

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 18th April 2023 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Dave Fletcher
Cllr Nina Garner
Cllr Bob Pain
The Clerk
- 22/182 Apologies** – Cllr Sarah Rankine
- 22/183 Questions from members of the public** – No members of the public were present at the meeting.
- 22/184 Declarations of interest** – No declarations of interest were made.
- 22/185 Approval of Minutes of the parish council meeting on 21.03.23** – Approved and signed by Cllr Warwick.
- 22/186 Matters arising not on the current agenda / Minutes Action Update**
Updates and progress on all actions included in Appendix B of the paperwork were noted or were dealt with on the agenda.
- 22/187 Council asset safety checks** – No current issues were reported as part of the routine check of assets.
- 22/188 Neighbourhood Plan (NP) - Review**
The Council discussed the note circulated following the meeting of the Neighbourhood Plan Review Working Group and included at Appendix C of the agenda paperwork.
Three general points were noted by the Group –
- The key policies were working well and did not demand any particular changes;
 - Some minor updates on some reference data were required; and
 - The status of the Community Action ENV policies was queried.
- The follow-up options were considered and it was resolved that in the first instance the clerk make contact with the relevant planning officer at Harborough DC to discuss any necessary or appropriate further action.
- 22/189 The King's Coronation**
- a. Chairman reported that the commemorative Coronation mugs had been received and that letters had been prepared to deliver to all households advising villagers of the availability of the mugs and that they would be distributed to all eligible children / young people

- (16years and under) and to all adult residents wishing to purchase a mug at the Coronation event to be held on 6th May in the village hall (see below).
- b. Cllr Garner undertook to source a commemorative Coronation rose bush for planting adjacent to the village hall in commemoration of the King's Coronation. The clerk was asked to contact the village hall management committee to confirm that this would be acceptable.
 - c. The village hall management committee had confirmed they would be hosting a commemorative Coronation event in the village hall on Saturday 6th May where complimentary refreshments would be provided and the Coronation mugs distributed to children and offered for sale to adult residents of the village. The clerk was asked to contact the village hall management committee with the offer of a £300 grant towards the event.
 - d. The clerk advised the meeting that Harborough DC had now made grant funding available in support of community events to commemorate the Kings Coronation and that a grant of £500 had been awarded to the parish council to support the village hall event referred to above and the supply of commemorative Coronation mugs.

22/190

Planning applications to consider –

- a. **23/00301/LBC** – Overton, Main Street, Refurbishment of existing cottage & outbuildings – It was noted that an objection had been had been submitted regarding the presence of a first-floor window in the south elevation of the annex. The parish council was in support of this objection and felt that, should this be retained it should be a fixed frame with obscure glazing.
Three further queries were raised which the clerk was asked to bring to the attention of the planning officer –
 - The parish council anticipates that an appropriately qualified planning professional will assess the proposed alterations for their compliance with local conservation design principles;
 - That the works already appear to have commenced on site prior to the determination of the application; and
 - Queried whether the development would be used as a single residence or whether it would be used as two separate units. This would have an impact on the space allocated within the curtilage of the buildings for off-street parking.
- b. **23/00422/TCA** – Copperfield, Beadswell Lane, – Works to tree –
NO COMMENTS

22/191

Planning Decisions to Note
Enforcement Updates

22/01855/FUL – Dog day-care business, Land off Scotland Lane. The clerk was asked to contact the planning enforcement team at Harborough DC to ascertain what action was proposed for this currently unlawful use.

Decisions Made

- a. **23/00178/TCA** - Hillbank, Carlton Lane – Works to tree - WITHDRAWN

Decisions Pending -

- a. **23/00183/FUL** – Front & rear extensions, Squirrels Leap, The Lea, Main Street
- b. **23/00343/FUL** – Yew Tree House, Elms Lane – Erection of garage (2nd revised scheme)

22/192 Finances –

- a. The clerk presented details of the year-end out-turn for the 2022-23 financial year compared with the budgeted figures. The out-turn indicated an actual saving of £1,309 against the budgeted amount, which would be added to general reserves. Copies of the bank statements and bank reconciliation at 31st March were also considered and approved by the council showing an end-of-year balance in the reserve account of £10,000 and £30.74 in the current account. Cllr Garner was asked to countersign the quarterly bank reconciliation.
- b. The clerk presented details of the draft accounting statements for 2022-23 which were noted by the Council.
- c. The clerk also presented in Appendix H of the agenda paperwork, proposals for the distribution of the reserves held by the Council. It was resolved to approve the following reserves at 1st April 2023 – Earmarked Reserves (Elections) - £400; General Reserves - £9,630.74
- d. The clerk presented in Appendix I of the agenda paperwork, details of the anticipated items of expenditure and income for the month of April. The clerk advised that the third quarter invoice from HDC for dog waste bin emptying was late and that it seemed likely that he would receive invoices for both the third quarter and fourth quarter of 2022-23 at the same time. The proposed payments were considered and approved by the council, including both the third and fourth quarter payments for dog waste bin emptying.

22/193 Community Matters

- a. The content of the newsletter on this occasion would amount to the notification to all households of the availability of Coronation Mugs (see Minute Ref. 23/189a above). Councillors each agreed a schedule of streets for their distribution.

22/194 Correspondence for Discussion

- a. The clerk reported receipt of the Notice of Uncontested Election for the Parish Council in the forthcoming local elections and that four nominations had been made for the five available seats. This was noted by the council and would be addressed at the next parish council meeting.

22/195 Correspondence for Information

- a. The clerk outlined information received regarding the General Emergency Alert which was scheduled to be held at 3pm on Sunday 23rd April. This had been widely circulated in the national media and the clerk was asked to publish a Noticeboard WhatsApp message regarding this on Friday 21st April.
- b. He also reported on the meeting which had taken place earlier in the day with the council's Internal Auditor. Formal feedback from this would be presented at the next meeting along with all the relevant documentation for the Annual Governance and Accountability Return for 2022-23.

22/196 - Items for the next agenda – Election of Chair & Vice Chair / Acceptance of Office and Declaration of Interests / Vacant council seat / Financial report / Annual Audit / AGAR paperwork / Banks Field

22/197 - Date of next meetings – 16th May 2023 (Annual Parish Meeting at 7pm; Parish Council meeting at 7.30pm)

22/198 - Exclusion of the Public

No confidential matters were considered at the meeting.

Signed

Date

Annex A

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
APRIL						EXPENDITURE			INCOME
1	2Commune Ltd (website host)	1 Administration	1.6 - Website	12.04.23	E	485.00	97.00	582.00	
2	Bank Interest (April)	5 Income	5.2 - Bank Interest	11.04.23	I				6.45
3	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	11.04.23	I				2.00
4	Precept (1)	5 Income	5.1 - Precept	12.04.23	I				7,356.50
5	LRALC - Subscription	3 Staffing	3.4 - Subscriptions	13.04.23	E	194.21	0.00	194.21	
6	HMRC - PAYE (Apr)	3 Staffing	3.2 - PAYE	28.03.23	E	146.40	0.00	146.40	
7	Clerk - Salary (Apr)	3 Staffing	3.3 - Salaries	28.03.23	E	219.89	0.00	219.89	
8	Plusnet Broadband	1 Administration	1.2 - Broadband	28.04.23	E	25.46	5.09	30.55	
9	Vodafone Mobile (Apr invoice)	1 Administration	1.9 - Telephone	28.04.23	E	9.17	1.83	11.00	
10	Dog Waste Bin Emptying (Oct-Mar)	2 Community	2.3 - Dog waste bins	30.04.23	E	191.40	38.28	229.68	
Monthly Total						1,271.53	142.20	1,413.73	7,364.95