

All Councillors are summoned to a
BURTON OVERY PARISH COUNCIL MEETING

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

- 21/193. Apologies for absence
- 21/194. Questions from members of the public
- 21/195. Declarations of Members interests
- 21/196. To approve as a correct record the minutes of the meeting held on 15.02.22 **Appendix A**
- 21/197. Matters arising and not on the agenda / Minutes Action List **Appendix B**
- 21/198. Council asset safety checks - to review the scheduled quarterly checks (Defibrillator / Noticeboards / Dog Waste Bins / Telephone Box)
- 21/199. Planning applications received during the period
- a. **22/00597/AGR** | Erection of an agricultural building | Land East of Burton Overy Lane
- 21/200. Planning decisions to note
- Decisions Made
- a. **22/00258/TCA** - Rose Cottage, Elms Lane (Tree works) - Permitted
- Decisions Pending
- a. **21/02032/FUL** - Subdivision of dwelling to recreate 3 dwellings - 1 - 3 Oswin Cottages, Town Street
- b. **21/02079/FUL & 21/02180/LBC** - 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.
- 21/201. Finances
- a. To note the on-line bank statements as at 01.03.22 **Appendix C**
- b. Payments to be agreed / noted during March **Appendix D**
- c. Projected budget out-turn for 2021-22 **Appendix E**
- 21/202. Insurance Arrangements 2022 Onwards **Appendix F**
- 21/203. Health & Safety Policy Review **Appendix G**
- 21/204. Community Matters – update as required
- a. Delivery of Newsletters & Directory
- b. Defibrillator – verbal update
- c. Car Parking throughout the village
- d. Platinum Jubilee Commemoration
- e. Website Pages Updates (Coronavirus) **Appendix H**
- 21/205. Correspondence for discussion
- a. Harborough Lottery **Appendix I**
- 21/206. Correspondence for information
- a. NALC – Pay Scales 2021-22 **Appendix J**
- b. Phone Box Repainting
- 21/207. Items for the next Agenda - Financial Out-turn for 2021-22

21/208. To confirm the date of the next meeting – 19th April 2022

21/209. 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

09.03.22

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 15th February 2022 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Nina Garner
The Clerk
- 21/175** **Apologies** – Cllr Bob Pain
- 21/176** **Questions from members of the public** – No members of the public were present.
- 21/177** **Declarations of interest** – none
- 21/178** **Approval of Minutes of the parish council meeting on 18.01.21** –
Approved and signed by Cllr Warwick.
- 21/179** **Matters arising not on the current agenda / Minutes Action Update**
Updates on all actions were noted.
- 21/180** **Council asset safety checks** – Cllr Garner felt that the old telephone box would need painting this year. The clerk was asked to obtain a quote for the work.
- 21/181** **Planning matters to consider** –
a. **21/02180/LBC & 21/02179/FUL** - Demolition of existing front boundary wall and erection of low-level boundary wall and railings above, with new vehicle & pedestrian gated access; The Old Coach House, Main Street – The council considered the revised proposals and felt that the comments submitted in relation to the original application remained valid and that matters relating to conditions placed on any earlier planning permissions were for the district council to address.
b. **22/00258/TCA** – Works to tree (reduce height); Rose Cottage, Elms Lane – No comments
- 21/182** **Planning decisions taken by HDC**
The following decisions were noted -
a. **21/02145/LBC & 21/02144/FUL** - Erection of a one and a half storey rear extension, single storey rear extension and roof

lights to south elevation; The Old Coach House, Main Street -
WITHDRAWN

- b. **21/02219/FUL** – Conversion of outbuildings & extension – Caringa, Main Street – APPROVED
- c. **22/00022/TCA** – Works to Tree (fell), Oaksview, Beadswell Lane, – APPROVED

The following decision remained pending -

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

21/183 Finances –

- a. The bank statements as at 31st January 2022 were noted and endorsed including the transfer of £1000 from the reserve to the current account.
- b. Payments (to be) made during February (See Annex A) were considered and endorsed / approved for payment, including the annual payment of £582 (incl. VAT) to 2Commune for website hosting and that bank interest received was 9 pence rather than 10 pence. It was also agreed that the clerk move the council's mobile phone tariff from 'pay as you go' to a monthly account at the earliest convenience.

21/184 Policy Review

The clerk presented an update of the council's Discipline & Grievance Policy for consideration. This was approved by the council.

21/185 Defibrillator Provision

In the absence of Cllr Pain the Chairman updated the meeting on progress made on acquiring a second defibrillator for the village. The following matters were considered and approved by the council;

- a. The letter to SADS confirming that the parish council would underwrite any funding gaps in the cost of the project after six months of fundraising via the 'Just Giving' page;
- b. That the Bell Inn would be the preferred location for the defibrillator;
- c. Noted that an electrician should confirm that the proposed location is technically feasible;
- d. Noted that clarification was required as to whether the property owner's permission was required for the proposed works;
- e. That the wording of the relevant text in the Newsletter and the Village Directory would need to be amended to read 'planned work' if the property owner's permission was not confirmed during the next week;
- f. That a search be made for a photograph of a defibrillator to substitute the current photograph on the just giving page and that the minor amendments to the text suggested by Cllr Rankine be made.

21/186 Newsletter

The council considered the draft newsletter for Spring 2022. This was approved subject to updating the text relating to the defibrillator (see 21/185e above).

21/187 Community Matters

- a. The clerk presented an update on the actions taken since the last meeting in relation to the area of land known as Scotland Thicket. The ownership details of the surrounding land obtained from the land registry were noted and the clerk reported that the relevant contact details for the County Council officer dealing with village green registration had been obtained. It was resolved at this stage to write to the owners of nearby land to enquire whether they held any information on the ownership of Scotland Thicket. (Cllr Rankine undertook to obtain the new address details for the previous occupiers of Kings Orchard, who appeared to have an owner's interest in nearby land.)
- b. A discussion took place to consider the printing arrangements that were required for the revised Village Directory. It was agreed to order 180 copies (including 6 laminated) of the directory together with 180 copies of the newsletter.
- c. The clerk advised the council of the successful bid for funding from Harborough DC for the three village planters. The grant available would be 75% of £1500 (£1125) and would be payable on receipt of a signed acceptance from the parish council. The council agreed that the clerk should sign this on the council's behalf and submit the relevant details to Harborough DC. It was also agreed that the clerk and Cllr Rankine should meet with the contractor on site to confirm the final details of the required works.

21/188 - Correspondence for discussion

- a. The clerk presented details of correspondence from LCC regarding a series of proposed training events for volunteer tree wardens. Cllrs agreed they would access the courses directly if they were interested.
- b. The clerk presented details of correspondence from Harborough DC containing information about preparations for platinum jubilee celebrations. The clerk was asked to pass this information on to the representatives of the village hall management committee.
- c. The clerk presented details of a complaint from a resident of the village relating to a number of concerns regarding the maintenance of public infrastructure in the village. The concerns regarding street sweeping were noted but not supported; the clerk was asked to contact the County Council Highways unit to suggest that the resurfacing of a large section of Mayns Lane would be preferable to ad hoc patching. Cllr Warwick undertook to assess the current situation regarding the overgrowth obscuring the street light on Beadswell Lane.

21/189 - Correspondence for information

- a. The clerk advised the council on the proposed arrangements, recently received from LRALC, for the 2021-22 internal audit of accounts.

- b. The clerk advised the council on a letter received the Leicestershire Lord Lieutenant regarding the Platinum Jubilee commemorations. It was agreed to consider this in more detail at the next meeting.

21/190 - Items for the next agenda – Current budget position and projected year-end turnout / Insurance arrangements / car parking on roads and pavements / Platinum Jubilee commemorations.

21/191 - Date of next meeting – 15th March 2022

21/192 - Exclusion of the Public
No confidential matters were considered at the meeting.

Signed

Date

Annex A

FEBRUARY						EXPENDITURE			INCOME
76	Vodafone (top-up)	Admin	1.9 - Telephone	07.02.22	E	12.50	2.50	15.00	
77	Land Registry	Admin	1.11 - Miscellaneous	07.02.22	E	6.00	0.00	6.00	
78	Land Registry	Admin	1.11 - Miscellaneous	07.02.22	E	6.00	0.00	6.00	
79	Interest Received (Feb)	Income	5.2 - Misc.	10.02.22	I	0.00	0.00	0.00	0.09
80	LCC Streetlight maintenance	Community	2.7 - street light retrofit	18.02.22	E	640.07	128.01	768.08	
81	HMRC (Feb)	Staffing	3.2 - PAYE	18.02.22	E	130.00	0.00	130.00	
82	LRALC	Admin	1.1 - Audit	18.02.22	E	180.00	0.00	180.00	
83	Clerk Salary (Feb)	Staffing	3.3 - Salaries	28.02.22	E	195.14	0.00	195.14	
84	Plusnet	Admin	1.2 - Broadband	29.02.22	E	22.00	4.40	26.40	
Monthly Total						1,191.71	134.91	1,326.62	0.09

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – February 2022

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/130	Make payment (£500) to village hall management committee for Platinum Jubilee event.	Clerk	Pending (until May)
21/169b	Schedule item for September meeting agenda regarding Christmas tree	Clerk	Pending (until Sept)
21/178	Post the agreed January minutes and the draft February minutes on website	Clerk	Posted online – 18.02.22
21/180	Contact Nick Jones to obtain quote for repainting phone box	Clerk	Emailed – 21.02.22
21/181	Submit comments to HDC planning re revised applications Ref. 21/02179/FUL Ref. 21/02180/LBC (No comments re 22/00258/TCA)	Clerk	Comments submitted – 18.02.22
21/183a	Make payments agreed at the meeting.	Clerk	Payments made when due.
21/183b	Transfer Vodafone tariff to monthly account from pay as you go	Clerk	
21/184	Post revised Discipline & Grievance Policy on website	Clerk	Posted 18.02.22
21/185a	Write to SADS to confirm PC will underwrite any gap in funding for new defibrillator	Clerk	Letter sent via Cllr Pain – 21.02.22
21/185c	Seek electrician confirmation that defib can be sited on external wall at The Bell Inn	Cllr Pain	
21/185d	Confirm owner's permission.	Cllr Pain	
21/185e	Update wording of Directory and Newsletter to reflect preferred location.	Clerk	Updated – 21.02.22
21/185f	Update 'JustGiving' page photo and text as necessary	Clerk	Updated – 16.02.22
21/186	Arrange printing of Newsletter	Clerk	Complete – 25.02.22
21/187a	Write to local known land owners to ascertain whether they hold information on ownership of Scotland Thicket;	Clerk	Letters sent – 17.02.22
21/187b	Arrange printing of Village Directory;	Clerk	Complete – 25.02.22
21/187c	Return signed grant acceptance letter to HDC.	Clerk	Returned 16.02.22
21/187c	Arrange site meeting with Cllr Rankine & contractor re road-side planters prior to commissioning.	Cllr Rankine	Meeting arranged – 09.03.22

APPENDIX B

21/188b	Forward information from LCC, HDC & Lord Lieutenant regarding Platinum celebrations to village hall management committee	Clerk	Sent – 21.02.22
21/188c	Contact LCC to suggest re-surfacing of Mayns Lane (rather than patching). Obtain photos of current condition of streetlight on Beadswell Lane. Ask for update from LCC on cutting back overgrowth around streetlight on Beadswell Lane.	Clerk Cllr Warwick Clerk	Query submitted – 28.02.22 Done – 17.02.22 Further details & photos submitted & update requested – 18.02.22



Mr P. Woodward

Last logged on 28 February 22 at 10:44

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TREASURERS ACCOUNT [REDACTED]
BURTON OVERY PARISH COUNCIL

£ 766.69 Current balance

£766.69 Available funds

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BUS BANK INSTANT [REDACTED]
BURTON OVERY PARISH COUNCIL

£ 9,007.11 Balance

Smart accounting software

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ANTICIPATED MARCH PAYMENTS

MARCH						EXPENDITURE			INCOME
86	2Commune Ltd	Admin	1.6 - IT Website	01.03.22	E	485.00	97.00	582.00	
87	Chameleon Print	Community	2.1 - Community Projects	01.03.22	E	86.00	0.00	86.00	
88	Harborough DC (Grant)	Income	5.2 - Income (misc)	04.03.22	I	0.00	0.00	0.00	1,125.00
89	Interest Received (Mar)	Income	5.2 - Misc.	10.02.22	I	0.00	0.00	0.00	0.09
90	HMRC (Mar +)	Staffing	3.2 - PAYE	18.02.22	E	157.66	0.00	157.66	
91	Dog Waste Bin Emptying	Community	2.3 - Dog waste bins	20.10.21	E	90.51	18.10	108.61	
92	Clerk Salary (Mar +)	Staffing	3.3 - Salaries	28.02.22	E	236.48	0.00	236.48	
93	Plusnet	Admin	1.2 - Broadband	28.02.22	E	22.00	4.40	26.40	
Monthly Total						1,077.65	119.50	1,197.15	1125.09

	COST CENTRE	REF. NO.	COST CODE	BUDGET 2021-22	Est. SPEND at 31.03.22 (excl VAT)	Est. SPEND at 31.03.22 (incl VAT)
1	ADMINISTRATION	1.1	AUDIT	170	180.00	180.00
		1.2	BROADBAND	320	279.00	335.00
		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	485.00	582.00
		1.7	IT - BACKUP	125	120.00	120.00
		1.8	STATIONERY	155	14.57	17.48
		1.9	TELEPHONE	180	30.16	35.00
		1.10	ZOOM	145	107.91	129.51
		1.11	MISCELLANEOUS	370	132.00	132.00
			Sub Total	2420		
2	COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	75	86.00	86.00
		2.2	DEFIBRILLATOR	75	68.99	81.99
		2.3	DOG WASTE BINS	425	359.00	432.00
		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	640.07	768.08
			Sub Total	4446		
3	STAFFING	3.1	HOMEWORKING ALLOWANCE	312	208.00	208.00
		3.2	PAYE	1247	1,438.00	1,438.00
		3.3	SALARIES	1922	2,158.00	2,158.00
		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	10,049.66	11,008.30
5	INCOME	5.1	Precept	12427	12,427.00	
		5.2	Miscellaneous	0	2,113.80	
			TOTAL	12427	14,540.80	

ESTIMATED RESERVES @ 31.03.22

RESERVES @ 01.04.22 (estimated - 01.03.22)			
Earmarked			
	Elections	100	
	Platinum Jubilee	500	
	Sub-total		600.00
General			
	General	8,400	
	Sub-total		8,045.74
	Total		8,645.74

COUNCIL COMMERCIAL COMBINED



redefining / standards

Policy Summary

This document is a summary of the insurance cover provided by the Council Combined policy and, as such, it does not contain the full terms and conditions of your insurance policy. You can find the full terms and conditions of the product in the policy document. This summary is provided to you for information purposes only and does not form part of your insurance contract.

The maximum amount Insurers will pay in the event of a claim is the Sum Insured or Limit shown within your Policy Wording or Policy Schedule.

Core cover - Property damage (cover for buildings and contents)			
Significant cover features and benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
All Risks cover – subject to certain exclusions	✓		Fire protections, escape of water, empty properties, seasonal building usage and minimum security conditions
Subsidence cover – unless specified otherwise	✓		
Replacement values on Buildings and Contents (including debris removal, architects and surveyors' fees and the costs incurred in complying with EEC and public authority requirements)	Contents	Buildings and Contents	Theft not involving entry to or exit from the premises by forcible and violent means
Stock on market value basis	✓		
Raffle prizes, donated good and auction lots and additional stock and equipment hired in for fund-raising or religious events	£5,000		Bursting of non-domestic steam boilers
Directors, partners, employees, customers and visitors' personal effects	£1,000 per person		Gradually operating causes e.g. rust, rot, corrosion and gradual pollution, wear & tear or deterioration
Cover includes outdoor furniture, heaters, ornaments and statues located outside and within the confines of your premises	£5,000		
Cover for tracing and making good leaking underground pipes, drains and cables	£25,000		Mechanical or electrical breakdown of machinery
Marquees and associated lighting, heating and furniture	£10,000		Faulty or defective workmanship/operator error/a production process
Contents kept at home	£25,000 or 10% of the contents, whichever is the lower		
Contract works cover – including joint names provision	10% of the building sum insured or £100,000, whichever is the lower		Radioactive contamination
Costs and expenses incurred to decontaminate land as a result of the discharge of oil	£10,000 aggregate		
Raffle prizes and donated goods for fundraising events	£500 per item £1,500 in total		

Automatic cover for newly acquired or built buildings and extensions/additions/improvements to existing buildings and/or machinery	10% of the declared values up to £500,000	Inclusion of Buildings	You must give particulars as soon as practicable and pay any additional premium that may be due
Environmental Protection rebuilding costs	10% of the buildings declared value		
Cover for stock and contents extended to include cover at fund raising events	£5,000		Events must be less than 7 days duration and take place within the European Economic Area
Bequeathed property – cover for buildings and/or contents	Buildings - 10% or £100,000 of the building sum insured, whichever is the lower. Contents £10,000 any one item up to £25,000 total		You must give particulars as soon as practicable and pay any additional premium that may be due
The motor vehicle excess and reduction in No Claims Discount payable by a councillor, trustee or employee of yours as a result of an accident involving a motor vehicle in connection with Council business.	Included		Cover is only while the vehicle is being used on council business
Loss of freezer contents due to change in temperature or escape of refrigerant/fumes	£5,000		Where the cold chamber is over 10 years old you will pay the first 20%
Loss of metered water	£25,000 aggregate		Repairs must be completed within 30 days of discovery
Loss or damage to stock and contents whilst at exhibitions	£25,000 or 10% of contents, whichever is the lower		At exhibitions in Great Britain, Northern Ireland, Channel Islands or the Isle of Man
Replacement locks and keys following theft	£10,000		
Accidental breakage of fixed glass and sanitaryware	£10,000		Inner limits apply to extensions of cover
Use of electricity gas or water by persons taking unauthorised possession of the Premises	£5,000 any one claim		Premises must be inspected weekly by the insured
Theft damage to buildings	✓		
Terrorism		✓	

Business Interruption			
Cover Features and Benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
Loss of business income resulting from damage covered under Property section	✓		Fire precautions and minimum security conditions Theft not involving entry to or exit from the Premises by forcible and violent means Bursting of non-domestic steam boilers
Loss of income as a result of damage at suppliers or customers premises	£100,000		Gradually operating causes e.g. rust, rot, corrosion and gradual pollution Mechanical or electrical breakdown of machinery
Loss of income as a result of damage at Public Utility Suppliers premises or more than 8 hours	✓		
Loss of income resulting from prevention of access to premises as a result of damage to other premises in the vicinity	✓		Within 1-mile radius of the Premises Deliberate act of an authority
Loss of income as a result of specified human disease being manifested within a 25-mile radius of the premises and murder, suicide, food poisoning, vermin or pests in the premises and closure of the premises due to defective sanitation	✓		Within 25-mile radius of the Premises
Expense you incur in replacing your key personnel following their illness or accidental bodily injury	£250 per week to a maximum £2,500	Increased limits available	
Terrorism		✓	

Money and personal assault			
Cover Features and Benefits	Core	Optional Cover	Significant Exclusions and Limitations
Assault to employees following robbery or attempted robbery: - Death - Total loss or permanent and total loss of use of one or more limbs or eyes - Temporary total disablement - Medical expenses - Professional counselling - Damaged clothing and personal effects	£15,000 £15,000 £100 per week £250 £500 £1,000		Age limits 21 – 90 Any Death, Total loss or permanent and total loss of use of one or more limbs or eyes, Medical Expenses and Professional counselling must occur within 2 years of date of the event giving rise to the bodily injury.

Group personal accident			
Cover Features and Benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
A capital benefit following death or permanent disablement of your councillors, trustees, employees or volunteers. Or a weekly benefit following temporary disablement	✓		Age limits 16 – 90. Pre-existing conditions. Hazardous pursuits.

Employers Liability			
Cover Features and Benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
Employers Liability and associated costs	£10,000,000		Fines and penalties Liability for which compulsory motor insurance is required Terrorism limit £5,000,000

Public and Products Liability			
Cover Features and Benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
Public Liability and associated costs	£10,000,000		Fines and penalties Liability for which compulsory motor insurance is required
Indemnity to hirer	£5,000,000		Liability assumed by agreement
Personal Liability whilst abroad on business	✓		Gradual pollution
Indemnity to Principal	✓		Damage to property in your custody, other than leased or rented premises
Manslaughter costs and Safety Legislation costs	✓		Cost of remedying defects in products supplied
Data Protection Act cover	£1,000,000		Products knowingly - exported to USA and Canada - will be supplied for use in or on aircraft
Compensation for Court Attendance	£500 per day		Work on aircraft/watercraft or at airports in areas with aircraft access
Motor Contingent Liability	✓		Use of heat away from the insured's Premises precautions
Abuse cover – cover for bodily injury or personal injury as a result of abuse. Cover applies for claims during the policy period or within 7 days after expiry	£2,000,000		

Products Liability and associated costs	£10,000,000 per period of insurance		Punitive exemplary aggravated additional compensatory damages awarded in USA and Canada Fear of exposure to asbestos Conditions apply to firework displays, fund raising events and playgrounds and amusement devices
Libel and Slander cover. Cover applies for claims during the policy period or within 7 days after expiry	£500,000		We will not cover the first 10% or £1,000 of each and every claim (whichever is the greater)
Legionellosis	✓		Subject to precautions condition
Environmental Clean Up costs	£1,000,000		In any one period of insurance

Selected All Risks			
Cover Features and Benefits	Standard Cover	Optional Cover	Significant Exclusions and Limitations
All Risks on your portable equipment anywhere in the EU	£5,000 for Business Equipment	Can extend to worldwide	Theft from a vehicle unless the vehicle is securely locked Theft from your own premises not involving entry or exit by forcible and violent means
Terrorism		✓	

Officers liability			
Cover Features and Benefits	Core cover	Optional Cover	Significant Exclusions and Limitations – Refer Policy Exclusions
Claims brought against your trustees, directors, officers and members for errors arising from the performance of their duties in that capacity	£500,000		Deliberate or dishonest acts. Claims concerning defined benefit pension schemes.

Employment practices liability			
Cover Features and Benefits	Core cover	Optional Cover	Significant Exclusions and Limitations – Refer Policy Exclusions
Claims brought against your trustees, directors, officers and members for claims arising from an employed person alleging an employment practice wrongful act	£500,000		Deliberate or dishonest acts. Claims concerning defined benefit pension schemes. Contractual payments exclusion.

Council legal liability and legal expenses			
Cover Features and Benefits	Core cover	Optional Cover	Special Clauses Section Significant Exclusions and Limitations
Cover for the councils legal liability and legal defence costs	£500,000		We will not cover claims with less than 51% prospect of success
Internet and email cover	✓		
Employee dishonesty cover	£150,000		£250 excess

Business equipment cover - optional			
Cover Features and Benefits	Standard Cover	Optional Cover	Special Clauses Section Significant Exclusions and Limitations
Cover for breakdown of computer equipment and other business equipment		✓	Damage covered under maintenance contract excluded
Includes reinstatement of data, hazardous substances, expediting expenses, escape of oil/water from storage tanks		✓	Back-up of records is required

Other features and benefits			
Cover Features and Benefits	Standard Cover	Optional Cover	Special Clauses Section Significant Exclusions and Limitations
Long term agreement		✓	The policy must be in force for the period agreed Insurers are not obliged to accept an offer of renewal

Policy Significant or Unusual Exclusions and Limitations	
Significant or Unusual Exclusions and Limitations	Applies to
Terrorism exclusion (some cover available as optional extra)	All covers
Date Recognition Exclusion	All covers except Employers Liability and Personal Accident
Loss or damage to property resulting from a process involving heat application	All covers
Computer, data processing equipment and data operator error, virus or hacking	All covers except Employers Liability, Personal Accident and Legal Expenses
Special terms apply to empty buildings (you must advise your insurance advisor immediately any premises become unoccupied)	All covers
Fair presentation of risk condition	All covers

Policy Excesses	
Buildings and Contents:	
- Fire, Lightning, Explosion, Aircraft, Riot, Civil Commotion, Strikers, Locked out Workers, Labour Disturbances or Earthquake	£250
- Flood damage	£250 (unless otherwise stated)
- Contract works	£250 (unless otherwise stated)
- Subsidence (optional cover)	£1,000 (minimum)
- Malicious damage, theft or attempted theft	£400 (unless otherwise stated)
- Theft of building fabric	£400 (unless otherwise stated)
- Impact damage	£400 (unless otherwise stated)
- All other damage	£400 (unless otherwise stated)
All Risks on specified items	£250 (unless otherwise stated)
Public Liability	£250 (unless otherwise stated)

Rradar advisory service automatically included
<p>rradar helplines provided automatically</p> <ul style="list-style-type: none"> - Access to expert legal, regulatory and risk management advice on Human resources and employment covering <ul style="list-style-type: none"> ■ Health and safety ■ Waste and environmental regulations ■ Taxation ■ Money laundering, fraud, bribery, and corruption, anti-competitive practices ■ Legal advice on a wide range of areas including directors and shareholders duties, contract disputes, intellectual property, data protection, and cybercrime, financial crime, motoring and criminal offences <p>rradar's unlimited enquiry line is staffed by UK based experts with real industry experience including HR professionals, Health and Safety specialists and former tax inspectors, as well as leading accountants, solicitors and barristers with experience of every type of regulator, allegation, investigation and prosecution.</p>

General information

Policy Duration

The policy is annually renewable

Sums Insured

Correct values at risk must be advised to us. If the Sums Insured you request are not adequate this will result in the amount that your Insurers pay you in the event of a claim being reduced. You should review your sums insured and levels of cover regularly to ensure these remain adequate.

The Law Applicable

You and the Insurers can choose the law which applies to the policy. The Insurers propose that the law of England and Wales apply. Unless you and the Insurers agree otherwise, the Law of England and Wales will apply to the policy.

Your Right to Cancel

You may cancel the policy within 14 days of receiving the policy, or the renewal date, if for any reason you are dissatisfied, or the policy does not meet your requirements.

Your Insurers will refund part of the premium paid, proportionate to the unexpired period of insurance following cancellation, provided that no claim has been paid or is outstanding in the current period of insurance.

How to Make a Claim

In the first instance utilise the Assistance Helplines or claim notification phone numbers detailed in the policy schedule or contact your insurance advisor

Making a Complaint

If your complaint relates to a claim on your policy, please contact the department dealing with your claim. If your complaint relates to anything else, please contact your insurance

If we have given you our final response and you are still not satisfied you may be eligible to refer your case to the Financial Ombudsman Service (FOS). If applicable, you will receive details of how to do this at the appropriate stage of the complaints process.

Financial Services Compensation Scheme (FSCS)

Your insurers are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme in the unlikely event they cannot meet their obligations to you. This depends on the type of insurance, size of the business and the circumstances of the claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk).

Working document - review of asset values										
Ref. No	Description	Identification	Date Acquired	Value	Replacement cost	Custodian	Disposal	Value for Audit	Current replacement (as new) costs	Notes
				£	£					
1	Street lights	18 bracket type street lights	19xx	5,988.96	5,988.96	Clerk		5,988.96	18 x 1100 = £19,800	Complete replacement - telegraph pole remains the property of the electricity company responsible for it
				(Insurance value)						
2	Street lights	7 standard street lights	19xx	2,251.31	2,251.31	Clerk		2,251.31	7 x 1200 = £8400	Complete replacement
				(Insurance value)						
3	Village Sign	Located junction Mayns Lane & Town Street	2001	1,581.31	1,581.31	Clerk		1,581.31	£6,000	How to value this bespoke design?
				(Insurance value)						
4	Telephone Box	Located on Main Street opposite Overton Cottage	Nov-10	1		Clerk		548.63	4000	May need restoration.
				(Purchase Cost)	548.63					
				(Insurance value)						
5	Grit bins x4	Located Main St. opposite church, north end of Scotland Lane & Main St. at corner of Carlton Lane & Carlton Lane	Acquired at different times	800	800	Clerk		800	4x350 = £1400	From 01/04/19 repair & replacement PC responsibility. Grit responsibility of LCC
6	Bench	Located next to telephone box, Main Street	19xx	274.31		Clerk		274.31	400	
				(Insurance value)	274.31					
7	Metal bench	Located Back Lane outside Manor Farm	19xx	209.5		Clerk		209.5	400	Do we insure it given excess and age?
				(Insurance value)	209.5					
8	PC Notice board	Located Main Street on wall outside Wheatridge	19xx	300	300	Clerk		300	1800	
9	Fencing around Jubilee Oak	Located Washbrook Lane opposite Manor Farm	Jun-12	76.92	76.92	Clerk		76.92	300	
10	Village Notice Board	Located by telephone box on Main Street	May-15	1,263.00		Clerk		1,263.00	£2,200	Reflecting increased costs
				(Purchase Cost)	1263					
11	Computer and printer	Used by clerk laptop stored at Clerk's home and printer in the village hall	Oct-19	749		Clerk		749	£900	
				(Purchase cost)	749					
12	Bench	Located by the footpath, Rectory End	Jul-05	£200 insurance cost		Clerk	Rotten & removed	0		
13	Bench & granite plaque & installation	Located by footpath Rectory End	2018	990	990	Clerk		990	£1,100	Similar 'armed forces' bench including delivery
				(Purchase cost)						
14	Dog waste bins x3	Located at Rectory End, Main St. by telephone box & Town Street	Acquired at different times	360	360	Clerk		360	900	
				(Purchase cost)						
15	Defibrillator (iPAD SP1) and external heated cabinet	Located external north wall of Village Hall, Rectory End	Jul-05	£1,500	£1,500	Clerk		1500	£1,500	
Total value					16,892.94			16,892.94	£49,100	

BURTON OVERY PARISH COUNCIL

HEALTH AND SAFETY POLICY

SECTION 1

GENERAL STATEMENT OF POLICY

Burton Overy Parish Council recognises that it has statutory obligations under the various Health and Safety Acts and Regulations to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors and members of the public. It is our policy to provide information, instruction, training and supervision as needed for this purpose.

Burton Overy Parish Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all employees, whatever their status in the promotion of policies and procedures to achieve the objectives of this Policy.

The arrangements for the implementation of this Policy are set out in Sections 2 and 3. The Policy will be kept up to date as required and will be reviewed at least every three years.

A copy of this Policy is to be issued to all employees and Councillors.

Signed: _____ (Chairperson)

On behalf of Burton Overy Parish Council

Date: _____

SECTION 2

DAY TO DAY HEALTH AND SAFETY RESPONSIBILITIES

Burton Overy Parish Council acknowledges its duty as an employer to take all practical and reasonable steps to:

- Safeguard, health, safety and welfare at work;
- Provide safe systems of work;
- Provide a safe and healthy working environment;
- Provide information and training in safe practices;
- Have regard for the health and safety of others who may be affected by the activities of the Council e.g., self-employed people, contractors, other users of its premises and members of the public.

Burton Overy Parish Council Must

- Maintain an effective programme of health and safety management to ensure that all workplace hazards are systematically identified and assessed and that appropriate measures are implemented to control any potential hazards which may affect employees or members of the public. Risk Assessments are to be undertaken where necessary and will be carried out as follows: -
 - Step 1 – Identify the hazards
 - Step 2 – Decide who might be harmed and how
 - Step 3 – Evaluate the risks and decide on precautions
 - Step 4 – Record the findings and implement them
 - Step 5 – Review the risk assessment and update as necessary
- Ensure all employees have the opportunity to participate in the development of good working practices, are made aware of health and safety documentation, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- Ensure all necessary Personal Protective Equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- Encourage all staff to set a high standard of health and safety management.
- Ensure all contractors comply with the necessary health and safety standards whilst working on parish council matters.
- The Council will engage the services of specialists as necessary to advise or carry out assessments and tasks if it is unable to do so itself.
- The Council will make such reasonable resources available as are required to ensure the proper maintenance of health and safety at work.

Employees

- Must take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with Burton Overy Parish Council to achieve a healthy and safe workplace, and report any health and safety problems that arise which they are unable to resolve themselves.
- Carry out their duties in a way that does not adversely affect their own health and safety and that of others, and to ensure that Personal Protective Equipment is used at all times.
- Not to misuse any equipment provided in the interests of health and safety and their welfare.
- Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

SECTION 3

ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES

General Safety and Conduct of Employees

- Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. Employees must not promote or participate in any action that may result in accident or injury and should raise any areas of concern immediately with management.

Work Area Inspections

- Inspections of workplaces are to be undertaken regularly.

Safety Training

- All staff will be given adequate training as and when the need arises.

Personal Protective Equipment

- All workers who may be exposed to risk while at work will be provided with suitable, properly fitting and effective Personal Protective equipment (PPE).
- Workers are responsible for the day-to-day care and maintenance of PPE, and defective equipment must be reported immediately.

Hazardous Substances

- Any hazard substances used by employees are to be kept locked in a suitable cupboard/storage area and the necessary protective clothing must be worn during their use. All workers exposed to hazardous substances will receive appropriate information on the relevant health and safety issues.

Accidents

- In the event of an accident, it is the injured person's responsibility to notify the Clerk, who will record it in the Accident Book. Should the accident be reportable to the Health and Safety Executive this will be done by the Clerk.

Premises and Assets

- All Parish Council premises and assets will be subject to regular inspection to ensure their maintenance and management are in satisfactory order having regard to the use to which they are put and the degree to which they are available for public access.
- Specifically in relation to fire hazards, all employees have a duty to report immediately any fire, smoke or potential fire hazards on Parish Council premises to the fire service (dial 999).
- All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- Employees are only expected to tackle a fire themselves if it would pose no threat to their personal safety, or the safety of others, and they have received relevant training. If the situation is dangerous or potentially dangerous, the employee should evacuate the area immediately.

- Arrangements must be in place to ensure any fire extinguishers provided by the parish council are checked annually by a competent Contractor.

Smoking

- Smoking is not permitted in any Council's premises.

Electrical Safety

- All portable appliances will be tested on an annual basis by an independent electrical contractor and current labels indicating details and date of tests will be applied.

Policy Review

- This Policy will be reviewed and updated following any major changes in the portfolio of Council premises, in procedures, personnel or at least every three years.

DRAFT

How the lottery works

Playing the lottery

Harborough Lotto is an exciting weekly lottery that raises money for good causes in Harborough District. All good causes supported by the lottery will benefit Harborough District and its residents.

Play the lottery, support Harborough District – it's that simple!

Tickets for the lottery cost just £1 a week. Each ticket has a **1 in 50** chance to win a prize each week, with a top prize of £25,000! That's a better chance of winning than the National Lottery or the Health Lottery.

Each ticket has six numbers and each number is between 0 and 9. There will be a draw every Saturday night when a six digit winning combination will be picked. Prizes will be given to players with tickets that match the first or last 2 to 6 numbers from the winning combination. Match all six and you win the jackpot!

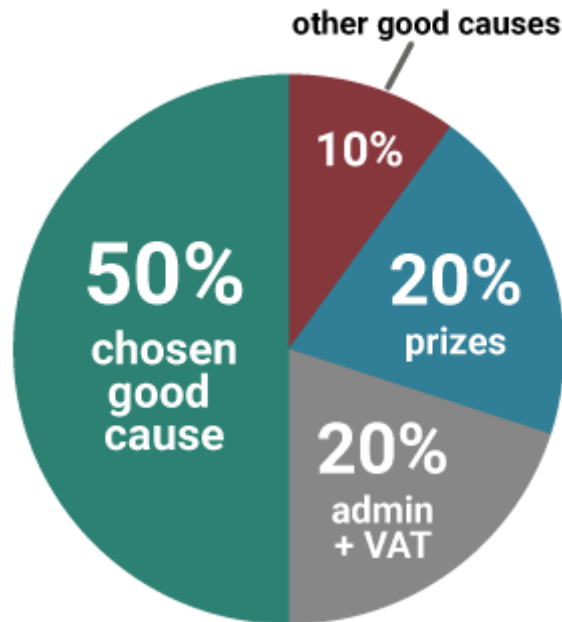
A full list of prizes below:

Number of matches	Prize	Odds
6	£25,000	1,000,000:1
5	£2,000	55,556:1
4	£250	5,556:1
3	£25	556:1
2	3 extra tickets	56:1

Your local good causes

The lottery and its prizes are our way of putting the fun in fundraising. The real winners are the good causes. From every £1 ticket sold 60p will go to good causes in Harborough District. To put this in perspective when you play the National Lottery 25% goes to good causes – we've more than doubled the ticket percentage that goes to good causes.

Even better, you can choose which good cause gets 50p of the 60p (the remaining 10p will be distributed to other local good causes).



Good luck and have fun!

We hope you'll join us in making Harborough District even better and have some fun along the way.

If you have any questions please **get in touch** (<mailto:support@harboroughlotto.co.uk>).

Support today! (/support/find-a-good-cause)



(<http://www.harborough.gov.uk/>)

(<https://www.facebook.com/Harborough-Lotto-2066696883565053>)



(<http://www.twitter.com/HarboroughLotto>)

#HarboroughLotto (<http://www.twitter.com/HarboroughLotto>)

Harborough Lotto

What is Harborough Lotto? (/about-us)

News (/news)

Privacy (/privacy)

Cookie policy (/home/cookiepolicy)

2 MARCH 2022

E01-22 | NATIONAL SALARY AWARD 2021/22

The National Association of Local Councils has been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. They state:

Pay Agreement has been reached on rates of pay applicable from 1 April 2021.

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

Backpay for employees who have left employment since 1 April 2021

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 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 annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be applied from 1 April 2021.

Annex 1

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£17,842	£9.27	£18,333	£9.53	Below LC Scale (for staff other than clerks)
2	£18,198	£9.46	£18,516	£9.62	
3	£18,562	£9.65	£18,887	£9.82	
4	£18,933	£9.84	£19,264	£10.01	
5	£19,312	£10.04	£19,650	£10.21	
5	£19,312	£10.04	£19,650	£10.21	LC1 (5-6) (below substantive range)
6	£19,698	£10.24	£20,043	£10.42	
7	£20,092	£10.44	£20,444	£10.63	LC1 (7-12) (substantive benchmark range)
8	£20,493	£10.65	£20,852	£10.84	
9	£20,903	£10.86	£21,269	£11.05	
10	£21,322	£11.08	£21,695	£11.28	
11	£21,748	£11.30	£22,129	£11.50	
12	£22,183	£11.53	£22,571	£11.73	
13	£22,627	£11.76	£23,023	£11.97	LC1 (13-17) (above substantive range)
14	£23,080	£12.00	£23,484	£12.21	
15	£23,541	£12.24	£23,953	£12.45	
16	£24,012	£12.48	£24,432	£12.70	
17	£24,491	£12.73	£24,920	£12.95	
18	£24,982	£12.98	£25,419	£13.21	LC2 (18-23) (below substantive range)
19	£25,481	£13.24	£25,927	£13.48	
20	£25,991	£13.51	£26,446	£13.75	
21	£26,511	£13.78	£26,975	£14.02	
22	£27,041	£14.05	£27,514	£14.30	
23	£27,741	£14.42	£28,226	£14.67	
24	£28,672	£14.90	£29,174	£15.16	LC2 (24-28) (substantive benchmark range)
25	£29,577	£15.37	£30,095	£15.64	
26	£30,451	£15.83	£30,984	£16.10	
27	£31,346	£16.29	£31,895	£16.58	
28	£32,234	£16.75	£32,798	£17.05	

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
29	£32,910	£17.10	£33,486	£17.40	LC2 (29-32) (above substantive benchmark range)
30	£33,782	£17.56	£34,373	£17.87	
31	£34,728	£18.05	£35,336	£18.37	
32	£35,745	£18.58	£36,371	£18.90	
33	£36,922	£19.19	£37,568	£19.53	LC3 (33-36) (below substantive range)
34	£37,890	£19.69	£38,553	£20.04	
35	£38,890	£20.21	£39,571	£20.57	
36	£39,880	£20.73	£40,578	£21.09	
37	£40,876	£21.25	£41,591	£21.62	LC3 (37-41) (substantive benchmark range)
38	£41,881	£21.77	£42,614	£22.15	
39	£42,821	£22.26	£43,570	£22.65	
40	£43,857	£22.79	£44,624	£23.19	
41	£44,863	£23.32	£45,648	£23.73	LC3 (42-45) (above substantive benchmark range)
42	£45,859	£23.84	£46,662	£24.25	
43	£46,845	£24.35	£47,665	£24.77	
44	£48,017	£24.96	£48,857	£25.39	
45	£49,213	£25.58	£50,074	£26.03	LC4 (46-49) (below substantive range)
46	£50,451	£26.22	£51,334	£26.68	
47	£51,702	£26.87	£52,607	£27.34	
48	£52,843	£27.47	£53,768	£27.95	
49	£54,323	£28.23	£55,274	£28.73	LC4 (50-54) (substantive benchmark range)
50	£55,684	£28.94	£56,658	£29.45	
51	£57,071	£29.66	£58,070	£30.18	
52	£58,975	£30.65	£60,007	£31.19	
53	£60,873	£31.64	£61,938	£32.19	
54	£62,779	£32.63	£63,878	£33.20	

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
55	£64,699	£33.63	£65,831	£34.22	LC4 (55-62) (above substantive benchmark range)
56	£66,594	£34.61	£67,759	£35.22	
57	£68,513	£35.61	£69,712	£36.23	
58	£70,394	£36.59	£71,626	£37.23	
59	£72,178	£37.51	£73,441	£38.17	
60	£74,000	£38.46	£75,295	£39.13	
61	£75,865	£39.43	£77,193	£40.12	
62	£77,783	£40.43	£79,144	£41.14	

*** Hourly Rates**

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.