

MINUTES OF THE ORDINARY MEETING OF THE FULL COUNCIL

22nd June 2026, at Burton Green Village Hall, Burton Green

Present:

Councillors Aizlewood (Chairman), Deeley, Larsen, Taylor and the Clerk (Helen du Bois).

Others:

Ian Deverell - Senior Land and Planning Manager at IM Land

Scarlett Lambeth – Senior Planning Consultant at Turley

Alicia Menzies – Strategic Communications Consultant at Turley

Public:

Six

1. Election of Chairman for 2026/27

Cllr Aizlewood was proposed and seconded, all were in favour and Cllr Aizlewood was duly elected as Chairman.

2. Signing of the Chairman's Declaration of Acceptance of Office

Cllr Aizlewood signed the Chairman's Declaration of Acceptance of Office, witnessed by the Clerk.

3. Election of Vice Chairman for 2026/27

It was **agreed** to defer this item until the next meeting of the Full Council.

4. Signing of the Vice Chairman's Declaration of Acceptance of Office

It was **agreed** to defer this item until the next meeting of the Full Council.

5. Apologies for absence

Cllrs Marshall, Hatton, McColl, Paine and Webster had sent apologies which were accepted.

6. Declarations of Interests

None.

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.

The representatives from IM Land and Turley gave a summary of the proposed development. Cllrs queried some of the information presented on the public consultation website and raised questions about access to the development, specification of the affordable housing and the off street parking provision. It was confirmed that all properties will comply with the Future Homes Standard and will be fitted with solar panels and air source heating.

The Council asked Turley to consider holding a public consultation meeting.

8. To co-opt a candidate to fill one of the Councillor vacancies

The applicant was unable to attend the meeting; it was **agreed** to defer this item until the next Full Council meeting.

9. To approve the minutes of the Annual meeting held on 18th May 2026

The minutes were signed without amendment.

10. To consider any matters arising from the minutes of the previous meeting that are not included on the agenda.

None.

11. Community reports:

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

Cllr Stevens' report had been circulated prior to the meeting, the full report can be viewed on the Council's website at:

<https://burtongreenparishcouncil.gov.uk/wp-content/uploads/2026/06/WCC-Parish-Report-May-2026.pdf>

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

Cllr Aizlewood's report had been circulated prior to the meeting.

Cllr Aizlewood gave an update on the delayed Publication Draft of the SWLP, the public consultation is likely to be opened at the end of July.

Cllr Aizlewood's full report can be viewed on the Council's website at:

<https://burtongreenparishcouncil.gov.uk/wp-content/uploads/2026/06/WDC-Parish-Report-June-2026.pdf>

11.3. Community reports:

University of Warwick: no update.

Burton Green Primary School: no update

Village Hall Committee:

- the hall will be re-decorated during the summer holidays.
- the VH Committee are investigating cooling/heating systems for the building.
- the planning application for the petanque pitch had to be amended to include changes to the Biodiversity Net Gain provision; the updated application will be considered by WDC's Planning Committee in August.
- thanks were passed on to Cllrs from the 'Made in Burton Green' team for the recent grant.

Residents Association: PCSO Ricardo spoke with the owner of a car that had been routinely parked too close to the junction of Hodgetts Lane/Cromwell Lane; it is now being parked further from the junction on Hodgetts Lane but on a bend and causes traffic to overtake it without a clear view of oncoming traffic.

HS2 Working Group:

- The group recently received a response from BBV/HS2 to their questions from the meeting held on 19th March 2026, the working group do not consider some of the answers to be satisfactory.
- Cllr Webster is finalising a letter to Sir Jeremy Wright MP, Saqib Bhatti MP, Lord Hendy (Minister of State for the Department of Transport) and Sir Mark Worthington (Independent HS2 Commissioner).

12. Public participation

Two members of the public requested support from the Council for the provision of a footway outside properties on the section of Red Lane from the village hall to The Hales, at present there is a footway on only one side of the road along this stretch.

It was **agreed** that the Clerk would pass on the request to WCC Highways.

ACTION: The Clerk to contact WCC Highways.

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 recommendation

The signed Annual Internal Audit Report 2025-26 and accompanying report had been circulated prior to the meeting – it was noted that the Internal Auditor had no areas of concern or recommendations.

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

The Annual Governance Statement 2025-26 was considered. It was **agreed** that all responses were in the affirmative with Assertion 9 marked as Not Applicable. It was **resolved** to approve the Annual Governance Statement.

Cllr Aizlewood and the Clerk as Responsible Financial Officer signed Section 1 of the Annual Return

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

It was **resolved** to approve the Accounting Statements 2025-26.

Cllr Aizlewood and the Clerk as Responsible Financial Officer signed Section 2 of the Annual Return.

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

It was noted that the Period of Exercise of Public Rights will be from Thursday 25th July 2026 to Wednesday 5th August 2026.

ACTIONS:

The Clerk to submit the AGAR paperwork to the External Auditor, Moore UK

The Clerk to display the AGAR paperwork on the website.

The Clerk to display the notice of the Period of Exercise of Public Rights on the website and noticeboard.

14. To receive an update on the CIL Spending questionnaire

The CIL Spending questionnaire had been launched on 29.5.26; the Council has received approximately 26 responses to date. The comments were reviewed.

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)

All documents were signed without amendment.

ACTION: The Clerk to publish the documents to the website.

16. Planning: to consider the following planning applications:

16.1. [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

BGPC comment: NEUTRAL

16.2. [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

BGPC comment: NEUTRAL

ACTION: The Clerk to submit all comments.

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

None

18. Councillor's reports and items for future agenda:

Cllr Deeley had been contacted by a resident regarding hedgerow near the Sainsburys at Westwood Park that had removed by the new contractors – at the time the contractors had informed the resident that the hedge would be replaced but this has not yet happened. The Clerk agreed to look at the original planning application to identify whether there was a condition on the planning application to replant a hedge.

ACTION: The Clerk to look at the planning application.

The date of the next meeting was discussed; it was suggested that it should be moved to 20th July 2026 due to Councillor availability.

ACTION: The Clerk to consult with absent Councillors and identify the most appropriate date for the next meeting.

19. Date of next Council meeting: to be confirmed.

20. Close

The meeting closed at 9.23pm.

Signed: _____ Date: _____
Cllr Aizlewood, Chairman