All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 16th November 2021 at 7.30 p.m. at Burton Overy Village Hall

- 21/126. Apologies for absence
- 21/127. Questions from members of the public
- 21/128. Declarations of Members interests
- 21/129. To approve as a correct record the minutes of the meeting held on 14.10.21 Appendix A
- 21/130. Matters arising and not on the agenda / Minutes Action List Appendix B
- 21/131. Consider any ongoing issues regarding Covid 19
- 21/132. Council asset safety checks to review frequency of and responsibilities for routine safety checks Appendix C
- 21/133. Planning applications received during the period
 - a. 21/01838/FUL Erection of a first-floor extension to rear with balcony, single-storey side/rear extension adjoining house to garage, conversion of garage to habitable accommodation and erection of a first floor to garage, and demolition of parts of existing dwelling and removal of garage roof - Willowbank, Back Lane.
 - b. **21/01923/TCA** Works to trees (fell) 3 Baileys Lane.
- 21/134. Planning decisions to note
 - a. 21/01626/TCA Works to tree (fell), The Old Rectory, Rectory End
 - b. 21/01601/PCD Discharge of condition 3 (materials) and condition 4 (landscaping) of 18/01535/FUL, 4 Baileys Lane.
- 21/135. Finances
 - a. To note the on-line bank statements as at 31.10.21 Appendix D b. Payments to be agreed / noted during November Appendix E Appendix F
 - c. Draft Budget 2022-23
- 21/136. Community Matters update as required

 - a. Village Directoryb. Defibrillator Training
 - c. Village Planters (Grant Application)
 - d. Scotland Thicket Village Green
- 21/137. Correspondence for discussion
 - a. HDC Rural Strategy Consultation
 - b. Village Hall Annual Report & Finances
 - c. Broadband service renewal
 - d. SLCC Membership (£95)
- 21/138. Correspondence for information
 - a. Jubilee Oak Annual Inspection Report
 - b. C Cllr Feltham reply re Members' Highway Fund
- 21/139. Items for the next Agenda
- 21/140. To confirm the date of the next meeting 14th December 2021 (if required).

Appendix G Appendix H 21/141. 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 - Covid-secure measures will be in place in the village hall.

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 10.11.21 Tel 07827 797125

Email: clerk@burtonoverypc.org.uk www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 14th October 2021 at 7.30pm

(Item 21/118a was dealt with at 8.30pm after the conclusion of all other business)

Present: Cllr Bob Warwick

Cllr Sarah Rankine Cllr Dave Fletcher Cllr Bob Pain

The Clerk (from 8.30pm onwards)

- **21/111** Apologies Cllr Nina Garner
- **21/112 Declarations of interest** none
- 21/113 Approval of Minutes of the parish council meeting on 21.09.21 Approved and signed by Cllr Warwick.
- 21/114 Matters arising not on the current agenda / Minutes Action Update

Updates on all current actions were noted.

Cllr Warwick yet to liaise with Village Hall Management Committee regarding the Queen's Platinum Jubilee celebrations.

Cllr Rankine and clerk to liaise on possible submission of grant application

regarding village planters.

Overgrown hedge on Beadswell Lane (obscuring street light) has been

reported to LCC but not yet actioned.

21/115 Emergency Covid 19 information and measures arising between

meetings – None.

21/116 Council asset safety checks – no adverse issues were reported. A review

of responsibilities for routine checking of the assets would take place at the

next meeting.

21/117 Finances –

- a. The half-year budget position was noted as being in good shape and that the anticipated build-up of reserves at the year-end was looking promising. The bank reconciliation to 30th September was noted and agreed together with bank statements as at 30th September.
- b. Payments (to be) made during October (See Annex A) were considered and endorsed / approved for payment.

21/118 Planning matters to consider –

- a. 21/01671/FUL Erection of five holiday lodges, Land off Carlton Lane, Burton Overy (resubmission) See Addendum.
- b. 21/01729/TCA Works to trees (fell), Kings Orchard, Scotland Lane, Burton Overy. This application was noted and the clerk asked to request whether the planning authority could require the planting of replacement trees in order to offset the loss of felled trees.

21/119 Planning decisions taken by HDC

Approval of the proposed telecommunications mast in highway land near the junction of Washbrook Lane and Oaks Road was noted.

21/120 Community Matters –

- a. The council noted that the defibrillator pads needed replacing during November.
- b. Cllr Warwick advised that the proposals to replace the current WhatsApp groups with a Village Forum 'chat' group and a Village Noticeboard had now been implemented.
- c. Cllr Pain updated the meeting on progress he was making on updating the village directory and expected this to be near complete by the next meeting.
- d. The proposed defibrillator training would be held on Saturday 27th November at 10.30am.

21/121 - Correspondence for discussion

None reported to the meeting.

21/122 - Correspondence for information

None reported to the meeting.

- 21/123 Items for the next agenda Village Directory Update / Defibrillator
 Training / Review of asset safety check allocations / Grant Applications /
 Scotland Thicket
- **21/124 Date of next meeting –** 16th November 2021

21/125 - Exclusion of the Public

No confidential matters were considered at the meeting.

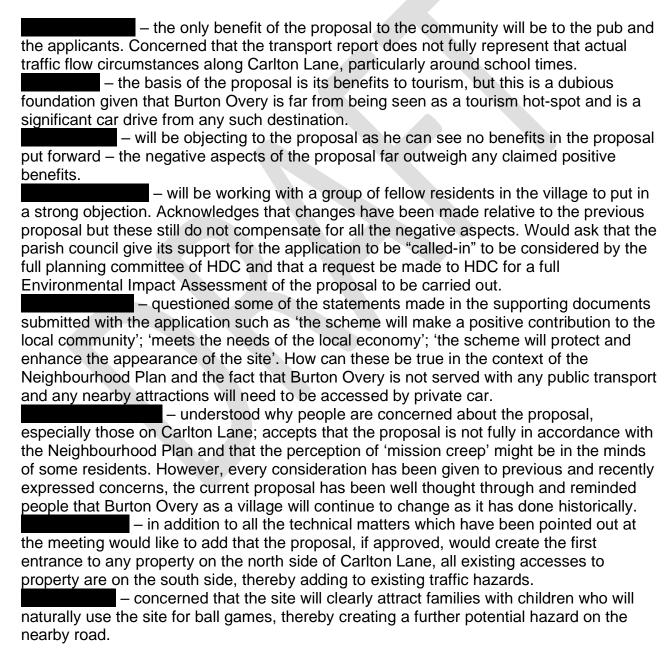
The meeting was paused at 8.20pm in order to reconvene at 8.30pm for consideration of item 21/118a

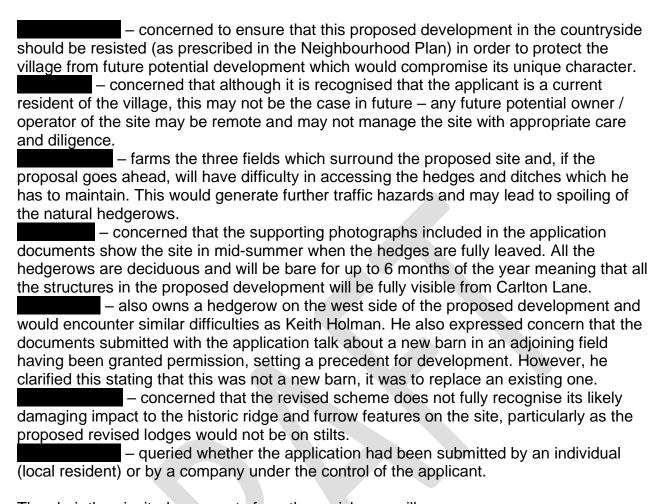
No members of the public were present at the meeting between 7.30 and 8.30. 26 members of the public attended the meeting from 8.30pm for item 21/118a – issues raised in relation to this item are included as an addendum to these minutes.

Addendum – Consideration of agenda <u>item 21/118a</u>, Planning Application Ref 21/01671/FUL Erection of five holiday lodges, Land off Carlton Lane, (resubmission)

26 members of the public attended in relation to this item.

The chair began by presenting an overview of the application and the process for dealing with it and submitting comments to the planning authority (Harborough District Council, HDC). He invited members of the public to make any representations they had in relation to the application. The following is a precis of the comments: -





The chair then invited comments from the parish councillors.

Cllr Pain highlighted the significant investment which would be required to physically develop the site and wondered whether any business plan had taken account of or had provided any details on the anticipated length of occupation of the lodges during the year. Cllr Fletcher queried how different the current application was from the one submitted during 2020. Only the external appearance of the lodges had been amended whilst all other fundamentals and the principle of use remained the same. Cllr Rankine highlighted the additional traffic hazards which would be generated by people accessing and egressing the site. This would be compounded by pedestrians from the site walking down Carlton Lane towards the centre of the village. It was noted that at the junction with Main Street, Carlton Lane is only a single carriageway width.

The chair then summarised highlighting the following points –

The damaging impacts of the proposal need to weighed against the perceived economic and other benefits. As it stands the benefits would seem to be heavily outweighed by a wide range of detrimental impacts, many of which had been highlighted by members of the public earlier. Albeit the lodges had been redesigned and some hedge infill was proposed, there were many remaining downsides to the proposal including impact on the

village character, impacts on the conservation area and the transition to the countryside, the impact on important views identified in the Neighbourhood Plan and the unsympathetic development of a non-designated heritage asset.

Does the loss of one field to development matter? Yes, of course it does, because it is the broad tapestry of ancient fields and hedgerows when travelling out of the village up Carlton Lane towards Carlton Curlieu, which makes the landscape so appealing to resident and visitors alike. Such a development would also set a terrible precedent for building in the open countryside, completely against the intentions of the Neighbourhood Plan and regional and national planning guidelines.

He also made the following observations -

- In the sustainable development hierarchy defined in the Harborough Local Plan, Burton Overy was listed in the lowest category of village;
- The scale of the proposal was excessive given the size of the community of Burton Overy.
- The nature and location of the site meant that many, and probably the majority, of the lodge visitors would rely totally on private car transport;
- The highway dangers outlined by Cllr Rankine were a concern for many in the village;
- The inherent noise disturbance and light pollution from the proposal did not appear
 to have been given much consideration in the submitted documents but were likely
 to be significant matters for nearby residents.

The chair then invited proposals from councillors.

Sianod

Cllr Fletched proposed, on the basis of comments made at the meeting, that although some changes had been made to the application, these were not sufficient to outweigh the fundamental disbenefits of the scheme. On this basis the parish council should submit an objection to the proposal. This was seconded by Cllr Pain and unanimously agreed.

It was also agreed that the District Council representatives for Burton Overy be requested to 'call-in' the application for consideration by the full planning committee of HDC. The planning officer would also be asked to request a full environmental impact assessment or provide justification why this might not be considered appropriate.

Data

Signed	Date

Annex A

October Payment Approvals

	OCTOBER					EXPENDITURE			INCOME
Voucher					Expenditure or				
No.	Description of item	Cost Centre	Cost Code	Date	Income	Net Amount	VAT	TOTAL	
45	Cloud IT Backup storage	Admin	1.7 - IT Backup	01.10.21	E	120.00	0.00	120.00	
46	Zoom	Admin	1.10 - Zoom	05.10.21	E	11.99	2.40	14.39	
47	Defib Pads	Community	2.2 - Defibrillator	07.10.21	E	68.99	13.00	81.99	
48	Interest received (Oct)	Income		11.10.21	ļ	0.08	0.00	0.05	0.0
49	Dog Waste Bin Emptying	Community	2.3 - Dog waste bins	20.10.21	E	90.51	18.10	108.61	
50	PAYE (Sept)	Staffing	3.2 - PAYE	22.10.21	E	130.00	0.00	130.00	
51	Clerk Salary (Sept)	Staffing	3.3 - Salaries	28.10.21	E	195.14	0.00	195.14	
52	Plusnet	Admin	1.2 - Broadband	29.10.21	E	25.00	5.00	30.00	



BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – October 2021

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/113	Post the agreed September minutes and the draft October minutes on website	Clerk	Posted – 22.10.21
21/098	Keep progress under review on planning enforcement matters in the village	Clerk	Ongoing
21/116	Review split of responsibilities for the routine checking of parish council assets at a future PC meeting	Clerk	November meeting agenda
21/101	Submit completed DOI form to HDC Monitoring Officer on behalf of Cllr Garner	Councillor Garner / Clerk	Pending
21/118a	Submit comments to HDC planning re application ref. 21/01671/FUL - Erection of five holiday lodges, Land off Carlton Lane	Chairman / Clerk	Comments submitted – 20.10.21
21/118b	Submit comments to HDC planning re application ref. 21/01729/TCA (Kings Orchard, Scotland Lane)	Clerk	Comments submitted – 25.10.21
21/117	Make payments agreed at the meeting	Clerk	Payments made when due
21/105a	Check village hall availability for hosting defibrillator training.	Clerk	Training session arranged – 27.11.21
21/105b	Implement agreed changes to village WhatsApp groups	Clerk / Chairman	Implemented 06.10.21
21/120c	Add village directory item to next agenda	Cllr Pain / Clerk	Listed on November meeting agenda
21/105d	Check whether village hall management committee have proposals for participating in Platinum Jubilee Big Lunch Sunday on 5 th June 2022	Cllr Warwick	Pending
21/105e	Collate relevant information to submit village green application for Scotland Thicket	Clerk / Cllr Fletcher	Pending – information being gathered
21/105f	Include new budget item for 'village maintenance' in budget proposals for 2022-23	Clerk	To be dealt with during budget preparation process
21/105g	Seek further information from Co Cllr Feltham on use of Members' Highway Fund and report back to parish council	Clerk	Response received – 22.10.21
21/106a	Gather information to submit grant application to HDC Community Grant Programme for provision of	Cllr Rankine / Clerk	Paperwork in preparation

APPENDIX B

	roadside planters at village entrances and include		
	appropriate budgetary provision in 2022-23 budget		
21/120a	Purchase replacement defibrillator pads	Clerk	New pads delivered
			- 14.10.21

Monthly Asset Checklist (as at April 2021)

Clerk

- Street lights 1, 2, 3, 4, 5 & 25
- Grit bin on corner of Scotland Lane and Elms Lane

Sarah

- Street lights 6, 7 & 8
- Village notice board
- Rectory End dog waste bin
- Rectory End bench
- Main Street grit bin, opposite the church
- Grit bin on the corner of Main Street and Carlton Lane
- Carlton Lane grit bin

Kate

- Street lights 9, 10 & 11, 12, 13, 14 & 15
- Main Street dog waste bin
- Main Street telephone book exchange (Fran has offered to clean and keep this tidy)
- Main Street bench
- PC notice board

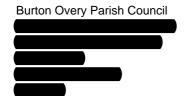
Bob (W)

- Street lights 16, 17, 18 & 19
- Village sign (maintained by Julian Swain)
- Fencing around Jubilee Oak opposite Manor Farm
- Defibrillator

Dave

- Street lights 20, 21, 22, 23 & 24
- Town Street dog waste bin
- Metal bench outside Manor Farm





Your Account

Sort Code Account Number



TREASURERS ACCOUNT

01 October 2021 to 31 October 2021

Money In	£7.99	Balance on 01 October 2021	£2,271.31
Money Out	£688.12	Balance on 31 October 2021	£1,711.18

Your Transactions

Date	Description	Туре	Money In (£)	Money Out (£)	Balance (£)
01 Oct 21	ASTLEY COMPUTERS 600000000823382007 AC-	FPO		120.00	2,271.31
05 Oct 21	ZOOM.US 888-799-96 CD 7323	DEB		14.39	2,256.92
07 Oct 21	LONDON HEARTS CD 7317	DEB		81.99	2,174.93
18 Oct 21	HARBOROUGH DISTRIC 200000000827262788 D0018619	FPO		108.61	2,066.32
18 Oct 21	HMRC - ACCOUNTS OF 400000000835964166	FPO		130.00	1,936.32
22 Oct 21	Amazon Prime*HR2ES CD 7317	DEB		7.99	1,928.33
26 Oct 21	Amazon Prime CD 7317	DEB	7.99		1,936.32
27 Oct 21	P WOODWARD 500000000835372557 SALARY	FPO		195.14	1,741.18
28 Oct 21	PNET3122091-1 PNET3122091-	DD		30.00	1,711.18

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						

Appendix E

	NOVEMBER						ENDITUR	E	INCOME
55	Zoom	Admin	1.10 - Zoom	05.11.21	E	11.99	2.40	14.39	
56	Interest Received (Nov)	Income	5.2 - Misc.	11.11.21	1	0.00	0.00	0.00	0.08
57	Homeworking All'ce (Aug Sept Oct)	Staffing	3.1 - HWA	18.11.21	E	78.00	0.00	78.00	
58	HMRC	Staffing	3.2 - PAYE	20.11.21	E	130.00	0.00	130.00	
59	Clerk's Expenses (Jan-Oct)	Staffing	3.5 - Training & Expenses	20.11.21	E	102.39	0.00	102.39	
60	Clerk Salary (Nov)	Staffing	3.3 - Salaries	28.11.21	E	195.14	0.00	195.14	
61	Plusnet	Admin	1.2 - Broadband	29.11.21	E	25.00	5.00	30.00	
			Monthly Total			542.52	7.40	549.92	0.08

Appendix F

COST CENTRE	REF. NO.	COST CODE	BUDGET 2021-22	2022-23 (option)		
1 ADMINISTRATION	1.1	AUDIT	170	180.00		
	1.2	BROADBAND	320	330.00		
	1.3	DATA PROTECTION	40	45.00		
	1.4	ELECTIONS	100	100.00		
	1.5	INSURANCE	340	360.00		
	1.6	IT - WEBSITE HOSTING & SUPPORT	475	480.00		
	1.7	IT - BACKUP	125	130.00		
	1.8	STATIONERY	155	150.00		
	1.9	TELEPHONE	180	180.00		
	1.1	ZOOM	145	0.00		
	1.11	MISCELLANEOUS	370	370.00		
2 COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	75	80.00		
	2.2	DEFIBRILLATOR	75	160.00		
	2.3	DOG WASTE BINS	425	440.00		
	2.4	GENERAL REPAIRS & MAINTENANCE	160	170.00		
	2.5	GRANTS & DONATIONS	250	250.00		
	2.6	NEIGHBOURHOOD PLAN	0	500.00		
	2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2811	2,811.00		
	2.8	STREET LIGHTING (POWER & MAINTENANCE)	650	680.00		
	2.9	VILLAGE MAINTENANCE	0	500.00		
3 STAFFING	3.1	HOMEWORKING ALLOWANCE	312	320.00		
	3.2	PAYE	1247	1,560.00		
	3.3	SALARIES	1922	2,340.00		
	3.4	SUBSCRIPTIONS	350	360.00		
	3.5	TRAINING & EXPENSES	230	230.00		
4 RESERVES	4.1	EARMARKED	0	0.00		
	4.2	GENERAL	1500	1,000.00		
		TOTALS	12427	13,726.00	88.61	(10.45% increase)
			80.23	20,7 20.00	(precept per hsehld)	(======================================
5 INCOME	5.1	Precept	12427	13,726.00		
	5.2	Miscellaneous	0			
		TOTAL	12427			

Appendix F

RESE	RESERVES @ 01.04.22 (estimated - 10.11.21)						
Earmarke	<u>d</u>						
	Elections	100					
	Diamond Jubilee	500					
	Sub-total						
<u>General</u>							
	General	8,400					
	Sub-to	tal	8,400				
	Total		9,000				



Rural Strategy Development

Harborough District Council



The Rural Community Council are undertaking a Rural Strategy project to look at the needs and service gaps of Harborough District Councils **rural communities**.

This will include key rural & community issues, economic development, connectivity & broadband, housing and the impact of Covid-19 as well as recovery needs going forward to improve isolation and social hardship

We will be looking to engage and consult with many areas across the district including:-

- Farming Community
- Tourism & Hospitality
- Local Retail
- Other Rural Small/Medium enterprises
- Community

So if you'd like to have your say about your local area, share your concerns, or let us know how your local businesses & community could be improved,

drop us an email or give us a call...
We'd love to hear from you!

<u>Jhanvi</u>: email: jshukla@ruralcc.org.uk

Tracey: 07752 183044

<u>Email</u>: tpollard@ruralcc.org.uk <u>Website</u>: www.ruralcc.org.uk Keep an eye out for dates for our local roadshow events — come along and tell us what you really think!

BURTON OVERY VILLAGE HALL



Chairman's Report for Year Ending 31st March 2021

Overview

This has been a difficult year for everyone but thanks to generous donations from villagers and government support for enterprises affected by Covid. Once again many thanks for all the dedication and hard work over the past year from all members of the Committee and their support teams with their various responsibilities.

Finance

Full details are in the Treasurer's report below.

Reserves as at 31st March 2021 stand at £27669.54. This

is an increase in funds during the year and takes into account a replacement flat roof and a full refurbishment of the cottage roof.

This is an excellent result with an annual surplus of £11566.

Covid support grants for the year amounted to £21003 and our current reserves will be essential to see us through the next 18 months. This is our projection as to how long it will be before use of the Hall returns to normal.

Should that not be the case then we anticipate that further funding should be available.

Sundry Lettings had no receipts whatsoever and we actually refunded £350 of deposits.

The 100 Club continues to raise £1200 pa and this year the Harborough Lottery contribution amounted to £269.50 v £317 last year without impacting on the 100 Club. We really need more supporters to join the Harborough Lottery. We have

also started with amazon Smile but uptake has been disappointingly low with only £6.50 of which over £5 was from my purchases!

We also lost £2000 owing to the cancellation of the Christmas Tree Festival and appears unlikely at the time of writing that one will be held in 2021. A financial report is required to be forwarded to the Charities Commission.

Review of the Year

There is nothing to report regarding events but we are expecting to start operating again this summer and some bookings are also in place.

The significant works with the roof have ensured that we should have no issues for the foreseeable future.

A Lottery Fund award will contribute to the refurbishment of the toilets and the work should be completed in early summer. This work will enable us to market the Hall with a view to attracting a number of weddings each year which should prove lucrative. In order to get the grant from the lottery Commission we explained that we expect to help to alleviate the demand for reception venues.

Great Glen Village Hall is being refurbished this year which should help bookings.

We have provisionally agreed to liaise with Mowsley Village Hall not to duplicate films for our cinema nights so that we can support each other's events.

Officers of the Committee

Katrina Inchley and Lilian Bent are now established in their roles as Treasurer and Bookings Secretary and the slow year has given them the opportunity to get to grips with the roles.

Conclusion

We may look back on this year as a successful one as the external support we were granted to replace normal earnings has enabled us to make significant progress. This was a totally unexpected situation and the effect of the cost of the pandemic will be with us all for a long time.

Arthur Buckley April 2021

Burton Overy Vil	age Hall	Treasurer's Repo	rt April 2020	to March 202	1		
			2020-21	2019-20	Var	0/	
	Cash Opening Balance	16102.95	2020-21	2019-20	Var	% var	
Receipts							
_ettings							
	BOD		46.00	860.50	-814.50	-95%	
	Ladies Badminton		0.00	30.00	-30.00	-100%	
	W.I.		0.00	63.00	-63.00	-100%	
	Sundry Lettings		-350.00	4004.75	-4354.75	-109%	Note
		Sub total	-304.00	4958.25	-5262.25	-106%	
Fund Raising	Village Show		0.00	400.00	-400.00	-100%	
	Balls		0.00	828.64	-828.64	-100%	
	Film Nights		-99.90	245.26	-345.16	-141%	
	Quizzes		193.58	250.00	-56.42	-23%	Note
	Christmas Lunch		0.00	253.21	-253.21	-100%	
	Christmas Tree Festival		0.00	2000.00	-2000.00	-100%	
	100 Club		1200.00	1300.00	-100.00	-8%	
	Harborough Lottery		269.50	317.00	-47.50	-15%	
	Grants		21003.00	8225.00	12778.00	155%	Note
	Donations inc Gift Aid		5036.69	0.00	5036.69		Note
	Fundraising event		0.00	716.40	-716.40	-100%	
	Amazon Smile						
	Donation		6.50	0.00	6.50		
		Sub total	27609.37	14535.51	13073.86	90%	
Total Receipts			27305.37	19493.76	7811.61	40%	
_							
Payments	Water		241.52	688.84	-447.32	-65%	Note
	Gas		306.56	741.44	-434.88	-59%	Note
	Electricity		206.82	545.08	-338.26	-62%	Note
	Insurance		870.06	853.94	16.12	2%	
	Misc		108.47	196.87	-88.40	-45%	
	Maintenance		195.00	198.50	-3.50	-2%	
	Cleaning		531.00	1688.53	-1157.53	-69%	Note
	Fire Check		163.20	79.50	83.70	105%	Note
	Music Licence		0.00	154.19	-154.19	-100%	Note 1
	Cinema System		0.00	8739.13	-8739.13		
	Roof repairs		13116.15	0.00	13116.15	400/	Note 1
			15738.78	13886.02	1852.76	13%	
Total Payments							
Total Payments	Movement in the year		11566.59	5607.74	5958.85		
Total Payments	year Cash closing						
Total Payments	year		11566.59 27669.54	5607.74 16102.95	5958.85 11566.59	72%	
Total Payments	year Cash closing	Cash				72% 0%	
Total Payments	year Cash closing balance Bank		27669.54 0.00	16102.95 0.00	0.00	0%	
Total Payments	year Cash closing balance	Cash Lloyds Current Acc	27669.54	16102.95	11566.59		

Notes to 2020	0-21 Accounts
Note 1	Refunds of 4 deposits for cancelled events due to Covid restrictions
Note 2	Anagrams quiz sheet
Note 3	A number of government Covid support grants to enable enterprises to remain solvent
Note 4	Kind donations from villagers to support the costs of the roof refurbishment
Note 5	Mainly standing charges and refund for overcharges of £208.74 from last year
Note 6	Standing charges and frost stat interventions
Note 7	Standing charges, emergency lighting and defribulator heating
Note 8	Periodic cleaning and specific deep cleaning
Note 9	Replacement extinguisher and fire blanket
Note 10	Appealed and charge rescinded as we were not open
Note 11	Flat roof replacement. Cottage roof repair in next year