

# Burton Green Parish Council

Clerk to the Council : Ms Louise Baudet,  
Correspondence address : 47 St Pauls Crescent, Coleshill, Birmingham, B46 1BB  
Telephone : 01675 463707 Email : burtongreen@hotmail.co.uk

15<sup>th</sup> October 2012

Dear Councillor

You are hereby summoned to attend the meeting of Burton Green Parish Council at Burton Green C of E Primary School, Hob Lane, Burton Green, Kenilworth, CV8 1QB on Monday 22<sup>nd</sup> October 2012 at 7.30pm. If you are unable to attend, please forward your apologies to either myself or the Chairman.



Mrs Louise Baudet  
Clerk to the Parish Council

*Members of the public and press are welcome to attend.*

## A G E N D A

1. **Apologies** : To receive apologies and approve reasons for absence
2. **Public participation** : To adjourn to allow public participation. Residents are invited to give their views and raise questions to the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself and the Parish Council can not pass a resolution on matters raised during public participation.
3. **Declarations of Interest** :
  - (a) Councillors are reminded of the need to update their register of interests
  - (b) To declare any interests in items on the agenda and their nature
  - (c) To receive written requests for new DPI (disclosable pecuniary interest) dispensations.
4. **Minutes** :

To approve the minutes of the Council meeting held on 17<sup>th</sup> September 2012 (attached)
5. **Progress reports for information** :
  - (a) Representatives on Warwick District Joint Standards Board
  - (b) To update Council regarding hedging in Westwood Heath Lane, adjoining Sports Club
  - (c) To report back on training attended
6. **Community Reports** : To receive reports, and agree any action, from :
  - (a) Warwickshire Police
  - (b) County Councillor – Kenilworth Abbey – John Whitehouse
  - (c) District Councillors – Kenilworth Abbey – Ann Blacklock, Michael Coker and George Illingworth
  - (d) Link Councillor with Burton Green C of E Primary School – Cllr Hickinbottom
  - (e) Link Councillor with Burton Green Village Hall Committee – Cllr Stewart
  - (f) Link Councillor with Burton Green Neighbourhood Watch – Cllr Cox
  - (g) Link Councillor with Burton Green Residents' Association – Cllr Taylor
  - (h) Link Councillor with Kenilworth Greenway Trust – Cllr Hills
  - (i) Link Councillor with Burton Green HS2 Action Group – Cllr Taylor

7. **Website** : (a) to consider quotations received for production of Parish Council website and agree action to be taken.
8. **Noticeboard** : To discuss and agree action in relation to the development of a Parish Council noticeboard in Red Lane
9. **Bus Shelter** : To discuss and agree action in relation to bus shelter in Red Lane
10. **Finance** :
  - (a) To consider and approve accounts for payment
  - (b) To consider and approve approved mileage rate for Councillors and Clerk
  - (c) To consider quotation for appointment of Internal Auditor and agree action
  - (d) To identify possible areas of expenditure for inclusion in draft budget for 2013/14 and agree action to be taken
  - (e) To authorise purchase of IT equipment for Clerk
11. **Pavements** : To consider and agree action relating to pavements in Burton Green (Cllr Hills).
12. **Red Lane Play Area** : To discuss and agree action relating to ownership and management of facilities
13. **Emergency Planning Policy** : To consider action to be taken to produce draft Emergency Planning Policy for Burton Green.
14. **Freedom of Information** : To consider Freedom of Information Publication Scheme charges
15. **Communications** : To receive and discuss communications received (and comment/action if appropriate)
16. **Planning** :
  - (a) to discuss and comment on (a) Application W/12/1237 – Le Van, for Certificate of Lawfulness for proposed use of caravan site for 20 caravans
  - (b) any other planning applications received
  - (c) to receive, for information, details of planning application decisions
  - (d) to discuss and agree how the Parish Council will respond to planning applications, particularly in between meetings.
17. **Councillor's reports and items for future Agenda** : Councillors are requested to use this opportunity to report minor matters of information or action, not included elsewhere on the Agenda, and to raise items for future Agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
18. **Report from Clerk**
  - (a) To finalise and approve details within Contract of Employment
19. **Date of next meeting** : 19<sup>th</sup> November 2012 at 7.30pm

**Minutes of the meeting of  
Burton Green Parish Council  
held on 17th September 2012 at 7.30pm**

Parish Cllrs present : Archie Taylor (Chair)  
Ian Cox (Vice-Chair)  
Ian de Worryingham  
Adrian Hickinbottom  
Marlene Hills  
Vaughan Owen  
Marcus Stewart

In attendance : Cllr Anne Blacklock (District Cllr)  
Cllr George Illingworth (District Cllr)  
Louise Baudet (Clerk)  
Mr Smith (resident)

**47 Apologies for absence**

Apologies for absence were received from Cllr Whitehouse (County Cllr), Cllr Coker (District Cllr) and Paul Thornton (Broadband Champion)

**48 Public participation**

Mr Smith recognised the importance of being proactive with regards to HS2, but hoped the Parish Council would use its powers to also consider addressing other issues of importance in the village. He suggested that the Parish Council give consideration be given to the provision of recreational facilities, more benches and possibly toilets, which would be of benefit to many ramblers. Continuing, it was suggested that the Parish Council give consideration to a 'grants policy' to support community projects and organisations eg the Village Hall Committee. It was also suggested that a Committee be established to look at issues contained within Standing Orders and the cycle of meetings. The Parish Council clarified the number of meetings that would be held and agreed that it would be looking at some of the issues raised, which would need to be considered as part of the budgetary cycle because of cost implications. The Parish Council was aware of the need to develop facilities at the Village, particularly if HS2 is built.

**49 Declarations of interest**

There were no interests declared.

**50 Minutes**

RESOLVED : that the minutes of the previous meeting held on 12<sup>th</sup> July 2012, having been circulated and read, be signed as a correct record subject to  
:  
- The amendment of Minute No 33 at line 6 to read '... net 30 to 80 new homes ...' and bullet point 3 of the resolution to read 'Perry Urban Park' instead of 'perrybar'.

- The amendment of Minute No 38 (c) to read 'Cllr Ian deWorringham' as the link with Burton Green Neighbourhood Watch and 38(f) to read 'Burton Green HS2 Action Group' instead of Friends of the Kenilworth Centre

A concern was raised and discussed that Burton Green Parish Council was not represented on the Warwick District Committee Joint Standards Committee. Cllr Blacklock and Cllr Illingworth agreed to clarify the nomination procedure for elected representatives and report back to the Parish Council.

Action : Cllrs Blacklock and Illingworth

## **51 Progress reports for information**

High Speed Broadband – it was noted that residents and businesses are still being encouraged to complete surveys and the project was now entering the pre-procurement phase.

## **52. Community Reports**

### **52.1 Warwickshire Police**

The Chairman reported that he had spoken to PC Peter King who had reported that the Police were doing more cross-border work with other forces, which has helped to achieve a 34.8% reduction in burglaries and a 49% reduction in vehicle crime.

### **52.2 County Councillor – Kenilworth Abbey – John Whitehouse**

No matters were reported

### **52.3 District Councillors – Kenilworth Abbey**

(a) Cllr Ann Blacklock reported on the following :

- work was progressing drafting the Local Plan, a key element of which would be defining the green belt boundaries.

- new Waste Management contracts would be introduced in Spring 2013 which would combine the current four separate contracts into one contract. The main benefit would be financial savings through economies of scale and a more streamlined service provision and high standards of service. The Parish Council requested that Burton Green Village Hall be able to receive waste recycling services

(b) Cllr Michael Coker – apologies for absence had been sent.

(c) Cllr George Illingworth reported on the following :

- protection of the local green belt continued to be a priority in the Local Plan. Discussing housing developments he reported that in April 2011 900 houses had been given planning approval in Warwick District, but over 400 of these had not been started. There were concerns about the supply of residential houses, particularly in light of the number of houses, with planning permission approved, but not yet built as a result of the current economic climate.

### **52.4 Link Councillor with Burton Green C of E Primary School**

Councillors recorded their appreciation for the use of the school facilities for meetings and hoped to see closer links with the school develop in the future.

### **52.5 Link Councillor with Burton Green Village Hall Committee**

Cllr Stewart reported that the Village Hall had celebrated its 30<sup>th</sup> anniversary and that the Annual Produce Show had been very successful. The Hall continues to be a popular venue, albeit it has recently lost some bookings from hirers which will obviously have an impact on its finances.

52.6 Link Councillor with Burton Green Neighbourhood Watch

No items to report

52.7 Link Councillor with Burton Green Residents' Association

Cllr Taylor reported that the Residents' Association wished to record their thanks to the Parish Council for the £250 contribution towards The Bugle and £250 towards the Defibrillator. The AGM would be held on 1<sup>st</sup> October 2012.

52.8 Link Councillor with Kenilworth Greenway Trust

Cllr Hills reported that the route of the Greenway to the University would be officially opened on 26<sup>th</sup> October 2012. Other diary dates included a Bat Walk on 22<sup>nd</sup> October 2012 and a fundraising dinner to promote the Greenway on 15<sup>th</sup> October 2012. HS2 had no recognises that it was not a disused Railway Trust and it was hoped to obtain verbal agreement that there would be restorative work if HS2 goes ahead.

Cllr Hill updated the Parish Council on her History & Archaeology Group and reported that she had applied for funding to carry out a community event with 'geophys'.

52.9 Link Councillor with Burton Green HS2 Action Group

Cllr Taylor reported that strong links had been forged with Solihull, who were also keen to pursue the option of a bored tunnel. There was agreement that a bored tunnel was feasible, but it had to be considered alongside other factors before a decision could be made. Discussing the HS2 forums it was generally felt that the format was too large and this hindered progress, alongside the unavailability of information. It had also come to light that HS2 were responsible for disseminating information to all the Forums on the route, about the issues between discussed through each forum, in particular about mitigation. There had been one bi-lateral meeting with HS2 Ltd and the Chairman would be attending a further meeting in November, and invited Cllrs Owen and Hill to also attend.

Cllr Hills reported that it had come to light that an electrical station will be put on Hodgetts Lane adjacent to the existing one, and will be used to power HS2 (approx size 100m x 100m). Depending on the length of the tunnel, a proposed relief road could cut through one or more of the houses on Hodgetts Lane. The relief road would remove spoil and allow access to the Red Lane/Hob Lane/Cromwell Lane junction. Homeowners had not been notified and HS2 had been requested to establish lines of communication accordingly and also provide an environmental costing. A meeting has been requested with the Secretary of State. Concluding, it was noted that a resident had been refused information under the Freedom of Information Act.

Results of the Scope and Methodology report were now available.

**53. Website**

The Clerk reported that she had been passed three quotation from Mr Leach (previous Clerk) for production of a website ; Parishcouncilweb.net - £880, This Is Creative - £3456 and Purple Storm Graphics - £468.99. As the quotations were not on a 'like to like' basis it was agreed that the Clerk draft a quotation specification and obtain new prices. It was agreed that the Clerk would liaise with Cllr Marcus Stewart on the progress.

Action : Clerk

## **54. Planning**

### **54.1 Planning applications received**

There had been no applications received

### **54.2 Hedging in Westwood Heath Lane**

Cllr Blacklock confirmed that no planning application had been submitted to either Coventry City Council or Warwick District Council for any work to be undertaken to the hedging in Westwood Heath Lane. Cllrs Owen and Taylor reported that they had submitted a formal complaint and requested that the Planning Enforcement Officers inspect the site and report back. It was hoped that the Enforcement Officers would issue a 'notice to replace' to the owners, who is thought to be Coventry Council. Cllr Illingworth commented that the Arbiculturalist from Coventry City Council was of the opinion that the missing piece of hedgerow would regrow naturally. Cllr Owen would continue to pursue the matter.

Action : Cllr Owen

### **54.3 Planning applications decided**

The Clerk had no decisions to report.

### **54.4 Responding to planning applications**

The Clerk advised that as a formal consultee any responses to planning applications or consultations should be discussed at a full Parish Council meeting and a resolution passed to agree any responses. In the case of applications received in between meetings, it was agreed that the Clerk would request an extension to the consultation deadline to enable applications to be discussed at meetings.

RESOLVED : that the Parish Council approve the recommendations proposed by the Clerk and amend Standing Orders accordingly.

## **55. HS2**

This item had already been discussed under Minute 52.9.

## **56. Noticeboard**

Having agreed that it would be desirable to have a second noticeboard Councillors discussed a possible location and requested that the Clerk make enquiries regarding ownership of the grass verges.

Action : Clerk

The Clerk commented that a larger noticeboard in Cromwell Lane would be desirable to enable all the minutes and notices to be visible to residents. Councillors discussed the condition of the board and problems with the lock working.

## **57. Bus Shelter**

Councillors discussed the bus shelter in Red Lane, which was still in operation and used by residents, but historically covered in overgrowth. Councillors requested that the Clerk seek to establish ownership of the bus shelter and also approach County Highways, who have in the past, cleared away the overgrowth.

Action : Clerk

## **58. Finance**

58.1 Accounts for payment

RESOLVED : that the following accounts are approved for payment :

Warwickshire CC – hire of Burton Green Primary School (June & July)	£90.00
Westwood PC Church – room hire for Annual Parish meeting	£60.00
Warwickshire Training Partnership – Localism Day	£40.00
Mrs L Baudet – Clerks salary August & September 2012	£344.69
HMRC – Tax deduction Mrs L Baudet August & September 2012	£86.08
Mr G Leach – Clerks salary April to August 2012	£520.71
Aon UK Ltd – insurance premium for bus shelter*	£32.13

The Clerk reported that she had obtained a quotation from Queensbury Shelters for a replacement shelter (£4326) for the purpose of a valuation figure on the Asset Register and insurance schedule.

58.2 Asset Register

RESOLVED : that the Parish Council receive and approve the Asset Register as presented (Appendix A)

58.3 Appointment of Internal Auditor

It was agreed that the Clerk should obtain quotations for the appointment of an Internal Auditor for consideration by the Parish Council.

Action : Clerk

The Clerk had received confirmation that Grant Thornton UK LLP have been appointed as external auditors for five years commencing 2012/13.

58.4 Financial matters

The Clerk presented Income accounts, Expenditure accounts, Bank reconciliation and Income/Expenditure analysis to 31<sup>st</sup> August 2012 (Appendix B), reporting that expenditure was within budget and the Parish Council had a balance of £14510.

The Clerk distributed a mandate from Lloyds Bank for Cllrs Stewart, Owen, Hickinbottom and Cox to complete so they could be added a signatories onto the bank account.

**59. Training**

The Clerk confirmed that Cllrs Taylor, Owen and deWorringham had been booked onto the Localism Day on 22<sup>nd</sup> September 2012. It was agreed that Councillors would report back on any training attended. The Clerk circulated details of other training opportunities available through WALC.

**60. Standing Orders**

The Parish Council reviewed Standing Orders relating to Public Participation and had no amendments to make.

**61. Code of Conduct**

Councillors noted the amendment to the Code of Conduct which incorporated the definition of disclosable pecuniary interests. The Clerk reminded Councillors to complete their declarations and it was noted that it is now required that these be published on a Parish Councils' website.

**62. Rights of Way Volunteer Partnership Agreement**

The Clerk drew the new Volunteer Scheme through Warwickshire County Council Rights of Way Team, to the attention of the Parish Council and circulated a copy of the Rights of Way map for Burton Green. It was noted that by 2026 all Public Rights of Way would need to be re-registered to be retained and Councillors asked the Clerk to obtain the application forms to do this.

**63. Communications**

The Clerk circulated details of correspondence received (Appendix C) and Councillors commented on the following items :

- item 5 : WALC AGM – it was agreed that Cllrs Owen and Hills attend the AGM and appointed to vote on behalf of Burton Green Parish Council
- item 18 : the Clerk reported that Cllr Kinson OBE, Chairman of Warwick District Council had requested to attend a future meeting and it was agreed that the Clerk should invite him to the meeting on 17<sup>th</sup> December 2012.

Action : Clerk

**64. Councillor's reports and items for future Agenda**

Cllr Hills asked the Clerk to place 'Emergency Planning Policy' onto the next Agenda.

**65. Report from Clerk**

65.1 Councillor contact details and publication of information

The Clerk circulated a list of contact details for checking and it was agreed that Cllrs names and telephone numbers would be publicly available, and through the new website each Councillor would have a Parish Council email address.

65.2 Cycle of events

Councillors received and noted the Cycle of Events from the Clerk (Appendix D)

65.3 Purchase of Parish Council briefcase

RESOLVED : the Parish Council authorised the Clerk to purchase a suitable briefcase for meeting documentation.

**66. Meeting dates and paperwork**

Councillors agreed the following meeting dates to be held at Burton Green Primary School, commencing 7.30pm :

2012 : Monday 22nd October 2012 (changed from 15<sup>th</sup> October 2012)



Monday 19<sup>th</sup> November 2012  
Monday 17<sup>th</sup> December 2012

2013 : Monday 21<sup>st</sup> January 2013  
Monday 18<sup>th</sup> February 2013  
Monday 18<sup>th</sup> March 2013  
Monday 15<sup>th</sup> April 2013  
Monday 20<sup>th</sup> May 2013  
Monday 27<sup>th</sup> May 2013 – Annual Parish Meeting (venue and time to be confirmed)  
Monday 17<sup>th</sup> June 2013  
Monday 15<sup>th</sup> July 2013  
Monday 29<sup>th</sup> August 2013 (cheques and planning only)  
Monday 16<sup>th</sup> September 2013  
Monday 21<sup>st</sup> October 2013  
Monday 18<sup>th</sup> November 2013  
Monday 16<sup>th</sup> December 2013

It was agreed that all meeting paperwork would be circulated by email, except Cllrs Hills and Taylor who preferred hard copy (Cllr Owen to receive paper copy at meeting).

Action : Clerk

**67 Closure of meeting**

The meeting closed at 9.30pm.

Signed ..... (Chairman)

Date .....