

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Tuesday 16<sup>th</sup> May 2023 at 7.30pm

**Present:** Cllr Bob Warwick  
Cllr Sarah Rankine  
Cllr Nina Garner  
Cllr Bob Pain  
Cllr Dave Fletcher

The Clerk

- 23/001** Nominations were invited for the position of chair of the parish council.  
Cllr Rankine nominated Cllr Warwick and this was seconded by Cllr Pain. A show of hands was taken and Cllr Warwick was duly elected as Chair of the parish council.
- 23/002** Cllr Warwick duly signed the declaration of acceptance of office of Chair of the parish council.
- 23/003** All four elected councillors duly signed the declaration of acceptance of office as councillor for Burton Overy Parish Council.
- 23/004** Nominations were invited for the position of vice-chair of the parish council.  
Cllr Warwick nominated Cllr Rankine and this was seconded by Cllr Garner. A show of hands was taken and Cllr Rankine was duly elected as Vice-Chair of the parish council.
- 23/005** The council considered the most appropriate arrangements to fill the one vacancy which had arisen as a result of there being insufficient nominations for the recent election. David Fletcher (who was in attendance at the meeting) had expressed a desire to serve as a parish councillor. The council considered his request and having regard to his previous experience as a parish councillor and the lack of any other interest in the position it was resolved that David Fletcher be co-opted as a parish councillor.  
Cllr Fletcher duly signed the declaration of acceptance of office as councillor for Burton Overy Parish Council.
- 23/006** **Apologies** – None
- 23/007** The clerk circulated copies of the Register of Interests forms provided by Harborough DC to each councillor. These were duly completed and signed

by all five parish councillors. The clerk was requested to forward copies of these to Harborough DC.

No declarations of interest were made in relation to remaining matters on the agenda of the meeting

**23/008 Questions from members of the public** – No members of the public were present at the meeting.

**23/009 Approval of Minutes of the parish council meeting on 18.04.23** – Approved and signed by Cllr Warwick.

**23/010 Matters arising not on the current agenda / Minutes Action Update**  
Updates and progress on all actions included in Appendix B of the paperwork were noted or were dealt with on the agenda. With regard to Action Minute Ref 22/104 the clerk was asked to make progress in commissioning the work to re-paint the telephone box book exchange.

**23/011 Council asset safety checks** – No significant issues were reported as part of the routine check of assets, although the clerk suggested the PC noticeboard would benefit from repainting. The clerk was asked to commission this work along with the re-painting of the telephone box (see 23/010 above).

**23/012 The Chair's 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.

**23/013 Review of Policies**  
The clerk presented current, updated copies of the council's Standing Orders and Financial Regulations. These were approved and adopted by the parish council.

**23/014 Schedule of Meetings 2023-24**  
The clerk presented proposals for the schedule of parish council meetings for the following 12 months. With the exception of the June meeting, which was moved from the 20<sup>th</sup> to the 13<sup>th</sup> June, the schedule was approved.

**23/015 General Power of Competence**  
The clerk presented the background to the General Power of Competence which, following the recent elections, the council was now eligible to adopt. The parish council confirmed that it meets the eligibility criteria to use the General Power of Competence under the Localism Act 2011 and that the Council should use the General Power of Competence as the power of first resort.

**23/016 Internal Audit Report**

The clerk presented at Appendix F of the agenda paperwork the Annual Internal Audit Report recently undertaken by LRALC. No issues requiring further attention were raised in the report and the council was happy to receive this.

**23/017 Annual Governance Statement (AGAR Section 1)**

The clerk presented a detailed assessment of the parish council's governance activities during the last financial year in response to the nine questions contained in the AGAR Section 1. The council considered the evidence available in support of a 'yes' response to all the questions and resolved that the chairman and clerk be authorised to sign AGAR Section 1 (Annual Governance Statement) with a 'yes' response to all questions attached at Appendix F of the agenda paperwork.

**23/018 Planning applications to consider –**

None submitted during the period.

**23/019 Planning Decisions to Note**

Enforcement Updates

**22/01855/FUL** – Dog day-care business, Land off Scotland Lane. The clerk had received information from the planning enforcement team at Harborough DC that enforcement action had been commenced against this unauthorised activity, although an appeal had now been lodged. The council requested that the clerk keep a check on the Planning Inspectorate website for further progress on the appeal and update the council accordingly.

Decisions Made

None made during the period

Decisions Pending -

- a. **23/00183/FUL** – Front & rear extensions, Squirrels Leap, The Lea, Main Street
- b. **23/00343/FUL** – Yew Tree House, Elms Lane – Erection of garage (2<sup>nd</sup> revised scheme)
- c. **23/00301/LBC** - Overton Cottage, Main Street – Refurbishment of existing cottage & outbuildings

**23/020 Finance and Audit**

- a. The clerk presented details of the signed accounting statements for 2022-23 in accordance with the requirements of AGAR Section 2, which were noted and approved by the Council. The Chair was authorised by the council to countersign this document attached at Appendix G of the agenda paperwork.
- b. The clerk provided an analysis of the variations in the parish council's expenditure from 2021-22 to 2022-23. The council noted the reasons for the variations and endorsed the schedule presented in Appendix H of the agenda paperwork.

- c. The clerk also presented, in Appendix I of the agenda paperwork, the proposed Certificate of Exemption from Limited Assurance Review, which the council was able to claim, having both gross income or gross expenditure below £25,000. The council resolved to approve this document and authorised the Responsible Finance Officer and the Chair of the parish council to sign the document.
- d. The clerk presented in Appendix J of the agenda paperwork, details of proposals for publishing the public rights of inspection of the parish council's accounts for 2022-23. The details contained in the Notice were approved by the council.
- e. The clerk presented details of the anticipated items of expenditure and income for the month of May in Appendix K of the agenda paperwork. These were approved by the council.

### **23/021          Community Matters**

- a. The council reviewed the recent King's Coronation celebration event at the village hall and it was resolved to confirm the £300 donation towards the cost of the event. Cllr Warwick confirmed that 50 mugs had been given to young people in the village and that 44 had been sold so far to residents at a price of £10 each. It was agreed that Cllr Warwick transfer £440 to the parish council's bank account at the earliest opportunity. It was further resolved to plant the Coronation Rose immediately adjacent to the Platinum Jubilee bench on Washbrook Lane.
- b. It was noted that the grounds maintenance contractor who had carried out work during 2022 on behalf of the parish council had not been responding to messages. It was therefore resolved, i) that councillors arrange a small group of volunteers to trim the excess grass around the village planters and the Jubilee Oak tree, ii) that the planters be re-stocked for the summer season, and iii) that the clerk make contact with suitable alternative grounds maintenance contractors for quotes after i) above has been completed.
- c. Cllr Pain had spoken with the Secretary of Burton Overy Village Land Ltd regarding the installation of a play area at Banks Field. The Secretary had undertaken to create a visual 'mock-up' proposal of a potential play area on the site for presentation to the shareholders of the company.
- d. The chairman raised the option of developing a new village project associated with the promotion of biodiversity around ponds in the village. He was aware of several locations in and around the village where rudimentary ponds existed but could be developed into interesting community resources accessible to the general public. Three locations were identified for discussion and it was agreed to focus attention on the pond near to the footpath in the field north of the village hall. It was thought that this land belonged to The Church and Cllr Warwick undertook to speak with local residents involved with the Church to confirm this and obtain information about who to make a formal approach to concerning this proposal. He also undertook to speak with a local farmer, who he knew had developed ponds on his own land, for practical advice. The clerk was asked to write to the relevant church authority once the contact information had been obtained. Cllr Rankine undertook to contact LCC / NatureSpot to ascertain what practical advice they may offer for the development of ponds.

Cllr Warwick also highlighted that the LCC Shire Grant Fund could be a source of funding to support such a project.

**23/022 Correspondence for Discussion**

- a. The clerk outlined the content of recent correspondence associated with renewal of the council's insurance premium. It was resolved to remain with BHIB Insurers for 2023-24.

**23/023 Correspondence for Information** (including that received following publication of the agenda)

- a. The clerk outlined information received from LCC regarding the forthcoming programme of highway surface dressing, some of which affected Burton Overy. Information had been circulated on the village WhatsApp group on this matter. Cllr Rankine advised the meeting of concerns which had been expressed to her about speeding traffic along Main Street. A wide-ranging discussion ensued on this matter and it was resolved to receive further information on the Speedwatch initiative at the next meeting.
- b. He also reported receipt of correspondence from United Charities Burton Overy seeking the council's approval to a change in the nominated representative trustees to the charity. It was resolved to support the nomination of Robert Brown and Heather MacKinnon to replace Julian Swain and Mary Parker.
- c. Information had been received by the Chairman concerning the rattling cattle grid near to the village exit on Carlton Lane. The clerk was asked to contact LCC highways with a request to re-bed the loose grids.

**23/024 - Items for the next agenda – Policy Updates / Speedwatch / verge maintenance**

**23/025 - Date of next meetings – 13<sup>th</sup> June 2023**

**23/026 - Exclusion of the Public**

No confidential matters were considered at the meeting.

**Signed**

**Date**

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## Annex A

MAY						EXPENDITURE			INCOME
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
11	HDC Grant (Kings Coronation)	5 Income	5.2 - Misc.	03.05.23	I				500.00
12	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	04.05.23	I				2.00
13	Bank Interest (May)	5 Income	5.2 - Bank Interest	11.05.23	I				5.69
14	Sale of Coronation Mugs	5 Income	5.2 - Misc.	17.05.23	J				440.00
15	Edwards & Lockett (Mugs)	2 Community	2.1 - Community Projects	17.05.23	E	875.00	175.00	1,050.00	
16	Coronation Rose (Cllr Garner)	2 Community	2.1 - Community Projects	17.05.23	E	29.57	5.91	35.48	
17	Grant to Village Hall Ctee	2 Community	2.1 - Community Projects	17.05.23	E	300.00	0.00	300.00	
18	HMRC - PAYE (May)	3 Staffing	3.2 - PAYE	28.05.23	E	146.40	0.00	146.40	
19	Clerk - Salary (May)	3 Staffing	3.3 - Salaries	28.05.23	E	219.89	0.00	219.89	
20	Plusnet Broadband	1 Administration	1.2 - Broadband	28.05.23	E	24.06	4.81	28.87	
21	Vodafone Mobile (May)	1 Administration	1.9 - Telephone	28.05.23	E	10.46	2.08	12.54	
<b>Monthly Total</b>						<b>1,605.38</b>	<b>187.80</b>	<b>1,793.18</b>	<b>947.69</b>