



# BURTON GREEN PARISH COUNCIL



## MINUTES

of the **Ordinary meeting** held in Burton Green Village Hall, Red Lane at 7:00pm on **15<sup>th</sup> July 2024**.

**Present:** Councillors McColl (Chairman), Marshall (Vice Chair), Aizlewood, Deeley, Gibbs, Hatton, Larsen, Paine, Taylor, Webster and the Clerk (Helen du Bois). Cllrs Aizlewood and Webster arrived during item 3.

**Others present:** Mr Philip Seccombe (Warwickshire PCC), PC Ricardo (Kenilworth Safer Neighbourhoods Team) Cllr Cooke (WCC), Cllr Hales (WDC)

**Public:** Seven

No.	
1.	<b>Apologies for absence</b> Cllr Armstrong (WDC) sent apologies.
2.	<b>Declaration of Interests</b> None.
3.	<b>Guest speaker: Warwickshire's Police and Crime Commissioner, Mr Philip Seccombe</b> Mr Seccombe gave an overview of his role as Warwickshire's Police and Crime Commissioner and highlighted his priorities for policing in Warwickshire. He answered questions raised by Councillors and members of the public and encouraged residents to contact the PCC office if they have questions in the future, see <a href="http://www.warwickshire-pcc.gov.uk/contact-us">www.warwickshire-pcc.gov.uk/contact-us</a> . Mr Seccombe also encouraged residents to report any speeding concerns via Warwickshire Road Safety Partnership's new website <a href="http://www.warksspeedconcerns.org">www.warksspeedconcerns.org</a> .
4.	<b>To approve the minutes of the Ordinary meeting held on 17<sup>th</sup> June 2024</b> The minutes were approved and signed without amendment.
5.	<b>To consider any matters arising from the minutes of the previous meeting that are not included on the agenda</b> The Clerk confirmed that the 2023-24 AGAR paperwork had been submitted to the External Auditor Moore UK on time and was available to view on the website.
6.	<b>Community reports</b>
6.1	<b>County Councillor, Lapworth and West Kenilworth: Cllr Cooke</b> Cllr Cooke's report had been circulated prior to the meeting, see Appendix A.
6.2	<b>District Councillors, Kenilworth Abbey and Arden: Cllr Hales, Cllr Aizlewood, Cllr Armstrong</b> Cllr Aizlewood's report had been circulated prior to the meeting, see Appendix A.
6.3	<b>Community Summary Reports Burton Green Primary School:</b>



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- Cllr Hatton mentioned that the Year 6 leavers had initially not been invited to Transition Day with Kenilworth School. Cllr Hales explained that this had been due to an administration issue with the school's email system and that it had been resolved.

### Village Hall Committee:

- Deeleys have carried out further landscaping work to improve drainage around the patio area.
- A recent community evening to watch the UEFA 2024 Final had been very successful.

### Residents' Association (RA):

- The IndiGo bus is now operational on Red Lane and is in regular use; Cllr Marshall mentioned that it regularly stops at the Broadwell Woods residential park.
- There has been a positive response from WCC to the RA's reports about the poor state of pavements on Hodgetts Lane and gravel on the road at the Cromwell Bridge traffic lights, these issues have been resolved.
- There are now far fewer BBV construction vehicles speeding on Cromwell Lane as they are using the haul route.
- The Cuppa with a Copper session held by PC Finch and PC Ricardo (Kenilworth Safer Neighbourhoods Team) was very well attended by residents.

### University of Warwick:

- The University's hybrid planning application for the Science and Engineering Precinct has been approved. The hoardings around the new precinct will be installed in August and enabling works will start soon after.

<b>7.</b>	<b>Public participation</b>			
	A member of the public commented on planning application W/24/0454. A member of the public enquired about the Planning Committee meeting scheduled for 22.7.24.			
<b>8.</b>	<b>Planning: to consider the following planning application:</b>			
	<a href="#">W/24/0734</a> <b>Description:</b> Proposed realigned driveway, dropped kerb and hard standing <b>Address:</b> Tudor Lodge, 7 Hob Lane, Burton Green, Kenilworth, CV8 1QB <i>Comments by 16/7/24</i> BGPC comment: <b>NEUTRAL</b> with the following comments: <i>Burton Green Parish Council supports the conditions recommended by WCC Highways.</i>			
<b>9.</b>	<b>Finance</b>			
<b>9.1</b>	<b>To receive the Finance Report and approve the invoices for payment</b>			
	The Clerk presented the Finance Report, see Appendix B. The Finance Report showed a general reserves balance of <b>£22,717,53</b> on 8.7.24 and an expected balance of <b>£22,358.90</b> once all invoices and internal transfers have been paid. It was <b>resolved</b> to pay the following invoices:			
	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>TYPE</b>	<b>AMOUNT*</b>



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1	Topsourcing Worldwide Ltd	Monthly Payroll June 2024	BACS	£13.35
2	H DU BOIS	Additional salary June 2024	BACS	£21.61
3	HMRC	Tax & NIC due June 2024	BACS	£358.34
4	WCC Pension Fund	Employer's contribution for HdB June 2024	BACS	£385.89
5	WCC Pension Fund	Employees contribution for HdB June 2024	BACS	£106.58
6	H DU BOIS	Office costs and expenses June/July 2024	BACS	£73.86
7	Burton Green Village Hall	Room rental 17.6.24	BACS	£39.00
8	Leicestershire Gardens	Grounds maintenance June 2024	BACS	£360.00
			<b>Total</b>	<b>£1358.63</b>

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

**ACTION: The Clerk** to set up the payments for authorisation.

**9.2 To note the bank reconciliation for w/e 30.6.24**

This was noted and signed by Cllr Gibbs (ICC), see Appendix C

**9.3 To receive an update from the Internal Controls Councillor**

Cllr Gibbs (ICC) confirmed that he had audited a sample of transactions from Q1 of the 2024-25 accounts, and all was found to be in order; the Internal Controls checklist was signed.

**9.4 To consider a request to donate £300 to the Burton Green Speedwatch group for the purchase of a new speed measuring device**

It was **agreed** to defer this agenda item until information about the device had been provided. Cllr Taylor requested that a call is made for more volunteers for the Burton Green Community Speedwatch group in the next edition of The Bugle.

**9.5 To consider a request to donate up to £100 for replacement electrode pads for the public defibrillator at Hedgerow Nursery**

Cllr Taylor confirmed that the cost of the replacement pads was £134.40; it was **resolved** to donate £134.40 to the Hedgerow Nursery to cover the cost of the replacement pads.  
**ACTION: The Clerk** to process the payment.

**10. Red Lane bus shelter:**

**10.1 To consider the quotes received and chose a supplier and shelter design**

The Council had received quotes from three suppliers recommended by WCC Highways. The quotes and specifications were reviewed in detail, and it was **resolved** that the quote and shelter design from GW Shelter Solutions Ltd best met the Council's needs.

It was noted that the shelter design and costs must now be approved by WCC as the cost of the works is to be paid from S106 funds.

**ACTION: The Clerk** to discuss the chosen supplier/design with Alison Kennedy (Principal Transport Planner, WCC) before accepting the quote from GW Shelter Solutions Ltd.

**10.2 To consider a recommendation to provide dropped kerbs on either side of the road to provide an accessible route to the bus stop**



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	<p>It was noted that the kerb on the housing side of the road was already lowered at that location. It was <b>agreed</b> to include a dropped kerb on the bus stop side within the scope for the bus shelter project.</p> <p>Of the 3 suppliers, only GW Shelter Solutions Ltd had confirmed that they could include a dropped curb in their quote, and they had provided the Clerk with an estimate of £2,500 for the works. It was <b>resolved</b> to accept the estimated quote.</p> <p><b>ACTION: The Clerk</b> to include the dropped kerb in the project specification.</p>
<b>11.</b>	<b>Red Lane play area:</b>
<b>11.1</b>	<b>To consider a quote to remove weeds under the swings at Red Lane play area</b>
	<p>The quote from the regular contractor had not been received in time for the meeting. It was <b>resolved</b> that if the quote was less than £70.00 then it could be accepted by the Clerk, but it was also agreed to seek other grounds contractors willing to carry out the work.</p> <p><b>ACTION: The Clerk</b> to request quotes from other grounds contractors.</p>
<b>11.2</b>	<b>To receive an update from the Red Lane Play Area working group and consider recommended next steps</b>
	<p>The Council received an update on recent meeting of the Red Lane Play Area working group and considered the recommended next steps.</p> <p>The following actions were <b>approved</b>:</p> <ol style="list-style-type: none"><li>1. The Working Group to run an online consultation for residents and older children over the summer holidays.</li><li>2. The Clerk to contact 2-3 other suppliers for their recommendations for suitable equipment and how best to use the space.</li><li>3. The Working Group to plan a consultation session with the pupils at the school in the Autumn Term. Cllr Hatton kindly offered to liaise with the school.</li></ol> <p>The Clerk had received confirmation from WDC that CIL funds can be used for the project, and it was <b>agreed</b> that the full cost of the project should be paid using the Council's CIL funds and that the Council would not apply to HS2's Community and Environment Fund. A budget will be determined at the next Council meeting.</p> <p><b>ACTIONS:</b> <b>The Working Group</b> to run an online consultation for residents and older children <b>The Clerk</b> to contact 2-3 other suppliers <b>The Working Group</b> to plan the pupil consultation for the Autumn term <b>The Clerk</b> to provide information on an appropriate budget for the project at the next meeting.</p>
<b>12.</b>	<b>To consider investigating the cost of a .GOV.UK domain name and .GOV.UK email accounts for Councillors and staff</b>
	<p>The Clerk had provided the Council with information about the benefit to Parish Councils of a GOV.UK domain name and GOV.UK email accounts, see appendix D. It was <b>resolved</b> to accept the following recommendations:</p>



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	<ol style="list-style-type: none"><li>1. to investigate the options/costs for purchasing a .GOV.UK domain name and .GOV.UK email addresses for the Clerk and Councillors</li><li>2. to investigate the costs of either amending the current website to make it WCAG2.2 AA compliant or to purchase a new WCAG2.2 AA compliant website from a provider</li></ol> <p><b>ACTION: The Clerk</b> to research the options available and provide the Council with further details.</p>
<b>13.</b>	<p><b>To note the findings of the recent Health &amp; Safety inspection and consider any recommendations</b></p> <p>A Health &amp; Safety inspection was carried out on the Council's physical assets by Cllr Hatton and the Clerk on 10.5.24.</p> <p>The Council considered the findings and the recommendations.</p> <p>It was <b>agreed</b> that:</p> <ol style="list-style-type: none"><li>a) there would be no action at present re: the grit bin on Red Lane</li><li>b) the Clerk would report the overgrown hedgerow behind the bus shelter to WCC</li><li>c) Cllr Gibbs kindly volunteered to remove the weeds growing inside the bus shelter</li></ol> <p><b>ACTIONS:</b> <b>The Clerk</b> to report the overgrown hedge to WCC. <b>Cllr Gibbs</b> to remove the weeds growing inside the bus shelter</p>
<b>14.</b>	<p><b>Burrow Hill car park: to approve the purchase of a public waste bin at the car park, and to consider the quotes provided for the installation of the bin and a regular emptying service</b></p> <p>The following was agreed:</p> <ol style="list-style-type: none"><li>1. to purchase the 110L Invicta waste bin from Glasdon at a cost of £435.00 + vat</li><li>2. to install the bin in the grass verge on Green Leek Lane between the car park fence and the noticeboard.</li></ol> <p>The Council considered two quotes for the installation of the bin (a 3<sup>rd</sup> quote had not been received in time for the meeting) and resolved to accept a quote from Dovetail Group UK of £839.04 + vat to install the bin into ground using concrete-in anchors.</p> <p><b>ACTIONS:</b> <b>The Clerk</b> to purchase the bin <b>The Clerk</b> to instruct Dovetail Group UK for the installation.</p>
<b>15.</b>	<p><b>Road Safety: to review the costs provided for the village gates and consider the next steps</b></p> <p>Cllr McColl gave a summary of a site meeting held with a representative from Glasdon UK, who had been referred to the Council by WCC. Five locations within the Parish were visited and consideration given to their suitability for village gates.</p> <p>It was noted that:</p> <ol style="list-style-type: none"><li>1. WCC will not permit village gates to be installed at locations where the speed limit is more than 30mph, so it is not possible at present to install gates at the Burton Green village sign on Red Lane due to the 40mph speed limit. Cllr McColl has written to WCC Highways to ask if the speed limit on Red Lane could be reduced to 30mph.</li></ol>



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	<p>2. The speed limit at the Burton Green village sign on Hob Lane is also 40mph, but that location is in Solihull Borough Council district and village gates may be permitted here.</p> <p>It was agreed to move forward with a proposal to install gates next to the village signs on both Hodgetts Lane and Hob Lane. The next step is to contact WCC and SBC to discuss the plans and to request a quote for the installation costs.</p> <p><b>ACTION: Cllr McColl</b> to contact WCC and SBC.</p>
16.	<p><b>Biodiversity: to consider the costs provided for cutting the proposed wildflower area on Red Lane and to consider the next steps</b></p> <p>Cllr Webster gave an update on the progress of the plan for wildflower areas on Red Lane.</p> <p>Following positive conversations with residents, a 2<sup>nd</sup> pilot is proposed for 10 verges in front of properties on Red Lane. These verges will be mowed by volunteers; the Wildflower Verge Risk Assessment identifies that the Council must provide the volunteers with personal protective equipment. The Council supported this 2<sup>nd</sup> pilot, the cost of the safety equipment will need to be approved by the Council at the next meeting.</p> <p>The Council's grounds contractor had provided a quote of £1150.00 to cut &amp; collect the verge at the 1<sup>st</sup> pilot site on lower Red Lane (for cuts in March 25 and September 2025) - this quote was <b>approved</b>.</p> <p><b>ACTION: The Clerk</b> to provide the Council with costs for the personal protective equipment for volunteers.</p>
17.	<p><b>To review and approve the following documents:</b></p> <ul style="list-style-type: none"><li>• Risk Management Policy</li><li>• Internal Controls Checklist</li></ul> <p>These were approved without amendment.</p>
18.	<p><b>Housing and development: to consider matters relating to any of the following:</b></p> <ul style="list-style-type: none"><li>• Land to the south of Westwood Heath Road</li><li>• Land to the west of Cromwell Lane</li><li>• The Kings Hill development</li><li>• Warwick University's Eco Park</li><li>• Solihull Local Plan Examination</li><li>• A46 link road</li></ul> <p>Cllr Paine gave an update of a zoom meeting held between Councillors and Dan Robinson-Wells, Planning Consultant for William Davis Homes, who have recently purchased the north-western portion of the land to south of Westwood Heath Road from Crest Nicholson.</p>
19.	<p><b>Communications</b></p> <p>The Council had received notice of a survey by Warwickshire, Coventry and Solihull Local Nature Partnership regarding Warwickshire's Local Nature Recovery Strategy. As the deadline for comments is 8<sup>th</sup> September, it was agreed that Cllr Webster will complete the survey on the Council's behalf.</p> <p><b>ACTION: Cllr Webster</b> to complete the survey.</p>



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	The Council had received a late request for a grant of £300.00 towards the celebration of Burton Green Primary School's 150 <sup>th</sup> anniversary in October, this will be considered at the next meeting.
<b>20.</b>	<b>Councillors' reports and items for future agenda:</b>
	Cllr Deeley mentioned that Claremont Planning Consultancy are planning to hold a public consultation event in the village hall in the near future for Berkswell Charities' proposed development of almshouses on land west of Hob lane/Cromwell lane.
<b>21.</b>	<b>Date of next meeting</b>
	The next meeting will be on Monday 16 <sup>th</sup> September 2024, at Burton Green Village Hall, Red Lane.
<b>22.</b>	<b>Close</b>
	The meeting closed at 9:25pm.

Signed: \_\_\_\_\_  
Cllr McColl, Chairman

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

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## APPENDIX A

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

#### Warwickshire County Council: CLLR COOKE July 2024

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#### **Visiting your local household recycling centre this summer? Don't forget to book a slot!**

In order to avoid disappointment and to keep the sites running as smoothly as possible during their busiest time of the year, Warwickshire County Council is reminding all residents that they must book a slot before visiting.

If there is availability, HWRC appointments can be booked up to a few minutes before arrival. There is usually plenty of availability on weekday afternoons, especially Wednesday afternoons where all sites except Shipston, Stockton and Wellesbourne are open until 6pm.

There is a simple online booking process via [www.warwickshire.gov.uk/hwrc](http://www.warwickshire.gov.uk/hwrc)

#### **Can you help to shape the recovery of nature in the Warwickshire?**

Warwickshire County Council in partnership with the Local Nature Partnership is seeking support from residents, businesses and community groups to shape the development of a new Local Nature Recovery Strategy (LNRS) for the county.

The Warwickshire, Coventry and Solihull Local Nature Partnership is a partnership of local organisations with the purpose of driving positive change for the natural environment and have offered to help prepare the LNRS by reaching out their members and contacts.

The LNRS is a key strategy that will outline a roadmap for restoring and improving Warwickshire's natural environment ensuring that it is sustainable now and for future generations.

A survey is now live in which all the county's stakeholders – from businesses to schools – will be asked to give their overall thoughts on natural environments and biodiversity, to think about their local area and which areas of the recovery of our natural world that they think should be prioritised.

Have your say today: <https://ask.warwickshire.gov.uk/bi/nature-recovery/>

#### **Warwickshire celebrates “Thank You Day” by honouring residents for welcoming Ukrainian refugees**

As the UK marks Thank You Day last Sunday (7 July) Warwickshire County Council is taking the opportunity to express gratitude to the county's residents for their extraordinary generosity in welcoming Ukrainians into their homes through the Homes for Ukraine scheme. This initiative has provided sanctuary and support to many Ukrainians seeking refuge following Russia's invasion of their homeland.

Since the war began, and the Homes for Ukraine scheme was introduced more than 650 households in Warwickshire have stepped forward, hosting and supporting nearly 1500 refugees.

Warwickshire residents provide not just accommodation, but a warm welcome, a network of support and help with settling into the UK. These people have played a pivotal role





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in opening their homes and hearts to those in need. Their kindness and hospitality have provided not only shelter but also a sense of community and hope for the future.

## **Child friendly local activities and clubs available to book over the summer holidays**

Summer is here and Warwickshire is buzzing with activities and clubs for children and families!

As the summer holidays draw near, organisations across the county are gearing up to offer a variety of activities and essential support services tailored for families with support from Warwickshire County Council's (WCC) Holiday Activities and Food (HAF) Programme and other local initiatives.

This summer from Monday 22 July to Friday 30 August, the HAF Programme is offering an array of activities and meals, aimed at young people from Reception to Year 11 who are eligible for benefits-related free school meals (FSM). For more information and to check available activities please visit HAF

website: <https://searchout.warwickshire.gov.uk/holidays-activities-food-haf>

WCC's Family Information Service (FIS) has compiled a useful list of summer holiday activities and clubs across Warwickshire

(<https://api.warwickshire.gov.uk/documents/WCCC-829341009-447>). From multi-sports and performing arts to water sports, arts, and crafts, there is something for children of all ages and abilities. Activities are categorised by district/borough, with a dedicated section for activities catering to those with special educational needs and disabilities (SEND).

## **Motorists asked to allow extra time for journeys around A452 Europa Way - Ford Foundry and Queensway roundabouts in Leamington Spa**

Work on the improvements to Queensway and Ford Foundry (Myton Road/Old Warwick Road) roundabouts are well underway. Motorists are being asked to plan their journey and allow extra time around the extensive improvement works taking place.

As the programme of works enters a new phase, traffic management is to be extended: from 22 - 31 July, traffic management will be from 8am - 5pm. The effect on traffic will be monitored.

The layout of traffic management will also be changing. A trial of this new layout will be taking place today, Thursday 4 July. This will be monitored and if disruption is minimal, the new layout will be in place on Monday 8 July onwards.

More information and updates are available on the County Council's webpage: [A452 Europa Way corridor – Warwickshire County Council](#)

## **WCC and Pertemps volunteer their community support**

A group of volunteers broke out the paint brushes to help a new rehabilitation facility in Leamington get ready for its first guests. One team of helpers, from Warwickshire County Council and their recruitment partner Pertemps Network Group, spent two days decorating the new facility, while volunteers from other organisations have supported also.

The rehabilitation centre is due to open in early July, with eight beds for individuals recovering from drug or alcohol addictions. The volunteers were matched with the [New Chapters](#) project through [Make Good Grow](#), an organisation supporting charities in Warwickshire, linking them with organisations who want to support local causes.



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**Warwickshire residents in a low income household who don't have gas central heating in their homes are being encouraged to apply for Home Upgrade Grant funding (HUG2).**

The HUG2 scheme aims to improve the warmth and comfort of homes that do not have mains gas heating, whilst also reducing energy bills, carbon emissions and levels of fuel poverty across the county. A range of energy efficiency improvements are available through this scheme and include clean heating solutions, such as air source heat pumps, solar panels and insulation. For more information please, contact <https://www.actonenergy.org.uk> (Rugby, Warwick, Stratford).

## Warwick District Council: CLLR AIZLEWOOD July 2024

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### 1. South Warwickshire Local Plan

Work continues with Stratford District Council to develop a new Local Plan. The next stage will be a public consultation on a Preferred Option, to commence in December 2024. Before then, the Council will need to approve the consultation document, itself a product of work covering:

- The scope of new housing required (currently expected to be 40-50,000 new homes over 25 years).
- Making land available for new jobs.
- Developing the principles that will underpin new development e.g. “20-minute communities”, preference of building on brownfield sites ahead of greenfield sites; low-carbon building methods, infrastructure and transport requirements.
- Reviewing the classification of Green Belt land.

Parish Councils will be further appraised of progress in the autumn.

### 2. Birmingham Airport

Birmingham Airport has taken a lead, nationally, in introducing new security scanners for use ahead of boarding flights. Unfortunately, late changes in the specification of the scanners by the Department of Transport, has meant that larger than usual numbers of people have triggered the sensitive technology, slowing down (rather than speeding up) the boarding process. The Airport has adapted its processes accordingly and is keen to remind passengers that NO liquids in bottles larger than 100ml can be taken through security in hand luggage.

NB – during busy periods, the advice is to check with your airline about when to arrive at the airport.

### 3. Summer events

- 4 July – General Election - Please remember to vote and bring the required voter ID!
- 21 July - Warwick Castle Live
- 27/28 July – Smith Street Party and Warwick folk Festival

Your councillors for Abbey and Arden are:

Kyn Aizlewood – [Kyn.aizlewood@warwickdc.gov.uk](mailto:Kyn.aizlewood@warwickdc.gov.uk)



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David Armstrong – [David.armstrong@warwickdc.gov.uk](mailto:David.armstrong@warwickdc.gov.uk)

Richard Hales – [Richard.hales@warwickdc.gov.uk](mailto:Richard.hales@warwickdc.gov.uk)

Please feel free to contact us with any issues.

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## APPENDIX B

This report was presented to the Council on 15<sup>th</sup> July 2024.

**Balance of Unity Trust Current Account T1 as of 8/7/24:** £22,717.53  
**Expected balance of Unity Trust Current Account T1 account after all payments:** £21,358.90

### Other accounts:

Unity Trust Instant Access Account	EARMARKED	£48,955.45
Lloyds Treasurers Account	GENERAL RESERVES	£55.70
Lloyds Business Bank Instant Account	CIL	£171,480.79

Interest received across all accounts between 1/4/24 – 8/7/24: £826.76

### Payments from Current Account since 17/6/24:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT
1	30.6.24	Unity Trust bank	Service charge Q1 2024	BACS	£18.00
				<b>Total</b>	<b>£18.00</b>

### Payments from Current Account to be approved on 15/7/24:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	Topsorce Worldwide Ltd	Monthly Payroll June 2024	BACS	£13.35
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			<b>Total</b>	<b>£1358.63</b>

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

### Internal Transfers to be approved on 15/7/24:

	FROM	TO	DESCRIPTION	TYPE	AMOUNT*
1	Unity Internal Access acct	Unity Current T1 acct	Burrow Hill grounds maintenance (CALA Homes)	TFR	£240.00
				<b>Total</b>	<b>£240.00</b>



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## 2024/25 Expenditure vs Budget

	2024-25	
	Budget	To date
<b>£ PAYMENTS</b>		
HW allowance/broadband	£372.00	£122.00
HMRC	£3,000.00	£1,270.65
Wages (Net)	£18,800.00	£4,445.12
Pension costs (employer & employee)	£6,100.00	£1,231.08
Payroll costs	£165.84	£43.46
Office costs	£550.00	£167.77
Travel expenses (Clerk)	£300.00	£79.29
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£0.00
Audit	£870.00	£340.00
Banking charges	£72.00	£18.00
Burrow Hill	£0.00	£66.60
Biodiversity/Climate change grants	£500.00	£0.00
Capital (equipment purchase)	£0.00	£0.00
Chairman's Allowance	£300.00	£41.69
CIL expenditure	£0.00	£6,044.28
Community grants (s137)	£5,000.00	£0.00
Defibrillator	£0.00	£0.00
Election fees	£0.00	£0.00
Grounds Maintenance	£5,000.00	£1,260.00
HS2	£0.00	£0.00
Insurance	£319.24	£339.06
Legal/professional fees	£2,000.00	£0.00
Neighbourhood Plan	£5,000.00	£80.00
Playground inspection/repairs	£330.00	£160.00
Publications	£0.00	£0.00
Room hire	£548.00	£288.00
Speed Reduction Measures	£50.00	£0.00
Subscriptions	£1,137.00	£924.00
Training	£350.00	£130.36
Unforeseen exp/misc.	£200.00	£0.00
Website	£100.00	£0.00
<b>TOTAL EXPENDITURE exc VAT</b>	£51,264.08	£17,051.36
VAT	£1,543.50	£1,391.74
<b>TOTAL EXPENDITURE inc VAT</b>	£52,807.58	£18,443.10
<b>£ RECEIPTS</b>		
Bank interest	£3,000.00	£862.76
Precept	£30,034.00	£15,017.00
VAT refund	£2,280.00	£0.00
Community Infrastructure Levy	£0.00	£26,504.89
Grants	£0.00	£0.00
Miscellaneous	£0.00	£0.00
<b>TOTAL INCOME</b>	£35,314.00	£42,384.65



# BURTON GREEN PARISH COUNCIL



## APPENDIX C

### BURTON GREEN PARISH COUNCIL RECONCILIATION

#### Receipts and payments reconciliation as at 30.06.24

Balance brought forward at 31.3.24	217,898.29
plus receipts	42,384.65
minus payments	17,084.47
<b>Total</b>	<b>243,198.47</b>

#### Bank reconciliation as at 30.6.24

Lloyds Business Bank Account - 43619360	171,480.79
Lloyds Treasurer Account - 43618960	55.70
Unity Trust Current Account T1 - 20443715	22,717.53
Unity Trust Instant Access Account - 20443728	48,944.45
Cash	-
<b>Total</b>	<b>243,198.47</b>

#### less unrepresented cheques

0.00

**Total**                      **243,198.47**



# BURTON GREEN PARISH COUNCIL



## APPENDIX D

### Report to Council for agenda item 12.

#### RECOMMENDATIONS:

3. The Council **resolves** to investigate the options/costs for purchasing a .GOV.UK domain name and .GOV.UK email addresses for the Clerk and Councillors
4. The Council **resolves** to investigate the costs of either amending the current website to make it WCAG2.2 AA compliant or to purchase a new WCAG2.2 AA compliant website from a provider

#### WCAG 2.2AA compliance requirement for all Parish Council websites

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The Council's website ([www.burtongreenparishcouncil.org](http://www.burtongreenparishcouncil.org)) was launched in 2017, built for the Council by [REDACTED], SunflowerVA (no longer in business)

Since September 2020, all parish, town & borough councils have been required to have a public website that complies with [Website Content Accessibility Guidelines \(WCAG\) 2.1 AA rating](#) so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations. From October 2022 the required compliance level raised to **WCAG 2.2 AA rating**.

WCAG 2.1 & 2.2 compliance covers many areas of a website and include **how it's constructed, how the user navigates** around it, **how the information is presented & displayed**. In addition, the public body must be aware of all the website's content and what may not be compliant and must publish an Accessibility Statement.

Burton Green's current website **does not comply** with either WCAG2.1 AA or WCAG2.2 AA

#### .GOV.UK domain names

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In the [Practitioner's Guide 2024](#), the Joint Panel on Accountability and Governance (JPAG) strongly recommends that Parish Councils use a gov.uk domain name for their website (e.g. [burtongreenparishcouncil.gov.uk](http://burtongreenparishcouncil.gov.uk)) for the following reasons:

- Increased professionalism and trust from members of the public, partners and suppliers because your email address and website domains are a trusted government brand.*
- Peace of mind that your .gov.uk Parish Council domain will never be sold to someone else if it is not renewed on time, which can happen with .co.uk, .org.uk and other commercial domains.*
- Additional security measures, as all .gov.uk domains are checked for any cyber vulnerabilities by the Cabinet Office and reported to the Responsible Owner, or your technical point of contact, so they can be fixed.*

#### .GOV.UK email addresses

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The Council's email address is currently [burtongreen@hotmail.co.uk](mailto:burtongreen@hotmail.co.uk). I regularly encounter our email address being blocked by recipients' spam filters and not considered a professional account.

WALC recently gave Councils the following advice:

*"All Councils should have a .gov.uk email account – you are the first tier of local government. There are lots of benefits to this, professionalisation, security and if the Clerk leaves the email account stays with the Council to ensure continuity. Clerks that clerk for more than one Council will need to ensure each Council has its own email address."*



# BURTON GREEN PARISH COUNCIL



*Ideally, you will also have .gov.uk email addresses set up for each of your Councillors to use for Council business only. If there is a FOI, they may have to allow someone to go through a personal email account if they don't have one. It is also a way to ensure that confidential information remains secure."*

And the Practitioner's Guide 2024 advises .GOV.UK email addresses for all staff and Councillors for the following reasons:

- a. *To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.*
- b. *Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.*
- c. *Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.*

If it's **advisory** in the Practitioner's Guide 2024, it is likely to become **mandatory** in the Practitioner's Guide 2025 or 2026.