

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
