

**Minutes of the ~~Annual~~ Meeting of Burton Green Parish Council
Held on Monday 17th July 2017 at 7.30pm
At Burton Green Village Hall**

Cllrs present: Cllr Archie Taylor (Chair)
Cllr Tracey Grant
Cllr John Vine
Cllr Tom Leeson
Cllr Caryll Green
Cllr Alan Marshall

In attendance: Cllr George Illingworth (WDC)
Cllr Michael Coker (WDC)
Cllr Rowena Hill (WDC)
Cllr John Cooke (WCC)
Paul Knight (Clerk)

17 members of the public were present

109/17 Apologies: To receive apologies and approve reasons for absence

RESOLVED: Councillors Andy Gibbs and Ray Watkin had offered their apologies for the meeting and these were accepted.

110/17 Declarations of Interest:

There were no new declarations of interest.

111/17 Minutes of previous meeting: To approve the minutes of the Council meeting held on 19th June 2017

RESOLVED: The minutes of the meeting held on Monday 19th June 2017, having been circulated and read be signed as a correct record.

112/17 Community Reports: To receive reports, and agree any action, from:

112.1 County Councillor – Lapworth and West Kenilworth Ward – Councillor John Cooke reported on the following matters:

- Proposal to reduce the number of Children Centres across the County from 39 to 12 "Hubs" and his intention to oppose this reduction.
- The Fire and Rescue Service had carried out fire safety checks on high rise buildings in response to the Grenfell disaster and had found nothing to suggest that a similar issue could occur in the County.
- The Warwickshire Towns Network, responsible for supporting economic growth in town centres across the county, had won the 'Partnership of the Year' accolade, a prestigious award from the Association of Town and City Management.
- Trading Standards Officer were attempting to deal with lottery scams across the County and reported that a resident in Rugby had recently lost £20,000 to fraudsters promising him a win on competitions that he had not even entered.

112.2 District Councillors – Councillor Michael Coker reported on similar issues to Councillor Cooke relating to fire safety in high rise buildings within Warwick District and advised that he had complained to the local MP on the HS2 reversal on village hall funding, and this may have assisted in securing the support of the MP in tackling HS2 on this matter. He reported that two



newly refurbished leisure centres would be opening for business soon and that the new Contractors 'Everyone Active' have won national and local prizes for the running leisure centres. Cllr Coker advised that he had raised the issue of questionable population increase figures used to inform the Coventry Plan with both planning inspectors and his districts planning officers. He also informed Cllrs that following the withdrawal of a County funded alarm call service for elderly persons living in sheltered housing, the district now provided a subsidised service called 'Lifeline' which was considered good value for money. He also advised councillors of the importance of the parish council considering a response to the closure of a children's centre in Kenilworth. The town council are likely to pass a resolution to say it shouldn't happen. He urges the parish council to take an interest.

112.3 Burton Green C of E Primary School – nothing to report

112.4 Burton Green Village Hall – with Standing Orders suspended Deidre advised councillors that HS2 felt they were unable to fund the enhance new design despite the design being discussed with HS2 Land and Property team at a meeting on 15th April 2016. Abi Burton, HS2 Property Acquisition Manager for the Land and Property Team has been in contact several times over the last month and is currently putting a business case together for the existing plans which she says she will present through their governance procedures. The trustees are currently working with our professional advisor and HS2. It was reported that the Open Gardens event had raised £1000; that a BBQ was planned for the Saturday 23rd July; and a produce show was being planned for 10th September.

112.5 Burton Green Residents' Association - with Standing Orders remaining suspended Rona reported on the following matters to the Parish Council:

- The R & B band which had to cancel their performance on 10th June owing to rain had agreed to play on Saturday 23rd September for free. Whoever bought tickets at that time will be entitled to a free glass of wine as well as free entry.
- A lunch for the retired is planned for 6th October
- County has responded to ongoing complaints about the state of the pavement on Red Lane
- Concerns about the prospect of the new road from the A46 running parallel with HS2 and its implications for the viability of the village
- It was reported that house to house collections for had been successful in maintaining and publicising the Bugle
- Appreciation was shown to Mary for the work on Jubilee Space
- A coach has been booked on 13th October to take residents to see Warhorse at the Birmingham Hippodrome – tickets still available
- It was considered that Solihull MBC's response to pothole complaints on roads was not as effective as that shown by Warwick CC

112.6 Kenilworth Greenway Trust – Ross McClean advised Cllrs that the County were awaiting a quote to put up scaffolding to keep the former railway bridge safe; that work had been done to improve access to The Greenway easier.

112.7 Warwick University – Councillor Grant reported that it was graduation week at the University with families and students celebrating and that the Sustrans route was due to be trimmed

113/17 Public participation: with Standing Orders suspended Mrs Stanworth raised the issue of unanswered correspondence on the protection of ancient hedgerows. The Clerk did not recall receiving this correspondence but will check and provide an answer. The Chair cited a recent development in Finham where an ancient hedgerow was removed to allow housing development. Councillor Cooke suggested that Rajinda Lalli in the planning enforcement section of Warwick District Council be consulted on such matters. Mr Stanworth expressed concern about fire protection to blocks of flats in the Warwick area in light of the Grenfell fire. Judith Applegarth advised parish councillors about the ongoing involvement of children of



Burton Green residents in Berkswell Scouts and thanked the council for its financial support for the planned new Scout House. The group are looking to expand locally including setting up a Beaver Colony for 6 to 8 year olds but need leaders to help to make this happen and are hoping that a leader can be found for Burton Green. Deidre endorsed the current application for funding advising that both her son and a daughter had joined Berkswell Scouts.

114/17 Red Lane Play Area:

With Standing Order reinstated it was reported that a local resident had commenced the design and installation of a new traffic sign asking drivers to go slow on the un-adopted road adjacent to the playground.

115/17 Housing: to discuss and consider matters relating to the Parish Council's approach to housing:

115.1 The Chair advised councillors that four meetings had been held to discuss the Coventry Plan and apparent flaws with population projections used to inform that Plan, and that a fifth was arranged. He reported that the human chain protest had made the local BBC news and that he was trying to gain the interest of the Coventry Evening Telegraph and a national newspaper. He believes that if the population projections were corrected to more reasonable levels that there would be enough former brownfield sites available to cover the housing needs of Coventry and hence no need to develop housing on the Greenbelt.

115.2 There was no discussion on the issue of the Cala homes Bursary Scheme because it was unlikely that the deadline for submitting application was achievable.

115.3 The Coventry Local Plan was dealt with under 115.1.

115.4 There were no developments to report on the Warwick Local Plan.

116/17 Planned Road Build A46 to A452/A45

There was a long discussion on the three phase road development process which was due to commence with changes to the Stoneleigh Roundabout on the A46. Alternative routes from this junction and their implications for the village were explored. Cllr Marshall advised that proposals would be consulted on early next year and this would be the point at which the parish council should make comment.

117/17 Burton Green Village and Neighbourhood Design Statement:

In the absence of Councillor Watkin the Council discussed the extent to which this initiative would be led by the Parish Council and there was general agreement that decisions made by the Group would be referred to the Parish Council pending setting up of a proper delegation process.

RESOLVED: The delegation of powers between the Group and the Parish Council and how they are to work together to develop the neighbourhood plan is to be considered.

118/17 Website:

118.1 Councillor Leeson and the Clerk reported that the website was nearing completion and would be ready for demonstrating at the next meeting. Cllr Leeson welcomed input from all on engaging with school children and young adults.

RESOLVED: Councillors agreed that the demonstration of the new website be carried forward to the next meeting.

118.2 Cllr Leeson advised Cllrs that the Parish Council was responsible for website content and needed to develop guidelines for this purpose.

RESOLVED: Councillor Leeson will explore the development of guidelines to cover the publication of information on the new website.

119/17 HS2:



CLr Marshall advised the Parish Council on the franchise bidding process, which will result in HS2 and InterCity West Coast services being integrated and provided by a single operator. He advised it was possible the frequency of fast services between Coventry and London could be two instead of three per hour, because there would be additional seating capacity at Coventry as a result of Birmingham and Birmingham International passengers transferring to HS2 services. In this event, however, the track capacity released could lead to intermediate stations, such as Tile Hill and Berkswell, benefiting from more frequent services, including to London, Leamington Spa and Birmingham and beyond.

120/17 Bus Shelter:

In light of difficulties faced by three councillors attempting to clean up the bus shelter on Cromwell Lane, councillors discussed the need for a commercial clean-up and instructed the Clerk to obtain quotes.

RESOLVED: The Clerk was instructed to obtain quotes to clean and repaint the shelter and replace panelling as required, this to be considered at the September meeting.

121/17 The General Data Protection Regulations

Councillor Grant advised the parish council of the need to ensure that the regulations were complied with including the need to appoint a Data Protection Officer.

RESOLVED: The Clerk to explore and produce guidelines to ensure the parish council comply with the regulations.

122/17 Finance:

122.1 **RESOLVED:** Councillors approved the following accounts for payment.

Creditor	Purpose	Amount
Paul Knight	July Salary	285.98
WCC Pension Fund	Employer Contribution - July 2017	115.13
WCC Pension Fund	Employee Contribution - July 2017	27.77
Paul Knight	Refund of HMRC payment - July salary deduction	191.20
Paul Knight	Expenses and office costs – June/July	80.40
Louise Best	Internal Auditor expenses	70.00
Burton Green Village Hall	Rental of Hall for Parish Council and Village Design Group meetings	107.25
WALC	CLr Guide to Neighbourhood Planning	45.00
1&1 Internet Ltd	Internet Hosting - April to July 2017	19.12

122.2 Councillors considered the award of a grant of £500 to £1000 to Berkswell Scouts to contribute towards the cost of a new Scout House.

RESOLVED: Councillors unanimously agreed to the award of a grant of £500 to the 53rd Coventry (Berkswell) Scout Group for the construction of a new Scout House.

122.3 To discuss the addition of signatories to the parish council bank accounts.

RESOLVED: The Clerk will add further Councillors as signatories on an individual basis to avoid problems with the mandate form.

122.4 The parish council received a report from the Clerk on the quarterly reconciliation (April to June 2017) of the accounts, and an analysis of the accounts comparing current spend with projected spend. Significant variances were explained – the balance of reserves stood at £56855.18.

122.5 Councillors were advised of the advantages of subscribing to the Society of Local Council Clerks including assisting the Clerk in obtaining his Certificate in Local Council Administration (CILCA).

RESOLVED: Councillors unanimously agreed to subscribe to the Society of Local Council Clerks including a joining fee of £8 and a full year subscription of £93. It was agreed that this membership would be reviewed after one year.

123/17 Communications:

With one exception matters on the previously circulated correspondence list requiring actions had been dealt with under other agenda items

RESOLVED: Councillors Taylor and Leeson will attend the boundary review meeting on the 7th August.

124/17 Councillor's reports and items for future Agenda:

RESOLVED: Councillors agreed to the following matters being raised as agenda items at the September meeting:

Councillors also considered that transparency fund Councillors also discussed the issue of impassable footpaths.

- Impassable footpaths in the countryside reported to the Clerk
- Transparency Code funding
- Superfast broadband provision in the village

125/17 Training: Councillors offered support to the Clerk in his CiLCA training commitments.

126/17 Planning:

Ref	Address	Details of Application	Response
W/17/1215	Kinton House, Red Lane, Burton Green, Kenilworth, CV8 1PB	Alterations to existing front bay window	No Objection
W/17/1228	The Cottage, 262 Cromwell Lane, Burton Green, Kenilworth, CV4 8AP	Variation of condition 2 (approved drawing) on planning permission ref: W16/1509 (Erection of a two storey side and rear extension).	No objection
W/17/1212	Leighfield Road, University of Warwick,	Proposed highway improvements to the existing junction along Leighfield Road, to include a new roundabout and coach lay-by	No objection
W/17/1214 LB	Cryfield Grange Farmhouse, Cryfield Grange, Cryfield Grange Road, Stoneleigh, Coventry, CV8 2JU	Proposed and partially retrospective consent sought for external alterations, to include new porches to the North and East elevations ('north wing' and 'west wing' respectively) and replacement balustrade to the West elevation. Proposed sub- division of the dwelling to create to units. Consent also sought (partially retrospective) for other repairs and alterations	No objection
W/17/1241	38 Red Lane, Burton Green	Rear single storey extension	No objection
W/17/1067	Agricultural land off Crackley Lane, South of Broadwells Wood ,	Construction of two ponds at Broadwells Wood, Burton Green	No objection

	Burton Green - HS2		
W/17/1198	Mellowdew, Hollis Lane, Kenilworth, CV8 2JY	Erection of a single storey garage extension to create annexe with roof balcony above.	No objection subject to officers being satisfied that projected extension is within permitted development and that the first floor balcony is considered by officers appropriate given the proximity of the neighbouring house.

127/17 Date of Next Meeting: Monday 18th September 2017, 7.30pm at Burton Green Village Hall.

The public meeting closed at 9:30pm

Signed *A Taylor* (Chair)

Date *18th September 2017*

BURTON GREEN PARISH COUNCIL BUDGET ANALYSIS 2017-18

	FY14/15	FY15/16	FY16/17	FY17/18	FY 17/18	FY 17/18	FY 17/18	FY17/18	FY 17/18
	Actual to	Actual to	Actual to	BUDGET	Actual to				
	31.3.15	31/03/16	31/03/17	AGREED	30/06/17	30/09/17	31/12/17	31/03/18	31/03/2018
£ PAYMENTS									
Advertising	259.68	-	-	-	-	-	-	-	-
Audit expenses	180.00	300.00	160.00	200.00	-	-	-	-	-
Capital (equipment purchase)	-	1,605.60	-	2,200.00	-	-	-	-	-
Clerks salary	3,743.68	4,021.77	2,642.83	2,697.00	706.53	-	-	-	-
Clerk tax dedts to HMRC	260.60	845.85	1,847.88	1,798.00	470.40	-	-	-	-
Clerks superannuation (emp cortrs)	644.26	-	2,643.53	2,658.00	352.46	-	-	-	-
Clerk - office allow and internet	169.00	247.00	272.00	350.00	67.00	-	-	-	-
Election fees	-	450.00	-	-	-	-	-	-	-
Grants (s137)	389.25	679.40	999.40	1,000.00	655.00	-	-	-	-
Hire of rooms for meetings	306.00	115.50	165.00	300.00	60.50	-	-	-	-
HS2	20.00	4,626.00	20.00	-	-	-	-	-	-
Insurance	315.15	317.12	327.59	350.00	329.09	-	-	-	-
Legal/professional fees	105.00	35.00	-	-	-	-	-	-	-
Neighbourhood Plan	-	-	-	3,000.00	-	-	-	-	-
Office costs	266.28	341.66	288.38	500.00	7.50	-	-	-	-
Parish Plan	894.00	-	-	-	-	-	-	-	-
Payroll	-	84.00	70.00	70.00	80.00	-	-	-	-
Play Area - Red Lane	-	-	1,751.00	800.00	350.00	-	-	-	-
Postage/Telephone	-	-	-	20.00	-	-	-	-	-
Publications	-	12.00	-	50.00	-	-	-	-	-
Subscriptions	300.00	356.00	323.00	350.00	307.86	-	-	-	-
Training	337.00	1,395.79	363.22	1,250.00	250.00	-	-	-	-
Travel expenses (Cllrs)	186.90	245.13	175.72	250.00	-	-	-	-	-
Travel expenses (Clerk)	176.20	672.30	522.45	500.00	128.25	-	-	-	-
Unforseen exp/misc	133.65	25.10	50.43	-	200.00	-	-	-	-
VAT	106.49	-	248.87	100.00	89.19	-	-	-	-
Website	48.80	35.85	434.79	200.00	355.93	-	-	-	-
Total	8,841.94	16,411.08	13,306.09	18,643.00	4,409.71	-	-	-	-
£ RECEIPTS									
Bank interest	3.94	15.03	15.02	15.00	3.79	-	3.74	3.71	-
Precept	30,000	22,899	18,788.00	18,451.00	9,484.50	-	-	-	-
Council Tax grant	-	517.00	642.00	-	-	-	-	-	-
VAT refund	198.84	136.99	-	-	-	-	-	-	-
Parish Plan grant	-	-	-	-	-	-	-	-	-
Neighbourhood Plan grant	-	-	-	-	-	-	-	-	-
Other	441.31	164.27	51.00	177.00	60.00	-	51.00	-	-
Total	30,644.09	23,732.29	19,496.02	21,595.00	9,548.29	-	54.74	3.71	-