

**All Councillors are summoned to a**  
**BURTON OVERY PARISH COUNCIL MEETING**

**on Tuesday 26<sup>th</sup> April 2022 at 7.30 p.m. at Burton Overy Village Hall**

- 22/001. Apologies for absence
- 22/002. Questions from members of the public
- 22/003. Declarations of Members interests
- 22/004. To approve as a correct record the minutes of the meeting held on 15.03.22 **Appendix A**
- 22/005. Matters arising and not on the agenda / Minutes Action List **Appendix B**
- 22/006. Council asset safety checks - to review the scheduled monthly / quarterly checks (Defibrillator / Noticeboards / Dog Waste Bins / Telephone Box)
- 22/007. Planning applications received during the period
- a. **22/00807/FUL** - Alterations to combine Stamford Cottage & South End Cottage, The Gravel
  - b. **22/00757/ FUL** - Demolition of existing dwelling and erection of replacement dwelling – 3 Baileys Lane
  - c. **22/00819/TCA** – Works to Trees (fell & pollard) – Ivy Cottage, Rectory End
- 22/008. Planning decisions to note
- Decisions Made
- a. **21/02032/FUL** - Subdivision of dwelling to recreate 3 dwellings - 1 - 3 Oswin Cottages, Town Street - APPROVED
- Decisions Pending
- a. **22/00597/AGR** - Erection of an agricultural building, Land East of Burton Overy Lane
  - b. **21/02079/FUL & 21/02180/LBC** - Demolition of existing front boundary wall and erection of low-level boundary wall and railings above, with new vehicle & pedestrian gated access; The Old Coach House Main Street.
  - c. **22/00686/FUL** – Conversion of Outbuildings, Caringa, Main Street (revised scheme)
- 22/009. Finances
- a. To note the on-line bank statements as at 31.03.22 **Appendix C**
  - b. Cashbook 2021-22 **Appendix D**
  - c. Budget out-turn for 2021-22 **Appendix E**
  - d. Bank Reconciliation 2021-22 **Appendix F**
  - e. Annual Statement of Accounts 2021-22 **Appendix G**
  - f. Internal Auditor's Report **Appendix H**
  - g. Payments to be agreed / noted during April **Appendix I**
- 22/010. Community Matters – update as required
- a. Defibrillator – Just Giving bank details
  - b. Car Parking in the village – feedback from LCC (email 21.03.22) **Appendix J**
  - c. Planters – verbal update
  - d. Platinum Jubilee Commemoration
    - i. Mugs
    - ii. Bench
- 22/011. Correspondence for discussion
- a. Harborough Lottery **Appendix K**
  - b. LCC – Annual Parish Conference (email 06.04.22) **Appendix L**

c. LRALC Subscription 2022

**Appendix M**

22/012. Correspondence for information

- a. New Normal Cancer Support email 30.03.22
- b. Temporary TRO's – Mayns Lane; The Gravel / Main St etc.

**Appendix N**  
**Appendix O**

22/013. Items for the next Agenda - Election of Chair / SO & Fin Regs Update / AGAR / Insurance / Code of Conduct

22/014. To confirm the date of the next meeting – 17<sup>th</sup> May 2022

22/015. 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 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)

19.04.22

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Thursday 15<sup>th</sup> March 2022 at 7.30pm

- Present:** Cllr Bob Warwick  
Cllr Sarah Rankine  
Cllr Bob Pain  
Cllr Nina Garner  
The Clerk
- 21/193**      **Apologies** – Cllr Dave Fletcher
- 21/194**      **Questions from members of the public** – One member of the public was in attendance with an interest in the provision of a second defibrillator in the village.
- 21/195**      **Declarations of interest** – Cllr Pain indicated a non-pecuniary interest in that he had appointed an architect for a personal project who was involved with planning applications for other properties in the village.
- 21/196**      **Approval of Minutes of the parish council meeting on 15.02.21** – Approved and signed by Cllr Warwick.
- 21/197**      **Matters arising not on the current agenda / Minutes Action Update**  
21/130 - The chairperson advised that it had been agreed with the village hall management committee that the contribution to 'The Big Lunch' would be £300 instead of £500.  
21/180 - Cllr Rankine undertook to speak with local contractors to provide a quotation for repainting the telephone box.  
21/187a – the clerk updated the meeting on responses received in relation to letters sent to owners of land adjacent to Scotland Thicket. Further action would be considered in the future.  
Updates on all actions were noted.
- 21/198**      **Council asset safety checks** – No issues to report.
- 21/199**      **Planning matters to consider** –  
a. **22/00597/AGR** – Erection of agricultural building; Land off Burton Overy Lane – The clerk was asked to submit comments expressing concerns over the size and prominence of the proposed building bearing in mind its proximity to the road; request that it be sited further away from the road where the level of the land dips away and that all finishes to the building should be coloured green.

**21/02219/FUL / 22/00686/FUL** – Conversion of outbuildings & extension – Caringa, Main Street – it was noted that a revised scheme had been submitted. No comments were raised

**21/200 Planning decisions taken by HDC**

The following decisions were noted -

- c. **22/00258/TCA** – Works to Tree (fell), Rose Cottage, Elms Lane, – APPROVED

The following decision remained pending -

- a. **21/02032/FUL** - Subdivision of dwelling to recreate 3 dwellings - 1 - 3 Oswin Cottages, Town Street
- b. **21/02179/FUL & 21/02180/LBC** – Demolition of front boundary wall & erection of low-level wall, new vehicle and gated pedestrian access; The Old Coach House, Main Street.

**21/201 Finances –**

- a. The bank statements as at 1<sup>st</sup> March 2022 were noted and endorsed.
- b. Payments (to be) made during March (See Annex A) were considered and endorsed / approved for payment.
- c. The clerk presented an estimate of the year-end financial position and a projection of earmarked and general reserves at 31<sup>st</sup> March 2022.

**21/202 Insurance Arrangements 2022 Onwards**

The clerk presented information on the council's insurance cover which was due for renewal on 1<sup>st</sup> June 2022 at the end of a three-year agreement. It was resolved that the clerk seek quotations for renewal of the council's insurance and that clarification be sought on asset replacement values and the level of Officer's Liability cover which was felt to be low.

**21/203 Policy Review**

The clerk presented an update of the council's Health and Safety Policy for consideration. This was approved by the council.

**21/204 Community Matters**

- a. The chairperson suggested that each councillor should distribute an agreed number of the village directory and the newsletter. The proposals were agreed;
- b. Cllr Pain advised that he had now received the yellow cabinet which would house the defibrillator. The agreed siting of the cabinet (on the outside wall of the porch of the Bell Inn was confirmed by the member of the public present (the Licensee)). Information was still awaited from an electrician on costs to install the cabinet. The 'Just Giving' page was now live and a message would be circulated via the Village Noticeboard as soon as possible to publicise this.

- c. Councillors discussed parking ‘hot spots’ around the village which were exacerbated by the heavy farm traffic which frequently passed through the village. Particular hot spots were identified as the junction of Bell Lane with Main Street and the junction of Beadswell Lane with Town Street. The clerk was asked to contact the County Councillor for the area to ascertain what solutions (if any) may be available to address these concerns.
- d. Councillors discussed options for commemorating the Queen’s Platinum Jubilee and agreed in principle that the parish council should undertake two relevant initiatives, First, the purchasing of china mugs for every child in the village under the age of 16, and secondly, the procurement and installation of a commemorative bench in the village. The clerk was asked to submit applications for grants to HDC who had made funding available for such schemes (maximum £250 for mugs and £500 for benches). The parish council agreed that any shortfall in funding for both of the schemes should be met from general reserves.
- e. The clerk was asked to review the parish council’s webpages relating to Corona Virus and update or remove these as appropriate at the earliest opportunity;

**21/205 Correspondence for Discussion**

The clerk presented details to the meeting of arrangements now in place for its membership of the Harborough Lottery, which was a condition of receiving the grant aid from HDC towards the village planters. Every ticket sold which could be related to a supporter of Burton Overy PC would generate 50p for the parish council. It was agreed that publicity and promotion of this be discussed at the next meeting.

**21/206 Correspondence for Information**

- a. The clerk presented details from NALC of the agreed pay award for 2021-22 which was effective from 1<sup>st</sup> April 2021. It was agreed that the council make the appropriate ‘back-pay’ arrangements and that the clerks pay scale moves onto point 12 from 1<sup>st</sup> April 2022.
- b. Repainting of the telephone box had been dealt with under item 21/197 above.

**21/207 - Items for the next agenda** –year-end financial outturn / Insurance update / village maintenance and appearance (dog waste, can collections) / Platinum Jubilee commemorations / Harborough Lottery publicity.

**21/208 - Date of next meeting** – 26<sup>th</sup> April 2022

**21/209 - Exclusion of the Public**

No confidential matters were considered at the meeting.

**Signed**

**Date**

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## Annex A

MARCH						EXPENDITURE			INCOME
86	2Commune Ltd	Admin	1.6 - IT Website	01.03.22	E	485.00	97.00	582.00	
87	Chameleon Print	Community	2.1 - Community Projects	01.03.22	E	86.00	0.00	86.00	
88	Harborough DC (Grant)	Income	5.2 - Income (misc)	04.03.22	I	0.00	0.00	0.00	1,125.00
89	Interest Received (Mar)	Income	5.2 - Misc.	10.02.22	I	0.00	0.00	0.00	0.07
90	HMRC (Mar +)	Staffing	3.2 - PAYE	18.02.22	E	157.60	0.00	157.60	
91	Dog Waste Bin Emptying	Community	2.3 - Dog waste bins	20.10.21	E	90.51	18.10	108.61	
92	Clerk Salary (Mar +)	Staffing	3.3 - Salaries	28.02.22	E	236.54	0.00	236.54	
93	Plusnet	Admin	1.2 - Broadband	28.02.22	E	22.00	4.40	26.40	
Monthly Total						1,077.65	119.50	1,197.15	1125.07

DRAFT

## BURTON OVERY PARISH COUNCIL

### COUNCIL MEETING ACTION LIST – March 2022

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
<b>21/130</b>	Make payment (£300) to village hall management committee for Platinum Jubilee event.	Clerk	Pending
<b>21/169b</b>	Schedule item for September meeting agenda regarding Christmas tree	Clerk	Pending (until Sept)
<b>21/196</b>	Post the agreed February minutes and the draft March minutes on website	Clerk	Posted online – 21.03.22
<b>21/197</b>	Cllr Rankine to contact local contractors to obtain quote for repainting phone box	Cllr Rankine	Pending
<b>21/199</b>	Submit comments to HDC planning re revised applications Ref. 22/00597/AGR (No comments re 22/00686/FUL)	Clerk	Comments submitted – 18.03.22
<b>21/201a</b>	Make payments agreed at the meeting.	Clerk	Payments made when due.
<b>21/183b</b>	Transfer Vodafone tariff to monthly account from pay as you go	Clerk	Pending
<b>21/202</b>	Seek quotations for Insurance renewal	Clerk	Quotes requested – 13.04.22
<b>21/203</b>	Post revised Health & Safety Policy on website	Clerk	Posted 23.03.22
<b>21/204a</b>	Circulate village directories & newsletter	All Cllrs	Work complete – 31.03.22 Posted 21.03.22
<b>21/204b</b>	Confirm electrician's installation costs for defib	Cllr Pain / Clerk	
<b>21/204b</b>	Circulate WhatsApp message re defib appeal	Cllr Warwick / Clerk	
<b>21/204c</b>	Contact County Councillor re parking concerns	Clerk	Query sent – 18.03.22 Reply – 21.03.22
<b>21/204d</b>	Confirm costings for Jubilee Mugs. Confirm costings for Jubilee bench & installation. Submit grant applications (x2) to HDC for Jubilee commemorations.	Cllr Warwick Cllr Garner Clerk	Confirmed 07.04.22 April Meeting Submitted 25.03.22 Approved 05.04.21
<b>21/204e</b>	Update web pages relating to Coronavirus when time permits	Clerk	Updated – 29.03.22
<b>21/205</b>	Place item on next meeting agenda regarding Harborough Lottery	Clerk	Listed on agenda
<b>21/206</b>	Make arrangements for changes to payroll following nationally agreed salary increases	Clerk	Changes made – 22.03.22

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 March 2022 to 31 March 2022

<b>Money In</b>	£1,632.11	<b>Balance on 01 March 2022</b>	£766.69
<b>Money Out</b>	£2,176.54	<b>Balance on 31 March 2022</b>	£222.26

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Mar 22	BURTON OVERY PARIS 309497 07249083	TFR	507.11		1,273.80
02 Mar 22	2COMMUNE LTD 600000000897751621 LBURTON	FPO		582.00	691.80
02 Mar 22	CHAMELEONCOPYPRINT 500000000898014138 INVOICE	FPO		86.00	605.80
04 Mar 22	HARBOROUGH DC	BGC	1,125.00		1,730.80
21 Mar 22	FOSTER J T/A STRAI 200000000902893511 INV NO	FPO		1,088.00	642.80
21 Mar 22	HMRC - ACCOUNTS OF 200000000902893891	FPO		157.60	485.20
28 Mar 22	PNET3122091-1 PNET3122091- 1	DD		26.40	458.80
28 Mar 22	P WOODWARD 300000000913921578 SALARY	FPO		236.54	222.26

## 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			





## BUS BANK INSTANT Statement

Printed: 31 March 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 (£)
09 Mar 22	INTEREST (GROSS)		0.07		8500.07
02 Mar 22	BURTON OVERY PARIS 309497 00228552	TFR		507.11	8500.00
18 Feb 22	BURTON OVERY PARIS 309497 00228552	TFR		1000.00	9007.11
09 Feb 22	INTEREST (GROSS)		0.09		10007.11
24 Jan 22	BURTON OVERY PARIS 309497 00228552	TFR		1000.00	10007.02
10 Jan 22	INTEREST (GROSS)		0.10		11007.02

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Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	EXPENDITURE			INCOME	
						Net Amount	VAT	TOTAL		
<b>APRIL</b>										
1	Zoom Subs	Admin	1.10 - Zoom	06.04.21	E	11.99	2.40	14.39		
2	Precept (1)	Income	5.1 - Precept	14.04.21	I	0.00	0.00	0.00	6,213.50	
3	PAYE	Staffing	3.2 - PAYE	19.04.21	E	105.60	0.00	105.60		
4	Dog Waste Bin Emptying	Community	2.3 - Dog waste bins	26.04.21	E	88.96	17.79	106.75		
5	LRALC Annual Fee	Staffing	3.4 - Subs	26.04.21	E	162.12	0.00	162.12		
6	Clerk Salary	Staffing	3.3 - Salaries	28.04.21	E	158.48	0.00	158.48		
7	Home Work All'ce (Mar & Apr)	Staffing	3.1 - HWA	26.04.21	E	52.00	0.00	52.00		
8	Broadband	Admin	1.2 - Broadband	28.04.21	E	25.00	5.00	30.00		
9	Interest received (Apr)	Income	5.2 - Misc.	12.04.21	I	0.00	0.00	0.00	0.04	
Monthly Total								25.19	629.34	6,213.54
<b>MAY</b>										
10	Zoom	Admin	1.10 - Zoom	06.05.21	E	11.99	2.40	14.39		
11	Interest received (May)	Income	5.2 - Misc.	12.05.21	I	0.00	0.00	0.00	0.04	
12	PAYE (May)	Staffing	3.2 - PAYE	19.05.21	E	105.60	0.00	105.60		
13	Clerk Salary (May)	Staffing	3.3 - Salaries	28.05.21	E	158.48	0.00	158.48		
14	Plusnet	Admin	1.2 - Broadband	28.05.21	E	25.00	5.00	30.00		
Monthly Total								7.40	308.47	0.04
<b>JUNE</b>										
15	Came & Co (Insurance)	Admin	1.5 - Insurance	01.06.21	E	347.05	0.00	347.05		
16	Data Protection Registration	Admin	1.3 Data Protection	03.06.21	E	35.00	0.00	35.00		
17	Zoom	Admin	1.10 - Zoom	06.06.21	E	11.99	2.40	14.39		
18	Interest received (June)	Income	5.2 - Misc.	12.06.21	I	0.00	0.00	0.00	0.04	
19	PAYE (June)	Staffing	3.2 - PAYE	18.06.21	E	105.60	0.00	105.60		
20	Clerk Salary (June)	Staffing	3.3 - Salaries	28.06.21	E	158.48	0.00	158.48		
21	Plusnet	Admin	1.2 - Broadband	29.06.21	E	25.00	5.00	30.00		
22	LCC	Community	2.7 - street light retrofit	30.06.21	E	2,811.40	562.28	3,373.68		
Monthly Total								569.68	4,064.20	0.04
<b>JULY</b>						<b>EXPENDITURE</b>			<b>INCOME</b>	

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL		
23	Zoom	Admin	1.10 - Zoom	05.07.21	E	11.99	2.40	14.39		
24	VAT Refund (from 2020-21)	Income	5.2 - Misc.	08.07.21	I	0.00	0.00	0.00	971.22	
25	Interest received (July)	Income	5.2 - Misc.	09.07.21	I	0.00	0.00	0.00	0.04	
26	PAYE (July)	Staffing	3.2 - PAYE	21.07.21	E	105.60	0.00	105.60		
27	Home Work All'ce (May Jun Jul)	Staffing	3.1 - HWA	21.07.21	E	78.00	0.00	78.00		
28	Clerk Salary (July)	Staffing	3.3 - Salaries	28.07.21	E	158.48	0.00	158.48		
29	Plusnet	Admin	1.2 - Broadband	28.06.21	E	25.00	5.00	30.00		
Monthly Total								7.40	386.47	971.26
<b>AUGUST</b>						<b>EXPENDITURE</b>			<b>INCOME</b>	
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL		
30	Zoom	Admin	1.10 - Zoom	05.08.21	E	11.99	2.40	14.39		
31	Interest received (Aug)	Income	5.2 - Misc.	09.08.21	I	0.00	0.00	0.00	0.05	
32	Mobile Phone top-up	Admin	1.9 Telephone	18.08.21	E	8.83	1.17	10.00		
33	Dog Waste Bin Emptying	Community	2.3 - Dog waste bins	19.08.21	E	90.51	18.10	108.61		
34	PAYE (Aug)	Staffing	3.2 - PAYE	19.08.21	E	105.60	0.00	105.60		
35	Clerk Salary (Aug)	Staffing	3.3 - Salaries	28.08.21	E	158.48	0.00	158.48		
36	Plusnet	Admin	1.2 - Broadband	29.08.21	E	25.00	5.00	30.00		
Monthly Total								26.67	427.08	0.05
<b>SEPTEMBER</b>						<b>EXPENDITURE</b>			<b>INCOME</b>	
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL		
37	Zoom	Admin	1.10 - Zoom	06.09.21	E	11.99	2.40	14.39		
38	Interest received (Sept)	Income	5.2 - Misc.	09.09.21	I	0.00	0.00	0.00	0.05	
39	Precept (2)	Income	5.1 - Precept	14.09.21	I	0.00	0.00	0.00	6,213.50	
40	PAYE (Sept)	Staffing	3.2 - PAYE	27.09.21	E	130.00	0.00	130.00		
41	Clerk Salary (Sept)	Staffing	3.3 - Salaries	28.09.21	E	195.14	0.00	195.14		
42	LRALC Training	Staffing	3.5 - Training	28.09.21	E	45.00	0.00	45.00		
43	Printer Ink	Admin	1.8 - Stationery	28.09.21	E	7.91	1.58	9.49		
44	Plusnet	Admin	1.2 - Broadband	29.09.21	E	25.00	5.00	30.00		
Monthly Total								8.98	424.02	6,213.55
<b>OCTOBER</b>						<b>EXPENDITURE</b>			<b>INCOME</b>	

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
45	Cloud IT Backup storage	Admin	1.7 - IT Backup	01.10.21	E	120.00	0.00	120.00	
46	Zoom	Admin	1.10 - Zoom	05.10.21	E	11.99	2.40	14.39	
47	Defib Pads	Community	2.2 - Defibrillator	07.10.21	E	68.99	13.00	81.99	
48	Interest received (Oct)	Income	5.2 - Misc.	11.10.21	I	0.00	0.00	0.00	0.08
49	Dog Waste Bin Emptying	Community	2.3 - Dog waste bins	20.10.21	E	90.51	18.10	108.61	
50	PAYE (Oct)	Staffing	3.2 - PAYE	22.10.21	E	130.00	0.00	130.00	
51	Clerk Salary (Oct)	Staffing	3.3 - Salaries	28.10.21	E	195.14	0.00	195.14	
52	Plusnet	Admin	1.2 - Broadband	29.10.21	E	25.00	5.00	30.00	
53	Amazon Prime	Admin	1.8 - Stationery	26.10.21	E	6.66	1.33	7.99	
54	Amazon Prime (refund)	Admin	5.2 - Income (refund)	29.10.21	I	0.00	0.00	0.00	7.99
Monthly Total							39.83	688.12	8.07
<b>NOVEMBER</b>						<b>EXPENDITURE</b>		<b>INCOME</b>	
55	Zoom	Admin	1.10 - Zoom	05.11.21	E	11.99	2.40	14.39	
56	Interest Received (Nov)	Income	5.2 - Misc.	09.11.21	I	0.00	0.00	0.00	0.09
57	Homeworking All'ce (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	32.40	6.48	38.88	
62	Plusnet Refund	Admin	1.2 - Broadband	29.11.21	I	0.00	0.00	0.00	8.88
63	SLCC	Staffing	3.4 Subs	29.11.21	E	95.00	0.00	95.00	
Monthly Total							8.88	653.80	8.97
<b>DECEMBER</b>						<b>EXPENDITURE</b>		<b>INCOME</b>	
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	Grange Farm (Xmas Tree)	Community	2.5 - Grants / Donations	28.12.21	E	83.34	16.66	100.00	
70	Plusnet	Admin	1.2 - Broadband	29.12.21	E	5.73	1.15	6.88	

Monthly Total						20.21	491.41	0.09
JANUARY						EXPENDITURE		INCOME
71	B O Village Hall	Admin	1.11 - Miscellaneous	18.01.22	E	120.00	0.00	120.00
72	Interest Received (Jan)	Income	5.2 - Misc.	10.01.22	I	0.00	0.00	0.00
73	HMRC (Jan)	Staffing	3.2 - PAYE	20.01.22	E	130.00	0.00	130.00
74	Clerk Salary (Jan)	Staffing	3.3 - Salaries	28.01.22	E	195.14	0.00	195.14
75	Plusnet	Admin	1.2 - Broadband	29.01.22	E	22.00	4.40	26.40
Monthly Total						4.40	471.54	0.10
FEBRUARY						EXPENDITURE		INCOME
76	Vodafone (top-up)	Admin	1.9 - Telephone	07.02.22	E	12.50	2.50	15.00
77	Land Registry	Admin	1.11 - Miscellaneous	07.02.22	E	6.00	0.00	6.00
78	Land Registry	Admin	1.11 - Miscellaneous	07.02.22	E	6.00	0.00	6.00
79	Interest Received (Feb)	Income	5.2 - Misc.	10.02.22	I	0.00	0.00	0.00
80	LCC Streetlight maintenance	Community	2.7 - street light retrofit	18.02.22	E	640.07	128.01	768.08
81	HMRC (Feb)	Staffing	3.2 - PAYE	18.02.22	E	130.00	0.00	130.00
82	LRALC	Admin	1.1 - Audit	18.02.22	E	180.00	0.00	180.00
83	Clerk Salary (Feb)	Staffing	3.3 - Salaries	28.02.22	E	195.14	0.00	195.14
84	Plusnet	Admin	1.2 - Broadband	28.02.22	E	22.00	4.40	26.40
85	Vodafone (top-up)	Admin	1.9 - Telephone	23.02.22	E	8.83	1.17	10.00
Monthly Total						136.08	1,336.62	0.09
MARCH						EXPENDITURE		INCOME
86	2Commune Ltd	Admin	1.6 - IT Website	01.03.22	E	485.00	97.00	582.00
87	Chameleon Print	Community	2.1 - Community Projects	01.03.22	E	86.00	0.00	86.00
88	Harborough DC (Grant)	Income	5.2 - Income (misc)	04.03.22	I	0.00	0.00	0.00
89	Interest Received (Mar)	Income	5.2 - Misc.	10.03.22	I	0.00	0.00	0.00
90	HMRC (Mar +)	Staffing	3.2 - PAYE	18.03.22	E	157.60	0.00	157.60
91	Straightline Fencing	Community	2.1 - Planters (grant aided)	21.03.22	E	1,088.00	0.00	1,088.00
92	Clerk Salary (Mar +)	Staffing	3.3 - Salaries	28.03.22	E	236.54	0.00	236.54
93	Plusnet	Admin	1.2 - Broadband	28.03.22	E	22.00	4.40	26.40
Monthly Total						101.40	2,176.54	1125.07
						<b>11,101.49</b>	<b>956.12</b>	<b>12,057.61</b>
								<b>14,540.87</b>



APPENDIX E

COST CENTRE	REF. NO.	COST CODE	BUDGET 2021-22	SPEND TO 31.03.22 (excl VAT)	SPEND TO 31.03.22 (incl VAT)	
1	ADMINISTRATION	1.1	AUDIT	170	180.00	180.00
		1.2	BROADBAND	320	279.13	334.96
		1.3	DATA PROTECTION	40	35.00	35.00
		1.4	ELECTIONS	100		
		1.5	INSURANCE	340	347.05	347.05
		1.6	IT - WEBSITE HOSTING & SUPPORT	475	485.00	582.00
		1.7	IT - BACKUP	125	120.00	120.00
		1.8	STATIONERY	155	14.57	17.48
		1.9	TELEPHONE	180	30.16	35.00
		1.10	ZOOM	145	107.91	129.51
		1.11	MISCELLANEOUS	370	132.00	132.00
		Sub Total	<b>2420</b>			
2	COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	75	1,174.00	1,174.00
		2.2	DEFIBRILLATOR	75	68.99	81.99
		2.3	DOG WASTE BINS	425	269.98	323.97
		2.4	GENERAL REPAIRS & MAINTENANCE	160		
		2.5	GRANTS & DONATIONS	250	83.34	100.00
		2.6	PARISH PLAN	0		
		2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2811	2,811.40	3,373.68
		2.8	STREET LIGHTING (POWER & MAINTENANCE)	650	640.07	768.08
		Sub Total	<b>4446</b>			
3	STAFFING	3.1	HOMEWORKING ALLOWANCE	312	208.00	208.00
		3.2	PAYE	1247	1,465.60	1,465.60
		3.3	SALARIES	1922	2,199.78	2,199.78
		3.4	SUBSCRIPTIONS	350	257.12	257.12
		3.5	TRAINING & EXPENSES	230	192.39	192.39
		Sub Total	<b>4061</b>			
4	RESERVES	4.1	EARMARKED	0		
		4.2	GENERAL	1500		
		Sub Total	<b>1500</b>			
<b>TOTALS</b>			<b>12427</b>	<b>11,101.49</b>	<b>12,057.61</b>	
5	INCOME	5.1	Precept	12427	12,427.00	
		5.2	Miscellaneous	0	2,113.87	
<b>TOTAL</b>			<b>12427</b>	<b>14,540.87</b>		

<b>BURTON OVERY PARISH COUNCIL</b>		
<b>Bank Reconciliation as at 31.03.2022</b>		
<b><u>Current a/c (Treasurers) 00228552</u></b>		<b>£</b>
Opening balance as at 01.04.2021		<b>1,203.89</b>
Receipts - Precept & other income (excl VAT & interest)		13,568.87
Add Transfers from Instant Access Acct		2,507.11
Less Transfer to Instant Access Acct		5,000.00
		<b>12,279.87</b>
Less payments per cashbook		12,057.61
Less cleared cheques		0.00
Plus uncleared cheques		0.00
Balance as per cashbook		<b>222.26</b>
Current a/c balance as statement 28.02.2022		<b>222.26</b>
<b><u>Bus Instant Access a/c 07249083</u></b>		
Opening balance as at 01.04.2021		<b>5,035.18</b>
Receipts - Interest		0.78
- HMRC VAT refund		971.22
Less Transfer to Treasurer's Acct		<b>2,507.11</b>
Add Transfer from Treasurer's Acct		<b>5,000.00</b>
Balance as per cashbook		<b>8,500.07</b>
Balance as per bank statement 31.03.2022		<b>8,500.07</b>
Signature _____ - _____ <u>P Woodward</u>	Date 31.03.22	



## Section 2 – Accounting Statements 2021/22 for

### BURTON OVERY PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	5,639	6,238	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	10,265	12,427	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	963	2,114	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	3,327	3,665	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	7,302	8,392	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	6,238	8,722	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	6,238	8,722	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	16,893	16,893	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 08/04/2022

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Burton Overy Parish Council		
Name of Internal Auditor:	Hayley Cawthorne	Date of report:	06/04/2022
Year ending:	31 March 2022	Date audit carried out:	04/04/2022

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit.*

***The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.***

### To the Chairman of the Council:

I carried out the year-end audit review of Burton Overy Parish Council on the 4<sup>th</sup> April 2022. This year's audit was carried out remotely using Zoom.

Prior to this date, Phil Woodward, the parish clerk, had kindly forwarded me both the end of year accounts and the completed AGAR Part 2 Section 2 form.

I reviewed the information available on [www.burtonoverypc.org.uk](http://www.burtonoverypc.org.uk) before the remote meeting and I was able to access a well ordered and detailed set of documents and records.

By examination of these documents and records plus further queries, with the clerk during our remote meeting, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Governance and Accountability Return (AGAR) Part 2, and notwithstanding the items noted below, I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. As a result, I was able to answer 'Yes' to all the relevant questions on page four of the AGAR and have signed as required.

### Noted this visit:

1. All points raised in the 'Internal Auditors Report 20/21 have been addressed.
2. It was discussed and suggested that moving forwards, the signatories/authorisers of the bacs payments, also sign the invoices to provide an audit trail that they have agreed the amount being paid matches the amount on the invoice.
3. It was discussed and suggested that the bank balances are printed within the minutes, to provide a robust and easily accessible audit trail, which can be followed at any point in the future.

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. Consequently, the report is limited to those matters set out.

I would like to wish your council all the best for the year ahead.

Yours sincerely,

Hayley Cawthorne  
Internal Auditor to the Council  
07855 418693  
[Hayleyjoycawthorne21@yahoo.co.uk](mailto:Hayleyjoycawthorne21@yahoo.co.uk)

The figures submitted in the Annual Governance and Accountability Return are:

	<b>Year ending 31 March 2021</b>	<b>Year ending 31 March 2022</b>
1. Balances brought forward	5639	6238
2. Annual precept	10265	12427
3. Total other receipts	963	2114
4. Staff costs	3327	3665
5. Loan interest/capital repayments	£0	0
6. Total other payments	7302	8392
7. Balances carried forward	6238	8722
8. Total cash and investments	6238	8722
9. Total fixed assets and long-term assets	16893	16893
10. Total borrowings	£0	£0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2022)*. It is a guide to the accounting practices to be followed by local councils and sets out the appropriate standard of financial reporting to be followed.

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
<b>APRIL</b>						<b>EXPENDITURE</b>			<b>INCOME</b>
1	HDC Grant	5 Income	5.2 - Misc	04.04.22	I				750.00
2	Defibrillator installation	2 Community	2.2 - Defibrillator	06.04.22	E	198.50	39.70	238.20	
3	Dog Waste Bin Emptying (Oct-Dec)	2 Community	2.3 - Dog waste bins	12.04.22	E	90.51	18.10	108.61	
4	Bank Interest	5 Income	5.2 - Bank Interest	12.04.22	I				0.08
5	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	12.04.22	I				1.50
6	Precept (1)	5 Income	5.1 - Precept	13.04.22	I				6,863.00
7	Corido (Jubilee Bench)	2 Community	2.1 - Projects	20.04.22	E	516.66	111.33	627.99	
8	LRALC - Subscription	3 Staffing	3.4 - Subscriptions		E	171.92	0.00	171.92	
9	Homeworking All'ce (Nov Dec Jan Feb Mar)	3 Staffing	3.1 - Homeworking All'ce		E	130.00	0.00	130.00	
10	HMRC - PAYE (Apr)	3 Staffing	3.2 - PAYE		E	134.80	0.00	134.80	
11	Clerk - Salary (Apr)	3 Staffing	3.3 - Salaries		E	202.71	0.00	202.71	
12	Dog Waste Bin Emptying (Jan-Mar)	2 Community	2.3 - Dog waste bins		E	90.51	18.10	108.61	
<b>Monthly Total</b>						<b>1,535.61</b>	<b>187.23</b>	<b>1,722.84</b>	<b>7,614.58</b>

RE: Village Parking Problems  
From: Dr. R. K. A. Feltham <Kevin.Feltham@leics.gov.uk>  
Sent: Mon, 21 Mar, 2022 at 13:41  
To: Phil Woodward

Thanks Phil

The easiest, and best, way to get some response is via the Customer Services Centre route for Parish Councils, using CSCParishes@leics.gov.uk and please cc me into the email.

You will get an acknowledgement, and then a while later, hopefully in a week or so, an officer should come back to you and begin to go through the problems you describe. Many officers are still working from home, or in the case of highways, are out inspecting roads etc.

So having said that, here are some thoughts based on experience elsewhere.

There are no regulations currently outside London to prevent pavement parking although there have been a growing number of MPs calling for this to be delegated to highways authorities. There have been a number of campaigns in the Kibworth Chronicle or posters stuck on windscreens, by the Kibworth parish councils to inform pavement parkers of their obstruction for wheelchairs or for those with visibility disabilities, but obstructive pavement parking still goes on. Even parking near corners is only against Highways Code guidance, as I challenged similar problems in Great Glen a few years ago with a local beat officer, and was told unless it could be proved as obstruction, he couldn't do anything!

One way is for traffic regulation orders for the county council to paint double yellow lines to stop any parking at certain points. Two issues – expensive, just the measurement and legal side is £7,500 per stretch of road, and then the lack of traffic wardens in villages. The County Council funds on-street traffic wardens from a limited budget, and the seven district councils manage these staff as they also fund their own enforcement of off-street parking. Currently I'm told there are 4 vacancies in the 13 strong traffic warden (civil enforcement officer) team managed by HDC and these patrol Market Harborough, Lutterworth and occasionally Boughton Astley but never the villages. Kibworth Beauchamp PC paid several years ago for a warden to patrol near the schools for a two-week period, and no tickets were issued!!

Regards

Kevin

# How the lottery works

## Playing the lottery

Harborough Lotto is an exciting weekly lottery that raises money for good causes in Harborough District. All good causes supported by the lottery will benefit Harborough District and its residents.

Play the lottery, support Harborough District – it's that simple!

Tickets for the lottery cost just £1 a week. Each ticket has a **1 in 50** chance to win a prize each week, with a top prize of £25,000! That's a better chance of winning than the National Lottery or the Health Lottery.

Each ticket has six numbers and each number is between 0 and 9. There will be a draw every Saturday night when a six digit winning combination will be picked. Prizes will be given to players with tickets that match the first or last 2 to 6 numbers from the winning combination. Match all six and you win the jackpot!

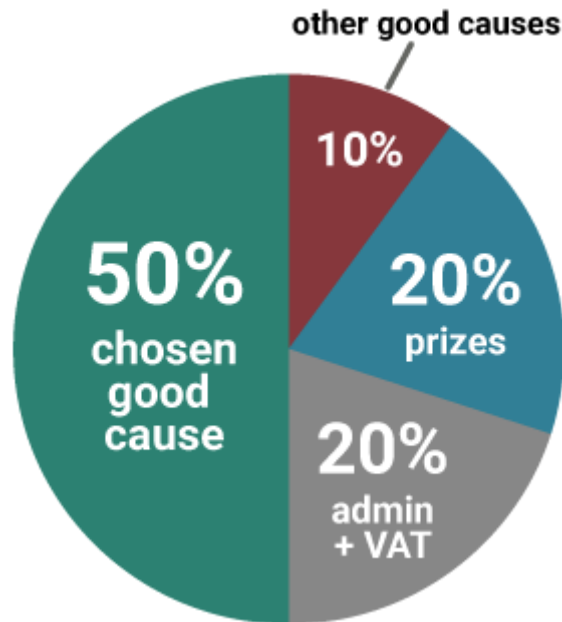
A full list of prizes below:

Number of matches	Prize	Odds
6	£25,000	1,000,000:1
5	£2,000	55,556:1
4	£250	5,556:1
3	£25	556:1
2	3 extra tickets	56:1

## Your local good causes

The lottery and its prizes are our way of putting the fun in fundraising. The real winners are the good causes. From every £1 ticket sold 60p will go to good causes in Harborough District. To put this in perspective when you play the National Lottery 25% goes to good causes – we've more than doubled the ticket percentage that goes to good causes.

Even better, you can choose which good cause gets 50p of the 60p (the remaining 10p will be distributed to other local good causes).



## Good luck and have fun!

We hope you'll join us in making Harborough District even better and have some fun along the way.

If you have any questions please **get in touch** (<mailto:support@harboroughlotto.co.uk>).

**Support today! (/support/find-a-good-cause)**



(<http://www.harborough.gov.uk/>)

(<https://www.facebook.com/Harborough-Lotto-2066696883565053>)



(<http://www.twitter.com/HarboroughLotto>)

#HarboroughLotto (<http://www.twitter.com/HarboroughLotto>)

## Harborough Lotto

What is Harborough Lotto? (/about-us)

News (/news)

Privacy (/privacy)

Cookie policy (/home/cookiepolicy)

**LCC Annual Parish Conference - 4th July 2022**

From: admin@leicestershireandrutlandalc.gov.uk

Sent: Wed, 6 Apr, 2022 at 11:44

Dear Leicestershire parish/town council,

As you may be aware, Leicestershire County Council run an annual parish liaison event jointly with LRALC, which is usually very well received by attendees. This is separate from the LRALC AGM. Last year's event was postponed then cancelled as it was a virtual event which wasn't as popular in terms of bookings, but this year the event will again be face to face, with a marketplace, briefings/workshops, guest speakers, refreshments, and (yes) even a buffet! Please save the date of Monday 4th July (5pm start, tbc).

Bookings will open soon, but in the interim, we would like to hear from councillors and clerks (who are all invited to the event) about what topics they would like to see sessions on at the event. We have set up a straw-poll which will take you literally a minute to complete, and we would encourage as many of you as possible to provide your feedback on this (please circulate amongst your councillors).

The straw poll can be found here: [LCC Annual Conference - Event themes straw poll | Leicestershire & Rutland Association of Local Councils \(leicestershireandrutlandalc.gov.uk\)](#)

Regards,  
Jake

LRALC  
Jubilee Hall, Staddon Road, Anstey, Leicester, LE7 7AY  
Tel 0116 235 3800



# LRALC Limited

Supporting Local Councils in Leicestershire & Rutland

Burton Overy PC  
9 Lloyd George Avenue  
Kibworth Beauchamp  
Leicestershire  
LE8 0UZ

## INVOICE

Invoice No: 19/2310  
Invoice Date: 01/04/2022  
Customer A/c No: BURTONOVER  
Customer Ord No:

Item Description	Qty	Unit Price	Total Price	%
LRALC membership fee 2022-23	1	155.07	155.07	0%
NALC membership fee 2022-23	1	16.85	16.85	0%

Payment Due: 30/06/2022

Net	171.92
VAT	0.00
Gross	171.92

To pay by cheque, please make cheques payable to LRALC Limited and send to the address below.

To pay by BACS, please use the following:

Bank name: NatWest  
Account number: 87193027  
Sort code: 53-81-46

RSW

Jubilee Hall, Staddon Road, Anstey, Leics, LE7 7AY  
0116 235 3800 | [admin@leicestershireandrutlandalc.gov.uk](mailto:admin@leicestershireandrutlandalc.gov.uk) | [www.leicestershireandrutlandalc.gov.uk](http://www.leicestershireandrutlandalc.gov.uk)  
Registered office as above. Registered in England No. 11323405

**The New Normal cancer support group**

From: The New Normal <thenewnormal.leicester@gmail.com>

Sent: Wed, 30 Mar, 2022 at 13:18

To: [clerk@burtonoverypc.org.uk](mailto:clerk@burtonoverypc.org.uk)

Dear Mr Woodward

I hope that you don't mind me getting in touch with you. My name is Helen Burden, and I'm one of 3 ladies on the committee of a community led cancer support group. We launched the group last October. We meet the 3rd wednesday of each month at Kibworth Cricket Club, 7.30pm.

The group is for anyone affected by cancer - patients going through treatment, patients who have finished treatment (and now cancer free), but also the carers/family/friends of any cancer patient, and those who have lost someone to cancer.

The group is in the evening for those who work during the day but would still like support.

Obviously, we need to reach the people in our community and wonder if you would be able to help?

I am not sure if this would be able to go on your village website, or if you would be happy to put a poster up in your village for us?

I am attaching our recent poster, and would be very grateful if you could share this in any way possible.

Thank you so much.

Helen Burden

Dear Sir/Madam

**ADVANCE NOTICE OF A TEMPORARY TRAFFIC REGULATION ORDER.**

A Temporary Traffic Regulation Order (TTRO) is to be made for the following location: Maynes Lane, Burton Overy (see weblink or QR code below). The purpose of the TTRO is to allow **Leicestershire County Council** to facilitate **carriageway patching works**.

The TTRO will incorporate a temporary road closure.

The duration of the restriction is not anticipated to exceed a period of 5 days commencing on the 9<sup>th</sup> May 2022.

A Press Release will be issued to confirm these details approximately 2 weeks prior to the works commencing.

Should you require any further information please reply to this e-mail raising any specific concerns you may have.

Yours faithfully

Network Management Team  
Leicestershire County Council Highways

Weblink: <https://one.network/?tm=GB127587163>



Dear Sir/Madam

**ADVANCE NOTICE OF A TEMPORARY TRAFFIC REGULATION ORDER.**

A Temporary Traffic Regulation Order (TTRO) is to be made for the following location: The Gravel, Carlton Lane and Main Street, Burton Overy (see weblink or QR code below). The purpose of the TTRO is to allow **Western Power Distribution** to undertake **Reinforcement work required for fault repair and upgrade of the network, and upgrade substation.**

The TTRO will incorporate a temporary road closures and temporary traffic lights.

The duration of the restriction is not anticipated to exceed a period of 9 weeks commencing on the 16<sup>th</sup> May 2022.

A Press Release will be issued to confirm these details approximately 2 weeks prior to the works commencing.

Should you require any further information please reply to this e-mail raising any specific concerns you may have.

Yours faithfully

Network Management Team  
Leicestershire County Council Highways

Weblink: <https://one.network/?tm=GB128237238>

