

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 17th January 2023 at 7.30 p.m. at Burton Overy Village Hall

22/133. Apologies for absence

22/134. Questions from members of the public

22/135. Declarations of Members interests

22/136. To approve as a correct record the minutes of the meeting held on 13.12.22 **Appendix A**

22/137. Matters arising and not on the agenda / Minutes Action List **Appendix B**

22/138. Council asset safety checks - to receive the periodic safety check reports and agree any action necessary

22/139. Risk Management Profile & Asset Register – Annual Review **Appendix C**

22/140. Review of Christmas Tree Arrangements 2022

22/140. Planning applications to consider
a. No current applications for consideration

22/141. Planning decisions to note -
Enforcement Updates (verbal report)
None currently

Decisions Made

- a. 22/00902/PCD – Discharge of Conditions, Ivy Cottage, Rectory End – APPROVED
- b. 22/01951/TCA - Works to trees, St Andrew’s Church, Rectory End. - APPROVED

Decisions Pending

- a. 22/01811/FUL – Front extension, Amberstone, Scotland Lane
- b. 22/01855/FUL – Change of Use to Dog Day-care business, Land at Scotland Lane
- c. 22/02084/FUL – Erection of garage (retrospective, amended design), Yew Tree House, Elms Lane

22/142. Finances

- a. Budget Position & Reserves – 3rd Quarter 2022-23 **Appendix D**
- b. Bank Reconciliation & Statements at 31.12.22 **Appendix E**
- c. Budget & Precept – 2023/24 **Appendix F**
- d. Payments to be agreed / noted during January **Appendix G**

22/143. Community Matters

- a. Play area – update on options
- b. Local Election 2023 **Appendix H**
- c. Defibrillator Training
- d. WhatsApp Groups

22/144. Correspondence for discussion

- a. LRALC Fees 2023-24 **Appendix I**
- b. Parish Online – Website Option

22/145. Correspondence for information

a. Village Hall bookings

22/146. Items for the next Agenda

22/147. To confirm the date of the next meeting – 21st February 2023.

22/148. 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

11.01.23
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 13th December 2022 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Nina Garner
Cllr Bob Pain
The Clerk
- 22/117 Apologies** – None
- 22/118 Questions from members of the public** – Four members of the public were present at the meeting, three in relation to item 22/124b and one in relation to item 22/127a.
- 22/119 Declarations of interest** – None.
- 22/120 Approval of Minutes of the parish council meeting on 15.11.22** – Approved and signed by Cllr Warwick.
- 22/121 Matters arising not on the current agenda / Minutes Action Update**
Updates and progress on all actions were noted or were dealt with on the agenda.
- 22/122 Council asset safety checks** – No current issues were reported as part of the routine check of assets.
- 22/123 Christmas Tree Arrangements**
The Christmas lights switch-on event had been held earlier in the evening and had been well received.
Receipts for the recent expenditure on additional lights, baubles and refreshments were provided in the total sum of £99.68 were approved for payment by the council.
Cllr Warwick undertook to write to Jane Chandler to express the council's thanks for her help with the event and her kind donation of refreshments.
- 22/124 Planning applications to consider** –
The following applications were considered at the meeting: -
a. **22/01687/FUL** – Extensions (amended), Willowbank, Back Lane. – It was noted that the amended plans had been approved by HDC in recent days.

- b. **22/02048/FUL** – Amended Plans (retrospective), Erection of garage, Yew Tree House, Elms Lane.

The chair invited the members of the public present for this item to present their comments on the application. Following this a discussion took place on the merits of the revised proposals as compared with the scheme originally approved in 2017.

The council resolved, on the balance of information provided, to retain their objection to the proposal on the basis that the enlarged footprint still had the effect of creating a larger roof void, which impacted negatively on the setting of the nearby listed building in the conservation area.

- c. **22/01951/TCA** - Works to trees, St Andrew's Church, Rectory End.
The council had no objections to this proposal.

22/125 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. **22/01759/TCA** – Works to trees, Higher House, Main Street – APPROVED.
- b. **22/01632/FUL** – Conversion of redundant agricultural building to residential, Manor Farm, Back Lane – APPROVED
- c. **22/01845/FUL** – Erection of dwelling & new access, Land at Kingarth Farm, Town Street – WITHDRAWN
- d. **22/01902/AGR** – Erection of agricultural building & hardstanding, Land east of Burton Overy Lane – PRIOR APPROVAL REQUIRED

The following decision remained pending -

- a. **22/00902/PCD** – Discharge of Conditions, Ivy Cottage, Rectory End (although it was noted that revised details on the materials used in the refurbishment had recently been provided)
- b. **22/01811/FUL** – Front extension, Amberstone, Scotland Lane
- c. **22/01855/FUL** – Change of use to dog day-care, Land at Scotland Lane

22/126 Finances –

- a. The clerk presented draft proposals for the budget for 2023-24 compared against the current year's budget and the potential impact on the precept. The proposals detailed in Appendix C of the agenda papers were approved for the setting of the 2023-24 precept unless any significant changes in financial circumstances dictated that the matter be reconsidered at the January meeting of the council if necessary.
- b. Bank statements as at 30th November 2022 were noted and endorsed, with balances showing Reserve Acct - £14,000.00; Current Acct - £564.49.

- c. Payments and receipts (to be) made during December (See Annex A) were considered and endorsed / approved for payment – to include those referred to in Minute 22/123 above.

22/127 Community Matters

- a. With regard to the potential use of part of Banks Field, Main Street, a member of the public acquainted the parish council with his experience of the history of the site when he had tried to acquire the site prior to the current owners. He outlined the possible constraints of carrying out any form of development on the site due to its designation as Open Green Space and due to the shareholders of the owning company (Burton Village Land Ltd) having voting rights over any alternative use of the site.

The Council noted these concerns and constraints but felt that it needed to pursue the possibility of this scheme to its natural conclusion.

Cllr Pain reported on the research he had undertaken on grant assistance that might be available to support the project. He had obtained positive information from the Mick George Community Fund which suggested that grant could be available to support the bulk of the scheme.

It was resolved to await the formal response from Burton Village Land Ltd and that the clerk make informal enquiries with Harborough DC regarding the breadth of constraints associated with the designation as Open Green Space.

22/128 Correspondence for Discussion

- a. The clerk reported the recent removal of service support by Apple for the model of mobile phone used by the parish council. It was noted with thanks that the Chairman had donated an updated mobile phone model to the council and that the service had now been reinstated.

22/129 Correspondence for Information

- a. The clerk reported receipt of correspondence from Leicestershire CC regarding new web pages dedicated to information on Tree Preservation Orders across the County. This was noted by Members.
- b. The clerk reported on the exchanges of communications he had had with the planning admin team at Harborough DC regarding the submission of the parish council's comments on planning applications. The issues related to the belated posting of PC comments in the 'documents' pages of relevant planning application and the loss of formatting to comments submitted directly in to the 'consultee comments' text window. It was resolved to submit all future comments within the body of an e-mail (with pdf copy) to the generic HDC planning email address and directly to the nominated planning officer.
- c. The clerk presented details of an email he had received from the occupiers of a dwelling on Beadswell Lane regarding their intention to erect a solar panel installation on a south-facing roof to the single-story side extension to the property. The council asked that the clerk pass on their thanks to the occupier for this information.

22/130 - Items for the next agenda – Elections 2023-24 / Play Area / Precept & Budget / Review of Christmas Arrangements / Risk Management Update

22/131 - Date of next meeting – 17th January 2023

22/132 - Exclusion of the Public

No confidential matters were considered at the meeting.

Signed

Date

Annex A

DECEMBER						EXPENDITURE			INCOME
80	Winter Planting	2 Community	2.9 - Village Maintenance		E	105.00	21.00	126.00	
81	Xmas tree decorations	2 Community	2.9 - Village Maintenance		E	37.42	7.48	44.90	
82	Festive Lights & Decorations	2 Community	2.4 - Repairs & Maint		E	43.25	8.66	51.94	
83	Batteries	2 Community	2.4 - Repairs & Maint		E	17.08	3.42	20.50	
	Refreshments 1	1 Administration	1.11 - Misc		E	39.78	7.96	47.74	
86	Bank Interest (Dec)	5 Income	5.2 - Misc	12.12.22	I				3.23
87	HDC Lotto	5 Income	5.2 - Misc	12.12.22	I				2.00
88	Homeworking All'ce (Apr-Nov)	3 Staffing	3.1 - Homeworking All'ce	18.12.22	E	208.00	0.00	208.00	
89	HMRC - PAYE (Dec)	3 Staffing	3.2 - PAYE	23.12.22	E	146.52	0.00	146.52	
90	Clerk - Salary (Dec)	3 Staffing	3.3 - Salaries	23.12.22	E	219.77	0.00	219.77	
91	Plusnet Broadband	1 Administration	1.2 - Broadband	29.12.22	E	24.06	4.81	28.87	
92	Vodafone Mobile	1 Administration	1.9 - Telephone	29.12.22	E	9.17	1.83	11.00	
Monthly Total						850.05	55.16	905.24	5.23

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – December 2022

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
22/120	Post the agreed November minutes and the draft December minutes on website	Clerk	Posted online – 16.12.22
22/104	Arrange contractor to paint exterior of telephone box	Clerk	Pending until Spring 2023
22/105	Obtain information from LCC on likely street lighting charges for 2023-24	Clerk	Information received – to be reported to council in January
22/107	Arrange informal meeting of parish councillors to discuss review of Neighbourhood Plan	Clerk	Schedule for March 2023
22/123	Review arrangements for 2022 Christmas celebrations at January 2023 meeting	Clerk	Agenda Item – Jan 2023
22/123	Reimburse Cllrs Rankine & Warwick for Christmas tree decorations & lights	Clerk	Paid – 16.12.22
22/123	Write to Jane Chandler to express thanks for her support of Christmas tree lights switch-on	Chair	Letter sent 18.12.22
22/124b	Submit comments re planning application 22/02048/FUL – erection of garage (retrospective), Yew Tree House, Elms Lane	Clerk	Comments submitted – 20.12.22
22/126c	Make payments agreed at the meeting.	Clerk	Payments made when due.
22/127	Make enquiries with HDC planning team re constraints associated with development of Open Green Spaces	Clerk	Email query lodged – 23.12.22
22/129c	Acknowledge notification of installation of solar panels at property on Beadswell Lane	Clerk	Email sent – 16.12.22
22/078c	Obtain copy of PL insurance certificate from TLR Lawn & Garden	Chair / Cllr Pain	Pending
22/096b	Commission internal audit from LRALC at relevant time	Clerk	Pending until February '23
	Correspond with SADS to settle JustGiving account.	Clerk	Email sent 10.01.23

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.	Insurance policy documents. Asset register updated with new purchases when relevant.
Assets	Failure to provide safe equipment Reputational risk and adverse publicity.	Liability claims for physical injury	Periodic condition checks undertaken by the council. Maintenance & repair of assets as required. Annual tree check undertaken by voluntary Tree Warden. Insurance held to an appropriate level.	Minutes. Insurance policy documents.
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.	Online banking policy adopted & followed. Monthly statements reported to council. 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. Budget options considered in Nov / Dec. Quarterly Budget Reports Minutes

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. Invoices countersigned by Chair. Duplicate authorisation for internet banking payments. 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 Leics. Records Office for safe keeping.</p> <p>All expenditure made within the powers of a Parish Council and all payments approved in accordance with Financial Regs.</p> <p>Pin readers & Authentication cards to be held securely.</p>	<p>Financial Regulations and Standing Orders.</p> <p>Monthly bank statements and quarterly bank reconciliation reported to council 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 & back-ups 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.	No routine dealing in cash. Hard copy records held by clerk
Employer Liability	Compliance with Employment Law	Penalties &/or fines Reputational risk and adverse publicity.	Membership of L&RALC, SLCC & ALCC. Submit Auto Pension Enrolment Declaration of Compliance on or before appropriate dates. Using HMRC Basic PAYE Tools, submit payroll returns monthly 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. Documents containing personal data to be accessed through the parish council website Member's Area and not downloaded or copied to personal devices.	Personal Device Acceptable Use Policy, Document Retention Policy, Privacy Policy & Data Breach Policy

JANUARY 2023

BURTON OVERY PARISH COUNCIL – RISK MANAGEMENT PROFILE

Signed Print Name

Chairperson

Dated: January 2023

DRAFT

Working document - review of asset values 2023

Ref. No	Description	Identification	Date Acquired	Value	Replacement cost	Custodian	Disposal	Asset 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 poles remain property of utility 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	Bespoke sign
				(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; Junction of Main St. & Carlton Lane and Carlton Lane	Acquired at different times	800	800	Clerk		800	4x350 = £1400	Repair & replacement now 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	
				(Insurance value)	209.5					
8	PC Notice board	Located Main Street on wall outside Wheatridge	19xx	300	300	Clerk		300	1800	Wall Mounted
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	Free Standing
				(Purchase Cost)	1263					
11	Computer and printer	Printer & laptop stored at Clerk's home	Oct-19	749		Clerk		749	£900	
				(Purchase cost)	749					
12	Jubilee Bench	Located in highway verge, junction of Back Lane & Washbrook Lane (west of Manor Farm access)	Jul-22	Purchase costs	1000	Clerk		1000	1000	Hardwood bench on concrete base
13	Bench & granite plaque & installation	Located by footpath Rectory End	2018	990	990	Clerk		990	£1,150	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	1050	Metal free-standing
				(Purchase cost)						
15	Defibrillator (IPAD SP1) and external heated cabinet X 2	Located on external walls of Village Hall & The Bell Inn	08/07/2018 & 10/06/2022	1500 each	£3,000	Clerk		3000	£3,000	Now 2 defibrillators in the village
16	Village Planters x 3	Located in highway verges at Mayns Lane / Carlton Lane / Washbrook Lane	May-22	450 each	£1,350	Clerk		1350	£1,350	Treated softwood sleepers
Total value					20,742.94			20,742.94	£53,150	

APPENDIX D

	COST CENTRE	REF. NO.	COST CODE	BUDGET 2022-23	SPEND TO date (excl VAT)	SPEND TO date (incl VAT)
1	ADMINISTRATION	1.1	AUDIT	180.00		
		1.2	BROADBAND	330.00	217.94	261.51
		1.3	DATA PROTECTION	45.00	35.00	35.00
		1.4	ELECTIONS	100.00		
		1.5	INSURANCE	360.00	362.26	362.26
		1.6	IT - WEBSITE HOSTING & SUPPORT	480.00		
		1.7	IT - BACKUP	130.00	140.00	140.00
		1.8	STATIONERY	150.00		
		1.9	TELEPHONE	180.00	69.74	83.68
		1.10	Zoom	0.00		
		1.11	MISCELLANEOUS	370.00	39.78	47.74
2	COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	80.00	1,675.30	1,997.44
		2.2	DEFIBRILLATOR	160.00	484.90	581.78
		2.3	DOG WASTE BINS	440.00	372.42	446.90
		2.4	GENERAL REPAIRS & MAINTENANCE	170.00	140.26	168.36
		2.5	GRANTS & DONATIONS	250.00	300.00	300.00
		2.6	NEIGHBOURHOOD PLAN	500.00		
		2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2,811.00	2,811.40	3,373.68
		2.8	STREET LIGHTING (POWER & MAINTENANCE)	680.00		
		2.9	VILLAGE MAINTENANCE	750.00	142.42	170.90
3	STAFFING	3.1	HOMEWORKING ALLOWANCE	320.00	338.00	338.00
		3.2	PAYE	1,560.00	1,317.22	1,317.22
		3.3	SALARIES	2,340.00	1,979.39	1,979.39
		3.4	SUBSCRIPTIONS	360.00	269.92	269.92
		3.5	TRAINING & EXPENSES	230.00	161.99	161.99
4	RESERVES	4.1	EARMARKED	0.00		
		4.2	GENERAL	750.00		
			TOTALS	13,726.00	10,857.94	12,035.77
5	INCOME	5.1	Precept	13,726.00	13,726.00	
		5.2	Miscellaneous		3,252.02	
			TOTAL	13,726.00	16,978.02	

APPENDIX Dii

<u>RESERVES @ 01.01.23</u>			
<u>Earmarked</u>			
	Elections	300	
	Platinum Jubilee	0	
	Sub-total		300.00
<u>General</u>			
	General	13,364.48	
	Sub-total		13,364.48
<u>Total</u>			<u>13,664.48</u>

APPENDIX Ei

BURTON OVERY PARISH COUNCIL		
Running Annual Bank Reconciliation as at 01.01.2023		
<u>Current a/c (Treasurers) 00228552</u>		£
Opening balance as at 01.04.2022		222.26
Receipts - Precept		13,726.00
Misc. Income (excl VAT & interest)		2,289.64
Add Transfers from Instant Access Acct		959.22
Less Transfer to Instant Access Acct		5,000.00
		12,197.12
Less payments per cashbook		12,035.87
Less cleared cheques		0.00
Plus uncleared cheques		0.00
Balance as per cashbook		161.25
Current a/c balance as statement 01.01.2023		161.25
<u>Bus Instant Access a/c 07249083</u>		
Opening balance as at 01.04.2022		8,500.07
Receipts - Interest		6.26
- HMRC VAT refund		956.12
Less Transfer to Treasurer's Acct		959.22
Add Transfer from Treasurer's Acct		5,000.00
Balance as per cashbook		13,503.23
Balance as per bank statement 01.01.2023		13,503.23
Signature _____ - <i>P Woodward</i>	Date 01.01.23	



Burton Overy Parish Council

[REDACTED]
 [REDACTED]
 [REDACTED]
 LEICESTERSHIRE
 [REDACTED]

Your Account

Sort Code 30-94-97
Account Number [REDACTED]

TREASURERS ACCOUNT

01 December 2022 to 31 December 2022

Money In	£502.00	Balance on 01 December 2022	£564.49
Money Out	£905.24	Balance on 31 December 2022	£161.25

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Dec 22	SA & S RANKINE 500000001043912164 PLANTS	FPO		170.90	393.59
07 Dec 22	BURTON OVERY PARIS 309497 07249083	TFR	500.00		893.59
08 Dec 22	WILKO RETAIL LIMIT CD 7317	DEB		20.50	873.09
14 Dec 22	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		875.09
14 Dec 22	P WOODWARD 100000001045073108 HOME	FPO		208.00	667.09
14 Dec 22	RS & SA WARWICK 200000001044392361 LIGHTS	FPO		51.94	615.15
14 Dec 22	SA & S RANKINE 200000001044392557 XMAS	FPO		47.74	567.41
22 Dec 22	HMRC - ACCOUNTS OF 400000001057446226	FPO		146.52	420.89
22 Dec 22	P WOODWARD 600000001052394183 PAYROLL	FPO		219.77	201.12
30 Dec 22	VODAFONE LTD 7069873224- 1001	DD		11.00	190.12
30 Dec 22	PNET3122091-1 PNET3122091- 1	DD		28.87	161.25

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 2023

Burton Overy Parish Council Sort code 30-94-97 Account number [REDACTED]

[REDACTED]

[REDACTED]

LEICESTERSHIRE

[REDACTED]

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 22	INTEREST (GROSS)		3.23		13503.23
07 Dec 22	BURTON OVERY PARIS 309497 00228552	TFR		500.00	13500.00

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/.

APPENDIX F

BUDGET & PRECEPT PROPOSALS 2023-24

COST CENTRE	REF. NO.	COST CODE	BUDGET 2022-23	BUDGET OPTIONS		
				1	2	3
1 ADMIN	1.1	AUDIT	180.00	200.00		
	1.2	BROADBAND	330.00	360.00		
	1.3	DATA PROTECTION	45.00	40.00		
	1.4	ELECTIONS	100.00	1,000.00		
	1.5	INSURANCE	360.00	362.00		
	1.6	IT - WEBSITE HOSTING & SUPPORT	480.00	500.00		
	1.7	IT - BACKUP	130.00	150.00		
	1.8	STATIONERY	150.00	100.00		
	1.9	TELEPHONE	180.00	130.00		
	1.10	Zoom	0.00	0.00		
	1.11	MISCELLANEOUS	370.00	300.00		
2 COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	80.00	100.00		
	2.2	DEFIBRILLATOR	160.00	100.00		
	2.3	DOG WASTE BINS	440.00	450.00		
	2.4	GENERAL REPAIRS & MAINTENANCE	170.00	150.00		
	2.5	GRANTS & DONATIONS	250.00	200.00		
	2.6	NEIGHBOURHOOD PLAN	500.00	250.00		
	2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2,811.00	2,811.00		
	2.8	STREET LIGHTING (POWER & MAINTENANCE)	680.00	910.00		
	2.9	VILLAGE MAINTENANCE	750.00	600.00		
3 STAFFING	3.1	HOMEWORKING ALLOWANCE	320.00	320.00		
	3.2	PAYE	1,560.00	1,840.00		
	3.3	SALARIES	2,340.00	2,760.00		
	3.4	SUBSCRIPTIONS	360.00	380.00		
	3.5	TRAINING & EXPENSES	230.00	200.00		
4 RESERVES	4.1	EARMARKED	0.00	0.00		
	4.2	GENERAL	750.00	500.00		
		TOTALS	13,726.00	14,713.00	0.00	0.00
Percentage Increase on Precept				7.19		
Cash Increase per Band D Property per year				4.04		
(Tax base 2022-23 = 154.4; for 2023-34 = 158.3)						
Proposed Band D Precept - 2023-24				92.94		
(Band D Precept - 2022-23)				88.90		

APPENDIX G

ANTICIPATED EXPENDITURE / INCOME – JANUARY 2023

JANUARY						EXPENDITURE			INCOME
92	Bank Interest (Jan)	5 Income	5.2 - Misc	12.01.23	I				5.77
93	HDC Lotto	5 Income	5.2 - Misc	12.01.23	I				2.00
94	Streetlight Maint	2 Community	2.8 - Streetlight Maint	18.01.23	E	779.30	155.86	935.16	
95	HMRC - PAYE (Jan)	3 Staffing	3.2 - PAYE	27.01.23	E	146.52	0.00	146.52	
96	Clerk - Salary (Jan)	3 Staffing	3.3 - Salaries	27.01.23	E	219.77	0.00	219.77	
97	Plusnet Broadband	1 Administration	1.2 - Broadband	29.01.23	E	24.06	4.81	28.87	
98	Vodafone Mobile	1 Administration	1.9 - Telephone	29.01.23	E	9.17	1.83	11.00	
Monthly Total						1,178.82	162.50	1,341.32	7.77

VOTER ID FOR ELECTIONS FROM MAY 2023

From May 2023 Electors will be required to show an accepted form of photographic identification in order to receive their ballot paper(s) **to cast their vote in a polling station** at:

- UK Parliamentary general elections
- Recall petitions
- local elections in England
- local referendums in England
- Police and Crime Commissioner elections in England and Wales

Accepted forms of identification are set out below.

Current accepted list of photographic ID

Passport

Driving licence (including provisional licences)

Immigration document

Proof of Age Standards Scheme (PASS) hologram

(These include: CitizenCard / My ID Card / NUS Totum ID Card / Validate UK Card / Young Scot Card / One ID 4 U Card)

Ministry of Defence Form 90 (Defence Identity Card)

Concessionary travel passes

Chronically sick or disabled person's badge

Electoral Identity Documents

- an electoral identity document issued under section 13BD (electoral identity document: Great Britain)
- an anonymous elector's document issued under section 513BE (anonymous elector's document: Great Britain) the holder of which has an anonymous entry at the time of the application for a ballot paper
- an electoral identity card issued under section 13C (electoral identity card: Northern Ireland)
- a national identity card issued by an EEA state

This list includes 'an electoral identity document'. This is a new document which Electoral Registration Officers (ERO) will be required to provide, free of charge, to any eligible elector who applies for one.

There will be three varieties of this 'electoral identity document':

- the Voter Authority Certificate – previously referred to as the voter card;
- the temporary Voter Authority Certificate, which EROs will have the discretion to provide in contingency situations;
- the Anonymous Electors Document, for use by anonymous electors only.

The Voter Authority Certificate is expected to be an A4 paper-based document, with appropriate security features, displaying only the elector's name, photograph, date of issue,

APPENDIX H

issuing local authority, an 'identifier' (i.e. an alphanumerical reference), and a recommended renewal date.

The deadline for applications for Voter Authority Certificates will be 5pm, 6 working days ahead of polling day.

For applicants, the Voter Authority Certificate application service will consist of:

- a GOV.UK Voter Authority Certificate Service – an online application service, provided by central government on the GOV.UK website, where electors can submit their application for a Voter Authority Certificate online
- an alternative paper application form designed by the Electoral Commission, allowing electors to make their application for a Voter Authority Certificate on paper and either post or hand in the application to their ERO

Current expectations are that the Voter Authority Certificate Service will be launched in January 2023, ahead of voter identification being required for the first time in polling stations for local elections in some local authorities in England in May 2023.

APPENDIX I

From : LRALC

Dear Clerk/Chairman,

I am writing to you to share LRALC's membership fee rates for 2023-24, agreed by the Board of Directors on 05/12/22, to enable you to accurately set your budgets in this respect. This email also includes information on other LRALC fees for the forthcoming financial year, again to assist with your financial planning.

LRALC Affiliation Fees

As you will be aware, LRALC has invested heavily in supporting all our member councils through the current cost of living crisis by providing training, briefing notes, very clear advice on setting your budget and precept, and co-ordination with county and district/borough councils over their plans. Many of you have told us how useful these resources have been at council meetings when setting your budget and precept, especially the breakdown of increasing costs in the areas common to most if not all councils. We are being told that many, and potentially most of you, are increasing your precepts to accommodate the increasing costs we are all facing.

LRALC is, of course, not immune from the same pressures, and as a company owned by our member councils, we of course have to serve your interests by setting a prudent and realistic budget that ensures the company is financially sound. As a result of this, we have had to follow our own advice and increase our affiliation fees to cover these increased costs. Whilst we recognise the increase is larger than any made in the last 10 years, we have kept it to the minimum required to cover costs.

A summary of the new fees is below, and we have got these out to you as quickly as possible, recognising that councils will start setting their budgets in the next week or two. To refresh your memories, the invoice you receive from LRALC for annual membership at the end of March each year contains two elements, the LRALC fee, and the NALC fee (which is passed straight on in full to NALC by LRALC). This provides your council with a single invoice for the two relevant fees.

The LRALC fee itself is calculated using a formula with two elements, both based on elector numbers. There is a per elector rate (see table 1 below) **which is not changing** for 2023-24, and a flat fee rate (see table 2 below) **which IS increasing**.

Table 1

Number of Electors	Pence per elector
1 to 400	27.81
401 to 600	25.29
601 to 1000	18.96
1001 to 1500	15.16
1501 to 2000	12.63
2001 to 2800	10.11
2801 to 3500	8.85
3501 to 5600	6.30
5601 to 7000	5.36

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7001 to 8500	4.11
8501 and above	2.82

Table 2

Electorate	Current flat fee 2022/23	New flat fee 2023/24
Electorate 1-1000	£92.50	£115.00 (Increase of £22.50)
Electorate 1001-2000	£130.00	£160.00 (Increase of £30.00)
Electorate 2001-6000	£155.00	£210.00 (Increase of £55.00)
Electorate 6001 to end	£205.00	£265.00 (Increase of £60.00)

Two example calculations are copied below to illustrate the above

- Parish Council with electorate of 300. Current fee: £92.50 + (27.81p x 300) = £175.93. New fee: £115.00 + (27.81p x 300) = £198.43.
- Town Council with electorate of 8000. Current fee: £205.00 + (4.11p x 8000) = £533.80. New fee: £265.00 + (4.11p x 8000) = £593.80.

Other fees/charges

There are some changes to other fees to make you aware of.

- **Core Training** (Cllr, Clerk, and Chairman courses) – The fee for these courses have not increased in price for two years, with the current fee being £45 per delegate. For courses from the 1st April the per delegate fee will increase to £50.
- **Finance Courses** – The delegate fees for these courses, delivered for us by Steve Parkinson, have been **reduced** to £30 from £40 as a result of economies of scale.
- **In-house Councillor Training** – No change in fees.
- **All other courses** – A full overview of the 2023 training program, with delegate fees, can be found [here](#) (clickable link).
- **Job Evaluations** – No increase in fees.
- **Governance Reviews** – No increase in fees.
- **Internal Audit Service (IAS)** – The fee for councils using our IAS will need to increase due to an increase in auditor/staff pay, to cover the cost of living. This will be only the second increase in fees charged to councils since we launched the service 4 years ago. The increase will apply to fees applicable from the 2023-24 financial year audit (i.e., the audit we undertake for councils in Spring 2024). The 2023-24 audit fee will be invoiced at the usual point, i.e., January 2024, and the invoiced fee councils will receive in January 2023 will be at the rate that councils signed up to the service with (i.e., unchanged).

The **new** fees for the LRALC IAS from 1st April 2023 are copied below.

Electorate banding (number of electors)	Annual Fee for Internal Audit Service (current)	Annual Fee for Internal Audit Servi 1 st April 2023 – payable January 20
0-150	£100	£115
150-500	£180	£200
500-1000	£220	£245
1000-3000	£260	£290
3000-5000	£335	£370
5000-10000	£415	£450
>10000	£455	£495

APPENDIX I

We hope you find this information assists you in setting your budget for 2023-24, especially in terms of the training budget you set due to the far greater demand in an election year (we would suggest a minimum of £100 for the financial year for each new councillor).

Finally, a reminder that our materials to assist you in setting a budget during this cost of living crisis can be found [here](#).

Regards,

Jake

LRALC

Jubilee Hall, Staddon Road, Anstey, Leicester, LE7 7AY
Tel 0116 235 3800

BO Fee for 23-24 = £177.57