

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 25th May 2022 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Bob Pain
Cllr Nina Garner
The Clerk
- 22/016 Election of Chair** – Cllr R Warwick was elected as chairperson of the parish council for the ensuing year.
- 22/017 Election of Vice-Chair** – Cllr S Rankine was elected as vice-chairperson of the parish council for the ensuing year.
- 22/018 Apologies** – None
- 22/019 Questions from members of the public** – None present.
- 22/020 Declarations of interest** – None in relation to this meeting.
- 22/021 Approval of Minutes of the parish council meeting on 26.04.22** – Approved and signed by Cllr Warwick.
- 22/022 Matters arising not on the current agenda / Minutes Action Update**
21/197 - Cllr Rankine confirmed that the quotation received for repainting the telephone box was inclusive of materials and that she was awaiting a second quotation.
21/183b – the clerk confirmed that the parish council phone had now been switched to a monthly tariff.
21/010b – Cllr Rankine confirmed receipt of the compost and that the planters would be planted-out in the coming days.
Updates on all actions were noted or were dealt with on the agenda.
- 22/023 Council asset safety checks** – No current issues were reported.
- 22/024 Annual Report** – Cllr Warwick presented his annual report for the parish council which was noted and approved at the meeting. The clerk was asked to post a copy of this on the PC website.
- 22/025 Review of Policies** – The clerk presented updates of the council’s Standing Orders and Financial Regulations. Subject to completion of the missing time details in paragraphs 3f, g, i, and x the updated policies were approved.

The clerk also presented a revised and updated version of the Code of Conduct as recently adopted and circulated by Harborough DC. The parish council resolved to adopt the Code of Conduct and parish councillors also undertook to complete updated versions of the Registration of Interests forms which the clerk was asked to submit to Harborough DC.

22/026 **Schedule of Meetings** – The proposed schedule of meetings for 2022-23 was approved subject to the June meeting being rescheduled to the 28th.

22/027 **Insurance Renewal** – The quotations received for renewal of the council's insurance policies were reviewed and it was resolved to approved the quotation received from BHIB for a three-year period.

22/028 **Planning matters to consider** –

a. **22/01012/FUL**– Erection of oak framed garage/garden store, The Old Rectory, Rectory End.

No objections were raised.

b. **22/01056/FUL**- Front extension, alterations to roof, replacement windows, pent-roof sheds, entrance gate & landscaping, De Noveray House, Rectory End.

No objections were raised and it was noted that the design of the new dwelling was sympathetic to the character of the village and had had regard to the Neighbourhood Plan. The council felt that the most prominent publicly viewed aspect of the property would be the north elevation as viewed from the footpaths from Rectory End and it was encouraged that appropriate thought had been given to the materials proposed for the extensions in this area. It was further noted that the design of the proposed access gate would blend into the nearby and adjacent uses.

22/029 **Planning decisions taken by HDC**

The following decisions were noted -

a. **22/00819/TCA** - – Ivy Cottage, Rectory End – Tree Works - Conditional 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)

d. **22/00807/FUL** – Alterations to combine Stamford Cottage & South End Cottage, The Gravel

22/030 Finances –

- a. The bank statements as at 30th April 2022 were noted and endorsed, with balances showing Reserve Acct - £8,500.15; Current Acct - £6,293.37.
- b. Having received details of the Internal Auditor's report and the Annual Accounting Statements at the parish council meeting in April, Members noted and endorsed the signed Internal Audit Certificate (part of the 2021-22 AGAR).
- c. The clerk presented an analysis of the questions and assertions detailed in Section 1 (Annual Governance Statement) of the Annual Governance and Assurance Accountability Return (AGAR) for consideration by councillors. Councillors were able to provide positive assurance to all assertions and the Chair and Clerk were authorised to sign Section 1 of the AGAR (Annual Governance Statement) on behalf of the parish council.
- d. The clerk also presented the completed Section 2 of the AGAR (Accounting Statement), which was approved by the parish council. The chair was authorised to sign the Accounting Statement on behalf of the council.
- e. The clerk presented details of variations in the parish council's expenditure and income for 2021-22 compared with 2020-21. Detailed explanations were provided where the variances were greater than 15%; these were noted and endorsed by the council.
- f. The clerk presented information on the totals of the parish council's income and expenditure for 2021-22, which, as they were below £25,000, led to exemption from detailed external audit and assurance review. The chair and responsible finance officer were authorised to sign the Certificate of Exemption on behalf of the council.
- g. The clerk advised that, as part of the annual audit process, the parish council was required to publish a formal Notice indicating a time period during which the council's financial documents would be made available for public inspection (if requested). The clerk presented a draft of this Notice with proposals that the inspection period run from 13th June – 22nd July (inclusive). The proposals were approved by the council.
- h. Payments (to be) made during May (See Annex A) were considered and endorsed / approved for payment including the receipt of the JustGiving Funds the commencement of the Vodafone mobile phone contract (monthly direct debit).

22/031 Community Matters

- a. The proposed siting of the commemorative jubilee bench on Washbrook Lane was reconsidered and it was resolved that the preferred location should remain as previously determined, which was now the subject of a license application to Leicestershire CC.
The clerk was asked to seek further quotes for installation of a base for the bench and to seek confirmation of the delivery date for the bench.
The commemorative jubilee mugs had now arrived and the list of young people eligible to receive a mug was reviewed. It was agreed to sell any surplus mugs to interested parties at a price of £10 including VAT.
The chair undertook to confirm arrangements for presentation of the mugs at the Big Lunch planned for June 5th.

- b. Cllr Pain advised the meeting that SADS had undertaken to provide him with a range of relevant public signage for the new defibrillator. It was agreed to wait until this had been received before finalising specific signage requirements for the new defibrillator.
The clerk was asked to obtain laminated copies of the defibrillator monitoring forms.
- c. Councillor Garner made reference to two defective street signs. Firstly, a missing sign on Bell Lane near its junction with Beadswell Lane and secondly, a damaged sign on Washbrook Lane opposite Manor Farm. The clerk was asked to bring these to the attention of the relevant local authority.
- d. Cllr Pain made reference to the current and potential future use of Palfreyman's Yard. He was awaiting information on the current ownership of this site so that any future possible uses could be explored with the owners. It was resolved that the clerk write to the owners when the information is available to seek their views on the future use of the site and that this matter be placed on the agenda of a future meeting of the parish council for further consideration.

22/032 Correspondence for Discussion

- a. The gifting of the small painting to the Parish Council of The Burton Overy Express was well received. The parish council recorded its gratitude for this gesture to Caroline Peal of Buckinghamshire. The clerk was asked to post a message on the WhatsApp Noticeboard to publicise its receipt and to elicit any information on its history from residents of the village.

22/033 Correspondence for Information

- a. The clerk presented details of an email received from the Community Safety team at Harborough DC providing details of local police contacts. The information was noted.
- b. The clerk presented details of an email received from a resident of Great Glen regarding documents relating to the history of Burton Overy which had been in the possession of her mother. The parish council agreed to receive and hold the records should they be given over.

22/034 - Items for the next agenda – Review of Direct Debits / Tidying the village / Field to the rear of the phone box / Palfreyman's Yard

22/035 - Date of next meeting – 28th June 2022

22/036 - 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	
MAY								EXPENDITURE	INCOME
15	Planter compost (Kibworth Nursery)	2 Community	2.1 - Projects	06.05.22	E	72.00	0.00	72.00	
16	Bank Interest (May)	5 Income	5.2 - Misc	10.05.22	I				0.07
17	HDC Lotto	5 Income	5.2 - Misc	10.05.22	I				2.00
18	BO Village Hall	2 Community	2.5 - Grants	13.05.22	E	300.00	0.00	300.00	
19	JustGiving Funds	5 Income	5.2 - Misc.	23.05.22	I				770.64
20	HMRC - PAYE (May)	3 Staffing	3.2 - PAYE	28.05.22	E	134.80	0.00	134.80	
21	Clerk - Salary (May)	3 Staffing	3.3 - Salaries	28.05.22	E	202.71	0.00	202.71	
22	Plusnet Broadband	1 Administration	1.2 - Broadband	28.05.22	E	24.06	4.81	28.87	
23	Vodafone Mobile	1 Administration	1.9 - Telephone	28.05.22	E	8.34	1.66	10.00	
Monthly Total						741.91	6.47	748.38	772.71