

BURTON GREEN PARISH COUNCIL

MINUTES

of the **Ordinary meeting** held in Burton Green Village Hall, Red Lane at 7:00pm on
18th September 2023.

Present: Councillors McColl (Chairman), Marshall (Vice Chair), Aizlewood, Deeley, Gibbs, Hatton, Larsen, Taylor and the Clerk (Helen du Bois). Cllr Webster joined the meeting at item 2.

Others present: Cllr Hales (WDC)

Public: Ten

| No. | |
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| 1. | Apologies for absence |
| | The Council had received apologies from Cllr Paine which were accepted. |
| 2. | To receive a presentation from Coventry Energy Storage Ltd regarding a battery energy storage site (BESS) proposal off Hodgetts Lane |
| | Andy Brand (Planning Director, Coventry Energy Storage) presented an amended plan for the proposed BESS and answered questions from Councillors and members of the public. It was confirmed that Coventry Energy Storage's previous application PL/2022/0258/PPFL has been withdrawn. The amended plan shown at this meeting will be submitted as a new application. |
| 3. | Declaration of Interests |
| | Cllr Gibbs declared an interest in item 9.1 |
| 4. | To approve the minutes of the Ordinary meeting held on 17th July 2023 and the Extraordinary meeting held on 23rd August 2023 |
| | The minutes were approved and signed without amendment. |
| 5 | To consider any matters arising from the minutes of the previous meeting that are not included on the agenda |
| | <ul style="list-style-type: none"> The Clerk will be attending a WALC training course on Investing for Parish Councils. Following the article in The Bugle, three residents have asked to join the working group for the playground refurbishment. The Clerk will be organising an on-site meeting for the group shortly. |
| 6. | Community reports |
| 6.1 | County Councillor – Lapworth and West Kenilworth: Cllr Cooke Cllr Cooke's report had been circulated previously, see Appendix A. |
| 6.2 | District Councillors – Kenilworth Abbey and Arden: Cllr Hales, Cllr Aizlewood, Cllr Armstrong Cllr Armstrong's report had been circulated previously, see Appendix A. Cllr Aizlewood highlighted the information provided about the HS2 Community and Environment Fund (CEF), and the Local Plan call for sites. Cllr Hales gave an update on the new school in Kenilworth which has received positive feedback since opening this month. |
| 6.3 | Community Summary Reports Burton Green Primary School: <ul style="list-style-type: none"> The new building is finished but is yet to be furnished. There was a full intake for the 23/24 Reception Year with a waiting list. Village Hall Committee: <ul style="list-style-type: none"> The Committee are calculating the running costs of the hall, the photovoltaic panels have been connected to the hall's battery. |

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| | <ul style="list-style-type: none"> The committee continue to liaise with neighbours regarding noise levels, they may consider restricting the permitted numbers for large parties. <p>Residents' Association (RA):</p> <ul style="list-style-type: none"> The leaving gift for George Illingworth (a combined gift from the Parish Council and the Resident's Association) will be presented at the Residents lunch on 29th September 2023. The Resident's Association AGM will be held at the village hall on 9th October 2023, this will include a presentation from the Village Hall Committee. Concern was raised about the cancellation of the National Express bus service 24 as there is now no regular bus service from Burton Green to Kenilworth. It was suggested that WCC might be asked to consider extending the Rural Area of the IndieGo PLUS service so that it includes Red Lane. <p>Warwick University: No update. Kenilworth Greenway: No update</p> |
| 7. | Public participation |
| | <p>A member of the public gave supporting information for item no. 8.3.2 W/23/1094</p> <p>A member of the public enquired whether it would be possible to increase the area of the hard standing at the bus stop on Red Lane so that pupils waiting for the school bus did not have to stand in the long grass.</p> <p>A member of the public reminded Councillors to submit comments when Coventry Energy Storage submit their amended BESS plans.</p> |
| 8 | Planning: |
| 8.1 | To discuss matters relating to the South Warwickshire Local Plan Cllrs Aizlewood and Webster gave an update of a public meeting held to discuss the Burton Green sites listed in the SWLP Call for Sites. |
| 8.2 | To discuss matters relating to BESS proposals There was no update. |
| 8.3 | To consider the following planning applications |
| 8.3.1 | <u>W/23/1132</u> Resubmission of side and rear extension with porch to front 62 Red Lane, Burton Green, Kenilworth, CV8 1PA BGPC comment: NEUTRAL |
| 8.3.2 | <u>W/23/1094</u> Outline planning application (with all matters reserved apart from access) for the erection of 1no. dwelling. Burrow Hill House, Hob Lane, Burton Green, Kenilworth, CV8 1QB BGPC comment: NEUTRAL with the following comments: <i>Burton Green Parish Council understands that the proposal uses previously developed land to create a property to meet a local housing need. The council does not feel the proposed development would cause substantial harm to the openness of the Green Belt, although it acknowledges that it lies just outside of the growth village envelope as defined in the Burton Green Neighbourhood Plan that was Made following the referendum in 2022.</i> ACTION: The Clerk to submit the comments. |
| 9 | Finance |
| 9.1 | To receive the Finance Report and approve invoices for payment The Clerk presented the latest Finance Report, see Appendix B. The Finance Report shows a general reserves balance of £23,165.10 on 12 th September 2023 and an expected balance of £21,332.07 once all invoices have been paid. |

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Contractual payments of £1358.95 made on 21st and 23rd of August 2023 were noted.

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

| | PAYEE | DESCRIPTION | TYPE | AMOUNT |
|----|-------------------------|---|------|-----------------|
| 1 | H DU BOIS | Salary Aug 2023 | BACS | £710.17 |
| 2 | HMRC | Income Tax & NIC Contributions Aug 23 | BACS | £118.29 |
| 3 | WCC Pension Fund | Employer contribution Aug 23 | BACS | £180.93 |
| 4 | WCC Pension Fund | Employee contribution Aug 23 | BACS | £47.39 |
| 5 | Topsource Worldwide Ltd | Monthly Payroll July 2023 | BACS | £12.94 |
| 6 | Leicestershire Gardens | Grass cutting July 2023 | BACS | £120.00 |
| 7 | WALC | Training (x 1) | BACS | £36.00 |
| 8 | Topsource Worldwide Ltd | Monthly Payroll Aug 2023 | BACS | £12.94 |
| 9 | Moore | External Audit fee 22/23 | BACS | £378.00 |
| 10 | Alex Gibbs | Logo design | BACS | £75.00 |
| 11 | H DU BOIS | Office costs & expenses July/Aug/Sep 23 | BACS | £141.37 |
| | | Total | | £1833.03 |

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

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

9.2 To note the Conclusion of Audit from Moore UK

The Council has received the External Auditor Report and Certificate for year ending 31st March 2023.

The report states that the information provided to Moore is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The recommendations were noted.

ACTION: The Clerk to display the External Auditor Report and Certificate 2022-23 on the website and Burrow Hill Park noticeboard.

9.3 To note the 2022/23 VAT refund claim

It was noted that a VAT126 claim of £733.56 for y/e 31st March 2023 is to be submitted to HMRC

ACTION: The Clerk to submit the claim.

9.4 To approve a donation of £30.00 to the Royal British Legion for a Remembrance Sunday wreath and agree a representative to lay the wreath on 12th Nov 2023

A donation of £30.00 was approved, Cllr McColl kindly offered to lay the wreath at the War Memorial on behalf of the Parish Council on 12th November 2023.

ACTION: The Clerk to set up the payment and place an order for the wreath.

10. HS2:

10.1 To receive an update on the recent HS2 Forum meeting with Jeremy Wright MP

Cllr Marshall gave an update on the meeting:

- In response to the Parish Council's previously stated concerns, Jeremy Wright MP is planning to hold a summit meeting with HS2 and key stakeholders (including the Parish Council) to discuss the design plans for the top of the green tunnel.
- The next HS2 forum meeting (8th December 2023) will be held in the Burton Green village hall after which BBV may give attendees a tour of the site.

10.2 To receive an update on the recent HS2 online update meeting with BBV

Cllr Marshall gave an update on the meeting:

- It is understood that BBV was not able to complete the planned work when the bridge was closed in the summer holidays and there are plans to request an additional bridge closure between 30th Oct – 25th Nov 2023 and possibly a further closure between 4th Dec – 16th Dec 2023. The closures

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| | <p>will be for a 24 hour basis during that period. BBV plan for the replacement bridge road to be operational by the end of 2023.</p> <ul style="list-style-type: none"> • There will be public drop-in sessions at the village hall between 1-7pm on 26th Oct and 14th Dec 2023. • BBV plan to install a defibrillator on Red Lane, it will be fixed to the SID post outside 40 Red Lane. • BBV will be providing Christmas trees for the Village Hall and the Coronation Verge. |
| 10.3 | <p>To consider a proposal from HS2 to lease the land at the old village hall</p> <p>Jonathon Lord (HS2) has enquired whether the Parish Council would be interested in a short-term lease (approx. 24 months) of the land at the old village hall site.</p> <p>It was agreed that the Council is interested in this proposal.</p> <p>ACTION: The Clerk to respond to Jonathan Lord.</p> |
| 11. | <p>To discuss correspondence regarding recent changes to the National Express Service 24</p> <p>It was agreed that the Council would support the proposal to request an expansion of the rural IndieGo route into Burton Green following the loss of service 24. Cllr Hales (WDC) offered to raise the suggestion with Cllr Matecki, WCC's portfolio holder for Transport & Planning.</p> <p>The Council supported Cllr Marshall's proposal that WCC be asked (as required by the Government's National Bus Service Strategy) to prepare a Bus Service Improvement Plan for the Kenilworth area, including Burton Green, including examining the scope for a bus service between Kenilworth and Tile Hill railway stations, via Kenilworth town centre, Kenilworth Castle, Red Lane and Cromwell Lane, including integrated bus/rail ticketing to help promote tourism in Warwickshire.</p> <p>ACTIONS: Cllr Hales to contact Cllr Matecki regarding expanding the IndieGo route into Burton Green. Cllr Marshall to draft a letter regarding the bus service development plan for Burton Green.</p> |
| 12. | <p>Burrow Hill Field and Car Park</p> |
| 12.1 | <p>To receive an update on the land transfer process</p> <p>The Clerk stated that the drain at the car park had been replaced satisfactorily.</p> <p>Cllr McColl confirmed that the legal transfer document had been signed and returned to the solicitors for completion and that the noticeboard had been moved from Cromwell Lane to the entrance of the Burrow Hill car park.</p> |
| 12.2 | <p>To approve the purchase of 3 x No Dogs signs up to £75.00 + vat</p> <p>Discussions were had about whether dogs should or should not be allowed on the playing field. It was resolved to adhere to the decision made by the Council on 20th June 2022 (item 10.1) to exclude dogs and install the 3 signs. This decision will be reviewed in 6 months.</p> <p>It was agreed that the Council will consider re-running the residents survey in the near future.</p> <p>ACTIONS: The Clerk to purchase the 3 signs Cllr Deeley and the Clerk to communicate the No Dogs policy to residents</p> |
| 13. | <p>To agree a voting representative to attend WALC's AGM on 15th Nov 2023</p> <p>It was agreed that the Clerk will attend the AGM and will act as the Council's voting representative when required.</p> <p>ACTION: The Clerk to register to attend WALC's AGM.</p> |
| 14. | <p>CIL/S106: to consider matters relating to CIL and S106 funds</p> <p>There was no update.</p> |
| 15. | <p>Road Transport matters: to receive an update on the speed radar data</p> <p>Cllr Hatton confirmed that this data will be available to the Council at the next meeting.</p> |
| 16. | <p>Housing and development: to consider matters relating to any of the following:</p> |

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| | <ul style="list-style-type: none"> • Land to the south of Westwood Heath Road Cllr Taylor mentioned that some residents are unaware that the Westwood Park development is within the Burton Green Parish. It was agreed to write an article for The Bugle to inform residents. • Land to the west of Cromwell Lane There was no update. • The Kings Hill development There was no update. • Warwick University's Eco Park There was no update. • Solihull Local Plan Examination There was no update. • A46 Link Road There was no update. |
| 17. | Communications |
| | The Council had received the following additional communications since the last meeting: <ul style="list-style-type: none"> • WALC weekly roundups |
| 18. | Councillors' reports and items for future agenda: |
| | Cllr Aizlewood asked for comments from Cllrs on the draft Council Action Plan, the plan will be reviewed at the next meeting. |
| 19. | Date of next meeting |
| | The next meeting will be on Monday 16 th October 2023, 7:30pm at Burton Green Village Hall, Red Lane. Cllrs Taylor and Marshall gave their apologies in advance. |
| 20. | Close |
| | The meeting closed at 9:15pm. |

Signed: _____ Date: _____
Cllr McColl, Chairman

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APPENDIX A

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Warwickshire County Council: CLLR COOKE

Work is set to begin on Phase 2 of K2L cycle route between Kenilworth & Leamington Spa

The second phase of construction of a new cycle route on the Kenilworth Road in Leamington Spa is due to starting on Monday 4th September. The Kenilworth Road Cycle Route is the first section of an ambitious Active Travel project to provide a 5km walking, wheeling and cycling route that will connect Kenilworth and Leamington Spa (K2L).

The new phase will involve completion of the cycle track alongside the east side of Kenilworth Road between Binswood Avenue and Northumberland Road and creation of a signed cycle route along Beauchamp Road and Binswood Avenue. Crossing facilities for cyclists and pedestrians will be provided at Cloister Crofts, Lillington Avenue and Clarendon Avenue.

Following recent consultation on additional parking restrictions, double yellow lines will be introduced along Kenilworth Road between Binswood Avenue and Gables House, just north of Northumberland Road. This should improve visibility for access to properties, help with the flow of traffic and keep the pavements and cycle track clear of obstructions.

<https://www.warwickshire.gov.uk/cycling/cycle-route-schemes-consultation/6>

Withdrawal of the Green Bus service

Our officers have been in discussions with a range of transport providers and schools to find alternative transport options for all the young people affected. Following discussions, the council is pleased to announce that alternative travel provision has been secured for the 52 pupils eligible for school transport for whom the council has a statutory duty.

In addition, to support those families who have paid The Green Bus for school transport, Warwickshire County is working with a range of local bus and train operators, including Ridleys who have stepped in and found capacity within their existing routes. As well as existing services, Ridleys will be releasing two additional routes out of south Birmingham which will provide for many of the children.

Families who are looking to find alternative arrangements are advised to look at the Ridleys [facebook page](#) for the latest availability. A transport planner is also available to help families to plot journeys to school. The transport planner can be found [here](#).

New one-stop-shop to support transitions for children and young people in Warwickshire

With the new school year almost upon us, the thought of starting a new educational setting, or moving to a new phase in their education, can bring out a range of emotions for a child, young person, and their family, including excitement, anticipation, and anxiety. While some children and young people effortlessly adapt to these changes, others require additional support to navigate the changes a new environment can bring.

To create a positive experience and help with a successful transition, it is important to begin preparations as soon as possible. This is why Warwickshire County Council has worked closely with parents, carers and professionals to create a one-stop-shop for advice and guidance to support smooth transitions. Families and professionals can now easily access a set of comprehensive resources online to help prepare for any changes ahead. Whether it's moving from nursery to primary school, from primary to secondary school or looking at post-16 options and preparing for adulthood; the new Transitions webpages have information to guide you. Resources include a new transitions animation, checklists, transition forms, activities for children and young people and videos. Within each set of resources there is guidance tailored to support children and young people with special educational needs and disabilities (SEND).

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New timelines have also been created to provide parents and carers with an overview of key activities throughout the school year, to ensure important deadlines aren't missed and to support conversations with education settings. Specific timelines are provided for each transition stage, both for children and young people with an education, health and care plan (EHCP) or those in receipt of SEN support, and those without. All transitions resources can be found at www.warwickshire.gov.uk/transitions.

£350,000 available as second round of County Council's digital grant launches

A further £350,000 funding has been approved by the council to support the growth of ambitious businesses looking for external finance in the digital creative sector.

The Digital Creative Recovery Grant scheme was created in January to assist businesses with product development or key activities that lead to obtaining further private sector investment. Such was its success, the Council will now offer a [second round](#) of match-funded grants between £10,000 to £30,000 with applications welcome for five weeks from today.

The fund is open to small and micro businesses in the digital creative sector who have been in business for a minimum of three years. It is designed for businesses that are already looking to raise finance to grow but are facing challenges in securing private sector investment, or those accelerating activities to put them in a position to raise additional finance. For more information, please visit <https://www.warwickshire.gov.uk/DCFund>

Cycle September is back for 2023!

Residents and businesses are encouraged to get cycling and sign-up with "Love to Ride" to take part in Cycle September.

Warwickshire County Council is part of the Love to Ride family of partner organisations, giving residents, businesses and community groups access to the best rewards and resources that encourage cycling for travel, not just leisure.

Cycle September is Love to Ride's global bike riding event, bringing together riders of every level to promote the benefits of cycling. The campaign is a great opportunity for communities, businesses and individuals to engage in a fun challenge that will help them meet their health, wellness, and sustainability goals.

The aim of the month is to get more people riding bikes for leisure purposes – for commuting to work, for popping to the shops or to meet friends. It's not about who rides the most miles, it's about encouraging others to get involved with cycling and its many benefits.

[Sign-up with Love to Ride now](#)

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Warwick District Council: CLLR ARMSTRONG

Councillors for Abbey and Arden

The councillors for Abbey and Arden are:

Kyn Aizlewood – Kyn.aizlewood@warwickdc.gov.uk

David Armstrong – David.armstrong@warwickdc.gov.uk

Richard Hales – Richard.hales@warwickdc.gov.uk

Please feel free to contact us with any issues.

HS2 community funds

The HS2 Community and Environment Fund (CEF) offers funding up to 75k for projects providing benefit to local communities. We are keen to encourage Parish Councils to take advantage of this fund, and you do not need to be right next to the HS2 line to be considered. Kenilworth Town Council has been successful in the past. Ideas for projects could include improved cycle, equestrian and pedestrian access routes, landscape and nature enhancement projects, improvements to sports and recreational facilities, and refurbishment of community facilities. More details can be found at <https://hs2funds.org.uk/home>

Local Plan Call for Sites

The results of the latest call for sites under the South Warwickshire Local Plan have been released at www.southwarwickshire.org.uk/swlp/call-for-sites.cfm. Many locations across Abbey and Arden have been put forward. Please take a look at your local area on the interactive map at the above website. It's important to note that these sites are not approved at this stage, but have been proposed by land owners as potential locations for housing developments under the plan. As Abbey and Arden councillors we are against surrounding existing settlements with new housing developments and will be arguing against the suitability of the majority of these sites. A public consultation on 'Preferred Options' is due later this year and will be the next key chance for residents to have their say on the developing local plan.

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APPENDIX B

This report was presented to the Council on **18th September 2023**.

Balance of Unity Trust Current Account T1 as of 12/9/23: £23,165.10
Expected balance of Unity Trust Current Account T1 account after all payments: £21,332.07

Other accounts:

| | | |
|--------------------------------------|------------------|-------------|
| Unity Trust Instant Access Account | EARMARKED | £36,715.64 |
| Lloyds Treasurers Account | GENERAL RESERVES | £55.70 |
| Lloyds Business Bank Instant Account | CIL | £153,843.26 |

Interest received across accounts between 1/4/23 – 12/9/23: £791.61

Credits received to General Reserves since 11/7/23: £0.00

Payments out from General Reserves since 11/7/23:

| | DATE | PAYEE | DESCRIPTION | TYPE | AMOUNT |
|---|---------|------------------------|--------------------------------|--------------|-----------------|
| 1 | 21/8/23 | H DU BOIS | Salary July 2023* | BACS | £660.79 |
| 2 | 21/8/23 | HMRC | Tax & NIC due July 2023* | BACS | £97.10 |
| 3 | 21/8/23 | WCC Pension Fund | Employee contribution July 23* | BACS | £43.81 |
| 4 | 21/8/23 | WCC Pension Fund | Employer contribution July 23* | BACS | £167.25 |
| 5 | 21/8/23 | Leicestershire Gardens | Grass cutting June 23* | BACS | £120.00 |
| 6 | 23/8/23 | Colley Garden Services | Playground maintenance/bark | BACS | £270.00 |
| | | | | Total | £1358.95 |

*contractual payments approved by Cllr Marshall & Cllr Deeley 19/7/23

Invoices to be approved on 18/9/23:

| | PAYEE | DESCRIPTION | TYPE | AMOUNT |
|----|-------------------------|---|--------------|-----------------|
| 1 | H DU BOIS | Salary Aug 2023 | BACS | £710.17 |
| 2 | HMRC | Income Tax & NIC Contributions Aug 23 | BACS | £118.29 |
| 3 | WCC Pension Fund | Employer contribution Aug 23 | BACS | £180.93 |
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| | | | Total | £1833.03 |

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

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2023/24 Expenditure vs Budget

| | 2023-24 | |
|-------------------------------------|-------------------|-------------------|
| | Budget | To date |
| £ PAYMENTS | | |
| HW allowance/broadband | £372.00 | £186.00 |
| HMRC | £915.00 | £621.22 |
| Wages (Net) | £7,150.00 | £4,066.93 |
| Pension costs (employer & employee) | £2,270.00 | £1,300.32 |
| Payroll costs | £132.00 | £64.68 |
| Travel expenses (Clerk) | £150.00 | £113.85 |
| Travel expenses (Cllrs) | £0.00 | £0.00 |
| Advertising | £200.00 | £0.00 |
| Audit | £420.00 | £455.00 |
| Banking charges | £72.00 | £18.00 |
| Burrow Hill | £0.00 | £0.00 |
| Capital (equipment purchase) | £0.00 | £0.00 |
| Chairman's Allowance | £200.00 | £0.00 |
| CIL expenditure | £0.00 | £180.00 |
| Community grants (s137) | £3,800.00 | £1,257.40 |
| Defibrillator | £2,000.00 | £0.00 |
| Election fees | £10,000.00 | £0.00 |
| Grounds Maintenance | £4,990.00 | £520.00 |
| 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 | £209.04 |
| Playground inspection/repairs | £1,500.00 | £265.42 |
| Publications | £0.00 | £0.00 |
| Room hire | £234.00 | £102.00 |
| Speed Reduction Measures | £100.00 | £36.00 |
| Subscriptions | £700.00 | £814.50 |
| Training | £200.00 | £150.00 |
| Unforeseen exp/misc. | £200.00 | £75.00 |
| Website | £100.00 | £0.00 |
| VAT | £1,300.00 | £288.91 |
| TOTAL EXPENDITURE | £37,735.00 | £11,028.31 |
| £ RECEIPTS | | |
| Bank interest | £0.00 | £791.61 |
| 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 | £12,294.11 |