

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 15th November 2022 at 7.30 p.m. at Burton Overy Village Hall

22/100. Apologies for absence

22/101. Questions from members of the public

22/102. Declarations of Members interests

22/103. To approve as a correct record the minutes of the meeting held on 18.10.22 **Appendix A**

22/104. Matters arising and not on the agenda / Minutes Action List **Appendix B**

22/105. Council asset safety checks - to receive the periodic (including annual) safety check reports and agree any action necessary

22/106. Christmas Tree Arrangements 2022

22/107. Neighbourhood Plan – Review Process **Appendix C**

22/108. Planning applications to consider

- a. 22/01811/FUL – Front extension, Amberstone, Scotland Lane
- b. 22/01845/FUL – Erection of dwelling and new access, Land at Kingarth Farm, Town Street
- c. 22/01855/FUL – Change of Use to Dog Day-care business, Land at Scotland Lane

22/109. Planning decisions to note -

Enforcement Updates (verbal report)

None currently

Decisions Made

- a. 22/01628/TCA - Works to Tree (fell sycamore), Manor Farm, Back Lane – APPROVED
- b. 22/01787/PCD – Discharge of Conditions (Materials & Archaeology), Proposed barn, Kingarth Farm, Town Street – APPROVED
- c. 22/00597/AGR - Erection of an agricultural building, Land East of Burton Overy Lane - WITHDRAWN

Decisions Pending

- a. 22/00902/PCD – Discharge of Conditions, Ivy Cottage, Rectory End
- b. 22/01632/FUL – Conversion of redundant agricultural building to residential, Manor Farm, Back Lane
- c. 22/01687/FUL – Ground and first floor extensions, Willowbank, Back Lane
- d. 22/01713/TCA – Works to tree, The Laggan, Scotland Lane
- e. 22/01709/FUL – Erection of outbuilding, Cantu, Beadswell Lane
- f. 22/01732/PCD – Discharge of Conditions, Erection of new dwelling, 3 Baileys Lane
- g. 22/01759/TCA – Works to trees. Higher House, Main Street

22/110. Finances

- a. To note the on-line bank statements as at 31.10.22 **Appendix D**
- b. Payments to be agreed / noted during October **Appendix E**
- c. Budget Planning – 2023/24 **Appendix F**

22/111. Community Matters

- a. Winter Planting
- b. Play area - options

22/112. Correspondence for discussion

- a. Burton Village Land Ltd – Response to request
- b. HDC – Local Democracy Week
- c. HDC – Local Elections 2023

Appendix G

Appendix H

22/113. Correspondence for information

- a. NALC – National Pay Award
- b. SLCC Membership Renewal
- c. HDC – Parish Liaison Event – 24.11.22
- d. Police & Crime Commissioner – New Chief Constable
- e. Duchess of Cornwall Reading Room – Acknowledgement

Appendix I

Appendix J

Appendix K

22/114. Items for the next Agenda

22/115. To confirm the date of the next meeting – 13th December 2022.

22/116. 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

10.11.22
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 18th October 2022 at 7.30pm

Present: Cllr Bob Warwick
Cllr Nina Garner
Cllr Bob Pain
The Clerk

22/084 **Apologies** – Cllr Sarah Rankine and Cllr Dave Fletcher

22/085 **Questions from members of the public** – No members of the public were present at the meeting.

22/086 **Declarations of interest** – Cllr Garner declared an interest in item 22/091b as the applicant and excluded herself from the meeting for this item.

22/087 **Approval of Minutes of the parish council meeting on 27.09.22** – Approved and signed by Cllr Warwick.

22/088 **Matters arising not on the current agenda / Minutes Action Update**
Updates on all actions were noted or were dealt with on the agenda. Item 22/078g would remain pending until Spring 2023 and all unresolved actions would remain on the list.

22/089 **Council asset safety checks** – No current issues were reported. The review of assets scheduled for annual inspection would be looked at next month.

22/090 **Christmas Tree Arrangements**
Cllr Warwick reported on recent discussions Cllr Fletcher outside of the meeting – Cllr Fletcher had agreed to make arrangements again this year for the procurement of the Christmas Tree.
The meeting agreed that additional lights and batteries would be purchased to make the display more effective.
It was also agreed in principle that a ‘switch-on’ event would be arranged with the council providing suitable seasonal refreshments. The details of this would be considered at the next meeting.

22/091 **Planning applications to consider** –
The following applications were considered at the meeting: -
a. **22/01709/FUL** – Erection of outbuilding, Cantu, Beadswell Lane.

b. **22/01713/TCA** – Works to Tree (Fell Holly), The Laggan, Scotland Lane

c. **22/01732/PCD** – Discharge of Conditions (archaeological / construction management), 3 Baileys Lane

d. **22/01759/TCA** – Works to Trees, The Higher House, Main Street

The council resolved to submit no comments in relation to all these four applications. (Cllr Garner took no part in the consideration of item b)).

22/092

Planning decisions taken by HDC

There had been no planning enforcement activity since the last meeting of the parish council.

The following decisions were noted –

- a. **22/01300/CLU** – Certificate of Lawful Use for dog day-care, land at Scotland Lane – REFUSED. The clerk was asked to find out from HDC planning enforcement team what the next steps would be in relation to this as the business was continuing to operate.
- b. **22/01690/TCA** – works to trees, Curlieu Cottage, Elms Lane - APPROVED

The following decision remained pending -

- a. **22/00597/AGR** - Erection of an agricultural building, Land East of Burton Overy Lane
- b. **21/00672 & 673/ FUL** – Discharge of Conditions, Ivy Cottage, Rectory End
- c. **22/01632/FUL** – Conversion of redundant agricultural building to residential, Manor Farm, Back Lane
- d. **22/01628/TCA** – Works to Tree (fell sycamore), Manor Farm, Back Lane
- e. **22/01687/FUL** – Ground and first floor extensions, Willowbank, Back Lane

The clerk reported that he had been in contact with the planning officers regarding a) and b) above, which had been outstanding for many months. The planning officers had indicated that they would seek to bring these applications to a conclusion.

22/093 Finances –

- a. The bank statements as at 30th September 2022 were noted and endorsed, with balances showing Reserve Acct - £14,457.20; Current Acct - £5,024.88. The statements were reconciled with the Cashbook and the bank reconciliation at 30th September was agreed. Cllr Garner was asked to countersign the relevant documents.
- b. The clerk presented details of the parish council's budget position at 30th September and a discussion took place on actual v anticipated expenditure at this

half-year position. Expenditure and income were broadly in line with what was expected and the current position and documentation were approved by the council.

- c. Payments and receipts (to be) made during October (See Annex A) were considered and endorsed / approved for payment. Payment of invoice number 100143541, (Total cost £3,373.69 incl. VAT - Streetlight LED conversion costs) was also agreed for payment. Cllr Pain asked if it was possible to ascertain from Leicestershire County Council how much the electricity charges for street lighting was likely to increase in the coming months having regard to the current increase in energy costs.

22/094 Community Matters

- a. Planting displays in the three verge planters were felt to be sound at the current time.
- b. Cllr Pain reported on the research he had undertaken on the potential provision of play equipment which had been discussed at the last meeting. He had obtained brochures, queried what equipment might be favoured and had looked at potential costs. Progress on the issue would be dependent on the willingness of Burton Overy Land Ltd to release some land for this initiative and their response was awaited on this. Cllr Pain undertook to continue to research the matter in more detail.
- c. The clerk briefly outlined the position regarding the review of Neighbourhood Plans. He was asked to bring a more formal report to the next meeting on this matter.

22/095 Correspondence for Discussion

- a. Items a) b) and c) were noted as not being particularly relevant to Burton Overy at the current time.
- b. Item d) was noted and it was agreed that some publicity would be circulated by the parish council about Local Democracy Week between 14th and 20th November, which coincided with the next parish council meeting.

22/096 Correspondence for Information

- a. The clerk reported information received from the County Council via LRALC regarding the budgetary pressures being faced by the County Council. This was noted.
- b. The clerk reported receipt of notification from LRALC that internal audit fees would remain the same for the current year as for 2021-22. The council noted this and agreed to commission LRALC to undertake the internal audit on behalf of the parish council for the current year.

22/097 - Items for the next agenda – SLCC membership / Neighbourhood Plan (preparations for review) / Christmas arrangements / Play equipment (& VAT status on this).

22/098 - Date of next meeting – 15th November 2022

22/099 - Exclusion of the Public

No confidential matters were considered at the meeting.

Signed

Date

Annex A

OCTOBER						EXPENDITURE			INCOME	
62	Bank Interest (Oct)	5 Income	5.2 - Misc	11.10.22	I				0.48	
63	HDC Lotto	5 Income	5.2 - Misc	12.10.22	I				2.00	
64	HMRC - PAYE (Oct)	3 Staffing	3.2 - PAYE	28.10.22	E	134.80	0.00	134.80		
65	Clerk - Salary (Oct)	3 Staffing	3.3 - Salaries	28.10.22	E	202.71	0.00	202.71		
66	Clerk - Expenses (Nov 21-Sept 22)	3 Staffing	3.5 Training & Expenses	28.10.22	E	116.99	0.00	116.99		
67	Plusnet Broadband	1 Administration	1.2 - Broadband	29.10.22	E	24.06	4.81	28.87		
68	Vodafone Mobile	1 Administration	1.9 - Telephone	29.10.22	E	9.17	1.83	11.00		

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – October 2022

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
22/087	Post the agreed September minutes and the draft October minutes on website	Clerk	Posted online – 21.10.22
22/092a	Query with HDC planning enforcement team the proposed action to be implemented by HDC in relation to the dog day-care business operating on land at Scotland Lane.	Clerk	Email query submitted – 21.10.22 (Application submitted – 26.10.22)
22/093a	Cllr Garner to sign bank reconciliation		November meeting
22/093c	Make payments agreed at the meeting.	Clerk	Payments made when due.
22/093c	Obtain information from LCC on likely street lighting charges for 2023-24	Clerk	Pending
22/078a	Contact HDC and seek to include Field 33 in the list of designated Open Green Spaces	Clerk	Will need to be picked up during next NP review
22/078c	Obtain copy of PL insurance certificate from TLR Lawn & Garden	Chair / Cllr Pain	Pending
22/078f	Order agreed defibrillator signage	Clerk	Ordered – 21.10.22 Received – 27.10.22
22/078g	Arrange decorating contractor to paint exterior of telephone box	Cllr Warwick	Quote received - pending until Spring 2023
22/094c	Produce report for November meeting on Neighbourhood Plan reviews	Clerk	Agenda item scheduled
22/095b	Circulate relevant information around the village on Local Democracy Week – w/c 14/11/22	Clerk	Pending
22/096b	Commission internal audit from LRALC at relevant time	Clerk	Pending until February '23
	Send photos of book exchange to Duchess of Cornwall's Reading Room	Clerk	Emailed – 23.10.22
	Correspond with SADS to settle JustGiving account.	Clerk	Pending until November

NEIGHBOURHOOD PLAN – REVIEW PROCESS

1 BACKGROUND

1.1 The Parish Council took the decision to develop a Neighbourhood Plan at its meeting on 10 March 2015. This was endorsed by a show of hands at the Annual Parish Meeting on 20 May of the same year. At this meeting local people expressed an interest in becoming members of the Burton Overy Neighbourhood Development Plan Committee and the first meeting of this committee took place on 12 Oct 2015.

1.2 The Parish Council applied to the local planning authority (HDC) on 15 June to designate the Parish boundary as the relevant neighbourhood area and proposed the Parish Council as the neighbourhood planning body. These proposals were endorsed by Harborough District Council in July 2015

1.3 A Burton Overy Neighbourhood Development Plan (BONDP) Committee was established as a sub-committee of Burton Overy Parish Council and comprised two parish councillors and four other residents.

1.4 The Committee met regularly during 2015/16 and appointed consultants to support the development of the draft NP. During 2016 and 2017 a variety of consultation documents were circulated to local residents for comments on a number of key issues including housing, environmental issues, transport, conservation and employment.

1.5 In addition, questionnaires were circulated to every household in the village and three consultation exhibitions / events were held in the village hall during 2016-17. Consultation also took place with a long list of statutory bodies and organisations operating throughout the local community.

1.6 The draft NP was further developed in response to the extensive consultation and submitted as a final draft to HDC in early 2018.

1.7 As part of the statutory process, Harborough District Council then publicised the draft for a further six weeks and then forwarded it, with accompanying documents and all representations made during the publicity period, to the Independent Examiner who reviewed it and checked that it met the required conditions and standards. The final draft NP was agreed in November 2018.

1.8 Following this detailed, independent evaluation it was put forward for final public referendum on 10th January 2019. 95% of those voting in the referendum voted in support of the NP.

2. ADVICE ON THE REVIEWING OF NEIGHBOURHOOD PLANS¹

2.1 Review and revision and who is responsible

Neighbourhood Plans, like all planning policy documents, benefit from being reviewed and revised from time-to-time, to reflect changing contexts and changing needs or issues around effectiveness.

Reviewing a neighbourhood plan to assess any need for revision may be done as part of the routine monitoring process, which should involve neighbourhood plan bodies such as the LPA, civic societies and other local stakeholders. Any of these bodies could highlight a need for revision. However, the actual decision to revise a neighbourhood plan, and subsequent actions to achieve this, can only be done by the neighbourhood plan qualifying body, i.e., the parish council.

2.2 Reviewing the plan

There is no prescribed formula for judging when a neighbourhood plan needs to be revised. Collective consideration of information gained through monitoring will help in deciding at what point revision becomes desirable. For example, monitoring could identify inadequacies with the drafting of or application of policies.

Monitoring and review can be continual. It is good practice to write into the neighbourhood plan how it will be monitored and reviewed, including frequency of review. Preparation of an annual monitoring report may be a useful approach.

Monitoring may indicate a need for plans to be reviewed, based on various factors, such as described in the following checklist: -

2.3 Checklist: Reviewing Plans - Summary of Factors to Consider

Effectiveness: Consideration of the effectiveness of the existing plan may be assessed through monitoring of planning decisions. Where a neighbourhood plan is not having the desired effect, then this may indicate a need for redrafting of policies or introduction of additional policies.

National Legislation and Policy: There tend to be frequent amendments to planning legislation and national policy and guidance, which should be monitored regularly. Such changes may have a positive or negative impact on the policies of a neighbourhood plan. National policy may be a 'material consideration' that may justify a departure from certain neighbourhood plan policies.

Local Policy: As with changes to national policy, changes to local policy through revision of the local plan may have an impact on certain neighbourhood plan policies. Where local plan and neighbourhood plan policies differ on non-strategic matters, the later plan carries more weight, so, the adoption of local plan documents after the making of a neighbourhood plan would need to be considered carefully.

Local Circumstances and Evidence: Changing local circumstances could include economic, social or environmental changes. New evidence should be taken into account to identify and assess the impact of local changes.

¹ locality.org.uk

Local opinion: Continuing community and stakeholder engagement may highlight local issues or concerns that may influence a decision on whether or not to revise the neighbourhood plan.

3. ADVICE FROM HDC STRATEGIC PLANNING TEAM

3.1 There are three levels of review, which require different courses of action for examination and referendum.

3.2 Firstly, I suggest the following as useful initial actions:

1. Think about where the adopted Neighbourhood Plan is referencing old documents (Core Strategy, NPPF 2012 etc.) - the Local Plan 2011 to 2031 should be referenced along with the NPPF 2021.
2. Think about other matters that have changed e.g., housing developments have been commenced/completed. Again, these alterations can be made as matters of fact.

3.3 These are essentially desk-based exercises that can be completed without consultation, examination or referendum. If these amendments are sufficient then the plan can be 'made' by the LPA without consultation, examination or referendum. It will then replace the existing Plan. Let us know if you have any questions with regard to this.

3.4 There have been a number of reviews completed in the HDC area so far:

- Gt Bowden went through the same process a couple of years ago and their documents are [online](#). You may find it useful to go through these to see their process for a minor review.
- Gt Glen have also reviewed their Plan and this required Examination and Referendum. Details can be found [here](#).
- East Langton NDP review is proceeding to referendum on 27 October 2022. More details can be found [here](#)

3.5 Secondly, I would suggest considering each of the policies of the Plan. Are there any that did not work as intended, or are there policy areas that are now redundant or others that you want to include?

3.6 If additional policies or changes of policy are required, does the evidence base need to be updated?

3.7 Finally, if more substantial changes are needed to the N Plan, then you will have to start the consultation process to seek the community's view on what is required and how changes should be included in the Plan. The process is essentially the same as the NDP process previously, but there is an additional requirement to provide a statement by the Qualifying Body under Regulation 14 stating which level of changes the new Plan triggers and to submit that statement to the LPA with the revised N Plan and other statutory documentation.

3.8 Again, the reviewed Plan is submitted to HDC and we deal with the examination and referendum, if required, depending on whether the changes alter the nature of the plan policies.

3.9 HDC planning officers will be your first point of contact for advice etc. and will involve other officers as required.

3.10 You do not need to submit a new Neighbourhood Area Plan. The designation is still relevant, as is the old NDP until it is superseded. The Parish Council is still the Qualifying Body (QB) and a dialogue with HDC at an early stage will help ensure that the Plan review runs smoothly and things are not forgotten.

3.11 Grants are still available for reviewing NDPs. I suggest having a think about what level of review is required before applying for a grant as you will need to justify the application. Details of grants can be found on the link below - <https://neighbourhoodplanning.org/about/grant-funding/>

3.12 Funding is available for one review in any 5-year period and has been confirmed for the period 2022/23. We will have to wait to hear what government decides to do with regard to grant funding for 2023/24.

4. RECOMMENDATIONS

4.1 That parish councillors convene a special meeting in Spring 2023 to assess the current NP policies against the review criteria identified in paragraph 2.3 above and determine whether a formal review of the Burton Overy Neighbourhood Plan is required.

4.2 That, should a review be deemed necessary, the parish council seek to establish a Neighbourhood Plan Review Committee comprising two parish councillors and between two and four village residents.

Burton Overy Parish Council
 9 LLOYD GEORGE AVENUE
 KIBWORTH BEAUCHAMP
 LEICESTER
 LEICESTERSHIRE
 LE8 0UZ

Your Account

Sort Code 30-94-97
Account Number 00228552

TREASURERS ACCOUNT

01 October 2022 to 31 October 2022

Money In	£2.00	Balance on 01 October 2022	£5,024.88
Money Out	£494.37	Balance on 31 October 2022	£4,532.51

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
11 Oct 22	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		5,026.88
21 Oct 22	P WOODWARD 400000001022947134	FPO		116.99	4,909.89
27 Oct 22	VODAFONE LTD 7069873224- 1001	DD		11.00	4,898.89
28 Oct 22	PNET3122091-1 PNET3122091- 1	DD		28.87	4,870.02
28 Oct 22	HMRC - ACCOUNTS OF 600000001021569960	FPO		134.80	4,735.22
28 Oct 22	P WOODWARD 100000001018563433 SALARY	FPO		202.71	4,532.51

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			



BUS BANK INSTANT Statement

Printed: 01 November 2022

Burton Overy Parish Council Sort code 30-94-97 Account number 07249083
9 LLOYD GEORGE AVENUE
KIBWORTH BEAUCHAMP
LEICESTER
LEICESTERSHIRE
LE8 0UZ

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
10 Oct 22	INTEREST (GROSS)		0.48		14457.68

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

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ANTICIPATED EXPENDITURE & INCOME – NOVEMBER

NOVEMBER						EXPENDITURE			INCOME
69	Streetlight Retrofit	2 Community	2.7 - Streetlighting	11.11.22	E	2,811.40	562.28	3,373.68	
70	Bank Interest (Nov)	5 Income	5.2 - Misc	11.11.22	I				0.48
71	HDC Lotto	5 Income	5.2 - Misc	12.11.22	I				2.00
72	Dog Waste Bin Emptying (Apr-Jun)	2 Community	2.3 - Dog waste bins	20.11.22	E	95.70	19.14	114.84	
73	Defibrillator signage	2 Community	2.2 - Defibrillator	20.11.22	E	116.40	23.28	139.58	
74	HMRC - PAYE (Nov)	3 Staffing	3.2 - PAYE	28.11.22	E	227.10	0.00	227.10	
75	Clerk - Salary (Nov)	3 Staffing	3.3 - Salaries	28.11.22	E	340.65	0.00	340.65	
76	Plusnet Broadband	1 Administration	1.2 - Broadband	29.11.22	E	24.06	4.81	28.87	
77	Vodafone Mobile	1 Administration	1.9 - Telephone	29.11.22	E	9.17	1.83	11.00	

	COST CENTRE	REF. NO.	COST CODE	BUDGET 2022- 23	BUDGET 2023- 24
1	ADMINISTRATION	1.1	AUDIT	180.00	
		1.2	BROADBAND	330.00	
		1.3	DATA PROTECTION	45.00	
		1.4	ELECTIONS	100.00	
		1.5	INSURANCE	360.00	
		1.6	IT - WEBSITE HOSTING & SUPPORT	480.00	
		1.7	IT - BACKUP	130.00	
		1.8	STATIONERY	150.00	
		1.9	TELEPHONE	180.00	
		1.10	Zoom	0.00	
		1.11	MISCELLANEOUS	370.00	
2	COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	80.00	
		2.2	DEFIBRILLATOR	160.00	
		2.3	DOG WASTE BINS	440.00	
		2.4	GENERAL REPAIRS & MAINTENANCE	170.00	
		2.5	GRANTS & DONATIONS	250.00	
		2.6	NEIGHBOURHOOD PLAN	500.00	
		2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2,811.00	
		2.8	STREET LIGHTING (POWER & MAINTENANCE)	680.00	
		2.9	VILLAGE MAINTENANCE	750.00	
3	STAFFING	3.1	HOMEWORKING ALLOWANCE	320.00	
		3.2	PAYE	1,560.00	
		3.3	SALARIES	2,340.00	
		3.4	SUBSCRIPTIONS	360.00	
		3.5	TRAINING & EXPENSES	230.00	
4	RESERVES	4.1	EARMARKED	0.00	
		4.2	GENERAL	750.00	
			TOTALS	13,726.00	
5	INCOME	5.1	Precept	13,726.00	
		5.2	Miscellaneous		
			TOTAL	13,726.00	

Burton Village Land

Clerk - Burton Overy Parish Council
c/o 9 Lloyd George Avenue
Kibworth Beauchamp
Leicester LE8 0UZ

Burton Village Land Ltd
Springside House
Scotland Lane
Burton Overy
Leicester LE8 9DR

27th October 2022

Dear Mr Woodward

re. Banks Field, Main St, Burton Overy

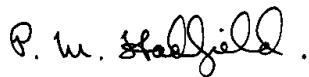
Thank you for your letter of 12th October regarding the use of Banks Field in a couple of ways for village amenity.

I imagined, as I mentioned to Cllr Bob Warwick when we spoke, that there might be insurance implications which I and my fellow directors would need to discuss.

In anticipation that we might look favourably on the Christmas tree and carol singing proposals, I have in the first instance had a word with our insurance company. They have asked whether the parish council can provide confirmation that the parish council would be responsible for any liability surrounding the tree/ decorations/ event and refreshments provided.

Secondly, in relation to use of part of the land for a children's playground, insurance would need to be sought elsewhere for that purpose, as our insurance company, specialising as they do in landlord's (chiefly agricultural) insurance, have intimated that they do not have appetite for insuring the land for that purpose. So once again, if the parish council would feel able to insure an appropriate part of the land for that purpose, then I will put that proposal to my fellow directors in the first instance, for their consideration, with the proviso that the objectives of Burton Village Land Ltd are to preserve the land as grazed agricultural land. As I said to Cllr Warwick, I anticipate therefore that it would require the agreement of the shareholders, in a general meeting, to such a change in use of part of the land.

Yours sincerely



Paul Hadfield, Company Secretary.

Harborough District Council

The Symington Building, Adam and Eve Street,
Market Harborough, Leicestershire, LE16 7AG
01858 828282 • www.harborough.gov.uk



Phil Woodward
9 Lloyd George Avenue
Kibworth Beauchamp
Leics.
LE8 0UZ

Please ask for: Elections Team

Direct Line: :01858 821372

Email: e.services@harborough.gov.uk

Date: 1st November 2022

Dear Parish Contact,

Re: District & Parish Elections 2023 – Burton Overy

As you will be aware Parish Council elections are scheduled to run concurrently with the District Council elections on 4th May 2023. The cost of the Parish election will be recovered from the Parish Council and in order to assist your budgetary process, I am enclosing an estimate of these costs based on latest figures from our suppliers and increases for inflation. These costs are an indicative guide to assist you in setting your precepts, you may wish to allow an extra amount for possible increase in postage costs etc.

Estimates -

The table below displays figures for the following scenarios

Column A – Column A shows costs if election is combined with the District election.

Column B – Column B shows the costs if your parish election is not contested, i.e. there are only sufficient nominations to fill the number of vacancies or less. The cost is made up to cover nominations, print set up for election stationery, proofing of all stationery, Returning Officer & staff costs, administration and printing, postage, etc .

	Details	A - Cost to Parish if combined (£)	B - Cost to Parish if not contested (£)
1.	Poll cards including postage	£112.17	£10.00
2.	Postal votes including postage out	£54.76	£30.00
3.	Return postage for postal votes	£22.80	£0.00

Continued..

4.	Postal vote verification process	£7.65	£0.00
5.	Ballot Book Printing and set up	£145.00	£20.00
6.	Sundries & equipment delivery	£28.00	£0.00
7.	Polling station costs	£60.00	£0.00
8.	Polling station staff and verification & count costs	£711.40	£0.00
9.	Administrative & Returning Officer Staff costs	£266.55	£150.00
	Total	£1,408.33	£210.00

I must reiterate these figures are for your guidance only, the costs may rise prior to the actual election date, but it will hopefully give you a base figure to work from.

I hope this information will assist you during the budgetary process, should you have any queries regarding this matter please do not hesitate to contact my office on the number above.

Yours faithfully

Sheena Mortimer

Electoral Services Manager

2 November 2022

E02-22 | 2022-23 NATIONAL SALARY AWARD

The LGA has notified us they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

“Pay

Agreement has been reached on rates of pay applicable from 1 April 2022.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2022

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee’s last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org”

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations are based on the changes agreed by the NJC. These should be retrospectively applied from 1 April 2022.

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ANNEX 1

SCP	1 April 2021		1 April 2022		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
2	£18,516	£9.62	£20,441	£10.62	
3	£18,887	£9.82	£20,812	£10.82	
4	£19,264	£10.01	£21,189	£11.01	
5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	
11	£22,129	£11.50	£24,054	£12.50	
12	£22,571	£11.73	£24,496	£12.73	
13	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
14	£23,484	£12.21	£25,409	£13.21	
15	£23,953	£12.45	£25,878	£13.45	
16	£24,432	£12.70	£26,357	£13.70	
17	£24,920	£12.95	£26,845	£13.95	
18	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
19	£25,927	£13.48	£27,852	£14.48	
20	£26,446	£13.75	£28,371	£14.75	
21	£26,975	£14.02	£28,900	£15.02	
22	£27,514	£14.30	£29,439	£15.30	
23	£28,226	£14.67	£30,151	£15.67	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
24	£29,174	£15.16	£31,099	£16.16	LC2 (24-28) (substantive benchmark range)
25	£30,095	£15.64	£32,020	£16.64	
26	£30,984	£16.10	£32,909	£17.10	
27	£31,895	£16.58	£33,820	£17.58	
28	£32,798	£17.05	£34,723	£18.05	
29	£33,486	£17.40	£35,411	£18.40	LC2 (29-32) (above substantive benchmark range)
30	£34,373	£17.87	£36,298	£18.87	
31	£35,336	£18.37	£37,261	£19.37	
32	£36,371	£18.90	£38,296	£19.90	
33	£37,568	£19.53	£39,493	£20.53	LC3 (33-36) (below substantive range)
34	£38,553	£20.04	£40,478	£21.04	
35	£39,571	£20.57	£41,496	£21.57	
36	£40,578	£21.09	£42,503	£22.09	
37	£41,591	£21.62	£43,516	£22.62	LC3 (37-41) (substantive benchmark range)
38	£42,614	£22.15	£44,539	£23.15	
39	£43,570	£22.65	£45,495	£23.65	
40	£44,624	£23.19	£46,549	£24.19	
41	£45,648	£23.73	£47,573	£24.73	
42	£46,662	£24.25	£48,587	£25.25	LC3 (42-45) (above substantive benchmark range)
43	£47,665	£24.77	£49,590	£25.77	
44	£48,857	£25.39	£50,782	£26.39	
45	£50,074	£26.03	£51,999	£27.03	
46	£51,334	£26.68	£53,259	£27.68	LC4 (46-49) (below substantive range)
47	£52,607	£27.34	£54,532	£28.34	
48	£53,768	£27.95	£55,693	£28.95	
49	£55,274	£28.73	£57,199	£29.73	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
50	£56,658	£29.45	£58,583	£30.45	LC4 (50-54) (substantive benchmark range)
51	£58,070	£30.18	£59,995	£31.18	
52	£60,007	£31.19	£61,932	£32.19	
53	£61,938	£32.19	£63,863	£33.19	
54	£63,878	£33.20	£65,803	£34.20	
55	£65,831	£34.22	£67,756	£35.22	LC4 (55-62) (above substantive benchmark range)
56	£67,759	£35.22	£69,684	£36.22	
57	£69,712	£36.23	£71,637	£37.23	
58	£71,626	£37.23	£73,551	£38.23	
59	£73,441	£38.17	£75,366	£39.17	
60	£75,295	£39.13	£77,220	£40.14	
61	£77,193	£40.12	£79,118	£41.12	
62	£79,144	£41.14	£81,069	£42.14	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs. Please also note that NJC have resolved to delete SCP 1 w.e.f. 1st April 2023

Making your Case for Membership



We understand that your council may not realise the benefit of your professional membership and, furthermore, appreciate why the council should subsidise the cost of the subscription. The following information can be utilized to help your council to understand the value of membership:

Under what power may councils pay the subscription of their clerk to SLCC?
The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.'

Do many councils pay the SLCC subscriptions of their clerk under these powers?
The majority of SLCC members have their subscriptions paid by their council under this power.

Well that's all very well but you would say that wouldn't you. Who else agrees with you?
National Association of Local Council (NALC), Local Government Association (LGA) the Ministry of Housing, Communities and Local Government (MHCLG) now known as the Department for Levelling Up, Housing and Communities (DLUHC).

'Your clerk (and the council) benefit if the clerk is a member of the SLCC. The SLCC provides legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. Your council may wish to pay the clerk's subscription to the SLCC. There is also information available on the SLCC website www.slcc.co.uk.' As stated in the Good Councillors Guide 2018.

Okay but isn't SLCC in competition with NALC and the County Associations which represents councils?
No. SLCC and NALC (on behalf of itself and County Associations) signed a Strategic Partnership statement in 2017 which established, among other things, that:

'NALC and SLCC are clear in their support for councils to be members of their county associations and NALC and for clerks to be members of the SLCC and active in their county branches. In that way councils get the best possible support for the professional development of clerks; and training and advice for councils and councillors.'

NALC and SLCC will work together to raise the sector's reputation with the public, with Government, and with other national and local stakeholders and to ensure that government and other policies support local councils to help local communities.'

For more information or to join visit
www.slcc.co.uk/membership

Are you a new clerk?

Or have you been clerking for less than 12 months?

Our New Clerk Events are packed with best-practice advice, tips and information on your new clerking role. Understand how to compile lawful agendas including tips on writing minutes and much more!

Only £15 + VAT to attend.
Visit www.slcc.co.uk/event for more information.

10 Reasons to Join

1. Access fantastic money-saving benefits with **SLCC Rewards!** Take advantage of a wide range of online and offline discounts for the clerk as well as the council **New for 2022!**
2. Contact our team of experienced, expert advisors by telephone or email for answers to your professional queries
3. Read our bi-weekly news bulletin containing the latest sector news and information
4. Join our online, professional forum to participate in open discussions with your colleagues and benefit from their experience
5. Access over 700 best practice advice documents on a range of topics
6. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies
7. Discover the latest sector legislation and regulation at our events for a reduced rate
8. Advertise your councils' job on our website for a reduced rate
9. Maintain good practice by studying for a sector qualification or attending a training course for a reduced rate
10. Network with fellow clerks and discuss current issues at regular county based branch meetings



Not sure which membership to apply for?
Whether you're new to the sector or have years of experience, our range of membership means that there is a level to suit everyone.

2022 Membership Subscription Rates

Full Membership

(Please total your gross annual salary or your gross pro-rata salary from all of your councils.)

Gross Annual Salary	Joining Fee <small>(new and lapsed members only)</small>	Annual Subscription
Up to £1,000	£5	£55
£1,001 - £2,000	£5	£70
£2,001 - £3,000	£5	£80
£3,001 - £4,000	£8	£98
£4,001 - £6,000	£8	£112
£6001 - £8,000	£10	£134
£8,001 - £10,000	£10	£144
£10,001 - £15,000	£12	£171
£15,001 - £20,000	£12	£186
£20,001 - £25,000	£15	£215
£25,001 - £30,000	£15	£234
£30,001 - £35,000	£15	£270
£35,001 - £40,000	£20	£294
£40,001 - £45,000	£20	£327
£45,001 - £50,000	£20	£351
£50,001 - £55,000	£20	£391
£55,001 - £60,000	£20	£414
> £60,000	£20	£467

Membership Type	Joining Fee <small>(new and lapsed members only)</small>	Annual Subscription
Principal or Principal (Affiliate) <small>(In addition to the cost of full or affiliate membership)</small>	£0	£55
Fellow or Fellow (Affiliate) <small>(In addition to the cost of full or affiliate membership)</small>	£0	£85
Affiliate	£15	£206
Past Service	£0	£42
Clerk Magazine only	£0	£36

- **Full membership** - receive all the services SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position of town, parish or community councils, joint committees of town, parish and community councils, parish and community meetings, or charter trustees.
- **Affiliate membership** - includes some of the benefits of full membership, however, members may only attend branch meetings with the agreement of the relevant branch, may not vote and are not eligible to attend the SLCC's Annual General Meeting (AGM). Membership is available to anyone with a role or interest in local councils.
- **Principal / Fellow membership** – progress your full or affiliate membership, develop your career and gain recognition with the Professional Development Scheme (PDS). The PDS contains grades of membership which are awarded on a combination of experience, Continuous Professional Development (CPD) and qualifications. Visit www.slcc.co.uk/develop to view the criteria.
- **Past Service membership** – Left your council? Remain a member at a reduced rate and access to all the benefits of a full member except for the advisory service.
- **The Clerk Magazine** - Need more copies of The Clerk magazine? The Clerk magazine is included in the price of all the memberships above, although some members like a second copy to share with their council.



AGENDA

Annual Parish Liaison Meeting 2022
Thursday 24th November 2022 (18:00 – 20:15)
Market Harborough Leisure Centre, Northampton Rd,
Market Harborough LE16 9HF

- 6-6.30pm** **Arrival / refreshments / Market Place and networking**
(Please see table below for Market Stalls)
- 6.30-6.40pm** **Welcome and intro - Cllr King, Leader**
Followed by a short video showcasing some of the work and support
HDC has provided to Parishes in past year
- 6.40 -7.00pm** **Strategic Partnership (inc Q&A) – Liz Elliott, Interim Chief**
Executive
- 7.00-7:50pm** **Workshop: Community Leadership - how we can work together**
to achieve this
A chance to walk around the room, stopping at several display boards
which will have questions about how we can work together.
Responses will be captured on Tablets or post-it notes.
- Grab refreshment and head back to seats.
- 7.50-8.10pm** **Governance and Code of Conduct (inc Q&A) – Clare Pattinson,**
Director of Governance and Law & Interim Monitoring Officer
workshop
- 8:10-8:15pm** **Closing remarks and finish – Cllr King, Leader**

Market Place Stalls:

Service Area	Subject/Topic	Officer
HDC – Strategic Housing/Affordable	Housing/Rural delivery - Rural Housing initiatives	Phillippa Mc Kenna – Midland Rural Housing HA Phillippa.McKenna@midlandsrural.org.uk Raj Patel – HDC r.patel@harborough.gov.uk
HDC - Equality, Diversity and Safeguarding	District Equality and safeguarding Statistics and information	Julie Clarke J.Clarke@harborough.gov.uk

HDC Community Safety	Consultation on Three year Plan.	Sarah Pickering s.pickering@harborough.gov.uk
Police	Neighbourhood Link and Rural Crime	Steve Adams – NHL, Kelly – Rural Crime
Voluntary Action South Leicestershire - VASL PROJECTS:	Community Champions – Community Transport – Well Being Service - Support for Carers	Sam Gisborne – SGisborne@vasl.org.uk 01858 439 262
HDC – Waste	Waste & Grounds Maintenance	Russell Smith – r.smith@harborough.gov.uk
HDC - Regulatory services and Climate emergency	Climate emergency actions. Solar together EV charging infrastructure Energy efficiency projects	Helen Chadwick – h.chadwick@harborough.gov.uk
HDC - Election Services		Sheena Mortimer – s.mortimer@harborough.gov.uk
HDC – Neighbourhood Planning	Neighbourhood plans and reviews	Matt Bills m.bills@harborough.gov.uk
Great Easton – Environmental project	Walk on the Wildside project	Bob Mitchell - bobmitchell51@gmail.com Teresa Chapman - x11tjc@yahoo.co.uk
Active Together Harborough	Health, Wellbeing & Physical Activity	Steve Taylor S.Taylor@harborough.gov.uk
HDC Economy & Business	Grant Finder system and the Rural England Prosperity Fund	Rebecca Tomlin r.tomlin@harborough.gov.uk

