

**Minutes of the meeting of Burton Green Parish Council**  
**Held on Monday 19th September 2016 at 7.30pm**  
**At Burton Green Village Hall**

Cllrs present: Cllr Tracey Grant (Acting Chair)  
Cllr Archie Taylor  
Cllr Caryl Green  
Cllr John Vine  
Cllr Andy Gibbs

In attendance: Cllr John Whitehouse, WCC  
Cllr Rowena Hill, WDC (from 20:15)  
Paul Knight (Clerk)  
6 members of the public were present  
Apologies were received from Cllrs Illingworth and Coker  
Cllr Hill had advised that her arrival would be delayed as she is attending a WDC meeting earlier that evening.

**128/16 Apologies for absence**

**RESOLVED:** Cllr Ray Watkin had offered his apologies for the meeting which was accepted. A resignation letter was received and accepted from Cllr Dipa Jethwa.

**129/16 Declarations of interest**

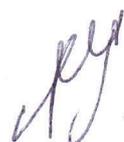
None received.

**130/16 Minutes of previous meeting**

**RESOLVED:** that the public minutes of the meeting held on Monday 18<sup>th</sup> July 2016, having been circulated and read, be signed as a correct record.

**131/16 Community reports**

- 131.1 County Councillor Kenilworth Abbey – Cllr Whitehouse briefed Cllrs on the latest update in the potential for WCC to become part of a larger combined authority. WCC awaited a government decision on the joint authority, but still have a list of issues which require answers before any formal commitment is made. He reported on a consultation exercise regarding proposals to withdraw all government grants for local authority funding, and replace them with 100% funding from business rates. He reported that the devil would be in the detail of these proposals, particularly in respect of the need to equalise funding across authorities with smaller business concentrations. He understands this funding formula will be piloted from next April. Cllr Whitehouse advised that despite the potential brake on the previous chancellor's austerity programme, WCC are still planning for cuts of 15% which will inevitably result in some loss of service provision.
- 131.2 District Councillors – in the absence of District Councillors this report was delayed pending the arrival of Cllr Rowena Hill.
- 131.3 Burton Green C of E Primary School – no report was received.



- 131.4 Burton Green Village Hall Committee – with Standing Orders suspended Cheryl advised Cllrs on the progress of plans for the new village hall, and the intention to apply for planning permission by Christmas.
- 131.5 Burton Green Residents' Association – with Standing Orders still suspended Rona reported on the intention to have a more issue based AGM in the hope of encouraging a dialogue on matters effecting villagers. Rona also reported on the intention to appoint a Burton Green Santa, because the existing Lions arrangement was already over committed in Balsall Common. A 4by4 has already been volunteered and residents are keen to make a sledge. Rona also reported on successful feedback to the Bugle on the location and condition of wells across the village. It was reported that a Preservation Order for hedgerow along Red Lane has been applied for. Cllr Taylor commented that the some of this hedge will be threatened by future development.
- 131.6 Kenilworth Greenway Trust – Cllr Whitehouse reported on attempts to flag up concerns about noise vibration at key points along the line at a recent HS2 session in the House of Lords. He does not anticipate receiving much of a response. Cllr Vine expressed his concern about the state of the notice board which was fire damaged.
- 131.7 Warwick University – with Standing Orders reinstated Cllr Grant reported that the student population will increase massively as they arrive for the start of the new academic year. Councillors were advised that works to the ongoing traffic scheme would soon be complete, so as to ensure that the Campus can be accessed from the Cannon Park side, which should help to alleviate traffic concentrations on other roads. Councillors discussed representation of the University on the Parish Council, and Councillor Grant advised that she would look into whether the University would have a corporate response to this issue. Cllr Whitehouse reported that this sudden increase in the population of the University would coincide with the Horse Fair which comes to Kenilworth in October.

### **132/16 Public participation**

Standing Orders were suspended to allow for public participation. Tony Smith expressed concerns about vehicles speeding through the village and requested further monitoring by the police. Councillor Whitehouse confirmed that although results were mixed, the new speed limits applied in the village had resulted in an overall reduction in speed levels. He pointed out the need to vote on the Kenilworth Forum to ensure that Red Lane and other local roads retained priority status for speeding. A discussion was had regarding the size of signs at entry to speed limit areas and the small size of reminder signs within built up areas where 30 mph is a standard speed limit. Residents were encouraged to join volunteers monitoring speeds across the village because police resources are more likely to be directed to points where there is evidence of speeding. Councillor Whitehouse advised that he will check on the latest speed monitoring results and feedback.

- 131/2 The Chair allowed Cllr Rowena Hill to present on district council matters. She advised Cllrs of the importance of parish councillors presenting objections in person to planning committees. Councillor Hill also advised Cllrs to monitor ongoing developments on the Local Plan, which will have implications for the village, and also encouraged residents to let their views be known on proposed boundary changes.

- 132/16** With Standing Orders still suspended, public participation was invited, and David Stableforth advised councillors about the application from Coventry 53<sup>rd</sup> (Berkswell) Scout Group for funding towards the construction of a new scout house. Cllrs considered the request and discussed possibility of adjusting precept to enable a larger commitment to be made than the

£500 to £1000 asked for. Other considerations discussed including funding restrictions and the possibility of repeat funding in the financial year 2017/18.

**RESOLVED:** that the clerk explore the issue of funding in order to allow this application to be considered at a future parish council meeting.

### **133/16 Red Lane Play Area**

With Standing Orders restored Cllrs were advised by the Clerk that the process for adopting the play area was nearing completion, and he awaited confirmation of the formal signing over. Cllrs were advised of a complaint regarding the signage and the issue of dogs being excluded or maintained on a lead in the playground.

**RESOLVED:** that the Clerk will enquire with the District Council on what rules apply with regards to dog control and consider how signage may best be deployed.

### **134/16 HS2**

Councillor Gibbs advised councillors that although HS2 appeared to be more positive in responding to queries they were unable to commit to substantial change until Royal Ascent was provided to enact HS2. In the interim Councillors discussed the possibility of requesting the noise demonstration previously offered.

**RESOLVED:** the Clerk to write to HS2 to invite them to stage a noise demonstration in the village.

### **135/16 Housing**

135.1 Coventry Local Plan – Councillor Taylor expressed concerns about the potential for ongoing development to lead to Burton Green being enveloped within a greater Coventry area. He will continue to attend meetings in the local area, in order to ensure the Parish Council is kept up to date with any local development that has implications for the village. He has asked for details of a road planned to cross the Meriden gap from Kirby Corner to the A429, and whether such plans take into account Cromwell Lane/Westwood Heath Road developments. With regard to the proposed Cromwell Lane development, Councillor Taylor confirmed that the 2<sup>nd</sup> exit from the new site was for pedestrian access only. Councillors discussed how to respond to an approach from Francis Gaskin, a developer associated with the Westwood Heath Road development, who has offered to open a dialogue with the Parish Council. Cllrs considered that the Parish Council would be viewed as accepting that the application will be approved, if such contact is made before it receives approval.

**RESOLVED:** that the Clerk writes to the developer, advising that the Parish Council will consider his offer to meet with him to discuss the implications of the Westwood Heath Road development, if planning permission for the development is granted.

135.2 Warwick District Local Plan – A discussion was held regarding the implications of future housing development both within Burton Green and on land associated with Warwick University development. Cllr Green was of the opinion that Cryfield Land (Kenilworth) Limited had misrepresented the Parish Council in its submission to the Planning Inspector on the Westwood Heath Road housing development (representation 68395). The company has stated that the development on Cryfield/Gibbet Hill was Burton Green Parish Council's preferred housing development option.

**RESOLVED:** Cllrs unanimously agreed that the Clerk writes to the Planning Inspector, and to Cryfield Land (Kenilworth) Limited, confirming that the Parish Council had not expressed a preference between housing development on the Westwood Heath Road and Cryfield/Gibbet Hill.



135.3 Neighbourhood Plan – no discussion was had on this matter.

### 136/16 Website

Cllrs discussed the SunflowerVA option to update the website in light of a further reduction in the price being secured by the Clerk.

**RESOLVED:** Cllrs unanimously agreed that SunflowerVA be employed to update the website.

### 137/16 Finance

137.1 To receive bank reconciliation and budget analysis to 20<sup>th</sup> June 2016.

**RESOLVED:** The bank reconciliation to June 2016 and budget analysis (Appendix A) was received and noted.

137.2 Accounts for payment

**RESOLVED:** that the following accounts be approved for payment:

Burton Green Village Hall	Use of village hall - 1st April to 30th June 2016	49.50
WALC	Membership Fees 2016/17	323.00
WCC Pension Fund	Employer pension contribution - August 2016 salary	90.61
WCC Pension Fund	Employee pension contribution August 2016	22.55
Paul Knight	August 2016 salary - payment additional 8.5 hours July 2016	232.65
Paul Knight	Refunded HMRC payment - tax deductions in August 2016	154.80
Andrew Gibbs	HS2 Petition Appearance 19/07/16 - expenses claim	96.97
Burton Green Res Assn	Funding of 50% of the cost of calibrating the speed gun	149.40
WCC	Legal costs incurred with transfer of playground	751.00
WALC	Training planning consultation on 5/11/16 - Caryll Green	45.00
WCC Pension Fund	Employee pension contribution September 2016	18.04
WCC Pension Fund	Employer Pension contribution - September 2016	72.49
Paul Knight	September 2016 salary	185.90
Paul Knight	Refund of HMRC payment - tax deductions in September 2016	124.00
Paul Knight	Expenses July/August 2016	116.40
Total		<b>2432.31</b>

137.3 To consider an application from Coventry 53<sup>rd</sup> (Berkswell) Scouts Group for £500 to £1000 towards the construction of a new scout building (see 132/16 above).

137.4 To consider an application from Burton Green Residents Association for £149.40. This equates to 50% of the cost of calibrating the speed gun.

**RESOLVED:** Councillors unanimously approved the funding towards the calibration of the speedgun.

### 138/16 Communications:

138.1 Councillors discussed participating in the survey from the new Police and Crime Commissioner and the matter was left with Cllr Grant to consider.

138.2 Councillors considered responding to Warwick District Council with a view on the proposal to withdraw the Concurrent Services and Capital Reduction Grant

**RESOLVED:** Councillors agreed that a response to Warwick District Council was unnecessary as the financial implications for the Parish Council were minimal.

138.3 The Parish Council considered how the monthly reports from the Police and Crime Commissioner are dealt with.

**RESOLVED:** Councillors agreed that Councillor Grant will review ongoing circulars from the Commissioner and report on the contents to the Parish Council.

138.4 To consider completion of circulated housing survey.

**RESOLVED:** Councillors agreed that homelessness was not a significant factor in the parish and the survey would not be completed.

**139/16 Bus Shelter**

Councillors Green and Vine reported on the poor state of the Cromwell Lane bus shelter.

**RESOLVED:** Councillors approved an offer from Councillor Gibbs to clean the shelter and cut back encroaching branches.

**140/16 Councillors reports and items for future Agendas**

It was reported that the telephone box in Red Lane and Cromwell Lane had been repaired by BT, although they refused to replace the door. Cllr Vine advised that residents were considering putting shelves in the box and using it as a library. Cllrs discussed the issue of grit bin provision and the need to communicate with Solihull Borough Council, the relevant authority on such matters in Hob Lane.

**RESOLVED:** Cllrs agreed that gritting would be placed on the next agenda and that Councillor Taylor would explore the costs associated with providing a grit bin on Hob Lane.

**141/16 Training – RESOLVED:** The Clerk to register Councillor Vine on training course run by WALC on planning consultation.

**142/16 Planning –** Reports were received from Councillors Vine and Green.

- 142.1 W/16/0934 - Proposed drop curb and hardstanding to front of house at 179 Cromwell Lane – application withdrawn.
- 142.2 W/16/1068 – Erection of loft conversion and ground floor extension at 8 Hob Lane – application refused by Warwick District Council
- 142.3 W16/1487 – Erection of new garage at 260 Cromwell Lane, CV4 8AP – no objection to be logged.
- 142.4 W/16/1527 – Prior approval for proposed rear extension to replace existing conservatory at Highfield, Red Lane – no objection to be logged.

In accordance with delegated authority process the following planning applications were responded to:

W/16/1509 – Erection of 2 storey side extension at 262 Cromwell Lane – no objection logged  
W/16/0965 – Variation of condition 2 to remove 60 car parking spaces at the University of Warwick, Scarman Drive – no objection logged although planning permission was refused and an appeal is underway

**RESOLVED:** The Clerk to ensure that other validated planning applications are added to the agenda

**143/16 Date of next meeting**

The next meeting of the Parish Council would be held on 17<sup>th</sup> October 2016 at 7.30pm at Burton Green Village Hall.

The public meeting closed at 9:45pm

Signed ..... (Chair)

Date .....



**APPENDIX A**

**BURTON GREEN PARISH COUNCIL RECONCILIATION**

Receipts and payments reconciliation as at 30.6.16

Balance brought forward	45341.67
plus receipts	9718.78
minus payments	3578.12
Total	51482.33

Bank reconciliation

Lloyds Business Bank Account - 43619360	30022.75
Lloyds Treasurer Account - 43618960	27752.31
Cash	<u>0.00</u>
Total	57775.06

less unpresented cheques	90	35.00	
	295	4626.00	
	317	1286.65	
	318	345.08	
		<b>6292.73</b>	
			51482.33

APPENDIX A  
BURTON GREEN PARISH COUNCIL BUDGET ANALYSIS 2016-17

	FY13/14 Actual to 31.3.14	FY14/15 Actual to 31/03/2015	FY15/16 Actual to 31/03/16	FY16/17 Actual to 30/06/15	FY 16/17 Actual to 30/09/15	FY 16/17 Actual to 31/12/15	FY16/17 Actual to 31/03/16	To date 16/17 Inc VAT
<b>£ PAYMENTS</b>								
Advertising	-	259.68	-	-	-	-	-	0
Audit expenses	160.00	180.00	300.00	-	-	-	-	0
Capital (equipment purchase)	-	-	1,605.60	3,000.00	-	-	-	0
Clerks salary	3,092.24	3,743.68	4,021.77	5,500.00	564.18	-	-	564.18
Clerk tax dedts to HMRC	129.00	260.60	845.85	1,000.00	511.78	-	-	511.78
Clerks supernannuation (emp conts)	819.68	644.26	-	1,000.00	1,631.73	-	-	1,631.73
Clerk - office allow and internet	299.00	169.00	247.00	300.00	67.00	-	-	67
Election fees	-	-	450.00	1,500.00	-	-	-	0
Grants (s137)	870.00	389.25	679.40	1,000.00	-	-	-	0
Hire of rooms for meetings	305.00	306.00	115.50	400.00	-	-	-	0
HS2	35.49	20.00	4,626.00	-	20.00	-	-	20
Insurance	314.19	315.15	317.12	350.00	327.59	-	-	327.59
Legal/professional fees	490.83	105.00	35.00	-	-	-	-	0
Neighbourhood Plan	3.90	-	-	-	-	-	-	0
Office costs	705.37	266.28	341.66	500.00	99.97	-	-	99.97
Parish Plan	1,500.00	894.00	-	-	-	-	-	0
Payroll	-	-	84.00	170.00	70.00	-	-	70
Play Area - Red Lane	-	-	-	-	-	-	-	0
Postage/Telephone	-	-	-	-	-	-	-	0
Publications	30.00	-	12.00	100.00	-	-	-	0
Subscriptions	428.00	300.00	356.00	450.00	-	-	-	0
Training	280.00	337.00	1,395.79	1,250.00	138.22	-	-	138.22
Travel expenses (Cllrs)	-	186.90	245.13	50.00	-	-	-	0
Travel expenses (Clerk)	372.45	176.20	672.30	500.00	133.65	-	-	133.65
Unforseen exp/misc	61.85	133.65	25.10	25.00	-	-	-	0
VAT	198.84	106.49	-	300.00	-	-	-	14
Website	36.82	48.80	35.86	2,000.00	-	-	-	0
<b>Total</b>	<b>10,132.66</b>	<b>8,841.94</b>	<b>16,411.08</b>	<b>19,745.00</b>	<b>3,564.12</b>	<b>-</b>	<b>-</b>	<b>3,578.12</b>
<b>£ RECEIPTS</b>								
Bank interest	-	3.94	15.03	-	3.78	-	-	-
Precept	10,333.00	30,000.00	22,899.00	21,595.00	9,715.00	-	-	-
Council Tax grant	-	517.00	-	-	-	-	-	-
VAT refund	178.97	198.84	136.99	-	-	-	-	-
Parish Plan grant	1,500.00	-	-	-	-	-	-	-
Neighbourhood Plan grant	-	-	-	-	-	-	-	-
Other	41.00	441.31	164.27	-	-	-	-	-
<b>Total</b>	<b>12,052.97</b>	<b>31,161.09</b>	<b>23,215.29</b>	<b>21,595.00</b>	<b>9,718.78</b>	<b>-</b>	<b>-</b>	<b>-</b>