

# Burton Green Parish Council

## MINUTES

of the Ordinary meeting held in the car park at Burton Green Village Hall on  
**Monday 21<sup>st</sup> June 2021** at 7:30pm

**Present:** **Parish Councillors:** Councillors Grant (Chair), Deeley, Gibbs, Hatton, Heyes, Marshall, Taylor, Watkin  
**County and District Cllrs:** None  
**Clerk:** Helen du Bois  
**Public Attendees:** None

Min No.	
1.	<b>Apologies</b> The Clerk had received apologies from Cllr Paine which were accepted. Cllr Cooke sent apologies.
2.	<b>Declaration of Interests</b> None
3.	<b>Minutes of the previous meeting: To approve the minutes of the remote Councils meetings held on 26<sup>th</sup> April 2021 and 6<sup>th</sup> May 2021</b> These were approved and signed without amendment.
4.	<b>Public Participation</b> None.
5.	<b>Finance</b>
5.1	<b>2020-21 AGAR: to receive a report from the Internal Auditor</b> The report from the Internal Auditor had been circulated prior to the meeting. The findings and recommendations were noted. The Internal Auditor reported that "The financial statements and cashbook are in very good order. The Clerk retains accurate records and files supporting documentation in a methodical order. The financial statements are accurate and are supported by underlying financial records and documentation." The Annual Internal Audit Report 2020/21 has been signed.
5.2	<b>2020-21 AGAR: to consider and sign the Annual Governance Statement</b> It was agreed that all responses were in the affirmative with the final trust funds statement marked as not applicable. Cllr Grant and the Clerk as Responsible Financial Officer signed section 1 of the 2020/21 AGAR.
5.3	<b>2020-21 AGAR: to approve and sign the Statement of Accounts</b> It was resolved to approve the statement of accounts. Cllr Grant and the Clerk as Responsible Financial Officer signed section 2 of the 2020/21 AGAR. <b>Action: The clerk</b> to submit the 2020/21 AGAR and associated documents to the External Auditor before 30 <sup>th</sup> June 2021. The Clerk to add the 2020/21 AGAR documents to the Council website by 1 <sup>st</sup> July 2021.
5.4	<b>To receive the Finance Report and approve invoices for payment</b> The Clerk presented the Financial Report (see Appendix A). It was resolved to pay the following invoices:

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NO.	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
795	Leicestershire Gardens	Grass Cutting (4 <sup>th</sup> & 24 <sup>th</sup> May)	£100.00	Local Spaces Act 1906, s14
801	H DU BOIS	Office costs and expenses May/June 2021	£97.48	Local Government Act (Financial Provisions) 1963, s5
802	WCC Pension Fund	Employers contribution for HdB May 2021	£166.54	Local Government Act 1972, s112 (2)
803	WCC Pension Fund	Employees contribution for HdB May 2021	£43.41	Local Government Act 1972, s112 (2)
804	H DU BOIS	Income Tax refund for HdB May 2021	£131.00	Local Government Act 1972, s112 (2)
805	H DU BOIS	Employers National Insurance Contribution for May 2021	£7.21	Local Government Act 1972, s112 (2)
806	H DU BOIS	May 2021 salary	£614.85	Local Government Act 1972, s112 (2)
BACS	LOUISE BEST	2020/21 Internal Audit	£120.00	Audit Commission Act 1998 s7 (3)
			<b>£1280.49</b>	

**Action: The Clerk** to submit the payments.

The Clerk had previously approved the following invoices for payment on 17<sup>th</sup> May 2021, using the power delegated to the Clerk in the Council meeting on 6<sup>th</sup> May 2021:

NO.	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
789	Burton Green PC	Unity account deposit	£500.00	N/A
790	H DU BOIS	Office costs and expenses April/May 2021	£102.91	Local Government Act (Financial Provisions) 1963, s5
791	WCC Pension Fund	Employers contribution for HdB April 2021	£102.07	Local Government Act 1972, s112 (2)
792	WCC Pension Fund	Employees contribution for HdB April 2021	£26.21	Local Government Act 1972, s112 (2)
793	H DU BOIS	Income Tax refund for HdB March 2021	£91.40	Local Government Act 1972, s112 (2)
	H DU BOIS	April 2021 salary	£365.73	Local Government Act 1972, s112 (2)
			<b>£1188.32</b>	

## 6. Planning: To consider and ratify responses to the following planning matter

Ref	Address	Details of Application
W/21/0649	Address: The Thistle Estate, Red Lane, Burton Green, Kenilworth, CV8 1PB	Description: Application for the demolition of existing bungalow, change of use of outbuilding to a single dwelling including a single storey rear extension, erection of new garage block and extension to existing outbuilding.

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	<p>It was agreed to object to the application as it is a Change of Use of an outbuilding. <b>Action:</b> The clerk to submit the comments.</p>
7.	<p><b>To consider a motion to provide for delegation to the Clerk any decision that must be made if the Council is incapacitated and unable to hold a meeting</b></p> <p>It was approved that the clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty. The Clerk will exercise these powers within the approved budget, the Council's Financial Regulations, Standing Order and other adopted policies of the Council and all statutory common law and contractual requirements. This delegation applies until the Council's next meeting.</p>
8.	<p><b>Date of Next Meeting</b></p> <p>The next meeting will be Monday 19<sup>th</sup> July 2021, at the Burton Green Village Hall.</p>
9.	<p><b>Close</b></p> <p>The meeting concluded at 7.50pm.</p>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cllr Tracey Grant, Chair

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## APPENDIX A

This report was presented by the Clerk to the Council on **21st June 2021**.

Balance of Lloyds Business Instant Account as of 16/06/21:	£30,087.76
Balance of Lloyds Treasurers Account as of 16/06/21:	£117,152.39
Balance of Unity Trust current account as of 16/06/21:	£500.00

**Expected balance of Treasurers Account after cheques and invoices settled: £115,947.60**

**Expected balance of Unity Trust account after cheques and invoices settled: £380.00**

### Unpresented cheques:

NO.	PAYEE	DESCRIPTION	AMOUNT
780	P KNIGHT	Office costs and expenses March 2021	£44.30
			<b>£44.30</b>

### Invoices to be paid by cheque (Lloyds) and BACS (Unity) on 21/6/21:

NO.	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
795	Leicestershire Gardens	Grass Cutting (4 <sup>th</sup> & 24 <sup>th</sup> May)	£100.00	Local Spaces Act 1906, s14
801	H DU BOIS	Office costs and expenses May/June 2021	£97.48	Local Government Act (Financial Provisions) 1963, s5
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## 2021/22 Day Book Current

BURTON GREEN PARISH COUNCIL - 2021/22									
Date	Invoice No	Cheque No	Minute No	Transaction date	Payee	Details	Income	Expenditure	Balance
							<b>£119,790.48</b>	<b>£3,962.88</b>	<b>£115,827.60</b>
						<b>Balance B/Fwd 31st March 2021</b>	<b>110492.98</b>		<b>110492.98</b>
26/04/2021		780	13.3		Paul Knight	Office costs and expenses March 2021		44.30	110448.68
26/04/2021		781	13.3	04/05/2021	Helen du Bois	Salary March 2021		365.73	110082.95
26/04/2021		782	13.3	04/05/2021	Helen du Bois	Office costs and expenses March/April 2021		115.99	109966.96
26/04/2021		783	13.3	06/05/2021	WCC Pension Fund	Employers contribution for HdB March 2021		102.07	109864.89
26/04/2021		784	13.3	06/05/2021	WCC Pension Fund	Employees contribution for HdB March 2021		26.21	109838.68
26/04/2021		785	13.3	04/05/2021	Helen du Bois	Income Tax refund for HdB March 2021		91.40	109747.28
26/04/2021		786	13.3	25/05/2021	WALC	WALC Annual Charge 2021/22		390.00	109357.28
26/04/2021		787	13.3	12/05/2021	CPRE	Subscription 21/22		50.00	109307.28
26/04/2021		788	13.3	05/05/2021	BHIB	Insurance 21/22		308.37	108998.91
30/04/2021		-		-	WDC	Precept	9297.5		118296.41
17/05/2021		789		10/06/2021	Burton Green PC	Unity Bank deposit		500.00	117796.41
17/05/2021		790		21/05/2021	Helen du Bois	Office costs and expenses April/May 2021		102.91	117693.50
17/05/2021		791		28/05/2021	WCC Pension Fund	Employers contribution for HdB April 2021		102.07	117591.43
17/05/2021		792		28/05/2021	WCC Pension Fund	Employees contribution for HdB April 2021		26.21	117565.22
17/05/2021		793		21/05/2021	Helen du Bois	Income Tax refund for HdB April 2021		91.40	117473.82
17/05/2021		794		21/05/2021	Helen du Bois	Salary April 2021		365.73	117108.09
21/06/2021	21/062	795			Leicestershire Gardens	Grass cutting		100.00	117008.09
21/06/2021		801			Helen du Bois	Office costs and expenses May/June 2021		97.48	116910.61
21/06/2021		802			WCC Pension Fund	Employers contribution for HdB May 2021		166.54	116744.07
21/06/2021		803			WCC Pension Fund	Employees contribution for HdB May 2021		43.41	116700.66
21/06/2021		804			Helen du Bois	Income Tax refund for HdB May 2021		131.00	116569.66
21/06/2021		805			HMRC	Employer's NI contributions		7.21	116562.45
21/06/2021		806			Helen du Bois	Salary May 2021		614.85	115947.60
21/06/2021	14/06/21	BACS			Louise Best	Intenal Audit 2020-21		120.00	115827.60

## 2021/22 Reserves

LLOYDS TREASURERS ACCOUNT BALANCE		£115,947.60
LLOYDS BUSINESS BANK INSTANT ACCOUNT BALANCE		£30,087.51
UNITY TRUST CURRENT ACCOUNT		£380.00
UNITY TRUST SAVINGS ACCOUNT		£0.00
<b>TOTAL RESERVES</b>		<b>£146,415.11</b>
<b>GENERAL RESERVES</b>	£18,327.00	<b>£21,742.11</b>
<b>EAR MARKED RESERVES</b>	£39,973.00	<b>£39,973.00</b>
<b>CIL</b>	£84,700.00	<b>£84,700.00</b>

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## 2021/22 Expenditure vs Budget

<b>BURTON GREEN PARISH COUNCIL BUDGET ANALYSIS 2021/22</b>		
	<b>Agreed budget 2021/22</b>	<b>FY21/22 Actuals to date</b>
<b>£ PAYMENTS</b>		
Advertising	£0.00	£0.00
Audit expenses	£430.00	£120.00
Capital (equipment purchase)	£0.00	£0.00
Clerks salary	£5,500.00	£1,346.31
Clerk tax deds to HMRC	£2,200.00	£321.01
Clerks superannuation (emp conts)	£1,600.00	£466.51
Clerk - office allow and internet	£310.00	£279.69
Election fees	£0.00	£0.00
Grants (s137)	£3,600.00	£0.00
Hire of rooms for meetings	£250.00	£0.00
HS2	£0.00	£0.00
Insurance	£350.00	£308.37
Legal/professional fees	£1,000.00	£0.00
Neighbourhood Plan	£0.00	£0.00
Speed Reduction Measures	£5,603.35	£0.00
Office costs	£320.00	£59.99
Payroll costs	£100.00	£0.00
Play Area - Red Lane	£1,740.00	£100.00
Postage/Telephone	£30.00	£1.29
Publications	£80.00	£0.00
Subscriptions	£350.00	£385.00
Training	£200.00	£0.00
Travel expenses (Cllrs)	£0.00	£0.00
Travel expenses (Clerk)	£150.00	£19.71
Unforeseen exp/misc	£200.00	£500.00
VAT	£1,500.00	£55.00
Website	£200.00	£0.00
<b>TOTAL EXPENDITURE</b>	<b>£25,713.35</b>	<b>£3,962.88</b>
<b>£ RECEIPTS</b>		
Bank interest	£15.00	£0.00
Precept	£18,595.00	£9,297.50
VAT refund	£1,500.00	£0.00
CommunityInfrastructure Levy	£0.00	£0.00
Grants	£0.00	£0.00
Interest	£15.00	£0.00
Miscellaneous	£0.00	£0.00
<b>TOTAL INCOME</b>	<b>£20,110.00</b>	<b>£9,297.50</b>