

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 15th April 2025 at 7.30 p.m. at Burton Overy Village Hall

24/170. Apologies for absence

24/171. Declarations of Members' interests

24/172. Questions from members of the public

24/173. To approve as a correct record the minutes of the meeting held on 18.03.25

Appendix A

24/174. Matters arising and not on the agenda / Minutes Action List

Appendix B

24/175. Council asset safety checks - to update information and agree any action necessary

24/176. Neighbourhood Plan Review

- Regulation 14 Consultation Responses – Verbal Update

24/177. Harborough Local Plan – Public Consultation

<https://harborough.oc2.uk/>

24/178. Planning Applications Received for Consideration
None received during period

24/179. Planning decisions to note -

Enforcement Updates

Dog day-care operation, Scotland Lane – Appeal remains pending

Decisions Made

25/00205/FUL - Change of Use from Holiday Let (C5) to Dwelling (C3); Hares Furrow, Mayns Lane - WITHDRAWN

Decisions Pending

Ref – 24/01447/FUL – Demolition of existing barn and construction of replacement building to form an annexe and storage ancillary to the existing farmhouse; Burton Lodge Farm, London Road

24/180. Financial Matters

- Financial Out-turn – 2024-25
- Cashbook 2024-25
- Banking Statements & Reconciliation at 31.03.25
- Financial Reserves at 31.03.25
- Audit Timetable

Appendix C
Appendix D
Appendix E
Appendix F

f. Payments to be agreed / noted during April

Appendix G

24/181. Annual Governance Review & Statements

Appendix H

24/182. Community Matters

- a. Christmas 2025 (potential grant application)
- b. Burton Overy Village Archive
- c. Spring Newsletter
- d. The Bell Inn – Licensing

Appendix I

24/182 Correspondence for discussion (plus urgent items received after agenda publication)

- a. LCC response regarding flooding (email 02.04.25)

Appendix J

24/183. Correspondence for information

- a. Updated Model Standing Orders & Financial Regulations
- b. LCC Elections – 01.05.25
- c. Fox-Connect Bus Service

24/184. Items for the next Agenda

24/185. To confirm the date of the next meeting of the Parish Council – 19.05.25

24/186. 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
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12.05.25
www.burtonoverypc.gov.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 18th March 2025

Present: Cllr Bob Warwick (Chairman)
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Bob Pain
Cllr Rebecca Brown

The Clerk – Phil Woodward

24/153 No apologies were received.

24/154 No interests were declared.

24/155 **Questions from members of the public** – No members of the public were present.

24/156 **Approval of Minutes of the parish council meeting on 18.02.25** – Approved and signed by Cllr Warwick.

24/157 **Matters arising not on the current agenda / Minutes Action Update**
Updates and progress on all actions included in Appendix B of the paperwork were noted or were dealt with on the agenda.
The clerk was asked to remove item 24/096 from the list of actions and to chase up a response from LCC in relation to item 24/131.
Cllr Pain also updated the council on discussions he had had with a flood consultant in relation to item 24/131.
Cllr Rankine expressed concern over the disturbance caused by heavy lorries travelling through the village apparently from the Leicester Grammar School site on London Road (Stoneygate site) where construction works were being carried out. The clerk was asked to investigate this with the planning authority and write to the school and the planners if necessary.

24/158 **Council asset safety checks** – No issues of concern were reported

24/159 **Neighbourhood Plan Review**

- a. The clerk presented the details at Appendix C of the comments received by the council as part of the Regulation 14 public consultation process. These were noted and it was resolved that the Chair and Clerk meet with the council's Neighbourhood Planning consultants to

determine the appropriate responses and report back to the council as necessary.

- b. The clerk presented information received from NALC indicating that the Neighbourhood Planning support grant fund for 2025-26 would not be confirmed until July. The council noted this and that it would be necessary to submit an application in order to secure funding to finalise the Burton Overy Neighbourhood Plan Review during 2025.

24/160. Harborough DC Local Plan – Public Consultation

The clerk presented summary details of the current public consultation being undertaken by HDC on the review of their Local Plan including information on the published documents and details of exhibitions which were proposed on the subject in Great Glen and Kibworth. The clerk was asked to post this information on the Burton Overy Noticeboard WhatsApp group.

24/161 Planning applications to consider –

25/00205/FUL - Change of Use from Holiday Let (C5) to Dwelling (C3); Hares Furrow, Mayns Lane.

The council resolved to object to this proposal on the following grounds –
The current express permission granted specifically for the holiday letting of the property was less than 10 years old and had been granted only as a specific exemption for the development of a holiday cottage in the countryside;

If an application for a separate and independent dwelling in this location had been made originally (or, indeed, were to be made now) the policies within the Burton Overy Neighbourhood Plan would predicate its refusal;

Granting permission for such a proposal in the countryside would set an unwelcome precedent in the village;

Recent similar applications in the village (relating to agricultural premises) have only received approval on the condition that the dwelling is used ancillary to the main dwelling or business on the site. To create an independent dwelling would be contrary to this position;

The supporting planning statement emphasises the financial viability of the holiday let as some justification for the change of use. The parish council does not believe this to be a valid material consideration in these circumstances.

24/162 Planning Decisions to Note

Enforcement Updates

Ref - 22/01855/FUL – Dog day-care business, Land off Scotland Lane. The appeal remains pending with the Planning Inspectorate.

Decisions Made

Ref – 25/00043/TCA – Works to Trees (reduce height); St Andrew’s Church, Rectory End - APPROVED

Decisions Pending

Ref – 24/01447/FUL – Demolition of existing barn and construction of replacement building to form an annexe and storage ancillary to the existing farmhouse; Burton Lodge Farm, London Road.

24/163

Financial Matters

- a) The clerk presented details at Appendix E of the banking statements for the month ending 28th February 2025 showing balances of £188.70 (Lloyds current account) and £10,800.00 (Lloyds reserve account) in addition to the £10,252.05 reported previously in the Nationwide deposit account. These were received and approved. It was also agreed to extend the Nationwide account for a further period of six months.
- b) The clerk presented details of the anticipated payments and receipts due in March at Appendix F of the paperwork. These were endorsed and approved by the council for payment.

24/164

Community Matters

- a. The clerk updated the council on information being gathered on the provision of a permanent, wired supply of electricity for the Christmas lights. Agreement had now been received from Burton Overy Land Ltd and a quote had been received from an electrician for the essential connection works. The total estimated cost of the scheme was £5,800 and the council resolved to submit an application at the appropriate time to Harborough DC's Community Grant Fund scheme. Cllr Rankine undertook to draft the relevant background information to populate the grant application and Cllr Pain undertook to obtain alternative estimates for the works. The clerk was asked to engage with the local district councillors whose support would be needed for the application. It was further resolved to include information on this proposed project in the forthcoming parish newsletter.
- b. The council considered the response from Leicestershire County Council indicating that the estimated cost of an additional Streetlight on Carlton Lane would be £2,000. The council recognised that there was only a single streetlight along Carlton Lane but felt that this level of expenditure could not currently be justified.
- c. Cllr Warwick reported the progress that had been made on establishing a photographic archive of village history and events on the PC website and that he would soon be meeting with Mr G Thompson who was known to be a keen photographer and holder of many historic images from around the village.
- d. The council discussed the content of the Spring newsletter and resolved that this should include Christmas Tree lighting supply, the current position on the Neighbourhood Plan Review, the photographic archive of the village and information on the activities of "the litter Wombles".
- e. Cllr Rankine gave the council a comprehensive update on the activities of the groups of local volunteer litter pickers (The Wombles) who cleared highway verges around the parish.

24/165 Correspondence for Discussion

- a. The clerk reported receipt of communications from Leicestershire CC in relation to the Rights of Way Improvement Plan a copy of which was attached as Appendix H of the agenda. The details of this were noted.
- b. The clerk presented details of the options which have currently been suggested for the reorganisation of local government structures in Leicestershire which were noted.

24/166 Correspondence for Information (including that received following publication of the agenda)

- a. The clerk advised the council of notification received from Vodafone advising an increase in mobile phone and broadband costs of CPI + 3.9% from 1st April. The information was noted.
- b. The clerk circulated details of information received from Leicestershire CC regarding the proposed closure of Scotland Lane from 12th April for up to 10 days. The clerk was asked to post this information at the appropriate time on the WhatsApp Noticeboard.

24/167 - Items for the next agenda – Neighbourhood Plan – next steps / Christmas Tree lighting supplies / Spring Newsletter / Financial out-turn & other related information for 2024-25**24/168 - Date of next meetings** – 15th April 2025.**24/169 - Exclusion of the Public**

No confidential matters were considered at the meeting.

Signed

Date

Annex A

MARCH					EXPENDITURE			INCOME	
94	HDC (dog bin emptying)	2 Community	2.3 - dog waste bins	12.03.25	E	215.48	43.10	258.58	
95	LCC (street lighting)	2 Community	2.8 - streetlight maintenance	12.03.25	E	817.38	163.48	980.86	
96	Bank Interest (Feb)	5 Income	5.2 - Bank Interest	10.02.25	I				9.21
97	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	14.02.25	I				2.00
98	YourLocale - NP Support	2 Community	2.6 - Neighbourhood Plan	20.02.25	E	2,000.00	400.00	2,400.00	
99	HMRC - PAYE (Jan)	3 Staffing	3.2 - PAYE	28.02.25	E	165.20	0.00	165.20	
100	Clerk - Salary (Jan)	3 Staffing	3.3 - Salaries	28.02.25	E	247.99	0.00	247.99	
101	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.02.25	E	34.82	6.95	41.77	
102	Bank Charges	1 Administration	1.8 - Miscellaneous	28.02.25	E	4.25	0	4.25	
Monthly Total						3,485.12	613.53	4,098.65	11.21

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – Mar 2025

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
24/156	Post the agreed February minutes and the draft March minutes on website	Clerk	Posted online – 25.03.25
24/129e	Confirm internal audit appointment with LRALC when paperwork received	Clerk	Date confirmed - 19.03.25 (17.04.25)
24/140	Refer to LCC – spring in grass verge outside Paddock View, Main Street causing damage to pavement.	Clerk	Referred by email – 25.02.25 Acknowledged – 03.03.25 Awaiting Action
24/157	Investigate current works being carried out at Stoneygate School and establish whether any controls are in place to restrict lorry movements from the site.	Clerk	Emailed school – 19.03.25
24/159	Neighbourhood Plan Reg 14 consultation feedback to be listed on next meeting agenda	Clerk	Listed on April meeting agenda
24/106	Circulate WhatsApp Noticeboard message re Local Plan exhibitions in local villages	Clerk	Posted – 26.03.25
24/161	Submit comments to HDC planners re app'n ref - 25/00205/FUL	Clerk	Comments submitted –
24/163a	Renew Nationwide deposit account for a further 6 months	Clerk	Documents emailed – 19.03.25
24/163b	Make payments agreed at the meeting.	Clerk	Payments made when due.
24/164a	Continue enquiries re potential costs of installing mains power supply to the Christmas tree. Gather information to submit grant application to HDC Community Fund Seek support of district councillor for grant application	Cllr Pain Cllr Rankine Clerk	Ongoing Ongoing Ongoing
24/164c	Make arrangements for updating PC website with village history archives & photographs. Cllr Warwick to meet with Mr G Thompson regarding this.	Clerk Chair	Ongoing Ongoing
24/164d	Draft, copy and circulate Spring Newsletter		On April PC meeting agenda
24/157	Chase up reply from LCC re recurring flooding to Main Street & Town Street.	Clerk	Original letter sent by email – 28.01.25

APPENDIX B

			Reminder emailed – 26.03.25
24/148	Enquire re potential availability & cost of large Christmas light decorations.	Cllrs Rankine & Brown	Pending
23/035	Maintain a check on Planning Inspectorate website for progress on Dog Day Care, Scotland Lane	Clerk	Appeal documents now submitted on PI Website, Ref – APP/F2415/C/23/3321631

FINANCIAL OUTTURN 2024-25

COST CENTRE	REF. NO.	COST CODE	BUDGET 2024-25	SPEND TO date (excl VAT)	SPEND TO date (incl VAT)
1 ADMINISTRATION	1.1	AUDIT	220.00	200.00	200.00
	1.2	BROADBAND	300.00		
	1.3	DATA PROTECTION	40.00	35.00	35.00
	1.4	ELECTIONS	200.00		
	1.5	INSURANCE	400.00	442.59	442.59
	1.6	IT - WEBSITE HOSTING & SUPPORT	550.00	535.00	642.00
	1.7	IT - BACKUP	180.00	280.00	280.00
	1.8	STATIONERY	120.00	32.98	36.98
	1.9	TELEPHONE	180.00	369.20	442.90
	1.10	CHRISTMAS ACTIVITIES	500.00	57.06	68.47
	1.11	MISCELLANEOUS	300.00	203.95	220.74
2 COMMUNITY	2.1	COMMUNITY PROJECTS	2,400.00		
	2.2	DEFIBRILLATOR	250.00	337.33	404.80
	2.3	DOG WASTE BINS	500.00	215.48	258.58
	2.4	GENERAL REPAIRS & MAINTENANCE	250.00		
	2.5	GRANTS & DONATIONS	200.00		
	2.6	NEIGHBOURHOOD PLAN	250.00	9,070.00	10,870.00
	2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	0.00		
	2.8	STREET LIGHTING (POWER & MAINTENANCE)	1,200.00	817.38	980.86
	2.9	VILLAGE MAINTENANCE	750.00	784.69	815.03
3 STAFFING	3.1	HOMEWORKING ALLOWANCE	340.00	286.00	286.00
	3.2	PAYE	2,150.00	1,904.80	1,904.80
	3.3	SALARIES	2,950.00	2,860.14	2,860.14
	3.4	SUBSCRIPTIONS	400.00	479.31	489.31
	3.5	TRAINING & EXPENSES	250.00	141.40	141.40
4 RESERVES	4.1	EARMARKED	0.00		
	4.2	GENERAL	500.00		
		TOTALS	15,380.00	19,052.31	21,379.60
5 INCOME	5.1	Precept		15,380.00	
	5.2	Miscellaneous		11,726.04	
		TOTAL		27,106.04	

CASHBOOK 2024-25

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL		
APRIL								EXPENDITURE	INCOME	
1	Printer Cartidges	1 Administration	1.8 - Stationary	05.04.24	E	19.99	4.00	23.99		
2	Bank Interest (April)	5 Income	5.2 - Bank Interest	11.04.24	I				7.26	
3	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	11.04.24	I				2.00	
4	Precept (1)	5 Income	5.1 - Precept	15.04.24	I				7,690.00	
5	VAT Refund	5 Income	5.2 - Misc.	12.04.24	I				2,565.96	
6	LRALC - Subscription	3 Staffing	3.4 - Subscriptions	19.04.24	E	317.31	0.00	317.31		
7	All In One - Kibworth	2 Community	2.9 - Village Maintenance	19.04.24	E	150.00	0.00	150.00		
8	HMRC - PAYE (Apr)	3 Staffing	3.2 - PAYE	28.04.24	E	146.40	0.00	146.40		
9	Clerk - Salary (Apr)	3 Staffing	3.3 - Salaries	28.04.24	E	219.89	0.00	219.89		
10	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.04.24	E	22.60	4.51	27.11		
Monthly Total						876.19	8.51	884.70	10,265.22	
MAY								EXPENDITURE	INCOME	
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL		
11	Cuttlefish Ltd (Website Hosting)	1 Administration	1.6 - Website	02.05.24	E	485.00	97.00	582.00		
12	Bank Interest (May)	5 Income	5.2 - Bank Interest	11.05.24	I				6.83	
13	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	11.05.24	I				2.50	
14	Working from Home Allowance	3 Staffing	3.1 - Homewkg Allce	17.05.24	E	286.00	0.00	286.00		
15	All In One - Kibworth	2 Community	2.9 - Village Maintenance	17.05.24	E	150.00	0.00	150.00		
16	HMRC - PAYE (May)	3 Staffing	3.2 - PAYE	28.05.24	E	146.40	0.00	146.40		
17	Clerk - Salary (May)	3 Staffing	3.3 - Salaries	28.05.24	E	219.89	0.00	219.89		
18	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.05.24	E	22.60	4.51	27.21		
19	Insurance	1 Administration	1.5 - Insurance	28.05.24	E	442.59	0.00	442.59		
Monthly Total						1,752.48	101.51	1,854.09	9.33	
JUNE								EXPENDITURE	INCOME	

Appendix D

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
20	ICO Registration	1 Administration	1.3 - Data Protection	02.06.24	E	35.00	0.00	35.00	
21	Bank Interest (June)	5 Income	5.2 - Bank Interest	11.06.24	I			9.77	
22	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	11.06.24	I			2.00	
23	Clerk's Expenses	3 Staffing	3.5 - Training & Expenses	18.06.24	E	91.40	0.00	91.40	
24	Batteries (card reader)	1 Administration	1.8 - Stationery	24.06.24	E	8.74	0.00	8.74	
25	HMRC - PAYE (Jun)	3 Staffing	3.2 - PAYE	28.06.24	E	146.40	0.00	146.40	
26	Clerk - Salary (Jun)	3 Staffing	3.3 - Salaries	28.06.24	E	219.89	0.00	219.89	
27	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.06.24	E	22.68	4.53	27.21	
Monthly Total						524.11	4.53	528.64	11.77
JULY						EXPENDITURE		INCOME	
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
28	Cuttlefish Ltd (Webmail migration)	1 Administration	1.11 - Miscellaneous	01.07.24	E	50.00	10.00	60.00	
29	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	04.07.24	I			2.00	
30	Bank Interest (July)	5 Income	5.2 - Bank Interest	11.07.24	I			8.33	
31	Grant (NP-2)	5 Income	5.2 - Grant	12.07.24	I			9,000.00	
32	Summer Planting Hedge - grass cutting (AIO- Kibworth)	2 Community	2.9 - Village Maintenance	12.07.24	E	51.69	10.34	62.03	
33		2 Community	2.9 - Village Maintenance	24.07.24	E	150.00	0.00	150.00	
34	HMRC - PAYE (July)	3 Staffing	3.2 - PAYE	28.07.24	E	146.40	0.00	146.40	
35	Clerk - Salary (July)	3 Staffing	3.3 - Salaries	28.07.24	E	219.89	0.00	219.89	
36	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.07.24	E	22.68	4.53	27.21	
Monthly Total						640.66	24.87	665.53	9,010.33
AUGUST						EXPENDITURE		INCOME	
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
37	Hedge cutting - J Holman	2 Community	2.9 - Village Maintenance	02.08.24	E	100.00	20.00	120.00	
38	Parish Online GIS	3 Staffing	3.4 - Subscriptions	02.08.24	E	50.00	10.00	60.00	
39	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	06.08.24	I			2.50	

Appendix D

40	Bank Interest (July)	5 Income	5.2 - Bank Interest	10.08.24	I			15.26	
41	Defib Pads	2 Community	2.2 - Defibrillators	10.08.24	E	132.64	26.53	159.17	
42	Permanent Marker Pens	1 Administration	1.11 - Miscellaneous	14.08.24	E	12.55	2.51	15.06	
43	HMRC - PAYE (July)	3 Staffing	3.2 - PAYE	28.08.24	E	146.40	0.00	146.40	
44	Clerk - Salary (July)	3 Staffing	3.3 - Salaries	28.08.24	E	219.89	0.00	219.89	
45	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.08.24	E	34.82	6.95	41.77	
Monthly Total						696.30	65.99	762.29	17.76
SEPTEMBER						EXPENDITURE		INCOME	
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
			2.6 - Neighbourhood						
46	YourLocale - NP Support	2 Community	Plan	08.09.24	E	2,000.00	400.00	2,400.00	
47	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	04.09.24	I			2.00	
48	Bank Interest (July)	5 Income	5.2 - Bank Interest	09.09.24	I			12.59	
49	Precept (2)	5 Income	5.1 - Precept	13.09.24	I			7,690.00	
50	Laptop backup (2 years)	1 Administration	1.7 - IT Backup	18.09.24	E	280.00	0.00	280.00	
51	HMRC - PAYE (July)	3 Staffing	3.2 - PAYE	28.09.24	E	146.40	0.00	146.40	
52	Clerk - Salary (July)	3 Staffing	3.3 - Salaries	28.09.24	E	219.89	0.00	219.89	
53	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.09.24	E	34.82	6.95	41.77	
Monthly Total						2,681.11	406.95	3,088.06	7,704.59
OCTOBER						EXPENDITURE		INCOME	
54	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	09.10.24	I			2.50	
55	Bank Interest (Oct)	5 Income	5.2 - Bank Interest	10.10.24	I			12.48	
56	Xmas Planting & Decorations	1 Administration	1.10 - Christmas	22.10.24	E	35.00	7.00	42.00	
57	HMRC - PAYE (Oct)	3 Staffing	3.2 - PAYE	28.10.24	E	146.40	0.00	146.40	
58	Clerk - Salary (Oct)	3 Staffing	3.3 - Salaries	28.10.24	E	219.89	0.00	219.89	
59	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	29.10.24	E	34.82	6.95	41.77	
Monthly Total						436.11	13.95	450.06	14.98
NOVEMBER						EXPENDITURE		INCOME	
60	NP Public Consultation refreshments	2 Community	2.6 - Neighbourhood Plan	04.11.24	E	70.00	0.00	70.00	

Appendix D

61	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	08.11.24	I				2.00
62	Bank Interest (Nov)	5 Income	5.2 - Bank Interest	11.11.24	I				16.30
63	Wildflower Verge Maintenance	2 Community	2.9 - Village Maintenance 2.6 - Neighbourhood	20.11.24	E	120.00	0.00	120.00	
64	YourLocale - NP Support	2 Community	Plan	20.11.24	E	3,500.00	700.00	4,200.00	
65	Batteries (xmas lights)	1 Administration	1.10 - Christmas	26.11.24	E	22.06	4.41	26.47	
66	Winter Planting	2 Community	2.9 - Village Maintenance	26.11.24	E	63.00	0.00	63.00	
67	HMRC - PAYE (Nov)	3 Staffing	3.2 - PAYE	28.11.24	E	219.20	0.00	219.20	
68	Clerk - Salary (Nov)	3 Staffing	3.3 - Salaries	28.11.24	E	328.95	0.00	328.95	
69	SLCC (subscription)	3 Staffing	3.4 - Subscriptions	28.11.24	E	112.00	0.00	112.00	
70	ClIr Training	3 Staffing	3.5 - Training & Expenses	28.11.24	E	50.00	0.00	50.00	
71	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	29.11.24	E	34.82	6.95	41.77	
Monthly Total						4,520.03	711.36	5,231.39	18.30
DECEMBER							EXPENDITURE		INCOME
72	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	10.12.24	I				0.00
73	Bank Interest (Dec)	5 Income	5.2 - Bank Interest	10.12.24	I				12.29
74	Defib Battery	2 Community	2.2 - Defibrillators	20.12.24	E	204.69	40.94	245.63	
75	HMRC - PAYE (Dec)	3 Staffing	3.2 - PAYE	23.12.24	E	165.20	0.00	165.20	
76	Clerk - Salary (Dec)	3 Staffing	3.3 - Salaries	23.12.24	E	247.99	0.00	247.99	
77	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	29.12.24	E	34.82	6.95	41.77	
Monthly Total						652.70	47.89	700.59	12.29
JANUARY							EXPENDITURE		INCOME
78	Tool Station (Drain cover keys)	1 Administration	1.11 - Miscellaneous	08.01.25	E	10.82	2.16	12.98	
79	Bailey Services (Drain rods)	1 Administration	1.11 - Miscellaneous	13.01.25	E	60.58	12.12	72.70	
80	Bank Interest (Jan)	5 Income	5.2 - Bank Interest	10.01.25	I				11.78
81	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	14.01.25	I				4.50
82	HMRC - PAYE (Jan)	3 Staffing	3.2 - PAYE	28.01.25	E	165.20	0.00	165.20	
83	Clerk - Salary (Jan)	3 Staffing	3.3 - Salaries	28.01.25	E	247.99	0.00	247.99	
84	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	29.01.25	E	34.82	6.95	41.77	
Monthly Total						519.41	21.23	540.64	16.28
FEBRUARY							EXPENDITURE		INCOME

Appendix D

85	Internal Audit	1 Administration	1.1 - Audit	03.02.25	E	200.00	0.00	200.00	
86	Bank Interest (Jan)	5 Income	5.2 - Bank Interest	10.02.25	I				11.98
87	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	14.02.25	I				2.00
			2.6 - Neighbourhood Plan						
88	YourLocale - NP Support	2 Community		20.02.25	E	1,500.00	300.00	1,800.00	
89	Village Hall (Room Hire)	1 Administration	1.11 - Miscellaneous	21.02.25	E	120.00	0.00	120.00	
90	HMRC - PAYE (Jan)	3 Staffing	3.2 - PAYE	28.02.25	E	165.20	0.00	165.20	
91	Clerk - Salary (Jan)	3 Staffing	3.3 - Salaries	28.02.25	E	247.99	0.00	247.99	
92	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.02.25	E	34.82	6.95	41.77	
93	Bank Charges	1 Administration	1.8 - Stationary	28.02.25	E	4.25	0	4.25	
Monthly Total						2,272.26	306.95	2,579.21	13.98
MARCH							EXPENDITURE		INCOME
94	HDC (dog bin emptying)	2 Community	2.3 - dog waste bins	12.03.25	E	215.48	43.10	258.58	
			2.8 - streetlight	12.03.25					
95	LCC (street lighting)	2 Community	maintenance		E	817.38	163.48	980.86	
96	Bank Interest (Feb)	5 Income	5.2 - Bank Interest	10.02.25	I				9.21
97	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	14.02.25	I				2.00
98	YourLocale - NP Support	2 Community	2.6 - Neighbourhood Plan	27.02.25	E	2,000.00	400.00	2,400.00	
99	HMRC - PAYE (Jan)	3 Staffing	3.2 - PAYE	28.02.25	E	165.20	0.00	165.20	
100	Clerk - Salary (Jan)	3 Staffing	3.3 - Salaries	28.02.25	E	247.99	0.00	247.99	
101	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.02.25	E	34.82	6.95	41.77	
Monthly Total						3,480.87	613.53	4,094.40	11.21

BURTON OVERY PARISH COUNCIL		
Running Annual Bank Reconciliation as at 31.03.25		
<u>Current a/c (Treasurers) 00228552</u>		£
Opening balance as at 01.04.2024		180.26
Receipts - Precept		15,380.00
Misc. Income (excl VAT & interest)		9,026.00
Add Transfers from Instant Access Acct		15,194.60
Less Transfer to Instant Access Acct		18,000.00
		21,780.86
Less payments per cashbook		21,379.60
Less cleared cheques		0.00
Plus uncleared cheques		0.00
Balance as per cashbook		401.26
Current a/c balance as statement 31.03.2025		401.26
<u>Bus Instant Access a/c 07249083</u>		
Opening balance as at 01.04.2024		994.56
Receipts - Interest		134.08
- HMRC VAT refund		2,565.96
Less Transfer to Treasurer's Acct		15,194.60
Add Transfer from Treasurer's Acct		18,000.00
Balance as per cashbook		6,500.00
Balance as per bank statement 31.03.2025		6,500.00
Signature _____ - <i>P Woodward</i>	Date 31.03.25	

Burton Overy Parish Council
9 LLOYD GEORGE AVENUE
KIBWORTH BEAUCHAMP
LEICESTER
LEICESTERSHIRE
LE8 0UZ

Your Account

Sort Code 30-94-97
Account Number 00228552

COMMUNITY ACCOUNT

01 March 2025 to 31 March 2025

Money In	£4,359.21	Balance on 01 March 2025	£184.45
Money Out	£4,142.40	Balance on 31 March 2025	£401.26

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
11 Mar 25	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		186.45
12 Mar 25	BURTON OVERY PARIS 309497 07249083	TFR	1,309.21		1,495.66
12 Mar 25	HARBOROUGH DISTRIC 300000001526678762 5687	FPO		258.58	1,237.08
12 Mar 25	LEICESTERSHIRE COU 500000001523259437	FPO		980.86	256.22
18 Mar 25	O2 06091510/001	DD		48.00	208.22
18 Mar 25	RETURNED DD		48.00		256.22
26 Mar 25	BURTON OVERY PARIS 309497 07249083	TFR	3,000.00		3,256.22
26 Mar 25	HMRC - ACCOUNTS OF 200000001527101205	FPO		165.20	3,091.02
26 Mar 25	P WOODWARD 100000001521954976 MAR	FPO		247.99	2,843.03
26 Mar 25	YOURLOCALE LTD 200000001527101957	FPO		2,400.00	443.03
27 Mar 25	VODAFONE LTD 7069873224- 1001	DD		41.77	401.26

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			



Commercial Instant Access Account Statement

Printed: 01 April 2025

Burton Overy Parish Council Sort code 30-94-97 Account number 07249083
 9 LLOYD GEORGE AVENUE BIC: LOYDGB21029 IBAN: GB75 LOYD 3094 9707 2490 83
 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 (£)
26 Mar 25	BURTON OVERY PARIS 309497 00228552	TFR		3000.00	6500.00
12 Mar 25	BURTON OVERY PARIS 309497 00228552	TFR		1309.21	9500.00
10 Mar 25	INTEREST (GROSS)		9.21		10809.21

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

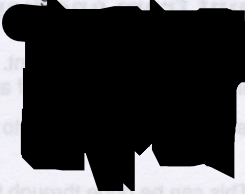
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

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/.

Summary for 20 Sep 2024 - 31 Mar 2025

Start Balance	10,252.05
Total In	235.67
Total Out	0.00
End Balance	10,487.72

Private & Confidential
 Attn of Phillip Woodward
 Burton Overy Parish Council



Account Number [REDACTED] 51
 Statement Number [REDACTED] 4
 Currency Sterling
 Interest Rate as at 31 Mar 2025 2.00%

Client Name Burton Overy Parish Council
 Account Type Maturity Reserve Account Issue 2 Annual

Date	Description	Details	Payments	Receipts	Balance
20 Sep 2024	Start Balance				10,252.05
20 Mar 2025	Interest Credited	For the period 20 Sep 2024 to 19 Mar 2025		228.78	10,480.83
31 Mar 2025	Interest Credited	For the period 20 Mar 2025 to 31 Mar 2025		6.89	10,487.72
31 Mar 2025	End Balance				10,487.72

Important information about the Financial Services Compensation Scheme

An Information Sheet and Exclusion List which provides information about the Financial Services Compensation Scheme and the protection that it provides can be found at www.nationwide.co.uk/fscs-info. Alternatively, please contact us on 0800 88 88 11 to request a copy.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Other useful information

- Check this statement's correct. If you find anything that's not quite right, get in touch with us using the details below.
- Account statements. If you have an Instant Access or Notice account we'll send you an annual statement each April showing the interest your account has earned. We'll also send you a monthly statement if there have been any transactions on your account during that period. If you have a Fixed Rate Saver account we'll send you a statement when your fixed term ends and your account matures.
- Terms and conditions. A copy of the account terms and conditions are available on request. And if you'd like to ask for a copy of the account terms and conditions, just call us on 0800 88 88 11 or email us at BusinessSavingsOperations@nationwide.co.uk.
- Get in touch. If you've got any questions you can reach us at Nationwide Building Society, Kings Park Road, Moulton Park, Northampton, NN5 6NW. And by phone 0800 88 88 11 or fax 01604 882 810.

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)

Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2024 to 31 March 2025 £ 487.72


If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

ANTICIPATED INCOME & EXPENDITURE – APRIL 2025

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
APRIL						EXPENDITURE			INCOME
1	Precept (1)	5 - Income	5.1 - Precept	09.04.25	I				8,052.50
2	Bank Interest	5 - Income	5.2 - Misc Income	10.04.25	I				7.50
3	HDC Lotto Income	5 - Income	5.2 - Misc Income	11.04.25	I				2.00
4	Bank Charges	1 - Administration	1.8 - Stationary	15.04.25	E	4.25	0.00	4.25	
5	LRALC Annual Subscription	3 - Staffing	3.4 - Subscriptions	20.04.25	E	329.52	0.00	329.52	
6	Cuttlefish (website hosting)	1 - Administration	1.6 - IT Website	20.04.25	E	672.00	112.00	560.00	
7	HMRC - PAYE (Apr)	3 Staffing	3.2 - PAYE	28.02.25	E	165.20	0.00	165.20	
8	Clerk - Salary (Apr)	3 Staffing	3.3 - Salaries	28.02.25	E	247.99	0.00	247.99	
9	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.02.25	E	34.82	6.95	41.77	
Monthly Total						1,453.78	118.95	1,348.73	8,062.00

Assertion	Procedure	Evidence
Assertion 1 We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.	Budget & precept setting timely & transparent.	Nov–Jan meetings each year.
	Bank reconciliation quarterly.	Quarterly to council meeting
	Payments recorded accurately & promptly, checked at meetings. Invoices countersigned by Chair	Monthly meeting agenda and minutes
	Payments exceeding budget agreed.	Agreed by Council as needed
	Budget Out-turn Reports	Quarterly
	AGAR successfully completed	Annually
Assertion 2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Standing Orders & Financial Regulations followed & reviewed. Internal audit report considered.	Reviewed in May 2024 To be considered May 2025.
	Risk Assessment reviewed annually	Council Meeting January 2025
	Compliant with employment legislation	No complaints, notices or fines
	Proper practices ensure all VAT is recovered	VAT expenditure reported monthly. Refund claim submitted annually
	Assets register reviewed annually	Reviewed & updated Jan 2025
	Annual review of effectiveness of internal control system	Council meeting agendas During AGAR approval process
Assertion 3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability	Acts within powers available to parish councils	Ongoing – considered with all new initiatives

of this authority to conduct its business or on its finances.		
	Routine review of compliance with statutory regulations & applicable proper practices.	Ongoing
Assertion 4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Information published annually as required during audit process.	Posted on website & noticeboard June 2024
Assertion 5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Risks identified, assessed and addressed. Insurance reviewed.	January 2025. Review of assets & insurance undertaken Jan 2025
Assertion 6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Internal Audit completed	Annually (March-April)
Assertion 7 We took appropriate action on all matters raised in reports from internal and external audit	No formal issues raised. Comments in 'Other Matters' addressed	Council Minutes
Assertion 8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	No significant events (litigation, liabilities) with a financial impact identified. Ongoing commitments with financial implications addressed in the budget setting process.	None Annually
Assertion 9 Trust funds including charitable (if applicable). In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	N/A

Harborough District Council	 DISTRICT OF HARBOROUGH <small>RURAL SOUTH LEICESTERSHIRE</small>
Licensing Section	
The Symington Building, Adam and Eve Street, Market Harborough, LE16 7AG	

Part B**Premises licence summary****Premises licence number****HHPERM00040****Premises details****Postal address of premises, or if none, ordnance survey map reference or description**

The Bell Inn
Main Street
Burton Overy

Post town

Market Harborough

Post code

LE8 9DL

Telephone number

0116 2592365

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Indoor sporting events
Playing of live music
Playing of recorded music
Performances of dance
Anything of a similar description to that falling within live and recorded music and performances of dance
Provision of entertainment facilities for making music
Provision of entertainment facilities for dancing
Provision of entertainment facilities for entertainment of a similar description to that falling within making music and dancing

The sale by retail of alcohol

The times the licence authorises the carrying out of licensable activities			
Activity	Description	Time from	Time to
Restaurant:			
Indoor sporting event	Monday to Saturday	10:00	00:30
	Sunday	10:00	00:00
Playing of live music (indoor)	Monday to Saturday	10:00	00:30
	Sunday	10:00	00:00
Playing of recorded music (indoor)	Monday to Saturday	10:00	00:30
	Sunday	10:00	00:00
Performances of dance (indoor)	Monday to Saturday	10:00	00:30
	Sunday	10:00	00:00
Anything of a similar description to that falling within live and recorded music and performances of dance (indoor)	Monday to Saturday	10:00	00:30
	Sunday	10:00	00:00
Provision of entertainment facilities for making music (indoor)	Monday to Saturday	10:00	00:30
	Sunday	10:00	00:00
Provision of entertainment facilities for dancing (indoor)	Monday to Saturday	10:00	00:30
	Sunday	10:00	00:00
Provision of entertainment facilities for entertainment of a similar description to that falling within making music and dancing (indoor)	Monday to Saturday	10:00	00:30
	Sunday	10:00	00:00
The sale by retail of alcohol ON the premises	Monday to Saturday	10:00	00:00
	Sunday	10:00	23:30
Front Bar:			
Indoor sporting event	Monday to Thursday	10:00	23:30
	Friday and Saturday	10:00	00:30
	Sunday	10:00	23:00

Playing of live music (indoor)	Monday to Thursday	10:00	23:30
	Friday and Saturday	10:00	00:30
	Sunday	10:00	23:00
Playing of recorded music (indoor)	Monday to Thursday	10:00	23:30
	Friday and Saturday	10:00	00:30
	Sunday	10:00	23:00
Performances of dance (indoor)	Monday to Thursday	10:00	23:30
	Friday and Saturday	10:00	00:30
	Sunday	10:00	23:00
Anything of a similar description to that falling within live and recorded music and performances of dance (indoor)	Monday to Thursday	10:00	23:30
	Friday and Saturday	10:00	00:30
	Sunday	10:00	23:00
Provision of entertainment facilities for making music (indoor)	Monday to Thursday	10:00	23:30
	Friday and Saturday	10:00	00:30
	Sunday	10:00	23:00
Provision of entertainment facilities for dancing (indoor)	Monday to Thursday	10:00	23:30
	Friday and Saturday	10:00	00:30
	Sunday	10:00	23:00
Provision of entertainment facilities for entertainment of a similar description to that falling within making music and dancing (indoor)	Monday to Thursday	10:00	23:30
	Friday and Saturday	10:00	00:30
	Sunday	10:00	23:00
The sale by retail of alcohol ON and OFF the premises	Monday to Thursday	10:00	23:30
	Friday and Saturday	10:00	00:30
	Sunday	10:00	00:30

The opening hours of the premises

Description	Time From	Time To
Restaurant:		
Monday to Saturday	10:00	00:30
Sunday	09:00	01:00
Front bar:		

Monday to Thursday	10:00	23:00
Friday and Saturday	10:00	00:00
Sunday	10:00	22:30

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

The sale by retail of alcohol for consumption ON and OFF the premises

Name, (registered) address of holder of premises licence

AD Catering (Leicester) Ltd
75 Beaumanor Road
Leicester
LE4 5QD

Registered number of holder, for example, company number, charity number (where applicable)

13524243

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Jamie-Lee Bate-Cook

State whether access to the premises by children is restricted or prohibited

Restricted

DATE LICENCE GRANTED:

21st July 2005

DATE TRANSFER AND DPS CHANGE:

5th October 2021

Thank you for your e-mail.

In relation to your questions, please see below:

Is the playing of music outside the building (i.e. in the garden areas) permitted under the terms of the licence?

The playing of music is permitted indoors only within the licensable hours.

What would be the process if an occasional or special event were to take place at The Bell if they are not covered by existing licensed activities?

The premises can apply for a Temporary Event Notice, for further information please visit [Temporary Events Notice \(England and Wales\) - GOV.UK](#)

What process would be followed if any changes to the existing licensed activities were proposed?

The process depends on proposed change, if it was a change that wouldn't impact the licensing objectives then this would be dealt with by a minor variation. For example, if the premises licence holder is applying for small changes to the structure or layout, decreasing or only slightly amending the licensed hours or removing out of date or volunteered conditions.

However, if there is any change that could potentially impact the licensing objectives then the premises licence holder would need to apply for a major variation. This is a different procedure as the application will be sent out for consultation for a period of 28 days & representations can be submitted to the Local Authority.

Examples of a major variation include:

- Extending licensing hours for the sale or supply of alcohol at any time between 11pm and 7am.
- Significantly changing the layout of the premises or adding areas that are permitted for the sale or supply of alcohol.
- Increasing the amount of time on any day that alcohol can be sold by retail or supplied.
- Making changes to the hours in which a licensable activity is permitted.
- Amending adding or removing conditions from a licence.

If private functions are hosted at the premises, would these be subject to the controls and restrictions detailed in the current licence?

The premises licence holder will still need to adhere to the licensing requirements. However, for any ad-hoc events they can submit a Temporary Event Notice.

If you have any further questions, please do not hesitate to get in contact.

Kind regards,

Megan Smith
Licensing and Compliance Officer

Harborough District Council

Dear Mr Woodward,

Thank you for your correspondence, I am sorry for the delay in my response to you, we are still in the process of carrying out investigations and cleansing of the culverted watercourse within the highway in the village. We will be returning on Monday 7th April to install an access chamber outside The Beeches, Town Street so we can complete our survey work. When this further survey is completed, we will assess the overall condition and determine improvement works required that will attract capital funding.

The flooding of 6th January has been recorded as the worst event in recent history as over 1000 properties are believed to have been internally impacted across Leicestershire, Leicester City and Rutland, and the severity of this event far exceeds the design capacity of the highway drainage system. The highway gullies are not designed to collect field water run off or other overland flow, but to collect the rain falls onto the road surface and to convey it into the nearest surface water system and suitable outfall, and this can often be a riparian owned system, with maintenance responsibilities for multiple parties. I am aware that my colleagues from the Flood Risk Management Team, as Lead Local Flood Authority have met with some residents to discuss riparian responsibilities with them.

The frequency of the gully cleansing is derived from historical data that we collect when cleansing, local conditions and the road hierarchy.

We look at silt levels in the gullies to determine how often they are cleansed, the original exercise was carried out around 7 years ago and we continue to monitor the amount of silt and will alter the frequency if we find that they are 100% full each time we visit for example. To schedule efficiently we want them to have a build up of silt but not so much that the outlet is blocked. There are 3 priorities; P1 gullies are cleansed every 10 months, P2 gullies are cleansed every 20 months and P3 gullies are inspected every 24 months. The gullies on Burton Overy are currently cleansed on the P2 schedule, so every 20 months, based on the levels of silt during the previous cleanses. Following the flooding on 2nd January and gullies in the flood locations have been reassigned to a P1 status, so will be cleansed every 10 months in future.

Risk of surface water flooding can be viewed online at <https://www.gov.uk/check-long-term-flood-risk>. Information about how residents and businesses can take steps to become more resilient to flooding and prepare can be found on the County Councils website at <https://www.leicestershire.gov.uk/environment-and-planning/flooding-and-drainage>.

I wholly acknowledge the Parish Councils concerns regarding the recent flooding events and of how distressing that flooding is for impacted residents. I will update you when our surveys are complete with the next steps.

Kind Regards,

Debbi Payne

Environmental and Preventative Manager,
Highway Operation Control,
Leicestershire County Council,