

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Thursday 27<sup>th</sup> September 2022 at 7.30pm

- Present:** Cllr Bob Warwick  
Cllr Sarah Rankine  
Cllr Nina Garner  
Cllr Bob Pain  
The Clerk
- 22/068      Apologies** – Cllr Dave Fletcher
- 22/069      Questions from members of the public** – One member of the public was present in relation to agenda item 22/076g and explained his proposals for responding to the refusal of planning permission for the garage development at Yew Tree House, Elms Lane.
- 22/070      Declarations of interest** – None raised in relation to this meeting.
- 22/071      Approval of Minutes of the parish council meeting on 19.07.22** – Approved and signed by Cllr Warwick.
- 22/072      Matters arising not on the current agenda / Minutes Action Update**  
Cllr Rankine referred to a complaint she had received from a resident regarding litter left on the verge at the site of the recently erected telephone mast on Washbrook Lane. It was noted that this had been cleared by local residents.  
Updates on all actions were noted or were dealt with on the agenda.
- 22/073      Council asset safety checks** – No current issues were reported and it was noted that those assets requiring annual review would need to be looked at by November. The clerk undertook to circulate the relevant details to all councillors.
- 22/074      Christmas Tree Arrangements**  
A discussion took place on potential locations around the village for the placement of the Christmas Tree.  
Cllr Warwick reported on his recent discussions with the Secretary of Burton Overy Land Ltd which owned Banks Field on Main Street and it was agreed that this should continue to be the preferred location for the village Christmas Tree.  
Cllr Warwick reported that his discussions with the Land Company Secretary had explored other options for the use of Banks Field and the clerk was asked to write to the Company to elicit their view on using a part

of the land for the siting of a children's play area, the erection of benches and the occasional use of some of the Field for parish events. The clerk was also asked to check the parish council's insurance cover for such events. Cllr Pain agreed to look into the practicalities and likely expense of setting up a children's play area at a suitable location in the village.

## **22/075**

### **Planning applications to consider –**

The following applications were noted as approved since the last meeting of the parish council, the parish council having no comments to make on these.

- a. **22/00757/FUL** – Replacement dwelling (revised scheme), 3 Baileys Lane.
- b. **22/01146/FUL** – Erection of agricultural building, Kingarth Farm, Town Street.
- c. **22/01414/TCA** – works to trees – The Chestnuts, Carlton Lane

The following applications were considered at the meeting: -

- d. **22/01300/CLU** – Certificate of Lawfulness, Proposed development for the use of land as a Dog day-care Centre with the erection of fencing and a wooden shed, Land at Scotland Lane. It was resolved to submit a letter of objection in relation to this.
- e. **22/01632/FUL** – Conversion of redundant farm buildings to ancillary residential accommodation, Manor Farm, Back Lane. The parish council resolved to support this application
- f. **22/01628/TCA** – Works to Tree (fell), Manor Farm, Back Lane. No comments were raised
- g. **22/01687/FUL** – Ground and first floor extensions, Willowbank, Back Lane. The council agreed to submit a further objection in relation to this revised proposal on the following grounds -
  - Loss of privacy to adjacent neighbours as a result of the first-floor balcony.
  - Scaling and massing as a result of the height of the garage roof.
  - Loss of off-street parking space,
  - Unreasonable disturbance during construction.
- h. **22/01690/TCA** – Works to tree, Curlieu Cottage, Elms Lane. No comments were raised.

## **22/076**

### **Planning decisions taken by HDC**

There had been no planning enforcement activity since the last meeting of the parish council.

The following decisions were noted –

- a. **22/01056/FUL** – Extensions & alterations, De Noveray House, Rectory End – APPROVED
- b. **22/01012/FUL** – Erection of oak-framed garage / store, The Old Rectory, Rectory End – APPROVED
- c. **22/01192/TCA** – Works to trees, The Coach House, Rectory End – APPROVED
- d. **22/01193/TCA** - Works to trees, The Village Hall, Rectory End – APPROVED
- e. **22/00807/FUL** – Alterations to combine Stamford Cottage & South End Cottage, The Gravel - APPROVED
- f. **22/01254/TCA** – Works to trees (fell), De Noveray House, Rectory End – APPROVED
- g. **22/01301/FUL** – Erection of garage (retrospective), Yew Tree House, Elms Lane – REFUSED
- h. **22/01480/TCA** – works to trees, Sunnyside, Scotland Lane - APPROVED

The following decision remained pending -

- a. **22/00597/AGR** - Erection of an agricultural building, Land East of Burton Overy Lane
- b. **21/00672 & 673/ FUL** – Discharge of Conditions, Ivy Cottage, Rectory End

#### **22/077 Finances –**

- a. The bank statements as at 31<sup>st</sup> August 2022 were noted and endorsed, with balances showing Reserve Acct - £9,456.80; Current Acct - £4,054.93.
- b. Payments and receipts (to be) made during August and September (See Annex A) were considered and endorsed / approved for payment. It was also agreed that the clerk transfer £5,000 from the council's current account to the council's reserve account.
- c. Councillors considered correspondence from external auditors advising that the council may opt out of the nationally commissioned local council audit arrangements from 2023. It was resolved not to opt out.

#### **22/078 Community Matters**

- a. The clerk reported that HDC Local Plans team had opened a consultation process on the designation of Local Green Spaces and that, in response to earlier discussions at the parish council, he had submitted a proposal for the inclusion of Scotland Thicket. The council endorsed this approach and asked that he also seek to submit Field 33 (off Scotland Lane) for such designation.
- b. Cllr Warwick updated the meeting on the success of the Jubilee mugs and bench initiative which was warmly welcomed.
- c. Cllr Pain confirmed he had been in contact with TLR landscaping regarding the minor verge and hedge maintenance agreed at earlier meetings. The contractor was due to undertake works this week and it was agreed that he should focus his work on cutting the hedge at the junction of Main Street and Carlton Lane. The

clerk asked that Cllr Pain remind him to provide a copy of his PL insurance certificate.

- d. Issues relating to Banks Field had been dealt with under item 22/074.
- e. Cllr Warwick reported on the recent meeting with the owner of Palfreyman's Yard, which had been a productive exchange of views. Discussions had included his long-term ambitions for the use of the land and the potential for its future development for limited housing, allotments and/or a children's play area. These issues would be addressed further at the time of the review of the Neighbourhood Plan.
- f. Proposals for updating the signage for the defibrillators was discussed and it was resolved to provide new signage for the following locations -
  - The Bell Inn (entrance door and external wall)
  - The Dairy
  - The railings near the phone box
  - The external wall near the junction of Rectory End and Scotland Lane (subject to the owner's consent)
- g. The clerk reported that he had not identified any suitable grant streams to support the refurbishment of the Phone Box Library Exchange. Cllr Warwick undertook to speak with the contractor who had provided the original quotation for repainting the exterior of the box about carrying out the work in Spring 2023.

**22/079 Correspondence for Discussion**

- a. The clerk advised that he had received communication from the office of the Duchess of Cornwall regarding the promotion of her 'Reading Room' initiative offering the donation of two books for the Phone Box Library Exchange. Cllr Garner undertook to install the books in the Library Exchange and take relevant photographs for return to the Duchess of Cornwall's representative.
- b. The clerk provided details to the meeting of the national Civility and Respect Pledge. The parish council resolved to support the pledge.
- c. The clerk provided details of correspondence containing advice and guidance from NALC and SLCC regarding the use of councillors' private email addresses for official business and advice regarding the availability of .gov.uk domain addresses for parish councils. The council resolved not to take up the .gov.uk domain option at the current time and to ensure that only official parish council email addresses were used by councillors when dealing with parish council business.

**22/080 Correspondence for Information**

- a. The clerk reported information received from the County Council regarding the erection of Christmas decorations on lighting columns and the compliance requirements should the parish council wish to do this. This was noted
- b. The clerk reported receipt of notification from the County Council of a Temporary Road Closure Notice for Carlton Lane on 6<sup>th</sup> October. The clerk was asked to post this on the Parish Noticeboard WhatsApp group.

**22/081 - Items for the next agenda –** Half-year budget reports / Christmas tree arrangements / NP review timescales and funding / winter planting (it was agreed that should this need providing prior to the next PC meeting that a sum of £50 per planter may be incurred)

**22/082 - Date of next meeting –** 18<sup>th</sup> October 2022

**22/083 - Exclusion of the Public**  
No confidential matters were considered at the meeting.

**Signed**

**Date**

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## Annex A

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
<b>AUGUST</b>						<b>EXPENDITURE</b>			<b>INCOME</b>
43	Bank Interest (Aug)	5 Income	5.2 - Misc	12.08.22	I				0.31
44	Sale of Jubilee Mugs (RSW)	5 Income	5.2 - Misc	12.08.22	I				310.00
45	HDC Lotto	5 Income	5.2 - Misc	12.08.22	I				2.00
46	Defib Battery (WEL Medical)	2 Community	2.2 - Defibrillator	17.08.22	E	170.00	34.00	204.00	
47	HMRC - PAYE (Aug)	3 Staffing	3.2 - PAYE	26.08.22	E	134.80	0.00	134.80	
48	Clerk - Salary (Aug)	3 Staffing	3.3 - Salaries	26.08.22	E	202.71	0.00	202.71	
49	Sale of Jubilee Mugs (PW)	5 Income	5.2 - Misc	26.08.22	I				190.00
50	Plusnet Broadband	1 Administration	1.2 - Broadband	28.08.22	E	24.06	4.81	28.87	
51	Vodafone Mobile	1 Administration	1.9 - Telephone	28.08.22	E	9.17	1.83	11.00	
<b>Monthly Total</b>						<b>540.74</b>	<b>40.64</b>	<b>581.38</b>	<b>502.31</b>
<b>SEPTEMBER</b>						<b>EXPENDITURE</b>			<b>INCOME</b>
52	Computer Backup (Astley Computers)	1 Administration	1.7 - IT Backup	05.09.22	E	140.00	0.00	140.00	
53	Jubilee Bench Base	2 Community	2.1 - Projects	05.09.22	E	277.64	55.53	333.17	
54	Bank Interest (Sept)	5 Income	5.2 - Misc	09.09.22	I				0.40
55	HDC Lotto	5 Income	5.2 - Misc	13.09.22	I				2.50
56	Precept (2)	5 Income	5.1 - Precept	14.09.22	I				6,863.00
57	Cllr Training - LRALC	3 Staffing	3.5 - Staffing	22.09.22	E	45.00	0.00	45.00	
58	HMRC - PAYE (Sept)	3 Staffing	3.2 - PAYE	28.09.22	E	134.80	0.00	134.80	
59	Clerk - Salary (Sept)	3 Staffing	3.3 - Salaries	28.09.22	E	202.71	0.00	202.71	
60	Plusnet Broadband	1 Administration	1.2 - Broadband	29.09.22	E	24.06	4.81	28.87	
61	Vodafone Mobile	1 Administration	1.9 - Telephone	29.09.22	E	9.17	1.83	11.00	