

All Councillors are summoned to a
BURTON OVERY PARISH COUNCIL MEETING
on Tuesday 20th July 2021 at 7.30 p.m. at Burton Overy Village Hall

- 21/057. Apologies for absence
- 21/058. Questions from members of the public
- 21/059. Declarations of Members interests
- 21/060. To approve as a correct record the minutes of the meeting held on 15.06.21 **Appendix A**
- 21/061. Matters arising and not on the agenda / Minutes Action List **Appendix B**
- 21/062. Consider any current issues regarding Covid 19 information & response
- 21/063. Council asset safety checks - to receive safety check reports and agree any action necessary
- 21/064. Clerk's Contract of Employment **Appendix C**
- 21/065. Councillor Vacancy
- 21/066. Planning matters (No applications received during period)
a. Process for consideration of planning consultations received during August
- 21/067. Planning decisions – to note
a. 21/00966/TCA – Works to Trees (Yew trees only) - St Andrews Church, Main Street - Approved
- 21/068. Finances
a. To note the on-line bank statements as at 30.06.21 **Appendix D**
b. Payments to be agreed / noted during July **Appendix E**
c. Budget Report & Bank Reconciliation – Quarter 1 **Appendix F**
d. Closure of 2020-21 Audit **Appendix G**
- 21/069. Community Matters – update as required
a. Wildflower Verges – Survey Report **Appendix H**
b. WhatsApp Groups **Appendix I**
c. Climate Change Group update
d. Community (Neighbourhood) Watch & New Village Residents
e. Defibrillator Training
- 21/070. Correspondence for discussion
a. LCC Supplier Information Request (Member's Highway Fund) **Appendix J**
b. HDC – Conservation Planning Consultations – Non designated heritage assets
<https://harborough.oc2.uk/document/38>
- 21/071. Correspondence for information
a. VAT 2020-21 Claim (submitted - 25.06.21; paid – 08.07.21)
b. LCC Household Waste Centres
- 21/072. Items for the next Agenda
- 21/073. To confirm the date of the next meeting – 21st September 2021.

21/074. To consider, if necessary, a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, should any items be considered of a confidential nature.

Members of the public and press may attend this meeting although Covid-secure measures will be in place in the village hall.
Face coverings must be worn when not speaking at the meeting.

The meeting may be recorded, filmed or broadcast provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the website or by contacting the Clerk.

Clerk to the Council
Tel 07827 797125
Email: clerk@burtonoverypc.org.uk
www.burtonoverypc.org.uk

14.07.21

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 15th June 2021 at 7.30pm

Present: Cllr Bob Warwick
Cllr Dave Fletcher
Cllr K Goddard
Cllr Bob Pain
The Clerk

21/039 Apologies – Cllr Sarah Rankine

21/040 Questions from members of the public – no members of the public were present at the meeting.

21/041 Declarations of interest – none

21/042 Approval of Minutes of the parish council meeting on 18.05.21 – Approved and signed by Cllr Warwick.

21/043 Matters arising not on the agenda –

Cllr Fletcher updated the meeting of the informal approach he had made in relation to the obstruction of the pavement on Bell Lane. The owners of the cycle were making efforts to renovate and sell it and the council resolved to allow reasonable time for this to be achieved.

The clerk updated the meeting on the response from Harborough DC regarding the provision and servicing of an additional dog waste bin in Washbrook Lane. The HDC contractor was at full capacity and would not be able to add this to their schedules. The parish council resolved to leave this matter pending until further notice.

Cllr Rankine had advised the chairman that chairman that she had consulted Mr Nick Jones, the council's go-to handyman, and in his view a canopy roof was not necessary over the defibrillator. It was resolved to hold this matter pending until further notice.

Cllr Goddard advised the meeting that she would be resigning from the council during the summer.

The clerk reported that he had been in touch with the planning enforcement team for an update on outstanding issues but had had to leave a voice mail.

21/044 Emergency Covid 19 information and measures arising between meetings – None.

21/045 Council asset safety checks – no adverse issues were reported.

21/046

Clerk's Hours of Employment – Cllr Warwick presented the information that had been collated by the clerk in relation to hours of employment, salary gradings and holiday entitlement, which had been drawn together from NALC guidance.

It was resolved –

- a) That the salary grading range of the clerk be Spinal Column Point (SCP) 7 – 12, representing the average range for NALC Job Profile 1, which was felt to reflect the level of work associated with the clerk role at Burton Overy.
- b) That the clerk's current SCP be confirmed as 11, with progression onto SCP 12 from 1st April 2022.
- c) That from 1st September 2021 the hours of the clerk be increased from 5 to 6 per week exclusive of holiday entitlement for which an additional 0.64 hours per week will be paid.
- d) To confirm that the role of the clerk is subject to the prevailing Local Government National Terms and Conditions and that the clerk's contract of employment be revised from 1st September to reflect this.
- e) That the period of notice of the clerk be confirmed as 3 months.

21/047

Review of Policies

The clerk presented a draft Internet Banking Policy for consideration following a recommendation from the recent internal audit review. The policy as presented was approved by the council.

It was also resolved that Cllr C Carson be removed from the bank mandate and Cllr Dave Fletcher be added as an authorised signatory to internet banking transactions

21/048

Planning matters to consider –

- a. **Application Ref. No: 21/00672/FUL** – Demolition of existing prefabricated double garage and construction of replacement single storey garage; repair and reinstatement of existing boundary walls; and demolition and replacement of the part front boundary wall including the addition of new gates, Ivy Cottage, Rectory End
RESOLVED to submit the comments detailed below in application reference 21/00673/LBC
- b. **Application Ref. No: 21/00673/LBC** - Demolition of existing prefabricated double garage and construction of replacement single storey garage; repair and reinstatement of existing boundary walls; and demolition and replacement of the part front boundary wall including the addition of new gates, Ivy Cottage, Rectory End
RESOLVED to submit the following comments –
The Parish Council welcomes the proposal to renovate Ivy Cottage, a Grade II listed building within the Conservation Village of Burton Overy. It is crucial that all changes are made in a manner sympathetic to the particular location of Ivy

Cottage, namely directly opposite the Grade II listed church of St Andrews, with several other listed buildings nearby.*

In terms of the specifics of the proposal, the demolition of the old garage and the reconstruction of the boundary wall with suitably-styled iron railings are deemed to be excellent steps.

However, the Council is concerned that the proposed new building, consisting of a replacement double garage, an end storage area and a bricked linkage to the main house, represents a very large and wide extension when viewed from Rectory End, in effect more than doubling the width of the frontage of the property. The Council also questions whether this design is fully in keeping with the attractive Georgian, red-brick architecture (without oak framing) of the main house and requests that the HDC Conservation Officer pay particular attention to these issues when determining the application.

- c. **Application Ref. No: 21/00966/TCA** - Works to Trees - St Andrews Church, Main Street – **RESOLVED**; No Comment

21/049 Planning decisions taken by HDC – noted as follows: -

- a. **Ref.No: 21/00795/TCA** – Works to tree, The Old Rectory, Rectory End – Noted as Approved.

21/050 Finances –

- a. The bank statements relating to the month of May presented as Appendix E of the agenda were noted and agreed.
- b. Payments to be made during June (listed in Appendix F of the agenda papers) were considered and approved for payment.
- c. The clerk presented the AGAR Internal Audit Certificate as signed by the internal auditor following the recent review. This was noted and approved by the council.
- d. Following detailed consideration by the Council at its last meeting the clerk presented the formal Annual Governance Statement for 2020-21 (Section 1 of AGAR) for final consideration. This was approved by the Council for sign-off by the Chairman and the Clerk.
- e. The clerk presented the final accounting statement for 2020-21 (Section 2 of AGAR) for consideration. This was approved by the Council for sign-off by the Chairman.
- f. The clerk presented at Appendix J the proposed Certificate of Exemption from the 2020-21 audit assurance review (AGAR Part 2) for submission to PKF Littlejohn, the external auditor. As the council's income / expenditure were both below £25,000 and the council was able to confirm compliance with the other qualifying factors listed in the document, the Council approved the Certificate for sign-off by the Chairman and the Responsible Finance Officer.
- g. The clerk presented proposals at Appendix K for the timescales to be used for the exercise of public rights of inspection of the council's accounts for 2020-21. The period was agreed as Monday 21st June 2021 to Friday 30th July 2021 (inclusive) and the clerk was requested to publish the document as required.

- h. The clerk presented at Appendix L of the agenda a spreadsheet extract with details of proposals for a revised budget format. The revised format carried forward all existing budget cost codes but grouped these into five cost centres with a view to making the reporting and monitoring of budget trends throughout the year more relevant. The revised format was approved by the council for use in the current year.

21/051 Community Matters –

- a. Cllr Goddard updated the council on the recent meeting of the climate change group which had met to evaluate the content of the 32 questionnaires that had been returned, from which a list of village priorities will be developed. She also reported that there had been many offers of volunteering support from the returned questionnaires.
- b. It was noted that the proposed event at the village hall on 27th June had now been postponed as a result of the amended Covid 19 roadmap timescales.
- c. The clerk reported that HDC had given their approval for the parish council to apply the grant given (£500) during 2020 for VE Day anniversary celebrations to alternative schemes, including celebration of the Queen's platinum jubilee.

21/052 - Correspondence for discussion

Cllr Warwick reported details of a complaint he had received regarding heavy vehicles passing through the village from the Miller Homes development in Great Glen. He had obtained photographic evidence in support of the complaint which the clerk had referred to the planning enforcement team at Harborough DC – a response was awaited.

The matter regarding the potential provision of a dog waste bin on Washbrook Lane had been addressed under Minute 21/043 above.

21/053 - Correspondence for information

The clerk reported having received correspondence from: -

- a. Nature Spot, indicating that the biodiversity survey of the verges in Back Lane would take place on 17th June;
- b. The Sustainability Land Trust who were proposing the establishment of a Centre for Nature and Society based at Rutland Water, which would provide a centre of excellence and training centre for sustainable land management. The clerk was asked to circulate details to Cllrs Goddard and Rankine.
- c. Leicestershire County Council regarding a county-wide review of public bus services. The clerk was asked to circulate the link to the relevant questionnaire to the village WhatsApp groups.
- d. Cllr Pain referred to two matters which had been raised with him by Mr Julian Swain. First, whether it would be worthwhile him continuing to promote the Neighbourhood Watch scheme in the village, and, secondly whether the parish council had any views or proposals for the welcoming of new residents to the village. The clerk was asked to schedule these matters on the next agenda and the chairman undertook to speak with Mr Swain regarding the matters.

- e. The clerk referred to an email complaint he had received relating to the unkempt nature of the roadside grass verges around the village. Following a broad discussion on the matter the clerk was asked to check the County Council grass cutting schedules in order to offer appropriate advice to the complainant and to also advise regarding efforts to enhance biodiversity in such areas. Cllr Pain undertook to trim any overgrown verge adjacent to the telephone box, the seat and village notice board on Main Street.

21/054 - Items for the next agenda – Neighbourhood Watch

21/055 - Date of next meeting - 20th July 2021 at 7.30pm

21/056 - Exclusion of the Public

No confidential matters were considered at the meeting.

The meeting finished at 9pm

Signed

Date

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – June 2021

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/042	Post the agreed May minutes and the draft June minutes on website	Clerk	Posted – 25.06.21
21/043	Review progress (after reasonable time) regarding obstruction of pavement in Bell Lane	Council	
21/046	Draft revised contract of employment for role of Clerk / RFO for agreement by September	Clerk	Drafted – to be presented to council meeting in July
21/047	Post Internet Banking Policy on Website	Clerk	Posted - 02.07.21
21/047	Make arrangements for agreed changes to bank mandate	Clerk	Details awaited from Cllrs Fletcher & Pain
21/048a & b	Submit comments to HDC planners re application ref - 21/00673/LBC, Ivy Cottage, Rectory End	Clerk	Submitted – 16.06.21
21/050b	Make payments agreed at the meeting	Clerk	Payments made when due
21/050d	Sign Annual Governance Statement & post on website	Chairman / Clerk	Signed – 15.06.21
21/050e	Sign Accounting Statement & post on website	Chairman / Clerk	Signed – 15.06.21
21/050f	Sign Certificate of Exemption and submit to External Auditor	Chairman / Clerk	Signed – 15.06.21 submitted 22.06.21
21/050g	Post Public Rights of Inspection Notice on website	Clerk	Posted - 25.06.21
21/052	Chase HDC for updates on planning enforcement matters referred to them in recent weeks (including heavy vehicles using the village to access Miller Homes development in Great Glen)	Clerk	Further e-mail reminder submitted – 25.06.21
21/053a	Report back on NatureSpot survey of Back Lane when received	Clerk	On Council meeting agenda – 20.07.21
21/053b	Forward information on proposed Centre for Nature & Society to Cllrs Goddard & Rankine	Clerk	Sent 25.06.21
21/053c	Post information regarding LCC review of public bus services on WhatsApp Groups	Clerk	Posted 25.06.21
21/053d	Liaise with Mr J Swain regarding Neighbourhood Watch and welcoming of new residents to the village	Chairman	

21/053e	Advise complainant regarding LCC arrangements for maintenance of village grass verges (Cllr Pain to strim long grass near old phone box and seat on Main Street)	Clerk / Cllr Pain	Complainant e-mailed with reply – 25.06.21
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BURTON OVERY PARISH COUNCIL

CONTRACT OF EMPLOYMENT

This contract of employment (“the contract”) contains the main terms and conditions of your employment with BURTON OVERY PARISH Council (“the Council”). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER: BURTON OVERY PARISH COUNCIL

THE EMPLOYEE: PHILLIP WOODWARD

DATE OF ISSUE: 1ST SEPTEMBER 2021

1. COMMENCEMENT DATE

1.1 Your employment with BURTON OVERY PARISH Council began on 1ST JANUARY 2021 (“the commencement date”).

2. CONTINUOUS SERVICE

2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.

2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

4. PROBATION

4.1 Your appointment is subject to satisfactory completion of a probationary period of not less than 3 MONTHS.

5. JOB TITLE

5.1 You are employed as CLERK and RESPONSIBLE FINANCE OFFICER.

6. JOB DUTIES

6.1 You are expected to perform all duties which may be required of you as set out in Appendix A.

6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

7.1 You shall not undertake other employment without the Council’s written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

8.1 Your usual place of work is your home with attendance at meetings required, when necessary, at the Village Hall, Burton Overy.

9. SALARY

9.1 Your salary will be £21,748 per annum (FTE), being the current salary point 11 (as at 01.04.21) within the average range of LC Grade Profile 1 which runs from SCP 7 – SCP 12 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

9.2 Subject to satisfactory performance and acquisition of relevant qualifications, you will progress automatically through the range detailed in paragraph 9.1 by annual increments until you reach the maximum salary in the range. Increments will be payable on 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance falls below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

9.3 Your salary will be paid to you by bank transfer to your bank or Building Society on 28th of each month.

10. EXPENSES

10.1 The Council will reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business (“mileage expenses”) provided that mileage expenses have been approved by the Council.

10.2 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council. You will be provided with a copy of the Council’s expenses policy.

10.3 For employees working at home other expenses may include any of the following:

- Purchase or use of office equipment
- Purchase of office consumables
- Connection, rental or use of telephone line and Internet/broad band
- A sum to take into account the use of space, lighting, heating and electricity due to working from your home. This will be set at a level recommended by HMRC homeworking guidance (currently £6 per week at September 2021).

11. WORKING AT HOME – INSURANCE

11.1 You shall notify your insurers that your home is your main place of work and that in the course of your employment members of the public may attend at your home.

11.2. You shall provide the Council with evidence that you have the correct insurance cover for the circumstances set out in clause 11.1.

11.3 The Council shall pay for any additional insurance premiums arising from the arrangements for working at home set out in clause 11.2.

12. APPRAISAL

12.1 You will receive an annual appraisal.

13. HOURS OF WORK

13.1 You are required to work 6 hours per week. There are no fixed times or days for these hours but it is expected that you will use your professional discretion as to when these hours are worked. Holiday pay allowance (pro-rata) will be added to the working week. (See Appendix B)

14. ADDITIONAL HOURS

(For employees who are paid at or below salary point 28)

14.1 If you work more than your normal working hours, then subject to the Council's approval, you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu at a time to be agreed between you and the Council.

15. ANNUAL LEAVE

15.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled to 28 days' leave in each leave year (pro rata for part time employees – See Appendix B) including all statutory bank holidays.

15.2 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.

16. SICKNESS ABSENCE

16.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.

16.2 You will be provided with a copy of the Council's sickness absence policy.

16.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

17. SICK PAY

17.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

during 1st year of service	one month's full pay and (after completing 4 months' service) 2 months' half pay
during 2 nd year of service	2 months' full pay and 2 months' half pay
during 3 rd year of service	4 months' full pay and 4 months' half pay
during 4 th & 5 th - year of service	5 months' full pay and 5 months' half pay
after 5 years' service	6 months' full pay and 6 months' half pay

(Continuous Service will be calculated from your initial appointment date within the local council sector and, as such, is transferrable from previous employment in this sector)

18. MATERNITY /PATERNITY /ADOPTION LEAVE

18.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

19. INJURY OR ASSAULT

19.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

20. PENSIONS

20.1 You may opt in to the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. Alternatively, you may choose to participate in the NEST Workplace Pension Scheme (or equivalent).

21. NOTICE OF TERMINATION OF EMPLOYMENT

During the probationary period

21.1 Either party may terminate the contract by giving one week's notice in writing.

After completion of the probationary period

21.2 The length of notice which you are obliged to give to the Council to terminate your employment is three months in writing.

21.3 The length of notice which you are entitled to receive from the Council to terminate your employment is three months.

21.4 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

22. DISPUTE RESOLUTION

22.1 You have been provided with a copy of the Council's grievance and disciplinary procedures.

22.2 If you have a grievance arising from your employment, you should raise this initially with the Chairman of the Council. If you are dissatisfied with any disciplinary decision made against you, you may appeal to the Council, who should deal with any reasonable concerns raised in a timely manner without the presence of the Chairman.

23. HEALTH AND SAFETY

23.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

23.2 You will be given a copy of the Council's Health and Safety Policy.

24. EQUAL OPPORTUNITY POLICIES

24.1 You must comply with the Council's Equal Opportunity Policy. You will be given a copy of this Policy.

25. TRAINING AND DEVELOPMENT

25.1 The Council will be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

26. INDEMNITY

26.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed: _____ Dated: _____

Name: _____

Signed for and on behalf of Burton Overy Parish Council

Signed: _____ Dated: _____

Name: _____

APPENDIX A

BURTON OVERY PARISH COUNCIL

JOB DESCRIPTION

Job Title:	Clerk to the Council and Responsible Financial Officer
Responsible to:	Full Council
Responsible for:	No staff report to the Clerk
Employment Status:	Part-time - 6 hours per week exclusive of holiday pay (job includes some evening work)
Place of work:	Work from home with meetings held at Burton Overy Village Hall. Work from home allowance of £312 per annum.
Salary scale:	Local Government Scale – SCP 7 - 12

As a part-time employee the Clerk / RFO to Burton Overy PC will be required to ensure all legal requirements within the job description are met and to undertake other duties and tasks commensurate with the role as time allows.

Job Purpose

1. To ensure that the Council's administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

Key Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.

3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
5. To ensure that all meetings of the Council are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To provide general advice as appropriate on the budget preparation process, the presentation of budget estimates and precept proposals to the Council and ensure that all Management Reports are reported to the Council and the statutory External Audit requirements are completed each year.
8. To ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
9. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
10. To undertake all necessary activities in connection with the management of salary and conditions of employment of the clerk.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
13. To develop effective liaison and an effective working partnership with other relevant District and County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
14. To work to improve, develop and up-date the Council's website.
15. To take appropriate action to ensure that all Council elections are arranged and held successfully.
16. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.

17. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
18. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.

Key Duties and Responsibilities: Responsible Financial Officer

1. As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including:
 - (a) being responsible as and carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council;
 - (b) acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations;
 - (c) ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies;
 - (d) advising the Council and its Committees on and prepare the annual budget estimates of income and expenditure for revenue services and annual Precept requirements;
 - (e) monitoring and managing the Council's budget expenditure and income, and to provide the Council and Committees with a regular statement of income;
 - (f) ensuring that all Management Reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken;
 - (g) issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and that: -
 - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept and any queries are investigated
 - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
 - all necessary records in connection with the above are maintained
 - all necessary administration and banking procedures are arranged to ensure that staff salary is paid
 - all necessary Revenue and Customs, VAT, and pension financial returns and/or payments are completed and dispatched on time
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - appropriate financial IT systems are in place and operated securely;
 - (h) monitoring and ensuring that the Council's accounts are controlled, and the Council informed of the ongoing financial situation;
 - (i) ensuring all necessary records are prepared for audit and VAT purposes;
 - (j) ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured;

- (k) ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices;
- (l) ensuring that an annual equipment inventory and asset register are in place;
- (m) advising the Council on and assist in the raising of funds by way of grants by following the necessary consultations and processes.
- (n) ensuring that all surplus Council funds are invested securely and income maximized;

General Duties

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk & Responsible Financial Officer and the Council's activities as required by the Council and as allowed by the hours employed.
2. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time and as allowed by the hours employed.

APPENDIX B

HOLIDAY PAY ALLOWANCE

The standard working week for full-time Clerks to the Council and other Officers is 37 hours. For part-time officers, the Council will determine the hours to be worked and must ensure that the working week, or overall staffing provision, is sufficient to meet the demands of the Council's work.

The National Agreement requires that part-time officers are remunerated *pro rata* at an hourly rate derived from the salary for a full-time post described above. The hourly rate is calculated by dividing the annual fulltime salary, including any additions or allowances by 52 weeks, to produce a weekly figure, and to divide that figure by 37, being the standard number of hours worked by a full-time officer.

employment legislation any part-time member of staff must be offered on a *pro rata* basis the same terms and conditions as those of a full-time worker in a comparable post. This includes supervisory enhancements, expenses, overtime / time-in-lieu, leave, pension or gratuity, etc. For a comparable post where there is a sole employee the comparison must be with an employee in the local council sector.

WORKING TIME / ANNUAL LEAVE ANALYSIS

No. of hours worked / week	6
No. of hours worked / month	26
No. of hours worked / year	312
Standard Local Gov't Working week	37 hrs
Pro-rata weekly multiplier (6/37)	0.16
FTE Annual Leave Entitlement (incl. bank hols)	28 days (or 207.2 hrs)
Pro-rata monthly entitlement (207.2/12 x 0.16)	2.76
Pro-rata weekly entitlement (207.2/52 x 0.16)	0.64 hrs



Burton Overy Parish Council

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 LE8 0UZ

Your Account

Sort Code 30-94-97
Account Number [REDACTED]

TREASURERS ACCOUNT

01 June 2021 to 30 June 2021

Money In	£0.00	Balance on 01 June 2021	£6,132.53
Money Out	£4,064.20	Balance on 30 June 2021	£2,415.38

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Jun 21	ARTHUR J. GALLAGHE 100000000763639267 6804398	FPO		347.05	6,132.53
03 Jun 21	ICO ZA002333	DD		35.00	6,097.53
07 Jun 21	ZOOM.US 888-799-96 CD 7323 05JUN21	DEB		14.39	6,083.14
24 Jun 21	HMRC - ACCOUNTS OF 500000000775148069	FPO		105.60	5,977.54
28 Jun 21	PNET3122091-1 PNET3122091- 1	DD		30.00	5,947.54
28 Jun 21	P WOODWARD 500000000777238644 SALARY	FPO		158.48	5,789.06
30 Jun 21	LEICESTERSHIRE COU 200000000776647197	FPO		3,373.68	2,415.38

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



BUS BANK INSTANT Statement

Printed: 02 July 2021

Burton Overy Parish Council Sort code 30-94-97 Account number [REDACTED]



LE8 0UZ

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Jun 21	INTEREST (GROSS)		0.04		5035.30

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

ANTICIPATED JULY PAYMENTS

JULY									
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	EXPENDITURE			INCOME
						Net Amount	VAT	TOTAL	
23	Zoom	Admin	1.10 - Zoom	05.07.21	E	11.99	2.40	14.39	
24	VAT Refund (from 2020-21)	Income	5.2 - Misc.	08.07.21	I	0.00	0.00	0.00	971.22
25	Interest received (July)	Income	5.2 - Misc.	09.07.21	I	0.00	0.00	0.00	0.04
26	PAYE (July)	Staffing	3.2 - PAYE	21.07.21	E	105.60	0.00	105.60	
27	Home Work All'ce (May Jun Jul)	Staffing	3.1 - HWA	21.07.21	E	78.00	0.00	78.00	
28	Clerk Salary (July)	Staffing	3.3 - Salaries	28.07.21	E	158.48	0.00	158.48	
Monthly Total						354.07	2.40	356.47	971.26

FIRST QUARTER BUDGET MONITORING

COST CENTRE		REF. NO.	COST CODE	BUDGET 2021-22	SPEND TO 30.06.21 (excl VAT)
1	ADMINISTRATION	1.1	AUDIT	170	
		1.2	BROADBAND	320	75.00
		1.3	DATA PROTECTION	40	35.00
		1.4	ELECTIONS	100	
		1.5	INSURANCE	340	347.05
		1.6	IT - WEBSITE HOSTING & SUPPORT	475	
		1.7	IT - BACKUP	125	
		1.8	STATIONERY	155	
		1.9	TELEPHONE	180	
		1.10	ZOOM	145	35.97
		1.11	MISCELLANEOUS	370	
			2420		
2	COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	75	
		2.2	DEFIBRILLATOR	75	
		2.3	DOG WASTE BINS	425	88.96
		2.4	GENERAL REPAIRS & MAINTENANCE	160	
		2.5	GRANTS & DONATIONS	250	
		2.6	PARISH PLAN	0	
		2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2811	2,811.40
		2.8	STREET LIGHTING (POWER & MAINTENANCE)	650	
			4446		
3	STAFFING	3.1	HOMEWORKING ALLOWANCE	312	52.00
		3.2	PAYE	1247	316.80
		3.3	SALARIES	1922	475.44
		3.4	SUBSCRIPTIONS	350	162.12
		3.5	TRAINING	230	
			4061		
4	RESERVES	4.1	EARMARKED	0	
		4.2	GENERAL	1500	
			1500		
TOTALS				12427	4,399.74
5	INCOME	5.1	Precept	12427	6,213.50
		5.2	Miscellaneous	0	0.12
			TOTAL	12427	6,213.62

BURTON OVERY PARISH COUNCIL		
Bank Reconciliation at <u>30.06.2021</u>		
<u>Current a/c (Treasurers) 00228552</u>		£
Balance b/f as at 01.04.21		1,203.89
Receipts - Precept		6,213.50
Bank Transfers		0.00
		7,417.39
Less payments per cashbook		5,002.01
Less cleared cheques		0.00
Plus uncleared cheques		0.00
Balance as per cashbook		2,415.38
Balance as per statement - 30.06.21		2,415.38
<u>Bus Instant Access a/c 07249083</u>		
Balance b/f as at 01.04.21		5,035.18
Receipts - Interest		0.12
- HMRC VAT repayment		0.00
Less transfer to Treasurer's Acct		0.00
Balance as per cashbook		5,035.30
Balance as per bank statement - 30.06.21		5,035.30
Signature _____ - P Woodward	Date 02.07.21	

Data logged – notification of exempt status

From: SBA <SBA@pkf-l.com>

Sent: Tue, 13 Jul, 2021 at 22:27

To: clerk@burtonoverypc.org.uk

Dear Mr Woodward,

LE0047: Receipt of documents – notification of exempt status, 2021

This is an automated message to notify you that we have received and logged the notification of exempt status for the year ended 31 March 2021 submitted to us for Burton Overy Parish Council. By notifying us that Burton Overy Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.

If you did not submit your notification of exemption by the specified submission deadline and were sent chasing letter(s), you will receive an invoice for those chaser charges calculated in accordance with the fee scales set by Smaller Authorities' Audit Appointments Limited which are available to view [here](#).

Unless we receive any correspondence from local electors during the period for the exercise for public rights that requires us to contact you, you will not hear from us again, except to chase any outstanding fees, until the planning for the 2021/22 review year gets underway.

Kind regards,

SBA Team
For and on behalf of PKF Littlejohn LLP

T +44 (0) 20 7516 2200

sba@pkf-l.com

For and on behalf of
PKF Littlejohn LLP
15 Westferry Circus
London E14 4HD
United Kingdom
www.pkf-littlejohn.com



WILDFLOWER VERGE PROJECT



Buron Overy, Back Lane Verges Survey and Management Recommendations

Leicestershire County Council is working with a wide range of Parish Councils and local communities to change the management of selected road verges in order to improve their biodiversity value. The Leicestershire wildlife charity NatureSpot is supporting the project by organising ecological surveys of the verges and by promoting these sites as featured Wild Places on its award-winning website.

Details of this verge together with the species recorded during the survey can be viewed at:
[https://www.naturespot.org.uk/Burton Overy Back Ln verge](https://www.naturespot.org.uk/Burton_Overy_Back_Ln_verge)





Mowing of all verges participating in the project should cease between April and August. A narrow visibility strip may continue to be regularly mown alongside the carriage way and footpath.

SURVEY

The verge surveys are primarily focussed on the grasses and wildflowers to be found growing in the verge, though casual sightings of other wildlife may also be recorded. It is important to identify the grass and wildflower species already present in order to assess the quality of the grassland habitat before deciding on ongoing management.

Where a hedge is present at the back of the verge, or when individual trees are present, these species are included in the survey as they generally add to the wildlife value. The shade and shelter they provide often supports species of plants and animals that prefer these conditions, adding to the overall diversity.

The species listed in appendix 1 includes all the plants and animals identified during the survey. The abundance of the wildflowers and grasses is also shown. Any species that are used as indicators when assessing Local Wildlife Site designation are highlighted in green. These species, plus other desirable meadow plant species, are given a score that enables the verge as a whole to be rated as to its current quality as meadow grassland. This score helps us to assess the quality as low, medium or high and to provide management recommendations based on this.

It is important to note that the meadow score and quality rating only refers to the plant composition and not the overall biodiversity value of the verge. All verges left to grow provide excellent wildlife habitat compared to the short-mown alternative.

All species records from the survey have been submitted through NatureSpot's website and have been checked by an expert. The records now form part of the Leicestershire and Rutland species database and are shared with local and national recording schemes, the Leicestershire and Rutland Environmental Records Centre and the National Biodiversity Network.

SURVEY DATE

The survey of this verge was carried on on 15th June by Geoffrey Hall (NatureSpot).

SURVEY FINDINGS

The verges are both sides of Back Lane. To the north is a narrow, sloping, south-facing verge with ant hills bordered by a metal post fence. It was very dry at the time of survey. To the south is a wider, shadier verge bordering a house, with a large Rowan tree (*Sorbus aucuparia*).

Both are nutrient-rich and support predominantly nitrogen-loving plants such as False Oat-grass, Cow Parsley, Cock's-foot Grass and Perennial Rye-grass. Overall a reasonably good diversity of flora was found, including species typical of quality meadows such as Meadow Buttercup and Wild Carrot.

SURVEY SUMMARY

Floral diversity: **39**

Local Wildlife Site indicator species: **2**

Meadow quality score: **12**

Meadow quality: **Medium**

MANAGEMENT RECOMMENDATION

This verge is a medium quality meadow and provides good wildlife habitat due to the tall and dense vegetation. It could be managed solely by altering the mowing regime and removing the cuttings, which over a few years would reduce soil fertility and encourage a more diverse and flowery grassland habitat.

If seed or plug plants are added then this should be done in moderation and only in small areas. The verge is grass-rich so it would be helpful to introduce Yellow Rattle which should help to reduce grass domination and promote the growth of more wildflowers.

Appendix 2 describes management options in more detail.

Appendix 1 – species recorded during the survey

(those highlighted in green are notable as indicator species for Local Wildlife Sites)

Abundance key: D (dominant), A (abundant), F (frequent), O (occasional), R (rare)

Taxon	Common name	Taxon group	Abundance	Meadow Quality Score
<i>Achillea millefolium</i>	Yarrow	Wildflowers	F	1
<i>Aegopodium podagraria</i>	Ground-elder	Wildflowers	O	0
<i>Anthriscus sylvestris</i>	Cow Parsley	Wildflowers	F	0
<i>Centaurea montana</i>	Perennial Cornflower	Wildflowers	R	0
<i>Cerastium glomeratum</i>	Sticky Mouse-ear	Wildflowers	O	0
<i>Convolvulus arvensis</i>	Field Bindweed	Wildflowers	F	0
<i>Daucus carota</i> subsp. <i>carota</i>	Wild Carrot	Wildflowers	O	1
<i>Glechoma hederacea</i>	Ground-ivy	Wildflowers	F	1
<i>Jacobaea vulgaris</i>	Common Ragwort	Wildflowers	R	0
<i>Lamium album</i>	White Dead-nettle	Wildflowers	O	0
<i>Leucanthemum vulgare</i>	Oxeye Daisy	Wildflowers	O	2
<i>Matricaria discoidea</i>	Pineappleweed	Wildflowers	O	0
<i>Medicago lupulina</i>	Black Medick	Wildflowers	R	1
<i>Myosotis sylvatica</i>	Wood Forget-me-not	Wildflowers	O	0
<i>Pentaglottis sempervirens</i>	Green Alkanet	Wildflowers	O	0
<i>Pilosella aurantiaca</i>	Fox-and-cubs	Wildflowers	O	0
<i>Plantago major</i>	Greater Plantain	Wildflowers	O	0
<i>Polygonum aviculare</i>	Knotgrass	Wildflowers	O	0
<i>Potentilla anserina</i>	Silverweed	Wildflowers	O	1
<i>Potentilla reptans</i>	Creeping Cinquefoil	Wildflowers	O	0
<i>Ranunculus acris</i>	Meadow Buttercup	Wildflowers	R	2
<i>Ranunculus repens</i>	Creeping Buttercup	Wildflowers	F	0
<i>Rumex obtusifolius</i>	Broad-leaved Dock	Wildflowers	O	0
<i>Sonchus oleraceus</i>	Smooth Sow-thistle	Wildflowers	O	0
<i>Taraxacum officinale</i> agg.	Dandelion	Wildflowers	F	0
<i>Trifolium dubium</i>	Lesser Trefoil	Wildflowers	R	0
<i>Urtica dioica</i>	Common Nettle	Wildflowers	O	0
<i>Alopecurus pratensis</i>	Meadow Foxtail	Grasses, Rushes & Sedges	O	1
<i>Arrhenatherum elatius</i>	False Oat-grass	Grasses, Rushes & Sedges	D	0
<i>Bromus hordeaceus</i>	Common Soft-brome	Grasses, Rushes & Sedges	O	0
<i>Bromus sterilis</i>	Barren Brome	Grasses, Rushes & Sedges	O	0
<i>Dactylis glomerata</i>	Cock's-foot	Grasses, Rushes & Sedges	F	0
<i>Festuca rubra</i>	Red Fescue	Grasses, Rushes & Sedges	A	1

Holcus lanatus	Yorkshire-fog	Grasses, Rushes & Sedges	O	0
Lolium perenne	Perennial Rye-grass	Grasses, Rushes & Sedges	F	0
Poa annua	Annual Meadow-grass	Grasses, Rushes & Sedges	O	0
Poa pratensis	Smooth Meadow-grass	Grasses, Rushes & Sedges	F	1
Poa trivialis	Rough Meadow-grass	Grasses, Rushes & Sedges	A	1
Sorbus aucuparia	Rowan	Trees, Shrubs & Climbers	P	

Appendix 2 - Management of Verges

VERGES AS WILDLIFE HABITAT

Grassland road verges represent a habitat that has suffered a devastating decline over the last century. 98% of traditional wildflower meadows have disappeared in Britain so the plants and animals that rely on this habitat have very few places left where they can thrive. Road verges, if appropriately managed, can help to reverse this trend and make an important contribution to supporting local biodiversity.

Regularly mown verges offer very little to wildlife. Few plants are able to flower so there is little food for nectar-feeding insects such as bees and butterflies. The exposed ground dries out creating a very inhospitable environment for most invertebrates. Without these creatures the food chain collapses so there are fewer birds and mammals such as hedgehogs.

The answer is simple, allow the grassland verge to grow. Taller vegetation offers cover, feeding opportunities and a range of micro-habitats that are not available in regularly mown grass. In addition, many more plants can flower and offer nectar to pollinators such as bees and butterflies.

In general, the more species of grasses and wildflowers that grow in the verge, the better it is for wildlife. Many insect species are specialised to feed on just one or two types of plant so the more diverse the flora the more wildlife it supports. The verge surveys have shown that in most cases there is a surprisingly diverse flora already present. By simply allowing the verge flora to grow during the Spring and Summer they will produce a valuable wildlife-rich grassland habitat.

MOWING REGIME

The simplest and most important action is to stop mowing between April and August. This allows the grassland to grow, flower and set seed. Ideally in early September it should then be cut short and the cuttings left for a few days to dry and drop their seeds.

Many mowing machines will struggle to cut long vegetation so a strimmer or a reciprocating blade mower is probably needed. Traditionally meadows were cut by hand with a scythe so this could be an option if anyone is keen to learn this skill.

Whilst an annual cut will help the plant diversity it does deprive other wildlife of important cover and over-wintering sites. The ideal solution is therefore to only cut half the verge each year leaving the other half as tall vegetation, then alternating the areas the following year.

REMOVING THE CUTTINGS

The second most important action is to remove the cuttings after a few days. This is vital to prevent the build up of a mat of dried stems which will smother the smaller plants. It will also enrich the soil as it gradually decomposes, the opposite of what is desirable!

The types of plants growing on the verge is largely determined by the soil. Most verges are rich in nutrients, particular nitrogen, which allows large plants such as Cow Parsley, Nettle, Docks and False Oat-grass to dominate. Whilst these species do support a lot of wildlife, they also out-compete the smaller species

leading to a reduced floral diversity overall. By removing the cuttings the soil fertility will gradually fall and a wider range of flower and grass species will naturally develop over several years.

Disposing of the cut vegetation can be a challenge. Once dry it is effectively hay so is ideal food and bedding for horses, rabbits and other pets. Local residents with these animals may be keen to collect the hay from the verge, especially if raked into a convenient pile. Failing this it can be composted simply by piling it into a heap. It is unlikely that the verge itself will be suitable for this so it is probably necessary to find a suitable site nearby. The cuttings can also be taken to your nearest Waste and Recycling Site for treatment as 'green waste'.

Note: if the verge contains Ragwort, it may be worth hand-pulling these before cutting so they do not get mixed into the hay.

TO SEED OR NOT TO SEED?

Whilst it may be possible to add more floral diversity through seeding and/or plug planting, this is an expensive and labour-intensive process that is not guaranteed to work. Many species added artificially tend not to thrive and, in many cases, disappear within 2-3 years. The most cost effective, sustainable and generally most successful way to improve grassland habitat for wildlife is simply to change the mowing regime.

If seeding is desirable, care should be taken to source the seed from a reputable source with a mix of native wildflowers and grasses suitable for the soil. We strongly recommend using Emorsgate's [EM2 meadow mix](#) (4g per sq metre). To add some first year colour, mix in seed from the [EC1 cornfield mix](#) (2g per sq metre). Note that the cornfield species are annuals and will largely disappear after flowering in year 1, to be replaced by the perennials in the main EM2 mix.

To prepare the ground for seeding, the verge should be mown, then scarified (partially disturbed to expose some bare soil). This can be done by vigorous raking. Chemical herbicides should not be used. Seeding should take place in Autumn as many seeds require the cold chill of winter to mature ready for germination in the Spring.

Yellow Rattle is a common plant in many wildflower meadows and is generally desirable as it parasitises grasses so they weaken and become less dominant, leaving space for more wildflowers. This species isn't included in the seed mix so is best obtained separately. It needs to be sown fresh in Autumn. It doesn't usually do well as a plug plant because it needs grasses to feed on as it grows.

PLUGS AND BULBS

An alternative to seeding is to plant 'plugs' of pre-grown wildflower seedlings into a small bare area of the verge in Spring. This can be easier and more effective than sowing seed. Black Knapweed, Lady's Bedstraw and Ox-eye Daisy are all relatively easy to establish as plug plants.

There are hardly any native meadow species that grow from bulbs and it is generally not appropriate to plant any bulbs in the verges. Daffodils, Hyacinths and the like are garden plants and do not have a place in a wildflower meadow.

FURTHER HELP

If you would like any help or advice with managing your verge then please contact:

Roseanna Burton, Leicestershire County Council: Roseanna.Burton@leics.gov.uk

David Nicholls, NatureSpot: dnicholls@naturespot.org.uk

Burton Overy Parish Council – WhatsApp Chat Groups Consultation

At the start of the Covid pandemic the Parish Council set up two WhatsApp chat groups namely the BOPC Info & Social Group and the BOPC Support & Help Group, which over the last 15 months have served the village well. However, as time has gone on, their separate functions have blurred and now would seem to be an appropriate moment to consolidate the two groups into one. We are therefore proposing that from Oct 1st we merge the two existing groups into a single group, perhaps renamed BO Village Forum. This will provide a channel for the discussion and highlighting of topics of interest and also a route for seeking help or advice as and when required.

As a Parish Council we have also found the WhatsApp groups useful for the occasional dissemination of information relating to matters of local interest or concern. A dedicated channel for the advertisement of local events, for example the Village Show, the forthcoming “Round Rutland Walk”, the Christmas Tree Festival etc. might also prove valuable. We are therefore proposing to set up a second new WhatsApp group from Oct 1st, perhaps named BO Noticeboard. This would not be a true chat group but more an information channel in the sense that only the individuals designated as “Admin” would be able to post messages.

The participants in the two existing groups number 79 in one case and 81 in the other (i.e., a very large but not complete overlap). We propose to use a combined list at the setup of the new groups. Participants will, of course, be able to withdrawal at any point.

The Parish Council would be happy to receive comments on these proposals by Sept 1st via the email address: clerk@burtonoverypc.org.uk

Members Highways Fund

From: Tracey McLean <Tracey.McLean@leics.gov.uk>

Sent: Mon, 21 Jun, 2021 at 16:54

To: undisclosed-recipients

Good Afternoon

You may be aware of the Members Highways Fund due to be discussed at the next County Council Cabinet meeting (22nd June 2021) and, if approved, each County Councillor will be allocated £25,000 to spend on highway and improvement works in their area. More information will be available soon.

In readiness for this process, we would like each Parish Council to be set up as a Supplier on our Financial System. As your parish council is not set up as a supplier could you complete and return the attached Bank Mandate Form, together with the document verification. Please also complete the set of questions at the bottom of this email (suggested answers are highlighted if you could please confirm or amend).

Having all parish councils set up on our system will help streamline the payment process which may need to be used during the application process for the Members Fund.

We thank you for your assistance with this and please contact me if you have any problems with any of the above.

Kind regards,
Tracey McLean

Personal Assistant
Special Projects Team
Environment & Transport
Leicestershire County Council

0116 3051537

Email: tracey.mclean@leics.gov.uk

EXTRACT FROM LCC CABINET REPORT

14. **The principles for the Fund** are as follows -

- a) The funding will be spent within that Member's area unless there is a clear business case for the money to be moved to another area.
- b) The improvements should be focused on improving the local highway network and its environment.
- c) Any consultation with local communities should be led by the Local Member with support from Environment and Transport officers if required to ensure that residents are in agreement with the proposals.
- d) All proposals to be agreed with the Local Member by the end of November wherever possible, to enable spend within the financial year.
- e) Any improvement on the highway network must adhere to and align with both national legislation and guidelines, including contract procedure rules.

15. In addition to the more traditional highway interventions such as vegetation removal, drainage and highways work and speed measures, the funding could be allocated to non-highways specific items that will improve the overall physical environment of the community e.g. benches/planters to be placed on non- County Council land.

16. The £25,000 should not be simply passported to third parties – although arrangements can be made for Member-approved schemes to be delivered by communities if appropriate, for example, cutting back of vegetation or installation of improvements on non-County Council land, via a grant.

17. In certain circumstances communities may be expected to take on maintenance responsibility of the improvement. An example of this would be carrying out data collection from Vehicle Activated Signs (VAS).

18. Whilst every effort will be made to be flexible with Members and communities, if a proposal goes against national guidelines and regulations, such as repeater 30mph signs within a lit area, they will not be accepted. Safety must continue to be a priority.

19. Schemes where possible should avoid the need for a legal change to the Highway such as the introduction of a Traffic Regulation Order. Unfortunately, it is often difficult to secure public agreement for TROs and they are expensive (£7,500 minimum for the required consultation). Officers will make every effort to support Members to find solutions to issues which would avoid such an approach.

20. All proposals to be agreed with the Local Member by the end of November wherever possible, to enable spend within the financial year.

Potential Projects

21. Potential projects that Members could utilise the funding for include:

- a) Street furniture on or off the highway – subject to a road safety assessment.
- b) Culvert repairs/clearing of ditches on private lands, subject to the necessary permissions.
- c) Vegetation works that would not normally be undertaken.
- d) Vehicle activated signs in locations not included within the Community Speed Initiative.
- e) Schemes that will support people with protected characteristics for example dropped kerbs to support people with mobility difficulties.
- f) Improvements to the environment – flower beds, verge protection barriers etc.

- g) Minor repairs to the roads and footways that would not normally be part of the normal intervention programme.
- h) Refreshing of highways owned green areas (re-planting of existing landscapes).
- i) Financial support to parishes to allow them to undertake structural testing in their area (lamp column testing for hanging baskets / Christmas decorations etc).
- j) Refreshing of lining and sign cleaning.

22. As part of the Member Highway Fund process, officers will advise Members of whether their request is part of an alternative programme of works, and if so, the expected timescales for completion. This will allow for an informed decision on whether they would wish to see the works accelerated or, if applicable, wait for the programmed works to commence.

Accessing and Management of the Fund

23. Subject to approval of the scheme, officers will contact Members from mid-July to discuss initial thoughts as to how the fund could be used in their area. In addition, a dedicated email address will be established to support Members and allow contact with the Department on this initiative.

24. Each Member will have a designated officer who will work with them to explore the options available to them and provide them with monthly updates on levels of spend and progress on projects.

25. Members who require community engagement support to enable non-parished areas to develop proposals for the highway environment in their area will be assisted with this, however this should be led and instigated by the relevant Member.

Delivering the Fund

Action	When
Briefing to be held for Members	July
“Shopping list” of potential improvements to be made available to Members.	8 July
Process for enabling funds to be “granted to communities” should they wish to undertake works/improvements themselves to be advised to Members.	31 July
Develop proposals with Members.	July - Nov
Implement improvements/schemes in localities	July - April
Review progress and agree scheme for 2022/23	December

26. Quarterly reports will be sent to Members on the progress of the fund.