

BURTON GREEN PARISH COUNCIL

MINUTES

of the **Annual meeting** held in Burton Green Village Hall, Red Lane at 7:30pm on
15th May 2023.

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

Others present: None

Public: Two

No.	
1.	Election of Chairman for 2023/24
	Cllr McColl was proposed and seconded. All were in favour and Cllr McColl was duly elected as Chairman.
2.	Signing of the Chairman's Declaration of Acceptance of Office
	Cllr McColl signed the Chairman's Declaration of Acceptance of Office, witnessed by the Clerk.
3.	Apologies
	The Council had received apologies from Cllr Aizlewood which were accepted. The Council had received apologies from Cllr Cooke and Cllr Hales. It was resolved to accept the Declaration of Acceptance of Office from Cllr Aizlewood at the next meeting.
4.	Declaration of Interests
	None.
5.	Election of Vice Chairman for 2023/24
	Cllr Marshall was proposed and seconded. All were in favour and Cllr Marshall was duly elected as Vice Chairman.
6.	Signing of the Vice Chairman's Declaration of Acceptance of Office.
	Cllr Marshall signed the Vice Chairman's Declaration of Acceptance of Office, witnessed by the Clerk.
7.	To approve the minutes of the Ordinary meeting held on 17th April 2023.
	The minutes were approved and signed without amendment.
8.	To consider any matters arising from the minutes of the previous meeting not included on the agenda
	The Clerk summarised the Cllr feedback on the draft Parish Council logo. It was agreed that the logo should be a simple design featuring just the Burton Green water tower, as this was a landmark that could be seen by residents in both the Burton Green and University wards of the Parish. Cllr Gibbs kindly offered to ask a contact to draw up a draft based on the water tower. ACTION: The Clerk to send a mock-up of the agreed design to Cllr Gibbs.

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9	Community reports
9.1	County Councillor – Lapworth and West Kenilworth: Cllr Cooke Cllr Cooke's report was circulated after the meeting, see Appendix A.
9.2	District Councillors – Kenilworth Abbey and Arden: Cllr Hales, Cllr Aizlewood, Cllr Armstrong No update
9.3	<p>Community Summary Reports:</p> <p>Residents' Association (RA):</p> <ul style="list-style-type: none"> Thanks were given to the Parish Council for supporting their grant application to WDC's Kings Coronation Fund, £1250 was awarded. An event was held to officially open the Coronation mosaics and the new planters and bench on the Jubilee verge. <p>Warwick University: No update.</p> <p>Village Hall Committee:</p> <ul style="list-style-type: none"> Snagging issues continue to be resolved. The committee are concerned about the quantity of stones/rubble that has been left in the soil surrounding the village hall; it is felt that the grass should not be seeded until the soil has been cleared. Booking numbers are high and the hall is being well used. The rental fees were increased in April 2023 to reflect the size and facilities available at the new hall, there may be a further increase in September 2023. The Council has been notified of the new rental rates. The Committee has asked the Council to remind WCC's Mobile Library Service to park at the Burrow Hill car park rather than the village hall when visiting Burton Green. <p>ACTION: The Clerk to contact the Mobile Library co-ordinator.</p> <p>Burton Green Primary School:</p> <ul style="list-style-type: none"> Work has started on the new building. There will be a full year group entering Reception in Sept 2024, the majority of these pupils will be from the local area. <p>Kenilworth Greenway: No update</p>
10.	Public participation
	<p>A member of the public raised the following:</p> <ul style="list-style-type: none"> HS2 has been contacted regarding the high number of HS2 owned residential properties that remain unlet. Plans have been launched for 270 new houses to be built off Hob Lane at Pheasant Oak Farm. Concern was raised about the likely increase in traffic through Burton Green to Hob Lane if the development is approved. Notices have been put up indicating that Cromwell Bridge is due to be closed for two weeks at the end of May (including half term week). It is felt that this is an unscheduled closure, the Council has not received formal notice from HS2. There are now 5 possible sites being considered for Battery Energy Storage Sites off Hodgetts Lane and Cromwell Lane. Berkswell PC are planning to object to both the application located at Beechwood Farm and the second site off Hodgetts Lane if it is applied for. This issue was discussed by the Council at item 16.2.
11.	To confirm the following Council representatives:
	<ul style="list-style-type: none"> Internal Controls Councillor: Cllr Gibbs Planning Matters Councillor: Cllr McColl

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- Burton Green Community Speed Watch Representative: **Cllr McColl**
 - Burton Green Village Hall Representative: **Cllr Deeley**
 - Burton Green Primary School Representative: **Cllr Hatton**
- The representatives were confirmed as above.

12. To consider whether the Council is eligible to use the General Power of Competence in accordance with the Localism Act 2011 S1-6

It was **resolved** that the Council meets the criteria for eligibility to use the General Power of Competence as at least two thirds of members were elected on 4th May 2023 and the Clerk holds the Certificate in Local Council Administration (CiLCA). This decision will be reconsidered at the next relevant Annual Meeting of the Council.

13. Finance

13.1 To receive the Finance Report and approve the invoices for payment

The Clerk presented the latest Finance Report, see Appendix B. The Finance Report shows a general reserves balance of **£29,358.86** on 9th May 2023 and an expected balance of **£27,209.61** once all invoices have been paid.

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

	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
1	WALC	Subscriptions (WALC/NALC) 23-24	£831.00	Local Government Act 1972, s143
2	H DU BOIS	Salary Apr 23	£728.18	Local Government Act 1972, s112 (2)
3	HMRC	Income Tax & NIC Contributions Apr 23	£125.96	Local Government Act 1972, s112 (2)
4	WCC Pension Fund	Employer's contribution Apr 23	£185.91	Local Government Act 1972, s112 (2)
5	WCC Pension Fund	Employee's contribution Apr 23	£48.70	Local Government Act 1972, s112 (2)
6	L BEST	22-23 Internal Audit fee	£140.00	Accounts and Audit Regulations 2015 s5
7	H DU BOIS	Office costs/expenses Apr/May 23	£76.56	Local Government Act (Financial Provisions) 1963, s5
8	Select Payroll Solutions	Payroll March 23	£12.94	Local Government Act 1972, s112 (2)
		Total	£2149.25	

ACTION: The Clerk to set up the payments for authorisation by two signatories.

13.2 To approve the removal of non-members from the Unity Trust banking mandate

This was approved and the Unity Trust forms were signed.

ACTION: The Clerk to submit the change request to Unity.

14 2022-23 Annual Governance and Accountability Return (AGAR)

14.1 To note the report from the Internal Auditor and consider any recommendations

The report from the Internal Auditor had been circulated prior to the meeting. There were no areas of concern, the Internal Auditor had stated "No points to note this year. Paperwork and accounts in excellent order" and the Annual Internal Audit Report 2022/23 had been signed. The recommendations were noted.

14.2 To consider and sign the Annual Governance Statement

The Annual Governance Statement was considered. All responses were in the affirmative with the final trust funds statement marked as Not Applicable. It was **resolved** to approve the

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	Annual Governance Statement. Cllr McColl and the Clerk as Responsible Financial Officer signed Section 1 of the Annual Return.
14.3	To approve and sign the Accounting Statements
	It was resolved to approve the Accounting Statements 2022/23, see Appendix C. It was noted that the value in Box 9. 'Total fixed assets plus long term investments and assets' for Year ending 31 st March 2021 is marked as restated: this is because the value provided in the 2021-22 AGAR was based incorrectly on the estimated insurance value of the fixed assets rather than cost value. The values provided in Box 9 ongoing will always be cost value. Cllr McColl and the Clerk as Responsible Financial Officer signed Section 2 of the Annual Return.
14.4	To note the dates of the Period of Exercise of Public Rights
	It was noted that the Period of Exercise of Public Rights will be from Monday 5 th June 2023 to Friday 14 th July 2023. ACTIONS: The Clerk to submit the AGAR paperwork to the External Auditor, Moore UK The Clerk to display the AGAR paperwork on the website. The Clerk to display the notice of the Period of Exercise of Public Rights on the website and noticeboard.
15	To review and approve the following documents
	<ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct These were all approved and signed without amendment.
16	Planning:
16.1	To appoint to Councillors to attend the Masterplanning Framework North and East of Kenilworth/South of Coventry liaison meeting on 30th May 2023
	It was agreed that Cllr Marshall and Cllr Taylor will attend this meeting on behalf of the Council.
16.2	To consider any action required in response to the Battery Energy Storage Sited proposed for Hodgetts Lane.
	It was agreed to form a working group to consider the issues arising from the various Battery Energy Storage Site proposals being proposed for the areas near to Burton Green. The group members will be Cllrs McColl, Marshall, Taylor. It was agreed that Cllr Aizlewood and Mr C Langton will be invited to join the group.
16.3	W/23/0525 196 Cromwell Lane, Burton Green, Kenilworth, CV4 8AP Erection of two storey rear extension It was resolved to submit a NEUTRAL response. ACTION: The Clerk to submit the comments.
17	2023 Annual Parish Meeting
17.1	To confirm a date
	It was agreed to hold the 2023 Annual Parish Meeting at 7pm on Monday 26 th June 2023.

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17.2	To decide a meeting format and content
	<p>It was agreed that the discussion topics will be:</p> <ul style="list-style-type: none"> • Battery Energy Storage Site proposals • Ideas for the top of the HS2 green tunnel
17.3	To confirm the speakers
	<p>It was agreed that Mark Sullivan (Technical Secretary CPRE Warwickshire and Chairman of CPRE West Midlands Region) and Andy de Bell (BBV) would be invited to attend.</p> <p>ACTIONS: Cllrs Marshall and Deeley in invite Andy de Bell Cllr Marshall to invite Mark Sullivan.</p>
17.4	To approve a budget for refreshments
	<p>It was agreed that the cost of refreshments would be funded from the Chairman's Allowance.</p>
18.	Burrow Hill Field and Car Park: to discuss matters relating to the land transfer
	<p>The Clerk has been informed that the RCX form has now been received by Cala's solicitors. The Clerk has also been told that a maintenance team were scheduled to visit the car park to inspect the drain at the entrance on two occasions: the drain has not yet been repaired.</p> <p>The Clerk advised the Council that the Land Transfer document not be signed until the car park drain has been repaired. It was suggested that the Council might raise the issue of the faulty drain with WDC Enforcement.</p> <p>ACTIONS: The Clerk to continue to chase Cala Homes for an update on the status of both the Transfer document and the drain repairs. The Clerk to check if the car park drain was specified in the original planning application and raise with WDC Enforcement if necessary.</p>
19.	CIL/S106: to discuss matters relating to CIL and S106 funds
	<p>It was noted that the Council had recently received CIL contributions of £45,271.42 (W/21/0247, Westwood Park and £6,399.51 (W/22/0914, Lodge Farmhouse).</p> <p>The Council holds CIL funds of £153,499.65. The Clerk advised Councillors that consideration should be given to transferring some of the CIL funds to another UK bank or building society to ensure that there is no more than £85,000 held with any one provider (the FSCS compensation limit). It was agreed to look at the alternative account options available to Parish Councils.</p> <p>ACTION: The Clerk to provide the Council with details of alternative banking/investment options for Parish Councils.</p>
20.	HS2: to discuss matters relating to the HS2 works in the Parish
	<p>Cllr Paine highlighted that BBV had not held an online briefing meeting with the Council since February 2023.</p> <p>ACTION: The Clerk to contact BBV to arrange future online briefing sessions.</p> <p>Cllr Deeley gave an overview of a local community event that BBV are planning for 26th August 2023.</p>
21.	Road Transport matters: to discuss matters relating to traffic within the Parish
	<p>It was agreed that the Excel data received from the recent speed radar surveys should be reviewed in more detail. Cllr Hatton kindly offered to ask a colleague to transfer the data into pivot tables so that the data can be analysed more easily.</p>

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	ACTION: The Clerk to send the speed radar data to Cllr Hatton.
22.	Housing and Development: to discuss and consider matters relating to the following
22.1	Land to the south of Westwood Heath Road Cllr Paine confirmed that the Reserved Matters application (W/21/1280) had been approved.
22.2	Land to the west of Cromwell Lane No update.
22.3	The Kings Hill development No update.
22.4	Warwick University's Eco Park It was noted that Coventry City Football Club have announced a 5-year deal to remain at the Coventry Building Society Arena.
22.5	Solihull Local Plan Examination No update.
22.6	A46 Link Road No update.
23.	Communications The Council had received the following communications since the last meeting: <ul style="list-style-type: none"> • WALC weekly roundups
24.	Councillors' reports and items for future agenda: Cllr Larsen has been notified of incidents of anti-social behaviour at Burrow Hill Park.
25.	Date of next meeting The next meeting will be on Monday 19 th June 2023, 7:30pm at Burton Green Village Hall, Red Lane.
20.	Close The meeting closed at 9:43pm.

Signed: _____ Date: _____
Cllr McColl, Chairman

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APPENDIX A

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Warwickshire County Council: CLLR COOKE

Warwickshire residents warned of the dangers of charging devices on beds after house fire

Warwickshire Fire and Rescue Service (WFRS) is issuing a warning to the public about the dangers of charging electronic devices on beds, following a recent house fire that started in a young girl's bedroom due to an overheated charger.

The incident occurred around 10am at a property in Leamington when the charger, which had been left plugged in and charging a device on a bed, overheated and caught fire. Upon discovering the fire, the homeowner closed the door to the bedroom which prevented it from spreading to other areas of the property, before calling 999 and evacuating to safety.

<https://www.warwickshire.gov.uk/firesafety>

WCC Libraries is searching for volunteers between the ages of 13 – 19 for an exciting volunteer opportunity this summer.

The libraries team are looking for enthusiastic individuals across the county to assist with the annual Summer Reading Challenge, the UK's biggest free reading for pleasure programme for children.

The Challenge encourages children aged between 4 - 11 years to read for pleasure during the summer holidays, and is coordinated annually by The Reading Agency who work in partnership with libraries countrywide. The chosen teen volunteers will play a crucial role in supporting children to complete the challenge, and to help them to discover new books and authors as part of their reading journey.

Each volunteer will need to be able to commit 10-15 hours of time to the role over the course of the summer holidays and bring qualities including a love of reading and the ability to share this passion with younger children, as well as patience, punctuality, and reliability. The library encourages interested individuals to [apply online before the deadline on Monday 29 May](#).

Take your first steps towards a career in gaming with Interactive Futures

Students, their parents, & prospective career changers can discover how to forge a career in one of the UK's fastest-growing industries when the Leamington video games hub opens its doors next month.

Interactive Futures – Gateway into Games is a free one-day event taking place on Saturday 13th May at the **Royal Spa Centre** in Leamington Spa. The day will be dedicated to inspiring the next generation to take a closer look at the multiple career opportunities and pathways the video games sector has to offer, with representatives from the 'Silicon Spa' cluster of studios including Lab42, Lively – a Keyword Studio, SEGA HARDlight, Sumo Leamington, Third Kind Games and Ubisoft Leamington all taking part.

This event is a one day special, dedicated to inspiring the next generation of talent into the video game industry and builds on the larger scale Interactive Futures showcase event held in Warwickshire since the inaugural event in 2019.

Interactive Futures is being organised by Warwickshire County Council and Warwick District Council in partnership with local games studios and is entirely free to attend.

Those attending are asked to register for their free ticket by visiting [interactive-futures.com](https://www.interactive-futures.com)

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WCC Fire and Rescue Service urges people to stay safe around water with increasing temperatures expected

The campaign is warning people of the risk of accidentally drowning when in or around water. There were 277 deaths in the UK from accidental drowning in 2021 in inland and coastal locations. 40% of people who lost their lives had no intention of entering the water, with slips, trips and falls being the main cause of them entering the water.

Warwickshire has a wide variety of lakes, quarries and waterways, all of which carry hidden dangers. Even on a warm day the temperature in open water can remain very cold, causing cold water shock - a physical reaction which can make it difficult to control breathing, cause panic and make it difficult to swim.

If you do find yourself in difficulty in the water, WFRS is urging people not to panic and **'Float To Live'**. This means leaning back in the water and spreading your arms and legs to stay afloat, control your breathing, when the effects of cold water shock have passed call out for help or swim to safety.

If someone is in trouble in water, call 999 and ask for the fire service. It's important you call for help rather than entering the water to attempt a rescue as this can often result in emergency services needing to find and rescue more people from the water.

Plans to increase investment in apprenticeship funding are welcomed by WCC Cabinet

At its last meeting in April, Warwickshire County Council Cabinet approved plans for the distribution of an additional £300,000 to increase its investment in apprenticeship funding.

The additional funding agreed upon at Council in February will be used to strengthen support to businesses, increased apprenticeship fairs, help for the over 50s in reskilling and inclusive apprenticeships aimed at young people with SEND.

The £300,000 will be made available every year for five years and will be broken down as follows:

£50,000: Future Skills Advisor - This dedicated resource will work with businesses to make sure that training gives apprentices the right skills for the job market and to identify key trends and emerging opportunities

£25,000 Future Skills & Apprenticeship Fairs – This funding will provide at least one fair in each District and Borough, and engage with over 2000 students and job seekers across the five events.

£100,000 Employer Salary Grant – This will support small businesses with the salary cost of apprentices for the first three months of the apprenticeship as well as costs of specialists providing industry-specific training at colleges. This will support 30 businesses with salary support and work with ten employers each year to pilot training delivery models.

£75,000 Barrier Breaking - Warwickshire's labour market intelligence demonstrates that we have an increasing number of over 50s who are unemployed and looking to explore new pathways into work and gain new skills. These funds will enable the county council to work with at least 40 businesses, generating at least 50 apprenticeship opportunities per annum.

£50,000 Inclusive apprenticeships – The council is committed to increasing the accessibility of apprenticeships, particularly for young people and adults with SEND. This will create 25 inclusive apprenticeships per annum.

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APPENDIX B

This report was presented to the Council on 15th May 2023.

Balance of Unity Trust Current Account T1 as of 9/5/23: **£29,358.86**
 Expected balance of Unity Trust Current Account T1 after all payments: **£27,209.61**

Other accounts:

Unity Trust Instant Access Account	EARMARKED	£36,512.04
Lloyds Treasurers Account	GENERAL RESERVES	£55.70
Lloyds Business Bank Instant Account	CIL	£153,435.25

Credits received since 17/4/23:

DATE	FROM	TYPE	DESCRIPTION	AMOUNT
26/4/23	WDC	BACS	Coronation Grant Residents Association	£1,250.00
28/4/23	WDC	BACS	2023-24 Precept part 1	£10,252.50
28/4/23	WDC	BACS	CIL W/21/0247 & W/22/0914	£51,670.93
			Total	£63,173.43

Payments out since 17/4/23:

DATE	PAYEE	TYPE	DESCRIPTION	AMOUNT
20/4/23	Instant Access account	TRANSF	Earmarked Reserves	£1,800.00
24/4/23	BHIB	BACS	Insurance 23-24	£304.04
5/5/23	Residents Association	BACS	Coronation Grant	£1,250.00
			Total	£3,354.04

Invoices to be approved on 15/5/23:

	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
1	WALC	Subscriptions (WALC/NALC) 23-24	£831.00	Local Government Act 1972, s143
2	H DU BOIS	Salary Apr 23	£728.18	Local Government Act 1972, s112 (2)
3	HMRC	Income Tax & NIC Contributions Apr 23	£125.96	Local Government Act 1972, s112 (2)
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7	H DU BOIS	Office costs/expenses Apr/May 23	£76.56	Local Government Act (Financial Provisions) 1963, s5
8	Select Payroll Solutions	Payroll March 23	£12.94	Local Government Act 1972, s112 (2)
		Total	£2149.25	

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2022/23 Expenditure vs Budget

	2023-24	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372.00	£58.00
HMRC	£915.00	£244.63
Wages (Net)	£7,150.00	£1,462.89
Pension costs (employer & employee)	£2,270.00	£469.92
Payroll costs	£132.00	£10.78
Travel expenses (Clerk)	£150.00	£48.13
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£0.00
Audit	£420.00	£140.00
Banking charges	£72.00	£0.00
Burrow Hill	£0.00	£0.00
Capital (equipment purchase)	£0.00	£0.00
Chairman's Allowance	£200.00	£0.00
CIL expenditure	£0.00	£0.00
Community grants (s137)	£3,800.00	£1,250.00
Defibrillator	£2,000.00	£0.00
Election fees	£10,000.00	£0.00
Grounds Maintenance	£4,990.00	£0.00
HS2	£0.00	£0.00
Insurance	£430.00	£304.04
Legal/professional fees	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00
Office costs	£300.00	£96.26
Playground inspection/repairs	£1,500.00	£0.00
Publications	£0.00	£0.00
Room hire	£234.00	£0.00
Speed Reduction Measures	£100.00	£36.00
Subscriptions	£700.00	£721.00
Training	£200.00	£0.00
Unforeseen exp/misc.	£200.00	£0.00
Website	£100.00	£0.00
VAT	£1,300.00	£129.12
TOTAL EXPENDITURE	£37,735.00	£4,970.77
£ RECEIPTS		
Bank interest	£0.00	£0.00
Precept	£20,505.00	£10,252.50
VAT refund	£1,000.00	£0.00
Community Infrastructure Levy	£0.00	£0.00
Grants	£0.00	£1,250.00
CALA transfer	£10,000.00	£0.00
Miscellaneous	£0.00	£0.00
TOTAL INCOME	£31,505.00	£11,502.50

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APPENDIX C

Section 2 – Accounting Statements 2022/23 for

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	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	140,580	141,821	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	18,595	19,350	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,063	31,442	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	8,370	10,428	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	11,048	23,175	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	141,821	159,010	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	141,821	159,010	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	Restated 19,576	19,800	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).