

# BURTON GREEN PARISH COUNCIL

## MINUTES

of the **Ordinary meeting** held in Burton Green Village Hall, Red Lane on **17<sup>th</sup> April 2023**.

**Present:**

**Parish Councillors:** Councillors Marshall (Chairman), Deeley, Gibbs, Larsen, McColl and Taylor.

**Parish Clerk:** Helen du Bois

**County and District Cllrs:** Cllr Cooke (WCC), Cllr Illingworth (WDC), Cllr Hales (WDC)

**Public Attendees:** Three

No.															
1.	<b>Election of Chairman</b> Cllr Marshall was proposed and seconded. All were in favour and Cllr Marshall was duly elected as Chairman.														
2.	<b>Signing of the Chairman's Declaration of Acceptance of Office</b> Cllr Marshall signed the Chairman's Declaration of Acceptance of Office.														
3.	<b>Apologies</b> The Council had received apologies from Cllr Paine which were accepted. Cllr Hatton did not attend.														
4.	<b>Declaration of Interests</b> None.														
5.	<b>To approve the minutes of the Ordinary meeting held on 20<sup>th</sup> March 2023.</b> The minutes were approved and signed without amendment.														
6	<b>To consider any matters arising from the minutes of the previous meeting not included on the agenda</b> <ul style="list-style-type: none"><li>The Clerk confirmed that the bus shelter on Cromwell Lane was adopted when Burton Green Parish Council was formed on 10<sup>th</sup> April 2012.</li><li>WDC has confirmed that that the following persons will be duly elected to the Parish Council on 4th May 2023:<table><tbody><tr><td><b>Burton Green Ward:</b></td><td><b>University Ward:</b></td></tr><tr><td>Paddy Deeley</td><td>Andrew Gibbs</td></tr><tr><td>Lucy Hatton</td><td>Gerry McColl</td></tr><tr><td>Peter Larsen</td><td>Kyn Aizlewood</td></tr><tr><td>Alan Marshall</td><td></td></tr><tr><td>Richard Paine</td><td></td></tr><tr><td>Archie Taylor</td><td></td></tr></tbody></table></li><li>The Clerk confirmed that the Parish Council is NOT legally required to appoint a Data Protection Officer.</li><li>Ben Hayday (Community Engagement Officer, Warwick University) has offered resources to digitise the Council's final design for a logo. It was agreed that Councillors would send their feedback on the draft design to the Clerk who will liaise with the designer.</li></ul> <p><b>ACTION: The Clerk</b> to distribute the latest draft design and <b>Cllrs</b> to provide feedback.</p>	<b>Burton Green Ward:</b>	<b>University Ward:</b>	Paddy Deeley	Andrew Gibbs	Lucy Hatton	Gerry McColl	Peter Larsen	Kyn Aizlewood	Alan Marshall		Richard Paine		Archie Taylor	
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	<ul style="list-style-type: none"> <li>Anglo Renewables will be running a consultation event for the Berkswell BESS proposal at the village hall on Tuesday 18<sup>th</sup> April 2023, 4-7pm.</li> </ul>
<b>7</b>	<b>Community reports</b>
<b>7.1</b>	<p><b>County Councillor – Lapworth and West Kenilworth: Cllr Cooke</b> Cllr Cooke's report was circulated prior to the meeting, see Appendix A.</p>
<b>7.2</b>	<p><b>District Councillors – Kenilworth Abbey and Arden: Cllr Illingworth and Cllr Hales</b> Cllrs gave thanks to Cllr Illingworth for the substantial support and assistance he has given the Parish Council over the past few years, particularly with respect to HS2.</p> <p>Cllr Hales gave an update:</p> <ul style="list-style-type: none"> <li>the Council's application to WDC's Kings Coronation Fund on behalf of the Jubilee Group had been successful and they had been allocated £1250.</li> <li>Meetings are being held with regards to ANPR in Parishes</li> <li>WDC Planning Enforcement are investigating complaints that have been made about work being carried out on The Thistle Estate.</li> <li>The new Kenilworth School building is due to be handed over in June 2023.</li> </ul>
<b>7.3</b>	<p><b>Community Summary Reports:</b></p> <p><b>Residents' Association:</b></p> <ul style="list-style-type: none"> <li>The Coronation mosaic day was successful, it was well supported by residents</li> <li>The Jubilee verge has been re-turfed, a new bench and planters will be installed on 3<sup>rd</sup> May 2023. Thanks were given to Cllr Cooke for his financial support for the bench and planters.</li> <li>Cllr and Mrs Illingworth will be guests at the next Residents Association lunch on 29<sup>th</sup> September 2023.</li> </ul> <p><b>Warwick University:</b> No update.</p> <p><b>Village Hall Committee:</b></p> <ul style="list-style-type: none"> <li>new building snagging issues are being followed up</li> <li>drainage in the land behind the hall is to be improved</li> <li>the landscaping will be finished once the soil has dried.</li> </ul> <p><b>Burton Green Primary School:</b> No update</p> <p><b>Kenilworth Greenway:</b> No update</p>
<b>8.</b>	<p><b>Public participation</b></p> <p>The Chair of Beausale, Haseley, Honiley and Wroxall Parish Council offered support if the Council wishes to object to the battery storage planning applications, as their Council had recently successfully objected to a similar proposal.</p> <p><b>ACTIONS:</b></p> <p><b>Cllr Taylor</b> to consult with Cllrs from Balsall Common PC and Berkswell PC regarding the applications.</p> <p><b>The Clerk</b> to provide a status update on the BESS planning applications on the Solihull Borough Council planning portal.</p> <p>Mr Aizleworth mentioned that he had registered to speak at the WDC Planning Committee meeting on 25<sup>th</sup> April 2023 and would be objecting to W/21/1280.</p>

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<b>9.</b>	<b>Finance</b>																																													
<b>9.1</b>	<b>To receive the Finance Report and approve the invoices for payment</b>																																													
	<p>The Clerk presented the latest Finance Report, see Appendix B. The Finance Report shows a general reserves balance of <b>£22,477.88</b> on 10<sup>th</sup> April 2023 and an expected balance of <b>£21,210.40</b> once all invoices have been paid.</p> <p>It was <b>resolved</b> to pay the invoices below with immediate effect:</p>																																													
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	<b>ACTION: The Clerk</b> to set up the payments for authorisation.																																													
<b>9.2</b>	<b>To note the bank reconciliation for w/e 31<sup>st</sup> March 2023</b>																																													
	This was noted and signed, see Appendix C																																													
<b>9.3</b>	<b>To receive an update from the Internal Controls Councillor</b>																																													
	Cllr Gibbs confirmed that he had checked a selection of entries from the P&L accounts up to 31 <sup>st</sup> March 2023 and all was in order. The Internal Controls checklist was signed.																																													
<b>9.4</b>	<b>To consider the quotes for Council insurance and approve a provider that meets the Council's needs</b>																																													
	<p>The Council had received the following quotes:</p> <ul style="list-style-type: none"> <li>• BHIB: 1 year £351.16</li> <li>• BHIB: 3-year £304.04 pa</li> <li>• Zurich: 1 year £437.00</li> </ul> <p>The Clerk confirmed that all 3 policies met the Council's needs.</p> <p>It was resolved to accept the 3-year fixed rate from BHIB (starting 1.5.23) and the payment was approved.</p> <p><b>ACTION: The Clerk</b> to accept the quote from BHIB and set up a payment of £304.04 for authorisation.</p>																																													
<b>9.5</b>	<b>To consider the Council's Earmarked funds for 2023-24 and approve any transfers from General Reserves</b>																																													
	It was resolved to transfer £1800.00 from General Reserves into Earmarked reserves. This will provide the following Earmarked Reserves for 2023-24:																																													

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	<p><b>Expected earmarked reserves on 17/4/23: £36,512.04</b></p> <table> <tr> <td><i>Legal &amp; specialist advice</i></td> <td>£20,000.00</td> </tr> <tr> <td><i>Neighbourhood Plan</i></td> <td>£0.00</td> </tr> <tr> <td><i>Speed Reduction Measures</i></td> <td>£4,522.35</td> </tr> <tr> <td><i>Cala Homes Land Transfer</i></td> <td>£0.00</td> </tr> <tr> <td><i>Parish Council elections</i></td> <td>£4,500.00</td> </tr> <tr> <td><i>Laptop</i></td> <td>£389.69</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> <p><b>ACTION: The Clerk</b> to transfer the funds from the Unity Current Account to the Unity Instant Access account.</p>	<i>Legal &amp; specialist advice</i>	£20,000.00	<i>Neighbourhood Plan</i>	£0.00	<i>Speed Reduction Measures</i>	£4,522.35	<i>Cala Homes Land Transfer</i>	£0.00	<i>Parish Council elections</i>	£4,500.00	<i>Laptop</i>	£389.69	<i>Playground</i>	£6,800.00	<i>Noticeboards</i>	£300.00
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<b>9.6</b>	<p><b>To note the 2023/24 Employee and Employer LGPS contribution rates</b></p> <p>The following contribution rates were noted:  Employer contributions: 21.0% (was 21.1% in 2022/23)  Employee contributions: 5.5% (no change from 2022/23)  <b>ACTION: The Clerk</b> to inform Select Payroll Solutions of the change in rates</p>																
<b>9.7</b>	<p><b>To note the contractual increase of the Clerk's salary scale to SCP19 on 1<sup>st</sup> April 2023</b></p> <p>This was noted.  <b>ACTION: The Clerk</b> to inform Select Payroll Solutions of the new SCP rate.</p>																
<b>9.8</b>	<p><b>To consider allocating an expenses budget for the Burton Green Speed Watch group</b></p> <p>It was resolved to allocate a budget of £100 in 2023/24 for expenses for the Speed Watch group.  <b>ACTION: The Clerk</b> to update the 2023/24 budget and inform P Hehir.</p>																
<b>10</b>	<p><b>Planning: to consider the following planning applications</b></p>																
<b>10.1</b>	<p><a href="#">W/22/1723 HS2</a>  Land to the North of the A429 Kenilworth Road, bound by Cryfield Grange Road and Crackley Lane.  A railway cutting with a length of 750m and maximum depth of 11m and associated landscape earthworks, a pond, maintenance access strips, land and track drainage, noise barrier and security fencing.  <b>To view the revised plans (all those dated 27/3/23) and consider if there is a need to submit amended comments on this application.</b>  The revised plans were considered. It was agreed that the comments that the Council had submitted on 22<sup>nd</sup> November 2022 still applied.  <b>ACTION: The Clerk</b> to inform WDC.</p>																
<b>10.2</b>	<p><a href="#">W/23/0435 HS2</a>  Land at the existing Coventry to Leamington Spa railway approximately 300m south east of the A429 Kenilworth road  Plans and Specifications submission under Schedule 17 to the High Speed Rail (London-West Midlands) Act 2017 for the work works comprising: A railway overbridge which will carry the existing Coventry to Leamington Railway over the HS2 track and ancillary works.  It was resolved to submit a <b>NEUTRAL</b> response with the following comment:</p>																

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	<p>“Burton Green Parish Council wish to comment that the submitted plans make it difficult to fully understand the effect of the proposal on the existing landscape. It is also difficult to assess the impact on environmental noise and existing wild life pathways.”</p> <p><b>ACTION: The Clerk</b> to submit the comment.</p>
<b>12.</b>	<p><b>Burrow Hill Field and Car Park: to discuss matters relating to the land transfer</b></p> <p>The drain at the entrance to the car park has not yet been repaired and Cala Homes have not provided an update on the RCX form.</p> <p><b>ACTION: The Clerk</b> to continue to chase Cala Homes for an update.</p>
<b>13.</b>	<p><b>CIL/S106: to discuss matters relating to CIL and S106 funds</b></p> <p>The Council had received a CIL Contribution Agreement from WDC confirming that the following CIL contributions are due to be paid shortly:</p> <ul style="list-style-type: none"> <li>• W/21/0247 (Westwood Park): 3<sup>rd</sup> instalment and 4<sup>th</sup> final instalment of £22,635.71 each</li> <li>• W/22/0914 (Lodge Farmhouse): 1<sup>st</sup> and only instalment of £6,399.51</li> </ul> <p>The agreement was signed by the Chairman.</p> <p><b>ACTION: The Clerk</b> to return the signed agreement to WDC.</p>
<b>14.</b>	<p><b>HS2: to note correspondence received about the car park at the old village hall and discuss any other matters relating to the HS2 works in the Parish</b></p> <p>The Council had received an email from a resident requesting that the car park at the old village hall on Hodgetts Lane be retained and made available for walkers accessing The Greenway.</p> <p>Cllr Deeley explained that that Council has already made this request to HS2 through BBV – HS2’s response to BBV was a firm no, the plans show that the car park area is to be grassed.</p> <p>The Council has also requested that HS2 hold a further public consultation about the final design plans for the area. It was agreed that Cllr Marshall would write to Jonathan Lord (HS2 Senior Engagement Manager) asking about the future of the old car park and to press again for further discussions with the Burton Green community about the design of the tunnel and use of the surrounding land.</p> <p><b>ACTION: Cllr Marshal</b> to write to Jonathan Lord.</p>
<b>15.</b>	<p><b>Road Transport matters: to discuss matters relating to traffic within the Parish</b></p> <p>The Clerk had previously informed Cllrs that the traffic counter installed on Cromwell Lane near the post box in March was installed by Leicestershire County Council – they had set up many surveys around Warwickshire to collect data for their model updates.</p>
<b>16.</b>	<p><b>Housing and Development: to discuss and consider matters relating to the following</b></p>
<b>16.1</b>	<p><b>Land to the south of Westwood Heath Road</b></p> <p>The Council had been notified that the Reserved Matters application (W/21/1280) is to be considered by the WDC Planning Committee on 25<sup>th</sup> April 2023. It was agreed that Mr Aizleworth would speak at this meeting on the Council’s behalf</p> <p><b>ACTION: Cllr Marshall</b> to liaise with Mr Aizleworth regarding the Council’s previous comments on this application.</p>
<b>16.2</b>	<p><b>Land to the west of Cromwell Lane</b></p> <p>No update.</p>
<b>16.3</b>	<p><b>The Kings Hill development</b></p> <p>No update.</p>

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<b>16.4</b>	<b>Warwick University's Eco Park</b> No update.
<b>16.5</b>	<b>Solihull Local Plan Examination</b> No update.
<b>16.6</b>	<b>A46 Link Road</b> Cllr Marshall will be attending the next meeting of the Masterplanning framework North and East of Kenilworth/South of Coventry liaison meeting on 30 <sup>th</sup> May 2023.
<b>17.</b>	<b>Communications</b> The Council had received the following communications since the last meeting: <ul style="list-style-type: none"> <li>• WALC weekly roundups</li> </ul>
<b>18.</b>	<b>Councillors' reports and items for future agenda:</b> None,
<b>19.</b>	<b>Date of next meeting</b> The next meeting will be on Monday 15 <sup>th</sup> May 2023, 7:30pm at Burton Green Village Hall, Red Lane.
<b>20.</b>	<b>Close</b> The meeting closed at 9:19pm.

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

# BURTON GREEN PARISH COUNCIL

## APPENDIX A

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

#### Warwickshire County Council: CLLR COOKE

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##### **Government Emergency Alerts system - what you need to know**

The UK government's new Emergency Alerts system is now live. The system will enable people to be contacted via their mobile phone when lives are in danger. It will be used to warn you in the event of emergencies, such as severe flooding.

Emergency Alerts are sent to all compatible mobile phones within an area of risk. They don't track your location, need your phone number, or collect personal data. Only the government and the emergency services will be able to send them.

If you get an Emergency Alert on your phone, you'll hear a loud, siren-like sound. A message on your screen will tell you about the emergency and how best to respond. If you receive an alert, read it carefully and follow the instructions.

On Sunday 23 April there will be a national test, which will be received on compatible mobile phone handsets.

##### **Support for children and young people with special educational needs and disabilities (SEND) in Warwickshire is improving with visible progress being made.**

In the latest feedback, inspectors acknowledged the continued determination and pace of Warwickshire County Council and Coventry and Warwickshire Integrated Care Board who have been working together with a range of partners including Warwickshire Parent Carer Voice to improve the delivery of services provided.

The report noted that the local area continues to make good progress and most actions are on track on the [Written Statement of Action](#) (the improvement plan following the local area SEND inspection in 2021). Particularly good progress has been made with the [SEND Local Offer](#) and the foundations of strong coproduction practice are in place with parent carers. Waiting times for autism assessments are reducing steadily.

The Department for Education and NHS England concluded that Warwickshire have worked hard since the last monitoring meeting to demonstrate the impact of their improvement work where this is known.

##### **Warwickshire celebrates inaugural National Supported Internship Day**

Warwickshire County Council was proud to celebrate the first ever National Supported Internship Day, which took place on Monday 27 March 2023.

Supported internships are a type of work-based learning programme that provide young people with disabilities the opportunity to gain valuable work experience in a real workplace setting, whilst receiving on-the-job training and support.

Warwickshire County Council has recently received a grant of £105,000 from the National Development Team for Inclusion (NDTi) to develop its supported internships programme for young people with special educational needs and disabilities (SEND) in Warwickshire. The grant, which will be distributed over a three-year period is designed to support more young people with additional needs to have greater choice and control over opportunities that prepare them for adult life and enable them to gain long-term meaningful employment.

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## **Warwickshire encourages more inclusive communities with online events for Autism Acceptance Week.**

Find out about free events available for everyone in Coventry and Warwickshire as part of World Autism Acceptance Week 2023. Organised by UK charity The National Autistic Society, World Autism Acceptance Week is an opportunity to highlight the importance of understanding more about autism and to inspire others to take steps to build kinder, more inclusive communities. Individuals, families, professionals and businesses are all encouraged to take part in the week by signing up to the free events on offer and taking the opportunity to discover more about autism, and the information and support available for autistic people and those who work or live alongside them.

Autism is a lifelong neurodevelopmental condition that affects how a person communicates with and relates to other people, and the world around them. Being autistic means your brain works in a different way to other people's and although there are common characteristics, each person's experience of autism is different. In the UK, there are around 700,000 autistic adults and children. The National Autistic Society has made a short video that explains simply what autism is –[watch it here](#).

## **New ceremony rooms available to celebrate your special occasions in Warwickshire**

WCC's Registration Service is delighted to announce St. John's House and The Judges' House as two newly licensed venues for legal ceremonies to take place in the county.

Both Warwick-based venues are ready to receive ceremony bookings for 2023 and 2024 and have a multitude of rooms for you to choose from, varying in styles of décor and capacity options, to ensure you find the most suitable location for celebrating your special day.

In **St. John's House**, two beautiful wood-panelled rooms are now available for ceremonies to take place, one with a capacity of 40 people, and the other slightly smaller with a capacity of 8 people for a more intimate occasion.

The Georgian Grade II-listed **Judges' House**, built between 1814 and 1816, is nestled in the heart of Warwick next to the original Crown Court and offers an unparalleled combination of character and capacity for your joyous occasion. It features the Regency decorated Judges' Drawing Room and Judges' Dining Room on the first floor, and the High Sheriff's Office on the ground floor which has disabled access. All the rooms have different character and décor options with a capacity of between 45-100 people. To find out more about each ceremony room available please visit the [Warwickshire Ceremonies website](#)

## **Working group to review home-to-school transport in Warwickshire**

At its meeting on Thursday 16 March, Warwickshire's Cabinet voted unanimously to create a member working group to look specifically at the County's home-to-school transport offer.

Home-to-school transport is available to Warwickshire parents under a specific set of circumstances. To qualify for help with transport, residents must meet the following criteria:

- They must be a resident in Warwickshire; and
- Their child must be attending the nearest qualifying school to their home - this is the closest school to their home address by the shortest available walking route or their priority / catchment school.

The walking distance (using the shortest walking route) from their home to the nearest qualifying school must be:



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- Over two miles for children under the age of eight years; or
- Over three miles for children aged eight to 16

Click here for information. <https://www.warwickshire.gov.uk/transporthelpunder16>

## **Pothole repairs in Warwickshire to receive a funding boost**

Warwickshire County Council has welcomed news following the Chancellor's Spring Budget announcement that it is set to receive an additional £2.874 Million to repair potholes around the county.

Warwickshire County Council has established a national reputation for swift responses to potholes and is consistently in the top 10 of authorities in the country for customer satisfaction with road repair and condition, according to the National Highways and Transport Survey. (NHTS)

Residents wishing to report a highways fault or pothole can visit the online portal: <https://www.warwickshire.gov.uk/reporhighwayproblem>

UNSIGNED

# BURTON GREEN PARISH COUNCIL

## APPENDIX B

This report was presented to the Council on 17<sup>th</sup> April 2023.

Balance of Unity Trust Current Account T1 as of 10/4/23: **£22,477.88**  
 Expected balance of Unity Trust Current Account T1 account after all payments: **£21,210.40**

### Other accounts:

Unity Trust Instant Access Account	EARMARKED	£34,712.04
Lloyds Treasurers Account	GENERAL RESERVES	£55.70
Lloyds Business Bank Instant Account	CIL	£101,764.32

### Payments out since 14/3/23:

DATE	PAYEE	TYPE	DESCRIPTION	AMOUNT
31/3/23	Unity Trust	DD	Banking fees Q4 2023	£18.00
			<b>Total</b>	<b>£18.00</b>

### Invoices to be approved on 17/4/23:

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6	WCC Pension Fund	Employee's contribution Mar 23	£48.66	Local Government Act 1972, s112 (2)
7	H DU BOIS	Office costs/expenses Mar/Apr 23	£129.85	Local Government Act (Financial Provisions) 1963, s5
		<b>Total</b>	<b>£1267.48</b>	

# BURTON GREEN PARISH COUNCIL

## 2022/23 Expenditure vs Budget

	2023-24	
	Budget	To date
<b>£ PAYMENTS</b>		
HW allowance/broadband	£372.00	£29.00
HMRC	£915.00	£118.67
Wages (Net)	£7,150.00	£734.71
Pension costs (employer & employee)	£2,270.00	£235.31
Payroll costs	£132.00	£10.78
Travel expenses (Clerk)	£150.00	£20.97
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£0.00
Audit	£420.00	£0.00
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	£0.00
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	£0.00
Legal/professional fees	£0.00	£0.00
Neighbourhood Plan	£0.00	£0.00
Office costs	£300.00	£79.88
Playground inspection/repairs	£1,500.00	£0.00
Publications	£0.00	£0.00
Room hire	£234.00	£0.00
Speed Reduction Measures	£0.00	£36.00
Subscriptions	£700.00	£0.00
Training	£200.00	£0.00
Unforeseen exp/misc.	£200.00	£0.00
Website	£100.00	£0.00
VAT	£1,300.00	£2.16
<b>TOTAL EXPENDITURE</b>	<b>£37,635.00</b>	<b>£1,267.48</b>
<b>£ RECEIPTS</b>		
Bank interest	£0.00	£0.00
Precept	£20,505.00	£0.00
VAT refund	£1,000.00	£0.00
Community Infrastructure Levy	£0.00	£0.00
Grants	£0.00	£0.00
CALA transfer	£10,000.00	£0.00
Miscellaneous	£0.00	£0.00
<b>TOTAL INCOME</b>	<b>£31,505.00</b>	<b>£0.00</b>

# BURTON GREEN PARISH COUNCIL

## APPENDIX C

### BURTON GREEN PARISH COUNCIL RECONCILIATION

#### Receipts and payments reconciliation as at 31.03.23

Balance brought forward at 31.12.22	165,697.67
Plus receipts	1,064.87
minus payments	7,752.60
<b>Total</b>	<b>159,009.94</b>

#### Bank reconciliation as at 31.3.23

Lloyds Business Bank Account – 43619360	101,764.32
Lloyds Treasurer Account – 43618960	55.70
Unity Trust Current Account T1 – 20443715	22,477.88
Unity Trust Instant Access Account - 20443728	34,712.04
Cash	-
<b>Total</b>	<b>159,009.94</b>

#### less unpresented cheques

0.00

**Total 159,009.94**