

BURTON GREEN PARISH COUNCIL

MINUTES

of the Ordinary meeting held in Burton Green Village Hall, Hodgetts Lane on **20th February 2023**.

Present: Parish Councillors: Councillors Marshall (Vice Chair), Deeley, Gibbs, Larsen, McColl, Paine and Taylor.

Clerk: Helen du Bois

County and District Cllrs: Cllr Illingworth (WDC) and Cllr Hales (WDC) arrived during the meeting.

Public Attendees: Five.

No.	
1.	Apologies
	The Clerk had received apologies from Cllrs Grant and Hatton which were accepted. Cllr Marshall chaired the meeting.
2.	Declaration of Interests
	None.
3.	To approve the minutes of the Ordinary meeting held on 16th January 2023.
	The minutes were approved and signed without amendment.
4.	To consider any matters arising from the minutes of the previous meeting not included on the agenda
	None.
5.	Community reports
	County Councillor – Lapworth and West Kenilworth: Cllr Cooke Cllr Cooke's report was circulated prior to the meeting, see Appendix A.
5.1	District Councillors – Kenilworth Abbey and Arden: Cllr Illingworth and Cllr Hales Cllr Illingworth confirmed that WDC will be approving the 2023/24 Council Tax on 27 th February 2023.
5.2	Community Summary Reports: Residents' Association: <ul style="list-style-type: none">• A Community Lunch has been planned for all members of the Parish – it will be held on 24th March 2023 with a cost of £18 for 3 courses and wine.• Plans are being made to commemorate the King's Coronation: these include installing a new bench and planters for the Jubilee verge and holding a community event to refurbish the mosaics during the Arts weekend on 15th/16th April 2023.• BBV has agreed to run a one-off minibus tour of the HS2 engineering works for residents.• Residents have expressed concern about the current Battery Energy Storage Site (BESS) proposals being put forward for Hodgetts Lane. Warwick University: No update. Village Hall Committee: <ul style="list-style-type: none">• The new village hall will be opening on 27th February 2023; regular users will be given a tour of the building that morning and residents have been invited to drop in during the afternoon.• A new booking system has been set up. There will be a 15% increase in hire fees from 1st April 2023.

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	<ul style="list-style-type: none"> • HS2 will be visiting on 24th February 2023 and 3rd March 2023 to film the new hall and interview users and Committee members. Cllrs Taylor and Marshall volunteered to represent the Parish Council on these days. • There will be a formal open day on 2nd April 2023. <p>Burton Green Primary School: No update</p> <p>Kenilworth Greenway: No update</p>																																													
6	Public participation																																													
	<p>A member of the public requested that agenda item 14 be removed as HS2 has confirmed that they will be providing residents with the dates of future bridge closures.</p> <p>A member of the public mentioned that they had spoken with a member of Berkswell Parish Council about the current BESS proposals for Hodgetts Lane.</p>																																													
7	Finance																																													
7.1	To receive the Finance Report and approve the invoices for payment																																													
	<p>The Clerk presented the latest Finance Report, see Appendix B. The Finance Report shows a general reserves balance of £27,723.48 on 14th February 2023 and an expected balance of £26,717.67 once all invoices have been paid. It was noted that the Council had received a credit of £767.90 for the 2021/22 VAT claim.</p> <p>It was resolved to pay the invoices below with immediate effect:</p> <table border="1"> <thead> <tr> <th></th> <th>PAYEE</th> <th>DESCRIPTION</th> <th>AMOUNT</th> <th>STATUTORY PROVISION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>WALC</td> <td>Training (New Councillor x 2)</td> <td>£72.00</td> <td>Local Government Act 1972, s111 (1)</td> </tr> <tr> <td>2</td> <td>Select Payroll Solutions</td> <td>Payroll (Jan 23)</td> <td>£12.94</td> <td>Local Government Act 1972, s112 (2)</td> </tr> <tr> <td>3</td> <td>H DU BOIS</td> <td>Salary Jan 2023</td> <td>£581.76</td> <td>Local Government Act 1972, s112 (2)</td> </tr> <tr> <td>4</td> <td>HMRC</td> <td>Employee's Income Tax Contribution Jan 23</td> <td>£62.80</td> <td>Local Government Act 1972, s112 (2)</td> </tr> <tr> <td>5</td> <td>WCC Pension Fund</td> <td>Employer's contribution Dec 22</td> <td>£143.92</td> <td>Local Government Act 1972, s112 (2)</td> </tr> <tr> <td>6</td> <td>WCC Pension Fund</td> <td>Employee's contribution Dec 22</td> <td>£37.52</td> <td>Local Government Act 1972, s112 (2)</td> </tr> <tr> <td>7</td> <td>H DU BOIS</td> <td>Office costs/expenses Jan/Feb 23</td> <td>£94.87</td> <td>Local Government Act (Financial Provisions) 1963, s5</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>£1005.81</td> <td></td> </tr> </tbody> </table> <p>ACTION: The Clerk to set up the payments for authorisation.</p>		PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION	1	WALC	Training (New Councillor x 2)	£72.00	Local Government Act 1972, s111 (1)	2	Select Payroll Solutions	Payroll (Jan 23)	£12.94	Local Government Act 1972, s112 (2)	3	H DU BOIS	Salary Jan 2023	£581.76	Local Government Act 1972, s112 (2)	4	HMRC	Employee's Income Tax Contribution Jan 23	£62.80	Local Government Act 1972, s112 (2)	5	WCC Pension Fund	Employer's contribution Dec 22	£143.92	Local Government Act 1972, s112 (2)	6	WCC Pension Fund	Employee's contribution Dec 22	£37.52	Local Government Act 1972, s112 (2)	7	H DU BOIS	Office costs/expenses Jan/Feb 23	£94.87	Local Government Act (Financial Provisions) 1963, s5			Total	£1005.81	
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7.2	To appoint an Internal Auditor for the 2022/23 AGAR																																													
	<p>It was resolved to appoint Ms Louise Best as the Council's Internal Auditor for the 2022/23 AGAR at a cost of £140.00.</p> <p>ACTION: The Clerk to instruct Ms Best.</p>																																													
7.3	To consider renewal of annual membership for CPRE at a cost of £60.00																																													
	<p>It was resolved to renew CPRE membership for 2023/24.</p> <p>ACTION: The Clerk to set up the BACS payment for authorisation.</p>																																													
7.4	To consider a grant application from the Burton Green Residents Association for £3000																																													
	<p>The S137 grant application was approved.</p> <p>ACTION: The Clerk to set up the BACS payment for authorisation.</p>																																													

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8	<p>To review and approve the following policies:</p> <ul style="list-style-type: none"> • Complaints Procedure • Expenses Policy • Sickness & Absence Policy • Disciplinary Policy • Grievance Policy
	<p>These were approved and signed without amendment. ACTION: The Clerk to publish the policies to the website.</p>
9.	<p>Planning:</p>
9.1	<p>To consider the following planning application: W/22/2033 19 Red Lane, Burton Green, Kenilworth, CV8 1NZ A hip to gable conversion and the erection of a rear dormer to facilitate a loft conversion. It was agreed to submit a NEUTRAL response to this application. ACTION: The Clerk to submit the comments. It was agreed that Cllr McColl would take on lead responsibility for all planning matters for the Council.</p>
9.2	<p>To consider the recent proposals for battery storage sites on Hodgetts Lane</p>
	<p>A discussion was held regarding the three recent proposals for Battery Energy Storage Sites at two locations off Hodgetts Lane. Cllr Illingworth highlighted that the proposals are all situated within the Green Belt and recommended that the Council ask to speak at the planning meeting at Solihull Borough Council when the Anglo Renewables application is considered. Cllr Marshall mentioned that Dame Maria Miller MP has proposed the bill ‘Lithium-Ion Battery Storage (Fire Safety and Environmental Permits)’ which would categorise industrial lithium-ion battery storage plants as involving hazardous substances; as a result, any planning consent would require advice from the Health and Safety Executive and the Environment Agency on the risks to people and the surrounding environment. The proposed bill is to have a 2nd reading in March 2023. It was agreed that a key concern is the proximity of the sites to residential areas and the potential risk to residents should there be a fire at the sites. It was agreed to ask Anglo Renewables to hold a public meeting in Burton Green and to invite representatives from West Midlands Fire Service and Warwickshire’s Fire and Rescue Service. ACTION: The Clerk to contact Anglo Renewables to request a public meeting in Burton Green (cc: SBC)</p>
	<p>It was confirmed that WDC have begun an enforcement investigation on land adjacent to the Water Tower, Hob Lane. It was agreed to write to the Enforcement Officer to support the investigation. ACTION: Cllr McColl to write to the WDC Enforcement Officer.</p>
10.	<p>2023 Local Elections: to receive a briefing on standing as a Candidate at the forthcoming local elections</p>
	<p>Councillors had received a briefing note from the Clerk prior to the meeting; the process for standing as a Candidate was discussed. It was noted that if Cllrs wish to stand at the Local Election in May then they must submit their Nomination papers to WDC by 4th April 2023.</p>

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	<p>Cllrs were encouraged to attend one of the two online Candidate & Agents briefing sessions being run by WDC.</p>
11.	Defibrillators
11.1	To consider a proposal to donate funds towards the upkeep of the defibrillator at the Hedgerow Nursery, Cromwell Lane
	<p>The Hedgerow Nursery defibrillator is available to the public 24/7 and is registered on The Circuit. It was agreed that the nursery could apply to the Council for funds to replace the electrode pads and battery for their defibrillator when needed.</p> <p>ACTION: The Clerk to write to the Hedgerow Nursery Manager to confirm the Council's financial support.</p> <p>It was mentioned that BBV will be installing a defibrillator outside a property on Hodgetts Lane as a replacement for the defibrillator that was outside the old village hall.</p> <p>The Residents Association are investigating installing a defibrillator on Red Lane, and the Clerk explained that the school will be receiving a defibrillator as part of a Government initiative to ensure that all state-funded schools in England have a defibrillator by the end of the 2022/23 academic year.</p>
11.2	To consider donating a bleed control kit and paediatric defibrillator pads for the Burton Green Village Hall defibrillator
	<p>It was agreed to purchase an Emergency Bleed Control Kit for the defibrillator cabinets at the new village hall and the Hedgerow Nursery at a total cost of £222.98 inc vat & delivery. The Clerk confirmed that this will be funded from CIL.</p> <p>It was also agreed to purchase paediatric electrode pads for the Village Hall defibrillator at a cost of £106.80 inc vat & delivery.</p> <p>ACTION: The Clerk to purchase 2 Bleed Control Kits and the paediatric electrode pads.</p>
12.	Red Lane Playground: to consider the guidance for applying to HS2's Community & Environment Fund (CEF)
	<p>The Clerk had circulated a summary of the application process for HS2's CEF funding, it was considered that an improvement project at Red Lane playground would meet the CEF qualification criteria.</p> <p>Cllr Hales highlighted that WDC has funding available for improving accessible play facilities at playgrounds.</p> <p>It was agreed to seek feedback from residents about potential playground improvements at the 2023 Annual Parish Meeting.</p> <p>ACTION: The Clerk to make further enquiries regarding the WDC funding.</p>
13.	CIL/S106: to discuss matters relating to CIL and S106 funds
	<p>The Council has been contacted by WCC's Country Parks and Green Spaces team enquiring about the Cala Homes S106 contribution for walking and cycling. Cllr Paine has contacted Alison Kennedy (WCC Transport Planner) for an update on the actions agreed at the meeting held on this issue in October 2022.</p> <p>ACTION: The Clerk to respond to WCC's email.</p>
14.	HS2: to consider a request to write to HS2 for the likely number, approximate timings and reasons for closing the bridge on Cromwell Lane over the next couple of years.
	<p>It was noted that this request had been withdrawn.</p>

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	<p>The Clerk confirmed that SBC Planning and Building Control had been contacted regarding HS2's extended core working hours but there had been no response as yet. Cllr Illingworth recommended that the Clerk forward the Council's comments to SBC's HS2 Planning Officer and Environmental Health Officer.</p> <p>ACTION: The Clerk to chase SBC for a response and take further action if needed.</p>
15.	<p>Road Transport matters: to discuss matters relating to traffic within the Parish</p> <p>No update.</p>
16.	<p>South Warwickshire Local Plan: to confirm the approach to reviewing and responding to the Issues and Options consultation</p> <p>Councillors will review the documents in the Issues & Options consultation in a Zoom meeting to be held on Monday 27th February 2023 at 6pm. The deadline for comments to the consultation is 6th March 2023; it was resolved to delegate power to the Councillors in attendance at the Zoom meeting to determine the Council's responses to the consultation.</p> <p>ACTION: The Clerk to submit the Council's comments by 6th March.</p>
17.	<p>Housing and Development: to discuss and consider matters relating to the following</p>
17.1	<p>Land to the south of Westwood Heath Road</p> <p>No update.</p>
17.2	<p>Land to the west of Cromwell Lane</p> <p>No update.</p>
17.3	<p>The Kings Hill development</p> <p>No update.</p>
17.4	<p>Warwick University's Eco Park</p> <p>The Clerk confirmed that Councillors had received the recording of the Eco Park zoom meeting held on 25th August 2022.</p> <p>Cllr Illingworth mentioned that the University had submitted a planning application for a new building, to be located within the Parish near Westwood Heath Road. He raised a concern that the plans did not appear to include sufficient parking provision.</p>
17.5	<p>Solihull Local Plan Examination</p> <p>No update.</p>
17.6	<p>A 46 Link Road</p> <p>No update.</p>
18.	<p>To agree a date for the 2023 Annual Parish Meeting</p> <p>It was agreed that the Annual Parish Meeting will be held in June 2023, after the 2023 Local Elections.</p>
19.	<p>Communications</p> <p>The Council had received the following communications since the last meeting:</p> <ul style="list-style-type: none"> • WALC weekly roundups

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20.	Councillors' reports and items for future agenda:
	Clr McColl enquired whether Councillors could be provided with a Council email address. ACTION: The Clerk to investigate options for Council email addresses Clr McColl enquired whether he could be provided with a form of ID to prove his identity when making site visits for planning applicants in the Parish. ACTION: The Clerk to make enquiries regarding Councillor ID
21.	Date of next meeting
	The next meeting will be on Monday 20 th March 2023, 7:30pm at the new Burton Green Village Hall on Red Lane.
21.	Close
	The meeting closed at 9:37pm.

Signed: _____ Date: _____
Clr Grant, Chairman

UNSIGNED

BURTON GREEN PARISH COUNCIL

APPENDIX A

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Warwickshire County Council: CLLR COOKE

Firefighter presented award for 'heart-warming' efforts to help a family while off-duty

An off-duty firefighter who helped a family who had been in a motorway car accident has been presented with an award for his actions. At the request of the family involved, who expressed their gratitude for his support in their time of need, firefighter Gareth Procter from Warwickshire Fire & Rescue Service (WFRS) was given the Chief Fire Officer's Certificate of Commendation.

Describing the incident, Amit Parmar said: "We were involved in quite a serious accident on the motorway at 6am. I had my family with me, including our two children. Gareth stopped to help us while off-duty. He took care of my children and gave them water. He waited for the police to arrive and helped sweep the motorway, clearing the rubble. He helped take out all our suitcases and comforted us. We would like to thank him from the bottom of our hearts. It's heart-warming to find that there are still good people out there willing to help others. He's an asset to our county."

Online business resource 'COBRA' available for free through Warwickshire Libraries

Warwickshire County Council's library service is promoting use of their latest free online business resource COBRA, which is a complete business reference adviser tool available to support anyone who is looking to start a business, write a business or marketing plan, or conduct research into a new market. COBRA is a new addition to Warwickshire Libraries' e-Resource offer, and features more than 4,000 factsheets, market reports, contacts and sources of funding and support. It also provides hundreds of practical guides to help start up more than 350 different types of business. Access to COBRA is available by visiting Warwickshire Libraries' [Business Resources webpage](#), and is free to use with a Warwickshire Libraries membership card. To sign-up as a library member, which is also free, you can speak to a member of staff at your local library or visit www.warwickshire.gov.uk/jointhelibrary

Four weeks left to have your say on SEND Home to School Transport!

Families and professionals living or working with children and young people with special educational needs and disabilities (SEND) have just 4 weeks left to have their say on proposed changes to the Home to School Transport Service for children and young people aged 0-25.

A consultation to discuss plans to improve the way that families access specialist transport for travel to and from school or college is open until Sunday 26 February 2023.

The consultation has included both face to face and online events. If you missed the online broadcast, you can see it [here](#). To find out more and to respond to the consultation visit ask.warwickshire.gov.uk/. An easy read version of the survey can be found [here](#).

'Gold Medal Award' for the Hospital to Home team at Warwickshire Fire & Rescue Service

The Warwickshire Fire & Rescue Service (WFRS) Hospital to Home (HTH) team was delighted to receive a 'Gold Medal Award' from the Emergency Care Improvement Support Team, NHS England, presented by Amanda Pritchard, Chief Executive Officer of the NHS, on 20th January 2023 at Warwick Hospital.

The award is in recognition of the innovative service HTH provides in helping elderly and vulnerable patients return home safely after hospital stays. The team works across Warwickshire to transport patients home and help them settle back in.

This might include making a cup of tea, putting the heating on or getting a food shop in. They also carry out Safe and Well checks for the resident, which involve looking for potential fire and safety hazards and ensuring working smoke alarms are installed.

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Free webinar for learner and young drivers is a great success

Over 200 people attended a young driver's road safety webinar held by Warwickshire Road Safety Partnership.

Couldn't attend? Watch the whole session here: <https://warksroadsafety.org/together-on-the-learning-to-drive-journey/>

The 'Together on the Learning to Drive Journey' webinar organised by Warwickshire Road Safety Partnership and supported by FirstCar took place on Wednesday 25 January 2023 and far exceeded attendee expectations with over 200 residents taking part.

The webinar provided essential information, support and guidance on a range of timely and important topics for learners, new drivers and parents/carers including:

- The DVSA 'Ready to Pass?' campaign and how it helps learners understand to prepare for their driving test and check if they are ready, and how it supports parents and families of learner drivers
- Essential information on choosing a first car
- Vehicle safety and maintenance
- The challenges new drivers face that could compromise safety.

Impressive bridge deck move marks important milestone for A46 Stoneleigh Junction

Improvements to the Stoneleigh Junction took an important step forward this month with the successful move into position of the scheme's new bridge deck.

The £38m A46 Stoneleigh Junction improvement scheme aims to:

- Reduce the regular delays and queueing traffic;
- Improve road safety for all users; and
- Ensure the junction has the capacity that will be required to meet future growth in the sub-region.

The new bridge deck was constructed by specialist contractor Colas Ltd away from its supports in order to minimise disruption to one of the busiest parts of Warwickshire's strategic road network. The deck was then installed into its permanent position using a deck lift and transportation method over the weekend of 21/22 January. Once the construction was complete, the 740 tonnes bridge deck was jacked to full height in the off-line area during the week prior to the move, by the experienced team from Sarens. It was then lifted using a self-propelled modular transporter (SPMT), carried into position across the A46 and lowered onto the new abutment walls.

Cllr Wallace Redford, Warwickshire County Council Portfolio Holder for Transport and Highways, said:

"This was an incredibly impressive piece of engineering and construction by our contractors at Colas and Sarens and marks a really exciting milestone for the Stoneleigh Junction Improvements.

Work begins on new cycle route in Leamington Spa

The scheme will involve construction of a new cycle track alongside the east side of Kenilworth Road between Binswood Avenue and Northumberland Road and a new signed cycle route along Beauchamp Road and Binswood Avenue between Leamington Spa town centre and Kenilworth Road. Crossing points will also be upgraded to provide facilities for both cyclists and pedestrians.

The main phase of works will take place between January and mid-April. Some of the traffic signals upgrade works and other elements, which are subject to statutory consultation in February, are expected to be delivered in a second phase in the summer. Local residents will receive regular scheme updates and these will be available online at <https://www.warwickshire.gov.uk/cycling/cycle-route-schemes-consultation/6>

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APPENDIX B

This report was presented to the Council on **20th February 2023**.

Balance of Unity Trust Current Account T1 as of 14/2/23: £27,723.48
Expected balance of Unity Trust Current Account T1 after all payments: £26,717.67

Credits to Current Account made since 13/01/23:

DATE	PAYEE	TYPE	DESCRIPTION	AMOUNT
17/1/23	Internal transfer	TR	Earmarked Funds: Speed Radar	£1081.00
17/1/23	Internal transfer	TR	Earmarked Funds: Laptop	£200.00
30/1/23	HMRC	BACS	VAT claim 2021-22	£767.90
			Total	£2048.90

Invoices to be approved on 20/2/23:

	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
1	WALC	Training (New Councillor x 2)	£72.00	Local Government Act 1972, s111 (1)
2	Select Payroll Solutions	Payroll (Jan 23)	£12.94	Local Government Act 1972, s112 (2)
3	H DU BOIS	Salary Jan 2023	£581.76	Local Government Act 1972, s112 (2)
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		Total	£1005.81	

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2022/23 Expenditure vs Budget

	2022-23	
	Budget	To date
£ PAYMENTS		
Advertising	£0.00	£0.00
Audit expenses	£420.00	£130.00
Banking charge	£72.00	£54.00
Capital (equipment purchase)	£0.00	£458.32
Clerk - office allow and internet	£372.00	£343.00
Clerk tax deductions to HMRC	£1,152.00	£842.93
Clerks salary	£6,804.00	£6,602.87
Office costs	£147.32	£311.81
Payroll costs	£110.00	£110.78
Pension costs (employer & employee)	£1,980.00	£2,086.94
Postage/Telephone	£30.00	£0.00
Election fees	£0.00	£0.00
Grants (s137)	£3,800.00	£620.00
Grounds Maintenance	£3,000.00	£1,050.00
Hire of rooms for meetings	£280.00	£205.50
HS2	£0.00	£0.00
Insurance	£430.00	£308.37
Legal/professional fees	£0.00	£0.00
Neighbourhood Plan	£0.00	£108.66
Publications	£115.00	£136.99
Red Lane play area inspection/repairs	£1,500.00	£70.00
Speed Reduction Measures	£0.00	£1,081.00
Subscriptions	£694.90	£549.50
Training	£200.00	£152.44
Travel expenses (Clerk)	£150.00	£136.35
Travel expenses (Cllrs)	£0.00	£0.00
Unforeseen exp/misc.	£200.00	£43.80
VAT	£1,000.00	£709.44
Website	£200.00	£0.00
TOTAL EXPENDITURE	£22,657.22	£16,112.70
CIL spending	£0.00	£13,250.00
TOTAL EXPENDITURE including CIL	£22,657.22	£29,362.70
£ RECEIPTS		
Bank interest	£5.00	£241.17
Precept	£19,350.00	£19,350.00
VAT refund	£650.00	£767.90
Community Infrastructure Levy	£0.00	£7,500.00
Grants	£0.00	£0.00
CALA transfer	£10,000.00	£0.00
Miscellaneous	£0.00	£0.00
TOTAL INCOME	£30,000.00	£27,859.07