

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 18th May 2021 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Bob Pain
The Clerk
Two members of the public
- 21/019 Election of Chair** – Cllr Bob Warwick was elected chair of the parish Council and signed the Declaration of Acceptance of Office.
- 21/020 Election of Vice Chair** – Cllr Sarah Rankine was elected vice-chair of the Parish council
- 21/021 Apologies** – Cllr Kate Goddard
- 21/022 Questions from members of the public** – no questions were raised by members of the public present at the meeting.
- 21/023 Declarations of interest** – none
- 21/024 Approval of Minutes of the parish council meeting on 22.04.21** – Approved and signed by Cllr Warwick.
- 21/025 Matters arising not on the agenda** –
Cllr Rankine updated the meeting regarding the avenue of trees project proposed by Mr & Mrs Bent. An application for support was to be submitted to Leicestershire County Council by 21st May. She also advised the council that a meeting of the climate change group had been arranged for later in the week.
Cllr Fletcher advised the meeting of the informal approach he had made in relation to the obstruction of the pavement on Bell Lane. The situation would be reviewed at the next meeting of the council.
The clerk was asked to forward a copy of the councillor training schedule to Cllr Pain.
The clerk also advised that he was still awaiting a response from Harborough DC on costings for the provision of an additional litter / dog waste bin on Washbrook Lane.
- 21/026 Emergency Covid 19 information and measures arising between meetings** – The clerk advised that, in accordance with current Government

statements, Covid 19 restrictions would continue to be lifted in accordance with the Government's published Roadmap.

- 21/027 Council asset safety checks** – no adverse issues were reported. Cllr Warwick suggested consideration may need to be given to the provision of a small canopy over the top of the defibrillator – Cllr Rankine undertook to pursue this.
- 21/028 Annual Report of the Chair** – Cllr Warwick presented his annual report of council activity undertaken during the previous 12 months. This was noted and endorsed by the meeting.
- 21/029 Review of Policies -**
The clerk presented updated versions of the Council's Standing Orders and Financial Regulations for consideration. The standing orders were unchanged from previous versions.
The Financial Regulations had been updated to reflect the current operational practices of the council and the recommendations and comments recently received from the Internal Auditor. The council would give further consideration to the need for an on-line banking policy and felt that the updated Financial Regulations considered at the meeting retained an appropriate level of delegation and accountability for Burton Overy Parish Council. Both of these documents were approved by the council.
The clerk also presented a draft Scheme of Delegation which was approved by the council.
- 21/030 Planning matters to consider –**
- a. **Application Ref. No: 21/00745/FUL** – erection of a new garage, Wychwood, The Gravel. (revised submission)
The council resolved to make no objection to the application and were supportive of the amendments made to the scheme which were felt to be sympathetic to the surrounding area and the Neighbourhood Plan.
 - b. **Application Ref. No: 21/00795/TCA** - Works to trees, The Old Rectory, Rectory End.
The council resolved to make no objection to the application.
 - c. The clerk reported receipt of correspondence (after the publication of the agenda) from Clark Telecom giving advanced notice of their intention to submit a planning application for the erection of a telephone mast within the road-side verge on the south side of Washbrook Lane near its junction with Oaks Road. The information had been circulated to parish councillors in advance of the meeting and it was resolved to circulate the information as widely as possible within the village, to acknowledge receipt of the information from Clark Telecom and to reserve any comments until the information has been given further consideration.
- 21/031 Planning decisions taken by HDC** – noted as follows: -

- a. **Ref.No: 21/00546/TCA** – Works to tree (fell), Rose Cottage, Elms Lane - Approved.

21/032 Finances –

- a. The bank statements relating to the month of April presented as Appendix D of the agenda were noted and agreed.
- b. Payments to be made during May (listed in Appendix E of the agenda papers) were considered and agreed together with agreement to the payment of the annual insurance premium to Came & Co. in the sum of £347.05. (The clerk also clarified that the monthly payment of PAYE to HMRC related to the current month not the preceding month)
- c. The Council considered the content and recommendations of the report of the internal auditor. With regard to the specific recommendations made in the report the council resolved as follows-
Recommendation 1 – to note.
Recommendation 2 – to receive a report at its June meeting on proposals for an online banking policy.
Recommendation 3 – to note the comment but to take no further action having regard to the small number of councillors in Burton Overy, the general low level of routine expenditure undertaken by the council and the routine oversight and authorisations provided by the full council prior to the majority of payments being made. Generally, the council felt that the existing arrangements for the authorisation of payments provided a sufficiently robust audit and accountability trail for the needs of the Parish Council.
Recommendations 4, 5 & 6 – to receive a report on these matters at its June meeting.
- d. The Council also considered the assertions detailed in the Annual Governance Statement in Section 1 of Part 2 of the Annual Governance & Accountability Return together with the evidence presented to it during the year in compliance with the assertions. The evidence presented was noted and endorsed.
- e. The clerk / RFO presented at Appendix H of the agenda the Annual Accounting Statements for 2020/21 which were duly noted at this stage.

21/033 Community Matters –

- a. Cllr Warwick sought councillors' views on whether any support should be given towards either the proposed Village Hall 'Breakout Event' on 27th June or the Queen's Platinum Jubilee celebrations (the planting of trees). The council resolved to note both of these matters and the clerk was asked to enquire of Harborough DC whether the VE Day commemorative grant (£500), awarded to the parish council in March 2020, could be applied to the latter.
- b. Cllr Pain raised concerns regarding the future of the Bell Inn, the lease of which was currently for sale. Because to the importance of this local facility within the local community he undertook to keep a watching brief on the matter and report back to the council with any relevant information.

21/034 - Correspondence for discussion

The clerk reported having received no correspondence for discussion since the last meeting.

21/035 - Correspondence for information

The clerk reported having received correspondence from: -

- a. Leicestershire County Council regarding their forthcoming programme for surface dressing across the County,
- b. Harborough District Council regarding their proposals for a parish liaison meeting at the end of June.
- c. Leicestershire & Rutland Rural Community Council regarding a recently established 'Coffee Connect' service.

The council noted the above correspondence.

21/036 - Items for the next agenda – Annual Governance & Accountability Return (AGAR) / Online banking Policy / Clerk's terms & conditions.

21/037 - Date of next meeting - 15th June 2021 at 7.30pm

21/038 - Exclusion of the Public

No confidential matters were considered at the meeting.

The meeting finished at 9.05 pm

Signed

Date
