

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

on Tuesday 15th September at 7.30 p.m.

20/254. Apologies for absence

20/255. Questions from members of the public

20/256. Declarations of Members interests

20/257. To approve as a correct record the minutes of the meeting held on Tuesday 21st July **Appendix A**

20/258. Matters arising and not on the agenda

20/259. Planning – to consider

- a. Village Greens and revision of the Neighbourhood Plan
- b. Ref. No: 20/01175/LBC – The Old Rectory, Rectory End
- c. Ref. No: 20/01308/TCA - 2 Baileys Lane
- d. Carlton Lane Hedge and other highways issues – to receive an update

20/260. Planning decisions – to note

- a. Ref. No: 20/00674/FUL- Amberstone, Scotland Lane – Approved
- b. Ref.No: 20/00970/AGR – Manor Farm, Back Lane – Approved

20/261. Insurance Matters – relevant insurance documents can be seen in PC website ‘Member’s Area’

- a. Council asset safety checks** – to receive safety check reports and agree any action necessary
- b. Asset values – to receive working documents on valuation for insurance** **Appendices B i & ii**

20/262. Finances

- a. Payments to agree** – Clerk’s net salary (September) & PAYE (August)
- b. July on-line bank statement to note payments** to Zoom (virtual meetings), Plusnet (Broadband), and Clerk’s PAYE (June) & (net salary July). To note also a bank transfer from the PC Instant Access Account **Appendix C**
- c. Payments agreed between meetings to note** - HDC (dog waste collection) and Clerk’s net salary (August) & PAYE (July)
- d. August on-line bank statement to note payments** to Zoom (virtual meetings), LCC (Annual instalment for LED retrofitting of street lights), HDC (dog waste collection), Clerk’s PAYE (July) and Plusnet (Broadband), **Appendix D**
- e. Clerk’s Expenses – to approve** **Appendix E**

20/263. Website Accessibility – to receive update

Appendix F & for details of legislation see Website Member’s Area

20/264. VE Day commemorative item – to consider proposals

20/265. Village Litter pick Saturday 26th September – to receive update and agree any action necessary

20/266. Tree Planting – to receive update and agree any action necessary

20/267. Retirement of clerk – to receive advance notice and consider action necessary

20/268. Village Directory – to consider update

<https://www.burtonoverypc.org.uk/public-services.html>

20/269. Village Newsletter – to consider next edition

20/270. Correspondence – for discussion

- a. Key Stakeholder Consultation: Harborough District Open Space Strategy 2020 – to consider response (deadline midday 13th October)** **On-line link to be forwarded as not to be shared with public**
- b. White Paper “Planning for the future” – to consider response (deadline 29 October).**

<https://www.gov.uk/government/consultations/planning-for-the-future> See Member's Area for draft NALC response

20/271. Correspondence - for information - LRALC 2020 AGM Monday 14th September – to note

20/272. Free Biodiversity Training run by LCC and Leicestershire & Rutland Wildlife Trust – to consider attendance

The course is run as 3 one-hour sessions spread over consecutive Friday mornings. It is open to parish staff and councillors. The session offers the opportunity to ask questions to our expert on biodiversity: Head of Conservation, John Clarkson.

Course 1: 21st and 28th August and 4th September

Course 2: 25th September, 2nd and 9th October

Course 3: 16th, 23rd and 30th October

20/273. Items for the next Agenda

20/274. The date of the next meeting is 20th October – 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 –

Time: Sep 15, 2020 07:30 PM London

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

Meeting ID: 832 835 3948

Passcode: 7JPRyq

One tap mobile

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

+442034815240,,8328353948#,,,,,0#,,572636# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 832 835 3948

Passcode: 572636

Find your local number: <https://us02web.zoom.us/u/kbMfd0u6H9>

Kate Barker

Clerk to the Council

Tel 07827 797125

Email: clerk@burtonoverypc.org.uk

10.09.20

www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 21st July at 7.30pm

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

The Clerk

20/239. Apologies – were received and accepted from Cllr Fletcher

20/240. Questions from members of the public – none

20/241. Declarations of interest – none

20/242. Approval of Minutes 21.07.20 – approved and signed remotely

20/243. Matters arising not on the agenda – It was agreed that an autumn village newsletter may be appropriate and this would be confirmed nearer to the time. As printing and distribution may be problematic an electronic version could be produced.

20/244. Planning – to consider

a. Village greens – to be considered at the next meeting. It was noted that the recently revised Gt Glen Neighbourhood Plan included a new village green.

b. Ref. No: 20/00674/FUL – amended – Amberstone, Scotland Lane – The modifications to the roofline made as a response to the views of the HDC conservation officer, were noted, and it was agreed that there was no comment to make.

c. Ref. No: 20/00970/AGR - Manor Farm, Back Lane – It was noted that the proposed buildings were set well back from the road and it was agreed that there was no comment to make.

20/245. Planning decisions – noted. The appeal dismissal for 2 London Road was welcomed.

20/246. Employment Responsibilities – submission of auto-enrolment re-declaration – noted.

20/247. Finances

a. Payments of £211.27 (Clerk's net salary July), £52.80 (PAYE month 4) and £3,373.68 (Street light conversion) were agreed. Clerk to set up and Cllr Rankine to authorise.

b. On-line payments of £35 (data protection registration), £14.39 (Zoom Pro), £52.80 (Mon 2 PAYE), £338.40 (insurance), £50 (training), £30 (broadband) and £211.27 (Clerk's net salary June) were noted and initialled remotely.

c. Bank Reconciliation 29.06.20 – Approved and signed remotely. The current a/c balance as per statement £4,521.46 and the instant access a/c balance as per statement £5,534.50.

d. Budget Report Quarter 1 – received. The need to make 2021-22 budget provision to increase the reserves was noted together with additional improvements to the layout of the 'Reserves' section.

e. Exercise of Public Rights – It was noted that the period during which the public had the right to examine the council's financial records concluded on the 30th July. To date there had been no requests to examine documents. It was agreed that transparency was important and could be a subject for the next village newsletter.

20/248. Insurance

a. Schedule of assets insurance values – It was noted that the council was the insured for the value as stated on the schedule. Clerk to determine the extent of liability of various items and whether the insurance values need to be adjusted.

b. Schedule for safety checks – Clerk to draw up asset lists for the councillors and clerk to report on, monthly, at the council meeting.

20/249. VE Day commemorative item – to be considered at the next meeting.

20/250. Tree Planting - It was noted that the National Tree Week is 28/11 – 6/12 2020. Cllr Rankine to liaise with Cllr Goddard regarding a grant application.

20/251. Litter Pick – Cllr Warwick to liaise with Cllr Rankine regarding arrangements for a private event in the village on Saturday 19th September.

20/252. Items for the next agenda – none other than those mentioned above.

Date of next meeting – early September and to be determined in relation to planning applications received.

The meeting finished at 8.20pm

Signed

Date

Members of the public are invited to all Parish Council meetings

Insurance valuations

Appendix Bi

From PROPERTY - THE GOOD COUNCILLOR'S GUIDE TO FINANCE AND TRANSPARENCY

'If the council owns any property or physical assets these should be insured on a reinstatement or replacement basis. For buildings, it is important to ensure the sums insured are correct and would cover the rebuilding of the property.

Professional valuations should be obtained where necessary. Contents, including items such as computer equipment, should be covered on a 'new for old' basis to ensure they can be replaced if lost or damaged.

Items of equipment should be recorded on an inventory list. The council should maintain an asset register listing all the assets it owns. This should record the date and cost of acquisition, and a value for insurance purposes.

To ensure value for money, consideration should be given to the level of 'excess', or the initial sum of any claim that the council is prepared to pay; this will ensure the council is insuring significant losses and not small everyday minor losses.'

Summary of PC insurance 2020-21

Office Equipment £738

Street Furniture £16,789.76

Excess

Nil – damage by fire, lightening, explosions, aircraft, riot, civil commotion, earthquake

£1,000 – damage by subsidence

£250 – damage by flood, theft, contract works and all other damage

For details of the parish council insurance see Website Member's Area

Working document - reviewing asset values for insurance valuation - Appendix Bii

Ref. No	Description	Identification	Date Acquired	Value	Replacement cost	Custodian	Disposal	Value for Audit	Current replacement as new costs	Notes
				£	£					
1	Street lights	18 bracket type street lights	19xx	5,988.96	5,988.96	Clerk		5,988.96	18 x 1100 = £19,800	Complete replacement - telegraph pole remains the property of the electricity company responsible for it
				(Insurance value)						
2	Street lights	5 standard street lights	19xx	2,251.31	2,251.31	Clerk		2,251.31	5 x 1184 = £5920	Complete replacement
				(Insurance value)						
3	Village Sign	Located junction Mayns Lane & Town Street	2001	1,581.31	1,581.31	Clerk		1,581.31		How to value this bespoke design?
				(Insurance value)						
4	Telephone Box	Located on Main Street opposite Overton Cottage	Nov-10	1		Clerk		548.63		BT still offer £1 adopt a telephone box for community use. May need restoration.
				(Purchase Cost)	548.63					
				(Insurance value)						
5	Grit bins x4	Located Main St. opposite church, north end of Scotland Lane & Main St. at corner of Carlton Lane & Carlton Lane	Acquired at different times	800	800	Clerk		800	4x325 = £1300	From 01/04/19 repair & replacement PC responsibility. Grit responsibility of LCC
6	Bench	Located next to telephone box, Main Street	19xx	274.31		Clerk		274.31		Do we insure it given excess and age?
				(Insurance value)	274.31					
7	Metal bench	Located Back Lane outside Manor Farm	19xx	209.5		Clerk		209.5		Do we insure it given excess and age?
				(Insurance value)	209.5					
8	PC Notice board	Located Main Street on wall outside Wheatridge	19xx	300	300	Clerk		300		Do we insure it given excess and age?
9	Fencing around Jubilee Oak	Located Washbrook Lane opposite Manor Farm	Jun-12	76.92	76.92	Clerk		76.92		Do we insure it given excess?
10	Village Notice Board	Located by telephone box on Main Street	May-15	1,263.00		Clerk		1,263.00	£1,600	Reflecting increased costs
				(Purchase Cost)	1263					
11	Computer and printer	Used by clerk laptop stored at Clerk's home and printer in the village hall	Oct-19	749		Clerk		749	£749	
				(Purchase cost)	749					
12	Bench	Located by the footpath, Rectory End	Jul-05	£200 insurance cost		Clerk	Rotten & removed	0		
13	Bench & granite plaque & installation	Located by footpath Rectory End	2018	990	990	Clerk		990	£1,005	Similar 'armed forces' bench including delivery
				(Purchase cost)						
14	Dog waste bins x3	Located at Rectory End, Main St. by telephone box & Town Street	Acquired at different times	360	360	Clerk		360	87+133+133 = £353	Would we replace?
				(Purchase cost)						
15	Defibrillator (iPAD SP1) and external heated cabinet	Located external north wall of Village Hall, Rectory End	Jul-05	£1,500	£1,500	Clerk		1500	£1,500	
Total value					16,892.94			16,892.94		



Treasurers Account Statement

Printed: 05 August 2020

Burton Overy Parish Council

SPRINGSIDE HOUSE
SCOTLAND LANE
BURTON OVERY
LEICESTER
LEICESTERSHIRE
LE8 9DR

Sort code 30-94-97

BIC: LOYDGB21029

Account number 00228552

IBAN: GB19 LOYD 3094 9700 2285 52

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 (£)
29 Jul 20	KATE BARKER 200000000627649720 JULY 2020 SALARY FPO 070116 10 29JUL20 16:40			211.27	4713.00
28 Jul 20	PNET3122091-1 PNET3122091-1	DD		30.00	4924.27
24 Jul 20	BURTON OVERY PARIS 309497 07249083	TFR	500.00		4954.27
09 Jul 20	HMRC - ACCOUNTS OF 600000000621620554 475PZ005539732103 083210 10 09JUL20 18:35	FPO		52.80	4454.27
06 Jul 20	ZOOM.GBP CD 7323 05JUL20	DEB		14.39	4507.07

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

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/.



Treasurers Account Statement

Printed: 02 September 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

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Date	Description	Type	In (£)	Out (£)	Balance (£)
28 Aug 20	PNET3122091-1 PNET3122091-1	DD		30.00	1135.64
17 Aug 20	HMRC - ACCOUNTS OF 200000000635695055 475PZ005539732104 083210 10 17AUG20 19:13	FPO		52.80	1165.64
10 Aug 20	HARBOROUGH DISTRIC 600000000633960720 D0016523 FPO 403204 10 08AUG20 10:18	FPO		106.49	1218.44
07 Aug 20	000675	CHQ		3373.68	1324.93
05 Aug 20	ZOOM.GBP CD 7323	DEB		14.39	4698.61

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

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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
			16/09/20	6 MONTHS HAVE WORKING ALLOWANCE APRIL 2020 - SEPT 2020	104.00
Total		£		Total	£ 104.00

Total Claim £ 104.....

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

Approved at parish council meeting on..... 16.09.20.....

'Disproportionate burden' – NALC Publication – Website Accessibility Requirements

Section 6 of the legislation describes the disproportionate burden assessment. In short, this does not require councils to comply with the accessibility requirement if doing so would impose a disproportionate burden.

You will not know if changing parts of your website is a disproportionate burden until you have carried out an assessment. An assessment is a legal requirement before any declaration of burden. In your assessment you should weigh up the burden on your council of making parts of your website accessible, against the benefits of making those things accessible.

When carrying out your assessment, you need to think about:

- Your council's size and resources
- The nature of your council activities (e.g. do you have certain services aimed at people who are likely to have a disability)
- How much making things accessible would cost and the impact that would have on your council
- What the additional benefit to disabled users would be by making changes.

The council will then need to publish an accessibility statement describing how their website is or is not compliant with the regulations.

Draft Assessment

1. **Small council, limited resources 2020-21**
2. **No services provided to people likely to have a disability**
3. **Services available from 2 Commune.**

Option 1

We can make an accessibility statement page for you including the generic text for you to personalise: One off fee of £50 + VAT.

Option 2 (Includes Option 1)

We can conduct a full accessibility test on your website (excludes documents). This will include any fixes required to your content and or text contrast ratios. We will produce a tailored accessibility statement and link it from the bottom of your website: Fixed one off fee of £350 + VAT.

Option 3 (Includes Options 1 & 2)

As an alternative to the above options we offer an upgrade to our new '[Fully Responsive](#)' template which is [optimised for accessibility](#). We will ensure that your website meets the new colour contrast guidelines, conduct a full accessibility test and produce a personalised accessibility statement. The price is £750 + VAT. The upgrade is done on your live site and all content will remain as is. (Please note that we will not test your documents).

4. **Limited as any documents or information required could be requested?**
5. **All 2 Commune websites have been provided with a revised, generic accessibility statement.**

Clerk to attend LRALC training on 30th September and draft assessment will be revised in the light of information received