speed Watch group and consider setting a budget for the group's expenses</b></p> <p>Cllr Taylor gave an update on the group's progress – training is due to take place on 11/10/22.</p> <p>It was resolved to allocate £100 for the group's likely expenses such as a first aid kit, clip boards and zip ties.</p>  |
| <b>16.</b>    | <b>Housing and Development:</b>  |
| <b>16.1</b>   | <p><b>To note correspondence received from Chris Elliot (WDC) regarding the Council's enquiry re: the safeguarded land off Westwood Heath Road</b></p> <p>This was noted (see Appendix C)</p>  |
| <b>16.2</b>   | <p><b>To note correspondence received from Bern Timings (WCC) regarding the Council's enquiry re: the future provision of school places for Burton Green residents</b></p> <p>This was noted (see Appendix D)</p>  |
| <b>16.3</b>   | <p><b>To discuss and consider matters relating to the following:</b></p>   |
| <b>16.3.1</b> | <p><b>Land to the south of Westwood Heath Road</b></p> <p>Cllr Deeley gave an update of a recent meeting held with the Crest Nicholson site manager, during which Cllrs explained that the Westwood Park sales marketing is incorrect: Westwood Park lies within the boundaries of Warwick District Council and Warwickshire County Council and not Coventry City Council.</p>   |
| <b>16.3.2</b> | <p><b>Land to the west of Cromwell Lane</b></p> <p>There was no update</p>   |
| <b>16.3.3</b> | <p><b>The Kings Hill development</b></p> <p>There was no update.</p>   |
| <b>16.3.4</b> | <p><b>South Warwickshire Local Plan</b></p> <p>Cllr Marshall had provided comments for the Settlement Design Analysis Consultations the Council had received for the Westwood Heath and Gibbet Hill areas. These comments were submitted to the South Warwickshire Local Plan team on 9/9/22.</p>  |

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|               | Cllr Marshall mentioned that he and Cllr Grant would be attending a meeting with WDC on behalf of the Parish Council on 10/10/22 regarding the Masterplanning Framework for the area south of Coventry. Cllr Taylor volunteered to attend the meeting if Cllr Grant is unavailable.  |
| <b>16.3.5</b> | <b>Warwick University's Eco Park</b><br>Cllrs Marshall, Paine and Deeley attended an informal zoom meeting about plans for an Eco Park with the University's Community Engagement Team on 25/8/22. There were no further actions required at this stage.   |
| <b>16.3.6</b> | <b>Solihull Local Plan Examination</b><br>The Council has received no updates on this.<br><b>ACTION:</b> The Clerk to forward information received by Lapworth Parish Council on the Solihull Local Plan Examination   |
| <b>16.3.7</b> | <b>A 46 Link Road</b><br>There was no update.  |
| <b>17.</b>    | <b>Communications</b><br>The Council had received the following communications since the last meeting: <ul style="list-style-type: none"><li>• Email from Cllr Cooke re: Peter Hallam - Retirement</li><li>• WALC weekly roundups</li><li>• WALC Levelling up in Warwickshire event - 27<sup>th</sup> September 2022 at 6pm</li><li>• WDC: Burton Green Community Governance Review 2022</li><li>• Severn Trent Water: Breakfast Event 7<sup>th</sup> October 2022 Woodland Grange Hotel</li><li>• Various WDC press releases</li><li>• Event Notification: Morgan Stanley Bike Ride</li><li>• HS2: Drop in event Kenilworth Community Centre 27<sup>th</sup> September 2022</li></ul> |
| <b>18.</b>    | <b>Councillors' reports and items for future agenda:</b><br>None.  |
| <b>19.</b>    | <b>Date of next meeting</b><br>The next meeting will be on Monday 17 <sup>th</sup> October 2022, 7:30pm in the Burton Green Village Hall. Cllrs Deeley and Watkin gave their apologies for this meeting.   |
| <b>20.</b>    | <b>Close</b><br>The meeting closed at 9:50pm.  |

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cllr Grant, Chairman

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## APPENDIX A

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

#### Warwickshire County Council: CLLR COOKE

#### Warwickshire comes together to pay their respects to Her Majesty, Queen Elizabeth II

**Civic dignitaries from across Warwickshire came together at St Mary's Church in Warwick to commemorate the life of Her Majesty Queen Elizabeth II.**

The special commemoration service was conducted by the Bishop of Warwick, The Rt Revd John Stroyan who offered prayers for Her Majesty Queen Elizabeth II and her family. He also gave thanks and paid tribute for the unparalleled service, duty and love that she gave, not just to the United Kingdom but throughout the Commonwealth and across the globe.

Dignitaries attending the service included the Lord Lieutenant of Warwickshire Mr Timothy Cox, Chairman of Warwickshire County Council Councillor David Humphreys and the High Sheriff of Warwickshire Mr David Kelham.

Talking about the Service, Councillor Dave Humphreys, Chairman of Warwickshire County Council said:

*"Coming together to pay our formal respects and join communities across Warwickshire, the UK and the world in mourning the loss of Her Majesty, Queen Elizabeth II, is something that I will always remember.*

*"As the longest-serving monarch she will always be remembered for her grace, dignity and dedication with which she has served her family, her nation, and the Commonwealth. She has assured her place in history and in our hearts. She will be sorely missed."*

#### Mental wellbeing in the spotlight at online conference

#### Last week, around 200 people came together for Be Well, an online conference focusing on improving mental wellbeing across Warwickshire.

The week featured live presentations, discussion sessions and practical activities and sessions covered critical topics in mental health, including wellbeing for children and young people, workplace wellness and suicide prevention. Recordings of sessions are still available on the Be Well website, and you can [register to view them here](#).

Throughout the week, several case study videos were shared, exploring examples of recent investment in mental health and wellbeing through the COVID-19 Recovery and Restoration Plan. The case study videos were used as part of the sessions to generate discussions and spark ideas of how attendees could contribute to improving mental wellbeing within their own organisation or job function. All case study videos are now available on the [Warwickshire County Council YouTube page](#).

#### Webinar to help families with children aged 0-5 with special educational needs or disabilities in Warwickshire

**Parents and carers with children under 5 are invited to join a webinar to learn about the support available to help give their child the best start in life.**

Taking place on Tuesday 4 October, the [webinar](#) offers an opportunity to understand more about the support provided by the local Health Visiting Service, with a particular focus on children with special educational needs and/or disabilities (SEND).

Health Visitors offer advice on a range of topics from eating, sleeping and toileting as well as housing, relationships and caring for and making connections with your child. They play a vital

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role, working in partnership with parents to assess needs and identify problems or issues at the earliest opportunity.

The webinar will explain how health visitors will work with families and other agencies to improve health and wellbeing for the whole family, looking in more detail at the support the service offers for children aged 0-5 years with SEND.

During the session, parents and carers will also be able to put their questions to the 0-5 team from South Warwickshire University NHS Foundation Trust.

## New 'Love Your Bump' campaign launched in Coventry and Warwickshire.

**A new campaign encouraging parents-to-be to quit smoking called 'Love Your Bump' has launched in Coventry and Warwickshire.**

The Love Your Bump campaign uses messages from 'bump' directed to parents and fellow family members who smoke to ask them to stop. The campaign will be shown across the region and a new webpage is available to signpost residents to local support services at [happyhealthylives.uk/LoveYourBump](http://happyhealthylives.uk/LoveYourBump).

Smoking is an addiction and Coventry and Warwickshire's experienced and friendly advisors are on hand to help pregnant women beat the addiction with support and guidance. Smokers are three times more likely to quit smoking with support from the stop smoking in pregnancy service than on their own.

Smoking during pregnancy can increase the risk of developing pregnancy and birth complications and beyond, including miscarriage, pre-term pregnancy, stillbirth, lower birth weight or sudden infant death. There's also a higher chance that children exposed to smoking develop asthma, as well as an increased likelihood that they will smoke in later life.

## The Warwickshire Tree Nursery: Planting for our future

**Warwickshire is set to get a lot greener as WCC Cabinet approve the business case for a tree nursery to meet the county's tree-planting needs.**

It is great news for the environment and Warwickshire County Council's tree planting aspirations as its Cabinet today (Thursday 8 September) approved the detailed business case for an extensive tree nursery that will service the county for generations to come.

Warwickshire County Council has ambitious tree planting plans for coming years that will see a tree for every resident planted across the county. This tree planting has been strategically planned to restore parts of forests and wooded areas that have been long lost to time, such as the ancient Forest of Arden, which once covered most of the county and beyond into Staffordshire and Worcestershire.

WCC has put together a business case for its own tree nursery, which will be established on a Council-owned small holding in an ideal location in Warwickshire. The plans for the nursery include:

- Polytunnels with automatic watering systems to save water;
- A storage area for tree stock as well as equipment; and
- A composting area where WCC forestry team maintenance waste and green waste from the Waste and Environment team will be composted for use as a peat alternative.

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## Warwick District Council: CLLR ILLINGWORTH

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August is usually a quiet month but WDC had two significant events this year, The Commonwealth Games were two events in the District. The Lawn Bowls on the WDC greens in Leamington Spa ran throughout the period with the high standard of the greens bring appreciated. The road cycling, centred on Warwick attracted tremendous support from a very wide area. Many roads had been closed for the day, but the plans did not anticipate the quite separate need to close the A46 because of a burst water main.

Launching the totally revised rubbish and recycling contract was a quite different task. After a full three-week cycle it seems to have settled down reasonably well but unfortunately there were delays in delivering all the new bins in some parts. Arrangements for collection were initially variable, particularly in the more isolated rural locations, but I hope these have now all been resolved.

I, with John and Richard attended the meeting when Sir Mark Worthington was brought by Sir Jeremy Wright to discuss the immediate and long term issues with the homes at Broadwell Wood. I have not heard any feedback yet. Andrew Day and Chris Elliott are due to visit soon.

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## APPENDIX B

This report was presented to the Council on **26<sup>th</sup> September 2022**.

**Balance of Unity Trust Current Account T1 as of 20/09/22:** £24,150.20  
**Expected balance of Unity Trust Current Account T1 account after payments:** £23,057.56

### Invoices to be approved on 26/9/22:

|   | PAYEE                    | DESCRIPTION                           | AMOUNT          | STATUTORY PROVISION                                  |
|---|--------------------------|---------------------------------------|-----------------|--|
| 1 | H DU BOIS                | SLCC subscription 22/23 (50%)         | £85.50          | Local Government Act 1972, s111 (1)                  |
| 2 | H DU BOIS                | Office costs and expenses Aug/Sept 22 | £123.13         | Local Government Act (Financial Provisions) 1963, s5 |
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|   |                          | <b>Total</b>                          | <b>£1092.64</b> |  |

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## 2022/23 Expenditure vs Budget

|                                       | 2022-23           |                  |
|---------------------------------------|-------------------|------------------|
|                                       | Budget            | To date          |
| <b>£ PAYMENTS</b>                     |                   |                  |
| Advertising                           | £0.00             | £0.00            |
| Audit expenses                        | £420.00           | £130.00          |
| Banking charge                        | £72.00            | £18.00           |
| Capital (equipment purchase)          | £0.00             | £0.00            |
| Clerk - office allow and internet     | £372.00           | £186.00          |
| Clerk tax deductions to HMRC          | £1,152.00         | £466.40          |
| Clerks salary                         | £6,804.00         | £3,932.40        |
| Office costs                          | £147.32           | £309.71          |
| Payroll costs                         | £110.00           | £60.00           |
| 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           | £67.95           |
| Travel expenses (Cllrs)               | £0.00             | £0.00            |
| Unforeseen exp/misc.                  | £200.00           | £43.80           |
| VAT                                   | £1,000.00         | £367.42          |
| Website                               | £200.00           | £0.00            |
| <b>TOTAL EXPENDITURE</b>              | <b>£22,657.22</b> | <b>£8,896.56</b> |
| CIL spending                          | £0.00             | £13,250.00       |

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|                                       | 2022-23           |                   |
|---------------------------------------|-------------------|-------------------|
|                                       | Budget            | To date           |
| <b>£ PAYMENTS</b>                     |                   |                   |
| Advertising                           | £0.00             | £0.00             |
| Audit expenses                        | £420.00           | £130.00           |
| Banking charge                        | £72.00            | £18.00            |
| Capital (equipment purchase)          | £0.00             | £0.00             |
| Clerk - office allow and internet     | £372.00           | £186.00           |
| Clerk tax deductions to HMRC          | £1,152.00         | £417.20           |
| Clerks salary                         | £6,804.00         | £3,405.20         |
| Office costs                          | £147.32           | £309.71           |
| Payroll costs                         | £110.00           | £60.00            |
| Pension costs (employer & employee)   | £1,980.00         | £1,078.16         |
| Postage/Telephone                     | £30.00            | £0.00             |
| Election fees                         | £0.00             | £0.00             |
| Grants (s137)                         | £3,800.00         | £0.00             |
| 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         | £0.00             |
| Speed Reduction Measures              | £0.00             | £0.00             |
| Subscriptions                         | £694.90           | £514.50           |
| Training                              | £200.00           | £32.44            |
| Travel expenses (Clerk)               | £150.00           | £67.95            |
| Travel expenses (Cllrs)               | £0.00             | £0.00             |
| Unforeseen exp/misc.                  | £200.00           | £43.80            |
| VAT                                   | £1,000.00         | £353.42           |
| CIL spending                          | £0.00             | £13,250.00        |
| Website                               | £200.00           | £0.00             |
| <b>TOTAL EXPENDITURE</b>              | <b>£22,657.22</b> | <b>£21,298.91</b> |
| <b>£ RECEIPTS</b>                     |                   |                   |
| Bank interest                         | £5.00             | £34.88            |
| Precept                               | £19,350.00        | £9,675.00         |
| 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             |
| <b>TOTAL INCOME</b>                   | <b>£30,015.00</b> | <b>£17,209.88</b> |

## APPENDIX C

# BURTON GREEN PARISH COUNCIL

Email from Chris Elliot (Chief Executive of WDC) in response to correspondence from the Council asking WDC to consider re-instating the safeguarded land south of Westwood Heath Road back into the Greenbelt:

Thank you for your letter sent on behalf of Burton Green Parish Council.

The current Warwick District Local Plan 2011-2029 was adopted in 2017 following a rigorous process, including an Examination in Public led by an independent Inspector.

As you allude to, concerns have been raised by CPRE and others about the accuracy of the housing forecasts for Coventry and the knock-on implication for the number of 'overspill' houses Warwick District has been required to meet. These are still being investigated by the Office for National Statistics (ONS). The publication of the initial findings from the 2021 census at the end of June does, however, provide us with an important and welcome opportunity to use the most up to date data to understand how many homes we will need to provide in Warwick District as we plan for the future.

Warwick District Council is currently working on a joint Local Plan with Stratford-on-Avon District, the 'South Warwickshire Local Plan' (SWLP), which will look forward to 2050. To give us a proper and up-to-date evidence base and to understand likely levels of housing and economic development need as we prepare this Plan, we are working with all the other councils across the Warwickshire and Coventry sub-region to commission a major study, a Housing and Economic Development Needs Assessment (HEDNA). Importantly, the HEDNA will use the new census data as its starting point to give us the best possible understanding of housing needs within the sub-region and specifically for each authority area. We anticipate the HEDNA being published in the autumn and it will inform the next "Issues & Options" stage of the South Warwickshire Local Plan. Both Warwick and Stratford-on-Avon District Councils will be hoping to consult on "Issues & Options" towards the end of this year.

Any changes to Green Belt boundaries can only be considered through a Local Plan review (which we are doing through the SWLP). In preparing the SWLP we will be considering our growth needs and spatial development strategy. Combined with the work on the spatial development strategy, we can then make decisions about whether or not any land should be removed from the Green Belt in order to best meet the development challenges facing South Warwickshire over the Plan period. We can also use this opportunity to consider whether additional land should be added to the Green Belt.

I would encourage Burton Green Parish Council to take the opportunity to engage in the Issues and Options Consultation as well as in subsequent consultation(s) on the South Warwickshire Local Plan, including a Preferred Options consultation likely to take place towards the end of next year.

Yours sincerely,

Chris Elliott  
Chief Executive  
Warwick District Council

# BURTON GREEN PARISH COUNCIL

## APPENDIX D

**Email from Bern Timings (Education Capital, Sufficiency, and Admissions Lead Commissioner at WCC) in response to correspondence from the Council regarding the future provision of school places at Kenilworth School & Sixth Form for children living in Burton Green:**

Thank you for the letter from the Parish Council regarding concerns around the provision of secondary school places in the area.

Burton Green falls within the priority area for Kenilworth School. Admission arrangements for Kenilworth School are the responsibility of the academy trust who will be better placed to comment on the points raised in relation to admission policy.

Admission arrangements outline how places will be allocated if a school receives more applications than places available, known as over subscription criteria, including how distance is measured and sets the admission number for each years intake.

Regarding sufficiency of school places in response to increased local demand and future need for school places as identified in the local plan, Kenilworth School is currently in the process of relocating to a new site and expanding to meet the increased need for school places as housing developments build out in the area. This will increase the intake for year 7 at Kenilworth school from 270 places to 300 places from September 2023 and will be followed by a further increase of intake to offer 330 places in line with further housing growth.

At primary school level in July 2020 the County Council allocated funds received from housing development in the area to fund a new two-classroom block at Burton Green CofE Primary School. This project is being delivered by the academy trust and has been unfortunately delayed due to the pandemic, planning consent, and challenges with inflation in the construction industry but once complete will allow the school to utilise their existing facilities more flexibly and add up to 5 places to each year group to meet expected increased demand for places as a result of housing development in the immediate area.

In addition and for context, in the wider area longer term there are two new primary schools proposed in Kenilworth town, along with expansion of existing provision and new primary and secondary education provision proposed as part of the Kings Hill housing development located on the Coventry boarder. Existing proposals for new education provision are included in the Warwick District Council Local Plan documentation. The impact on school places of all housing developments are assessed as part of the planning process and Warwickshire County Council will be consulted by Warwick District Council on any changes or additions to the Local Plan.

I hope this answers the Parish Councils concerns regarding availability of school places.

Many thanks

**Bern Timings**

**Education Capital, Sufficiency, and Admissions Lead Commissioner**

Education Services

People Directorate

Warwickshire County Council