

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

**on Tuesday 15<sup>th</sup> February 2022 at 7.30 p.m. at Burton Overy Village Hall**

- 21/175. Apologies for absence
- 21/176. Questions from members of the public
- 21/177. Declarations of Members interests
- 21/178. To approve as a correct record the minutes of the meeting held on 18.01.22 **Appendix A**
- 21/179. Matters arising and not on the agenda / Minutes Action List **Appendix B**
- 21/180. Council asset safety checks - to review the scheduled quarterly checks (Street Lights / Defibrillator / Noticeboards / Dog Waste Bins / Telephone Box)
- 21/181. Planning applications received during the period
- a. **21/02180/LBC & 21/02179/FUL** - Demolition of existing front boundary wall and erection of low-level boundary wall and railings above, with new vehicle & pedestrian gated access; The Old Coach House, Main Street - Revised
- 21/182. Planning decisions to note
- Decisions Made
- a. **21/02145/LBC & 21/02144/FUL** - Erection of a one and a half storey rear extension, single storey rear extension and roof lights to south elevation; The Old Coach House, Main Street - WITHDRAWN
- Decisions Pending
- a. **21/02032/FUL** - Subdivision of dwelling to recreate 3 dwellings - 1 - 3 Oswin Cottages, Town Street
  - b. **21/02219/FUL** – Conversion of outbuildings & extension – Caringa, Main Street
  - c. **22/00022/TCA** – Works to Tree (fell) – Oaksview, Beadswell Lane
- 21/183. Finances
- a. To note the on-line bank statements as at 31.01.22 **Appendix C**
  - b. Payments to be agreed / noted during February **Appendix D**
- 21/184. Policies Review (Discipline & Grievance) **Appendix E**
- 21/185. Second Defibrillator Provision **Appendix F**
- 21/186. Newsletter – Spring 2022 **Appendix G**
- 21/187. Community Matters – update as required
- a. Scotland Thicket – verbal update
  - b. Village Directory – printing & circulation arrangements
  - c. Village Planters - Outcome of Grant Application
- 21/188. Correspondence for discussion
- a. LCC – Tree Warden Network - Training **Appendix H**
  - b. HDC – Platinum Jubilee Celebrations **Appendix I**
  - c. Complaint (Received via Ms Saunders – 24.01.22)
- 21/189. Correspondence for information
- a. LRALC – Internal Audit 2022
  - b. Leicestershire Lord Lieutenant Letter **Appendix J**

21/190. Items for the next Agenda - Current Budget & Projected Year-End Positions

21/191. To confirm the date of the next meeting – 15<sup>th</sup> March 2022

21/192. 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  
Tel 07827 797125  
Email: [clerk@burtonoverypc.org.uk](mailto:clerk@burtonoverypc.org.uk)  
[www.burtonoverypc.org.uk](http://www.burtonoverypc.org.uk)

10.02.22

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Thursday 18<sup>th</sup> January 2022 at 7.30pm

- Present:** Cllr Bob Warwick  
Cllr Sarah Rankine  
Cllr Dave Fletcher  
Cllr Bob Pain  
Cllr Nina Garner  
The Clerk
- 21/159 Apologies** – None
- 21/160 Questions from members of the public** – No members of the public were present.
- 21/161 Declarations of interest** – none
- 21/162 Approval of Minutes of the parish council meeting on 14.12.21** –  
Approved and signed by Cllr Warwick.
- 21/163 Matters arising not on the current agenda / Minutes Action Update**  
Updates on all actions were noted, including grit bin maintenance in the village, the Gigahubs project, Scotland House planning enforcement and councillor training.
- 21/164 Council asset safety checks** – no adverse issues were reported in relation to the assets other than there appeared to have been some delays in emptying the dog waste bins. The clerk was asked to check the emptying frequency with Harborough DC.
- 21/165 Planning matters to consider** –
- a. **21/02145/LBC & 21/02144/FUL** - Erection of a one and a half storey rear extension, single storey rear extension and roof lights to south elevation; The Old Coach House, Main Street – NO COMMENT
  - b. **21/02180/LBC & 21/02179/FUL** - Demolition of existing front boundary wall and erection of low-level boundary wall and railings above, with new vehicle & pedestrian gated access; The Old Coach House, Main Street – The council was pleased to see that the proposal would improve vehicle access to the dwelling, which should lead to less on-street parking. The council felt the design of the proposed gates was in keeping with the rural nature of the village.

- c. **21/02219/FUL** - Conversion of outbuildings to form habitable accommodation & erection of single storey rear glazed link to the main house, render to front elevation – Caringa, Main Street – The council noted that the proposal would have no impact on the street scene and was pleased to see the renovation of a house which had been in poor condition for a long period of time.
- d. **22/00022/TCA** – Works to fell a tree, Oak View, Beadswell Lane – the council’s preference in principle would be to see the retention of healthy trees in the village and wondered whether the asymmetry of the tree and the epicormic growth could be addressed by pruning / pollarding.

**21/166 Planning decisions taken by HDC**

The following decisions were noted -

- a. **21/01838/FUL** – Ground & First Floor Extensions, Willowbank, Back Lane - REFUSED
- b. **21/01923/TCA** – Works to trees (fell) – 3 Baileys Lane – GRANTED (Conditionally)

The following decision remained pending -

- c. **21/02032/FUL** - Subdivision of dwelling to recreate 3 dwellings - 1 - 3 Oswin Cottages, Town Street

**21/167 Finances –**

- a. The bank statements and reconciliation as at 31<sup>st</sup> December 2021 (end of third quarter) were noted and endorsed. The reconciliation was countersigned by Cllr Garner.
- b. The current year’s expenditure compared against the budgeted cost centres and cost codes were reported by the clerk and endorsed by the council.
- c. Payments (to be) made during January (See Annex A) were considered and endorsed / approved for payment.
- d. The council considered the final draft of the proposed budget for 2022-23. The budget proposal presented at the meeting was approved as the basis for setting the precept at £13,726 for the financial year 2022-23.

**21/168 Risk Management Profile - Review**

The clerk presented an update of the council’s Risk Management Register which was considered and approved by the council.

**21/169 Community Matters**

- a. The clerk presented a report on options for seeking the implementation of additional environmental protection for the area of land known as Scotland Thicket. The report considered the current ownership of the land, its current condition, the reasons for seeking greater protection and the options available for providing better protection for the site against development. It was resolved as follows:-

- a. That the clerk makes informal contact with Leicestershire County Council to discuss the implications of designating the site as a village green;
  - b. That the clerk writes to local known land owners to ascertain whether they hold any information on the ownership of Scotland Thicket;
  - c. That the clerk obtains the public information available on land ownership in the vicinity of Scotland Thicket from the Land Registry;
  - d. That the review of the Neighbourhood Plan (scheduled for 2023) includes a reconsideration of the designation of Scotland Thicket; and
  - e. That, should it be confirmed that the site is unregistered land with no apparent owner, the council considers the implications of it seeking adverse possession of the site.
- b. A discussion took place to consider feedback on the success of erecting the Christmas Tree following the last meeting of the council. It was agreed that this had been well-received and that it should be repeated for 2022. Thanks were recorded for Cllr Fletcher for his efforts in arranging the purchase, delivery, erection and removal of the tree together with the lighting of it. It was felt that the erection of the tree in 2022 could be enhanced by coordinating it with an event such as carol singing. The clerk was asked to make sure the consideration of this was added to the agenda of council meetings in September or October 2022.
- c. The final draft of the village directory was given further consideration and the clerk asked to obtain a quotation for the printing, on folded card, of approximately 180 copies. Cllr Pain was thanked for the work he had done in updating the directory.
- d. The council considered the quotations received for the erection of timber planters at the three roadside entrances to the village. It was agreed to accept the middle value quotation (£1088 from Straight line Fencing) subject to grant assistance being confirmed by Harborough DC. The clerk was asked to make the necessary arrangements in consultation with Cllr Rankine should the grant application be approved.
- e. Cllr Pain gave feedback to the council on his enquiries regarding the potential provision of a second defibrillator on the outside wall of the dairy in the southern end of the village. The approximate costs would be in the region of £1500 and the most appropriate site would be somewhere near the junction of Main Street and Town Street. It was resolved that Cllr Pain approach the owners of Kingarth Farm to ask if they might be prepared to host a second defibrillator, that Cllr Garner investigate the option of establishing a 'Just Giving' site to generate funds for the project and that Cllr Pain obtain a firm estimate of the costs of acquiring a defibrillator together with all necessary signage etc.  
Some concerns were expressed over the sometimes-slippery access route to the existing defibrillator at the village hall together with it being a little remote and dark.

**21/170 - Correspondence for discussion**

- a. The clerk presented details of correspondence from CPRE regarding renewal of the membership for 2022. The council resolved not to renew the membership.
- b. The clerk presented details of correspondence from Leicestershire County Council inviting the parish council to join the Snow Warden Scheme. The council resolved not to join the scheme.

**21/171 - Correspondence for information**

- a. None received.

**21/172 - Items for the next agenda – Policies review (Discipline & Grievance).**

**21/173 - Date of next meeting – 15<sup>th</sup> February 2022**

**21/174 - Exclusion of the Public**

No confidential matters were considered at the meeting.

**Signed**

**Date**

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**Annex A**

JANUARY						EXPENDITURE			INCOME
71	B O Village Hall	Admin	1.11 - Miscellaneous	18.01.22	E	120.00	0.00	120.00	
72	Interest Received (Jan)	Income	5.2 - Misc.	10.01.22	I	0.00	0.00	0.00	0.09
73	HMRC (Jan)	Staffing	3.2 - PAYE	20.01.22	E	130.00	0.00	130.00	
74	Clerk Salary (Jan)	Staffing	3.3 - Salaries	28.01.22	E	195.14	0.00	195.14	
75	Plusnet	Admin	1.2 - Broadband	29.01.22	E	22.00	4.40	26.40	

## BURTON OVERY PARISH COUNCIL

### COUNCIL MEETING ACTION LIST – January 2022

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
<b>21/130</b>	Make payment (£500) to village hall management committee for Platinum Jubilee event.	Clerk	Pending
<b>21/162</b>	Post the agreed December minutes and the draft January minutes on website	Clerk	Posted online – 25.01.22
<b>21/164</b>	Check dog-bin emptying frequencies with HDC	Clerk	Query submitted – 25.01.22 Reminder sent 06.02.22
<b>21/165</b>	Submit comments to HDC planning re applications Ref. 21/02179/FUL Ref. 21/02180/LBC Ref. 21/02219/FUL Ref. 22/00022/TCA	Clerk	Comments submitted – 19.01.22
<b>21/167a</b>	Make payments agreed at the meeting.	Clerk	Payments made when due.
<b>21/167d</b>	Submit precept requirement to HDC		Precept details sent 19.01.22
<b>21/169ai</b>	Make contact with Leicestershire County Council to discuss the implications of designating the Scotland Thicket as a village green;	Clerk	Telephone message left 04.02.22
<b>21/169aii</b>	Write to local known land owners to ascertain whether they hold information on ownership of Scotland Thicket;	Clerk	Letter drafted – 01.02.22
<b>21/169aiii</b>	Obtain public information available on land ownership in the vicinity of Scotland Thicket from the Land Registry database;	Clerk	Obtained – 07.02.22
<b>21/169b</b>	Schedule item for September meeting agenda regarding Christmas tree	Clerk	Pending (until Sept)
<b>21/169c</b>	Obtain quote for printing of revised village directory and advise councillors.	Clerk	Quote obtained – 25.01.22
<b>21/169d</b>	Commission works on provision of roadside verge planters (after confirmation of grant award from HDC)	Clerk / Cllr Rankine	Grant approved – 03.02.22 Works to be ordered
<b>21/169e</b>	Cllr Pain to approach owners of Kingarth Farm re potential siting of new defibrillator and assess potential of grant aid from 'SAD'.  Cllr Garner to assess merits of establishing 'Just Giving' page to received donations.	Cllr Pain  Cllr Garner	Preferred site moved to The Bell Inn. £300 grant contribution confirmed. Relevant information circulated w/e 21.01.22. Test page set up – 08.02.22

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Burton Overy Parish Council

[REDACTED]  
[REDACTED]  
[REDACTED]

LEICESTERSHIRE  
LE8 0UZ

Your Account

Sort Code [REDACTED]  
Account Number [REDACTED]

TREASURERS ACCOUNT

01 January 2022 to 31 January 2022

<b>Money In</b>	£1,000.00	<b>Balance on 01 January 2022</b>	£574.85
<b>Money Out</b>	£471.54	<b>Balance on 31 January 2022</b>	£1,103.31

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
21 Jan 22	BURTON OVERY VILLA 100000000874267392	FPO		120.00	454.85
21 Jan 22	HMRC - ACCOUNTS OF 500000000877571256	FPO		130.00	324.85
24 Jan 22	BURTON OVERY PARIS 309497 07249083	TFR	1,000.00		1,324.85
26 Jan 22	[REDACTED] 600000000879276565 SALARY	FPO		195.14	1,129.71
28 Jan 22	PNET3122091-1 PNET3122091- 1	DD		26.40	1,103.31

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			

## February Payments

FEBRUARY						EXPENDITURE			INCOME
76	Vodafone (top-up)	Admin	1.9 - Telephone	07.02.22	E	12.50	2.50	15.00	
77	Land Registry	Admin	1.11 - Miscellaneous	07.02.22	E	6.00	0.00	6.00	
78	Land Registry	Admin	1.11 - Miscellaneous	07.02.22	E	6.00	0.00	6.00	
79	Interest Received (Feb)	Income	5.2 - Misc.	10.02.22	I	0.00	0.00	0.00	0.10
80	LCC Streetlight maintenance	Community	2.7 - street light retrofit	18.02.22	E	640.07	128.01	768.08	
81	HMRC (Feb)	Staffing	3.2 - PAYE	18.02.22	E	130.00	0.00	130.00	
82	LRALC	Admin	1.1 - Audit	18.02.22	E	180.00	0.00	180.00	
83	Clerk Salary (Feb)	Staffing	3.3 - Salaries	28.02.22	E	195.14	0.00	195.14	
84	Plusnet	Admin	1.2 - Broadband	29.02.22	E	22.00	4.40	26.40	
<b>Monthly Total</b>						<b>1,191.71</b>	<b>134.91</b>	<b>1,326.62</b>	<b>0.10</b>

# BURTON OVERY PARISH COUNCIL DISCIPLINE & GRIEVANCE POLICY

## DISCIPLINARY PROCEDURES

### Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

[https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

The policy is designed to help any Council employee improve unsatisfactory conduct and performance in his/her job. Wherever possible, the Council will try to resolve its concerns about the employee's conduct and behaviour informally, without starting the formal procedure set out below.

- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
  - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance,
  - the Council will fully investigate the facts of each case,
  - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of the employee's underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>,
  - the employee will be informed in writing about the nature of the complaint against him/her and given the opportunity to state his/her case,
  - the employee will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing,
  - the employee may be accompanied or represented by a companion – a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case,
  - the Council will give the employee reasonable notice of any meetings in this procedure. The employee must make all reasonable efforts to attend. Failure to

attend any meeting may result in it going ahead and a decision being taken. If the employee does not attend a meeting, they will be given the opportunity to be represented and to make written submissions,

- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date,
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council,
- information about the employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR),
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition,
- the employee has the right to appeal against any disciplinary decision. The appeal decision is final,
- if the employee is already subject to the Council's disciplinary procedure and raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure,
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal,
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this,
- except for gross misconduct when the employee may be dismissed without notice, the Council will not dismiss the employee on the first occasion that it decides there has been misconduct,
- if the employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

### **Examples of misconduct**

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence,
- poor timekeeping,
- misuse of the Council's resources and facilities including telephone, email and internet,

- inappropriate behaviour,
- refusal to follow reasonable instructions,
- breach of health and safety rules.

### **Examples of gross misconduct**

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment,
- incapacity at work because of alcohol or drugs,
- violent behaviour,
- fraud or theft,
- gross negligence,
- gross insubordination,
- serious breaches of council policies and procedures e.g., the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology,
- serious and deliberate damage to property,
- use of the internet or email to access pornographic, obscene or offensive material disclosure of confidential information.

### **Suspension**

6 If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

7 While on suspension, the employee is required to be available during normal hours of work in the event that the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any councillor.

8 The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

### **Examples of unsatisfactory work performance**

9 The following list contains some examples of unsatisfactory work performance. The list is not exhaustive.

- inadequate application of management instructions/office procedures,
- inadequate IT skills,
- unsatisfactory communication skills.

## The Procedure

- 10 Preliminary enquiries\_ The Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure. If the Council believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the Chairperson's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the Chairperson. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the Chairperson may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

## Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Council considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Council will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
  - the allegations or events that the investigation is required to examine,
  - whether a recommendation is required,
  - how the findings should be presented; for example, an investigator will often be required to present the findings in the form of a written report,
  - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see below).
- 15 The Council will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the

meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

- 16 The employee may be accompanied or represented by a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g., councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Council whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
  - a) the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
  - b) the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
  - c) the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the Council which will decide whether further action will be taken.
- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

### **The disciplinary meeting**

- 22 If the Council decides that there is a case to answer, it will appoint a staffing committee of three councillors to formally hear the allegations. The staffing committee will appoint a chairman from one of its members. The Investigator shall not sit on the committee.
- 23 No councillor with direct involvement in the matter shall be appointed to the committee. The employee will be invited, in writing, to attend a disciplinary meeting. The committee's letter will confirm the following:
  - the names of its chairman and other two members,
  - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting,
  - a copy of the information provided to the committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure,
  - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it,

- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting,
- that the employee may be accompanied by a companion - a trade union representative or a trade union official.

24 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairperson will introduce the members of the committee to the employee and explain the arrangements for the hearing,
- the Chairperson will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation),
- the Chairperson will invite the employee to present their account,
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements),
- any member of the committee and the employee (or the companion) may question the Investigator and any witness,
- the employee (or companion) will have the opportunity to sum up.

25 The Chairperson will provide the employee with the committee's decision with reasons, in writing, within five working days of the meeting. The Chairperson will also notify the employee of the right to appeal the decision.

26 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the committee.

### **Disciplinary actions**

27 If the committee decides that there should be disciplinary action, it may be any of the following three options:

#### **First written warning**

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement,
- that further misconduct/failure to improve will result in more serious disciplinary action,
- the employee's right of appeal,
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g., 12 months).



### **Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement,
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal,
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g., 12 months).

### **Dismissal**

The Council may dismiss:

- for gross misconduct,
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning,
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

### **The appeal**

28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of receiving written notice of the disciplinary action and must specify the grounds for appeal.

29 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy,
- the committee's disciplinary decision was not supported by the evidence,
- the disciplinary action was too severe in the circumstances of the case,
- new evidence has come to light since the disciplinary meeting.

30 Where possible, the appeal should be heard by a panel of three members of the Council who have not previously been involved in the case. This includes the Investigator. However, for a small employer like the parish council this is not possible. Under ACAS Guidelines for small Employers, if an organisation only has the same

managers available to conduct an Appeal, as held the disciplinary, it would be appropriate for those three managers to do so. They would need to be able to demonstrate that they had conducted the Appeal in as impartial a manner as possible under the circumstances .

- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairperson will:
  - a) introduce the panel members to the employee,
  - b) explain the purpose of the meeting, which is to hear Clerk's reasons for appealing against the disciplinary decision,
  - c) explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairperson will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.

## GRIEVANCE PROCEDURES

### Introduction

1. This policy is also based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work: - ([https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)).
2. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for an employee to raise his/her concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
3. Many problems can be raised and settled during the course of everyday working relationships. The employee should aim to settle most grievances informally with the Chairperson of the Council.
4. This policy confirms:
  - The employee has the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
  - the Council will give the employee reasonable notice of the date of the grievance/appeal meetings. The employee and his/her companion must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date.
  - any changes to specified time limits must be agreed by the employee and the Council.
  - the employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
  - information about the employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).

- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- if the employee is already subject to a disciplinary process and raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against the employee if he/she raised the grievance in good faith.
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties.
- the employee can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. The employee can use the informal stage of the council's grievance procedure (see below) to deal with all grievance issues, including a complaint about a councillor. The employee cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the Chairperson of the Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see below)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring employees and councillors are properly trained and by protecting employees from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with the Chairperson of the Council at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with its employment policies (the Health and Safety policy and Equality & Diversity policy) and in accordance with the code of conduct regime.

### **Informal grievance procedure**

5. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with the Chairperson of the Council to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with the Chairperson (for example, because it concerns the Chairperson), the employee should contact another councillor. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

### **Formal grievance procedure**

6. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairperson of the staffing committee, set up by the Council when the grievance is first raised.
7. No councillor with direct involvement in the matter shall be appointed to the committee.

### **Investigation**

8. If the committee decides that it is appropriate, (e.g., if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g., the employee submitting the grievance, councillors or members of the public).
9. The investigator will summarise their findings (usually within an investigation report) and present their findings to the committee.

### **Notification**

10. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
  - the names of its chairperson and other members,
  - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance,
  - the employee's right to be accompanied by a trade union representative or a trade union official,
  - a copy of the Council's grievance policy,
  - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting,
  - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice,
  - findings of the investigation if there has been an investigation,
  - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

### **The grievance meeting**

11. At the grievance meeting:
  - the Chairperson will introduce the members of the committee to the employee,
  - the employee (or companion) will set out the grievance and present the evidence,

- the Chairperson will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take,
  - any member of the committee and the employee (or the companion) may question any witness,
  - the employee (or companion) will have the opportunity to sum up the case,
  - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the committee.
12. The Chairperson will provide the employee with the committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

### **The appeal**

13. If the employee decides that his/her grievance has not been satisfactorily resolved by the committee, he/she may submit a written appeal to the Council. An appeal must be received by the Council within five working days of the employee receiving the committee's decision and must specify the grounds of appeal.
14. Appeals may be raised on a number of grounds, e.g.:
- a failure by the Council to follow its grievance policy,
  - the decision was not supported by the evidence,
  - the action proposed by the committee was inadequate/inappropriate,
  - new evidence has come to light since the grievance meeting.
15. Where possible, the appeal should be heard by a panel of three members of the Council who have not previously been involved in the case. This includes the Investigator. However, for a smaller parish council this may not be possible. Under ACAS Guidelines for small Employers, if an organisation only has the same managers available to conduct an Appeal, as held the disciplinary, it would be appropriate for those three managers to do so. They would need to be able to demonstrate that they had conducted the Appeal in as impartial a manner as possible under the circumstances.
16. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a trade union representative or a trade union official.
17. At the appeal meeting, the Chairperson will:
- introduce the panel members to the employee,
  - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing committee,
  - explain the action that the appeal panel may take.
18. The employee (or companion) will be asked to explain the grounds of appeal.

19. The Chairperson will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
20. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.
21. The decision of the appeal panel is final.



# Burton Overy Parish Council

C/o 9 Lloyd George Avenue

Kibworth Beauchamp

Leicestershire

LE8 0UZ

??<sup>th</sup> February 2022

Dear Ms Patient

**Re: Community Access Defibrillator and Cabinet, Burton Overy**

Thank you for your email of 3<sup>rd</sup> February to Councillor Robert Pain confirming the specification and pricing details for the above and the £300 grant that SADS will provide towards these costs.

We understand that SADS is happy to order and supply the defibrillator and cabinet in advance of payment. With your assistance, we will be setting up a 'JustGiving' page, with all the funds thereby raised going directly to SADS. Hopefully, this arrangement will generate funds sufficient to cover the full remaining balance. However, if there is any gap in the funding after the end of six months, the Burton Overy Parish Council hereby undertakes to cover the outstanding amount. Any excess of funds will be considered as a donation to SADS.

I would be grateful if you could make out any future invoices to the Parish Council at the above address.

Thank you for your support with this project which will be a great asset for our community.

Yours sincerely,

*P Woodward*

P Woodward  
Clerk – Burton Overy Parish Council



# BURTON OVERY PARISH COUNCIL NEWSLETTER

Dear Resident

## **Burton Overy Directory.**

We are very pleased to be able to circulate an updated version of the Burton Overy Directory. We hope this proves useful for both newcomers to the village and residents of longstanding.

## **Provision of a Second Public Access Defibrillator**

The Parish Council has joined forces with a registered charity called SADS (Sudden Arrhythmia Death Syndromes) to provide a second public access defibrillator for the village. As many of you will know, a defibrillator is used to treat a person suffering from cardiac arrest. The village already owns a defibrillator which is available from village hall. It is stored in an unlocked yellow cabinet located on an outside wall and accessed by the short path to the right-hand side of the village hall. However, in treating cardiac arrest, speed is of the essence and it is clear that there would be a benefit in having a second defibrillator located in the southern end of the village.

The SADS charity has kindly provided a grant of £300 towards the cost of the new defibrillator. The balance of funding required is £1,131 (excluding fitting costs which will be covered directly by the Parish Council). The second defibrillator will be located on the outside wall of the Bell to the right of the entrance porch, where it will be stored in an unlocked yellow cabinet.

With the assistance of SADS, the Parish Council has set up a 'JustGiving' page, by which local residents can make a donation to help cover the cost of the new equipment. If there is any gap in the funding after the end of six months, the Parish Council has undertaken to cover the outstanding amount. Any excess of funds will be considered as a donation to SADS.

The JustGiving page can be found at [www.justgiving.com/Burton-Overy-Parish-Council](http://www.justgiving.com/Burton-Overy-Parish-Council)

*Please help the Parish Council with this venture by making a donation.*

In November 2021 we hosted a short training course in the village hall on how to provide immediate help to someone suffering from cardiac arrest, including the use a defibrillator. Following the success of this endeavour we hope to re-run this course in 2022.

## **New Planters**

The Parish Council has recently been successful in its application to Harborough District Council for a grant to fund 75% of the cost of the three new wooden planters. These will be positioned at the foot of the village signs on the three approach roads to the village. Once the planters are constructed, the Parish Council will be looking for volunteers to help plant up these containers with seasonal flowers and greenery and then maintain them as attractive features at the entrances to the village. Sarah Rankine will be the councillor coordinating this activity. In due course, more information will be posted on the village WhatsApp groups.

## **WhatsApp Groups**

The Parish Council administers two local WhatsApp groups with somewhat different functions:

The *Burton Overy Noticeboard* provides details of forthcoming village meetings and events.

The *Village Forum*, on the other hand, provides residents with a channel for discussing matters of local interest and for informal social contact.

Currently there are 93 participants in the *Village Forum Group* and 78 in the *Burton Overy Noticeboard Group*. These groups provide a very good way of keeping in touch with what is going on in the village.

If you would like to join either or both of these groups, please contact the parish clerk at [clerk@burtonoverypc.org.uk](mailto:clerk@burtonoverypc.org.uk)  
Tel. - 07827 797125

Burton Overy Parish Council.

## **Tree Warden Network and Environmental Action Volunteers-Training opportunities**

From: Lucie Hoelmer <Lucie.Hoelmer@leics.gov.uk>

Sent: Wed, 2 Feb, 2022 at 10:29

To: Tree Wardens

Hi

Leicestershire County Council are offering the following informal courses this coming season. If you would like to book, please email [Environmentteam@leics.gov.uk](mailto:Environmentteam@leics.gov.uk). Places are limited so please get your booking in early ideally by the 18th of February 2022.

### **Winter Tree Identification Workshop**

Tuesday 22nd February 2022, 10am-3.30pm

Beaumanor Hall, Leicestershire. For Directions <https://www.beaumanorhall.co.uk/contact/>  
Beaumanor Hall, Woodhouse, Leicestershire, LE12 8TX

Places are free, as well as a complimentary free lunch and refreshments

No previous experience necessary

Many people find trees in the winter without leaves difficult to identify, but once you get used to looking at them and know what to look for it's really not difficult at all. This course will introduce you to the winter identification of the trees local to the county of Leicestershire & Rutland, looking at buds, bark and other important features. The course will start with looking at indoor specimens in the morning then after lunch we will go out and explore some of the magnificent trees on the grounds of the Beaumanor Estate with woodland specialist & ecologist Steve Heaton f Haycock & Jay Associates.

### **An overview of Woodland Survey methodologies & tree nursery principles (2 in 1 course)**

A rapid overview and introductory session into the principles of woodland surveys and the establishment of tree nurseries (key principles)

10am-4.30pm Thursday 24th March 2022

Hinckley Rugby Club, with an outdoor session at the nearby Burbage AWS & common. For Directions <https://www.hinckleyrugby.co.uk/contact> Hinckley Rugby Club, Leicester Road, Hinckley, Leicestershire, LE10 3DR

Free places and lunch provided.

### **AM**

The course will provide an introductory overview to the most common woodland survey methods used to classify woodlands by type and status. These will include methodologies such as phase 1 habitat surveys and the National Vegetation Classification (NVC). If these are new to you, please do not worry, these survey types will be discussed in the training session and how they can be used. Along with identifying and surveying trees via the Ancient Tree Inventory & woodland assessment for Local Wildlife Site (LWS) status. Other key areas will include the significance of submitting wildlife

records, Plantation on Ancient Woodland Sites (PAWS), along with key threats such as ash dieback and the threat of Invasive and non-native species (INNs)

PM

The afternoon of the course will include an outdoor element, putting some of these surveys into practise and using the knowledge and skills learnt from the morning to apply them in a real woodland environment, surveying notable trees (such as veteran and ancient trees) using the county LWS guidelines. The identification skills and assessment methodologies can also be complimentary skills used when helping to establish stock for the establishment of local tree nurseries, in which Steve will cover some of the key principles for consideration.

Kind Regards Lucie

Lucie Hoelmer  
Senior Environmental Partnership Officer  
Environment Policy and Strategy  
Leicestershire County Council

**FW: The Queens Platinum Jubilee Celebrations - Street party road closure arrangements**

From: parishliaison@harborough.gov.uk <parishliaison@harborough.gov.uk>

Sent: Wed, 2 Feb, 2022 at 11:38

To:

Dear Parishes,

Please find the following email from LCC.

On 6th February this year Her Majesty the Queen will become the first British Monarch to celebrate a Platinum Jubilee, marking 70 years of service to the people of the United Kingdom, the Realms and the Commonwealth.

To celebrate this unprecedented anniversary, events and initiatives will take place throughout the year, culminating in a four-day UK bank holiday weekend from Thursday 2nd to Sunday 5th June. The bank holiday will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone.

Thinking of holding an event to celebrate The Queens Platinum Jubilee?

Detailed below is some information and key dates that you may find useful to get you started.

Planning on having a street party to celebrate the event?

You will need to apply to Leicestershire County Council to close your street/road to traffic by completing sections 3 and 4 of the Queen's Jubilee event registration form, attached to this email.

All fees associated with the legal application have been waived for The Queen's Jubilee and the application time reduced to 6 weeks, please note this is ONLY for The Queen's Jubilee and does not apply to other events.

If you wish to apply for a road closure or any other restrictions the last date for submission is Friday 15th April 2022. Applications after this date may not be able to be fulfilled.

Given the occasion and following Government guidance we will not be asking for the usual required documentation for a road closure such as an in-depth risk assessment, however consideration still needs to be given to ensure the safety of all attendees and an enjoyable event. Within the registration form you will find some additional information for you to consider. Further Government advice on road closures for street parties can be found here; Your guide to organising a street party - GOV.UK ([www.gov.uk](http://www.gov.uk))

The information you supply to us regarding your event will be shared with the emergency services so they can put their own plans and resources in place. Please submit your registration form in good time, it is better to submit draft plans than nothing at all. It is essential that the emergency services are kept well informed of the events and we would rather know something is happening well in advance than finding out the day before.

Signs and cones

Leicestershire County Council Highways is offering the loan of signs and cones, should you require these please complete the signs form attached. Please be aware signs and cones must be collected from, and returned to, the LCC Mountsorrel Highways Depot. Appropriate arrangements will need to

be made for collection or a quote for delivery can be requested. The deadline for your cones and signs applications is Friday 15th April 2022, after this date we cannot guarantee availability.

Please note that the fees for the loan of signs will be waived for all Platinum Jubilee events but equipment must be returned or it will be invoiced for.

#### Council owned land and licences

If you would like to organise an event on Council land or a greenspace or to find out about licensable activities such as selling food and drink or having music on a stage, please use this link where you will find details for each Borough or Districts page; Plan an event: Licensable activities | Leicestershire County Council

#### Key dates for the diary

Task - Event Registration Form submission / Signs and cones application  
Deadline - 15/04/2022  
Contact - eventsnetworkmanagement@leics.gov.uk

If you have any questions or require any support completing any of the documentation, then please do not hesitate to get in touch.

Events Team  
Network Management  
Leicestershire County Council  
E-mail: eventsnetworkmanagement@leics.gov.uk  
Tel: 0116 305 7239



## Queen's Platinum Jubilee – how it's being celebrated

A host of special events will be held in the city and county this year to celebrate Her Majesty The Queen's Platinum Jubilee and mark her 70-year reign as monarch.

The events, announced today (Monday, 7<sup>th</sup> February) by Mike Kapur, Lord Lieutenant of Leicestershire, include a garden party which he will host for people turning 70 in 2022 as well as the planting of trees and an art competition for primary school children.

There are also awards for businesses and communities for 70 organisations.

All you need to know can be found at [www.leicestershire.gov.uk/platinum-jubilee](http://www.leicestershire.gov.uk/platinum-jubilee) with information also available on how you can arrange your own community event or street party.

Her Majesty The Queen reached the 70-year mark yesterday ( Sunday, 6th February ) and Mr Kapur said: "As we celebrate a momentous milestone for Her Majesty, the plans I'm announcing provide a chance for people across Leicester and Leicestershire to experience a feeling of togetherness and to look forward with confidence.

"I'm really looking forward to the celebrations. Let's show the nation just how proud we are of Her Majesty The Queen."

An extended four-day bank holiday, from Thursday, 2nd June to Sunday, 5th June 2022, has been chosen for the celebratory weekend.

Events include:

- An art competition open to primary school children – with the simple brief of painting a picture about what the Platinum Jubilee means to them. It is open to children in KS1 and KS2 year groups with a winner and runner-up award for each group. The closing date for entries is Friday, 1st April.
- A 70 at 70 garden party is the Lord Lieutenant's special invitation to people who are celebrating their 70<sup>th</sup> birthday this year. It will take place on Tuesday, 31<sup>st</sup> May at Beaumanor Hall, Woodhouse near Loughborough. Nominations can be made by anyone meeting the criteria and the closing date is Friday, 1<sup>st</sup> April.
- An award for 70 organisations, such as school, businesses, voluntary and community groups that has done something exceptional to develop community spirit.
- Dozens of beacons will be lit on the evening of Thursday, 2nd June to mark the Platinum Jubilee. Local communities, parish councils, schools, youth groups, and farming communities can get involved by setting up and lighting beacons, sponsoring beacons, or illuminating a home or building – the National Space Centre will also be lit up.

Everyone in the city and county is also being invited to plant a tree as part of The Queen's Green Canopy initiative. Anyone wishing to plant their own tree for the Jubilee can access trees through schemes offered by the Woodland Trust.

Residents can also apply to close their street or road for a street party to celebrate on a day over the extended bank holiday weekend, from Thursday, 2nd June to Sunday, 5th June or as part of The Big Lunch on the 5<sup>th</sup> itself, again visit the website for further details.



Normally, a street party road closure would be subject to an administration fee. However, Leicestershire County Council is waiving the fee for Platinum Jubilee street parties. There will also be no charge for street parties in the city.

Platinum Jubilee celebration stories and photographs can be shared with the Lord Lieutenant of Leicestershire on social media by using the hashtag #PlatinumJubileeLeics and tagging [@LeicsLieutenant on Twitter](#) and [@leicscountyhall on Facebook](#), [@LeicsCountyHall on Twitter](#) and [leicscountyhall on Instagram](#).