

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 21st February 2023 at 7.30 p.m. at Burton Overy Village Hall

22/149. Apologies for absence

22/150. Questions from members of the public

22/151. Declarations of Members interests

22/152. To approve as a correct record the minutes of the meeting held on 17.01.23 **Appendix A**

22/153. Matters arising and not on the agenda / Minutes Action List **Appendix B**

22/154. Council asset safety checks - to receive the periodic safety check reports and agree any action necessary

22/155. The King's Coronation – May 2023

22/156. Planning applications to consider

- a. 23/00065/CLU - 4 Beadswell Lane, - Solar Panels to side elevation
- b. 23/00096/FUL - The Old Coach House, Main Street. – Rear Extension
- c. 23/00131/PCD – The Old Rectory, Rectory End – Discharge of Conditions (structural works)
- d. 23/00183/FUL – Squirrels Leap, The Lea, - Front & Rear Extensions

22/157. Planning decisions to note -

Enforcement Updates (verbal report)
None currently

Decisions Made

- a. 22/01811/FUL – Front extension, Amberstone, Scotland Lane – APPROVED
- b. 22/02048/FUL - Erection of garage (retrospective, amended design), Yew Tree House, Elms Lane – REFUSED
- c. 22/01902/AGR; Erection of barn, land east of Burton Overy Lane. - APPROVED

Decisions Pending

- a. 22/01855/FUL – Change of Use to Dog Day-care business, Land at Scotland Lane

22/158. Finances

- a. Budget Position & Estimated Out-turn **Appendix C**
- b. Payments to be agreed / noted during February **Appendix D**

22/159. Community Matters

- a. Play area – update on options
- b. Defibrillator Training
- c. Newsletter

22/160. Correspondence for discussion

- a. Website – Updating Option **Appendix E**
- b. Home Gadgets Presentation **Appendix F**

22/161. Correspondence for information

- a. Advice on publicity prior to elections **Appendix G**
- b. Elections briefing - 07.03.23 **Appendix H**

c. Rights of Way Volunteer Training

22/162. Items for the next Agenda

22/163. To confirm the date of the next meeting – 21st March 2023.

22/164. 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.

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 parish council website or by contacting the Clerk.

Clerk to the Council
Tel - 07827 797125
Email: clerk@burtonoverypc.org.uk

15.02.23
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 17th January 2023 at 7.30pm

Present: Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Nina Garner
Cllr Bob Pain
The Clerk

22/133 **Apologies** – None

22/134 **Questions from members of the public** – No members of the public were present at the meeting.

22/135 **Declarations of interest** – None.

22/136 **Approval of Minutes of the parish council meeting on 13.12.22** – Approved and signed by Cllr Warwick.

22/137 **Matters arising not on the current agenda / Minutes Action Update**
Updates and progress on all actions were noted or were dealt with on the agenda. The clerk was asked to chase a response from HDC regarding item 22/127.

22/138 **Council asset safety checks** – No current issues were reported as part of the routine check of assets.

22/139 **Risk Management Profile & Asset Register**

The clerk presented updates of the Risk Management Profile and the Asset Register which were considered and approved by the council.

22/140 **Christmas Tree Arrangements**

The council discussed the feedback from members of the community regarding the arrangements for providing the Christmas Tree and the Christmas lights ‘switch-on’ event. Both were well-received.

It was resolved –

- a. To make similar arrangements for 2023;
- b. To review the prospect of residents providing their own decorations for the tree;
- c. Not to have the ‘switch-on’ event coincide with the annual Christmas Tree Festival held at the church; and

- d. To review arrangements for the provision of refreshments at the 'switch-on' event.

22/141 Planning applications to consider –

One new application had been submitted since the publication of the agenda which councillors agreed to consider: Application Ref – 22/01902/AGR; Erection of barn, land east of Burton Overy Lane.

The parish council had previously considered this proposal and had submitted comments. However, the newly submitted details did not make clear whether the revised proposals had taken account of these comments. It was resolved to make contact with the case officer to clarify whether earlier concerns regarding the specific location of the proposed barn in the field in question and the colour of the proposed roofing and wall construction materials would be addressed in any approval issued.

It was noted that no new enforcement actions had commenced in the village and that application reference 22/01811/FUL – Front extension, Amberstone, Scotland Lane had now been approved.

The following decision remained pending -

- a. **22/01855/FUL** – Change of use to dog day-care, Land at Scotland Lane
- b. **22/02084/FUL** - Erection of garage (retrospective, amended design), Yew Tree House, Elms Lane. However, this was scheduled to be considered by HDC planning committee on the evening of the parish council meeting and was recommended for approval by the planning officers.

22/142 Finances –

- a. The clerk presented details of the current years actual expenditure and income compared against the budget for the period up to 31st December 2022. This indicated that actual 'bottom-line' expenditure was in keeping with budgeted spend for the period although it was noted that energy costs associated with street lighting in the village had increased by 24% and were likely to increase again during 2023-24.
- b. The bank reconciliation and statements as at 31st December 2022 were noted and approved, with balances showing Reserve Acct - £13,503.23; Current Acct - £161.25. Cllr Garner was asked to countersign the relevant documents.
- c. The council considered final proposals for the 2023-24 budget and precept. It was resolved –
 - i. to set a budget of £ 14,713 for the financial year 2023-2024; and
 - ii. to forward a precept request to Harborough District Council of £14,713. This will represent an increase of 7.19% and result in a charge of £92.94 per year for each Band D household, or and additional £4.04 per year.

- d. Payments and receipts (to be) made during January (See Annex A) were considered and endorsed / approved for payment including a sum of £1,071.60 payable to SADS UK for the recently installed defibrillator.

22/143 Community Matters

- a. The current position regarding the possibility of providing a children's play area in the village was considered and it was resolved to await the formal response from Burton Village Land Ltd and the response from Harborough DC regarding any planning constraints associated with the development of designated Open Green Space. It was further resolved to review the position at the February meeting of the council.
- b. The Clerk presented details of the new requirements for voter ID at polling stations for the forthcoming local elections. It was resolved to give publicity to this matter via the WhatsApp group and the PC Noticeboard.
- c. The chairman raised the question of hosting a training session for the community on the operation of the defibrillators in the village. The council agreed to this proposal and resolved to host this in the village hall on a Saturday (to be agreed) during March.
- d. The chairman also raised the current criteria and 'rules' which had been issued during 2022 for membership and use of the village WhatsApp Groups. These were endorsed by the Council and Cllr Warwick undertook to re-circulate relevant information to members of the Groups.

22/144 Correspondence for Discussion

- a. The clerk reported details of the proposed level of fees to be charged for membership of LRALC and NALC for 2023-24. The fee for the parish council would be £177.57 compared with £171.92 in the current year. It was resolved to continue membership of LRALC.
- b. The clerk presented details of a new website hosting service from Parish Online which would provide users with a .gov.uk email address. The service was new and only a small number of parish and town councils had taken up the service, which had annual costs on a par with the fees paid to the councils current service provider. It was resolved to note the new service but remain with the current supplier for the time being and keep this under review in future years.

22/145 Correspondence for Information

- a. The clerk reported that the village hall management committee had suspended the taking of any additional bookings for the village hall since Christmas and that a notice had been posted on the entrance door of the village hall to this effect. A WhatsApp message had also been posted on the Village Forum group. As a consequence of this the clerk had received eight enquiries since 3rd January from individuals seeking to book functions at the village hall; having received less than this number during the whole of 2022. The clerk was asked to make enquiries with members of the Village Hall Management Committee to seek further information on how the situation might be taken forwards.

- b. The clerk reported receipt of information from LCC via the LRALC weekly ‘round-robin’ regarding uptake of the ‘Speedwatch’ initiative in the County. The council considered this in relation to known demands in Burton Overy and resolved not to pursue this at the current time.
- c. The clerk reported receipt of information from LCC regarding the hosting of street parties (and associated road closures) for the King’s Coronation in May. It was resolved to consider this further at the next meeting.
- d. The clerk reported receipt of information from LCC on forthcoming road closures. An emergency closure notice had been issued in the last 24 hours in relation to Gartree Road for a 40-day period and an advance notice for the closure of Washbrook Lane during February. The clerk was asked to issue relevant information via the WhatsApp Noticeboard immediately for Gartree Road and at the appropriate time for Washbrook Lane.

22/146 - Items for the next agenda – King’s Coronation / Play area update

22/147 - Date of next meetings – 21st February 2023 and 21st March 2023

22/148 - Exclusion of the Public

No confidential matters were considered at the meeting.

Signed

Date

Annex A

JANUARY						EXPENDITURE			INCOME
92	Bank Interest (Jan)	5 Income	5.2 - Misc	12.01.23	I				5.77
93	HDC Lotto	5 Income	5.2 - Misc	12.01.23	I				2.00
94	Streetlight Maint	2 Community	2.8 - Streetlight Maint	18.01.23	E	779.30	155.86	935.16	
95	HMRC - PAYE (Jan)	3 Staffing	3.2 - PAYE	27.01.23	E	146.52	0.00	146.52	
96	Clerk - Salary (Jan)	3 Staffing	3.3 - Salaries	27.01.23	E	219.77	0.00	219.77	
97	Plusnet Broadband	1 Administration	1.2 - Broadband	29.01.23	E	24.06	4.81	28.87	
98	Vodafone Mobile	1 Administration	1.9 - Telephone	29.01.23	E	9.17	1.83	11.00	
99	SADS UK	2 Community	2.2 - Defibrillator	29.01.23	E	893.00	178.60	1,071.60	
Monthly Total						2,071.82	341.10	2,412.92	7.77

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – January 2023

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
22/136	Post the agreed December minutes and the draft January minutes on website	Clerk	Posted online – 21.01.23
22/104	Arrange contractor to paint exterior of telephone box	Clerk	Pending until Spring 2023
22/107	Arrange informal meeting of parish councillors to discuss review of Neighbourhood Plan	Clerk	Schedule for March 2023
22/139	Post updated Risk Register on BOPC website	Clerk	Posted – 23.01.23
22/140	Review Christmas 2023 proposals at appropriate time	Clerk	Schedule for August 2023 meeting
22/141	Contact case officer re planning application 22/01902/AGR – to clarify process of approval and re-state concerns	Clerk	Queries submitted – 18.01.23 (now approved)
22/142c	Submit precept requirements to HDC Finance team	Clerk	Submitted by e-mail – 19.01.23
22/142d	Make payments agreed at the meeting.	Clerk	Payments made when due.
22/143a	Chase up response from HDC planning team re constraints associated with development of Open Green Spaces	Clerk	Email query lodged – 23.12.22 Chasing e-mails – 21.01.23 & 10.02.23
22/143a	Agenda item for February meeting re Banks Field	Clerk	Item included – 21.02.23
22/143b	Circulate WhatsApp message re voter ID requirements for local elections 2023	Clerk	Message posted – 23.01.23
22/143c	Confirm date for defibrillator training in village hall and confirm availability with village hall management committee.		Pending
22/143d	Update membership of WhatsApp groups	Cllr Warwick	Pending
22/144a	Renew LRALC / NALC membership 2023-24 when due	Clerk	Due in March
22/145a	Contact representative of Village Hall mgmt. committee to discuss current letting arrangements	Clerk	Arrangements clarified – 20.01.23 (additional bookings still not being taken)
22/145c	Agenda item for February meeting re King's Coronation	Clerk	Item included – 21.02.23
22/145d	Circulate details of Gartree Road closure notice on WhatsApp group	Clerk	Circulated 20.01.23

APPENDIX B

22/145d	Circulate details of Washbrook Road closure notice on WhatsApp group at appropriate time in February	Clerk	Circulated – 09.02.23
22/078c	Obtain copy of PL insurance certificate from TLR Lawn & Garden	Chair / Cllr Pain	Received – 20.02.23 (account now paid)
22/096b	Commission internal audit from LRALC at relevant time	Clerk	Pending until March '23

Anticipated Expenditure / Income - February

FEBRUARY						EXPENDITURE			INCOME
100	SADS UK	2 Community	2.2 - Defibrillator	01.02.23	E	893.00	178.60	1,071.60	
101	HDC Lotto	5 Income	5.2 - Misc	09.02.23	I				2.50
102	Bank Interest (Feb)	5 Income	5.2 - Misc	10.02.23	I				6.17
103	Village Hall (room hire)	1 Administration	1.11 - Misc	22.02.23	E	120.00	0.00	120.00	
104	HMRC - PAYE (Feb)	3 Staffing	3.2 - PAYE	27.02.23	E	146.40	0.00	146.40	
105	Clerk - Salary (Feb)	3 Staffing	3.3 - Salaries	27.02.23	E	219.89	0.00	219.89	
106	Plusnet Broadband	1 Administration	1.2 - Broadband	29.02.23	E	24.06	4.81	28.87	
107	Vodafone Mobile	1 Administration	1.9 - Telephone	29.02.23	E	9.17	1.83	11.00	
108	Xmas tree	2 Community	2.9 - Village Maintenance		E	125.00	25.00	150.00	
Monthly Total						1,537.52	210.24	1,747.76	

UK Local Councils - Annual Fee

From: Ray Smith <raysmith@2commune.com>

Sent: Fri, 3 Feb, 2023 at 14:40

To: Phil Woodward

Dear Phil,

I hope that you are keeping well.

Your website contract is due for renewal soon. We have enjoyed working with you over the last year and look forward to working with you for a further year.

We have attached our invoice for next year's fee.

Are you aware that we now offer a new website design? We call it the responsive design. The upgrade price is £750 + VAT and all content remains 'as is'. There is no change to the annual fee and all the tools are the same so there is no new system to learn. Here's a few examples: *Daventry, Redbourn, Rushden and Crich*. Please let me know if you would like any further information on this.

Regards,

Ray

Ray Smith BA(Hons), C.Eng, MBCS

Strategy & Development Director

Office: 0116 412 0034

2commune Limited, The Old Rectory, Main Street, Glenfield, Leicestershire. LE3 8DG

Home Gadgets Presentation

From: Charlotte Christie-Smith <Charlotte.Christie-Smith@blaby.gov.uk>

Sent: Tue, 17 Jan, 2023 at 14:52

To: clerk@burtonoverypc.org.uk

Hi,

I hope you are well.

My name is Charlotte and I am an Assistive Technology Coordinator working for the Lightbulb Project. Our aim is to keep people who currently suffer with a physical, mental or neurological vulnerability to keep living independently (in their own or rented accommodation) through the use of gadgets.

I am wondering if it would be possible to attend one of your groups to give a presentation in which I talk about the project and demonstrate which gadgets could be used to resolve any issues they may be facing. If you could let me know who I could get in touch with to discuss the project further and organise a time I can come that would be a great help. The project runs across the seven district council areas of Leicestershire – therefore does not include the city.

For more information on the project:

<https://lightbulbservice.org/home-gadgets/>

Many Thanks,
Charlotte

Charlotte Christie-Smith
Assistive Technology Coordinator
Lightbulb
Blaby District Council

www.lightbulbservice.org
Mobile: 07436924629
Phone: 0116 2727632

31 JANUARY 2023

L01-23 | CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY (ENGLAND) / PUBLICITY DURING THE PRE-ELECTION PERIOD

A code of recommended practice on local authority publicity ('the Code') was issued on 31 March 2011. By virtue of s.6 of the Local Government Act 1986, the Code applies to parish councils.

It is recommended that parish councils follow the Code, which is available via the following link: <https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity>.

Paragraph 28 of the Code says:

"Local authorities should not publish or incur expenditure in commissioning in hard copy or on any website, newsletters, newsheets or similar communications which seek to emulate commercial newspapers in style or content. Where local authorities do commission or publish newsletters, newsheets or similar communications, they should not issue them more frequently than quarterly, apart from parish councils which should not issue them more frequently than monthly. Such communications should not include material other than information for the public about the business, services and amenities of the council or other local service providers".

Paragraphs 34 and 35 of the Code are set out below:

"During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information which identifies the names, wards and parties of candidates at elections.

In general, local authorities should not issue any publicity which seeks to influence voters. However this general principle is subject to any statutory provision which authorises expenditure being incurred on the publication of material designed to influence the public as to whether to support or oppose a question put at a

referendum. It is acceptable to publish material relating to the subject matter of a referendum, for example, to correct any factual inaccuracies which have appeared in publicity produced by third parties, so long as this is even-handed and objective and does not support or oppose any of the options which are the subject of the vote”.

The Local Government Association has published a short guide to publicity during the pre-election period. The guide is available via the following link:
<https://www.local.gov.uk/our-support/guidance-and-resources/pre-election-period>.

Last updated in March 2022.

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Harborough District Council

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FAO Parish Clerk

Tel: 01828 821372

Ref: Elections Team

Email: e.services@harborough.gov.uk

Dear Parish Clerk,

Re: Parish Council Elections 2023 Briefing Session

As you will know the Parish and District elections will be held on 4th May 2023. Though historically most parishes remain uncontested there are always a small number which are contested (more candidates than seats).

We will be holding a Parish election briefing for candidates and clerks on **Tuesday 7th March at 6pm in the Council Chamber at The Symington Building** (address above). This will cover the election timetable, contested and non-contested parishes, the nomination process, changes at polling stations due to Voter ID requirements, as well as answering any questions you may have. We intend to make remote access available via MS Teams, more details on this to follow. I would ask you to publicise this briefing and information regarding standing as a candidate to encourage participation within the parish. Can I ask you to confirm whether you may attend by responding to this email please.

Election Information

I have added a briefing note with key dates for your information regarding the elections, should you have any questions please send an email to the above address. This information is only basic times etc, I would urge you to attend the briefing on 7th March when more comprehensive details will be available.

Information regarding parish elections can be found by visiting www.electoralcommission.org.uk

Yours sincerely

Sheena Mortimer

Electoral Services Manager



Information and key dates District and Parish Elections 2023

Key dates	Date
Parish election briefing session – Symington Building Market Harborough	7 th March 6pm – 7.30pm
Nomination Pack Check & receipt at Lutterworth Town Council Office	27 th March 4.30pm – 7pm
Nomination Pack Check & receipt at Billesdon Village Hall	29 th March 4.30pm – 7pm
Nomination Pack Check & receipt at Kibworth Grammar School	3 rd April 4.30pm – 7pm
Start of election period – hand in nomination papers from this date	22 nd March 2023
End of nomination period – no papers accepted after this date & time	4 th April 2023 4pm
Statement of persons nominated published for all areas	5 th April 2023
Day of Poll	4 th May 2023