

**All Councillors are summoned to a**  
**BURTON OVERY PARISH COUNCIL (ZOOM) MEETING**

**on Tuesday 19<sup>th</sup> January at 7.30 p.m.**

20/328. Apologies for absence

20/329. Questions from members of the public

20/330. Declarations of Members interests

20/331. To approve as a correct record the minutes of the meeting held on 15.12.20 **Appendix A**

20/332. Matters arising and not on the agenda

20/333. To consider any emergency Covid 19 information & measures that have arisen between meetings

20/334. Council asset safety checks

- a. to receive safety check reports and agree any action necessary
- b. to receive tree warden's annual report

20/335. Planning – to consider

- a. Ref.No: 20/01969/FUL – Wheatridge, Main Street (expiry date 22.01.21)

20/336. Planning decisions – to note

- a. Ref.No: 20/01142/FUL – Scotland House, Lower End - Refused

20/337. Finances

- a) Payments during January to be agreed – clerk's salary, expenses & PAYE
- b) CPRE annual membership – to approve payment of £36
- c) To note the on-line bank statement for December **Appendix B**
- d) Removal of Kate Barker as Lloyds Delegate & cancellation of debit card – to note
- e) Bank Reconciliation to end of December 20 – to note & approve **Appendix C**
- f) Budget Report Third Quarter– to receive **Appendix D**
- g) To approve the Precept, 2021/22 (required by HDC before 22.01.21) **Appendix E**

20/338. Community Matters

- a. To approve transferring management of food bank collections to Village Hall Committee
- b. To consider a village lockdown history project

20/339. Training and seminars – to receive report from LRALC Chairman's training

20/340. Correspondence - for information

20/341. Correspondence for discussion

20/342. Items for the next Agenda

20/343. The date of the next meeting is 16<sup>th</sup> February 2021 – to confirm

20/344. Exclusion of the Public

To consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item of a confidential nature.

20/345. To discuss a confidential village matter arisen between meetings

Members of the public and press are welcome to attend this meeting. This 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 application to the Clerk.

This meeting will be held online using Zoom. **To join the Zoom Meeting from an internet enabled device –**

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/8328353948?pwd=dVJoWDJ0djVXRU1oSGFkbDVEQ0cudz09>

Meeting ID: 832 835 3948

Passcode: 7JPRyq

### **One tap mobile**

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Clerk to the Council

Tel 07827 797125

Email: [clerk@burtonoverypc.org.uk](mailto:clerk@burtonoverypc.org.uk)

14.01.21

[www.burtonoverypc.org.uk](http://www.burtonoverypc.org.uk)

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Tuesday 15<sup>th</sup> December 2020

**Present :** Cllr Carolyn Carson (Chairperson)  
Cllr Kate Goddard  
Cllr Dave Fletcher  
Cllr Sarah Rankine  
Cllr Bob Warwick

The Clerk and Phil Woodward (Clerk from 01.01.21)

**20/307. Apologies** – None

**20/308. Questions from members of the public** – Taken under item 20/311

**20/309. Declarations of interest** – None

**20/310. Approval of Minutes 17.11.20** – Approved and signed

**20/311. Matters arising not on the agenda** – The Clerk reported that the blocked drain at the cross roads opposite the church, which was discharging water down Scotland Lane, had been raised with Highways and it would be cleared within 28 days. The continual erosion of the Scotland Lane road edge had again been raised with Highways and a response was awaited. The issue of the re-instatement of the road edges and small off-road triangle at the lower end of Scotland Lane, which had been agreed by the developers, was raised. Cllr Carson to follow up.

**20/312. Emergency Covid information and measures arising between meetings** – None

**20/313. Replacement of Chairperson and recruitment of new Councillor** – Cllr Carson reported that February was likely to be her last meeting. Cllr Fletcher proposed Cllr Warwick as replacement Chairperson, seconded by Cllr Rankine. There was unanimous approval and Cllr Warwick was thanked for undertaking this role. Handover to be discussed outside the meeting. Clerk to book Cllrs Warwick and Rankine onto Chairman's training.

It was agreed that no further action could be taken to recruit a new councillor until Cllr Carson had resigned. At this point the HDC Casual Vacancy procedures would be followed and the vacancy advertised on the notice boards, Whatsapp groups and email contact list.

**20/314. Council asset safety checks** – No safety issues to report.

**20/315. Planning – Scotland House, Lower End** – It was noted that this application had been refused by HDC and that all reasons given would have applied equally to the previously approved application. Clerk to inform users of Whatsapp and email contact groups.

**20/316. Planning decisions** – The following decisions were noted.

- a. Ref. No: 20/01745/TCA – Wheatridge, Main Street – Approved
- b. Ref. No: 20/01614/TCA - Sunnyside, Scotland Lane – Approved
- c. Ref. No: 20/01572/FUL - Land OS 9798 0203 0001, Carlton Lane - Withdrawn

It was agreed that the Carlton Lane application had demonstrated how important the Neighbourhood Plan (N.P) was and remains.

The revision of the N.P. could usefully reflect the increasing importance of open green spaces and swathes.

**20/317. Finances**

**a. Payments** of £52 (Clerk's homeworking allowance Oct – Dec) and £40.50 (Cllr Fletcher Christmas tree light expenses) were agreed.

In addition, payments of £22 (Climate Change conference) and £211.27 & £52.80 (Clerk's December net pay and PAYE) not on the agenda were agreed.

It was noted that debit card payments of £82 (village Christmas Tree) and £95.98 (replacement defibrillator pads and starter packs), agreed with the chairperson, had been made between meetings.

**b. On-line bank statement** – Payments of £14.39 (Zoom Pro), £52.80 (Clerk's PAYE Oct), £20 (training), £92 (SLCC annual membership) and £30 (broadband) were agreed. Clerk to investigate interruption of broadband contract while village hall is closed.

**c. Christmas Tree** – It was noted the total cost of tree and lights was well within the £150 allocated to this initiative and that funds for an additional battery pack for the lights around the church gate would be donated to the village hall committee for the benefit of the village.

**d. Registration of Phil Woodward** as Full Access Delegate and for on-line banking was agreed and forms signed.

**e. Budget 2021 – 2022** – The Clerk reported that the HDC 2021-22 tax calculator had been received earlier that day and the precept for a budget set at £12,427 would be ££80.23, an increase of 21.1% over the previous year.

A budget of £12,427, proposed by Cllr Fletcher and seconded by Cllr Warwick was unanimously agreed.

**20/318. Annual Review of Procedural Risk policy** – The Clerk reported that changes made reflected the increased frequency of safety checks to monthly. Agreed and signed.

**20/319. Annual Review of Personal Device Acceptable Use policy** – Noted that no changes had been necessary - received and noted.

**20/320. Community matters – to discuss matters arising** – Noted that use of the defibrillator required replacement pads and starter pack to be purchased (Item 20/317 a.). Two sets had been ordered so that in case of use, there would always be a spare set which would be kept in the village hall cupboard.

It was agreed that annual CPR training would be resumed when Covid 19 restrictions were removed and that in the meantime, a useful reminder about how easy it was to access and use the defibrillator would be given in the next newsletter and on Whatsapp and email contact groups. The defibrillator would also be shown via Zoom at a parish council meeting.

It was agreed that all Whatsapp and contact groups would be reviewed in 2021.

**20/321. Highways – village road safety** – Cllr Warwick to forward HDC road safety pack to all councillors. Cllr Rankine to follow up.

**20/322. Wildflower verges** – Cllr Rankine reported that the application had been accepted. It was noted that the council would become responsible for the end of summer cut and removal of clippings and details would be discussed nearer to the time. Cllr Rankine to follow up.

**20/323. Virtual Climate Change Action Day** – Cllr Goddard reported on the conference attended. Cllr Goddard to begin a costed plan to be put to the parish council for consideration. The importance of community led initiatives involving people of influence in every generation and the necessity for any input by the council to be professional and informed, was noted.

**20/324. Report on Parish Liaison Meeting** – Cllr Warwick commented that the revision of the planning system white paper had been discussed at the meeting and parish councils were informed that HDC would come under real pressure if the annual housing requirement was raised from 557 this year to the proposed 1238. Road traffic issues had been a topic of interest for many councils but that compared with many other councils, Burton Overy appeared to have a very small problem usually.

**20/325. Harborough Local Plan consultation** – Noted and agreed that it was barely relevant to Burton Overy and it was not necessary to respond.

**20/326. Items for the next agenda** – Precept 2021 – 2022, road safety, wildflower verges, newsletter items.

**20/327. Date of next meeting** - was agreed as 19<sup>th</sup> January 2021.

**The meeting finished at 9.18pm**

**Signed**

**Date**

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**Members of the public are invited to all Parish Council meetings**

Burton Overy Parish Council  
 SPRINGSIDE HOUSE  
 SCOTLAND LANE  
 BURTON OVERY  
 LE8 9DR

## Your Account

**Sort Code** 30-94-97  
**Account Number** 00228552

## TREASURERS ACCOUNT

01 December 2020 to 31 December 2020

<b>Money In</b>	£30.00	<b>Balance on 01 December 2020</b>	£4,680.02
<b>Money Out</b>	£812.21	<b>Balance on 31 December 2020</b>	£4,109.08

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Dec 20	KATE BARKER 300000000687451795	FPO		211.27	4,680.02
04 Dec 20	GRANGE FARM CHRIST CD 7323	DEB		82.00	4,598.02
07 Dec 20	ZOOM.US 888-799-96 CD 7323 05DEC20	DEB		14.39	4,583.63
15 Dec 20	BHF SHOPS LTD CD 7323	DEB		95.98	4,487.65
21 Dec 20	HMRC - ACCOUNTS OF 100000000690448793	FPO		52.80	4,434.85
21 Dec 20	KATE BARKER 500000000691987771	FPO		52.00	4,382.85
21 Dec 20	LRALC LIMITED 200000000689994500 INVOICE	FPO		22.00	4,360.85
22 Dec 20	DAVE FLETCHER 600000000692934885 CLLR	FPO		40.50	4,320.35
23 Dec 20	S WESELBY WILD FLOWER SEEDS 600000000693788355	FPI	30.00		4,350.35
29 Dec 20	KATE BARKER	BP		211.27	4,139.08
30 Dec 20	PNET3122091-1 PNET3122091-1	DD		30.00	4,109.08

## Transaction types

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

## BURTON OVERY PARISH COUNCIL - Appendix C

Bank Reconciliation as at 29.12.20

<b><u>Current a/c (Treasurers) 00228552</u></b>	<b>£</b>
Balance as at 28.09.20	<b>5,515.43</b>
Receipts - Precept	0.00
Transfer from Instant Access Acct	0.00
Donation - wildflower seeds	30.00
	<b>5,545.43</b>
Less payments per book	1,406.35
Less cleared payments from 29.09.20	0.00
	<b>4,139.08</b>

Current a/c balance as per statement

### **Bus Instant Access a/c 07249083**

Balance as at end of last statement	<b>5,034.93</b>
Receipts - Interest	0.12
- HMRC VAT repayment	0.00
Less transfer to Treasurer's Acct	0.00
	5,035.05
Balance carried forward as per bank statement	<b>5,035.05</b>

Signature

Date 19.01.21

## Appendix D

### Burton Overy Parish Council - Expenditure vs Budget 2020-21

Item	2020-21		2020-21	2020-21
	Budget		Expenditure to date excl VAT - Quarter 3	Notes
	£		£	
Asset maintenance	127			
Audit - internal	170			
Broadband provision	300		225.00	
Clerk's salary - net plus PAYE	3169		2,323.83	
Clerk's homeworking allowance	208		156.00	
Community resilience	50			
Defibrillator	65			Authorised between meetings by Chairperson.
Dog waste collection	380		264.39	
Expenses - election	100			
Expenses - general incl data protection reg.	235		62.93	
Grants & donations - to local projects / groups (S.137)	250		68.34	Village Christmas tree agreed item 20/300.e
Insurance – Public Liability	330		330.00	
IT- provision & support	120			
IT - cloud backup	125		120.00	
IT - web support & domain name management	350			
IT - webmail addresses	125			
Parish plan work	50			
Room hire – Village Hall	120			
Street Lighting - electricity & maintenance	650			
Street lighting - LED retrofitting repayment	2811		2,811.40	
Subscriptions - LRALC, NALC, SLCC, ALCC & CPRE	330		244.33	
Training	200		92.00	
Use of reserves	0			
<b>Total budgeted expenditure</b>	<b>10265</b>		<b>6,698.22</b>	

In-year expenditure against the Reserve 2020-21				
	Notional Allocation	Agreed	Spent	
Clerk's working from home second instalment 2019-20			104.00	Agreed 2019-20 expenditure paid late
Zoom Pro - virtual meetings		119.90	83.93	Agreed 19.05.20, expenditure until May 21 if necessary
Additional insurance costs		8.40	8.40	Agreed 16.06.20
<b>Total in-year expenditure against the reserve</b>		<b>128.30</b>	<b>196.33</b>	
<b>Total in-year expenditure</b>			<b>6,894.55</b>	

### Notes

Section 137 2020-21 (228 x 8.12)	Allocation	Agreed	Spent	Notes
Charges to S.137		200.00	0.00	Up to £200 agreed for climate change / biodiversity event
<b>Total</b>	<b>1851.36</b>	<b>200.00</b>		



Parish Name	Burton Overy	Type Name	
	2020/21 Tax Base	156.9	Number of Band D equivalent Properties
	2020/21 Precept	10,265.00	£
	2021/22 Tax Base	154.9	Number of Band D equivalent Properties
	2021/22 Budget Requirement	12,427.00	<b>£ This will pick up from the Budget Requirement analysis sheet</b>
	2021/22 Precept	<b>12,427.00</b>	<b>£ This will be the actual precept you set and should be the same as the Budget Requirement</b>
	Council Tax for Parish 2020/21	£65.42	
	Council Tax for Parish 2021/22	£80.23	
	Increase / (Decrease) in Tax Base	(2.0)	Number of Band D properties
	Increase / (Decrease) in Tax Base	(1.3%)	%
	Increase / (Decrease) in Precept	2,162.00	£
	Increase / (Decrease) in Precept	21.1%	%
	Increase / (Decrease) in Council Tax	14.80	£
	Increase / (Decrease) in Council Tax	22.6%	%
	<b>Is increase in Council Tax over 2%</b>	<b>Yes</b>	
	<b>Is there a decrease in Council Tax</b>	<b>No</b>	