



# BURTON GREEN PARISH COUNCIL



## MINUTES

of the **Ordinary meeting** held in Burton Green Village Hall, Red Lane at 7:30pm on **17<sup>th</sup> June 2024**.

**Present:** Councillors McColl (Chairman), Marshall (Vice Chair), Aizlewood, Deeley, Gibbs, Paine, Taylor, Webster and the Clerk (Helen du Bois).

**Others present:** Cllr Cooke (WCC)

**Public:** Four

No.	
1.	<b>Apologies for absence</b> The Council had received apologies from Cllr Larsen which were accepted. Cllrs Hales (WDC) and Armstrong (WDC) sent apologies.
2.	<b>Declaration of Interests</b> None.
3.	<b>To approve the minutes of the Annual meeting held on 20<sup>th</sup> May 2024</b> The minutes were approved and signed without amendment.
4.	<b>To consider any matters arising from the minutes of the previous meeting that are not included on the agenda</b> None.
5.	<b>Community reports</b>
5.1	<b>County Councillor, Lapworth and West Kenilworth: Cllr Cooke</b> Cllr Cooke's report had been circulated prior to the meeting, see Appendix A.
5.2	<b>District Councillors, Kenilworth Abbey and Arden: Cllr Hales, Cllr Aizlewood, Cllr Armstrong</b> Cllr Armstrong's report had been circulated prior to the meeting, see Appendix A.
5.3	<b>Community Summary Reports</b> <b>Burton Green Primary School:</b> No update. <b>Village Hall Committee:</b> <ul style="list-style-type: none"><li>- The Committee has decided to offer free hall rental to the Residents' Association for the community lunches.</li><li>- The Committee have installed a temporary barrier to prevent public access to the bank nearest Broadwell Woods in order to reduce noise levels.</li><li>- The hall will be installing security cameras.</li></ul> <b>Residents' Association (RA):</b> <ul style="list-style-type: none"><li>- The recent Open Gardens event was very successful; seven local gardens were open to visitors.</li></ul>



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	<ul style="list-style-type: none"><li>- Members of the Association attended the University of Warwick's recent consultation meeting.</li><li>- Members have reported several incidents of fly-tipping, potholes and raised concerns to WCC about the pavements on Hodgetts Lane and gravel on the road at the Cromwell Bridge traffic lights.</li><li>- Members are meeting with BBV to discuss concerns about BBV works vehicles speeding along Cromwell Lane.</li><li>- The Association is very concerned about the number of home burglaries occurring in the village at the moment. It was agreed that Cllr McColl would contact Burton Green's Safer Neighbourhood Team to enquire about holding a drop-in session for residents.</li></ul> <p><b>University of Warwick:</b> no update</p>
<b>6.</b>	<b>Public participation</b>
	<p>A member of the public highlighted the following:</p> <ul style="list-style-type: none"><li>• There are no road markings on Hodgetts Lane from the village to the substation. This has been raised with Solihull Borough Council who stated that Hodgetts Lane is due to be resurfaced from the substation to Waste Lane.</li><li>• Berkswell Charities are scheduled to meet with Berkswell Parish Council regarding their proposal for new Almshouses near the Red Lane junction. The SBC Planning Officer has confirmed that Berkswell Parish Council will be consulted on the planning application for this development.</li></ul> <p>A member of the public highlighted the poor internet service experienced by some residents along Red Lane due to their properties still being served by copper cabling. It was agreed that the Council will write to Open Reach to support the need to improve the broadband services offered to Red Lane properties.</p> <p><b>ACTION: The Clerk and Cllr McColl</b> to draft a letter.</p>
<b>7.</b>	<b>Planning:</b>
<b>7.1</b>	<b>To consider adding members to the Planning Committee</b>
	<p>Cllr Deeley and Cllr Aizlewood kindly agreed to join the Planning Committee. The Planning Committee members are now:</p> <ul style="list-style-type: none"><li>• Cllr Gibbs (Chairman)</li><li>• Cllr Aizlewood</li><li>• Cllr Deeley</li><li>• Cllr McColl</li><li>• Cllr Taylor</li><li>• Cllr Webster</li></ul>
<b>7.2</b>	<b>To consider the following planning applications:</b>
<b>7.2.1</b>	<p><a href="#">W/24/0699 HS2</a></p> <p><b>Description:</b> Plans and Specifications submission under Schedule 17 to the High Speed Rail (London - West Midlands) Act 2017 for works comprising: Structures: Underpass comprising of cast in-situ monolithic reinforced concrete box structure with adjoining wingwalls;</p>



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Earthworks: Engineering earthworks to form the realignment of Footpath W168, engineering earthworks to form the realignment of Footpath W167 and engineering earthworks to form two road vehicle parks; and  
Two Road Vehicle Parks: One to the south of the HS2 line and west of realigned Footpath W168 and another to the north of the HS2 line and east of realigned Footpath W168.  
**Address:** Footpath W168, between Crackley Lane and Kenilworth Greenway, Burton Green, Warwick CV8 1QF  
BGPC comment: **NEUTRAL**

**7.2.3** [W/24/0314](#)  
**Description:** Erection of 2no. dwellings  
**Address:** Land adjacent to Two Oaks, Red Lane, Burton Green, Kenilworth  
BGPC comment: **OBJECTION** with the following comments:  
1. The location of the proposed development is outside of the Growth Village Envelope in the WDLP and the Burton Green Neighbourhood Development Plan.  
2. It is considered that it is a small plot for two properties and the resulting terracing effect would be out of character with the surrounding area.  
3. We ask that WCC's Ecology Team check the habitat data for this site before 2020, prior to the clearing of the site, to establish a clearer idea of the biodiversity in existence then.

## 8. Finance

### 8.1 To receive the Finance Report and approve the invoices for payment

The Clerk presented the Finance Report, see Appendix B.

The Finance Report showed a general reserves balance of **£24,404.30** on 11.6.24 and an expected balance of **£22,735.53** once all invoices and internal transfers have been paid.

It was **resolved** to pay the following invoices:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	Leicestershire Gardens	Grounds maintenance April 2024	BACS	£360.00
2	WALC	Training (Webster – Planning Nuts & Bolts)	BACS	£42.00
3	Topsource Worldwide Ltd	Monthly Payroll May 2024	BACS	£12.94
4	Burton Green Village Hall	Room rental May 2024	BACS	£39.00
5	H DU BOIS	Salary May 2024	BACS	£21.41
6	HMRC	Tax & NIC due May 2024	BACS	£358.54
7	WCC Pension Fund	Employer's contribution for HdB May 2024	BACS	£385.89
8	WCC Pension Fund	Employees contribution for HdB May 2024	BACS	£106.58
9	H DU BOIS	Office costs and expenses May/June 2024	BACS	£73.41
10	SLCC	Annual membership for H DU BOIS	BACS	£229.00
11	B MURPHY	Esteem Clean – play equipment	BACS	£160.00
12	Leicestershire Gardens	Grounds maintenance May 2024	BACS	£360.00
			<b>Total</b>	<b>£2148.77</b>

\*Statutory Power used for all payments: General Power of Competence, Localism Act 2011

**ACTION:** The Clerk to set up the payments for authorisation by Cllr Marshall and Cllr Larsen.



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8.2	<b>To confirm the bank mandate for the Unity Trust bank accounts</b> The following was confirmed: <b>Key contact with VS level access:</b> Helen du Bois (Clerk) <b>Signatories with VA level access:</b> Cllrs Marshall, Deeley, Larsen, McColl Two signatories are required to authorise all payments.
8.3	<b>To consider additional signatories for the Lloyds bank accounts</b> There are currently two signatories on the account: Helen du Bois and Cllr Marshall. It was <b>agreed</b> to add the following signatories to both accounts held with Lloyds: <ul style="list-style-type: none"><li>• Cllr Deeley</li><li>• Cllr Larsen</li><li>• Cllr McColl</li></ul> It was <b>resolved</b> to amend the mandate so that two signatories are required to authorise all payments made from the Lloyds accounts. <b>ACTION: The Clerk</b> to request the changes to be made to the Lloyds accounts.
9.	<b>2023-24 Annual Governance and Accountability Return (AGAR):</b>
9.1	<b>To note the signed Annual Internal Audit Report 2023-24 and accompanying report, and consider any recommendations</b> The signed Annual Internal Audit Report 2023-24 and accompanying report had been circulated prior to the meeting – it was noted that the Internal Auditor had no areas of concern. The Internal Auditor had recommended that the Council consider adopting the following: Social Media Policy, Working from Home Policy, Lone Working Policy It was also recommended that the Council considering creating an Emergency Plan.
9.2	<b>To consider and sign Section 1 - Annual Governance Statement 2023-24</b> The Annual Governance Statement was considered. It was agreed that all responses were in the affirmative with the final trust funds statement marked as Not Applicable. It was <b>resolved</b> to approve the Annual Governance Statement. Cllr McColl and the Clerk as Responsible Financial Officer signed Section 1 of the Annual Return.
9.3	<b>To approve and sign Section 2 - Accounting Statements 2023-24</b> It was <b>resolved</b> to approve the Accounting Statements 2023-24, see Appendix C. Cllr McColl and the Clerk as Responsible Financial Officer signed Section 2 of the Annual Return.
9.4	<b>To note the dates of the Period for the Exercise of Public Rights 2023-24</b> It was noted that the Period of Exercise of Public Rights will be from Wednesday 19 <sup>th</sup> June 2024 to Tuesday 30 <sup>th</sup> July 2024. <b>ACTIONS:</b> <b>The Clerk</b> to submit the AGAR paperwork to the External Auditor, Moore UK <b>The Clerk</b> to display the AGAR paperwork on the website. <b>The Clerk</b> to display the notice of the Period of Exercise of Public Rights on the website and noticeboard.



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<b>10.</b>	<b>Burrow Hill car park &amp; playing field:</b>
<b>10.1</b>	<b>To consider the £500 fee for County Highways Minor Works to investigate the feasibility of the Council's request for a blue P sign</b>
	It was <b>resolved</b> not to proceed with this but to investigate alternative options.
<b>10.2</b>	<b>To note the prior approval of additional weekly cuts of the Burrow Hill playing field until end of July</b>
	It was noted that since the previous meeting, the Clerk (with the support of Cllr McColl) had approved an urgent recommendation from Leicestershire Gardens for additional weekly cuts of the grass at the Burrow Hill playing field during the peak growing season, at a cost of £120.00 per visit.
<b>10.3</b>	<b>To consider a request to permit The Air Ambulance Service to leave a clothing bank at the Burrow Hill car park</b>
	It was resolved that the car park is not a suitable location for a clothing bank. <b>ACTION: Cllr Deeley</b> to inform the Village Hall Committee who had made the original referral.
<b>10.4</b>	<b>To consider running a survey re: residents' preferred use of the playing field</b>
	The Clerk explained that due to minimum fall space requirements, it is not safe to install wooden play equipment between the trees on the edges of the playing field. It was agreed that due to the limited space available, it would be difficult to provide both play equipment and a space for free play and village events at the playing field. It was agreed that the current layout at the playing field reflects the majority of the wishes captured in the original survey run in March/April 2022 and it was <b>resolved</b> not to run another residents survey at this point.
<b>10.5</b>	<b>To approve the purchase of a public waste bin at the car park, and consider the quotes provided for the installation and a regular emptying service</b>
	This item was delayed until the July meeting.
<b>11.</b>	<b>Road Safety:</b>
<b>11.1</b>	<b>To consider forming a Road Safety Working Group and identify members</b>
	It was agreed to form a Road Safety Working Group with the following members: <ul style="list-style-type: none"><li>• Cllr McColl</li><li>• Cllr Gibbs</li><li>• Cllr Paine</li><li>• Cllr Aizlewood</li></ul>
<b>11.2</b>	<b>To consider contacting SMBC to request a reduction in the speed limit on Hob Lane (to the Parish boundary) from 40mph to 30mph</b>
	This was approved. <b>ACTION: Cllr Paine</b> to contact SMBC
<b>11.3</b>	<b>To consider contacting CCC to ascertain and input to their plans for the 3 Crest Nicholson S106 contributions to their budget</b>
	This was approved.



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	<b>ACTION: Cllr Paine</b> to contact CCC.
11.4	<b>To consider contacting Warwickshire Police about increasing their presence in Burton Green</b>
	This was approved. <b>ACTION: Cllr McColl</b> to contact Warwickshire Police.
11.5	<b>To consider investigating the feasibility of installing village gates or signage announcing the entrances to Burton Green</b>
	Cllr McColl gave a summary of progress so far: Discussions have been had with Graham Stanley (Team Leader, Minor Works County Highways) and a site meeting has been arranged with Tim Lane (Regional Sales Manager, Glasdon). Points to note: <ul style="list-style-type: none"><li>• Village gates are not permitted in 40mph zones</li><li>• Each set of gates costs approx. £3000, plus installation by WCC at £550 per day with additional costs for traffic management.</li><li>• The following locations may be suitable but will require further investigation:<ol style="list-style-type: none"><li>a. Cromwell Lane, right hand side</li><li>b. Hodgetts Lane, left hand side</li><li>c. Red Lane, at the 30mph zone</li></ol></li></ul>
12.	<b>To receive an update from the biodiversity Champion re: the wildflower verge project and consider next steps</b>
	Cllr Webster gave an update: WCC have stated that the verge between the bus stop and Fairfield would not be a suitable location to be managed by volunteers due to the narrowness of the verge and the 40mph limit. WCC have refused a request for their grounds contractor to carry out the twice-yearly cuts, Leicestershire Gardens have been invited to quote. Cllr Webster has since identified other verge areas on Red Lane which may be more suitable locations for volunteers to maintain as they are set further back from the road and located in a 30mph zone. <b>ACTIONS:</b> <b>Cllr Webster</b> to discuss the project with residents near the second section of Red Lane. <b>Cllr Webster</b> to suggest the alternative location with WCC.
13.	<b>To receive an update on the Red Lane bus shelter following a site meeting with G W Shelter Solutions, and to consider next steps</b>
	The Clerk gave an update: A site meeting was held with the Clerk, Cllr Webster and Glen Wilson (G W Shelter Solutions) on 13.6.24. The Council's plan was deemed appropriate although some minor hurdles were identified which will be followed up with County Highways. Mr Wilson agreed to provide the Council with a quote for the works. <b>ACTIONS:</b> <b>The Clerk</b> to discuss the issues with County Highways.



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	<p><b>The Clerk</b> to provide a specification to other shelter suppliers and invite quotations.</p>
<b>14.</b>	<p><b>To review and approve the following documents:</b></p> <ul style="list-style-type: none"><li>• System of Internal Control and Internal Audit</li><li>• Document Retentions Policy (GDPR)</li><li>• General Privacy Notice (GDPR)</li><li>• Staff Privacy Notice (GDPR)</li><li>• Data Breach Policy (GDPR)</li><li>• Subject Access Request Procedure</li><li>• Data Protection Policy (GDPR)</li></ul>
	<p>These were approved without amendment.</p>
<b>15.</b>	<p><b>Housing and development: to consider matters relating to any of the following:</b></p> <ul style="list-style-type: none"><li>• Land to the south of Westwood Heath Road</li><li>• Land to the west of Cromwell Lane</li><li>• The Kings Hill development</li><li>• Warwick University's Eco Park</li><li>• Solihull Local Plan Examination</li><li>• A46 link road</li></ul>
	<p>The Clerk confirmed that the Council had not been directly invited to comment on the University of Warwick's Campus Framework Masterplan Supplementary Planning Document (SPD), but members could submit their own comments.</p> <p>Cllr Aizlewood explained that he had spoken with officers from both WDC and SBC re: the Council's concerns regarding the Parish/District boundary and protecting the Green Belt but neither party were interested in joining any future talks.</p>
<b>16.</b>	<p><b>Communications</b></p> <p>The Council has been informed that a planning appeal has been made to the Secretary of State for PL/2023/01310/PPFL Barn Off Hodgetts Lane, Berkswell.</p>
<b>17.</b>	<p><b>Councillors' reports and items for future agenda:</b></p> <p>None.</p>
<b>18.</b>	<p><b>Date of next meeting</b></p> <p>The next meeting will be on Monday 15<sup>th</sup> July 2024, at Burton Green Village Hall, Red Lane. Mr Philip Seccombe, Warwickshire's Police &amp; Crime Commissioner will be attending and it was agreed to start the meeting at 7pm.</p>
<b>19.</b>	<p><b>Close</b></p> <p>The meeting closed at 9:35pm.</p>



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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Cllr McColl, Chairman

UNSIGNED





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## APPENDIX A

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

#### **Warwickshire County Council: CLLR COOKE June 2024**

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##### **Keeping your children safe at home this Child Safety Week 2024 and beyond**

Warwickshire County Council (WCC) is proud to support the annual Child Safety Week campaign, which runs from 3rd to 9th June 2024.

It's natural for children to have accidents as they grow, develop and explore the environment around them, but there are lots of small steps parents and carers can take to keep their children as safe as possible in the home and avoid accidental harm.

Once again, Warwickshire County Council (WCC) is proud to support the annual Child Safety Week campaign, which runs from 3rd to 9th June 2024. Organised by the Child Accident Prevention Trust (CAPT), this year's national awareness campaign is themed "Safety. Sorted!" and aims to raise awareness about child accident prevention while providing parents and carers with practical safety tips.

As a child-friendly county, one of WCC's aims is to ensure that all children and young people in Warwickshire are safe. Services within the council have planned an exciting week of events to promote child safety to professionals, partners and residents.

##### **Warwickshire County Council extends its thanks ahead of Volunteers' Week**

Next week (3-9 June) is Volunteers' Week, a time to recognise all it is that volunteers do for their community, and this year marks 40 years since Volunteers' Week began.

To celebrate the many volunteers in Warwickshire, we will be shining a light on the work that they do in the county, as well as sharing information about how others can get involved.

According to a recent study done by The National Council for Voluntary Organisations, over 20% of volunteers do so for local community or neighbourhood groups, making it the most popular cause to volunteer for.

Some of these areas within the County are Health transport, Country parks, Libraries and Heritage and Culture. WCC has a variety of ongoing volunteer opportunities that individuals can take part in that haven't been mentioned above, such as getting involved in time banking or becoming an Independent Panel Member to hear school admissions appeals.

More at [www.warwickshire.gov.uk/volunteering](http://www.warwickshire.gov.uk/volunteering).

##### **Warwickshire County Council's Councillor Grant fund is still open for applications!**

Each year, Warwickshire County Council allocates £8,000 to each of its 57 councillors for them to support small-scale projects within their division, whose aims align with the some of the many following areas: improve access to services; reduce loneliness and isolation; improve physical and/or mental health and wellbeing or improve the local area to support the ambition of becoming a Net Zero county by 2050.

The full category list can be seen on the website: <https://www.warwickshire.gov.uk/cllrgrants>

Applications can be submitted on the council's website, and there are two different forms depending on whether the grant needed is over or under £350. Applications can be



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submitted from Monday 20 May at 9am, and the deadline for submission is Sunday 30 June at 5pm.

For more information about the grant and to submit an application, please visit <https://www.warwickshire.gov.uk/cllrgrants>

## **Smokers urged to make use of stop smoking services in Warwickshire for World No Tobacco Day**

As part of World No Tobacco Day last Friday 31 May WCC is encouraging more smokers in Warwickshire to quit.

WCC recently received £786,180 in funding from the government to increase stop smoking services and reduce smoking rates across the county. Over the next 12 months the council will also be raising awareness around the dangers of smoking as well as vaping, with the clear message: if you don't smoke, don't vape.

There are over 66,000 people in Warwickshire who smoke, which is 13.9% of adults aged 18+ in the county (Source: [Annual Population Survey](#), Office for National Statistics, 2022). Smoking rates vary across Warwickshire, with the highest rates in Rugby and the north of the county (Source: [OHID, fingertips](#)).

Smokers can already access free stop smoking support across Warwickshire via the [quit4good website](#). WCC has also recently improved the stop smoking support offer with the introduction of the government 'Swap to Stop' programme which offers smokers over the age of 18 access to support to quit with the help of vape 'quit kits'. Almost two-thirds of people who use a vape, along with support from their local Stop Smoking Service, successfully quit smoking.

## **Parents and carers of children who will be starting Year 6 in September are being encouraged to prepare early for their child's secondary school application.**

Warwickshire County Council have a range of resources to help families find their priority school and to choose which schools to include on their application form. This includes a map of all the Warwickshire secondary schools and a [short, animated video](#) full of helpful tips on identifying which schools might be right for their child.

Although the window for applications to start secondary school doesn't open until September, the Council hopes that by sharing this in the summer term, parents and carers will use the time to look at school admissions arrangements, visit school websites and read inspection reports, so that they are ready to visit those schools for open evenings once the autumn term has started.

Secondary school applications can be made online from the start of September and must be submitted by 31 October 2024.

Parents and carers wanting more information on how to apply to secondary school should visit <https://www.warwickshire.gov.uk/applying-secondary-school-place>

## **The economic outlook for Coventry and Warwickshire has improved after the first three months of the year.**

The [Coventry and Warwickshire Chamber of Commerce](#)'s latest Quarterly Economic Survey (QES) says the region is in better shape than it was at the turn of the year.

The survey, delivered in partnership with Prime Accountants Group, is analysed by the Economy & Skills Group at Warwickshire County Council. From the responses of



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businesses across the services and manufacturing sector, it gives scores out of 100 where anything above 50 indicates growth and anything below 50 is negative.

The overall economic outlook now has a score of 60.1 based on the survey results compared to 55.2 at the end of 2023. The outlook is calculated based on a range of questions around orders, both at home and abroad, employment prospects and investment and cashflow.

The survey showed that domestic orders in both the service sector and among manufacturers have risen significantly among those firms surveyed. However, it also revealed a dip in overseas sales. Employment prospects in both sectors was still in positive territory but remained fairly flat compared to three months before, which may suggest a cooling in businesses' desire to hire new staff.

There was also a significant rise in the potential for investment and general cashflow with both the service sector and manufacturing moving above 50 having been below at the end of 2023.

Business confidence in the service sector hit 70.7 and although it fell in manufacturing in the region, it was still well above 50 at 59.5.

## **WCC Trading Standards is supporting Citizens Advice to help used car buyers steer clear of problems**

Citizens Advice's National Consumer Service is offering top advice tips to the estimated 3.5 million people nationally who are currently looking to buy a used car.

New data from Citizens Advice reveals last year the charity's National Consumer Advice Service received a complaint about a used car every three minutes.

The majority of these (66%) complaints were about defective goods, while 13% concerned safety issues.

With 3.5 million people across the country currently looking to buy a used car, Citizens Advice is sharing its top tips with motorists.

Top tips to help put a stop to unexpected issues motorists might face when buying a used car:

- Check the trader
- Look for an established firm with a good reputation. Look for a garage that is a member of the Consumer Codes Approval Scheme, this means you can act through the Code Sponsor if something goes wrong.
- You're entitled to expect that the vehicle is roadworthy, unless you and the seller clearly agree it is bought for scrap or for spares and repair.
- Check the car's history

You'll need the seller's permission to have the vehicle inspected. Make sure to keep a copy of all inspections or checks, either by taking a screenshot or downloading the information.

- Check the car's details with the DVLA using their free online vehicle checker and check the MOT history on GOV.UK
- Get a private history check. This might cost up to £20 but will give you valuable information about serious problems the car might have. If you're still not sure - get an independent report. This will give you detailed information about the car's condition and will cost around £120 to £250.



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- Inspect the car and take a test drive. You should arrange to view the car in daylight, preferably when it's dry - it's harder to spot damage to the car if it's wet.

Contact the Citizens Advice consumer helpline on 0808 223 1133 if you need more help - a trained adviser can give you advice over the phone.

## Warwick District Council: CLLR ARMSTRONG June 2024

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### 1. Net Zero DPD formally adopted

The Net Zero DPD has been formally approved by Council, meaning it now has full weight in planning decisions in the district. All new planning applications will be required to meet the DPD requirements, which will improve energy efficiency and renewable energy generation in new homes, lowering resident's energy bills and increasing use of technology such as rooftop solar panels. This is a key part of the Council's Climate Emergency Action Plan and Councillors are carefully waiting to see the impact on planning applications and decisions at planning committee.

### 2. Election 4<sup>th</sup> July

Notices of a parliamentary election for the constituencies of Kenilworth and Southam and Warwick and Leamington have been posted on our website along with dates, deadlines and ID requirements. Please remember to register to vote, and bring the required voter ID! There are also details of temporary paid positions assisting us with polling stations and the election count.

### 3. D Day 80<sup>th</sup> Anniversary

The 80<sup>th</sup> anniversary of the D Day landings was commemorated across the district on the 6<sup>th</sup> June. Beacons were lit at Newbold Comyn and Kenilworth Castle as a symbol of the peace and light which emerged from the darkness of war. Throughout the month we will be remembering the bravery and sacrifice of all those who have served our country and also celebrating local regiments with our Armed Forces Day in St Nicholas Park on 29<sup>th</sup> June and a military style opening of Fusilier's Way on 22<sup>nd</sup> June.

Finally, some short highlights. Creative Hub renovation works at Leamington Town Hall began in late May. Kenilworth will host its first Clean Air Day on Sunday 16<sup>th</sup> June from 10-3 at Abbey End, a family-friendly event raising awareness of air quality and empowering resident's to take action. District Council mowing has restarted after a successful No Mow May. Please let your councillors know of any issues outstanding.

Your councillors for Abbey and Arden are:

Kyn Aizlewood – [Kyn.aizlewood@warwickdc.gov.uk](mailto:Kyn.aizlewood@warwickdc.gov.uk)

David Armstrong – [David.armstrong@warwickdc.gov.uk](mailto:David.armstrong@warwickdc.gov.uk)

Richard Hales – [Richard.hales@warwickdc.gov.uk](mailto:Richard.hales@warwickdc.gov.uk)

Please feel free to contact us with any issues.



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## APPENDIX B

This report was presented to the Council on 17<sup>th</sup> June 2024.

**Balance of Unity Trust Current Account T1 as of 11/6/24:** £24,404.30  
**Expected balance of Unity Trust Current Account T1 account after all payments:** £22,735.53

### Other accounts:

Unity Trust Instant Access Account	EARMARKED	£49,204.07
Lloyds Treasurers Account	GENERAL RESERVES	£55.70
Lloyds Business Bank Instant Account	CIL	£171,480.79

Interest received across all accounts between 1/4/24 – 11/6/24: £522.38

### Payments from Current Account since 15/5/24:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT
1	15.6.24	H DU BOIS	Salary May 24	SO	£1500.00
				<b>Total</b>	<b>£1500.00</b>

### Payments from Current Account to be approved on 17/6/24:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	Leicestershire Gardens	Grounds maintenance April 2024	BACS	£360.00
2	WALC	Training (Webster – Planning Nuts & Bolts)	BACS	£42.00
3	Topsource Worldwide Ltd	Monthly Payroll May 2024	BACS	£12.94
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8	WCC Pension Fund	Employees contribution for HdB May 2024	BACS	£106.58
9	H DU BOIS	Office costs and expenses May/June 2024	BACS	£73.41
10	SLCC	Annual membership for H DU BOIS	BACS	£229.00
11	B MURPHY	Esteem Clean – play equipment	BACS	£160.00
12	Leicestershire Gardens	Grounds maintenance May 2024	BACS	£360.00
			<b>Total</b>	<b>£2148.77</b>

\*Statutory Power used for all payments: General Power of Competence, Localism Act 2011

### Internal Transfers to be approved on 17/6/24:

	FROM	TO	DESCRIPTION	TYPE	AMOUNT*
1	Unity Internal Access acct	Unity Current T1 acct	Burrow Hill grounds maintenance (CALA Homes funds) Apr & May 24	TFR	£480.00
				<b>Total</b>	<b>£480.00</b>



# BURTON GREEN PARISH COUNCIL



## 2024/25 Expenditure vs Budget

	2024-25	
	Budget	To date
<b>£ PAYMENTS</b>		
HW allowance/broadband	£372.00	<b>£93.00</b>
HMRC	£3,000.00	<b>£912.31</b>
Wages (Net)	£18,800.00	<b>£4,423.51</b>
Pension costs (employer & employee)	£6,100.00	<b>£738.61</b>
Payroll costs	£165.84	<b>£32.34</b>
Office costs	£550.00	<b>£143.78</b>
Travel expenses (Clerk)	£300.00	<b>£61.02</b>
Travel expenses (Cllrs)	£0.00	<b>£0.00</b>
Advertising	£200.00	<b>£0.00</b>
Audit	£870.00	<b>£340.00</b>
Banking charges	£72.00	<b>£0.00</b>
Burrow Hill	£0.00	<b>£66.60</b>
Biodiversity/Climate change grants	£500.00	<b>£0.00</b>
Capital (equipment purchase)	£0.00	<b>£0.00</b>
Chairman's Allowance	£300.00	<b>£41.69</b>
CIL expenditure	£0.00	<b>£6,044.28</b>
Community grants (s137)	£5,000.00	<b>£0.00</b>
Defibrillator	£0.00	<b>£0.00</b>
Election fees	£0.00	<b>£0.00</b>
Grounds Maintenance	£5,000.00	<b>£900.00</b>
HS2	£0.00	<b>£0.00</b>
Insurance	£319.24	<b>£339.06</b>
Legal/professional fees	£2,000.00	<b>£0.00</b>
Neighbourhood Plan	£5,000.00	<b>£80.00</b>
Playground inspection/repairs	£330.00	<b>£160.00</b>
Publications	£0.00	<b>£0.00</b>
Room hire	£548.00	<b>£249.00</b>
Speed Reduction Measures	£50.00	<b>£0.00</b>
Subscriptions	£1,137.00	<b>£924.00</b>
Training	£350.00	<b>£130.36</b>
Unforeseen exp/misc.	£200.00	<b>£0.00</b>
Website	£100.00	<b>£0.00</b>
<b>TOTAL EXPENDITURE exc VAT</b>	<b>£51,264.08</b>	<b>£15,679.56</b>
VAT	£1,543.50	<b>£1,386.91</b>
<b>TOTAL EXPENDITURE inc VAT</b>	<b>£52,807.58</b>	<b>£17,066.47</b>
<b>£ RECEIPTS</b>		
Bank interest	£3,000.00	<b>£522.38</b>
Precept	£30,034.00	<b>£15,017.00</b>
VAT refund	£2,280.00	<b>£0.00</b>
Community Infrastructure Levy	£0.00	<b>£26,504.89</b>
Grants	£0.00	<b>£0.00</b>
Miscellaneous	£0.00	<b>£0.00</b>
<b>TOTAL INCOME</b>	<b>£35,314.00</b>	<b>£42,044.27</b>



# BURTON GREEN PARISH COUNCIL



## APPENDIX C

### Section 2 – Accounting Statements 2023/24 for

#### BURTON GREEN PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2023 £	31 March 2024 £		
1. Balances brought forward	141,821	159,010	<i>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.</i>	
2. (+) Precept or Rates and Levies	19,350	20,505	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	31,442	66,321	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	10,428	12,966	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	23,175	14,972	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	159,010	217,898	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	159,010	217,898	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>	
9. Total fixed assets plus long term investments and assets	19,800	21,401	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
<b>For Local Councils Only</b>	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>