

All Councillors are summoned to a
BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 18th January 2022 at 7.30 p.m. at Burton Overy Village Hall

- 21/159. Apologies for absence
- 21/160. Questions from members of the public
- 21/161. Declarations of Members interests
- 21/162. To approve as a correct record the minutes of the meeting held on 14.12.21 **Appendix A**
- 21/163. Matters arising and not on the agenda / Minutes Action List **Appendix B**
- 21/164. Council asset safety checks - to review the scheduled monthly checks (Defibrillator / Noticeboards / Dog Waste Bins / Telephone Box)
- 21/165. Planning applications received during the period
- 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
 - 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
 - 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
- 21/166. Planning decisions to note
- Decisions Made
- 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)
- Decisions Pending
- a. **21/02032/FUL** - Subdivision of dwelling to recreate 3 dwellings - 1 - 3 Oswin Cottages, Town Street
- 21/167. Finances
- a. To note the on-line bank statements and reconciliation as at 01.01.22 **Appendix C**
 - b. To note current year budget position at 01.01.22 **Appendix D**
 - c. Payments to be agreed / noted during January **Appendix E**
 - d. Draft Budget and Precept – 2022-23 **Appendix F**
- 21/168. Risk Management Profile Review **Appendix G**
- 21/169. Community Matters – update as required
- a. Scotland Thicket **Appendix H**
 - b. Christmas Tree – review of arrangements
 - c. Village Directory – Final Approval (previously circulated)
 - d. Village Planters (Quotes & Grant Application) – verbal update
 - e. Defibrillator Provision – verbal update
- 21/170. Correspondence for discussion
- a. CPRE Membership 2022
 - b. LCC – Winter Snow Warden Scheme **Appendix I**
- 21/171. Correspondence for information
None received at time of publication

21/172. Items for the next Agenda

21/173. To confirm the date of the next meeting – 15th February 2022

21/174. 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
www.burtonoverypc.org.uk

12.01.22

BURTON OVERY PARISH COUNCIL

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

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Bob Pain
Cllr Nina Garner
The Clerk
- 21/142 Apologies** – None
- 21/143 Questions from members of the public** – Three members of the public were present, all in connection with item 21/148. The Chair agreed to deal with their comments and questions during consideration of the relevant item which was brought forward for earlier consideration on the agenda.
- 21/144 Declarations of interest** – none
- 21/145 Approval of Minutes of the parish council meeting on 16.11.21** – Approved and signed by Cllr Warwick.
- 21/146 Matters arising not on the current agenda / Minutes Action Update**
Updates on all actions were noted, some of which appeared on the agenda of this meeting. The Declaration of Register of Interests of Cllr Garner would need to be posted by the Clerk on the parish council website.
- 21/147 Council asset safety checks** – no adverse issues were reported in relation to the assets.
A discussion took place on responsibilities for the provision, maintenance and upkeep of grit bins in the village. The clerk advised the meeting of the current guidance published by LCC. The clerk was asked to clarify this position with LCC prior to taking any further action.
- 21/148 Planning matters to consider** –
- a. **21/02032/FUL** - Subdivision of dwelling to recreate 3 dwellings; 1 - 3 Oswin Cottages, Town Street.
The Chairman invited the members of the public (the applicant and two concerned local residents) to make their observations on this application. A number of questions and points of clarification were then raised by councillors which were addressed by the members of the public.

The council then considered the relative merits and impact of the application on the local community and its relation to the Burton Overy Neighbourhood Plan.

After further consideration it was resolved to submit a letter of objection to the planning authority regarding the application.

21/149 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 - **APPROVED** – The clerk was asked to ascertain the decision-making protocol used by HDC regarding this decision
- c. **21/00673/LBC** – Demolition of existing prefabricated double garage and construction of replacement single storey garage, repair and reinstatement of existing boundary walls, and demolition and replacement of the part front boundary wall including the addition of new gates, Ivy Cottage Rectory End – **GRANTED**
- d. **21/01671/FUL** - Erection of five holiday lodges, Land off Carlton Lane - **REFUSED**
- e. **21/01729/TCA** – Works to trees (fell) - Kings Orchard, Scotland Lane. - **GRANTED**
- f. **21/01601/PCD** - Discharge of condition 3 (materials) and condition 4 (landscaping) of 18/01535/FUL - 4 Baileys Lane - **GRANTED**

21/150 Kibworth Neighbourhood Plan Review –

The consultation on the proposed review of Kibworth NP was noted without further comment. However, the council felt that the NP review process would be something to plan for in Burton Overy during the next 18 months with some attention being paid to the extent of open spaces in the village, the value of trees to the Conservation Area and car parking provision around the village.

21/151 Finances –

- a. The bank statement as at 30th November was noted.
- b. Payments (to be) made during December (See Annex A) were considered and endorsed / approved for payment.
- c. The council considered the revised (second) draft of a proposed budget for 2022-23. The budget proposal presented at the meeting was approved as the basis for setting the precept for the financial year 2022-23.

21/152 Policies Review & Adoption

The clerk presented drafts of the (revised) Equalities Policy and the Safeguarding Policy for consideration and comment. The council resolved to

adopt these policies as presented at the meeting subject to them being reviewed in accordance with the dates recommended.

21/153 Community Matters –

- a. Cllr Pain reported that a final draft of the village directory was now complete. The clerk was asked to circulate this final draft for consideration by all councillors prior to its final publication in the new year.
- b. Cllr Rankine updated the meeting on the proposals to install planters in the roadside verge adjacent to the village entrance signs on Mayns Lane, Carlton Lane and Washbrook Lane. Firm quotations were being actively sought for the works in order to support the grant application to Harborough DC. The approval of the highway authority had now been granted for the work.
- c. The chairman updated the meeting on the success of the recent training session for defibrillator operation. A total of 19 people had attended the training and had commented how useful they found the session. Two queries were raised during the training: first, whether the defibrillator at the village hall was in the best location (sited along the side of the building down a poorly lit footpath), and, secondly, whether an additional defibrillator was needed towards the southern end of the village. Cllr Pain undertook to investigate these matters and report back to the council.

21/154 - Correspondence for discussion

- a. The clerk presented details of correspondence from the United Charities of Burton Overy. The correspondence sought the council's consideration of the appointment of two trustees to the Charity. It was resolved to re-appoint Julian Swain and Mary Parker as Representative Trustees of the United Charities

21/155 - Correspondence for information

- a. The proposals for revision of the operating timetable for bus service X3 were noted.
- b. The clerk reported receipt of information from Harborough DC on the availability and costs of the Harborough Lifeline Service. It was resolved that this should be published on the village Noticeboard WhatsApp Group and noted that the clerk had posted a leaflet on the Parish Council Noticeboard on Main Street.
- c. The clerk advised of receipt of information from Leicestershire CC, since the publication of the agenda, on the LCC Gigahubs project. The clerk was asked to find out more information on this project to ascertain its relevance to Burton Overy.
- d. Cllr Fletcher sought the views of the council on whether a Christmas tree should be provided this year in the village in the same manner as it had in 2020. The council agreed to the proposal and Cllr Fletcher undertook to make all necessary arrangements.

21/156 - Items for the next agenda – Precept 2022-23 / Defibrillator provision.

21/157 - Date of next meeting – 18th January 2022

21/158 - Exclusion of the Public

No confidential matters were considered at the meeting.

Signed

Date

Annex A

DECEMBER						EXPENDITURE			INCOME
64	Zoom	Admin	1.10 - Zoom	06.12.21	E	11.99	2.40	14.39	
65	LRALC	Staffing	3.5 - Training & Expenses	10.12.21	E	45.00	0.00	45.00	
66	Interest Received (Dec)	Income	5.2 - Misc.	10.12.21	I	0.00	0.00	0.00	0.09
67	HMRC (Dec)	Staffing	3.2 - PAYE	20.12.21	E	130.00	0.00	130.00	
68	Clerk Salary (Dec)	Staffing	3.3 - Salaries	28.12.21	E	195.14	0.00	195.14	
69	Plusnet	Admin	1.2 - Broadband	29.12.21	E	22.00	4.40	26.40	
Monthly Total						404.13	6.80	410.93	0.09

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – December 2021

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/130	Make payment (£500) to village hall management committee for Platinum Jubilee event.	Clerk	Pending
21/145	Post the agreed November minutes and the draft December minutes on website	Clerk	Posted online – 17.12.21
21/146	Post the signed DOI form for Cllr Garner on the PC website	Clerk	Posted online – 07.01.22
21/146	Collate relevant information for council to consider future open space designation of Scotland Thicket	Clerk / Cllr Fletcher	Report to Jan. meeting
21/147	Check with LCC the arrangements for provision & maintenance of grit bins	Clerk	E-mail query sent – 21.12.21
21/148	Submit comments to HDC planning re application ref. 21/02032/FUL – subdivision of 1-3 Oswin Cottages, Town Street to three separate dwellings	Clerk (in consultation with Chair)	Comments submitted – 20.12.21
21/151b	Make payments agreed at the meeting	Clerk	Payments made when due
21/152	Post copies of Equalities Policy and Safeguarding Policy on PC website	Clerk	Website updated – 07.01.22
21/153a	Circulate final draft of revised village directory to councillors.	Clerk	Circulated – 20.12.21
21/153b	Obtain quotations for installation of 3 planters at road entrances to village	Cllr Rankine / Clerk	Pending receipt of quotes
21/153c	Gather information on options for re-siting existing defibrillator and procuring an additional defibrillator for the southern end of the village	Cllr Pain	Pending
21/154	Write to United Charities Burton Overy confirming nomination of trustees.	Clerk	Letter sent – 21.12.21
21/155b	Circulate information via the Website and WhatsApp Noticeboard regarding Harborough Lifeline	Clerk	Item posted – 07.01.22
21/155c	Clarify details relating to LCC Gigahubs project.	Clerk	Email query submitted – 10.01.22
21/155d	Make arrangements for provision of village Christmas Tree	Cllr Fletcher	Tree provided – 18.12.21
21/146	Circulate LRALC councillor training information to Cllr Garner	Clerk	Emailed – 11.01.22

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 December 2021 to 31 December 2021

Money In	£0.00	Balance on 01 December 2021	£1,066.26
Money Out	£491.41	Balance on 31 December 2021	£574.85

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Dec 21	ZOOM.US 888-799-96 CD 7323	DEB		14.39	1,051.87
20 Dec 21	HMRC - ACCOUNTS OF 400000000867034553	FPO		130.00	921.87
20 Dec 21	LRALC LIMITED 100000000858981307 INVOICE	FPO		45.00	876.87
20 Dec 21	GRANGE FARM CHRIST CD 7317 19DEC21	DEB		100.00	776.87
24 Dec 21	P WOODWARD 400000000869854532 SALARY	FPO		195.14	581.73
30 Dec 21	PNET3122091-1 PNET3122091-1	DD		6.88	574.85

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 January 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 (£)
09 Dec 21	INTEREST (GROSS)		0.09		11006.92

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

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

BURTON OVERY PARISH COUNCIL		
Bank Reconciliation at 01.01.2022		
<u>Current a/c (Treasurers) 00228552</u>		
		£
Balance b/f as at 01.04.21		1,203.89
Receipts - Precept		12,427.00
Add Bank Transfers from Reserve	(Refunds)	16.87
Less Bank Transfers to Reserve		5,000.00
		8,647.76
Less payments per cashbook		8,072.91
Less cleared cheques		0.00
Plus uncleared cheques		0.00
Balance as per cashbook		574.85
Balance as per statement - 01.01.22		574.85
<u>Bus Instant Access a/c 07249083</u>		
Balance b/f as at 01.04.21		5,035.18
Receipts - Interest		0.52
- HMRC VAT repayment		971.22
Less transfer to Current Acct		0.00
Add transfer from Current Acct		5,000.00
Balance as per cashbook		11,006.92
Balance as per bank statement - 01.01.22		11,006.92
Signature _____	Date 01.01.22	
- P Woodward		

BUDGET POSITION AT 31ST DECEMBER 2021

	COST CENTRE	REF. NO.	COST CODE	BUDGET 2021-22	SPEND TO 01.01.22 (excl VAT)	SPEND TO 01.01.22 (incl VAT)
1	ADMINISTRATION	1.1	AUDIT	170		
		1.2	BROADBAND	320	213.13	255.76
		1.3	DATA PROTECTION	40	35.00	35.00
		1.4	ELECTIONS	100		
		1.5	INSURANCE	340	347.05	347.05
		1.6	IT - WEBSITE HOSTING & SUPPORT	475		
		1.7	IT - BACKUP	125	120.00	120.00
		1.8	STATIONERY	155	14.57	17.48
		1.9	TELEPHONE	180	10.00	10.00
		1.10	ZOOM	145	107.91	129.51
		1.11	MISCELLANEOUS	370		
			Sub Total	2420		
2	COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	75		
		2.2	DEFIBRILLATOR	75	68.99	81.99
		2.3	DOG WASTE BINS	425	269.98	323.97
		2.4	GENERAL REPAIRS & MAINTENANCE	160		
		2.5	GRANTS & DONATIONS	250	100.00	100.00
		2.6	PARISH PLAN	0		
		2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2811	2,811.40	3,373.68
		2.8	STREET LIGHTING (POWER & MAINTENANCE)	650		
			Sub Total	4446		
3	STAFFING	3.1	HOMEWORKING ALLOWANCE	312	208.00	208.00
		3.2	PAYE	1247	1,048.00	1,048.00
		3.3	SALARIES	1922	1,572.96	1,572.96
		3.4	SUBSCRIPTIONS	350	257.12	257.12
		3.5	TRAINING & EXPENSES	230	192.39	192.39
			Sub Total	4061		
4	RESERVES	4.1	EARMARKED	0		
		4.2	GENERAL	1500		
			Sub Total	1500		
			TOTALS	12427	7,376.50	8,072.91
5	INCOME	5.1	Precept	12427	12,427.00	
		5.2	Miscellaneous	0	988.61	
			TOTAL	12427	13,415.61	

ANTICIPATED PAYMENTS IN JANUARY 2022

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	

Appendix F

COST CENTRE	REF. NO.	COST CODE	BUDGET 2021-22	BUDGET 2022-23		
1 ADMINISTRATION	1.1	AUDIT	170	180.00		
	1.2	BROADBAND	320	330.00		
	1.3	DATA PROTECTION	40	45.00		
	1.4	ELECTIONS	100	100.00		
	1.5	INSURANCE	340	360.00		
	1.6	IT - WEBSITE HOSTING & SUPPORT	475	480.00		
	1.7	IT - BACKUP	125	130.00		
	1.8	STATIONERY	155	150.00		
	1.9	TELEPHONE	180	180.00		
	1.10	Zoom	145	0.00		
	1.11	MISCELLANEOUS	370	370.00		
2 COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	75	80.00		
	2.2	DEFIBRILLATOR	75	160.00		
	2.3	DOG WASTE BINS	425	440.00		
	2.4	GENERAL REPAIRS & MAINTENANCE	160	170.00		
	2.5	GRANTS & DONATIONS	250	250.00		
	2.6	NEIGHBOURHOOD PLAN	0	500.00		
	2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2811	2,811.00		
	2.8	STREET LIGHTING (POWER & MAINTENANCE)	650	680.00		
	2.9	VILLAGE MAINTENANCE	0	750.00		
3 STAFFING	3.1	HOMEWORKING ALLOWANCE	312	320.00		
	3.2	PAYE	1247	1,560.00		
	3.3	SALARIES	1922	2,340.00		
	3.4	SUBSCRIPTIONS	350	360.00		
	3.5	TRAINING & EXPENSES	230	230.00		
4 RESERVES	4.1	EARMARKED	0	0.00		
	4.2	GENERAL	1500	750.00		
		TOTALS	12427	13,726.00	88.61	(10.45% increase)
			80.23		(precept per	
					hsehd)	
5 INCOME	5.1	Precept	12427	13,726.00		
	5.2	Miscellaneous	0			
		TOTAL	12427	13,726.00		

BURTON OVERY PARISH COUNCIL – RISK MANAGEMENT PROFILE

RISK AREA	POTENTIAL RISK IDENTIFIED	POTENTIAL IMPACT	STEPS TO MITIGATE RISKS (CONTROL)	EVIDENCE
Assets	Protection of physical assets	Cost of replacing damaged or destroyed assets. Loss of facilities	Retention of purchase documents. The Parish Council holds insurance with a level of cover applicable to the total current value of material assets held.	Current local council insurance reviewed annually. Asset register updated with new purchases.
Assets	Failure to provide safe equipment Reputational risk and adverse publicity.	Liability claims for physical injury	Maintenance to assets as required. Monthly maintenance checks undertaken by the council. Annual tree check undertaken by Tree Warden. Insurance held to an appropriate level.	Minutes. Current local council insurance reviewed annually.
Finance	Banking	Lack of control over the council financial assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting. Qualified audit reports. Reputational risk and adverse publicity.	Bank mandate updated at full council meeting and reviewed annually. Payments approved as required by Financial Regs. Direct debit and debit card payments reviewed at monthly council meetings. Audit reports to council meetings.	Monthly statements Minutes Bank reconciliations Minutes / Annual Return
Finance	Budgeting to underlie annual precept	Council receives less funding than is required to meet obligations and objectives. Reputational risk and adverse publicity.	Council prepares detailed budget in late Autumn. Precept determined directly from this budget. Actual expenditure versus budget reported to council quarterly. Expenditure undertaken in line with Financial Regs unless approved otherwise at a full council meeting.	Quarterly & Annual budget statements of council recorded in minutes. Quarterly Budget Reports Minutes

JANUARY 2022

BURTON OVERY PARISH COUNCIL – RISK MANAGEMENT PROFILE

<p>Finance</p>	<p>Financial controls and records</p>	<p>Lack of control over the council assets.</p> <p>Higher likelihood of fraud or misappropriation of assets.</p> <p>Ineffective reporting.</p> <p>Qualified audit reports.</p> <p>Reputational risk and adverse publicity.</p>	<p>Invoices checked for accuracy by Clerk.</p> <p>Two council signatories on cheques, cheque stubs and invoices. Duplicate authorisation for internet banking payments.</p> <p>Financial Regs and Standing Orders reviewed annually.</p> <p>Internal audit conducted annually and Certificate of Exemption from External Audit submitted.</p> <p>Financial records kept in accordance with statutory requirements.</p> <p>Accounts ledgers kept in village hall for minimum of 7 years. Ledgers then forwarded to Records Office for their safe keeping on indefinite loan.</p> <p>All expenditure to be made within the powers of a Parish Council and all payments approved in accordance with Financial Regs.</p> <p>Quarterly bank reconciliations approved by council.</p> <p>Pin readers & Authentication cards to be held securely.</p>	<p>Financial Regulations and Standing Orders.</p> <p>Monthly bank statements and bank reconciliation.</p> <p>Payments record in Minutes.</p> <p>Annual Return.</p>
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BURTON OVERY PARISH COUNCIL – RISK MANAGEMENT PROFILE

Finance	Risk of consequential loss of income	Loss of key data. Adverse publicity for the council or disclosure risk.	Professionally managed cloud backup for computer records Paper records held by Clerk.	Computer files Hard copy records
Finance	Compliance with HMRC regulations	Lack of control over the council assets. Reputational risk and adverse publicity.	Each VAT item recorded in budget control ledger. Submit VAT return at least annually.	VAT returns / Annual Return
Finance	Compliance with Transparency Code	Fines for late uploading onto website or errors. Reputational risk and adverse publicity.	Upload website data on or before appropriate dates.	Website. Paper records held by Clerk's
Finance	Cash receipts from any sales (e.g., Jubilee mugs)	Lack of control over the council assets.	Cash receipt book to be signed by Clerk and Cllr involved. Records to be kept.	Receipts detailed on & retained with bank statements.
Employer Liability	Compliance with Employment Law	Penalties &/or fines Reputational risk and adverse publicity.	Membership of L&RALC, SLCC & ALCC. Submit Auto Enrolment Declaration of Compliance on or before appropriate date. Using BPT-RTI, submit payroll returns monthly on or before appropriate date and the end of year return on time.	Submission confirmations
The safety of data on Councillor's personal devices	Data protection breach	Penalties &/or fines Reputational risk and adverse publicity.	All council emails to be sent using webmail addresses. Strong and different passwords to be used for device and webmail access. Device to have automatic locking if inactive for a period of time.	Personal Device Acceptable Use Policy, Document Retention Policy, Privacy Policy & Data Breach Policy

BURTON OVERY PARISH COUNCIL – RISK MANAGEMENT PROFILE

			Documents containing personal data to be accessed through the parish council website Member's Area and not downloaded or copied to personal devices.	
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Signed Print Name

Chairperson

Dated: January 2022

DRAFT

BURTON OVERY PARISH COUNCIL

REPORT TO COUNCIL – JANURY 2022

THE OPEN SPACE DESIGNATION OF SCOTLAND THICKET

1. BACKGROUND

1.1 The area of land known as Scotland Thicket, immediately to the east of Scotland House, with footpaths running through it from Elms Lane to farmland north of Scotland House, Broad Meadows, and Highcroft Farm, appears to be unregistered with the Land Registry. The location is identified in Appendix A.

1.2 It is of interest to the parish council because it is identified in the Burton Overy Neighbourhood Plan (Policy - Community Action Env 2, Important Open Spaces) as a site on which the Parish Council will *'actively work with Harborough District Council, landowners, the community and other partners to secure the protection of, through the designation as new Open Space.'* It is identified in this policy in recognition of its contribution to biodiversity and the long-established, species rich hedgerows and related vegetation.

1.3 It is of further interest because of incursions during 2020 onto the land by contractors, working at nearby properties, who have laid crushed stone on part of the land to facilitate temporary vehicle parking. This recent action has indicated a level of risk to the land from (unauthorised) development which, in the absence of any clearly identified owner, creates a potential to compromise the protective policies of the Neighbourhood Plan.

2. ISSUES FOR CONSIDERATION

2.1 The parish council has requested information on the processes which might be implemented in order to provide a degree of certainty to the future protection of the land in order to preserve the valuable contribution it makes to the wildlife biodiversity of this part of Burton Overy.

3. OPTIONS

3.1 Two options are proposed for further consideration (in addition to the "do nothing" option). However, the first stage in any protective process should be to confirm whether or not an owner of the land can be identified.

3.2 The site is not listed in the Land Registry inventory of registered land, unlike all adjoining parcels of land. In these circumstances a first step may be to write to all adjoining owners seeking further information they may be in possession of. Any subsequent action by the parish council may then depend on the nature of the responses received.

3.3 The future 'protection' of the land from further development (be it authorised or unauthorised) could then follow one of the following two routes.

A. Protection through designation as a Village Green

- I. This process is defined in the provision of Part 1 of The Commons Act 2006.
- II. Section 15 of the 2006 Act sets out the qualifying circumstances in which land may be newly registered as a village green. Land may be registered as a green if it has been used by local people for recreation 'as of right' (i.e., without permission, force or secrecy) for at least 20 years.
- III. Anyone may apply to register land as a green meeting the criteria in Section 15(1) of the Act, provided the right to apply has not been excluded in relation to the land under section 15C (1). The right to apply for registration of a town or village green is excluded when a trigger event has occurred within the planning system in relation to the land. Trigger events are prescribed by Schedule 1A to the 2006 Act and an example of such an event is where a planning application is submitted in relation to the land or it is allocated for development in a Local Plan.
- IV. Whenever the Commons Registration Authority receives an application, it should seek confirmation from every local planning authority for the land in question as to whether a trigger or terminating event has occurred in relation to the land. This will enable it to determine whether the right to apply for registration of land as a green is exercisable at the time the application is made.
- V. The application must be made on a prescribed form and include a map and description of the land claimed for registration as a town or village green. It also needs to identify the locality where local people live who will have a right to use the green. For example, this may be identified by reference to a recognised administrative area, such as a civil parish or electoral ward, or an obvious geographical characteristic such as a village or housing estate.
- VI. Applicants are advised to contact the Commons Registration Authority informally to establish whether the right to apply has been excluded in relation to the land you wish to register by virtue of Section 15C. If the right to apply has been excluded in relation to the land, then the registration authority cannot consider your application.
- VII. Applicants should look very carefully at the criteria for registration in Section 15 of the 2006 Act. It will help the case if you are able to find a range of witnesses who can provide detailed statements about the qualifying use of the land.
- VIII. The Commons Registration Authority will also look for evidence of the criteria in Sections 15(2) or (3) having been met, namely that: -
 - a significant number of
 - the inhabitants of any locality, or any neighbourhood within a locality
 - indulged...in lawful sports and pastimes
 - as of right
 - on the land
 - for a period of at least twenty years;

Witness statements, witness forms of evidence and photographs are likely to be helpful.

- IX. Applicants should set out in their application, as briefly as possible, a summary of the case for registration and provide a fuller statement of the facts supporting the claim. It should include information on the nature of the recreational activities that have taken place on the land, an estimate of the number of people undertaking these activities and of their frequency, and explain how this use has been as of right. The registration authority may ask for further evidence in support of an application.
- X. The registration authority may decide to hold a hearing or inquiry into any application. The purpose of the inquiry will be to establish and test the evidence for and against registration of the land. It may be helpful to a case if witnesses are able to attend the hearing or inquiry to give evidence in person (even if similar evidence has been given in writing). Anybody attending the hearing or inquiry may be questioned about their evidence by the person in charge or by any objectors to the application.

B. Protection through a review of the Neighbourhood Plan (BONP)

- I. The site already enjoys some degree of protection as a ‘secondary’ site of environmental interest under the terms of Policy ENV 2. This policy provides a degree of protection to the site as *‘being of local significance for wildlife (biodiversity) and/or history – a site which is important in its own right and is locally valued’*. Development proposals affecting these will be expected to protect or enhance the identified features.
- II. (NB Policy ENV 1 designates a small number of sites at which *“development is ruled out except in very special circumstances”*. This includes Fish Pond Field, Springs Field and Banks Field together with three sites protected by HDC Local Plan Policies – Main Street Spinney, traffic island bearing the village sign and the strip of land along the front of Old Heather Gardens.)
- III. Its value is further demonstrated by its inclusion in the Neighbourhood Plan under Policy reference - Community Action Env 2, Important Open Spaces. This Policy presumes *‘the Parish Council will actively work with Harborough District Council, landowners, the community and other partners to secure the protection of such sites and their features.’*
- IV. The key question to answer here is whether the site warrants any greater degree of protection than that which it already enjoys. Only six sites in the village enjoy greater policy protection than Scotland Thicket and these are protected by Policy Env 1 – Local Green Spaces (*development is ruled out except in very special circumstances*). The definition of these sites within this Policy is supported by evidence from the Environmental Inventory Score or by evidence provided by HDC. The question to consider is whether the current biodiversity / environmental history score of Scotland Thicket would now rank it above the threshold used at the time of

publication of the Neighbourhood Plan in 2018 ¹ or whether the threshold itself should be reviewed more generally to include other sites with a similar ranking to Scotland Thicket.

- V. The review of the BONP is due in 2023 and preparatory work should start in 2022. An objective re-evaluation of all sites listed in the environmental inventory could be included in this review.

4. QUESTIONS TO CONSIDER

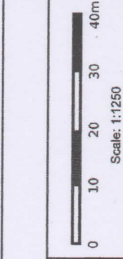
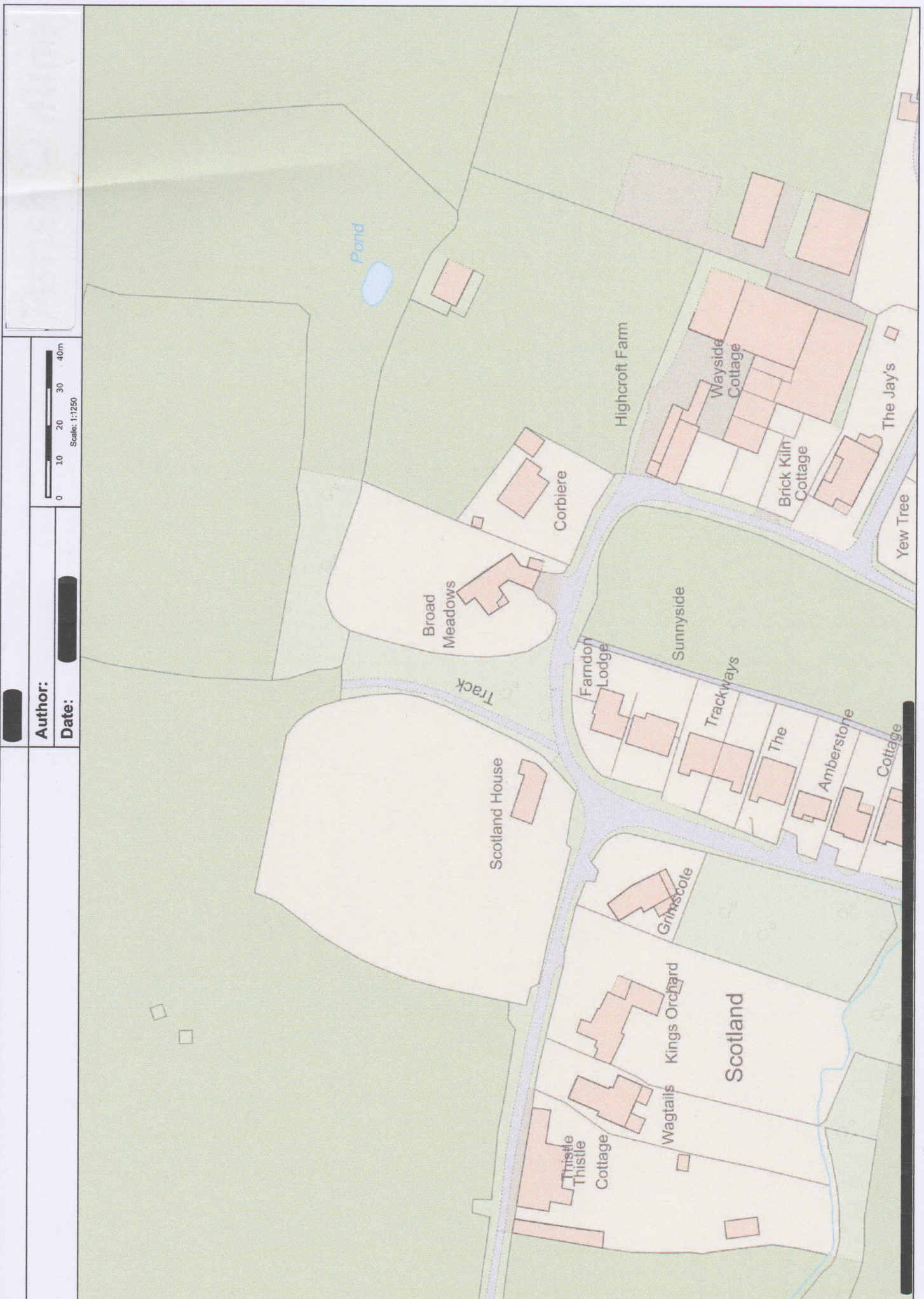
1. Would you wish to see greater protection for the site?
2. What greater protection would you be seeking & for what purpose?
3. Is the land more effectively protected under the BONP or by designation as village green?
4. Do you want to seek ownership (adverse possession) of the site?
5. What costs might be incurred or what resources might be needed to progress either option?

5. CONCLUSION / RECOMMENDATION

5.1 The site appears to have no owner and it would be prudent to explore this line of enquiry in order to minimise any future potential challenges should the parish council decide to pursue a more formal designation of the land.

5.2 The review of the BONP, scheduled for 2023 (with preparatory work commencing this year), will inevitably include a review of open space designations in the village and it would seem prudent to include a consideration of Scotland Thicket in this process rather than undertaking what may be seen as duplicate work in pursuing its designation as a village green.

¹ The threshold used for inclusion was 75% - Scotland Thicket scored 69% (along with 7 other locations).



Author: [REDACTED]

Date: [REDACTED]

Dear Sir / Madam,

Re Winter Service – Snow Warden Scheme

The County Council is looking to launch the Snow Warden Scheme for 2021 /2022 and is seeking to confirm if you are willing to continue/participate in this partnership arrangement for the coming winter.

The Snow Warden shall be appointed by you, the Parish Council and their functions during severe weather conditions will be

- To provide information to the Highway Service Delivery Team on the local situation during the period of severe weather conditions.
- To consult with the Highway Service Delivery Team on the local needs and determine jointly what local action to take, if necessary, to supplement the operation of the department.
- To organise any actions agreed with the Highway Service Delivery Team.
- Clear snow from pre-agreed areas of footways. Priority will be given to busy footway areas outside shops, schools, doctor surgeries, residential care homes, subways and steep hills as agreed in advance.

The county council will pay Parish Councils an agreed hourly rate of £8.91, which shall be fixed for the duration of the winter service period, for undertaking their duties on submission of an invoice. All reasonable equipment for the role, including personal protective equipment and salt/grit will also be provided in salt bins at existing locations or locations agreed in advance.

Participating councils will be acting as responsible agents for Leicestershire County Council for this work and will be indemnified provided that all reasonable care is taken and the councils are not negligent in their actions and that snow wardens undertake some form of training.

Please would you confirm if you wish to participate in the Snow Warden Scheme for the 20/21 winter season by completing the attached request forms? If you require any advice on the scheme, please do not hesitate to contact me.

Yours sincerely,

T J Vesty

Winter Service Manager

Leicestershire County Council – Snow Warden Scheme

Guidance for Parish Councils – General Principles

The Snow Warden scheme is a relatively straightforward arrangement, primarily intended to provide local treatment of key footways during periods of prolonged snow and ice.

The pressure that severe winter conditions places on our resources means that we are usually unable to treat footways ourselves. Even when we do have resources available, we are unable to get to every location and those that we do treat, will have to wait several days after snowfall. The snow warden scheme is intended to provide a more reliable arrangement for clearing key local footways during prolonged severe weather and allows us to concentrate our resources on the critical carriageways.

If it is agreed that your council will join the scheme, we will then agree a schedule of footways that would be treated (marked maps so that both parties are clear about what areas are covered) and the County Council will arrange for salt bins to be suitably located to provide the salt / grit for treatment. Unlike the bins that you may have requested and financed elsewhere on the network, bins for the Snow Warden Scheme will be financed and maintained by the County Council.

You would provide the snow warden, usually an operative who otherwise undertakes ground maintenance tasks. We would equip him/her with protective clothing, a shovel and wheelbarrow if required. We will also indemnify him/her against third party claims, provided he/she operates within the terms of the agreement.

Where necessary we will arrange a short training session for snow wardens (safe working practices, manual handling, salt use etc.).

In most instances, we would notify your snow warden (by telephone) when action is to be taken, although we do not stand on ceremony. If there are snowy or icy footways and they are not likely to clear themselves within 24 hours, we encourage you to get on and salt them but would expect you to notify us of this action.

We make a payment to cover the hours worked (usually invoiced by you after each period of severe weather, detailing the dates and hours worked so that we can cross-reference with our records (See "Snow Warden Record of Onsite Activity sheet). Currently the level of payment is £8.91 per hour.

If you require any further information or would like to join the scheme and would like to discuss the network for treatment etc., please do not hesitate to contact me via email on Group.Support@leics.gov.uk or tom.vesty@leics.gov.uk

LEICESTERSHIRE COUNTY COUNCIL
OPERATIONAL HIGHWAYS GROUP
HIGHWAY SERVICE DELIVERY TEAM