

All Councillors are summoned to a
BURTON OVERY PARISH COUNCIL ZOOM MEETING

on Tuesday 15th December at 7.30 p.m.

- 20/307. Apologies for absence
- 22/308. Questions from members of the public
- 20/309. Declarations of Members interests
- 20/310. To approve as a correct record the minutes of the meeting held on Tuesday 17th November 2020 Appendix A
- 20/311. Matters arising and not on the agenda
- 20/312. To consider any emergency Covid 19 information & measures that have arisen between meetings
- 20/313. Recruitment of new Chairperson and Councillor– to consider
- 20/314. Council asset safety checks – to receive safety check reports and agree any action necessary
- 20/315. Planning – Scotland House Lower End, Scotland Lane - to receive an update
- 20/316. Planning decisions – to note
- a. Ref. No: 20/01745/TCA – Wheatridge, Main Street – Approved
 - b. Ref. No: 20/01614/TCA - Sunnyside, Scotland Lane – Approved
 - c. Ref. No: 20/01572/FUL - Land OS 9798 0203 0001, Carlton Lane - Withdrawn
- 20/317. Finances
- a. Payments – Clerk’s expenses (home working allowance Oct – Dec) & Cllr Fletcher expenses (village Christmas tree lights) Appendices B & C (To be tabled)
 - b. On-line bank statement to note payments to Zoom (Zoom Pro), HMRC (Clerk’s PAYE Oct), LRALC (training), SLCC (annual membership) and Plusnet (broadband) Appendix D
 - c. Christmas tree – to note total costs and to consider additional battery purchase for village lights
 - d. Banking – Registration of Phil Woodward as Full Access Delegate – to approve and sign To be tabled
 - e. To approve budget 2021-22 and to consider precept 2021-22 Appendix E
- 20/318. Annual review of Procedural Risk Assessment policy – to approve and sign Appendix F
- 20/319. Annual review of Personal Device Acceptable Use policy Appendix G
- 20/320. Community Matters – to discuss any issues arising
- 20/321. Highways – volume and speed of traffic through the village – to receive an update on options available
- 20/322. Wildflower verges and biodiversity – to receive an update
- 20/323. Virtual Climate Action Day – to receive a report
- 20/324. Training and seminars – to receive report on Parish Liaison Meeting
- 20/325. Correspondence – for information – Harborough Local Plan consultation from 11.12.20 – 05.02.21
- 20/326. Items for the next Agenda – Precept 2021-22
- 20/327. The date of the next meeting is 19th January 2021 – to confirm

Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the website or by application to the Clerk.

This meeting will be held online using Zoom. **To join the Zoom Meeting from an internet enabled device –**

Join Zoom Meeting

<https://us02web.zoom.us/j/8328353948?pwd=dVJoWDJ0djVXRU1oSGFkbDVEQ0cvdz09>

Meeting ID: 832 835 3948

Passcode: 7JPRyq

One tap mobile

+442034815237,,8328353948#,,,,,0#,,572636# United Kingdom

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Kate Barker

Clerk to the Council

Tel 07827 797125

Email: clerk@burtonoverypc.org.uk

10.12.20

www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 17th November 2020

Present : Cllr Carolyn Carson (Chairperson)
Cllr Dave Fletcher
Cllr Sarah Rankine
Cllr Bob Warwick

The Clerk plus ten members of the public

20/290. Apologies – None

20/291. Questions from members of the public – Taken under appropriate agenda item.

20/292. Declarations of interest – None

20/293. Approval of Minutes 17.10.20 - Approved and signed remotely by Cllr Carson.

20/294. Matters arising not on the agenda

Cllr Carson reported that 64 objections had been submitted to HDC re. the Carlton Lane planning application. It was noted that the plans for the entrance had been adjusted slightly to reduce the amount of removed hedge. It was noted that all objectors would receive notification of the date the application would be considered by the HDC planning committee and that whilst all could attend the meeting, only three representatives could speak. The nominated people would be decided when the date was known. It was further noted that the nearest shops were further than 3 km away from the proposed lodges.

Cllr Carson reported that she will be standing down as Chairperson in the spring. This to be further considered at the next meeting.

20/295. Recruitment of Clerk – Cllr Carson reported that an excellent replacement Clerk had been recruited and Phil Woodward was welcomed to the meeting.

20/296. To consider any emergency Covid 19 information & measures that have arisen between meetings – None

20.297. Council asset safety checks – No health and safety issues reported.

20.298. Planning – to consider

a. Ref. No: 20/01142/FUL - Scotland House Lower End, Scotland Lane -

Informed by concerns expressed by members of the public both during the consideration of the application at the meeting and in prior communications to the council, the council unanimously agreed to object strongly to this proposed development.

This new application failed to meet many of the criteria stated as reasons for granting planning permission for the earlier application (18/01516/FUL) as the scale and proportions were much too large, the proposed curtilage extension was unacceptable and the development did not preserve the character and appearance of the site and its village and rural surroundings and would be to the general detriment of the amenity of the neighbouring residents. A copy of the submission can be seen on the parish council website or HDC planning site.

b. Ref. No: 20/01614/TCA – Sunnyside, Scotland Lane – It was agreed that the parish council would follow the advice of the HDC arboricultural officer.

c. Ref. No: 20/01745/TCA - Wheatridge, Main Street - It was agreed that the parish council would follow the advice of the HDC arboricultural officer.

20.299. Planning decision – Noted

20.300. Finances

a. Payments of £211.27 & £52.80 (Clerk's net salary & PAYE November), £20 (training) and £92 (annual membership SLCC) were agreed.

b. October on-line bank statement – Payments of £14.39 (Zoom Pro), £52.80 (Clerk's PAYE September), £106.49 (dog waste collection), £211.27 (Clerk's net salary October) and £30 (broadband) were noted together with a refund of £1.10 taken previously in error.

c. ALCC membership renewal – It was noted that this renewal would not be transferable to the new clerk and appropriate action would be taken in the new year.

d. Draft budget 2020-21 – The 'Building Reserves' element of each draft budget was considered first and the middle option of Draft 2 was unanimously agreed.

Considering Draft 2 in more detail, it was agreed that Parish Plan work would be subsumed in general expenses. It was noted that there were projected underspends in the following budget areas in 2020-21: asset maintenance; community resilience; defibrillator; parish plan work; room rental and training.

The estimated increase necessary in the precept to £78.54 was noted. The actual increase in money and percentage would be available at the next meeting.

e. S.137 expenditure on village christmas tree – A sum of £150 was unanimously agreed. Cllr Fletcher to organise the tree and reusable battery pack and lights.

20.301. Highways – to consider volume and speed of traffic in the village – Cllr Rankine to look into options available but it was agreed that no action would be taken until the Oaks Road development was complete and the scale of the problem known.

20.302. Community Initiatives – None were raised other than the village Christmas tree.

20.303. Wildflower verges & biodiversity – Various options for wildflower verges were discussed and it was agreed that the council would start with the corner of Main Street and Back Lane. Cllr Rankine to complete the application form and submit by 27th November.

Stuart Weselby kindly agreed to donate £30 to cover the costs of any seeds required.

20.304. Correspondence

a. The Annual Parish Liaison Event – Cllr Warwick to attend on behalf of the council.

b. Virtual Climate Emergency Action Day for Local Councils- Cllr Goddard to attend on behalf of the council.

20.305. Items for the next Agenda – approval of budget, updates on Carlton Lane and Scotland House, Lower End planning applications, recruitment of new councillor and chairperson and reports from the Parish Liaison Meeting and Climate Change training day.

20.306. The date of the next meeting was confirmed as 15th December.

The meeting finished at 9.05pm

Signed

Date

Members of the public are invited to all Parish Council meetings

Burton Overy Parish Council

Claim for travel / expenses

Councillor / Clerk..... K. A. BARKER.....

Description of official duties..... CLERK Rfo.....

Car expenses			Other expenses		
Date	Details (To and From)	No. of miles	Date	Details (proof of payment required)	Amount
			15/12/20	3 MONTHS HOME WORKING ALLOWANCE	52
	Total	£		Total	£ 52

Total Claim £. 52.....

Claimant's Signature..... K A Barker.....

Approved at parish council meeting on.....



Treasurers Account Statement

Printed: 07 December 2020

Burton Overy Parish Council Sort code 30-94-97 Account number 00228552
 SPRINGSIDE HOUSE BIC: LOYDGB21029 IBAN: GB19 LOYD 3094 9700 2285 52
 SCOTLAND LANE
 BURTON OVERY
 LEICESTER
 LEICESTERSHIRE
 LE8 9DR

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
30 Nov 20	PNET3122091-1 PNET3122091-1	DD		30.00	4891.29
30 Nov 20	SLCC ENTERPRISES L CD 7323 28NOV20	DEB		92.00	4921.29
27 Nov 20	LRALC LIMITED 400000000686297631 INVOICE 19/1145 538146 10 27NOV20 16:33	FPO		20.00	5013.29
17 Nov 20	HMRC - ACCOUNTS OF 600000000676964932 475PZ005539732107 083210 10 17NOV20 18:13	FPO		52.80	5033.29
05 Nov 20	ZOOM.GBP CD 7323	DEB		14.39	5086.09

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Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

Burton Overy Parish Council - Budget 2021 -22

Appendix E

Item	2020-21	2021-22	Notes
	Budget	Draft	
	£	£	
Asset maintenance	127	160	Village noticeboard needs wood preserver / PC noticeboard may need painting
Audit - internal	170	170	
Broadband provision	300	320	24 month fixed term contract ends Jan 22
Clerk's salary - net plus PAYE	3169	3,169	
Clerk's homeworking allowance	208	312	Rate increased to £6
Community resilience	50	75	
Defibrillator	65	75	
Dog waste collection	380	425	
Expenses - election	100	100	
Expenses - general incl data protection req.	235	375	To include printer ink & additional mobile phone costs
Grants & donations - to local projects / groups (S.137)	250	250	
Insurance – Public Liability	330	340	Fixed cost until May 2022
IT- provision & support	120	250	Fit for purpose mobile phone needed
IT - cloud backup	125	125	
IT - web support & domain name management	350	350	
IT - webmail addresses	125	125	
Parish plan work	50	0	
Room hire – Village Hall	120	120	
Street Lighting - electricity & maintenance	650	650	Electricity & maintenance charges still to be confirmed for 2021-22
Street lighting - LED retrofitting repayment	2811	2,811	Retrofitting payments end March 2024
Subscriptions - LRALC, NALC, SLCC, ALCC & CPRE	330	350	
Training	200	230	
Zoom Pro	0	145	
Building reserves	0	1,500	
Total budgeted expenditure	10265	12,427	
Projected reserves at year end	4700.00	6200.00	
Precept	65.42	78.54	Estimates based on last years formula
			Updated figures to be forwarded when received

RISK AREA	POTENTIAL RISK IDENTIFIED	POTENTIAL IMPACT	STEPS TO MITIGATE RISKS (CONTROL)	EVIDENCE
Assets	Protection of physical assets	Cost of replacing damaged or destroyed assets. Loss of facilities	Retention of purchase documents. The Parish Council holds insurance with a level of cover applicable to the total current value of material assets held.	Current local council insurance reviewed annually. Asset register updated with new purchases.
Assets	Failure to provide safe equipment Reputational risk and adverse publicity.	Liability claim for physical injury	Maintenance to assets as required. Monthly maintenance checks undertaken by the council . Annual tree check undertaken by Tree Warden. Insurance held to an appropriate level.	Minutes. Current local council insurance reviewed annually.
Finance	Banking	Lack of control over the council assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting. Qualified internal and external audit reports. Reputational risk and adverse publicity.	Bank mandate updated at full council meeting and checked annually. Payments approved as required by Financial Regs. Direct debit and debit card payments to be initialled on monthly internet statements. Two council signatories on cheques and cheque stubs.	Monthly statements Cheque stubs Minutes Annual Return
Finance	Budgeting to underlie annual precept	Council receives less funding than is required to meet obligations and objectives. Reputational risk and adverse publicity.	Council prepares detailed budget in late Autumn. Precept determined directly from this budget. Actual expenditure versus budget reported to council quarterly. No expenditure may be incurred that exceeds the amount provided in the revenue budget for that item unless by approval at a full council meeting.	Annual budget statements of council, with Minuted approval. Quarterly Budget Reports Minutes

Finance	Financial controls and records	<p>Lack of control over the council assets.</p> <p>Higher likelihood of fraud or misappropriation of assets.</p> <p>Ineffective reporting.</p> <p>Qualified internal and external audit reports.</p> <p>Reputational risk and adverse publicity.</p>	<p>Invoices checked for accuracy by Clerk.</p> <p>Two council signatories on cheques, cheque stubs and invoices.</p> <p>Financial Regs and Standing Orders reviewed annually.</p> <p>Internal audit conducted annually and Certificate of Exemption from External Audit submitted.</p> <p>Financial records kept in accordance to statutory requirements.</p> <p>Accounts ledgers kept in village hall for minimum of 7 years. Ledgers then forwarded to Records Office for their safe keeping on indefinite loan.</p> <p>Ensure expenditure is made within the powers of a Parish Council and all payments are approved.</p> <p>Quarterly bank reconciliations approved by council.</p> <p>Cheque book & debit card to be stored in locked filing cabinet when not in use.</p> <p>Pin readers & Special Authentication cards to be held securely.</p> <p>Appropriate procedures and responsibilities associated with this delegated responsibility to be provided in writing & reviewed annually. Safeguarding public money guidance to be attached</p>	<p>Financial Regulations and Standing Orders.</p> <p>Monthly bank statements and signed bank reconciliation statements.</p> <p>Payments record in Minutes.</p> <p>Annual Return.</p>
Finance	Risk of consequential loss of income	<p>Loss of key data.</p> <p>Adverse publicity for the council or disclosure risk.</p>	<p>Professionally managed cloud backup for computer</p> <p>Paper records held in homes of Chairman and Clerk.</p>	
Finance	Compliance with HMRC regulations	<p>Lack of control over the council assets.</p> <p>Reputational risk and adverse publicity.</p>	<p>Each VAT item is entered monthly on the VAT return and corresponds to Payments and Receipts ledger.</p> <p>Submit VAT return at least annually.</p>	<p>VAT returns.</p> <p>Annual Return</p>

Finance	Compliance with Transparency Code	Fines for late uploading onto website or errors. Reputational risk and adverse publicity.	Upload data on or before appropriate dates.	Website. Paper records held at Clerk's house / village hall
Finance	Cash receipts from sale of, for example, Jubilee mugs	Lack of control over the council assets.	Cash receipt book to be signed by Clerk and Cllr involved. Records to be kept of mugs sold.	Receipts detailed on bank statements.
Employer Liability	Compliance with Employment Law	Penalties &/or fines Reputational risk and adverse publicity.	Membership of SLCC & ALCC. Submit Auto Enrolment Declaration of Compliance on or before appropriate date. Using BPT-RTI, submit payroll returns monthly on or before appropriate date and the end of year return on time. No current requirement for PAYE system or for payment of NI.	Submission confirmations
The safety of data on Councillor's personal devices	Data protection breach	Penalties &/or fines Reputational risk and adverse publicity.	All council emails to be sent using webmail addresses. Strong and different passwords to be used for device and webmail access. Device to have automatic locking if inactive for a period of time. Documents containing personal data to be accessed through the parish council website Member's Area and not downloaded or copied to personal devices.	Personal Device Acceptable Use Policy, Document Retention Policy, Privacy Policy & Data Breach Policy

Signed

Chairperson

Dated: 15 December 2020

BURTON OVERY PARISH COUNCIL PERSONAL DEVICE USE POLICY

1. Responsibility as a Data Controller

As a data controller, the Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the Council is accountable for any council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected, kept longer than intended or becomes out of date. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

2. Council webmail

All Council emails to be sent using the webmail system. Any emails left on personal devices to be deleted.

3. Password and malware protection

All councillor owned devices used for parish council work to be password and malware protected.

4. Automatic locking

All councillor owned devices used for parish council work to have automatic locking if inactive for a period of time

5. Personal Data.

Editing and printing restrictions to be placed on documents containing personal data (for the Clerk using Microsoft in File / Info / Protect documents).

Documents containing personal data to be identified as such and viewed in the parish council website 'Members Area' and not downloaded to personal devices.

6. Review

This policy, together with the associated GDPR Privacy Policy, Document Retention & Disposal Policy and Data Breach Incident Policy should be reviewed each year.