

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 26th April 2022 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Bob Pain
Cllr Nina Garner
The Clerk
- 22/001** **Apologies** – None
- 22/002** **Questions from members of the public** – One member of the public was in attendance with an interest in item 22/007b.
- 22/003** **Declarations of interest** – Cllr Pain indicated a non-pecuniary interest in that he had appointed an architect for a personal project who was involved with planning applications for other properties in the village.
- 22/004** **Approval of Minutes of the parish council meeting on 15.02.21** – Approved and signed by Cllr Warwick.
- 22/005** **Matters arising not on the current agenda / Minutes Action Update**
21/130 - The chairperson advised that it had been agreed with the village hall management committee that the contribution to 'The Big Lunch' would be £300 instead of £500.
21/197 - Cllr Rankine had received a quotation for repainting the telephone box and Cllr Garner undertook to advise the clerk of an alternative contractor from whom to seek a quotation.
21/202 – the clerk advised that a questionnaire had been received from one of the insurance companies invited to tender for the council's insurance renewal. The council agreed to delegate the completion of the questionnaire to the clerk in consultation with the chair.
21/204a – the village directories had been circulated.
Updates on all actions were noted or were dealt with on the agenda.
- 22/006** **Council asset safety checks** – Cllr Warwick advised that a laminated monitoring record sheet was required for the second defibrillator. Cllr Garner undertook to amend the relevant signage in the village.
No other issues to report.
- 22/007** **Planning matters to consider** –
a. **22/00807/FUL** – Alterations to combine Stamford Cottage & South End Cottage, The Gravel.

No objections subject to any extension of the dwellings being carried out in materials which are in keeping with the existing buildings.

- b. **22/00757/FUL** - Demolition of existing dwelling and erection of replacement dwelling – 3 Baileys Lane.

No objections were raised and it was noted that the design of the new dwelling was sympathetic to the locality and had had regard to the Neighbourhood Plan. It was further noted that, although the new dwelling would have a larger footprint than the existing dwelling on the site, the proposal seemed in keeping with the size of the plot in which it sat.

- c. **22/00819/TCA** - Works to Trees (fell & pollard) – Ivy Cottage, Rectory End.

No objections, although the parish council would like to see the replacement on the site of any trees that are to be felled.

- d. **22/00902/PCD & 22/00903/PCD** – Discharge of Conditions (materials) – Ivy Cottage, Rectory End.

These applications were noted and no objections raised.

22/008 Planning decisions taken by HDC

The following decisions were noted -

- a. **21/02032/FUL** - Subdivision of dwelling to recreate 3 dwellings - 1 - 3 Oswin Cottages, Town Street – APPROVAL noted

The following decision remained pending -

- a. **22/00597/AGR** - Erection of an agricultural building, Land East of Burton Overy Lane

- b. **21/02179/FUL & 21/02180/LBC** – Demolition of front boundary wall & erection of low-level wall, new vehicle and gated pedestrian access; The Old Coach House, Main Street.

- c. **22/00686/FUL** - Conversion of Outbuildings, Caringa, Main Street (revised scheme)

22/009 Finances –

- a. The bank statements as at 31st March 2022 were noted and endorsed, with balances showing Reserve Acct - £ 222.26; Current Acct - £ 8500.07.
- b. The clerk presented details of the cash book for 2021-22 showing all payments and receipts for the year which was noted and endorsed.
- c. The clerk presented details of the year-end financial position as at 31st March 2022 showing an underspend of £ 2,484 during the year, which was to allocated to reserves.
- d. The clerk presented the bank reconciliation at 31st March 2022 both for current and reserve accounts which correlated with the bank statements for the same date.
- e. The clerk presented the annual statement of accounts (template extracted from the AGAR forms) representing the council's overall financial performance for 2021-22 compared with 2020-21.
- f. The clerk presented the report of the internal auditor who had recently carried out her audit of the financial affairs of the council for 2021-22. The report indicated a

comprehensive, clear and satisfactory set of accounting documents noting that all issues raised in the 2020-21 audit had been addressed.

- g. Payments (to be) made during April (See Annex A) were considered and endorsed / approved for payment.

22/010 Community Matters

- a. The chair presented an update on the new defibrillator in the village, which had recently been successfully installed at The Bell Inn. It was noted that the chair was to receive the funds generated via the JustGiving appeal and that these would be paid over to the parish council. It was agreed that a WhatsApp Noticeboard message be circulated thanking everyone who had made a donation. The chair offered his thanks to all councillors who had actively supported the initiative, particularly Cllr Pain who had undertaken the majority of the liaison work in procuring and installing the defibrillator.
- b. The reply from the County Councillor in response to the parish council's concerns over inconsiderate parking on various roads in the village was received. It was noted with some disappointment that practical solutions to this were very difficult to secure. Cllr Pain undertook to explore possibilities.
- c. Councillor Rankine updated the meeting on the filling and planting of the three planters that had recently been installed. The clerk was asked to secure the delivery of 12 bags of compost from Kibworth Nursery and liaise with Cllr Rankine regarding delivery. Cllr Rankine also undertook to arrange for the planting out of the planters with the village flower society and ensure the clerk was provided with relevant receipts.
- d. Councillors discussed the remaining options for the provision of china mugs and a memorial bench to commemorate the Queen's Platinum Jubilee. It was agreed to purchase 70 Topaz style mugs (boxed) from Edwards & Lockett Ltd and that a note (drafted by the Chair) would be delivered to every household in the parish seeking the names of all young people under the age of 16 who would be eligible to receive a mug. It was further agreed to sell any remaining mugs on a 'first-come first-served' basis. The location for the commemorative bench was agreed as the grass verge on Washbrook Lane, immediately to the west of the entrance to Manor Farm. The clerk was asked to submit the necessary application to Leicestershire County Council seeking approval for this and the chair undertook to approach the owner of the farm to seek his agreement to the location, to seek his agreement to taking delivery of the bench and to seek a quote from him for the installation (two other quotes having previously been sought from alternative contractors).

22/011 Correspondence for Discussion

- a. The clerk presented further details to the meeting of arrangements now in place for its membership of the Harborough Lottery, which was a condition of receiving the grant aid from HDC towards the village planters. A discussion took place on whether the lottery should be publicised and promoted by the parish council and it was agreed that the clerk post a

relevant note on the council's website and provide a link to this via the WhatsApp Noticeboard.

- b. The details regarding the annual Parish Conference hosted by LCC and LRALC were noted.
- c. It was agreed to continue membership of LRALC for 2022-23 and the clerk was authorised to make the necessary subscription payment.

22/012 Correspondence for Information

- a. The clerk presented details of an email received from the New Normal Cancer Support Group asking that information regarding their meetings (at Kibworth Cricket Club) be posted in the village noticeboard. This was agreed by the council.
- b. The clerk presented details of two Temporary Traffic Regulation Orders, received from the County Council concerning imminent road closures in the village. These would affect Mayns Lane, Main Street, Carlton Lane and The Gravel. The clerk was asked to post details of these in the council's website with a link circulated via the WhatsApp Noticeboard.

22/013 - Items for the next agenda – - Election of Chair / SO & Fin Regs Update / AGAR / Insurance / Code of Conduct.

22/014 - Date of next meeting – 25th May 2022

22/015 - 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	HDC Grant	5 Income	5.2 - Misc	04.04.22	I				750.00
2	Defibrillator installation	2 Community	2.2 - Defibrillator	06.04.22	E	198.50	39.70	238.20	
3	Dog Waste Bin Emptying (Oct-Dec)	2 Community	2.3 - Dog waste bins	12.04.22	E	90.51	18.10	108.61	
4	Bank Interest	5 Income	5.2 - Bank Interest	12.04.22	I				0.08
5	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	12.04.22	I				1.50
6	Precept (1)	5 Income	5.1 - Precept	13.04.22	I				6,863.00
7	Corido (Jubilee Bench)	2 Community	2.1 - Projects	20.04.22	E	556.66	111.33	667.99	
8	Dog Waste Bin Emptying (Jan-Mar)	2 Community	2.3 - Dog waste bins	25.04.22	E	90.51	18.10	108.61	
9	Village Hall donation to defib	5 Income	5.2 - Misc	25.04.22	I				250.00
10	LRALC - Subscription	3 Staffing	3.4 - Subscriptions		E	171.92	0.00	171.92	
11	Homeworking All'ce (Nov Dec Jan Feb Mar)	3 Staffing	3.1 - Homeworking All'ce		E	130.00	0.00	130.00	
12	HMRC - PAYE (Apr)	3 Staffing	3.2 - PAYE		E	134.80	0.00	134.80	
13	Clerk - Salary (Apr)	3 Staffing	3.3 - Salaries		E	202.71	0.00	202.71	
14	Plusnet Broadband	1 Administration	1.2 - Broadband		E	25.46	5.09	30.55	
Monthly Total						1,601.07	192.32	1,762.84	7,864.58