

# Burton Green Parish Council

## MINUTES

of the Ordinary meeting held in Burton Green Village Hall on  
**Monday 16<sup>th</sup> May 2022** at 7:30pm

**Present:** **Parish Councillors:** Councillors Grant, Deeley, Gibbs, Hatton, Paine, Taylor and Watkin  
**County and District Cllrs:** Cllr Cooke (WCC) and Cllr Hales (WDC)  
**Clerk:** Helen du Bois  
**Public Attendees:** Two

Min No.	
<b>1.</b>	<b>Apologies</b>
	The Clerk had received apologies from Cllr Marshall which were accepted.
<b>2.</b>	<b>Declaration of Interests</b>
	None.
<b>3.</b>	<b>Minutes of previous meeting: to approve the minutes of the meeting held on 25<sup>th</sup> April 2022</b>
	The minutes were approved and signed without amendment.
<b>4.</b>	<b>Matters arising</b>
	It was noted that the Council has received advice from Wellers Hedleys regarding Parish Council CIL entitlements for developments: A Parish Council's CIL entitlement for all phases of a development is calculated at the time the development receives planning approval for its first phase. As a result, the Council will only receive a 15% capped CIL contribution for all phases of the Westwood Park development as the Burton Green Neighbourhood Development Plan was not in place when planning permission for the development (Phase 1 in detail plus Outline) was first granted in October 2018. In future the Council will be entitled to 25% uncapped contributions for all new developments.
<b>5.</b>	<b>Community reports</b>
<b>5.1</b>	<b>County Councillor – Lapworth and West Kenilworth: Cllr Cooke</b> Cllr Cooke's report was circulated prior to the meeting, see Appendix A.  Cllr Paine thanked Cllr Cooke for connecting the Council with Alison Kennedy, the Principle Transport Officer at WCC regarding the Cala Homes S106 Highways contribution. It was agreed that Cllrs Paine and Deeley would meet with Ms Kennedy to discuss measures to improve walking and cycling on routes into Kenilworth.
<b>5.2</b>	<b>District Councillors – Kenilworth Abbey and Arden: Cllr Illingworth and Cllr Hales</b> Cllr Hales' report was circulated prior to the meeting, see Appendix A.  Cllr Hales explained that he had recently spoken with a Burton Green resident regarding Kenilworth School & Sixth Form's admissions policy and the situation of six Burton Green children who have not been allocated a place at the school for the next academic year. He confirmed that Burton Green is definitely within the catchment of Kenilworth School.

# Burton Green Parish Council

	<p>Cllr Hales explained that this issue should not occur in future as from Sept 2023 the new school will have an increased pupil capacity. Cllr Taylor thanked Cllr Hales for the support he is giving to the Burton Green families with their appeals.</p> <p>Cllr Hales kindly offered to give Councillors a tour of the new school buildings.</p> <p>Cllr Hales gave an update on the recent resolution of WDC to not merge with Stratford District Council. He confirmed that the South Warwickshire Local Plan will continue as a joint effort at least until the Call for Sites submissions are reviewed.</p>																									
<b>5.3</b>	<p><b>Community Summary Report</b></p> <p><b>Burton Green School:</b> Cllr Hatton mentioned that the Sept 2022 Reception intake is likely to be below capacity.</p> <p><b>Residents Association:</b> the association is working with Cala Homes to secure an events license for the use of the Burrow Hill Park field and car park for the Jubilee celebrations. The association has been successful in securing almost £800 in grant funding for the event.</p> <p><b>Village Hall:</b> The new village hall build is scheduled to be complete by January 2023.</p> <p><b>Warwick University:</b> Cllr Grant gave an update on the University:</p> <ul style="list-style-type: none"> <li>• The Research Excellence Framework have found that 92% of the University's research is "world leading or international excellent".</li> <li>• The Warwick campus is to become an Athletes Village during the Birmingham 2022 Commonwealth Games.</li> </ul>																									
<b>6.</b>	<p><b>Public participation</b></p> <p>None.</p>																									
<b>7.</b>	<p><b>Finance</b></p>																									
<b>7.1</b>	<p><b>To receive the Finance Report and approve the invoices for payment</b></p> <p>The Clerk presented the Financial Report (see Appendix B), and it was resolved to pay the invoices shown:</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>Select Payroll Solutions</td> <td>Payroll (April 22)</td> <td>£12.00</td> <td>Local Government Act 1972, s112 (2)</td> </tr> <tr> <td>2</td> <td>Staff</td> <td>Wages, HMRC and office costs (April 22)</td> <td>£876.62</td> <td>Local Government Act (Financial Provisions) 1963, s5</td> </tr> <tr> <td>3</td> <td>WCC Pension Fund</td> <td>Pension contributions (Apr 2022)</td> <td>£234.25</td> <td>Local Government Act 1972, s112 (2)</td> </tr> <tr> <td></td> <td></td> <td><b>Total</b></td> <td><b>£1122.87</b></td> <td></td> </tr> </tbody> </table> <p><b>ACTION:</b> The Clerk to set up payments.</p>		PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION	1	Select Payroll Solutions	Payroll (April 22)	£12.00	Local Government Act 1972, s112 (2)	2	Staff	Wages, HMRC and office costs (April 22)	£876.62	Local Government Act (Financial Provisions) 1963, s5	3	WCC Pension Fund	Pension contributions (Apr 2022)	£234.25	Local Government Act 1972, s112 (2)			<b>Total</b>	<b>£1122.87</b>	
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		<b>Total</b>	<b>£1122.87</b>																							
<b>7.2</b>	<p><b>To consider a request from the Village Hall Committee to contribute S106 funds towards the cost of a petanque pitch in the grounds of the new village hall</b></p> <p>The Clerk had received confirmation from WDC that the £6336 Cala Homes S106 Outdoor Sports contribution could be put towards to cost of a petanque pitch at the new village hall.</p> <p>It was resolved to approve the contribution of £6336 of the S106 funds towards the project. It was agreed that if the total cost of the project was more than £6336 then any excess would be paid by the Village Hall Committee.</p>																									

# Burton Green Parish Council

	<p>It was also agreed to instruct WDC to pay the S106 funds directly to the contractor, rather than via the Parish Council.</p> <p>Finally, it was agreed that the petanque pitch would be owned by the Village Hall.</p> <p><b>ACTION: Cllr Deeley</b> to provide the Council with details of the final quote for the works.</p>
<b>7.3</b>	<p><b>To decide whether to return unspent earmarked reserves for the Neighbourhood Plan to General Reserves or allocate elsewhere.</b></p>
	<p>It was resolved to return the unspent funds to General Reserves</p> <p><b>ACTION: The Clerk</b> to set up the virement.</p>
<b>7.4</b>	<p><b>To approve the purchase of the Thirteenth Edition of Arnold Baker on Local Council Administration</b></p>
	<p>This was approved.</p> <p><b>ACTION: The Clerk</b> to place an order with WALC.</p>
<b>8.</b>	<p><b>Documents and Policies for approval</b></p> <ul style="list-style-type: none"> <li>• <b>System of Internal Control and Audit</b></li> <li>• <b>Data Protection Policy</b></li> <li>• <b>Data Breach Policy</b></li> <li>• <b>General Privacy Notice</b></li> <li>• <b>Staff Privacy Notice</b></li> <li>• <b>Subject Access Request Procedure</b></li> <li>• <b>Document Retention Policy</b></li> </ul>
	<p>These were all approved.</p> <p><b>ACTION: The Clerk</b> to add the documents to the website.</p>
<b>9.</b>	<p><b>To consider a response to the following planning applications:</b></p>
<b>9.1</b>	<p><a href="#"><u>W/22/0644</u></a></p> <p><b>Location:</b> Cromwell Tower, Cromwell Lane, Burton Green, Kenilworth, CV8 1PN</p> <p><b>Proposal:</b> Proposed installation of 3 Airsource Heat Pumps</p> <p>It was agreed that the Council had no comments on this application.</p>
<b>9.2</b>	<p><a href="#"><u>W/22/0652</u></a></p> <p><b>Location:</b> 188 Cromwell Lane, Burton Green, Kenilworth, CV4 8AP</p> <p><b>Proposal:</b> Erection of single storey rear extension and replacement of window with Juliet balcony on first floor</p> <p>It was agreed that the Council had no comments on this application.</p>
<b>9.3</b>	<p><a href="#"><u>W/22/0686</u></a></p> <p><b>Location:</b> Two Oaks, Red Lane, Burton Green, Kenilworth, CV8 1PB</p> <p><b>Proposal:</b> Application for the removal of Condition 9 of planning application W/83/0193 (Erection of Detached House and Garage) to reinstate Permitted Development Rights.</p> <p>It was agreed that the Council had no comments on this application.</p> <p><b>ACTION: The Clerk</b> to submit the comments for all applications.</p> <p>The latest state of the development at 192 Cromwell Lane was discussed; the Council expressed concern that the building works at the front of the property had not yet been cleared. Cllr Cook offered to look into the situation further.</p>

# Burton Green Parish Council

10.	<p><b>To review the results from the Burrow Hill Playing Field survey and consider the next steps</b></p>
	<p>The Council considered the 97 responses to the survey. The result indicate that the majority of respondents would like the Council to install benches and leave the field as it is for now. There were mixed views about whether dogs should be allowed on the field or not.</p> <p>It was noted that some responses showed a desire for children’s play equipment to be installed somewhere the Cromwell Lane part of the village and it was agreed to consider this for the top of the Green Tunnel.</p> <p>It was agreed to install benches and a waste bin at the field. It was agreed to consider whether dogs should be allowed on the field at the next meeting.</p> <p><b>ACTIONS:</b> <b>Cllr Deeley</b> to provide images of the benches/sculptures being held in storage. <b>The Clerk</b> to source costs for a waste bin and fortnightly emptying.</p>
11.	<p><b>To consider submitting a formal request to the Returning Officer to carry out a Community Governance Review to change the number of Councillors for each Parish Ward.</b></p>
	<p>It was resolved to request a Community Governance Review to change the ratio of ward Councillors from 7:4 to 9:2 (Burton Green:University) <b>ACTION: The Clerk</b> to submit the request.</p>
12.	<p><b>HS2: to consider a request from LM to endorse the Kenilworth Greenway Mural</b></p>
	<p>Cllr Deeley and Cllr Hatton volunteered to attend the unveiling of the mural. It was resolved that the Parish Council would not endorse the mural as it was felt that it would be inappropriate for the Council to comment in support of HS2 given the wider impact on the Burton Green community. <b>ACTION: The Clerk</b> to inform LM.</p>
13.	<p><b>Road Transport Matters: to discuss matters relating to the issue of speeding in the village.</b></p>
	<p><b>Radar surveys:</b> There had been no recent update from Graham Stanley <b>Community Speed Watch:</b></p> <ul style="list-style-type: none"> <li>• Cllr Taylor volunteered to be the Council’s Speed Watch representative.</li> <li>• It was agreed that the Council should not start advertising for volunteers until it is known that volunteer training will be scheduled quickly.</li> </ul> <p><b>ACTION: The Clerk</b> to inform Edward King (Warwickshire Police)</p>
14.	<p><b>To finalise plans for the Annual Parish Meeting, 6<sup>th</sup> June 2022 and approve expenditure for refreshments</b></p>
	<p>The agenda was finalised. Cllr Hatton agreed to ask for the school’s views on the three discussion topics It was agreed to provide refreshments up to a maximum spend of £20.00 <b>ACTIONS:</b> <b>Cllr Grant</b> to prepare the content of the feedback groups. <b>Cllr Taylor and the Clerk</b> to provide refreshments.</p>
15.	<p><b>Housing and Development:</b></p>
15.1	<p><b>Land to the south of Westwood Heath Road</b></p>

# Burton Green Parish Council

	Cllr Deeley gave an update on the recent meeting between the Westwood Heath Residents Association and Crest Nicholson.
<b>15.2</b>	<b>Land to the west of Cromwell Lane</b> There was no update.
<b>15.3</b>	<b>The Kings Hill development</b> There was no update.
<b>15.4</b>	<b>South Warwickshire Local Plan</b> There was no update.
<b>15.5</b>	<b>Warwick University's Eco Park</b> <b>ACTION: Cllr Grant</b> to chase the University for suitable dates for the Zoom meeting.
<b>15.6</b>	<b>Solihull Local Plan Examination</b> There was no update.
<b>15.7</b>	<b>A46 Link Road</b> There was no update.
<b>16.</b>	<b>To consider submitting comments to the WDC Regulation 19 Consultation – Net Zero Carbon Development Plan document on matters of soundness and legality.</b>
	It was agreed that the Council had no comments to make on the consultation document.
<b>17.</b>	<b>Communications</b>
	The Council had received a letter from a resident regarding Kenilworth School and Sixth Form's admissions policy and the situation of six Burton Green children who have not been allocated a place in year 7 at the school the September 2022. The letter was discussed with Cllr Hales at item 5.2.  It was agreed to write to the Education Capital, Sufficiency and Admissions Lead Commissioner at WCC about the issue. <b>ACTION: The Clerk</b> to send the letter to WCC.
<b>17.</b>	<b>Councillors' reports and items for future agenda</b>
	It was agreed to make CIL/S106 spending a standing item on future agendas. Cllr Grant offered to write a piece for the next edition of The Bugle re: the Kenilworth School Year 7 admissions situation.
<b>18.</b>	<b>Date of next meeting</b>
	The next meeting will be the Annual Meeting on Monday 23 <sup>rd</sup> May 2022, 7:00pm in the Green Room at Burton Green village hall.
<b>19.</b>	<b>Close</b>
	The meeting closed at 9:40pm.

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

Cllr Grant, Chairman

# Burton Green Parish Council

## APPENDIX A

### REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

#### Warwickshire County Council: CLLR COOKE

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##### **Warwickshire Homes for Ukraine Arrivals**

As of 27 April, 809 guests have registered in 533 groups (typically family units) and are being sponsored by 318 Warwickshire households; 162 guests have arrived in the UK, 399 visas have been approved, 214 are pending and 34 are missing applications.

The breakdown of guests that have visa status of 'arrived' is as follows:

- North Warwickshire = 10
- Nuneaton & Bedworth = 15
- Rugby = 33
- Stratford-on-Avon = 29
- Warwick = 36

WCC have seen some Ukrainian asylum seekers arriving outside of the Homes for Ukraine Scheme, and they have been temporarily accommodated in hotels. As guests arriving under the Homes for Ukraine scheme will 'make their own way' to the sponsors' homes, WCC can only confirm actual arrivals in the county through the accommodation checks and our Family Information Service contacting all sponsors to ascertain whether or not guests have arrived safely.

##### **Amplifying the voices of tomorrow at Future Ready: Warwickshire's Youth Conference**

On Thursday 21 April, over 70 young people from across Warwickshire came together for the first Child Friendly Warwickshire Youth Conference: Future Ready, to discuss important topics facing them.

True to the ethos of Child Friendly Warwickshire, the event was organised with the help of young people who chose the five themes for the day which were climate change, mental health, careers, respectful relationships and youth homelessness. The young people were joined by local organisations, including Kooth, St Basils, Prospects and Warwickshire Climate Alliance.

Also in attendance was Leader of the Council, Councillor Izzi Seccombe, who spoke to young people about including the voice of the children in future Warwickshire County Council policies. To top it all off, there was even a visit from the Child Friendly Warwickshire bear.

The feedback received from the young people in attendance mentioned how 'inspirational', 'exciting' and 'interesting' the day was and that they were pleased to have an opportunity to have their voices heard. Many left the day keen to make a difference in their community and are already looking forward to the next chance to get together.

##### **New LCE fund will plug a gap in the loans market for small businesses**

Warwickshire County Council is launching a new loans scheme designed to help small businesses start up and existing ones to grow. The Local Communities & Enterprise Fund (LCE) will fill a gap in the loans market at a time when mainstream lending is difficult to access.

The new scheme is part of the Council's £140million Warwickshire Recovery and Investment Fund (WRIF), created to aid the economic recovery of the county post-Covid. The LCE will help stimulate the local economy and represents a significant investment by the council to help new and small businesses obtain the finance they need to start up and grow. Its principal focus is micro businesses (fewer than 10 employees) and small businesses (fewer than 50), but applications will be welcome from medium-sized enterprises of up to 250 employees.

The fund is open to all business sectors, but priority will be given to those particularly significant within the Warwickshire economy. These include Advanced Manufacturing & Engineering; Digital Creative & Digital Technologies; Culture, Tourism & Hospitality and Low Carbon Technologies.

# Burton Green Parish Council

## **Local organisations forge new links to improve mental wellbeing and resilience**

Representatives from community groups discussed opportunities to work together at a meet-and-greet run by Warwickshire County Council earlier this week. In September 2021, Warwickshire County Council awarded a total of £750,000 to 36 local projects run by community groups and small to medium businesses, to develop sustainable and innovative solutions to help improve the mental health, wellbeing and resilience of the local community and workforce both during and in the aftermath of the COVID-19 pandemic.

Six months on, the organisations were invited to a networking session where they could share information about their project, create connections with other local groups and find ways of working together to drive further improvements for the communities they serve. Attendees spoke with organisations that were located physically close to them in the county, and later on the groups mixed to allow everyone a chance to connect with each other. The organisations exchanged flyers and marketing materials so they would be able to promote each other's services to their own clientele when appropriate.

<https://www.warwickshire.gov.uk/covidresiliencefund>

## **Twenty events plus 100 children engaged with during month long Warwickshire Road Safety campaign**

Warwickshire Road Safety Partnership is announcing the results of a successful month-long campaign to help improve the safety of cyclists and bikers using the county's roads.

Partners delivered road safety and active travel messages to road users of all ages across the county, as part of three national campaigns - Sustrans Big Walk and Wheel 2022, the National Police Chief Council (NPCC) Two Wheel Campaign, and the National Fire Chief Council Motorcycle Safety Campaign. The campaign also raised awareness of the issues of using illegal scooters and off road bikes.

As part of the month-long activities Warwickshire Police and Warwickshire County Council offered a partnership approach to educating cyclists of all ages, drivers, and riders about the importance of having the correct skills, knowledge, and equipment to ride and drive safely. Partners worked collaboratively to deliver a programme of free events, including practical road safety educational workshops, bike security marking, bike maintenance sessions, and offering information, advice and signposting to promote safe, active, and sustainable travel.

Twenty events were held at libraries, community centres and country parks throughout Stratford District, Warwick District, North Warwickshire, Nuneaton and Bedworth, and Rugby Borough. Warwickshire County Council's Road Safety Education Team delivered interactive sessions with pre-school children and families that included stories, songs, and guidance. More than 100 children engaged with these sessions learning about the importance of road safety, in particular scooter and bicycle safety. <http://www.warksroadsafety.org/>

## **Boosted Warwickshire County Councillor Grant Fund opens to community and voluntary organisations**

Organisations or groups can apply online for Councillor Grant Funding. The deadline for applications for the first round of funding is 5pm on Sunday 29 May 2022. Voluntary and community organisations are encouraged to apply for grants from the Warwickshire County Council Councillors' Grant Fund to support projects that aim to build community capacity and improve the health and wellbeing of people living in Warwickshire.

The application window for the first round of funding from the Councillors' Grant Fund 2022/23 is now open. For more information about the Councillor Grant Fund in Warwickshire and the available funding please visit <https://www.warwickshire.gov.uk/cllrgrants>

# Burton Green Parish Council

## **Warwickshire Libraries' thought-provoking Breaking the News exhibition opens in new county location at Kenilworth Library**

Warwickshire County Council's Kenilworth Library has launched Breaking the News, an exciting pop-up exhibition that explores the role news plays in our society, in partnership with The Living Knowledge Network and The British Library.

Kenilworth Library is the second library in the county to host the exhibition. Open until August 2022, following its debut in Warwickshire at Rugby Library earlier this year. It will showcase some of the most important local stories and help residents to explore the significance of news within our local communities. <http://www.warwickshire.gov.uk/breakingthenews>

## **CLLR HALES Warwick District Council**

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After the announcement that we are no longer continuing with the merger with Stratford District Council, I am presently working through our budget to understand the financial implications of this not proceeding. Presently it looks though we have saved circa £500,000 (after any associated costs) from the work that we did together, but I should be able to update the council with more detail over the next few months.

I have been working with Cllr Illingworth reference various planning issues and we continue to support local residents with various issues.

# Burton Green Parish Council

## APPENDIX B

This report was presented by the Clerk to the Council on 16<sup>th</sup> May 2022.

Balance of Unity Trust Current Account T1 as of 10/05/22: **£30,761.97**  
 Expected balance of Unity Trust account after payments and transfers: **£23,639.10**

### Payments received since 18/4/22

DATE	PAYER		DESCRIPTION	AMOUNT
27/4/22	WDC	BACS	CIL Westwood Park W/21/0247	£7,500
4/5/22	WDC	BACS	22/23 Precept part 1	£9,675

### Payments made since 18/4/22

DATE	PAYEE		DESCRIPTION	AMOUNT
29/4/22	Warwickshire County Parks	BACS	Greenway memorial bench	£1500.00 <sup>1</sup>

### Invoices to be paid by BACS on 16/5/22:

	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
1	Select Payroll Solutions	Payroll (April 22)	£12.00	Local Government Act 1972, s112 (2)
2	H DU BOIS	Office costs and expenses Mar/Apr 2022	£52.09	Local Government Act (Financial Provisions) 1963, s5
3	H DU BOIS	April 2022 salary	£724.33	Local Government Act 1972, s112 (2)
4	WCC Pension Fund	Employers contribution for HdB Apr 2022	£185.81	Local Government Act 1972, s112 (2)
5	WCC Pension Fund	Employees contribution for HdB Apr 2022	£48.44	Local Government Act 1972, s112 (2)
6	H DU BOIS	Income Tax refund for HdB Apr 2022	£100.20	Local Government Act 1972, s112 (2)
		<b>Total</b>	<b>£1122.87</b>	

### Reserves to be transferred between accounts on 16/5/22:

	DESCRIPTION	FROM	TO	AMOUNT
1	Greenway Bench	Lloyds Business Bank Instant Account (CIL)	Unity Current Account T1	£1,250
2	CIL Westwood Park W/21/0247	Unity Current Account T1	Lloyds Business Bank Instant Account (CIL)	£7,500

<sup>1</sup> Approved in meeting 25/4/22 minute ref: 7.1

# Burton Green Parish Council

## 2022/23 Reserves after payments and transfers

LLOYDS TREASURERS ACCOUNT		£55.70
LLOYDS BUSINESS BANK INSTANT ACCOUNT	<i>CIL FUNDS</i>	£90,956.01
UNITY TRUST CURRENT ACCOUNT	<i>GENERAL</i>	£23,389.10
UNITY TRUST SAVINGS ACCOUNT	<i>EARMARKED</i>	£39,997.15
<b>TOTAL RESERVES</b>		<b>£154,397.96</b>

## 2022/23 Expenditure vs Budget

	<b>2022-23</b>	
	<b>Budget</b>	<b>Actuals to date</b>
<b>£ PAYMENTS</b>		
Advertising	£0.00	£0.00
Audit expenses	£420.00	£0.00
Banking charge	£72.00	£0.00
Capital (equipment purchase)	£0.00	£0.00
Clerk - office allow and internet	£372.00	£58.00
Clerk tax deductions to HMRC	£1,152.00	£215.80
Clerks salary	£6,804.00	£1,276.55
Office costs	£147.32	£108.17
Payroll costs	£110.00	£20.00
Pension costs (employer & employee)	£1,980.00	£422.24
Postage/Telephone	£30.00	£0.00
Election fees	£0.00	£0.00
Grants (s137)	£3,800.00	£0.00
Grounds Maintenance	£3,000.00	£60.00
Hire of rooms for meetings	£280.00	£0.00
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	£0.00
Red Lane play area inspection/repairs	£1,500.00	£0.00
Speed Reduction Measures	£0.00	£0.00
Subscriptions	£694.90	£429.00
Training	£200.00	£0.00
Travel expenses (Clerk)	£150.00	£21.60
Travel expenses (Cllrs)	£0.00	£0.00
Unforeseen exp/misc	£200.00	£0.00
VAT	£1,000.00	£319.33
CIL spending	£0.00	£1,250.00
Website	£200.00	£0.00
<b>TOTAL EXPENDITURE</b>	<b>£22,657.22</b>	<b>£3,347.72</b>