

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL (ANNUAL) MEETING

on Tuesday 18th May 2021 at 7.30 p.m. at Burton Overy Village Hall
(immediately following the Burton Overy Annual Parish Meeting)

- 21/019. Election of Chair (and signing of acceptance of office)
- 21/020. Election of Vice-Chair
- 21/021. Apologies for absence
- 21/022. Questions from members of the public
- 21/023. Declarations of Members interests
- 21/024. To approve as a correct record the minutes of the meeting held on 22.04.21 **Appendix A**
- 21/025. Matters arising and not on the agenda / Minutes Action List **Appendix B**
- 21/026. Consider any current issues regarding Covid 19 information & response
- 21/027. Council asset safety checks - to receive safety check reports and agree any action necessary
- 21/028. Annual Report of the Chair **Appendix C**
- 21/029. Review of Policies –
- a. Standing Orders <https://www.burtonoverypc.org.uk/finance.html>
 - b. Financial Regulations <https://www.burtonoverypc.org.uk/finance.html>
 - c. Scheme of Delegation <https://www.burtonoverypc.org.uk/finance.html>
 - d. Power of General Competence (verbal report)
- 21/030. Planning matters – to consider
- a. Application Ref. No: 21/00745/FUL– erection of a new garage, Wychwood, The Gravel
 - b. Application Ref. No: 21/00795/TCA - Works to trees, The Old Rectory, Rectory End
- 21/031. Planning decisions – to note
- a. Ref. No. - 21/00546/TCA - Works to tree (fell), Rose Cottage, Elms Lane - Approved.
- 21/032. Finances
- a. To note the on-line bank statements as at 30.04.21 **Appendix D**
 - b. Payments to be agreed / noted during May **Appendix E**
 - c. Report of the Internal Auditor **Appendix F**
 - d. Consideration of Annual Governance Statement **Appendix G**
 - e. RFO Annual Accounting Statement **Appendix H**
- 21/033. Community Matters – update as required
- 21/034. Correspondence for discussion – as required
- 21/035. Correspondence for information
- a. Surface Dressing Programme 2021 (LCC) **Appendix Ia**
 - b. Parish Liaison Virtual Event (HDC) **Appendix Ib**
 - c. Rural Community Council – Coffee Connect **Appendix Ic**
 - d. Relevant correspondence received after publication of agenda

21/036. Items for the next Agenda

a. Presentation of Annual Financial Reports / Consideration & Approval of AGAR Documents

21/037. To confirm the date of the next meeting - 15th June 2021.

21/038. To consider if necessary, a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, should any items be considered of a confidential nature.

Members of the public and press may attend this meeting although Covid-secure measures will be in place in the village hall.
Face coverings must be worn when not speaking at the meeting.

The meeting may be recorded, filmed or broadcast provided that such activity does not impede the conduct or business of the meeting.

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

Clerk to the Council
Tel 07827 797125
Email: clerk@burtonoverypc.org.uk

12.05.21
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 22nd April 2021 at 7.30pm

Present: Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Kate Goddard
Cllr Dave Fletcher
The Clerk
One member of the public

At the start of the meeting one minute's silence was observed in memory of The Prince Philip, Duke of Edinburgh

21/001 Election of Chair – Cllr Bob Warwick was elected chair of the parish council.

21/002 Apologies – None

21/003 Questions from members of the public – no questions were raised by members of the public present at the meeting.

21/004 Declarations of interest – Cllr Kate Goddard declared an interest in item 21/009b on the agenda (Harborough District Council Strategic Planning, Call for Sites) as a result of her partner's involvement in the land development industry.

21/005 Approval of Minutes of the parish council meeting on 16.03.21 – Approved and signed remotely by Cllr Warwick.

21/006 Matters arising not on the agenda –
Cllr Warwick reminded the meeting of the process undertaken to recruit a new parish councillor. The statutory process had expired without any call for an election and the option was now open for the council to co-opt a new councillor. One expression of interest had been received and this would be dealt with later on the agenda.
The clerk was asked to make arrangements direct with Cllr Fletcher to establish routine access to the parish council webmail account.
Cllr Rankine advised that she had been contacted by a resident (Mrs L Bent) who wished to establish a tree-lined memorial walk on her land for public benefit and had asked if the parish council might be aware of any grant support to help provide this. Cllr Rankine was asked to request further information on proposed tree numbers, types and locations from Mrs Bent.

21/007 Item 20/012 on the agenda was moved forward for consideration at this point on the agenda.

The Chair proposed that Mr Bob Pain be co-opted as a member of the parish council. This was seconded by Cllr Fletcher and unanimously agreed by the council.

Cllr Pain duly signed his declaration of acceptance of office as parish councillor.

21/008 Emergency Covid 19 information and measures arising between meetings – The clerk advised that preparations were being made to resume face-to-face parish council meetings in the village hall from the date of the next scheduled meeting on 18th May on the assumption that Covid 19 restrictions would continue to be lifted in accordance with the Government Roadmap.

21/009 Council asset safety checks – no adverse issues were reported. The clerk was asked to send a copy of the list of assets to Cllr Fletcher.

21/010 Planning applications to consider –

- a. Alleged unauthorised development on Burton Overy Lane – The clerk was asked to write to Harborough DC expressing concerns firstly over the appearance of building materials on the site as a possible precursor to future development in the open countryside and, secondly, whether this constituted fly-tipping.
- b. Harborough District Council, Local Plan, Call for Sites – the receipt of communication from Harborough DC on this matter was noted. (Cllr Goddard took no part in discussions on this matter)
- c. **Ref.No: 21/00450/FUL, Burton Brook Farm, London Road** – demolition of existing dwelling and erection of replacement dwelling. The council resolved that it was pleased to support this proposal and its recognition of the Neighbourhood Plan.
- d. **Ref.No: 21/00546/TCA, Rose Cottage, Elms Lane** – works to tree. The Council had no comments on this application.

21/011 Planning decisions taken by HDC – noted as follows: -

- a. **Ref.No: 21/00309/TCA** – The Paddocks, Main Street - Works to trees – Approved.
- b. **Ref.No: 21/00332/TCA** – De Noveray House, Rectory End - Works to tree – Approved.
- c. **Ref.No: 21/00341/TCA** – Yew Tree House, Elms Lane - Works to tree – Approved.
- d. **Ref.No: 21/00372/TCA** – Brindles, Scotland Lane - Works to tree – Approved.
- e. **Ref.No: 21/0039/TCA** – Curlieu Cottage, Elms Lane - Erection of a garden room to side with canopy, change to windows and extension of canopy to door. – Approved.

21/012 Finances –

- a. Payments to be made during April (listed in Appendix D of the agenda papers) were considered and agreed including the renewal of the annual subscription to LRALC.
- b. The information provided by the clerk in Appendices F, G, Ha and Hb relating to the financial out-turn for 2020-21 was considered and approved. This included the bank statement and reconciliation as at 31st March 2021, the end of year budget report compared against actual expenditure and the cashbook information. Cllr Fletcher was delegated to counter-sign the end of year bank reconciliation and statements.

21/013 Community Matters –

- a. Cllrs Rankine and Goddard reported to the meeting on progress in relation to climate change and biodiversity matters including that 17 climate change questionnaires had now been received which would be used to prioritise and develop initiatives in the parish. A meeting of the local project group would be arranged with a view to developing a biodiversity map and local policies for the parish.
- b. Cllr Warwick introduced a discussion on the current situation regarding village WhatsApp groups. It was agreed that the clerk would continue to administer the parish council group and that Cllr Rankine would administer the Information and Social group and the Support and Help group, to which she would add Cllr Fletcher as a member. It was also agreed to keep the future of the latter two groups under review to ensure their continuing effectiveness.
- c. The clerk reported back on the responses received from Leicestershire CC and Harborough DC regarding the erection of for-lease signage at The Bell Inn. Their responses, which indicated they had no available powers to control such actions (even within Conservation Areas) were noted with regret. Cllr Warwick undertook to advise the landlord of The Bell accordingly.

21/014 - Correspondence for discussion

The clerk reported having received correspondence from: -

- a. Mrs S Bird regarding littering of her land off Washbrook Lane. Cllr Rankine undertook to add this length of footpath to the areas cleaned by the South Leicestershire Wombles. It was also resolved, in light of the support provided by the police to this matter, that the clerk contact Harborough DC to obtain costings for the provision and servicing of a new dog waste bin near the entrance to the footpath off Washbrook Lane.
- b. A local resident in relation to pavement parking and pavement obstruction in Bell Lane. The parish council was sympathetic to the representations. Pavement parking has recently been discussed in the national press. It seems that the law in this area is confusing and seldom enforced but under review. In this context, the parish council doubted that anything could be achieved, at the present time, by contacting either LCC Highways or Harborough DC. In relation to the obstruction

on the pavement in Bell Lane, Cllr Fletcher undertook to approach the party concerned with a view to its removal.

21/015 - Correspondence for information

The clerk reported having received correspondence from: -

- a. NatureSpot in relation to the availability of grant funding towards the hosting of a webpage for Burton Overy on the NatureSpot website, paid initially by Leicestershire CC but carrying an annual fee of £50 for the parish council from April 2022. It was resolved not to take up this offer.
- b. A local resident advising the parish council of the intention to organise a sponsored Round Rutland walk on September 25th. It was resolved to note the proposals at this time.

21/016 - Items for the next agenda – Annual Statement of Accounts / General Power of Competence / Financial Regulations / Standing Orders / Scheme of Delegation.

21/017 - Date of next meeting - 18th May 2021 at 7.30pm (to be preceded by the Annual Parish Meeting)

21/018 - Exclusion of the Public

No confidential matters were considered at the meeting.

The meeting finished at 9.20 pm

Signed

Date

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – April 2021

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/005	Post the agreed March minutes and the draft April minutes on website	Clerk	Posted 05.05.21
21/006	Facilitate effective parish councillor access to Webmail addresses with Cllr Fletcher & Cllr Pain	Clerk	Completed - 11.05.21
21/006	Cllr Rankine to obtain further details of tree planting proposed by Mrs Bent	Cllr Rankine	
21/007	Add Cllr Pain to the parish council's WhatsApp and e-mail Groups	Clerk	Added – 03.05.21
21/007	Obtain signed DOI form from Cllr Pain	Clerk	Collection arranged for 11.05.21
21/008	Carry out Covid 19 risk assessment of village hall for next parish council meeting & make arrangements for implementation of Covid secure measures	Clerk	To be carried out on 11.05.21
21/009	Send list of assets for inspection to Cllr Fletcher	Clerk	Sent 05.05.21
21/010a	Write to HDC planners expressing concerns over the appearance of building materials on Burton Overy Lane as a possible precursor to future development in the open countryside and whether this constituted fly-tipping	Clerk	E-mailed – 10.05.21
21/010b	Submit comments to HDC planners re application ref - 21/00450/FUL, Burton Brook Farm, London Road	Clerk	Submitted – 23.04.21
21/010c	Submit comments to HDC planners re application ref - 21/00546/TCA, Rose Cottage, Elms Lane	Clerk	Submitted – 23.04.21
21/012a	Make payments agreed at the meeting	Clerk	Completed (various dates)
21/012b	Obtain Cllr Fletcher signature on bank reconciliation paperwork	Clerk / Cllr Fletcher	Completed - 11.05.21
21/013a	Cllrs Rankine & Goddard to arrange meeting of Climate Change Group	Cllrs Rankine & Goddard	
21/013c	Cllr Warwick to advise landlord of The Bell of response from LCC & HDC regarding signage	Cllr Warwick	
21/014a	Contact Harborough DC to obtain costings for the provision and servicing of a new dog waste bin near the entrance to the footpath off Washbrook Lane	Clerk	E-mailed – 10.05.21

21/014b	Approach the relevant party alleged to be obstructing Bell Lane pavement with a view to remedying this matter	Cllr Fletcher	
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Burton Overy Parish Council

Annual Chairperson's Report for the Period: May 2020 – April 2021

Current Councillors:

Chair: Cllr Bob Warwick

Vice Chair: Cllr Sarah Rankine

Cllr Dave Fletcher

Cllr Kate Goddard

Cllr Bob Pain

Clerk to the council:

Phil Woodward

The last twelve months has been a very unusual period with the Covid pandemic first seemingly contained and then returning with a vengeance in the autumn, through the winter and into spring. At the outset of the Covid crisis we pulled together as a local community to ensure that those needing support were able to ask for help and receive it. In this context, the BOPC "Support & Help" WhatsApp group, which was set up back in April 2020, remains a very useful channel to raise issues of concern or note to a broad village audience. The parish council also continues to administer the parallel BOPC "Info. & Social" WhatsApp group for more casual discussions. Both WhatsApp groups currently have about 80 participants.

As a result of the Covid restrictions the parish council has been unable to conduct its traditional face-to-face meetings in the village hall. The council meetings throughout the reporting period have therefore been conducted via the internet using the Zoom conferencing utility. This approach has been effective but is far from ideal. We are all looking forward to resuming council meetings in the village hall from May 2021 onwards to which members of the public are warmly welcomed. Needless to say, all such proceedings will be conducted in a Covid secure manner.

We reported last year that the replacement of our street lighting with LEDs had been completed. In budgeting for this replacement, the cost has been spread over a number of years (up to and including financial year 2023/24). This item together with other equipment replacement costs and also expenses relating to changes in the way we work to comply with local and national requirements, have put pressure on our cash reserves. In a review carried out at the end of 2020 aimed at achieving a prudent and sustainable reserve in the long term, it was agreed that an increase in the precept, namely the parish council component of the council tax collected by Harborough District Council (HDC), would be required. Such an increase has now been implemented (as evident from your recent council tax demand!). We are very grateful to the village for supporting the council in this way.

A total of eleven parish council meetings were held in the reporting period, namely one per month with the exception of August. In total the council reviewed 24 planning applications including 9 full planning applications and 10 applications concerning trees in the conservation area. Two of the full planning applications generated significant interest within the village. The first, relating to a development on Carlton Lane, generated such concern that 24 members of the public joined the council meeting which considered the application. In the event this application was withdrawn by the applicants prior to its consideration by HDC. The

second application, involving the rebuilding of a property in Scotland Lane, drew 10 members of the public to the relevant council meeting. This application was eventually refused by the planners at HDC. These two cases illustrate a very important role of the parish council in providing a focus for local opinion on plans that may impact the unique character of the village of Burton Overy. It is also worth remarking that the Burton Overy Neighbourhood Plan which was made in 2019, under the auspices of the parish council, is a crucial document when considering planning applications of importance to the environs of the village.

If you have walked along Back Lane recently, you may have noticed four blue hearts staked into the grass verges near the junction with Main Street. The blue hearts mark out Burton Overy's first official wildflower area. During the summer months the County Council will not be cutting these verges so as to encourage native flower species. The plan is for a team of local volunteers to help with maintenance, cutting, raking and, of course, the exciting bit, sowing and planting. On a related issue, we are all being encouraged by the government, both national and local, to do our bit to help with climate change. Once out of lock-down, the parish council intends to host a climate change event in the village hall, to share ideas and tell you about successful initiatives operating in other villages. These and other topics were outlined in the BOPC Spring Newsletter which was circulated to some 130 dwellings in March of this year.

Finally, it is time to note some changes in personnel. Carolyn Carson resigned as the parish council chairperson at end of the March meeting following the completion of her move out of the village. Carolyn's service on the council dates back to 2013. We thank her for all her hard work in support of the village community and wish her well for the future. A similar huge thank you goes to Kate Barker who retired as clerk to the council at the end of 2020, after some 7 years in this role. We wish her a very happy retirement! We have been very fortunate to recruit Phil Woodward as the new clerk to the parish council. Phil brings a wealth of knowledge and experience of how local government including parish councils operate. Finally, and most recently, Cllr Bob Pain was co-opted to the council at its April 2021 meeting to fill the vacancy created by Carolyn Carson's departure.

Cllr Bob Warwick

May 2021



Burton Overy Parish Council

[REDACTED] E
[REDACTED] P
[REDACTED]
[REDACTED] E

Your Account

Sort Code 30-94-97
Account Number 00228552

TREASURERS ACCOUNT

01 April 2021 to 30 April 2021

Money In	£6,213.50	Balance on 01 April 2021	£1,203.89
Money Out	£629.34	Balance on 30 April 2021	£6,788.05

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Apr 21	ZOOM.US 888-799-96 CD 7323 05APR21	DEB		14.39	1,189.50
14 Apr 21	HARBOROUGH DC	BGC	6,213.50		7,403.00
19 Apr 21	HMRC - ACCOUNTS OF 300000000747816837	FPO		105.60	7,297.40
27 Apr 21	HARBOROUGH DISTRIC 500000000747925802 D0017832	FPO		106.75	7,190.65
27 Apr 21	LRALC LIMITED 400000000752675582 INVOICE	FPO		162.12	7,028.53
27 Apr 21	P WOODWARD 100000000746391689	FPO		52.00	6,976.53
28 Apr 21	PNET3122091-1 PNET3122091- 1	DD		30.00	6,946.53
29 Apr 21	P WOODWARD 400000000753780172 SALARY	FPO		156.46	6,788.05

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



BUS BANK INSTANT Statement

Printed: 12 May 2021

Burton Overy Parish Council Sort code 30-94-97 Account number 07249083

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 (£)
09 Apr 21	INTEREST (GROSS)		0.04		5035.22

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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ANTICIPATED PAYMENTS DURING MAY

MAY							
9	Zoom	Zoom	06.05.21	E	11.99	2.40	14.39
10	PAYE (Apr)	Salaries	19.05.21	E	105.60	0.00	105.60
11	Clerk Salary (May)	Salaries	28.05.21	E	158.48	0.00	158.48
12	Broadband	Broadband	28.05.21	E	25.00	5.00	30.00

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Burton Overy Parish Council		
Name of Internal Auditor:	Hayley Cawthorne	Date of report:	10/05/2021
Year ending:	31 March 2021	Date audit carried out:	03/05/2021

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

I carried out the year-end audit review of Burton Overy Parish Council on the 3rd May, 2021. Like last year, face to face visits are not allowed owing to the COVID-19 pandemic, hence this audit was carried out remotely using Zoom.

Prior to this date, Phil Woodward, the parish clerk, had kindly forwarded me both the end of year accounts and the completed AGAR Part 2 Section 2 form.

I reviewed the information available on www.burtonoverypc.org.uk before the remote meeting and I was able to access a well ordered and detailed set of documents and records.

By examination of these documents and records plus further queries, with the clerk during our remote meeting, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Governance and Accountability Return (AGAR) Part 2, and notwithstanding the items noted below, I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. As a result, I was able to answer 'Yes' to all the relevant questions on page four of the AGAR and have signed as required.

Noted this visit:

1. All points raised in the 'Internal Auditors Report 19/20 have been addressed.
2. It is recommended that the Parish Council look to adopt an 'Online Banking Policy' and then update the Financial Regulations accordingly
3. At this point in time, owing to the bank's procedures, only the clerk and one other councillor can electronically authorise payments on the banking website/portal. Ideally, for a more robust control, the procedure would be the clerk requesting a payment be paid, and then two councillors electronically authorising the payment. There are banks that enable and support this process.
4. It is recommended that the Parish Council, alongside the clerk, review his capacity to carry out all tasks required in his current contract hours. For assistance, please see the table below, taken from the

recent 'Clerk and Councils Direct magazine. This offers some guidance regarding recommended clerk hours according to the parish council's activities and associated work streams.

Profile of Council	Minimum Hours per month
One meeting every two months. Minimal services	17.5
One meeting a month. Minimal services	26
One meeting a month. Limited services (such as allotments, village green) no employment	30.5
Two or more meetings (council and committees) a month Limited services	33
Two or more meetings (council and committees) a month Several services	35

- It is recommended that the clerk's contract is reviewed to ensure it aligns with the NALC Good practice recommendations.
- A recommendation to review that as an employer, the parish council is providing their clerk with paid annual leave as per the clerk's contract of employment. For example, a clerk employed and paid to work 4 hours a week for 52 weeks of the year amounts to 208 hours of work. However, on a pro rata basis, actual working hours per week should be 3.57 (assuming annual leave allowance of 28 days per year including bank holidays). To achieve a four hour working week a clerk would need to be paid for 4.5 hours. Please refer to illustrations below (used to explain above, hence for information only).

Calculating Leave Entitlement for Part Time Staff

Enter number of hours worked 4.00 per week

Equals hours per month 17.3 hours

Equals hours per year 208.0 hours

Standard Local Government week 37.0 hours

Pro-rata multiplier 0.11

Enter full time Annual Leave Entitlement 28.0 days
(including bank holidays etc)

Convert fulltime Entitlement to hours 207.2 hours

Equals pro-rata Monthly Leave Entitlement 1.9 hours

Equals pro-rata Weekly Leave Entitlement 0.4 hours

Balance of working hours 3.57 hours

Calculating Leave Entitlement for Part Time Staff

Enter number of hours worked 4.50 per week

Equals hours per month 19.5 hours

Equals hours per year 234.0 hours

Standard Local Government week 37.0 hours

Pro-rata multiplier 0.12

Enter full time Annual Leave Entitlement 28.0 days
(including bank holidays etc)

Convert fulltime Entitlement to hours 207.2 hours

Equals pro-rata Monthly Leave Entitlement 2.1 hours

Equals pro-rata Weekly Leave Entitlement 0.5 hours

Balance of working hours 4.02 hours

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. Consequently, the report is limited to those matters set out.

I would like to wish your council all the best for the year ahead.

Yours sincerely,

Hayley Cawthorne
 Internal Auditor to the Council
 07855 418693
Hayleyjoycawthorne21@yahoo.co.uk

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2020	Year ending 31 March 2021
1. Balances brought forward	7133	5639
2. Annual precept	9600	10265
3. Total other receipts	1006	963
4. Staff costs	3169	3327
5. Loan interest/capital repayments	0	£0
6. Total other payments	8931	7302
7. Balances carried forward	5639	6238
8. Total cash and investments	5639	6238
9. Total fixed assets and long-term assets	16893	16893
10. Total borrowings	£0	£0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. It is a guide to the accounting practices to be followed by local councils and sets out the appropriate standard of financial reporting to be followed.

Assertion	Procedure	Evidence
Assertion 1 We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.	Budget & precept setting timely & transparent.	Nov – Jan meetings each year.
	Bank reconciliation quarterly.	Quarterly to council meeting
	Payments recorded accurately & promptly, checked at meetings	Monthly meeting agenda and minutes
	Payments exceeding budget agreed.	Agreed by Council as needed
	Budget Out-turn Reports	Quarterly
	AGAR successfully completed	Annually
Assertion 2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Standing Orders & Financial Regulations followed & reviewed.	Last reviews in April 2020 & August 2019
	Risk Assessment reviewed annually	November 2020
	Compliant with employment legislation	No complaints, notices or fines
	Proper practices ensure all VAT is recovered	VAT expenditure recorded and refund claim submitted
	Maintains assets, reviewed annually	Reviewed & updated Oct 2020
	Annual review of effectiveness of internal control system	During AGAR approval process
Assertion 3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances.	Acts within powers	Ongoing – considered with all new initiatives
	Routine review of compliance with statutory regulations & applicable proper practices.	Ongoing

<p>Assertion 4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p>	<p>Information published annually as required during audit process.</p>	<p>Posted on website & noticeboard in accordance with timescales</p>
<p>Assertion 5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<p>Risks identified, assessed and addressed. Reviewed annually.</p>	<p>November 2020</p>
<p>Assertion 6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p>Internal Audit completed</p>	<p>Annually (April - May)</p>
<p>Assertion 7 We took appropriate action on all matters raised in reports from internal and external audit</p>	<p>No 'Reports' received. Issue raised in 'Other Matters' addressed</p>	<p>Minutes</p>
<p>Assertion 8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.</p>	<p>No significant events (litigation, liabilities) with a financial impact identified. Ongoing commitments with financial implications addressed in the budget setting process.</p>	<p>None Annually</p>

Section 2 – Accounting Statements 2020/21 for

BURTON OVERY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	7,133	5,639	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	9,600	10,265	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,006	963	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,169	3,327	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	8,931	7,302	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	5,639	6,238	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	5,639	6,238	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	16,893	16,893	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

Date

[Signature]
12/05/2021

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Appendix Ia & Ib

A) Leicestershire County Council

- **Surface Dressing Programme 2021**

The annual programme of surface dressing works for 2021 has commenced and the current schedule of works can be found here ([Surface Dressing programme](#)) - please note that as work is dependent on warm temperatures and dry weather helping the chippings stick to the road so is subject to change.

B) Harborough District Council Parish Liaison Virtual Event – Parish Liaison are happy to announce that we are organising a virtual event for the end of June this year. It'll be our first parish liaison meeting in quite a while! The event will be aimed at Parish Clerks and from feedback in the past, we hope the topics will be of interest to you.

We aim to cover the following topics:

- *Healthy Harborough: Shaping the Health and Wellbeing Strategy*
- *Broadband provision opportunities*
- *Climate emergency and access to energy efficiency help*
- *The local Heritage list – identify and celebrate historic buildings.*

The virtual event is likely to take place at the end of June and details are yet to be finalised. I will provide further information in the next newsletter.



PRESS RELEASE

Date: 28th April 2021

Coffee Connect Launches across Leicestershire & Rutland

Wednesday 22nd April saw the successful launch of the Rural Coffee Connect project with a fantastic turnout at the Markfield Community and Sports Centre. The Rural Community Council (RCC) team offered drinks to guests whilst sharing the exciting plans for the van during spring, summer and beyond. A resident of Markfield mentioned *"Shrugging-off the rather cold and windy weather, an invited group of Markfield residents enjoyed the excellent hospitality provided by the RCC's "Coffee Connect Van" when it visited the Markfield Community and Sports Centre on 21st April. I very much enjoyed my first proper Latte in many months and catching-up with friends and colleagues from across the village."*

The project offers complimentary, high quality coffee and hot drinks in an informal, friendly space with a simple 'coffee and chat' approach. Their pop-up visits bring people together and support individuals in building mutual connections with neighbours and existing local services. Through community capacity building, Coffee Connect staff aim to help identify and facilitate the set-up of long-term assets and services to support stronger, more connected communities.



Residents enjoying a cup of coffee socially distanced: Resident (Left), Amy Chambers- RCC Staff, Resident & Resident.

rural coffee connect
connecting people one cup at a time

Here at the RCC, we recognise that anyone can feel lonely, and therefore anyone can take steps in their everyday life to reach out and help others in their local community suffering from loneliness. We offer FREE Zoom based training sessions which are designed to help act by explaining the common causes and effects of loneliness, talking through ways to reach out, connect and help others that may be experiencing loneliness and sharing useful links, tools, and resources to help tackle loneliness. More information regarding our work is available on our website:

<https://www.ruralcc.org.uk/loneliness>

To find out more about the van or enquire about a visit to your community call the Coffee Connect team on 01455 856330 or email connect@ruralcc.org.uk.

END