

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Tuesday 20<sup>th</sup> July 2021 at 7.30pm

- Present:** Cllr Bob Warwick  
Cllr Sarah Rankine  
Cllr Dave Fletcher  
Cllr Bob Pain  
The Clerk
- 21/057      Apologies – None**
- 21/058      Questions from members of the public –** no members of the public were present at the meeting.
- 21/059      Declarations of interest – none**
- 21/060      Approval of Minutes of the parish council meeting on 15.06.21 –** Approved and signed by Cllr Warwick.
- 21/061      Matters arising not on the agenda –**  
Updates on all current actions were noted. The clerk was asked to ensure that responses from HDC regarding current planning enforcement queries were chased up.  
Cllrs Fletcher and Pain provided the relevant information to allow relevant changes to be made to the banking mandates.
- 21/062      Emergency Covid 19 information and measures arising between meetings – None.**
- 21/063      Council asset safety checks –** no adverse issues were reported.
- 21/064      Clerk’s Contract of Employment –** following consideration of employment issues at the June meeting, the Clerk presented a draft contract of employment based on the details discussed at that meeting.  
Queries were raised concerning the specific pro-rata salary for the post (only the full time equivalent annual salary was detailed in the contract) and regarding the lack of a reference to employer pension contributions should a future post-holder wish to access a pension scheme.  
**It was resolved –**  
a) That the clerk makes the necessary amendments to the contract as discussed at the meeting prior to signature by the chairman and current clerk;

- b) That the 3-month probationary period referred to in the contract be regarded as having been satisfactorily completed by the current post-holder.

**21/065 Councillor Vacancy**

The clerk advised the meeting that, following receipt of the resignation of Cllr Goddard the relevant statutory notice of vacancy had been published and that the closing date for requesting a local election was 22<sup>nd</sup> July. The council considered the various alternatives for recruiting a new councillor should no request for an election be received.

The situation would be reviewed at the next meeting of the council.

**21/066 Planning matters to consider –**

No planning applications had been submitted during the preceding month. It was agreed that an emergency meeting of the council be called should any significant applications be lodged during the next six weeks.

**21/067 Planning decisions taken by HDC – noted as follows: -**

- a. **Ref. No: 21/00966/TCA** – Works to trees, St Andrew’s Church, Main Street – Noted as Approved (Yew trees only).

**21/068 Finances –**

- a. The bank statements relating to the month of June, presented as Appendix D of the agenda, were noted and agreed.
- b. Payments to be made during July (listed in Appendix E of the agenda papers) were considered and endorsed / approved for payment.
- c. The first quarter budget monitoring report and bank reconciliation to 30<sup>th</sup> June were presented and considered at the meeting. These were noted and approved by the council and Cllr Fletcher was asked to countersign the bank reconciliation.
- d. The clerk advised the meeting that the parish council’s external auditors, PKF Littlejohn, had acknowledged receipt of the Certificate of Exemption agreed at the last meeting and of the satisfactory closure of the parish council’s accounts for 2020-21.

**21/069 Community Matters –**

- a. The council considered the report of NatureSpot on their survey of the designated wildflower and grass verges on Back Lane. The council was keen to engage the broader community in the maintenance and protection of these designated wildflower verges and it was resolved that the clerk post a copy of the report on the parish council website and circulate a link to this on the village WhatsApp Groups. It was further agreed that the provisional date for cutting back the verges would be 11<sup>th</sup> September.
- b. Cllr Warwick presented details of the current purpose and membership of the village WhatsApp Groups and offered suggestions as to how these might be improved as the community emerges from the Covid 19 pandemic. The proposals were to replace the current groups with a Village Forum ‘chat’ group and a Village

Notice Board. It was agreed that the proposals should be circulated to existing group members for consultation from early September and that all feedback should be considered at the September meeting of the council with a view to implementing any agreed changes from 1<sup>st</sup> October.

- c. Cllr Rankine updated the meeting on the current situation regarding climate change initiatives in the village. It was agreed that any additional climate change initiatives in the village (other than implementation of the Wildflower Verges Scheme) would, regrettably, need to be held pending until there is sufficient capacity within the council to progress the broader climate change issue.
- d. Cllr Warwick reported on his recent discussions with the previous Community Watch organiser in the village. It was agreed that any future development and implementation of this initiative should be picked up and promoted through the proposed revision of the WhatsApp Groups.
- e. Cllr Warwick raised for discussion the previous practice of councillors welcoming new residents to the village. It was agreed that this approach should be resurrected and should be linked with a revision of the village directory which had last been updated in 2016. The clerk was asked to provide a copy of the existing directory (much of which was now out of date) to Cllrs Pain and Fletcher to review and update.
- f. Cllr Warwick sought the views of the council on whether a further training event in the use of the defibrillator should be arranged now that Covid 19 restrictions were being lifted. It was agreed to consider this in further detail at the next meeting of the council.
- g. The council briefly considered opportunities which might be available via the use of the Community Ownership Fund. It was agreed to keep this under review depending on the re-opening of The Bell Inn in the village.

#### **21/070 - Correspondence for discussion**

- a. The clerk reported receipt of correspondence from LCC regarding proposals for a Members' Highway Fund. The County Council had also requested the parish council's bank details should any schemes be agreed with the parish council under the scheme in the future. It was resolved that the bank details be provided to LCC and that the clerk make contact with the local County Councillor to register an interest in the scheme and to obtain further information on the type of works which may qualify for support.
- b. The clerk reported receipt of correspondence from HDC providing details of a consultation on proposals for the registering of non-designated heritage assets. The council noted the proposals.

#### **21/071 - Correspondence for information**

The clerk reported having received correspondence from: -

- a. HMRC confirming payment of the 2020-21 VAT refund claim;
- b. Leicestershire County Council regarding amendments to the access arrangements to their Local Household Waste centres and proposals to refurbish the Kibworth site (including its closure for several months).

- c. Mr Robert Brown providing further details of the Rutland Round Challenge on the 25<sup>th</sup> September. It was agreed that the clerk should post details of the Challenge on the parish council website.

**21/072 - Items for the next agenda – Councillor Vacancy / Defibrillator Training / Hedge Maintenance / Platinum Jubilee, June 2022 / WhatsApp Groups**

**21/073 - Date of next meeting - 21<sup>st</sup> September 2021 at 7.30pm**

**21/074 - Exclusion of the Public**

No confidential matters were considered at the meeting.

**The meeting finished at 9.30pm**

**Signed**

**Date**

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