

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 13th December 2022 at 7.30 p.m. at Burton Overy Village Hall

22/117. Apologies for absence

22/118. Questions from members of the public

22/119. Declarations of Members interests

22/120. To approve as a correct record the minutes of the meeting held on 15.11.22 **Appendix A**

22/121. Matters arising and not on the agenda / Minutes Action List **Appendix B**

22/122. Council asset safety checks - to receive the periodic safety check reports and agree any action necessary

22/123. Christmas Tree Arrangements 2022

22/124. Planning applications to consider

- a. 22/01687/FUL – Amended Plans, Extensions at Willowbank, Back Lane
- b. 22/02048/FUL – Amended scheme, Proposed garage, Yew Tree House, Elms Lane
- c. 22/01951/TCA – Works to Trees, St Andrew’s Church, Rectory End

22/125. Planning decisions to note -

Enforcement Updates (verbal report)
None currently

Decisions Made

- a. 22/01902/AGR - Erection of an agricultural building, Land East of Burton Overy Lane – PLANNING APPLICATION REQUIRED (See above – 22/124a)
- b. 22/01759/TCA – Works to trees. Higher House, Main Street - APPROVED

Decisions Pending

- a. 22/00902/PCD – Discharge of Conditions, Ivy Cottage, Rectory End
- b. 22/01632/FUL – Conversion of redundant agricultural building to residential, Manor Farm, Back Lane
- c. 22/01811/FUL – Front extension, Amberstone, Scotland Lane
- d. 22/01845/FUL – Erection of dwelling and new access, Land at Kingarth Farm, Town Street
- e. 22/01855/FUL – Change of Use to Dog Day-care business, Land at Scotland Lane

22/126. Finances

- a. Budget Planning – 2023/24 **Appendix C**
- b. To note the on-line bank statements as at 30.11.22 **Appendix D**
- c. Payments to be agreed / noted during December **Appendix E**

22/127. Community Matters

- a. Play area – update on options

22/128. Correspondence for discussion
Mobile Phone Contract

22/129. Correspondence for information

- a. LCC – New web pages for TPOs - <https://www.leicestershire.gov.uk/environment-and-planning/conservation-and-sustainability/apply-for-permission-to-work-on-a-protected-tree>

- b. HDC – planning comments (format)
- c. Beadswell Lane – Proposals for Solar Panels

22/130. Items for the next Agenda

22/131. To confirm the date of the next meeting – 17th January 2023.

22/132. 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

08.12.22
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

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

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Nina Garner
Cllr Bob Pain
The Clerk
- 22/100** **Apologies** – Cllr Dave Fletcher
- 22/101** **Questions from members of the public** – Four members of the public were present at the meeting, all in relation to item 22/108b.
- 22/102** **Declarations of interest** – Cllr Garner declared an interest in item 22/108a as immediate neighbour of the site and 22/109d as the applicant.
- 22/103** **Approval of Minutes of the parish council meeting on 18.10.22** –
Approved and signed by Cllr Warwick.
- 22/104** **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.
It was agreed in relation to item 22/078g to accept the quote for repainting of the telephone box from K T Ross in the sum of £140.
Cllr Rankine raised concerns over the installation of a stable on land off Carlton Lane. It was suggested that this may not need planning permission as it is likely to be a temporary, moveable structure.
- 22/105** **Council asset safety checks** – No current issues were reported as part of this annual check of all assets.
- 22/106** **Christmas Tree Arrangements**
Cllr Warwick confirmed that Cllr Fletcher had agreed to make arrangements again this year for the procurement, delivery and installation of the Christmas Tree.
The meeting approved the purchase of additional brilliant white lights and a battery pack to run these; total costs of approximately £100.
Cllr Rankine undertook to investigate the provision of a number of large bauble decorations up to a cost of approximately £50.
It was also agreed in principle that a ‘switch-on’ event would be arranged between the 14th and 17th December with the council providing suitable

seasonal refreshments. The details of this would be confirmed at the next meeting.

The clerk was asked to write to Burton Village Land Ltd confirming that the council's insurance policy would cover these activities.

22/107 Neighbourhood Plan (NP) – Review Process

The clerk presented a report to the council containing three elements –
A reminder of the timeline for and work involved in the publication of the current NP between 2016 and 2019;

A summary of the advice published by 'Locality' on the processes which should be included in a review of NPs; and

Advice received from Harborough DC on how best to undertake a NP review in the local context.

It was resolved that –

- a. Parish councillors convene a special meeting in Spring 2023 to assess the current NP policies against the review criteria identified in paragraph 2.3 above and determine whether a formal review of the Burton Overy Neighbourhood Plan is required; and
- b. That, should a review be deemed necessary, the parish council seek to establish a Neighbourhood Plan Review Committee comprising two parish councillors and between two and four village residents.

22/108 Planning applications to consider –

The following applications were considered at the meeting: -

- a. **22/01811/FUL** – Front Extension, Amberstone, Scotland Lane. – It was resolved to submit no comments.
- b. **22/01845/FUL** – Erection of dwelling with new access, Land at Town Street adjacent Kingarth Farm. – Following discussion on this matter and after hearing the representations of the members of the public at the meeting It was resolved to submit an objection to this application.
- c. **22/01855/FUL** Change of use of land from agricultural to Dog Day-care Centre, land north of Thistle Cottage, Scotland Lane. – Following a lengthy discussion on this matter and the lack of clarity of the information submitted with the application it was resolved to submit an objection to this application.

22/109 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. **22/01628/TCA** – Works to fell tree, Manor Farm, Back Lane – APPROVED.

- b. **22/01787/PCD** – Discharge of conditions, Proposed Barn, Kingarth Farm, Town Street – APPROVED
- c. **22/00597/AGR** – Erection of agricultural building, Land east of Burton Overy Lane – WITHDRAWN
- d. **22/01713/TCA** – Works to tree, The Laggan, Scotland Lane – APPROVED
- e. **22/01709/FUL** – Erection of outbuilding, Cantu, Beadswell Lane – APPROVED
- f. **22/01732/TCA** – Discharge of conditions, 3 Baileys Lane – APPROVED

The following decision remained pending -

- a. **22/00902/PCD** – Discharge of Conditions, Ivy Cottage, Rectory End
- b. **22/01632/FUL** – Conversion of redundant agricultural building to residential, Manor Farm, Back Lane
- c. **22/01687/FUL** – Ground and first floor extensions, Willowbank, Back Lane
- d. **22/01759/TCA** – Works to trees, Higher House, Main Street

22/110 Finances –

- a. The bank statements as at 31st October 2022 were noted and endorsed, with balances showing Reserve Acct - £14,457.68; Current Acct - £4,532.51.
- b. Payments and receipts (to be) made during November (See Annex A) were considered and endorsed / approved for payment.
- c. The clerk presented a summary of the approved budget for the current year and asked councillors to consider using this as a template for consideration of the budgetary proposals for 2023-24 which would be presented for detailed consideration at the next meeting.

22/111 Community Matters

- a. Planting displays in the three verge planters were currently being refreshed and it was resolved to reimburse the costs incurred (£115) by Cllr Rankine on this.
- b. Cllr Pain reported on the research he had undertaken on the potential provision of play equipment which had been discussed at the last meeting. He had obtained brochures and one estimate of the potential costs of the type of equipment which had been discussed at the previous meeting – potentially in the region of £30k. Progress on the issue would be dependent on the willingness of Burton Village Land Ltd to release some land for this initiative – see item 22/112a below. Cllr Pain undertook to continue his research on the matter.

22/112 Correspondence for Discussion

- a. The clerk reported receipt of a reply from Burton Village Land Ltd regarding the use of Banks Field for hosting the Christmas tree and for using a portion of the land as a children’s play area. The clerk was asked to write to the company confirming that the parish council would ensure that appropriate insurance cover is provided, outlining the ideas for the proposed equipment,

identifying the extent of land required and asking that consideration be given to granting the parish council a lease on the land in order that applications can be made to external funding bodies.

- b. The clerk briefly reminded the meeting that this week had been nominated as Local Democracy Week and that Harborough DC were undertaking promotional activities to encourage residents to become involved in local democracy. He was asked to circulate the relevant information via the parish council's website and noticeboards.
- c. The clerk presented correspondence from Harborough DC elections team containing an estimate of the costs of the local elections which are scheduled to be held on 4th May 2023. The two estimates included costs of both contested (£1408.33) and uncontested (£210) elections. Provision would need to be made in the parish council's budget for 2023-24 to cover these costs.

22/113 Correspondence for Information

- a. The clerk reported receipt of correspondence from NALC confirming that agreement had now been reached on the 2022-23 pay award for staff. The council resolved to implement the agreed terms from April 2022.
- b. The clerk reported receipt of notification from SLCC that membership renewal would fall due at the end of November. The council resolved to renew this at a cost of £98.
- c. The clerk presented details of the forthcoming Harborough DC Parish Liaison event at Harborough Leisure Centre on 24th November. Cllr Rankine undertook to attend this.
- d. The proposed appointment of the new Chief Constable for Leicestershire was noted.
- e. The email of thanks from the representative of the Duchess of Cornwall's Reading Room was noted.

22/114 - Items for the next agenda – Budget 2023-24 / Christmas Arrangements / Play Area.

22/115 - Date of next meeting – 13th December 2022

22/116 - Exclusion of the Public

No confidential matters were considered at the meeting.

Signed

Date

Annex A

| NOVEMBER | | | | | | EXPENDITURE | | | INCOME |
|---------------|----------------------------------|------------------|----------------------|----------|---|-------------|--------|----------|--------|
| 69 | Streetlight Retrofit | 2 Community | 2.7 - Streetlighting | 11.11.22 | E | 2,811.40 | 562.28 | 3,373.68 | |
| 70 | Bank Interest (Nov) | 5 Income | 5.2 - Misc | 14.11.22 | I | | | | 1.54 |
| 71 | HDC Lotto | 5 Income | 5.2 - Misc | 14.11.22 | I | | | | 2.50 |
| 72 | Dog Waste Bin Emptying (Apr-Jun) | 2 Community | 2.3 - Dog waste bins | 20.11.22 | E | 95.70 | 19.14 | 114.84 | |
| 73 | Defibrillator signage | 2 Community | 2.2 - Defibrillator | 20.11.22 | E | 116.40 | 23.28 | 139.58 | |
| 74 | HMRC - PAYE (Nov) | 3 Staffing | 3.2 - PAYE | 28.11.22 | E | 227.10 | 0.00 | 227.10 | |
| 75 | Clerk - Salary (Nov) | 3 Staffing | 3.3 - Salaries | 28.11.22 | E | 340.65 | 0.00 | 340.65 | |
| 76 | Plusnet Broadband | 1 Administration | 1.2 - Broadband | 29.11.22 | E | 24.06 | 4.81 | 28.87 | |
| 77 | Vodafone Mobile | 1 Administration | 1.9 - Telephone | 29.11.22 | E | 9.17 | 1.83 | 11.00 | |
| Monthly Total | | | | | | 3,624.48 | 611.34 | 4,235.72 | 4.04 |

DRAFT

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – November 2022

| MINUTE REF. | ACTION | OWNER | DATE COMPLETE / UPDATE |
|----------------|---|-------------------|-------------------------------------|
| 22/103 | Post the agreed October minutes and the draft November minutes on website | Clerk | Posted online – 27.11.22 |
| 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 | Pending (query emailed 05.11.22) |
| 22/106 | Arrange delivery & erection of Christmas Tree | Cllr Fletcher | Pending |
| | Purchase additional Christmas lights & battery pack | Clerk | Received – 02.12.22 |
| | Purchase large baubles | Cllr Rankine | Received – 30.11.22 |
| 22/106 | Write to Burton Village Land Ltd re insurance | Clerk | Letter sent 20.11.22 |
| 22/107 | Arrange informal meeting of parish councillors to discuss review of Neighbourhood Plan | Clerk | Schedule for March 2023 |
| 22/108 | Submit comments re planning applications – 22/01845/FUL – erection of new dwelling, Town Street; 22/01855/FUL – change of use of land to dog day-care facility, Scotland Lane. | Clerk | Comments submitted – 25.11.22 |
| 22/109 | Make payments agreed at the meeting. | Clerk | Payments made when due. |
| 22/111a | Reimburse Cllr Rankine for winter planting & baubles | Clerk | Paid – 06.12.22 |
| 22/111b & 112a | Write to Burton Village Land Ltd re possible play area at Banks Field | Clerk | Letter sent – 20.11.22 |
| 22/112b | Post WhatsApp message on Noticeboard re Local Democracy Week | Clerk | Posted – 20.11.22 |
| 22/112c | Make appropriate budgetary provision for local elections in 2023 | Council | Council meetings December & January |
| 22/113a | Implement staff pay award for 2022 | Clerk | November payroll |
| 22/113b | Renew membership with SLCC | Clerk | Renewed – 01.12.22 |
| 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 | Pending |

APPENDIX C

| | COST CENTRE | REF. NO. | COST CODE | BUDGET 2022-23 | BUDGET OPTIONS | | |
|----------|-----------------------|----------|---|------------------|------------------|-------------|-------------|
| | | | | | 1 | 2 | 3 |
| 1 | ADMINISTRATION | 1.1 | AUDIT | 180.00 | 190.00 | | |
| | | 1.2 | BROADBAND | 330.00 | 360.00 | | |
| | | 1.3 | DATA PROTECTION | 45.00 | 40.00 | | |
| | | 1.4 | ELECTIONS | 100.00 | 1,200.00 | | |
| | | 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 | 140.00 | | |
| | | 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 | 680.00 | | |
| | | 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 | 14,683.00 | 0.00 | 0.00 |
| | | | Percentage Increase | | 6.79% | | |
| | | | Cash Increase per Band D Property per year | | £6.20 | | |
| | | | (Tax base 2022-23 = 154.4) | | | | |

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 2022 to 30 November 2022

| | | | |
|------------------|-----------|------------------------------------|-----------|
| Money In | £461.72 | Balance on 01 November 2022 | £4,532.51 |
| Money Out | £4,429.74 | Balance on 30 November 2022 | £564.49 |

Your Transactions

| Date | Description | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|---|------|--------------|---------------|-------------|
| 14 Nov 22 | LEICESTERSHIRE COU 500000001031448826 | FPO | | 3,373.68 | 1,158.83 |
| 15 Nov 22 | CLIENTS DEPOSIT HARBOROUGH LOTTO | FPI | 2.50 | | 1,161.33 |
| 16 Nov 22 | HARBOROUGH DISTRIC 300000001035772179 D0020225 | FPO | | 114.84 | 1,046.49 |
| 16 Nov 22 | SETON 100000001029178882 INVOICE 9303538056 165050 | FPO | | 84.58 | 961.91 |
| 16 Nov 22 | SETON 100000001029179170 INVOICE 9303538602 165050 | FPO | | 55.10 | 906.81 |
| 28 Nov 22 | HMRC - ACCOUNTS OF 100000001034795755 | FPO | | 227.10 | 679.71 |
| 28 Nov 22 | P WOODWARD 200000001034104757 SALARY | FPO | | 340.65 | 339.06 |
| 28 Nov 22 | PNET3122091-1 PNET3122091-1 | DD | | 28.87 | 310.19 |
| 28 Nov 22 | BURTON OVERY PARIS 309497 07249083 | TFR | 459.22 | | 769.41 |
| 28 Nov 22 | SLCC 100000001035516533 51098 608301 10 28NOV22 | FPO | | 98.00 | 671.41 |
| 28 Nov 22 | FESTIVE LIGHTS LTD CD 7317 | DEB | | 95.92 | 575.49 |
| 29 Nov 22 | VODAFONE LTD 7069873224-1001 | DD | | 11.00 | 564.49 |

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: 07 December 2022

Burton Overy Parish Council Sort code 30-94-97 Account number 07249083

 9 LLOYD GEORGE AVENUE
 KIBWORTH BEAUCHAMP
 LEICESTER
 LEICESTERSHIRE
 LE8 0UZ

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

| Date | Description | Type | In (£) | Out (£) | Balance (£) |
|-----------|------------------------------------|------|--------|---------|-------------|
| 28 Nov 22 | BURTON OVERY PARIS 309497 00228552 | TFR | | 459.22 | 14000.00 |
| 09 Nov 22 | INTEREST (GROSS) | | 1.54 | | 14459.22 |

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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/.

ANTICIPATED EXPENDITURE / INCOME – DECEMBER 2022

| 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 | Bank Interest (Dec) | 5 Income | 5.2 - Misc | 12.12.22 | I | | | | 1.54 |
| 83 | HDC Lotto | 5 Income | 5.2 - Misc | 12.12.22 | I | | | | 2.00 |
| 84 | Homeworking All'ce (Apr-Nov) | 3 Staffing | 3.1 - Homeworking All'ce | 18.12.22 | E | 208.00 | 0.00 | 208.00 | |
| 85 | HMRC - PAYE (Dec) | 3 Staffing | 3.2 - PAYE | 23.12.22 | E | 146.52 | 0.00 | 146.52 | |
| 86 | Clerk - Salary (Dec) | 3 Staffing | 3.3 - Salaries | 23.12.22 | E | 219.77 | 0.00 | 219.77 | |
| 87 | Plusnet Broadband | 1 Administration | 1.2 - Broadband | 29.12.22 | E | 24.06 | 4.81 | 28.87 | |
| 88 | Vodafone Mobile | 1 Administration | 1.9 - Telephone | 29.12.22 | E | 9.17 | 1.83 | 11.00 | |
| 89 | Xmas tree | | | | | 100.00 | 20.00 | 120.00 | |
| 90 | Streetlight Maint | | | | | 680.00 | 136.00 | 816.00 | |
| Monthly Total | | | | | | 1,529.94 | 162.64 | 1,721.06 | 3.54 |