

**All Councillors are summoned to a**

**BURTON OVERY PARISH COUNCIL MEETING**

**on Tuesday 14<sup>th</sup> December 2021 at 7.30 p.m. at Burton Overy Village Hall**

21/142. Apologies for absence

21/143. Questions from members of the public

21/144. Declarations of Members interests

21/145. To approve as a correct record the minutes of the meeting held on 16.11.21 **Appendix A**

21/146. Matters arising and not on the agenda / Minutes Action List **Appendix B**

21/147. Council asset safety checks - to review the scheduled monthly checks (Defibrillator / Noticeboards / Dog Waste Bins / Telephone Box) (NB – contents of grit bins?)

21/148. Planning applications received during the period

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

21/149. Planning decisions to note

Decisions Pending

- a. **21/01838/FUL** – Ground & First Floor Extensions, Willowbank, Back Lane
- b. **21/01923/TCA** – Works to trees (fell) – 3 Baileys Lane

Decisions Made

- a. **21/00673/LBC** – Demolition of existing prefabricated double garage and construction of replacement single storey garage, repair and reinstatement of existing boundary walls, and demolition and replacement of the part front boundary wall including the addition of new gates, Ivy Cottage Rectory End – **GRANTED**
- b. **21/01671/FUL** - Erection of five holiday lodges, Land off Carlton Lane - **REFUSED**
- c. **21/01729/TCA** – Works to trees (fell) - Kings Orchard, Scotland Lane. - **GRANTED**
- d. **21/01601/PCD** - Discharge of condition 3 (materials) and condition 4 (landscaping) of 18/01535/FUL - 4 Baileys Lane - **GRANTED**

21/150. Kibworths Neighbourhood Plan Review  
(Draft previously circulated to Parish Councillors)

21/151. Finances

- a. To note the on-line bank statements as at 30.11.21 **Appendix C**
- b. Payments to be agreed / noted during December **Appendix D**
- c. Draft Budget and Precept Options – 2022-23 **Appendix E**

21/152. Policies Review & Adoption  
Equalities  
Safeguarding

**Appendix F**  
**Appendix G**

21/153. Community Matters – update as required

- a. Village Directory
- b. Village Planters (Grant Application)
- c. Defibrillator Training

21/154. Correspondence for discussion

- a. United Charities Burton Overy – Correspondence **Appendix H**

21/155. Correspondence for information

- a. Changes to Bus Service Arriva X3 (e-mails – 25.11.21 & 01.12.21)
- b. Harborough Lifeline – [www.harborough.gov.uk/lifeline](http://www.harborough.gov.uk/lifeline)

21/156. Items for the next Agenda

Budget & Precept 2022-23 /

21/157. To confirm the date of the next meeting – 18<sup>th</sup> January 2022

21/158. 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](mailto:clerk@burtonoverypc.org.uk)  
[www.burtonoverypc.org.uk](http://www.burtonoverypc.org.uk)

08.12.21

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Thursday 16<sup>th</sup> November 2021 at 7.30pm

- Present:** Cllr Bob Warwick  
Cllr Sarah Rankine  
Cllr Bob Pain  
Cllr Nina Garner  
The Clerk
- 21/126 Apologies** – Cllr Dave Fletcher
- 21/127 Questions from members of the public** – None present
- 21/128 Declarations of interest** – none
- 21/129 Approval of Minutes of the parish council meeting on 14.10.21** –  
Approved and signed by Cllr Warwick.
- 21/130 Matters arising not on the current agenda / Minutes Action Update**  
It was agreed to remove item 21/098 from the Minutes Action Update.  
The clerk was asked to query with Harborough DC if the Conservation Officer's report had yet been produced in relation to application ref. 21/01671/FUL (holiday lodges off Carlton Lane).  
Updates on all other actions were noted, some of which appeared on the agenda of this meeting.
- 21/131 Emergency Covid 19 information and measures arising between meetings** – None to consider and it was agreed to remove this as a standing item on the meeting agenda.
- 21/132 Council asset safety checks** – no adverse issues were reported in relation to the assets.  
A review of the responsibilities for and frequency of the routine checking of the assets was proposed by the Chairman and agreed at the meeting. The clerk was asked to circulate the agreed revisions to all councillors and to schedule relevant items on the agenda of future meetings when appropriate.
- 21/133 Planning matters to consider** –  
a. **21/01838/FUL** - Erection of a first-floor extension to rear with balcony, single-storey side/rear extension adjoining house to garage, conversion of garage to habitable accommodation and

erection of a first floor to garage, and demolition of parts of existing dwelling and removal of garage roof - Willowbank, Back Lane. The council was concerned about the loss of garden space and parking space around the dwelling and resolved to submit these concerns to HDC.

- b. **21/01923/TCA** - Works to trees (fell), 3 Baileys Lane.

This application was noted and the clerk asked to request whether the planning authority could require the planting of replacement trees in order to offset the loss of the significant number of felled trees at the site.

**21/134 Planning decisions taken by HDC**

The following decisions were noted -

- a. **21/01626/TCA** – Works to tree (fell), The Old Rectory, Rectory End.  
b. **21/01601/PCD** - Discharge of condition 3 (materials) and condition 4 (landscaping) of 18/01535/FUL, 4 Baileys Lane.

**21/135 Finances –**

- a. The bank statements as at 31<sup>st</sup> October were noted.  
b. Payments (to be) made during November (See Annex A) were considered and endorsed / approved for payment.  
c. The council considered a first draft of a proposed budget for 2022-23 and made a number of amendments and alternative proposals for expenditure. The clerk was asked to compile the proposed changes and bring these back to the next meeting for final consideration prior to the setting of the precept for 2022-23.

**21/136 Community Matters –**

- a. Cllr Pain reported that the revision of the village directory was now almost complete with only one significant update yet to be confirmed. The clerk undertook to revise the electronic version of the directory when available and produce a final draft for consideration by all councillors prior to final publication.  
b. Cllr Warwick confirmed that the defibrillator training session would take place in the village hall at 10.30 on Saturday 27<sup>th</sup> November. A reminder would be published on the WhatsApp Noticeboard.  
c. Cllr Rankine updated the meeting on the work being undertaken to install planters in the roadside verge adjacent to the village entrance signs on Mayns Lane, Carlton Lane and Washbrook Lane. The first steps would be to seek the approval of the highway authority and to seek quotations for the work prior to submission of a grant application to part-fund the work.  
d. The clerk updated the meeting on further information which had been received regarding the ownership of the land known as Scotland Thicket. This would be used to develop an options appraisal for the council to allow consideration of the merits of submitting application for the designation of the site as a village green. Further reports would be presented to the council in due course.

**21/137 - Correspondence for discussion**

- a. The clerk presented details received from Harborough DC for proposals to revise the Harborough Rural Strategy. These were noted by the council.
- b. The clerk presented details of the Annual Report and Financial Accounts received from the village hall management committee. These were noted by the council.
- c. The clerk advised the council that the current broadband contract for the wifi facility in the village hall was due to expire early in 2022 and that an offer had been received from the current supplier to continue the service at a reduced cost. The council agreed to renew the broadband contract at the village hall with Plusnet.
- d. The clerk advised that a membership renewal invitation had been received from SLCC (Society of Local Council Clerks), with an associated cost of £95. The council agreed to renew the subscription.

**21/138 - Correspondence for information**

- a. The clerk report receipt of the annual tree inspection report from the volunteer tree warden on the Jubilee Oak. No adverse matters were reported and the council noted the report and thanked the tree warden for his continuing support on this matter.
- b. The chairman reported back on the reply from County Councillor Feltham on the allocation of the Members' Highway Fund. Further details on successful projects in the current financial year would be reported by Leicestershire CC in the new year.
- c. The clerk advised of receipt of information from Leicestershire CC, since the publication of the agenda, regarding a consultation of their draft strategic plan for 2022-25. This was noted by the parish council.
- d. The clerk advised of receipt of information from Kibworth Beauchamp Parish Council, also after the publication of the agenda, on proposals to consult on the revision of the Kibworths Neighbourhood Plan. The council asked that the clerk include an item on the next meeting agenda to allow further consideration of this consultation.

**21/139 - Items for the next agenda – Draft Budget 2022-23 / Kibworths Neighbourhood Plan review / Grant Application – Village planters.**

**21/140 - Date of next meeting – 14<sup>th</sup> December 2021**

**21/141 - Exclusion of the Public**

No confidential matters were considered at the meeting.

**Signed**

**Date**

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## Annex A

NOVEMBER						EXPENDITURE			INCOME
55	Zoom	Admin	1.10 - Zoom	05.11.21	E	11.99	2.40	14.39	
56	Interest Received (Nov)	Income	5.2 - Misc.	11.11.21	I	0.00	0.00	0.00	0.08
57	Homeworking Alice (Aug Sept Oct)	Staffing	3.1 - HWA	18.11.21	E	78.00	0.00	78.00	
58	HMRC	Staffing	3.2 - PAYE	20.11.21	E	130.00	0.00	130.00	
59	Clerk's Expenses (Jan-Oct)	Staffing	3.5 - Training & Expenses	20.11.21	E	102.39	0.00	102.39	
60	Clerk Salary (Nov)	Staffing	3.3 - Salaries	28.11.21	E	195.14	0.00	195.14	
61	Plusnet	Admin	1.2 - Broadband	29.11.21	E	25.00	5.00	30.00	
Monthly Total						542.52	7.40	549.92	0.08

DRAFT

## BURTON OVERY PARISH COUNCIL

### COUNCIL MEETING ACTION LIST – November 2021

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
<b>21/129</b>	Post the agreed October minutes and the draft November minutes on website	Clerk	Posted online – 28.11.21
<b>21/101</b>	Submit completed DOI form to HDC Monitoring Officer on behalf of Cllr Garner	Councillor Garner / Clerk	Posted to Monitoring Officer 30.11.21
<b>21/130</b>	Ascertain whether comments of Conservation Officer have been provided in relation to application ref. 21/01671/FUL - Erection of five holiday lodges, Land off Carlton Lane	Clerk	Comments received – 24.11.21
<b>21/130</b>	Confirm payment of £500 grant to village hall management committee in support of 'The Big Lunch'	Chairman / Clerk	Pending
<b>21/131</b>	Remove standing item relating to Covid 19 from future agendas.	Clerk	Removed – 28.11.21
<b>21/132</b>	Circulate revised asset check schedule to parish councillors	Clerk	Circulated - 26.11.21
<b>21/133a</b>	Submit comments to HDC planning re application ref. 21/01838/FUL – Extensions at Willowbank, Back Lane	Clerk (in consultation with Chair)	Comments submitted – 18.11.21
<b>21/133b</b>	Check with HDC planners whether comments regarding replacement trees are valid / useful. (in relation to application ref 21/01923/TCA (felling of 10 trees at 3 Baileys Lane)	Clerk	Query submitted to case officer (18.11.21) & comments submitted 30.11.21
<b>21/135b</b>	Make payments agreed at the meeting	Clerk	Payments made when due
<b>21/135c</b>	Update draft budget in accordance with council meeting	Clerk	Updated – 28.11.21
<b>21/135c</b>	Cancel Zoom Account	Clerk	Pending
<b>21/136a</b>	Make final updates to village directory when completed by Cllr Pain.	Clerk / Cllr Pain	Pending
<b>21/136b</b>	Publish reminders on Noticeboard WhatsApp group re defibrillator training when appropriate.	Clerk / Chairman	Published – 15 <sup>th</sup> & 24 <sup>th</sup> Nov.
<b>21/136c</b>	Gather information to submit grant application to HDC Community Grant Programme for provision of roadside planters at village entrances and include appropriate budgetary provision in 2022-23 budget	Cllr Rankine / Clerk	Applications submitted to LCC and HDC 26.11.21
<b>21/136d</b>	Collate relevant information to submit village green application for Scotland Thicket	Clerk / Cllr Fletcher	Pending (report to Jan. meeting)

## APPENDIX B

<b>21/137c</b>	Renew broadband contract at village hall with Plusnet	Clerk	Renewed – 24.11.21
<b>21/137d</b>	Renew SLCC membership	Clerk	Membership renewed – 29.11.21
<b>21/138d</b>	Include item on future meeting agenda for consideration of the review of Kibworth Neighbourhood Plan	Clerk	Included on agenda of December meeting



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 November 2021 to 30 November 2021

<b>Money In</b>	£8.88	<b>Balance on 01 November 2021</b>	£1,711.18
<b>Money Out</b>	£653.80	<b>Balance on 30 November 2021</b>	£1,066.26

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
05 Nov 21	ZOOM.US 888-799-96 CD 7323	DEB		14.39	1,696.79
22 Nov 21	HMRC - ACCOUNTS OF 100000000844796875	FPO		130.00	1,566.79
22 Nov 21	P WOODWARD 600000000847838906	FPO		102.39	1,464.40
23 Nov 21	P WOODWARD 500000000848572009 HOME	FPO		78.00	1,386.40
26 Nov 21	DD REFUND	BGC	8.88		1,395.28
29 Nov 21	PNET3122091-1 PNET3122091-1	DD		38.88	1,356.40
29 Nov 21	P WOODWARD 100000000848558583 SALARY	FPO		195.14	1,161.26
29 Nov 21	SLCC ENTERPRISES L CD 7317	DEB		95.00	1,066.26

## Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			

**APPENDIX D**

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

**APPENDIX E**

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

**BURTON OVERY PARISH COUNCIL**

**EQUALITY POLICY**

<b>ADOPTED DATE</b>	<b>REVIEW DATE</b>
December 2019	December 2022

## APPENDIX F

### BURTON OVERY PARISH COUNCIL EQUALITY POLICY

#### POLICY STATEMENT

1. Burton Overy Parish Council recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Council and its employees to utilise the skills of the total workforce. It is the aim of the Council to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Council's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

#### OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- We will ensure all of our representations, information, facilities, services and employment approaches recognise the parish council's commitment to equality of opportunity and access.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by management and councillors and has been made available to employees and their representatives.
- The policy will be monitored and reviewed every three years.

## APPENDIX F

### RESPONSIBILITIES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Council. The Clerk will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

### RESPONSIBILITIES OF STAFF

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

### THIRD PARTIES

Third-party harassment occurs where a Council employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Burton Overy Parish Council will not tolerate such actions against its staff, and the employee concerned should inform their manager at once that this has occurred. Burton Overy Parish Council will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

### RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. The Council policies will be reviewed regularly and any discriminatory elements removed.

### RIGHTS OF DISABLED PEOPLE

The Council attaches particular importance to the needs of disabled people.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## APPENDIX F

### EQUALITY TRAINING

Equality information will be made available to all staff and will be part of induction programmes.

Training will be made available for councillors and managers on this policy and the associated arrangements. All people who have an involvement in the recruitment and selection process will receive specialist training.

### MONITORING

- The Council deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- Where appropriate **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect of the Council policies and our services / products may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that the Council, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Council, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures and other Council policies and practices.

### GRIEVANCES/DISCIPLINE

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Council Discipline & Grievance Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Council Disciplinary Procedure.

### REVIEW

The effectiveness of this policy and associated arrangements will be reviewed every three years by the Council.

BURTON OVERY PARISH COUNCIL

# SAFEGUARDING & CHILD PROTECTION POLICY

ADOPTED DATE	REVIEW DATE
December 2021	December 2023



## **APPENDIX G**

### **Policy Statement**

In the interests of child safeguarding and protection and the welfare and protection of vulnerable adults, Burton Overy Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

### **Aims**

The aim of this policy document is to provide a framework which guides members of Burton Overy Parish Council should any child protection issue or any issues with vulnerable adults arise during or from the work, activities or services provided by Burton Overy Parish Council.

### **Policy Objectives**

The objectives of the policy include the following:

- To ensure, where possible, that all facilities and activities offered by the Parish Council are designed and maintained to limit risks to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a community organisation.
- To develop procedures in recording and responding to incidents and complaints and to alleged or suspected incidents of abuse or neglect.
- As the Parish Council does not directly provide any care or supervision services to children and vulnerable adults, it expects that all children and vulnerable adults using its facilities do so with the consent and any necessary supervision of a parent, carer or other responsible adult.

### **Policy Statements**

All suspicions or allegations of abuse against a child or adult at risk of abuse or neglect will be taken seriously and dealt with speedily and appropriately. Any suspicions or concerns about abuse should be reported either through the parish council or directly to the Leicestershire and Rutland Safeguarding Board who have the responsibility for responding to concerns that may arise.

The Parish Council will endeavour to keep any premises and facilities provided by it or used by it safe for use by children and adults at risk of abuse or neglect.

Activities or events that are organised or take place on parish council land or in parish council facilities that involve children and adults at risk of abuse or neglect will need to comply with the requirements for safeguarding. It is the responsibility of organisers of such events or activities to ensure that they comply with the relevant legislation and have all the appropriate policies and procedures in place. Each group should have its own safeguarding policy.

## **APPENDIX G**

Consent should be obtained for any photography.

The Parish Council does not supervise children or adults at risk of abuse or neglect as part of their functions within the Parish. DBS checks are not therefore required by the council. However, should the development of new services or activities mean that people working on behalf of the Council are to have unsupervised access to children or adults at risk of abuse or neglect DBS check will be undertaken. Any volunteers working on behalf of the Parish Council and having unsupervised access to children or adults at risk of abuse or neglect users may also be required to undergo these procedures.

Should DBS checks become necessary they will be undertaken in compliance with the Protection of Children Act [1999], the Children's Act [2004], part V of the Police Act [1997], the Working Together to Safeguard Children Guidance 2015 and the Care Act 2014.

When the Parish Council organises events to include children, it is always expected and stated that children must be accompanied by parents or guardians.

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and ensure regular safety assessments are undertaken.
- Ensure that employees, councillors and leaders of activities using parish council facilities are aware of safeguarding expectations.
- Display on notice boards the relevant safeguarding contacts for advice and help.

### **Safeguarding Practices**

All users of Parish Council facilities must follow the safeguarding children, young people and vulnerable adults' policy and procedures at all times. For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female supervisors working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out.
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.

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- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

### CODE OF CONDUCT FOR USERS OF PARISH COUNCIL FACILITIES

- Treat each other with respect.
- Show consideration for other groups using the facilities.
- Treat the facilities provided with due care and respect.
- Provide an example of good conduct that you wish others to follow.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, Parish Councillors, the Parish Clerk or parents and carers, as appropriate.
- Encourage an open atmosphere within user groups so that discussion about issues that will affect participants whilst they are attending sessions can contribute to the smooth running of events and activities.

### Declaration

Burton Overy Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Burton Overy Parish Council should read the Safeguarding Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

This Policy will be reviewed every two years.

### SAFEGUARDING CONTACT DETAILS

CONTACT	CONTACT DETAILS
Leicestershire and Rutland Safeguarding Partnership (Children)	0116 305 7130 Police – 101 <a href="https://lrsb.org.uk/childreport">https://lrsb.org.uk/childreport</a>
Leicestershire and Rutland Safeguarding Partnership (Adults)	0116 305 7130 Police – 101 <a href="https://lrsb.org.uk/adultreport">https://lrsb.org.uk/adultreport</a>
NSPCC – national helpline Crimestoppers	0808 800 5000 0800 555 111

If you think a child, young person or vulnerable adult is in immediate danger – don't delay, call the police on 999)

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### Annex A

#### **Guidelines for responding to suspicion of abuse – some DO's and DON'T's**

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
  - Do tell the child they are right to tell you.
  - Do reassure them that they are not to blame.
  - Do be honest about your own position, who you have to tell and why.
  - Do tell the child what you are doing and when, and keep them up to date with what is happening.
  - Do take further appropriate action or seek advice if unsure – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.
  - Do write down everything said and what was done (see notes on recording).
  - Do seek medical attention if necessary.
  - Do inform parents/carers unless there is suspicion of their involvement.
- 
- Don't make promises you can't keep.
  - Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.
  - Don't cast doubt on what the child has told you, don't interrupt or change the subject.
  - Don't say anything that makes the child feel responsible for the abuse.
  - Don't Do Nothing – make sure you tell your nominated child protection person immediately – they will know how to follow this up and where to go for further advice.

## APPENDIX G

### Annex B

#### Definitions of Abuse

*“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.”* (Working Together Guidance 2015)

Types of child abuse (taken from NSPCC) include:

- Physical abuse
- Domestic abuse
- Emotional abuse
- Sexual abuse
- Grooming
- Child Sexual Exploitation
- Child Trafficking
- Neglect
- Female Genital Mutilation
- Bullying
- Online Abuse

#### **Definition of an Adult at risk of abuse or neglect**

An adult at risk of abuse or neglect is defined as a person who: “may be in need of services by reason of mental or other disability, age or illness: and who may not be able to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation.”

Types of adult abuse (informed by the Care Act 2014) include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect and acts of omission
- Financial abuse
- Discriminatory abuse
- Institutional abuse