



# BURTON GREEN PARISH COUNCIL



## MINUTES

of the **Ordinary meeting** held in Burton Green Village Hall, Red Lane at 7:30pm on **15<sup>th</sup> April 2024**.

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

**Others present:** None

**Public:** Three

No.	
<b>1.</b>	<b>Apologies for absence</b>
	The Council had received apologies from Cllr Aizlewood and Cllr Deeley which were accepted. Cllr Cooke (WCC), Cllr Hales (WDC) and Cllr Armstrong (WDC) sent apologies.
<b>2.</b>	<b>Declaration of Interests</b>
	None.
<b>3.</b>	<b>To approve the minutes of the Ordinary meeting held on 18<sup>th</sup> March 2024</b>
	The minutes were approved and signed without amendment.
<b>4.</b>	<b>To consider any matters arising from the minutes of the previous meeting that are not included on the agenda</b>
	The Clerk confirmed that the paperwork for the 23/24 Internal Audit was complete and was with the Internal Auditor for inspection.
<b>5.</b>	<b>Community reports</b>
<b>5.1</b>	<b>County Councillor, Lapworth and West Kenilworth: Cllr Cooke</b> Cllr Cooke's report had been circulated prior to the meeting, see Appendix A.
<b>5.2</b>	<b>District Councillors, Kenilworth Abbey and Arden: Cllr Hales, Cllr Aizlewood, Cllr Armstrong</b> Cllr Hales' report had been circulated prior to the meeting, see Appendix A.
<b>5.3</b>	<b>Community Summary Reports</b> <b>Burton Green Primary School:</b> <ul style="list-style-type: none"><li>- The school's headmaster will be leaving at the end of the 24/25 academic year.</li><li>- The new school building is in use.</li></ul> <b>Village Hall Committee:</b> <ul style="list-style-type: none"><li>- The Committee are planning an opening ceremony for the time capsule on 19/5/24.</li></ul> <b>Residents' Association (RA):</b> <ul style="list-style-type: none"><li>- It's been confirmed that the IndieGo Plus service will be extended to include Red Lane, scheduled stops are being confirmed.</li><li>- Thanks were given to Mr &amp; Mrs Hibberd for agreeing to have the Hodgetts Lane defibrillator installed on their property. Mrs Hibberd provided Councillors with a summary of possible locations on Red Lane for the solar powered cabinet and explained that the optimum location would be on hardstanding by the new bus shelter at the school bus stop on Red Lane.</li><li>- BBV and WCC have passed responsibility to each other for considering the request for a warning sign on the bridge alerting drivers to the Hodgett's Lane junction. It was agreed to contact Rupert Blake (BBV) to request an update on the Road Safety Audit that is to be carried out shortly.</li><li>- The recent Community Lunch was very successful, with 49 guests. Thanks were given to Mary Webb for the organisation.</li></ul>



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	<ul style="list-style-type: none"><li>- A recent litter pick had identified two discarded roadworks signs which WCC have declined to retrieve.</li></ul> <p><b>ACTIONS:</b> <b>The Clerk</b> to contact Rupert Blake re: Road Safety Audit</p> <p><b>Warwick University:</b> no update <b>Kenilworth Greenway:</b> no update</p>
<b>6.</b>	<b>Public participation</b> None.
<b>7.</b>	<b>Planning:</b>
<b>7.1</b>	<b>To consider the following planning applications:</b>
<b>7.1.1</b>	<a href="#">W/24/0320</a> <b>Description:</b> Variation of Condition 2 (approved plans) of planning permission ref: W/22/1739 (Erection of single storey rear extension, first floor side extension, 1no. dormer window to front roof slope, enlargement of existing front dormer and raising of existing ridge line) to reduce size of front porch, install rooflights, change material of external walls, change flat roof dormer to pitch and remove chimney <b>Location:</b> 42 Hodgetts Lane, Burton Green, Kenilworth, CV8 1PJ BGPC comment: <b>NEUTRAL</b>
<b>7.1.2</b>	<a href="#">W/24/0353/HS2</a> <b>Description:</b> Plans and Specifications submission under Schedule 17 to the High Speed Rail (London – West Midlands) Act 2017 for works comprising: Structure: Crackley Lane Overbridge (overall length of 78m with a 5.5m wide carriageway and comprising a three-span continuous steel-composite bridge with a reinforced concrete deck slab); Earthworks: Engineering earthworks to realign Crackley Lane, engineering earthworks to establish Maintenance Access Strips and other accesses; and Fencing: Vehicle Restraint System (1.25m in height). <b>Location:</b> Land at Crackley Lane, Burton Green, Warwick CV8 2JT BGPC comment: <b>NEUTRAL</b> <b>ACTION:</b> <b>The Clerk</b> to submit comments.
<b>7.2</b>	<b>To receive an update on the NDP review meeting held Neil Pearce and Jan Sherwood (Avon Planning Services) and to consider the next steps.</b>  Cllrs Marshall and McColl gave an update on the meeting. It was noted that the next key step is to set up a NDP Review Steering Group consisting of Councillors and Burton Green Residents; it was agreed that Cllr McColl would mention this during the Chairman's Annual Report at the Annual Parish Meeting.  Cllr Marshall explained that it had been made clear that the Council should not wait for the SWLP to be finalised but should begin the NDP review process now. Cllr McColl mentioned that he and Cllr Aizlewood had emailed Amit Bratch (WDC Planning Officer) with a list of the policies likely to be changed/added during the NDP review but has not yet received a response.
<b>7.3</b>	<b>To consider correspondence received from Berkswell Charities regarding a proposal to deliver affordable housing in the area.</b>  Cllr Taylor explained that that proposal involves the building of 37 Almshouses on land adjacent to the Red Lane/Cromwell Lane junction. It was agreed to accept the offer of a meeting to discuss the proposals. <b>ACTION:</b> <b>The Clerk</b> to suggest dates for a meeting.



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8.	<p><b>To consider a proposal that the Council seek to create a joint committee with Balsall Common PC, Berkswell PC and Westwood Heath Residents Association to consider matters of cross-border concern</b></p>																																																							
	<p>Cllr Marshall explained the proposal. The principle was supported, and it was agreed to contact the Chairs/Vice Chairs of Balsall Common PC and Berkswell PC to introduce the proposal and enquire if they would be interested in joining.</p> <p><b>ACTIONS:</b>  <b>Cllr Marshall</b> and <b>the Clerk</b> to contact the Councils  <b>The Clerk</b> to contact WALC for advice on how a joint committee could be formed.</p>																																																							
9.	<p><b>To consider quotes provided for cleaning of play equipment at the Red Lane play area</b></p>																																																							
	<p>Councillors considered quotes from 3 contractors, and it was resolved to accept the quote of £160.00 from EsteemClean.</p> <p><b>ACTION: the Clerk</b> to instruct EsteemClean.</p>																																																							
10.	<p><b>To appoint a Health &amp; Safety Councillor and to arrange a Health &amp; Safety inspection of the Council's assets.</b></p>																																																							
	<p>Cllr Hatton kindly volunteered to be the Health &amp; Safety lead Councillor. Cllr Hatton and the Clerk will carry out an inspection of the Councils assets shortly.</p> <p><b>ACTION: The Clerk</b> to arrange the Health &amp; Safety inspection.</p>																																																							
11.	<p><b>To consider purchasing a defibrillator for HS2's solar powered cabinet and install it on Red Lane.</b></p>																																																							
	<p>It was noted that the optimal location for the solar powered cabinet suggested at item 5.3 was on land owned by WCC Highways. The Clerk has contacted the Highways Area Surveyor for Kenilworth and Warwick West to enquire if WCC Highways would permit the installation of the cabinet at this location.</p> <p>It was agreed in principle that the Council would use CIL funds to purchase a defibrillator for which would then be donated to the Residents Association.</p> <p><b>ACTION: the Clerk</b> to circulate the response from the Highways Area Surveyor.</p>																																																							
12.	<p><b>Finance</b></p>																																																							
12.1	<p><b>To receive the Finance Report and approve the invoices for payment</b></p>																																																							
	<p>The Clerk presented the Finance Report, see Appendix B.</p> <p>The Finance Report showed a general reserves balance of <b>£13,140.72</b> on 9.4.24 and an expected balance of <b>£8,585.98</b> once all invoices and internal transfers have been paid.</p> <p>It was <b>resolved</b> to pay the following invoices:</p>																																																							
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11	H DU BOIS	Office costs and expenses Mar/Apr 2024	BACS	£80.40																
12	P DEELEY	Expenses: Burrow Hill bench padlocks	BACS	£79.92																
			<b>Total</b>	<b>£9599.02</b>																
<p>*Statutory Power used for all payments: General Power of Competence, Localism Act 2011</p> <p><b>ACTION: The Clerk</b> to set up the payments for authorisation by Cllr Marshall and Cllr Larsen.</p>																				
<b>12.2</b>	<b>To note correspondence from WDC regarding errors made in historic CIL payments</b>																			
	<p>The Council had received notification from WDC that one of the Council's previous CIL payments had been incorrectly capped (W/17/2086). As a result, an additional £26,504.89 is due to be transferred to the Council; a CIL agreement had been provided which was signed by Cllr McColl.</p> <p><b>ACTION: The Clerk</b> to return the signed agreement to WDC.</p>																			
<b>12.3</b>	<b>To note the bank reconciliation for y/e 31.3.24</b>																			
	<p>This was noted, see Appendix C. Cllr Gibbs signed the bank reconciliation and corresponding bank statements.</p> <p>The Clerk confirmed that at the end of the 23/24 financial year the Council had the following reserves:</p> <p>General Reserves (including interest): £16,008.45  Earmarked Reserves: £51,392.04  Community Infrastructure Levy (CIL): £150,497.80</p>																			
<b>12.4</b>	<b>To receive an update from the Internal Controls Councillor</b>																			
	<p>Cllr Gibbs confirmed that he had audited a sample of transactions from Q4 of the 2023-24 accounts, and all was in order. The Internal Controls checklist was signed.</p>																			
<b>12.5</b>	<b>To review the Earmarked Reserves for 24/25 and to consider if additional contributions are required from General Reserves</b>																			
	<p>It was noted that the Council had earned £2812.03 of interest to date in the CIL and Earmarked Reserves bank accounts.</p> <p>It was agreed to allocate £2500.00 of the interest to the Earmarked Reserve 'Parish Council Elections' and the remaining £312.03 to the Earmarked Reserve 'Laptop'.</p> <p>It was agreed to re-allocate £5000 from the Earmarked Reserve 'Legal &amp; Specialist Advice' to General Reserves.</p> <p>The Earmarked Reserves for 24/25 will be:</p> <table style="margin-left: 40px;"> <tr> <td><i>Legal &amp; specialist advice</i></td> <td>£15,000.00</td> </tr> <tr> <td><i>Neighbourhood Plan</i></td> <td>£5,000.00</td> </tr> <tr> <td><i>Speed Reduction Measures</i></td> <td>£4,522.35</td> </tr> <tr> <td><i>Burrow Hill playing field maintenance</i></td> <td>£9,880.00</td> </tr> <tr> <td><i>Parish Council elections</i></td> <td>£7,000.00</td> </tr> <tr> <td><i>Laptop</i></td> <td>£701.72</td> </tr> <tr> <td><i>Playground</i></td> <td>£6,800.00</td> </tr> <tr> <td><i>Noticeboards</i></td> <td>£300.00</td> </tr> </table>				<i>Legal &amp; specialist advice</i>	£15,000.00	<i>Neighbourhood Plan</i>	£5,000.00	<i>Speed Reduction Measures</i>	£4,522.35	<i>Burrow Hill playing field maintenance</i>	£9,880.00	<i>Parish Council elections</i>	£7,000.00	<i>Laptop</i>	£701.72	<i>Playground</i>	£6,800.00	<i>Noticeboards</i>	£300.00
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<b>12.6</b>	<b>To note the automatic renewal of the Council's insurance policy with Clear Councils and confirm that it continues to provide the correct level of cover.</b>																			
	<p>The invoice for year 2 of the 3-year fixed contract with Clear Councils (formally BHIB) was noted at £339.06, commencing 1.5.24</p>																			



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	<p>The Clerk confirmed that the levels of cover provided in the policy are sufficient and that the Sum Insured for Street Furniture would include the new height restriction barrier and estate fencing at Burrow Hill playing field. <b>ACTION: The Clerk</b> to process the renewal payment.</p>
<b>13</b>	<p><b>To agree the Agenda and confirm final arrangements for the Annual Parish Meeting, 22<sup>nd</sup> April 2024</b></p> <p>The draft Agenda was approved.</p> <p>It was agreed to purchase wine, soft drinks and snacks for the APM and that the cost of these would be funded from the Chairman's Allowance. <b>ACTIONS:</b> <b>Cllr Taylor</b> to purchase wine. <b>The Clerk</b> to purchase soft drinks and snacks.</p>
<b>14.</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>There were no updates.</p>
<b>15.</b>	<p><b>Biodiversity/Climate Change matters</b></p>
<b>15.1</b>	<p><b>To consider possible implications of the recent Biodiversity Net Gain legislation</b></p> <p>Cllr Webster gave Councillors an overview of the new legislation and highlighted actions the Council might consider in the future. <b>ACTION: The Clerk</b> to search for training for Parish Councils on the Biodiversity Net Gain legislation.</p>
<b>15.2</b>	<p><b>To receive updates on the following:</b></p> <ul style="list-style-type: none"><li>• Wildflower Verge project</li><li>• Biodiversity/greening enhancement plan for Burrow Hill estate</li></ul> <p>Cllr Webster gave an update on progress with both initiatives.</p>
<b>16.</b>	<p><b>Communications</b></p> <p>None.</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 20<sup>th</sup> May 2024, 7:30pm at Burton Green Village Hall, Red Lane.</p>
<b>19.</b>	<p><b>Close</b></p> <p>The meeting closed at 9:15pm.</p>

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





# BURTON GREEN PARISH COUNCIL



## APPENDIX A

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

#### Warwickshire County Council: CLLR COOKE April 2024

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##### **Longer summer opening makes recycling easier at your friendly local recycling centre**

Warwickshire County Council is reminding residents that recycling will become even easier with extended summer opening times in operation from 3 April.

Offering greater flexibility with a late-night opening on Wednesdays until 6:15 pm (excluding Stockton, Shipston and Wellesbourne). All recycling centres (excluding Shipston) are open until 5:45 pm over the weekend.

Visitors are advised to pre-sort waste when packing their car for an efficient visit. Full details of all the waste streams that can be recycled at the nine recycling centres in the county, and details of how to book, can be found at [www.warwickshire.gov.uk/hwrc](http://www.warwickshire.gov.uk/hwrc).

##### **Warwickshire comes together to commit to tackling child exploitation**

Organisations across Warwickshire and the surrounding area pledged their support to raise awareness of child exploitation in March to mark Child Exploitation Awareness Day.

Messages from the Something's Not Right campaign ([www.somethingsnotright.co.uk](http://www.somethingsnotright.co.uk)), a partnership initiative between Warwickshire County Council (WCC), Warwickshire Police, Barnardo's and the Police and Crime Commissioner, were amplified and shared in support of the awareness day.

Since 2021 the Something's Not Right campaign has raised awareness amongst Warwickshire residents of all forms of child exploitation to encourage everyone, not just parents, carers and professionals working with children, to tackle the issues of the exploitation of our children.

As part of Warwickshire's approach to tackling child exploitation and other forms of harm that children and young people are exposed to outside their home, a Contextual Safeguarding Champion Network was launched and professionals from all over Warwickshire came together for a children and young person focused workshop as part of Warwickshire's Exploitation Subgroup Refreshed Strategy.

For information on how to spot the signs of child exploitation, visit <https://www.somethingsnotright.co.uk/spot-the-signs/>

##### **Cameras at the ready! The Warwickshire Country Parks photography competition is officially open**

Warwickshire County Council's Country Parks service is excited to introduce the Warwickshire Country Parks Photography Competition, an opportunity for photographers at all levels to show off their favourite shots.

The competition will run from Thursday 28 March to Friday 6 September, and participants are invited to submit their best pictures capturing the theme of 'Nature through the seasons'. Images must have been taken at one of our [ten country parks, greenways and nature reserves](#) in the past three years.

The prize: up for grabs is the opportunity to feature in the new **Warwickshire Country Parks Calendar!** Twelve winning photos will be picked to represent each month of the year, with one overall winner to also feature on the front cover. All winners will receive a copy of the calendar, and the overall winner will be offered a **special tailored VIP park experience** with their close family or loved ones.

To submit your entry, please email your photo to [parksphotography@warwickshire.gov.uk](mailto:parksphotography@warwickshire.gov.uk) and complete the [participant consent form](https://forms.office.com/e/2jpzhkSbbY) (<https://forms.office.com/e/2jpzhkSbbY>). This must be signed by a parent or guardian for participants who are under 18.

By submitting an entry into this Competition, you agree to these Rules and [the Terms and Conditions](https://api.warwickshire.gov.uk/documents/WCCC-2141758388-110) (<https://api.warwickshire.gov.uk/documents/WCCC-2141758388-110>). This includes giving the Council a full royalty-free licence to share and display your image.

##### **Warwickshire's new youth councillors look forward to making a difference**



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Young people from across Warwickshire gathered at the Council Chambers in Shire Hall, Warwick to meet their new youth councillors and to thank outgoing members for their contribution.

Elected members from Warwickshire County Council were also in attendance along with Nigel Minns the council's Executive Director for Children and Young People.

The most important role of the Youth Council is to gather the views and understand the needs of young people across Warwickshire.

Thirty new members, aged 11-18, were announced at the event, with representation from across the county. They will be in office for 24 months.

During their term of office, the youngsters will represent the views and interests of young people in their constituency, both locally and nationally, by meeting councillors, MPs and other decision makers to take forward issues of local importance.

### **Warwickshire Libraries secure funding for sensory mobile library**

Called the Discovery Den, the mobile library will provide a safe and inclusive space for children, young people, and adults with additional and more complex needs.

Through the Libraries Improvement Fund, administered by the Arts Council England, the County Council has secured funding worth £373,000 over three years. This funding will be used to purchase a new electric mobile library and enables the library service to extend its sensory support.

The Discovery Den will be fully equipped and accessible with an immersive and interactive sensory room environment. The vehicle will support engagement with children and adults through creativity and imagination, stimulating senses and building confidence, as well as social and literary skills.

The new mobile library will be taken out into local communities across the county, reaching people who might otherwise find the traditional library experience more challenging. It will extend the library service, continuing to offer a free, inclusive, and welcoming space.

To find out more visit [www.warwickshire.gov.uk/mobilelibraries](http://www.warwickshire.gov.uk/mobilelibraries)

### **Warwickshire parents and carers with children starting school in September 2024 will get their school offer on 16 April**

Warwickshire parents and carers who have applied for a school place for their child in either Reception or Year 2 of a Junior School starting in September 2024 will get their offer of a school place on National Offer Day (16 April).

As with the Secondary National Offer Day on 1 March, the Council will automatically accept school place offers on behalf of each family on this day. This means that parents and carers don't need to take any additional action but wait to hear from their new school.

For those interested in finding out more about what to do when they receive their school offer, Warwickshire County Council is holding a "Getting Your Primary School Offer" webinar on Thursday 11 April. Everyone is welcome and places can be booked at: [www.eventbrite.com/e/getting-your-primary-school-offer-tickets-863905964997?aff=oddtcreator](http://www.eventbrite.com/e/getting-your-primary-school-offer-tickets-863905964997?aff=oddtcreator)

### **New registration requirements for bird keepers in Great Britain - all bird keepers must register their birds and update records annually.**

New measures to better protect the poultry sector from future avian influenza outbreaks have been set out by the Government.

Under the changes announced there will be new requirements for all bird keepers regardless of the size of their flock to officially register their birds. Currently only those who keep fifty or more poultry must do so, limiting the effectiveness of our national disease control measures.

The new rules cover owners of backyard flocks, birds of prey and pigeon fanciers. They do not affect caged pet birds (excluding any poultry species) kept entirely inside a domestic dwelling, such as a parrot, canary or budgie, which never leaves the property other than to visit a vet or another short-term period.

The requirements will be set out in legislation shortly and keepers will also be legally required to update their information on an annual basis.

For more information, please visit [www.gov.uk/government/news/new-measures-to-help-protect-poultry-industry-from-bird-flu](http://www.gov.uk/government/news/new-measures-to-help-protect-poultry-industry-from-bird-flu)



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## **Zero emission buses are set for Warwickshire roads thanks to new funding**

It's great news for residents and the environment as Warwickshire County Council secures significant funding to roll out Zero Emission Buses across the County.

The Department for Transport (DfT) announced today (Friday 21 March 2024) that it would be awarding Warwickshire County Council £4.3 million from its Zero Emission Bus Regional Areas 2 (ZEBRA 2) funding stream to aid with the rollout of electric vehicles in the County.

The funding will see the Council working with key delivery partner, Stagecoach Midlands and Warwick District Council to roll out 27 all electric buses that will serve routes and settlements across Warwickshire.

## **County Council is looking for more people to join its Voice of Warwickshire resident's panel**

Warwickshire County Council is encouraging residents of all ages to share their voice by joining the Voice of Warwickshire online panel.

Launched in 2021, this initiative aims to ensure that the County Council's decisions and priorities are informed by the perspectives of residents from across the county.

Participation in the Voice of Warwickshire panel allows its members to contribute to significant discussions on a range of Warwickshire-focused topics. Recent surveys put to the panel have asked for views on a wide range of subjects including Climate Change, Levelling Up, the Council's website and Library service.

To join the Voice of Warwickshire panel, individuals must be over 18 by 1 April 2024, and be residents of Warwickshire. Those interested can register at <https://ask.warwickshire.gov.uk/voice-of-warwickshire/registration2024/> or by calling 01926 410410.

Accepted panel members can anticipate being invited by Warwickshire County Council approximately four times a year to share their views through short online surveys. While participation in every activity is not mandatory, alternative methods will be provided for those who are unable to engage online, ensuring that diverse perspectives are actively sought and considered.

## **Warwick District Council: CLLR HALES April 2024**

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### **1. Abbey Fields Redevelopment Starts**

The redevelopment of the swimming pools at Abbey Fields in Kenilworth restarted on Monday 18 March. Warwick District Council's contractor Kier Construction are now on site to begin preparation work for the two-year build. Last January the discovery of extensive medieval remains on the development site brought the project to a halt.

There then followed a lengthy process of revising the building designs to provide a protective raft over the archaeological findings. Approval was then sought from members of Warwick District Council's Cabinet and group leaders on a new contract and price with the main developer to build the new facility comprising two swimming pools with adjoining sun deck and café.

### **2. Spark Ignite**

The creatives of Warwick District returned to the Royal Spa Centre for Spark: Ignite 2024 with a packed programme of presentations, workshops, and demonstrations throughout the day.

Spark: Ignite returned for a fifth year on Thursday 15 February. The annual symposium for the creative sector is designed to turn creative talk into creative action by bringing together and promoting the growth of the arts and digital industries across Warwick District.

The event was structured around five core themes: voice, placemaking, pathfinding, engagement, and innovation, with 280 delegates attending from various creative industries, including film and TV, to the performing arts and the visual arts, to name a few.

For this year's Spark event, the programme of sessions included 'Creative Industries and the Climate Emergency', where the audience heard how three organisations are addressing the climate





# BURTON GREEN PARISH COUNCIL



emergency; 'Creatives and Artificial Intelligence', which, during this session, a panel of three speakers explained how AI is being used within a variety of creative businesses and 'Funding: how to make it work for you, yes you...' where the Sasolo team provided advice on strategy and funding.

Other talks and workshops explored podcasting, social media marketing, empowering neurodivergent and disabled employees, funding, intellectual property, and Climate Justice.

### 3. Resignation of a District Councillor

Katie Hunt has resigned from her role as a District Councillor representing the Warwick District Council Leamington Clarendon ward.

### 4. Business Ready Programme

Warwick District Council is one of six local authorities that have successfully contracted the University of Warwick Science Park to provide a leading business support scheme which helps local businesses access finance, mentoring, and more. The Business Ready scheme helped create more than £19 million in value and 175 jobs for businesses in Warwickshire between 2016 and 2023. This was part of the £4.6 million Business Growth Warwickshire Programme, which is funded by the UK Shared Prosperity Fund and Warwickshire County Council.

Businesses in need of support will be referred to Business Ready through the programme. They will receive free, tailored advice, including access to sector-specific expertise, specialist mentors, advice around finance or grant funding, and dedicated business workshops.

The team of advisers at Business Ready have a wide range of expertise and have recently added to their resources to meet the needs of those areas where demand is greatest, particularly in marketing, tech, and e-commerce. The extended team of around 40 advisors is able to deliver informed, bespoke support to the businesses they work with.

Business Ready will be delivered by the University of Warwick Science Park on behalf of Warwick District Council, Warwickshire County Council, North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, Rugby Borough Council and Stratford-on-Avon District Council. This follows a procurement exercise to appoint a specialist organisation to deliver a programme for high-growth businesses.

### 5. Warwick University Campus Masterplan

As mentioned previously, the University is refreshing the campus masterplan setting out the vision for the campus over the next 20+ years. We are working with WDC and CCC to develop a supplementary planning document (SPD) to take the principles of the masterplan and make them into coordinated planning policy.

See the Cabinet paper here, which include the draft documents: <https://estates8.warwickdc.gov.uk/cmis/MeetingDates/tabid/149/ctl/ViewMeetingPublic/mid/637/Meeting/4724/Committee/29/Default.aspx>

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.



# BURTON GREEN PARISH COUNCIL



## APPENDIX B

This report was presented to the Council on 15<sup>th</sup> April 2024.

**Balance of Unity Trust Current Account T1 as of 9/4/24: £13,140.72**  
**Expected balance of Unity Trust Current Account T1 account after all payments: £9585.98**

### Other accounts:

Unity Trust Instant Access Account	EARMARKED	£52,455.78
Lloyds Treasurers Account	GENERAL RESERVES	£55.70
Lloyds Business Bank Instant Account	CIL	£152,246.09

Interest received across all accounts between 1/4/23 – 31/3/24: £2,633.42

### Payments from Current Account since 18/3/24:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT
1	29.3.24	To Instant Access account	NDP Earmarked reserves	TRF	£5000.00
2	19.3.24	UK Building Maintenance Ltd	Bus shelter clean	BACS	£12.00
3	31.3.24	Unity Trust Bank	Q4 Service charge	BACS	£18.00
				<b>Total</b>	<b>£5030.00</b>

### Payments from Current Account to be approved on 15/4/24:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WALC	Training (Clerk – Canva part 1)	BACS	£36.00
2	Secure-a-Field Ltd	Burrow Hill height barrier	BACS	£7253.14
3	Topsourcing Worldwide Ltd	Monthly Payroll March 2024	BACS	£12.94
4	Avon Planning Services	Consultancy fee for Zoom call (1hr)	BACS	£96.00
5	WALC	Annual Subscription 24-25	BACS	£802.20
6	Burton Green Village Hall	Room rental (Nov – Mar 2024)	BACS	£91.00
7	H DU BOIS	Salary Mar 24	BACS	£760.91
8	HMRC	Tax & NIC due Mar 2024	BACS	£140.37
9	WCC Pension Fund	Employer's contribution for HdB Mar2024	BACS	£195.05
10	WCC Pension Fund	Employees contribution for HdB Mar 2024	BACS	£51.09
11	H DU BOIS	Office costs and expenses Mar/Apr 2024	BACS	£80.40
12	P DEELEY	Expenses: Burrow Hill bench padlocks	BACS	£79.92
			<b>Total</b>	<b>£9599.02</b>

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

### Internal Transfers to be approved on 15/4/24:

	FROM	TO	DESCRIPTION	TYPE	AMOUNT*
1	Lloyds Business Bank Account	Unity Current Account	Height Barrier (CIL)	TFR	£6044.28
				<b>Total</b>	<b>£6044.28</b>



# BURTON GREEN PARISH COUNCIL



## 2024/25 Expenditure vs Budget

	2024-25	
	Budget	To date
<b>£ PAYMENTS</b>		
HW allowance/broadband	£372.00	<b>£29.00</b>
HMRC	£3,000.00	<b>£140.37</b>
Wages (Net)	£18,800.00	<b>£760.91</b>
Pension costs (employer & employee)	£6,100.00	<b>£246.14</b>
Payroll costs	£165.84	<b>£10.78</b>
Office costs	£550.00	<b>£29.81</b>
Travel expenses (Clerk)	£300.00	<b>£17.82</b>
Travel expenses (Cllrs)	£0.00	<b>£0.00</b>
Advertising	£200.00	<b>£0.00</b>
Audit	£870.00	<b>£0.00</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>£0.00</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>£0.00</b>
HS2	£0.00	<b>£0.00</b>
Insurance	£319.24	<b>£0.00</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>£0.00</b>
Publications	£0.00	<b>£0.00</b>
Room hire	£548.00	<b>£91.00</b>
Speed Reduction Measures	£50.00	<b>£0.00</b>
Subscriptions	£1,137.00	<b>£695.00</b>
Training	£350.00	<b>£30.00</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>£8,241.71</b>
VAT	£1,543.50	<b>£1,357.31</b>
<b>TOTAL EXPENDITURE inc VAT</b>	<b>£52,807.58</b>	<b>£9,599.02</b>
<b>£ RECEIPTS</b>		
Bank interest	£3,000.00	<b>£0.00</b>
Precept	£30,034.00	<b>£0.00</b>
VAT refund	£2,280.00	<b>£0.00</b>
Community Infrastructure Levy	£0.00	<b>£0.00</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>£0.00</b>



# BURTON GREEN PARISH COUNCIL



## APPENDIX C

### BURTON GREEN PARISH COUNCIL RECONCILIATION

#### Receipts and payments reconciliation as at 30.06.23

Balance brought forward at 31.3.23	159,009.94
plus receipts	63,603.51
minus payments	6,797.99
<b>Total</b>	<b>215,815.46</b>

#### Bank reconciliation as at 30.6.23

Lloyds Business Bank Account - 43619360	153,481.73
Lloyds Treasurer Account - 43618960	55.70
Unity Trust Current Account T1 - 20443715	25,562.39
Unity Trust Instant Access Account - 20443728	36,715.64
Cash	-
<b>Total</b>	<b>215,815.46</b>

#### less unrepresented cheques

0.00

**Total 215,815.46**