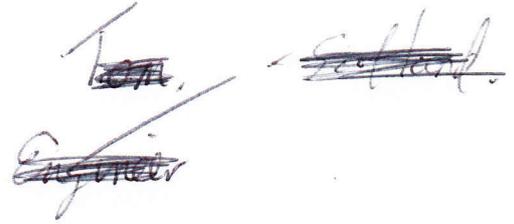


**Minutes of the meeting of Burton Green Parish Council
Held on Monday 17th October 2016 at 7.30pm
At Burton Green Village Hall**

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



In attendance: Cllr George Illingworth
Cllr Michael Coker
Cllr Rowena Hill
Paul Knight (Clerk)
6 members of the public were present
Apologies received from Cllr John Whitehouse

144/16 Apologies for absence

RESOLVED: Cllr Caryll Green had offered her apologies for the meeting and these were accepted.

145/16 Declarations of interest

None received.

146/16 Minutes of previous meeting

RESOLVED: With the exception of an amendment to 135/1 to show that Cllr Gibbs and not Cllr Taylor advised that the second proposed exit from the proposed Cromwell Lane development was a pedestrian access, the public minutes of the meeting held on Monday 19th September 2016, having been circulated and read, be signed as a correct record.

147/16 Community reports

147.1 **County Councillor Kenilworth Abbey** – in the absence of Cllr Whitehouse who had previously offered his apologies no report was received.

147.2 **District Councillors – Cllr Coker** advised Cllrs that the forthcoming grant reduction was likely to be implemented over three years, allowing more time for those authorities affected to adjust their finances, although it was acknowledged by Cllrs, that the loss of this income is a relatively minor matter for Burton Green. Cllr Coker informed Cllrs of plans for major investment in Leamington and Warwick Leisure Centres. He advised that the Kenilworth facilities in the Abbey Fields and Castle Farm were excluded from this investment because of uncertainties over potential population increases in Kenilworth, and the Burton Green area, that would arise from forthcoming housing development. Once the Local Plan is agreed proposals for developing these sites will be published and a consultation process would commence.

Cllr Illingworth advised Cllrs of his concerns regarding ongoing Local Plan processes, and apparent lack of knowledge of the participants on population/housing numbers. He advised that he had no confidence in the accuracy of figures being used for planning purposes, and pointed out that figures attributed to development in Coventry were being taken as read when they were likely to change. Cllr Taylor pointed out that the Coventry population figures were considered robust, with substantial growth predicted in the population of Coventry in the next



15 years largely from migration. Cllr Illingworth reported that whilst boundary changes had left Burton Green relatively unchanged, some County and District boundaries were no longer co-terminus which creates problems for effective representation in a two tier council system.

- 147.3 **Burton Green C of E Primary School** – Cllr Watkin reported on the healthy state of the school with a full intake for the year and good results at key stages 1 and 2. He reported that the Green Leak multi-terrain run had been a success – Cllr Gibbs finishing 53rd. Cllr Watkin intends to revisit the School to put questions to the new intake on local democracy as was undertaken last year.

RESOLVED: Cllrs approved payment to secure folders for the purpose of distributing questions to pupils. Claim for expenses for this and last year's purchase to be claimed via the Clerk.

- 147.4 **Burton Green Village Hall Committee** – with Standing Orders suspended Cheryl advised Cllrs that there was no update to report on plans for the new village hall. She reported that a barn dance would be held on the coming Saturday, and that a Whist Drive was planned for the 19th November.

- 147.5 **Burton Green Residents' Association** – with Standing Orders still suspended Rona confirmed the intention to have a more issue based AGM with the aim of promoting a dialogue on matters affecting villagers; that all present were invited, and that refreshments would be provided. Rona also updated Cllrs on progress on the Burton Green Santa. She reported that Balsall Common Lions have agreed to expand the Burton Green tour and on 16th December will include Red Lane and Hob Lane and a stop at the "Tom". This offer meant that it was no longer necessary to create a Burton Green equivalent. Rona also expressed concerns about the junction of Hodgetts Lane and Waste Lane where another serious accident had occurred. She reported that a visit with a County Road Safety Engineer had resulted in the cutting back of hedges to increase visibility on the bend approaching the junction from Nailcote Hall. She and others are of the opinion that speed limits, additional signage and even the provision of a mini roundabout should be considered for this junction, and urged all parties to write to County expressing their concerns about the junction.

RESOLVED: Cllrs agreed to consider the wording of a letter to County expressing concerns about the junction, and to provide Paul with suggestions from which a letter from the Parish Council can be developed.

- 147.6 **Kenilworth Greenway Trust** – no report received.

- 147.7 **Warwick University** – with Standing Orders reinstated Cllr Grant reported that the huge influx of students and their families as part of induction week, coupled with ongoing roadworks and the opening of a new branch of Aldi, had caused huge traffic problems and even gridlock. She reported that the University are keen to learn from the experience and take measures to spread the impact caused by this influx next year.

148/16 Public participation - no participation to report.

149/16 Red Lane Play Area

Paul reported that he still awaited a response from the District Council regarding signage and the issue of dogs being excluded or maintained on a lead in the playground. It was suggested that exclusion of dogs may be achieved if the toddler playground is fenced off. The Clerk also reported an incident of dog fouling on the matting to the play equipment. A recent visit to the park by Cllrs Gibbs, Vine and Green found the hedges and grass in need of a cut.

RESOLVED: that the Clerk will continue to enquire with the District Council on what rules apply with regards to dog control; consider how signage may best be deployed; raise the issue of fencing so as to permit dog exclusion, and chase contractors to carry out hedge trimming and grass cutting.



150/16 HS2 – nothing of significance to report

151/16 Housing

- 151.1 **Coventry Local Plan** – Councillor Taylor expressed concerns about lack of joined up thinking between the various housing authorities around Burton Green all of whom are planning housing developments that may impact upon the village. He will continue to attend local hearings and report back.
- 151.2 **Warwick Local Plan** - Cllr Illingworth reported his concerns about the lack of housing planning that factored in the construction of HS2.
- 151.3 **Neighbourhood Plan** – this matter to be removed from future agenda and looked at afresh after Christmas.

152/16 Website

Cllrs considered how to approach the redevelopment of the website with the newly appointed developer, SunflowerVA.

RESOLVED: Cllrs unanimously agreed that Cllr Grant would review and move forward with proposals for the website.

153/16 Gritting

Cllr Taylor reported that the Swindells were happy to be provided with grit rather than have a grit bin established on their land. He advised that he awaited a call from the officer in charge at County regarding the discharge of water across the road which caused icy conditions.

154/16 Finance

154.1 To receive external auditor report from Grant Thornton

The Clerk reported that the external auditor Grant Thornton had certified the Annual Return for Burton Green Parish Council 2015/16 (attached to minutes) and confirmed their opinion that the annual return is in accordance with all regulatory requirements.

RESOLVED: Cllrs unanimously accepted the report and confirmation from the external auditor that the financial management of the parish council is adequate and effective with a sound system of internal control.

154.2 Accounts for payment

RESOLVED: that the following accounts be approved for payment:

Grant Thornton	External Audit	120.00
The Poppy Appeal	Purchase of Remembrance Day wreath	19.25
A J Morris	25% deposit for website development	170.00
Information Commissioner	Data protection registration	35.00
Paul Knight	Salary October 2016	185.96
Paul Knight	Refunded HMRC payment - tax deductions in October 2016	124.00
WCC Pension Fund	Employer contribution – October 2016	72.49
WCC Pension Fund	Employee pension contribution August 2016	18.04
Paul Knight	Expenses September/October 2016	80.40
Total		825.14

154.3 To receive bank reconciliation and budget analysis to 30 September, and to appoint a Councillor to verify the bank reconciliation and report back

RESOLVED: Cllr Gibbs will assist Paul with verification of the reconciliation and budget analysis.



154.4 To consider the process of agreeing the precept for 2017/18:

RESOLVED: Cllrs unanimously agreed that Paul would arrange a meeting in December to discuss the precept for 2017/18.

155/16 Communications: nothing to report outside of communications dealt with under other agenda items.

156/16 The Junction of Hodgetts Lane and Waste Lane: see 147.5 above.

157/16 Councillors reports and items for future Agendas: No reports were discussed and no items for future agendas were raised.

158/16 Training: Cllrs Green and Vine will attend training on planning consultation on 5th November.

159/16 Planning – Reports were received from Councillors Vine and Green.

159.1 **W/16/1684** – Erection of single rear extension at 348 Cromwell Lane – no objection to be logged.

159.2 **W/16/1644** – Application for prior notification for proposed single storey rear extension at 25 Red Lane – no objection to be logged.

159.3 **W/16/1654** – Replacement outbuilding after demolition of existing building at Oaklands, 71 Hob Lane – no objection to be logged.

160/16 Date of next meeting

The next meeting of the Parish Council would be held on 21st November 2016 at 7.30pm at Burton Green Village Hall.

The public meeting closed at 9:00pm

Signed *Paul Taylor* (Chair)

Date *21st Nov 2016*

WKS045

✓AVE
14/07/16



Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

BURTON GREEN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated 10/4/16
~~20/6/16~~ 20/06/16

Signed by:

Chair

M Taylor

dated

20.6.16.

Signed by:

Clerk

J R
20/6/16

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

BURTON GREEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	16217.71	38536.86	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	30,000	27891	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1161.09	316.29	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4817.54	4867.62	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	4024.40	11513.46	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	38536.86	45341.07	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	38536.86	45341.07	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7262.80	7262.80	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature]

Date 20/06/16

I confirm that these accounting statements were approved by this smaller authority on this date:

20/06/2016

and recorded as minute reference:

104/16

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 20/6/16.

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

BURTON GREEN PARISH COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

~~(Except for the matters reported below)~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate)

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

See attached

(continue on a separate sheet if required)

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

28 September 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

BURTON GREEN PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

LOUISE BEST

Signature of person who carried out the internal audit

Louise Best

Date

09/06/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	N/A
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	N/A
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.