

All Councillors are summoned to a
BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 28th June 2022 at 7.30 p.m. at Burton Overy Village Hall

22/037. Apologies for absence

22/038. Questions from members of the public

22/039. Declarations of Members interests

22/040. To approve as a correct record the minutes of the meeting held on 25.05.22 **Appendix A**

22/041. Matters arising and not on the agenda / Minutes Action List **Appendix B**

22/042. Council asset safety checks - to receive the periodic safety check reports and agree any action necessary

22/043. Review of Direct Debits **Appendix C**

22/044. Planning applications to consider

- a. 22/01193/TCA - Works to trees - Village Hall, Rectory End
- b. 22/01192/TCA - Works to trees - The Coach House, Rectory End

22/045. Planning decisions to note -
Enforcement Updates (verbal report)

Decisions Made

None made during the period

Decisions Pending

- a. 22/00597/AGR - Erection of an agricultural building, Land East of Burton Overy Lane
- b. 22/00757/FUL – Replacement of dwelling, 3 Baileys Lane
- c. 22/01012/FUL – Erection of oak-framed garage / store, The Old Rectory, Rectory End
- d. 22/01056/FUL – Extensions & alterations, De Noveray House, Rectory End
- e. 21/00672 & 673/ FUL – Discharge of Conditions, Ivy Cottage, Rectory End
- 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.
- c. 22/00686/FUL – Conversion of Outbuildings, Caringa, Main Street (revised scheme)
- d. 22/00807/FUL – Alterations to combine Stamford Cottage & South End Cottage, The Gravel

22/046. Finances

- a. To note the on-line bank statements as at 31.05.22 **Appendix D**
- b. Payments to be agreed / noted during June **Appendix E**

22/047. Community Matters

- a. Review of Jubilee Events, Update on Jubilee Bench / Mugs
- b. Keeping Burton Overy Tidy **Appendix F**
- c. Field to the rear of the telephone box
- d. Palfreman's Yard

22/048. Correspondence for discussion

Grass Verge Maintenance – LCC Offer **Appendix G**

22/049. Correspondence for information

- a. Shire Environment Grants – bidding now open.
- b. Phone Box / Book Exchange Refurbishment
- c. Street Name Plates

Appendix H

22/050. Items for the next Agenda

1st Quarter Financial Position /

22/051. To confirm the date of the next meeting – 19th July 2022.

22/052. 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 although Covid-secure measures will be in place in the village hall where required.

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

23.06.22
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 25th May 2022 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Bob Pain
Cllr Nina Garner
The Clerk
- 22/016 Election of Chair** – Cllr R Warwick was elected as chairperson of the parish council for the ensuing year.
- 22/017 Election of Vice-Chair** – Cllr S Rankine was elected as vice-chairperson of the parish council for the ensuing year.
- 22/018 Apologies** – None
- 22/019 Questions from members of the public** – None present.
- 22/020 Declarations of interest** – None in relation to this meeting.
- 22/021 Approval of Minutes of the parish council meeting on 26.04.22** – Approved and signed by Cllr Warwick.
- 22/022 Matters arising not on the current agenda / Minutes Action Update**
21/197 - Cllr Rankine confirmed that the quotation received for repainting the telephone box was inclusive of materials and that she was awaiting a second quotation.
21/183b – the clerk confirmed that the parish council phone had now been switched to a monthly tariff.
21/010b – Cllr Rankine confirmed receipt of the compost and that the planters would be planted-out in the coming days.
Updates on all actions were noted or were dealt with on the agenda.
- 22/023 Council asset safety checks** – No current issues were reported.
- 22/024 Annual Report** – Cllr Warwick presented his annual report for the parish council which was noted and approved at the meeting. The clerk was asked to post a copy of this on the PC website.
- 22/025 Review of Policies** – The clerk presented updates of the council’s Standing Orders and Financial Regulations. Subject to completion of the missing time details in paragraphs 3f, g, i, and x the updated policies were approved.

The clerk also presented a revised and updated version of the Code of Conduct as recently adopted and circulated by Harborough DC. The parish council resolved to adopt the Code of Conduct and parish councillors also undertook to complete updated versions of the Registration of Interests forms which the clerk was asked to submit to Harborough DC.

22/026 **Schedule of Meetings** – The proposed schedule of meetings for 2022-23 was approved subject to the June meeting being rescheduled to the 28th.

22/027 **Insurance Renewal** – The quotations received for renewal of the council’s insurance policies were reviewed and it was resolved to approved the quotation received from BHIB for a three-year period.

22/028 **Planning matters to consider** –

a. **22/01012/FUL**– Erection of oak framed garage/garden store, The Old Rectory, Rectory End.
No objections were raised.

b. **22/01056/FUL**- Front extension, alterations to roof, replacement windows, pent-roof sheds, entrance gate & landscaping, De Noveray House, Rectory End.

No objections were raised and it was noted that the design of the new dwelling was sympathetic to the character of the village and had had regard to the Neighbourhood Plan. The council felt that the most prominent publicly viewed aspect of the property would be the north elevation as viewed from the footpaths from Rectory End and it was encouraged that appropriate thought had been given to the materials proposed for the extensions in this area. It was further noted that the design of the proposed access gate would blend into the nearby and adjacent uses.

22/029 **Planning decisions taken by HDC**

The following decisions were noted -

a. **22/00819/TCA** - – Ivy Cottage, Rectory End – Tree Works - Conditional APPROVAL noted.

The following decision remained pending -

a. **22/00597/AGR** - Erection of an agricultural building, Land East of Burton Overy Lane

b. **21/02179/FUL & 21/02180/LBC** – Demolition of front boundary wall & erection of low-level wall, new vehicle and gated pedestrian access; The Old Coach House, Main Street.

c. **22/00686/FUL** - Conversion of Outbuildings, Caringa, Main Street (revised scheme)

d. **22/00807/FUL** – Alterations to combine Stamford Cottage & South End Cottage, The Gravel

22/030 Finances –

- a. The bank statements as at 30th April 2022 were noted and endorsed, with balances showing Reserve Acct - £8,500.15; Current Acct - £6,293.37.
- b. Having received details of the Internal Auditor's report and the Annual Accounting Statements at the parish council meeting in April, Members noted and endorsed the signed Internal Audit Certificate (part of the 2021-22 AGAR).
- c. The clerk presented an analysis of the questions and assertions detailed in Section 1 (Annual Governance Statement) of the Annual Governance and Assurance Accountability Return (AGAR) for consideration by councillors. Councillors were able to provide positive assurance to all assertions and the Chair and Clerk were authorised to sign Section 1 of the AGAR (Annual Governance Statement) on behalf of the parish council.
- d. The clerk also presented the completed Section 2 of the AGAR (Accounting Statement), which was approved by the parish council. The chair was authorised to sign the Accounting Statement on behalf of the council.
- e. The clerk presented details of variations in the parish council's expenditure and income for 2021-22 compared with 2020-21. Detailed explanations were provided where the variances were greater than 15%; these were noted and endorsed by the council.
- f. The clerk presented information on the totals of the parish council's income and expenditure for 2021-22, which, as they were below £25,000, led to exemption from detailed external audit and assurance review. The chair and responsible finance officer were authorised to sign the Certificate of Exemption on behalf of the council.
- g. The clerk advised that, as part of the annual audit process, the parish council was required to publish a formal Notice indicating a time period during which the council's financial documents would be made available for public inspection (if requested). The clerk presented a draft of this Notice with proposals that the inspection period run from 13th June – 22nd July (inclusive). The proposals were approved by the council.
- h. Payments (to be) made during May (See Annex A) were considered and endorsed / approved for payment including the receipt of the JustGiving Funds the commencement of the Vodafone mobile phone contract (monthly direct debit).

22/031 Community Matters

- a. The proposed siting of the commemorative jubilee bench on Washbrook Lane was reconsidered and it was resolved that the preferred location should remain as previously determined, which was now the subject of a license application to Leicestershire CC.
The clerk was asked to seek further quotes for installation of a base for the bench and to seek confirmation of the delivery date for the bench.
The commemorative jubilee mugs had now arrived and the list of young people eligible to receive a mug was reviewed. It was agreed to sell any surplus mugs to interested parties at a price of £10 including VAT.
The chair undertook to confirm arrangements for presentation of the mugs at the Big Lunch planned for June 5th.

- b. Cllr Pain advised the meeting that SADS had undertaken to provide him with a range of relevant public signage for the new defibrillator. It was agreed to wait until this had been received before finalising specific signage requirements for the new defibrillator.
The clerk was asked to obtain laminated copies of the defibrillator monitoring forms.
- c. Councillor Garner made reference to two defective street signs. Firstly, a missing sign on Bell Lane near its junction with Beadswell Lane and secondly, a damaged sign on Washbrook Lane opposite Manor Farm. The clerk was asked to bring these to the attention of the relevant local authority.
- d. Cllr Pain made reference to the current and potential future use of Palfreyman's Yard. He was awaiting information on the current ownership of this site so that any future possible uses could be explored with the owners. It was resolved that the clerk write to the owners when the information is available to seek their views on the future use of the site and that this matter be placed on the agenda of a future meeting of the parish council for further consideration.

22/032 Correspondence for Discussion

- a. The gifting of the small painting to the Parish Council of The Burton Overy Express was well received. The parish council recorded its gratitude for this gesture to Caroline Peal of Buckinghamshire. The clerk was asked to post a message on the WhatsApp Noticeboard to publicise its receipt and to elicit any information on its history from residents of the village.

22/033 Correspondence for Information

- a. The clerk presented details of an email received from the Community Safety team at Harborough DC providing details of local police contacts. The information was noted.
- b. The clerk presented details of an email received from a resident of Great Glen regarding documents relating to the history of Burton Overy which had been in the possession of her mother. The parish council agreed to receive and hold the records should they be given over.

22/034 - Items for the next agenda – Review of Direct Debits / Tidying the village / Field to the rear of the phone box / Palfreyman's Yard

22/035 - Date of next meeting – 28th June 2022

22/036 - Exclusion of the Public

No confidential matters were considered at the meeting.

Signed

Date

Annex A

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
MAY									
								EXPENDITURE	INCOME
15	Planter compost (Kibworth Nursery)	2 Community	2.1 - Projects	06.05.22	E	72.00	0.00	72.00	
16	Bank Interest (May)	5 Income	5.2 - Misc	10.05.22	I				0.07
17	HDC Lotto	5 Income	5.2 - Misc	10.05.22	I				2.00
18	BO Village Hall	2 Community	2.5 - Grants	13.05.22	E	300.00	0.00	300.00	
19	JustGiving Funds	5 Income	5.2 - Misc.	23.05.22	I				770.64
20	HMRC - PAYE (May)	3 Staffing	3.2 - PAYE	28.05.22	E	134.80	0.00	134.80	
21	Clerk - Salary (May)	3 Staffing	3.3 - Salaries	28.05.22	E	202.71	0.00	202.71	
22	Plusnet Broadband	1 Administration	1.2 - Broadband	28.05.22	E	24.06	4.81	28.87	
23	Vodafone Mobile	1 Administration	1.9 - Telephone	28.05.22	E	8.34	1.66	10.00	
Monthly Total						741.91	6.47	748.38	772.71

DRAFT

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – May 2022

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/169b	Schedule item for September meeting agenda regarding Christmas tree	Clerk	Pending (until Sept)
21/197	Cllr Rankine to contact local contractors to obtain further quote for repainting phone box	Cllr Rankine	Pending
22/016	Chair to sign declaration of acceptance of office	Cllr Warwick	Signed
22/021	Post the agreed April minutes and the draft May minutes on website	Clerk	Posted online – 30.05.22
22/024	Post Annual Report on Website & circulate WhatsApp link.	Clerk	Posted online – 01.06.22
22/025	Post updated versions of the Financial Regulations and Standing Orders on the website. Submit updated versions of the councillor's Registration of Interests forms to HDC	Clerk Clerk	Posted – 01.06.22 Scanned & sent – 16.06.22
22/026	Post schedule of meetings on website & advise Village Hall Management Committee	Clerk	Posted and sent – 06.06.22
22/027	Make arrangements to pay Insurance premium	Clerk	Paid – 01.06.22
22/028	Submit comments to HDC re planning applications - Ref. 22/01012/FUL Ref. 22/01056/FUL	Clerk	Comments submitted – 30.05.22
22/030c	Chair and clerk to sign Annual Governance Statement.	Chair / Clerk	Signed – 13.06.22
22/030d	Chair to Sign Annual Accounting Statement.	Chair	Signed – 13.06.22
22/030f	Chair and RFO to sign Certificate of Exemption.	Chair / RFO	Signed – 13.06.22
22/030g	Clerk to publish Notice of Public Inspection of accounting documents and submit relevant documentation to external auditors.	Clerk	Published – 10.06.22
22/030h	Make payments agreed at the meeting.	Clerk	Payments made when due.
22/031b	Clerk to obtain laminated copies of defibrillator monitoring form	Clerk	Pending
22/010a	Chair to pay over JustGiving funds to parish council when received.	Chair	Paid – 25.05.22
22/010a	Chair to draft WhatsApp message of thanks to all contributors to defibrillator appeal	Chair	Posted – 30.05.22
22/031c	Clerk to submit details to HDC of missing / damaged road signs on Bell Lane & Washbrook Lane	Clerk	Details submitted – 30.05.22
22/031d	Clerk to write to owners of Palfreyman's Yard re possible future uses of the site.	Clerk	Letter sent – 14.06.22

APPENDIX B

22/031	Make payment for 70 Jubilee mugs in boxes supplied by Edwards & Lockett Ltd. Check delivery timetable for Jubilee bench.	Clerk Clerk	Payment made – 06.06.22 Delivered – 07.06.22
22/032	Post WhatsApp message on Noticeboard to elicit any information about the gifted painting – ‘The Burton Overy Express’. Clerk to write to the person who had gifted the painting expressing gratitude for the donation.	Clerk Clerk	Pending Pending
	Return signed Highway Licence documents to LCC legal team	Clerk	Posted – 03.06.22
	Register new defibrillator with The Circuit	Clerk	Pending
	Correspond with SADS to settle JustGiving account.		Pending

SCHEDULE OF DIRECT DEBITS

PAYEE	AMOUNT	FREQUENCY
PLUSNET (Broadband)	28.87	MONTHLY
VODAFONE (mobile phone)	10.00	MONTHLY
INFORMATION COMMISSIONER	35.00	ANNUALLY (June)

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 May 2022 to 31 May 2022

Money In	£772.64	Balance on 01 May 2022	£6,293.37
Money Out	£747.06	Balance on 31 May 2022	£6,318.95

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 May 22	KIBWORTH GDN CTR CD 7317 07MAY22	DEB		72.00	6,221.37
10 May 22	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		6,223.37
16 May 22	BURTON OVERY VILLA 50000000936081675 JUBILEE	FPO		300.00	5,923.37
23 May 22	R WARWICK R WARWICK 60000000938797154 301597	FPI	770.64		6,694.01
30 May 22	HMRC - ACCOUNTS OF 60000000941852534	FPO		134.80	6,559.21
30 May 22	P WOODWARD 50000000942116976 SALARY	FPO		202.71	6,356.50
30 May 22	VODAFONE LTD 7069873224- 1001	DD		8.68	6,347.82
30 May 22	PNET3122091-1 PNET3122091- 1	DD		28.87	6,318.95

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: 31 May 2022

Burton Overy Parish Council Sort code 30-94-97 Account number 072490839 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 May 22	INTEREST (GROSS)		0.07		8500.22

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.

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ANTICIPATED JUNE PAYMENTS

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
24	Insurance	1 Administration	1.5 - Insurance	01.06.22	E	362.26	0.00	362.26	
25	Information Commissioner	1 Administration	1.3 - Data Protection	07.06.22	E	35.00	0.00	35.00	
26	Jubilee Mugs	2 Community	2.1 - Projects	06.06.22	E	495.25	99.05	594.30	
27	Bank Interest (June)	5 Income	5.2 - Misc	10.06.22	I				0.07
28	HDC Lotto	5 Income	5.2 - Misc	14.06.22	I				2.50
29	HMRC - PAYE (June)	3 Staffing	3.2 - PAYE	28.06.22	E	134.80	0.00	134.80	
30	Clerk - Salary (June)	3 Staffing	3.3 - Salaries	28.06.22	E	202.71	0.00	202.71	
31	Plusnet Broadband	1 Administration	1.2 - Broadband	28.06.22	E	24.06	4.81	28.87	
32	Vodafone Mobile	1 Administration	1.9 - Telephone	28.06.22	E	8.33	1.67	10.00	
						1,262.41	105.53	1,367.94	2.57

Keeping Burton Overy Tidy – Outline Draft Specification

- Cut grass and keep tidy along the ~30m strip on Main Street, north of the junction with Back Lane encompassing the phone box, noticeboard and bench
- Cut grass and keep tidy on the approach to and around the 3 planters at the entrances to the village
- Cut grass and keep tidy the enclosure of the Jubilee Oak, Washbrook Lane
- Cut grass and keep tidy around the new Platinum Jubilee Bench on Washbrook Lane (when erected)
- Cut hedge so as to keep pavement clear opposite The Bell Inn at the junction of Main Street with Carlton Lance

Additional weed control on pavements?

Additional sweeping of pavement kerb edges?

Good Morning,

Thank you for your enquiry regarding the grass cutting in Burton Overy Village.

An officer from Highways Environment Team has advised the following -

"Many parishes chose to do additional cuts to compliment the 4-week cyclic cuts carried out by LCC. To work on the public highway the person(s) carrying out this cut, i.e., the maintenance company you chose to employ, would need to be covered by Public Liability Insurance for a minimum of £10M. You also have the option to enter into a Service Level Agreement and take on the village grass cutting as part of an agreement with ourselves and you would be reimbursed for 6 cuts per season. Please let us know if this is an option you'd like to explore."

I look forward to hearing from you.

Kind Regards

Nishma Tailor
Customer Service Centre
Corporate Resources Department
Leicestershire County Council,