

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 21st November 2023 at 7.30 p.m. at Burton Overy Village Hall

23/094. Apologies for absence

23/095. Declarations of Members' interests

23/096. Questions from members of the public

23/097. To approve as a correct record the minutes of the meeting held on 17.10.23 **Appendix A**

23/098. Matters arising and not on the agenda / Minutes Action List **Appendix B**

23/099. Council asset safety checks - to update information and agree any action necessary

- Feedback from annual checks

23/100. Confirmation of Christmas 2023 Arrangements

23/101. Neighbourhood Plan Review – verbal update

23/102. Planning Applications Received

- a. 23/00722/FUL - Burton Brook Farm, London Road - Demolition of the existing dwelling and erection of replacement dwelling (amended design)
- b. 23/01526/TCA - Linden, Main Street – Works to trees

23/103. Planning decisions to note -

Enforcement Updates

- a. Dog day-care operation, Scotland Lane – Appeal Update
- b. Yew Tree House – Enforcement Update

Decisions Made

- a. 23/01179/FUL – The Springs, Carlton Lane – Erection of dwelling (in existing garden) - APPROVED
- b. 23/01404/TCA – Wheatridge, Main Street – Works to trees - APPROVED

Decisions Pending

- a. 23/01355/FUL– Kings Orchard, Scotland Lane – Rear extension & internal alterations
- b. 23/01468/FUL – 4 Baileys Lane (off Back Lane) – erection of detached dwelling

23/104. Financial Matters

- a. Payments to be agreed / noted during November **Appendix C**
- b. Banking Statements at 31.10.23 **Appendix D**

23/105. Community Matters

- a. Mobile Vehicle Activated Signs – LCC (email 03.11.23) **Appendix E**
- b. Community Projects Update

23/106. Correspondence for discussion

- a. HDC – Review of Polling Places & Polling Stations
- b. Interest paying deposit accounts **Appendix F**
- c. LRALC – Local Government Pay Agreement 2023-24 **Appendix G**

23/107. Correspondence for information

- a. Pavement barriers – Main Street (email circulated – 01.11.23)

b. LCC – Parish News Update (email circulated – 02.11.23)

23/108. Items for the next Agenda

23/109. To confirm the date of the next meeting of the Parish Council – 12.12.23

23/110. 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

15.11.23
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 17th October 2023 at 7.30pm

Present: Cllr Bob Warwick
Cllr Bob Pain
Cllr Dave Fletcher
Cllr Nina Garner

The Clerk

23/077 Apologies – Cllr Sarah Rankine

23/078 Declarations of Interest – None

23/079 Questions from members of the public – Two members of the public were present at the meeting.

23/080 Approval of Minutes of the parish council meeting on 19.09.23 – Approved and signed by Cllr Warwick.

23/081 Matters arising not on the current agenda / Minutes Action Update
Updates and progress on all actions included in Appendix B of the paperwork was noted or dealt with on the agenda.
The clerk was asked to chase action on items 23/067 and 23/072.

23/082 Council asset safety checks – No issues of concern were reported. Cllr Warwick had checked the expiry date of the pads at both defibrillators and these would need to be renewed in August 2024.
The clerk was asked to check with LCC when the re-stocking of the grit bins was scheduled.

23/083 Christmas 2023 Arrangements
Cllr Fletcher undertook to arrange for the delivery and erection of the Christmas tree for the weekend of 1st December.
Cllr Rankine would be asked to acquire some more large decorations for the tree.
It was agreed not to hold a formal lights switch-on event this year although a mulled wine vigil would be arranged around the tree during the week before Christmas, on a date to be confirmed.

23/084 Village Maintenance Issues
Councillors confirmed that they were satisfied with the verge maintenance works carried out by the contractor during the summer and it was agreed to

add the strimming of the wildflower verge to his list of sites at the appropriate time during 2024.

The clerk was asked to check with the relevant staff at LCC whether the verge to the south side of Back Lane could be removed from the wildflower verge schedule as very little had grown there during the year (it being a north facing verge).

A further query was raised regarding access on the pavement outside Higher House, Main Street. This had been blocked off by bollards for some weeks forcing pedestrians to walk on the road, on the face of it because of a dangerous and leaning boundary wall to the front garden of Higher House. The clerk was asked to check with LCC and the occupiers of Higher House what the current situation was and proposals were in hand to deal with this situation.

23/085

Planning applications to consider –

- a. 23/01355/FUL – Kings Orchard, Scotland Lane – Rear extension & internal alterations. – **No Comments**
- b. 23/01179/FUL – The Springs, Carlton Lane – Amended application. – **It Was Resolved to Ask that Permitted Development Rights be removed from this Proposal in Order to Prevent Future Encroachment into Agricultural Land.**
- c. 23/01404/TCA – Wheatridge, Main Street – Works to Trees. – **No Comments**
- d. 23/01468/FUL – Land rear of 4 Baileys Lane, New dwelling and access drive from Back Lane. – **No Comments**

23/086

Planning Decisions to Note

Enforcement Updates

22/01855/FUL – Dog day-care business, Land off Scotland Lane. The response of the Planning Inspectorate was still awaited on this enforcement appeal.

The clerk was asked to find out from HDC what the current enforcement position was in relation to the garage recently erected at Yew Tree House.

Decisions Made

- a. **23/01120/LBC** – Corner Thatch, Bell Lane - Installation of an untethered electric vehicle charging point on the front of the building (fronting onto Main Street) - APPROVED
- b. **23/01192/TCA** – Cantu, Beadswell Lane – Works to tree - APPROVED

Decisions Pending -

- a. **23/00722/FUL** - Burton Brook Farm, London Road - Demolition of the existing dwelling and erection of replacement dwelling
- b. **23/01179/FUL** – The Springs, Carlton Lane – Erection of dwelling (see 23/085b above)

23/087 Financial Matters

- a. The clerk presented the budgetary position of the council as at 30th September 2023. No significant variances were noted from the agreed budget at this half-year stage. The position was noted and approved by the council.
- b. The clerk presented details of the actual banking statements as at 30th September showing balances on the current account of £2,124.64 and £15,513.52 on the reserve account.
- c. The banking reconciliation as at the 30th September was also presented and approved for signature by Cllr Garner.
- d. Details of the anticipated income and expenditure during October (attached at Annex A) were considered and approved at the meeting.

23/088 Community Matters

- a. The clerk advised that the commemorative plaque for the Coronation Rose had been received. Cllr Garner undertook to erect this.
- b. Cllr Warwick advised that 10 Coronation mugs remained unsold. It was resolved to donate four of these as a raffle prize for the forthcoming Christmas Tree Festival and donate the remaining ones to charity.
- c. Options for the date of the pond clearing works were considered and it was agreed to arrange this for Thursday 9th November with a reserve date of 16th. The clerk was also asked to draft a letter, in consultation with the chair, to go to the church authority and the relevant occupier regarding the possibility of developing the pond in the field to the north of the village hall.

23/089 Correspondence for Discussion

- a. The clerk presented details of the subscription renewal notice received from SLCC which was due on 1st December. It was agreed to renew the subscription in the sum of £112.
- b. The chair made reference to a copy of a media statement recently circulated by HDC in relation to the proposed development of housing in Harborough District in substitute for the lack of relevant land within Leicester City Council area. The clerk was asked to post a copy of this in the PC noticeboard.

23/090 Correspondence for Information (including items received following publication of the agenda)

- a. The clerk had circulated with the agenda papers a copy of the annual report of the chairman of the Village Hall Management Committee. This was considered and noted.
- b. The clerk reported that he had received acknowledgement of the complaint made to LCC regarding the overgrown hedges on Beadswell Lane and Town Street. LCC had advised that they had written to the relevant owners asked for the hedges to be cut back.
- c. The clerk circulated details of the LRALC AGM at Mountsorrel on 15th November, which was noted.

- d. LRALC had also circulated information regarding proposals to amend some of its Articles of Association. This was also noted by the council.
- e. The clerk made reference to the recently received Trading Standards Newsletter which focussed on online scams currently occurring in the County. The clerk was asked to post this on the council's website and on the WhatsApp Noticeboard together with the most recent HDC newsletter.

23/091 - Items for the next agenda – pond development / Neighbourhood Plan / Christmas 2023 arrangements / planning enforcement / Reporting of relevant issues to HDC and LCC.

23/092 - Date of next meetings – 21st November 2023

23/093 - Exclusion of the Public
No confidential matters were considered at the meeting.

Signed

Date

Annex A

OCTOBER						EXPENDITURE			INCOME
58	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	03.10.23	I				2.00
59	Bank Interest (Oct)	5 Income	5.2 - Bank Interest	10.10.23	I				13.98
60	Vodafone Mobile (Oct)	1 Administration	1.9 - Phone - Bband	27.10.23	E	21.71	4.33	26.04	
61	HMRC - PAYE (Oct)	3 Staffing	3.2 - PAYE	28.10.23	E	146.40	0.00	146.40	
62	Clerk - Salary (Oct)	3 Staffing	3.3 - Salaries	28.10.23	E	219.89	0.00	219.89	
63	Plusnet Refund	5 Income	5.2 - Misc.	26.10.23	I	388.00			14.90
Monthly Total						388.00	4.33	392.33	30.88

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – Oct 2023

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
23/062	Post the agreed September minutes and the draft October minutes on website	Clerk	Posted online – 20.10.23
23/063	Contact Nature Spot when advice needed on pond development	Cllr Rankine	Pending
23/063	Forward details of interest paying accounts to clerk	Cllr Pain	Information sent – 09.11.23
23/064	Re-write access details on defibrillator signage	Cllr Warwick	Pending
23/066	Chair & Clerk to review working of Neighbourhood Plan over next six months	Chair / Clerk	Met with planning consultant 14.11.23
23/070	Make payments agreed at the meeting.	Clerk	Payments made when due.
23/081	Check with LCC, action on 23/067 (MVAS) and 23/072 (cleaning of road gullies)	Clerk	Emails submitted to LCC chasing these issues – 24.10.23
23/082	Check with LCC when grit bins will be re-stocked	Clerk	Email submitted – 24.10.23
23/083	Acquire additional large Christmas tree decorations	Cllr Rankine	Pending
23/083	Arrange delivery & erection of Christmas Tree	Cllr Fletcher	Pending
23/084	Check whether wildflower verge to south side of Back Lane can be removed from schedule of wildflower verges	Clerk	Email sent – 25.10.23
23/084	Ascertain current position on the pavement closure on Main Street with occupier of Higher House and LCC	Clerk	Letter sent – 27.10.23
23/085	Submit additional comments on planning application ref. 23/01179/FUL to HDC	Clerk	Comments submitted – 18.10.23
23/086	Ascertain current enforcement position re garage at Yew Tree House, Elms Lane	Clerk	Email query submitted – 24.10.23
23/088a	Erect Coronation Rose commemorative plaque	Cllr Garner	Erected – 07.11.23
23/088c	Draft letter in consultation with Chair to the church authority and relevant tenant farmer re development of the pond on the field to the north of the village hall	Clerk	Letter drafted – 01.11.23
23/089a	Pay SLCC subscription	Clerk	Paid – 03.11.23

APPENDIX B

23/089b	Post copy of HDC position statement re housing provision in Leicester City on PC noticeboard & WhatsApp group	Clerk	Posted – 14.11.23
23/090e	Post copies of LCC trading standards and HDC newsletters on BO WhatsApp group	Clerk	Posted – 24.10.23
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
23/086	Obtain update on planning enforcement position re garage at Yew Tree House, Elms Lane		Update to be presented at November PC meeting

ANTICIPATED INCOME & EXPENDITURE – NOVEMBER 2023

NOVEMBER						EXPENDITURE			INCOME
64	SLCC Subscription	3 Staffing	3.4 - Subscriptions	03.11.23	E	112.00	0.00	112.00	
65	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	07.11.23	I				2.50
66	Bank Interest (Nov)	5 Income	5.2 - Bank Interest	10.11.23	I				17.14
67	Vodafone Mobile (Nov)	1 Administration	1.9 - Phone - Bband	27.11.23	E	21.71	4.33	26.04	
68	HMRC - PAYE (Nov)	3 Staffing	3.2 - PAYE	28.11.23	E	234.90	0.00	234.90	
69	Clerk - Salary (Nov)	3 Staffing	3.3 - Salaries	28.11.23	E	352.35	0.00	352.35	
70	Clerk - Expenses	3 Staffing	3.5 - Training and Expenses	28.11.23	E	148.99	0.00	148.99	
Monthly Total						869.95	4.33	874.28	19.64

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 October 2023 to 31 October 2023

Money In	£16.90	Balance on 01 October 2023	£2,124.64
Money Out	£392.33	Balance on 31 October 2023	£1,749.21

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Oct 23	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		2,126.64
26 Oct 23	500014	DEP	14.90		2,141.54
26 Oct 23	HMRC - ACCOUNTS OF 200000001223003406	FPO		146.40	1,995.14
26 Oct 23	P WOODWARD 500000001226919349 PAYROLL	FPO		219.89	1,775.25
27 Oct 23	VODAFONE LTD 7069873224- 1001	DD		26.04	1,749.21

Transaction types

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



BUS BANK INSTANT Statement

Printed: 31 October 2023

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

9 LLOYD GEORGE AVENUE
KIBWORTH BEAUCHAMP
LEICESTER
LEICESTERSHIRE
LE8 0UZ

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Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Oct 23	INTEREST (GROSS)		13.98		15527.50

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926474 - MVAS Request - Burton Overy

From: [Adam Cooling <Adam.Cooling@leics.gov.uk>](mailto:Adam.Cooling@leics.gov.uk)

Sent: Fri, 3 Nov, 2023 at 15:59

To: clerk@burtonoverypc.org.uk

Dear Mr Woodward,

Thank you for your enquiry regarding the possibility of an MVAS (Mobile Vehicle Activated Sign) scheme in Burton Overy.

Please note that while Leicestershire County Council (LCC) are happy to support VAS/MVAS schemes such as these, they must be third-party funded.

For an MVAS scheme there must be a minimum of two agreed post locations as an MVAS sign should be moved every 6-8 weeks. LCC must approve the suggested locations. The MVAS would be a Parish asset and you would have full responsibility for all ongoing maintenance, and LCC would have no responsibility or liability for them. The Parish Council will need to carry out all consultations with affected properties and deal with any objections prior to the posts being installed (and any issues after installation). When assessing the location of the posts and signs we use the below criteria:

- Not within the first 100m of a speed limit change
- Only within 30mph and 20mph speed limits
- Not in the proximity of a junction or access where visibility may be impaired

LCC are happy to install the posts for the sign to be affixed to at a cost of £250 per post, which would need to be third-party funded. We would not look to use existing BT poles (not permissible) nor existing sign posts – this is because posts are not designed to carry the size and weight of MVAS signs and in allowing them to be installed on these posts there is a risk of them failing, which could potentially cause damage and endanger members of the public.

Using the above criteria please indicate (such as via Google maps or on the attached map) where you would like the posts to be installed and we will assess the preferred locations for suitability. We can then provide you with a plan with which you can consult the affected residents.

Alternatively, if the Parish wish for the MVAS signs to be installed on existing street light columns, the columns must be structurally tested so we know they are able to safely hold the weight of the sign. The Parish will need to get the columns structurally tested as LCC does not offer this service. There are a number of private companies that do – the process is called non-destructive testing, you will be able to find a number of different companies that provide the testing (we use www.rochtest.com). We will require a copy of the report as part of the application. Once the columns have been tested and depending on the results, if they would like to proceed with installing the signs on the street light columns you will then need to submit a section 178 application. This can be done through a webform, located [here](#). The link details all the documentation required.

In order to proceed further with the application LCC would also require the following:

- Detailed drawing and specification of signs including weight and size
- Full details of the supplier
- Preferred location of posts including how many
- Completed structures license form (attached)

- Completed risk assessment (attached, some examples are prefilled to give you an understanding of what is required) and memorandum of understanding
- Copy of Public Liability Insurance in excess of 5 million pounds to gain a structures licence
- The Parish Council will need to appoint a suitably qualified contractor to install the signs (if required).

In terms of suppliers of the MVAS units, [Westcotec](#), [Swarco](#) and [ElanCity](#) have all been used by Parishes in recent years. Prices vary depending on the supplier and specification of the unit but costs tend to be in the range of £1,500 - £5,000.

If you require any further information, please let me know.

We look forward to hearing from you.

Kind regards,

Adam Cooling

Technician – Traffic & Signals

Network Management – Development & Growth

Environment & Transport

Leicestershire County Council

DEPOSIT ACCOUNT OPTIONS

Organisation	Minimum Deposit	Minimum Term	Interest Rate
Cambridge & County	Min Dep – 50k	12 mths	5%
	Min Dep - 10k	24 mths	5%
Lloyds	Min Dep – 10k	15 mths (deposit before 14.12.23)	5.08%
Nationwide	Min Dep – 10k	12 mths	5%
Hampshire Trust Bank	Min Dep – 5k	12 mths	5.15%
Aldermore Bank	Min Dep – 1k	12 mths	4.35%

SALARY BACK-PAY CALCULATION 2023-24

UNISON and the other local government unions, GMB and Unite, yesterday decided to accept the employers' pay offer for 2023, for council and school workers in England, Wales and Northern Ireland.

It means an increase of £1,925 on all NJC (National Joint Council) pay points, pro rata'd for part-time and term time only staff. This will be backdated to 1 April 2023.

	Annual Salary 2022-23	plus 1925	Annual Salary 2023-24
SCP 7	22369	1925	24294
SCP 8	22777	1925	24702
SCP 9	23194	1925	25119
SCP 10	23620	1925	25545
SCP 11	24054	1925	25979
SCP 12	24496	1925	26421

CURRENT MONTHLY GROSS AMOUNT	-	366.29
REVISED MONTHLY GROSS AMOUNT	-	<u>393.91</u>
DIFFERENCE	-	27.62
EFFECTIVE DATE	-	1 ST APRIL 2023
REVISED PAY DUE FOR 8 MONTH	-	APR / MAY / JUN / JUL / AUG / SEPT / OCT / NOV
TOTAL AMOUNT OF BACK PAY	-	8 x 27.62 = 220.96
∴ TOTAL PAY DUE IN NOV	-	220.96 + 366.29 = <u>587.25</u>
GROSS SALARY FROM DEC 23	-	393.91