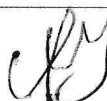


Burton Green Parish Council

Minutes of Meeting held on Monday 15th October 2018 at 7:30pm at Burton Green Village Hall, Hodgetts Lane, Burton Green

Present: **Parish Councillors:** Councillors Taylor (Chair), Grant (Acting Chair), Gibbs, Leeson, Clay, Heyes, Watkin and Deeley
District and County Cllrs: Councillor Illingworth (attended from 8pm)
Clerk: Paul Knight
Public Attendees: 11 members of public were in attendance

Min No.	Item
82	<p>Apologies</p> <p>RESOLVED: Councillor Marshall offered his apologies for not attending the meeting and this apology was accepted.</p> <p>Councillor Cooke sent his apologies</p>
83	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>
84	<p>Minutes of the Parish Council Meeting held on 17th September 2018</p> <p>RESOLVED: The minutes of 17th September 2018 having been circulated and read were signed and approved as an accurate record.</p>
84	<p>Community Reports</p>
84.1	<p>County Councillor - in Councillor Cooke's absence the Clerk read out his update report on the following matters:</p> <ul style="list-style-type: none"> -the A46 link road -gritting issues across the county -a rogue trader prosecution of a local car trader
84.2	<p>District Councillors – Councillor Illingworth advised the village hall committee to take up highways issues with county. He reported that Kenilworth Neighbourhood Plan will be subject to a public referendum on 15th November; that horse fairs at Thickthorn Close have ceased; that a consultation would start this week on proposals for updating the sports facilities at Castle Farm and Kenilworth Abbey Park, and he presented a poster for advertising of a local sports networking event planned for 20th November.</p>
84.3	<p>Burton Green C of E Primary School – Councillor Watkin advised councillors of the successful Green Leek 10k run with over 500 participants. He reported that the reception class is full with a few vacancies in older years.</p> <p>A discussion was held regarding the best way to provide a coordinated attempt to influence Severn Trent to link the primary school, the village hall and the new Burrow Hill housing development to mains sewerage.</p> <p>RESOLVED: Councillor Deeley will find the responsible high level Severn Trent representative to communicate with on this issue - the Clerk will draft and circulate a letter.</p>
84.4	<p>Burton Green Village Hall – with standing orders suspended Cheryl advised the Parish Council about the latest developments on the planning application for the new village hall. Approval had been obtained but this was subject to a number of conditions. Issues which remain to be resolved relate to HS2/Village Hall Committee ownership, the provision of a security barrier and contractual issues associated with construction works. Cheryl advised that the deadline for construction of July 2019 was unlikely to be met.</p>



	Cheryl reported on a recent successful band night and advised that the next event is a breakfast and car boot sale on 28 th October, and a quiz night was also planned for November.
84.5	<p>Burton Green Residents' Association</p> <p>-Rona advised Councillors about plans for a residents' meal on 26th October, and plans for the Armistice Day beacon lighting on 11th November. The beacon lighting would be preceded by an afternoon tea between 3 and 5 pm with the choir singing period songs. The beacon, which is due to arrive shortly, will be lit at 7pm when the last post will be played. High viz jackets will be issued to volunteers employed to assist with safety matters – Councillor Heyes is overseeing this process.</p> <p>-Rona also reported that the charity chosen to benefit from funding raised by this Xmas's Santa's Sleigh event will be Canley Community Centre. The Centre is facing cuts in youth worker provision and also needs to raise funds to provide a disabled toilet.</p> <p>-A Xmas tree donated by Councillor Gibbs will be placed on the public area at the junction of Red Lane, Cromwell Lane and Hobb Lane.</p> <p>-A short discussion was had on the car parking implications of the beacon lighting ceremony on 11th November.</p>
84.6	Kenilworth Greenway Trust - no report received – this item to be removed from future agenda until further notice.
84.7	Warwick University - Councillor Grant reported that 7000 students were successfully inducted with the first universities freshers week considered a success. Monitoring of the parking situation is ongoing and the Hybrid Plan for the University goes to Coventry City Council Planning Committee in November. Councillor Grant met with Head of Estates to talk about traffic concerns including the phase 2 link road plan.
85	<p>Public Participation</p> <p>A discussion was held on the failure to obtain a contractor to renew/repaint the bus shelter. Councillors considered buying its own paint and metal brushes and carry out the work – contacts to be provided to the clerk – for potential – consider – to obtain paint</p> <p>RESOLVED: The Clerk will obtain the appropriate paint and arrange for the bus shelter to be decorated by volunteers.</p>
86	<p>Red Lane Playground</p> <p>The Clerk reported that the annual inspection report had been received – the report will be circulated by the Clerk to inform a discussion on this matter at the next meeting.</p>
87	HS2
87.1	<p>Michael Byng report</p> <p>In the absence of Michael Byng the Chair reported that the additional cut and cover report commissioned by this and other parish councils would be forthcoming imminently but that he was relaxed about the delay as Mr Byng is playing a crucial role in events which may lead to the cancellation of the entire project.</p>
88	<p>The Proposed A46 Link Road to the A452</p> <p>No report received</p>
89	<p>Housing</p> <p>No report received</p>
90	<p>Neighbourhood Plan</p> <p>Cllr Watkin provided Councillors with an update on the latest work of the Steering Group including the successful survey work which 56% of residents responded to. The next task is to draft a Neighbourhood Plan drawing on the findings of the surveys and the Steering Group will be joined by Neil Pearce who will provide professional advice to assist with this process. Councillor Watkin received approval for purchases associated with the process which will be finalised at the next meeting.</p>

91	Village Bus Shelter																																				
	No report received – covered in earlier																																				
92	Finance																																				
93.1	RESOLVED: The following payments were approved by councillors.																																				
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93.2	To receive a report on the 2nd quarter accounts including a budget analyse and reconciliation RESOLVED: Councillors noted the 2nd quarter analysis and reconciliation of accounts – the approved second quarter analysis (Appendix A) and reconciliation (Appendix B) are attached to these minutes.																																				
93.3	To consider a request to provide funding of £19.25 for a wreath for the Remembrance Day commemorations RESOLVED: Councillors approved the purchase of the commemorative wreath – Councillor Grant will represent the parish council at the remembrance day commemoration																																				
93.4	To receive an interim External Audit report from PKF Littlejohn LLP noting that the auditors received a challenge correspondence, the implications of which will be reported to the parish council in due course. -Councillor Grant advised of the nature of the challenge correspondence from PKF Littlejohn which related to the payment of £2500 to the Campaign for the Protection of Rural England (CPRE). She is formulating a response which includes the need for the parish council to have been clearer on addressing potential conflicts of interest surrounding the subsequent payment by CPRE to Keep Our Greenbelt Green (KOGG) which included parish councillors on its Board. RESOLVED: Councillor Grant to provide a response to the external on the challenge correspondence.																																				
94	Communications																																				
	Councillors reviewed the correspondence list and agreed that no further action was required.																																				
95	Councillors reports and items for future Agenda																																				
	Future agenda items to include the parish council's risk assessment and air quality																																				
96	Standing Orders																																				
	Councillor Grant briefly outlined changes she was proposing to the parish council's standing orders which would bring them up to date with new legislation. RESOLVED: Councillor Grant will circulate proposals for updating standing orders																																				
97	Planning																																				
	RESOLVED: Councillors agreed the following responses to applications received.																																				
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	W/18/1660	University of Warwick, Scarman Road, Coventry, CV4 7AL	Proposed installation of new external compounds for Solvent Storage and Liquid Nitrogen Storage Tanks.	Withdrawn
	W/18/1517	Two Oaks, Red Lane, Burton Green, Kenilworth, CV8 1PB	Proposed place of worship (Use Class D1) Address: Two Oaks, Red Lane, Burton Green, Kenilworth, CV8 1PB Applicant: Coventry Hall Gospel Trust	No objection logged
	W/18/1798	233 Cromwell Lane, Burton Green, Kenilworth, CV8 1PN	Erection of a single storey rear extension to be built in conjunction with no. 231 Cromwell Lane (Revision to granted planning permission ref W/18/1095).	Site visit undertaken – no objection to be logged
	W/18/1514/HS2	Black Waste Wood, adjacent Cromwell Lane, Burton Green, Kenilworth, CV8 1PN	Construction of Four Ponds and Basking Banks relating to Ecological Mitigation for development authorised by the High Speed Rail (London - West Midlands) Act 2017. SK 142 and SK 146 - Burton Green Cluster.	Need to check and see if comment is still required?
	W/18/1726 and LB 1727	Planning Permission Cryfield Grange, Cryfield Grange Road, Stoneleigh, Coventry, CV8 2JU	Retrospective permission sought for the sub-division of the dwelling to create two units. Proposed and partially retrospective permission sought for external alterations, to include new porches to the North and East elevations ('north wing' and 'west wing' respectively), replacement balustrade to the West elevation and fenestration alterations and replacements.	No objection logged subject to works being in line with guidance for historic buildings of architectural and historical value. Alan to contact Debbie to ask of status
	Councillor Grant will put together a submission on the recent application to Coventry City Council (Outline 2018/2115 University Hybrid Master Plan) application – traffic will have implications for the parish.			
98	<p>Date of Next Meeting The next meeting of Burton Green Parish Council is at 7:30pm on Monday 19th November 2018 at Burton Green Village Hall - apologies for this meeting were received in advance from Councillors Deeley, Gibbs and the Chair.</p> <p>The meeting finished at 8:55pm</p>			

Signed.....
Dated.....

BURTON GREEN PARISH COUNCIL RECONCILIATION

Receipts and payments reconciliation as at 30.9.18

Balance brought forward	58950.64
plus receipts	9479.25
minus payments	<hr/> 2,485.74
Total	65944.15

Bank reconciliation

Lloyds Business Bank Account - 43619360 as at September 2018	30056.64
Lloyds Treasurer Account - 43618960 as at September 2018	36410.61
Cash	0.00
Total	<hr/> 66467.25

less unpresented cheques	526	£93.30
	527	£220.00
	529	£84.94
	530	£19.97
	533	£84.94
	534	£19.97

£523.12

65944.13

BURTON GREEN PARISH COUNCIL BUDGET ANALYSIS 2018/19

Budget Variance 2018/19

	FY14/15 Actual to 31.3.15	FY15/16 Actual to 31/03/16	FY16/17 Actual to 31/03/17	FY17/18 Actual to 31/03/18	FY18/19 BUDGET AGREED	FY 18/19 Actual to 30/06/18	FY 18/19 Actual to 30/09/18	FY 18/19 Actual to 31/12/18	FY18/19 Actual to 31/03/19	Actual to 31/03/2019	Budget Variance 2018/19
£ PAYMENTS											
Advertising	259.68										
Audit expenses	180.00	300.00	160.00	170.00	200.00	95.00			95.00		105.00
Capital (equipment purchase)		1,605.60			2,200.00						2,200.00
Clerk salary	3,743.66	4,021.77	2,642.83	3,348.91	4,495.00	1,342.75	635.30		1,978.05		2,516.95
Clerk tax dedts to HMRC	260.60	845.85	1,847.88	2,232.40		982.45	424.00		1,406.45		1,406.45
Clerks superannuation (emp conts)	644.26		2,643.53	1,671.44	2,658.00	657.78	323.99		981.77		1,676.23
Clerk - office allow and internet	169.00	247.00	272.00	268.00	350.00	67.00			134.00		216.00
Election fees		450.00									
Grants (s137)	389.25	679.40	999.40	5,877.40	1,000.00		100.00		100.00		900.00
Hire of rooms for meetings	306.00	115.50	165.00	238.25	300.00	90.00	54.00		144.00		156.00
HS2		4,626.00	20.00		4,000.00				4,000.00		4,000.00
Insurance	315.15	317.12	327.59	329.09	350.00	335.07			335.07		14.93
Legal/professional fees	105.00	35.00									
Neighbourhood Plan	894.00			2,308.50	3,000.00	1,267.25			1,267.25		1,732.75
Office costs	266.28	341.66	288.38	114.27	500.00	68.00	121.25		189.25		310.75
Payroll		84.00	70.00	80.00	70.00	85.00			85.00		15.00
Play Area - Red Lane			1,751.00	791.50	800.00	200.00	270.00		470.00		330.00
Postage/Telephone					20.00						20.00
Publications		12.00		45.00	50.00		10.00		10.00		40.00
Subscriptions	300.00	356.00	323.00	307.86	350.00	330.00			380.00		30.00
Training	337.00	1,395.79	363.22	310.00	1,250.00	125.00			125.00		1,125.00
Travel expenses (Clirs)	186.90	245.13	175.72	92.00	250.00						250.00
Travel expenses (Clerk)	176.20	672.30	522.45	497.25	500.00	42.30	25.20		67.50		432.50
Unforeseen exp/misc	133.65	25.10	50.43	200.00		200.00			200.00		200.00
VAT	106.49		248.87	809.70	100.00	825.20			825.20		725.20
Website	48.80	35.86	434.79	562.67	200.00						200.00
Total	8,841.94	16,411.08	13,306.09	20,254.24	18,643.00	10,307.80	2,485.74		12,793.54		5,849.46
£ RECEIPTS											
Bank interest	3.94	15.03	15.02	15.03	15.00	3.87			3.87		11.13
Precept	30,000	22,899	18,788.00	18,451.00	18,451.00	9,225.50			9,225.50		9,225.50
Council Tax grant		517.00	642.00	518.00							
VAT refund	198.84	136.99		1,386.70		809.70			809.70		
Neighbourhood Plan grant				3,600.00							
Transparency Code Grant				2,116.93							
Michael Byng HS2 Report				1,000.00							
Other	441.31	164.27	51.00	69.35	177.00						177.00
Total	30,644.09	23,732.29	19,496.02	27,157.01	18,643.00	10,039.07			10,039.07		8,603.93