

16th June 2026

Dear Councillors,

Members are hereby summoned to attend an Ordinary meeting of the **Full Council**, to be held in the Tacon Room at Burton Green Village Hall, Red Lane on **Monday 22nd June 2026 at 7:30pm**. If you are unable to attend, please send your apologies to the Clerk in writing before the meeting.

Helen du Bois

Clerk/RFO to Burton Green Parish Council

Members of the public and press are welcome to attend. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.

AGENDA

- 1. Election of Chairman for 2026/27**
- 2. Signing of the Chairman's Declaration of Acceptance of Office**
- 3. Election of Vice Chairman for 2026/27**
- 4. Signing of the Vice Chairman's Declaration of Acceptance of Office**
- 5. Apologies for absence**
- 6. Declarations of Interest:**
 - Councillors are reminded of the need to update their register of interests.
 - To declare any interests in items on the Agenda and their nature.
 - To receive and consider written requests for new DPI (disclosable pecuniary interests) dispensations on items relating to the Agenda.
- 7. To receive a presentation from a representative for Turley regarding the upcoming pre-application public consultation on plans for up to 100 new homes on land east of Cromwell Lane.**
- 8. To co-opt a candidate to fill one of the Councillor vacancies**
- 9. To approve the minutes of the Annual meeting held on 18th May 2026**
- 10. To consider any matters arising from the minutes of the previous meeting that are not included on this agenda**

11. Community reports:

11.1. County Councillor, Lapworth & West Kenilworth: Cllr Stevens

11.2. District Councillors, Kenilworth Abbey & Arden: Cllr Hales, Cllr Aizlewood, Cllr Armstrong

11.3 Community reports: University of Warwick, Burton Green Primary School, Village Hall Committee, Residents Association, HS2 Working Group

12. 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.

- Individual members of the public are permitted to speak for no more than 3 minutes
- Council members cannot pass a resolution on matters raised during the public participation session
- Members of the public may not take part in any other part of the meeting without requesting the permission of the Chairman

13. 2025-26 Annual Governance and Accountability Return (AGAR):

13.1. To note the signed Annual Internal Audit Report 2025-26 and accompanying report and consider any recommendations

13.2. To consider and sign Section 1 - Annual Governance Statement 2025-26

13.3. To approve and sign Section 2 - Accounting Statements 2025-26

13.4. To note the dates of the Period for the Exercise of Public Rights 2025-26

14. To receive an update on the CIL Spending questionnaire

15. To review and approve the following documents:

- Scheme of Delegation
- General Privacy Notice (GDPR)
- Staff Privacy Notice (GDPR)
- Data Breach Policy (GDPR)
- Subject Access Request Procedure
- Data Protection Policy (GDPR)
- Publication Information

15. Planning: to consider the following planning applications:

15.1. [W/26/0781](#)

Description: Removal of condition 9 of planning permission ref: W/16/0658

(Proposed change of use of a redundant water tower and conversion of the structure to provide holiday accommodation, including the creation of additional floor space) to allow unrestricted residential use (Use Class C3).

Location: The Water Tower, Long Meadow Farm, Hob Lane, Burton Green, Kenilworth

Comments by 1/7/26

15.2. [W/26/0463](#)

Description: Partial demolition of existing single storey side extension and erection of a new & partially existing single storey wraparound extension on a detached property in a large plot set back from the road.

Location: Hales, Red Lane, Burton Green, Kenilworth, CV8 1PB

Comments by 23/6/26

17. Correspondence/communications: to discuss communications received but not mentioned on other parts of the agenda and comment if appropriate

18. 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.

19. Date of next Council meeting: 13th July 2026 at 7:30pm, Burton Green Village Hall

20. Close

END

Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat and other practices when making decisions at the meeting.