

Burton Green Parish Council

MINUTES

of the Ordinary meeting held in the car park at Burton Green Village Hall on
Monday 17th January 2022 at 7:30pm

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

Min No.																																				
1.	Apologies The Clerk had received apologies from Cllr Hatton which were accepted. Cllrs Cook, Hales and Illingworth also sent their apologies.																																			
2.	Declaration of Interests None.																																			
3.	Minutes of the previous meeting: to approve the minutes of the meeting held on 15th November 2021 These were approved and signed without amendment.																																			
4.	Public Participation None.																																			
5.	To review the quotations received for the 2022/23 Grounds Maintenance contract and select a provider The Council had received quotes from two contractors; it was resolved to accept the 3-year quote from Leicestershire Gardens. ACTION: The Clerk to inform both contractors and draw up the 3-year contract.																																			
6.	Finance																																			
6.1	To receive the bank reconciliation for w/e 31st December 2021 This was noted, see Appendix A.																																			
6.2	To receive the Finance Report and approve the invoices for payment The Clerk presented the Financial Report, see Appendix B. It was resolved to pay the following invoices:																																			
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	7	H DU BOIS	Office costs and expenses Nov/Dec/Jan	£111.68	Local Government Act (Financial Provisions) 1963, s5																											
	8	Select Payroll Solutions	Payroll (Apr- Dec 21)	£108.00	Local Government Act 1972,																											
			Total	£2396.54																												
<p>ACTION: The Clerk to set up the payments.</p>																																
6.3	<p>To consider purchasing an annual Zoom subscription for £119.90 This was agreed. ACTION: The Clerk to arrange.</p>																															
6.4	<p>To consider a grant application for £2887 from the Resident's Association The application was approved, subject to the terms and conditions of the Council's Grant Awarding policy. ACTION: The Clerk to notify the Resident's Association and set up the BACS payment.</p>																															
6.5	<p>To consider a request to donate £1000 to CPRE as a contribution towards legal advice regarding the Kings Hill development planning permission Cllr Marshall explained the purpose of the donation. It was agreed to approve the donation from the 2021/22 Budget due in particular to the Council's concerns about the lack of any additional educational provision at both primary and secondary level in the development plans.</p>																															
6.6	<p>To approve the 2022/23 Budget and Precept Demand It was resolved to set a Budget for Expenditure for 2022/23 at £21,505 excluding VAT (see Appendix C), with the following reserves:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">General reserves</td> <td style="text-align: right;">£14,967.45</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">CIL reserves</td> <td style="text-align: right;">£83,204.66</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Earmarked reserves</td> <td style="text-align: right;">£38,473.00</td> <td>consisting of:</td> </tr> <tr> <td style="padding-left: 40px;">HS2</td> <td style="text-align: right;">£20,000.00</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Neighbourhood Plan</td> <td style="text-align: right;">£4,169.65</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Speed Reduction Measures</td> <td style="text-align: right;">£4,303.35</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Parish Council elections</td> <td style="text-align: right;">£4,500.00</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Laptop</td> <td style="text-align: right;">£200.00</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Playground</td> <td style="text-align: right;">£5,300.00</td> <td></td> </tr> </table> <p>It was agreed to set the Precept Demand for 2022/23 at £19,350; a 1.56% increase (£0.43 per Band D household) compared to 2021/22. ACTION: The Clerk to submit the Precept Demand to WDC.</p>					General reserves	£14,967.45		CIL reserves	£83,204.66		Earmarked reserves	£38,473.00	consisting of:	HS2	£20,000.00		Neighbourhood Plan	£4,169.65		Speed Reduction Measures	£4,303.35		Parish Council elections	£4,500.00		Laptop	£200.00		Playground	£5,300.00	
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7.	<p>Burton Green Neighbourhood Design Statement: to review the meeting with WDC held on 20/12/21 and consider next steps.</p>																															
	<p>Cllr Watkin gave a summary recent meeting and the options available. It was agreed to accept the proposal from Mr. Brown (WDC) to submit the Section 16 version of the draft plan for referendum, on the understanding that changes could be made to the adopted plan if needed in the future. ACTION: Cllr Watkin to inform WDC.</p>																															
8.	<p>Planning</p>																															
8.1	<p>W/21/2203 Land adjacent to Two Oaks, Red Lane Burton Green, Kenilworth, CV8 1PB Application for variation of condition 2 (approved plans) of planning permission W/20/1686 (Erection of 1no. dwelling) to made design, including increased ground floor area. It was agreed that the Council had NO COMMENTS to make on this application.</p>																															
8.2	<p>W/21/1578 Engadine House, Red Lane, Burton Green, Kenilworth, CV8 1NX</p>																															

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	<p>Application for a Lawful Development Certificate for the proposed erection of a single storey rear extension, as shown on drawing no. 112-02, received on 18/8/2021. With the materials used in any exterior work to be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse.</p> <p>It was agreed that the Council had NO COMMENTS to make on this application.</p>
8.3	<p>For Reference: W/21/2202 29 Red Lane, Burton Green, Kenilworth, CV8 1NZ Erection of proposed single storey side and rear extension following demolition of existing garage. Erection of proposed front roof canopy. Councillors had previously agreed via email that they had NO COMMENTS to make on this application.</p>
9.	<p>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.</p> <p>It was resolved that in the event that it is not possible to convene an in-person meeting of the Council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. Any decisions made under this delegation must be recorded and must be published in accordance with the relevant regulations.</p> <p>This delegated authority ceases upon the first in-person meeting of the Council after the meeting at which the delegation was put in place.</p>
10.	<p>Councillors' reports and items for future Agenda</p> <p>It was noted that the Clerk had received notification of resignation from Cllr Terry Heyes due to a relocation; Councillors expressed their thanks to Mr Heyes for his contributions to the Parish Council during his time as a Councillor. The Clerk confirmed that Warwick District Council had been informed and that the Notice of Vacancy would be displayed on the noticeboard and website on 18/1/22.</p>
11.	<p>Date of Next Meeting</p> <p>The next meeting will be Monday 21st February 2022 at 7:30pm, Burton Green Village Hall.</p>
12.	<p>Close</p> <p>The meeting concluded at 7:48pm.</p>

Signed: _____ Date: _____

Cllr Grant, Chairman

Burton Green Parish Council

APPENDIX A

BURTON GREEN PARISH COUNCIL RECONCILIATION

Receipts and payments reconciliation as at 31.12.21

Balance brought forward at 30.9.21	151,321.40
plus receipts	4.57
minus payments	<u>2,927.33</u>
Total	148,398.64

Bank reconciliation as at 31.12.21

Lloyds Business Bank Account – 43619360	84,703.92
Lloyds Treasurer Account – 43618960	55.70
Unity Trust Current Account T1 – 20443715	23,663.56
Unity Trust Instant Access Account – 20443728	39,975.46
Cash	<u>-</u>
Total	148,398.64

less unpresented cheques

0

Total 148,398.64

Burton Green Parish Council

APPENDIX B

This report was presented by the Clerk to the Council on 17th January 2022.

Balance of Unity Trust Current Account T1 as of 11/01/22: **£23,663.56**
 Expected balance of Unity Trust account after invoices settled 11/01/22: **£21,267.02**

Expenditure since 20/12/21:

	PAYEE	DESCRIPTION	METHOD	AMOUNT
1	UNITY TRUST	Service charge	BACS	£18.00
		Total		£973.66

Invoices to be paid by BACS on 17/01/22:

	PAYEE	DESCRIPTION	AMOUNT	STATUTORY PROVISION
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		Total	£2396.54	

2021/22 Reserves

LLOYDS TREASURERS ACCOUNT BALANCE		£55.70
LLOYDS BUSINESS BANK INSTANT ACCOUNT BALANCE	<i>CIL FUNDS</i>	£84,704.66
UNITY TRUST CURRENT ACCOUNT	<i>GENERAL</i>	£21,267.02
UNITY TRUST SAVINGS ACCOUNT	<i>EARMARKED</i>	£39,975.46
TOTAL RESERVES		£146,002.84

Burton Green Parish Council

2021/22 Expenditure vs Budget

BURTON GREEN PARISH COUNCIL BUDGET ANALYSIS 2021/22		
	Agreed budget 2021/22	FY21/22 Actuals to date
£ PAYMENTS		
Advertising	£0.00	£0.00
Audit expenses	£430.00	£420.00
Capital (equipment purchase)	£0.00	£0.00
Clerks salary	£5,500.00	£4,526.31
Clerk tax deds to HMRC	£2,200.00	£936.41
Clerks superannuation (emp conts)	£1,600.00	£1,534.90
Clerk - office allow and internet	£310.00	£343.00
Election fees	£0.00	£0.00
Grants (s137)	£3,600.00	£19.50
Hire of rooms for meetings	£250.00	£0.00
HS2	£0.00	£0.00
Insurance	£350.00	£348.37
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	£251.04
Payroll costs	£100.00	£108.00
Grounds maintenance	£1,740.00	£770.00
Play area inspection/repairs	£0.00	£2,513.50
Postage/Telephone	£30.00	£14.72
Publications	£80.00	£0.00
Subscriptions	£350.00	£549.50
Training	£200.00	£0.00
Travel expenses (Cllrs)	£0.00	£0.00
Travel expenses (Clerk)	£150.00	£176.67
Unforeseen exp/misc	£200.00	£36.00
VAT	£1,500.00	£632.10
Website	£200.00	£0.00
TOTAL EXPENDITURE	£25,713.35	£13,180.02
£ RECEIPTS		
Bank interest	£15.00	£0.00
Precept	£18,595.00	£18,595.00
VAT refund	£1,500.00	£0.00
Community/Infrastructure Levy	£0.00	£0.00
Grants	£0.00	£0.00
Interest	£15.00	£0.00
Miscellaneous	£0.00	£0.00
TOTAL INCOME	£20,110.00	£18,595.00

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APPENDIX C

BURTON GREEN PARISH COUNCIL BUDGET 2022/23	
	Budget
	2022/23
£ PAYMENTS	
Advertising	£0.00
Audit expenses	£420.00
Capital (equipment purchase)	£0.00
Clerks salary	£5,652.00
Clerk tax deductions to HMRC	£1,152.00
Pension costs (employer & employee)	£1,980.00
Clerk - office allow and internet	£372.00
Election fees	£0.00
Grants (s137)	£3,800.00
Hire of rooms for meetings	£280.00
HS2	£0.00
Insurance	£430.00
Legal/professional fees	£0.00
Office costs	£147.32
Payroll costs	£110.00
Grounds Maintenance	£3,000.00
Red Lane play area inspection/repairs	£1,500.00
Postage/Telephone	£30.00
Publications	£115.00
Subscriptions	£694.90
Training	£200.00
Travel expenses (Cllrs)	£0.00
Travel expenses (Clerk)	£150.00
Unforeseen exp/misc	£200.00
VAT	£1,000.00
Banking charge	£72.00
Website	£200.00
Neighbourhood Plan	£0.00
Speed Reduction Measures	£0.00
TOTAL EXPENDITURE	£21,505.22
£ RECEIPTS	
Bank interest	£5.00
Precept	£0.00
VAT refund	£650.00
Community Infrastructure Levy	£0.00
Grants	£0.00
CALA transfer	£10,000.00
Miscellaneous	£0.00
TOTAL INCOME	£10,655.00