

**All Councillors are summoned to a**

## **BURTON OVERY PARISH COUNCIL MEETING**

**on Thursday 14<sup>th</sup> October 2021 at 7.30 p.m. at Burton Overy Village Hall (BP Room)  
NB – Consideration of agenda item 21/118a will commence at 8.30pm in the main hall**

21/111. Apologies for absence

21/112. Declarations of Members interests

21/113. To approve as a correct record the minutes of the meeting held on 21.09.21 **Appendix A**

21/114. Matters arising and not on the current agenda / Minutes Action List **Appendix B**

21/115. Consider any current issues regarding Covid 19 information & response

21/116. Council asset safety checks

21/117. Parish Finances

- a. Half-year summary budget position **Appendix C**
- b. Half-year transactions list **Appendix D**
- c. Bank Reconciliation at 30<sup>th</sup> September 2021 **Appendix E**
- d. Payments to be agreed / noted during October **Appendix F**

21/118. Planning matters – to consider current applications

- a. 21/01671/FUL - Erection of five holiday lodges, Land off Carlton Lane, Burton Overy (resubmission)
- b. 21/01729/TCA – Works to Tree (fell), Kings Orchard, Scotland Lane, Burton Overy

21/119. Planning decisions – to note

- a. 21/01299/TEL – deemed approval for the installation of a 20m slim-line monopole, Land at Washbrook Lane.
- b. 21/01392/FUL – Replacement of existing dwelling, Scotland House, Lower End, Scotland Lane. Application withdrawn

21/120. Community Matters – to update as required

- a. Review of WhatsApp Groups
- b. Defibrillator Training
- c. Village Directory Update

21/121. Correspondence for discussion

- a. None at time of agenda publication

21/122. Correspondence for information

- a. None at time of agenda publication

21/123. Items for the next Agenda

21/124. To confirm the date of the next meeting – 16<sup>th</sup> November 2021.

21/125. To consider, if necessary, a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, should any items be considered of a confidential nature.

Members of the public and press may attend this meeting - Covid-secure measures will be in place in the village hall.

The meeting may be recorded, filmed or broadcast provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the website or by contacting the Clerk.

Clerk to the Council  
Tel 07827 797125  
Email: [clerk@burtonoverypc.org.uk](mailto:clerk@burtonoverypc.org.uk)  
[www.burtonoverypc.org.uk](http://www.burtonoverypc.org.uk)

07.10.21

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Tuesday 21<sup>st</sup> September 2021 at 7.30pm

- Present:** Cllr Bob Warwick  
Cllr Sarah Rankine  
Cllr Dave Fletcher  
Cllr Bob Pain  
Cllr Nina Garner  
The Clerk
- 21/094**      **Apologies** – None
- 21/095**      **Questions from members of the public** – no members of the public were present at the meeting.
- 21/096**      **Declarations of interest** – none
- 21/097**      **Approval of Minutes of the (extra-ordinary) parish council meeting on 23.08.21** – Approved and signed by Cllr Warwick.
- 21/098**      **Matters arising not on the current agenda / Minutes Action Update**  
Updates on all current actions were noted. The clerk was asked to ensure that progress on current planning enforcement activity was monitored. It was noted that the planning application for the redevelopment of Scotland House had recently been withdrawn by the applicant.
- 21/099**      **Emergency Covid 19 information and measures arising between meetings** – None.
- 21/100**      **Council asset safety checks** – no adverse issues were reported. A review of responsibilities for routine checking of the assets would take place at the next meeting.
- 21/101**      **Councillor Vacancy**  
Following the recent publicity in the village to invite applications as a co-opted councillor an expression of interest had been received from Nina Garner, who was present at the meeting. Mrs Garner gave a brief outline of her village interests and her co-option was proposed by Cllr Bob Pain and seconded by Cllr Dave Fletcher. It was resolved that Nina Garner be co-opted as a parish councillor with immediate effect.

**21/102 Planning matters to consider –**

- a. 21/01601/PCD - Discharge of condition 3 (materials) and condition 4 (landscaping) of 18/01535/FUL, 4 Baileys Lane, Burton Overy. This application was noted with no further comment
- b. 21/01626/TCA - Works to trees (fell), The Old Rectory, Rectory End. This application was noted and the clerk asked to request whether the planning authority could require the planting of a replacement tree in an alternative location on the site to compensate for the loss of tree T1 on the plan.

**21/103 Planning decisions taken by HDC (update on enforcement issues)**

The clerk presented the recent update provided by the HDC enforcement team on the three active enforcement cases in the village. It was agreed that progress would continue to be monitored.

**21/104 Finances –**

- a. The bank statement relating to the month of August, presented as Appendix C of the agenda, was noted and agreed.
- b. Payments to be made during September (listed in Appendix D of the agenda papers) were considered and endorsed / approved for payment, including the costs (£45) of the recent councillor training course if it was not possible to have these waived (the clerk was asked to pursue this).

**21/105 Community Matters –**

- a. The council considered the option of hosting a defibrillator training session for residents on an evening during late October or November at the village hall. The clerk was asked to check the availability of the village hall prior to any further arrangements being pursued.
- b. Cllr Warwick presented proposals for the revision of the village WhatsApp Groups as the community emerges from the Covid 19 pandemic. The proposals were to replace the current groups with a Village Forum 'chat' group and a Village Notice Board. It was agreed that the proposed changes should be implemented from mid-October accompanied by a link to explanatory information on the parish council website.
- c. Cllr Pain updated the meeting on progress he was making on updating the village directory. This would need further input from a number of individuals and organisations in the village and it was agreed to consider the matter further at the next meeting.
- d. Cllr Warwick highlighted the proposals for The Big Lunch to celebrate the Queen's Platinum Jubilee on Sunday 5<sup>th</sup> June 2022. The parish council was holding £500 in reserve to contribute towards such activities and Cllr Warwick undertook to check whether the village hall management committee was planning any event on the day in order that efforts could be coordinated.
- e. Cllr Warwick reminded the meeting of discussions which had taken place last year regarding the potential for the designation of Scotland Thicket as a village green.

The clerk was asked to pursue this possibility in consultation with Cllr Fletcher and report back progress and implications to a future meeting of the council.

- f. Cllr Warwick sought the views of the council on whether the parish council should consider becoming more proactive in securing more effective maintenance of verges and hedges around the village. It was agreed that any overgrown hedges causing an obstruction to the highway should be reported in the first instance to the County Council and that consideration be given to including a budget provision for undertaking such maintenance activities in the parish council budget for 2022-23.
- g. The council briefly considered opportunities which might be available via the use of the LCC Members' Highway Fund. It was agreed to seek further feedback and guidance from County Councillor Feltham from the first batch of successful local schemes.

**21/106 - Correspondence for discussion**

- a. Cllr Rankine sought the council's views on correspondence from Harborough DC outlining grant opportunities for community-based projects to improve open spaces in local communities. She suggested applying to the fund to support the provision of planters at the three roadside entrances to the village. The council was supporting of this proposal and agreed that Cllr Rankine should pursue a grant application in consultation with the clerk and that any requirement for match funding should be considered during the budget preparation process for 2022-23.
- b. The clerk reported receipt of correspondence from Eco-Green Communities advertising the availability of dog waste bag dispensers. The council noted receipt of the correspondence.
- c. The clerk reported receipt of correspondence from the Leicestershire & Rutland Clinical Commissioning Group inviting applications from local individuals interested in becoming members of the Public & Patient Involvement Group. The council noted receipt of the correspondence.
- d. It had been reported to the council that the lamp post and street light on Beadswell Lane was in danger of being covered over by ivy growing from the adjacent hedge. Cllr Warwick agreed to investigate the ownership of the hedge.

**21/107 - Correspondence for information**

The clerk reported having received correspondence from: -

- a. LCC regarding a Temporary Traffic Regulation Order giving advanced knowledge of proposals to close Oaks Road on 7<sup>th</sup> October for one day to facilitate carriageway repairs.
- b. Lloyd Bank relating to the revision of signatories on the bank mandate. The revised mandate was signed by the designated councillors. The council also agreed to the transfer of £5000 from the parish council's current account to the Reserve account.

**21/108 - Items for the next agenda – Village Directory Update / Defibrillator Training / village maintenance / half-year financial reports / Review of safety check allocations**

**21/109 - Date of next meeting – 14<sup>th</sup> October 2021 (to be confirmed subject to availability of village hall)**

**21/110 - Exclusion of the Public**  
No confidential matters were considered at the meeting.

**The meeting finished at 9.25pm**

**Signed**

**Date**

\_\_\_\_\_

\_\_\_\_\_

DRAFT

## BURTON OVERY PARISH COUNCIL

### COUNCIL MEETING ACTION LIST – September 2021

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/097	Post the agreed August minutes and the draft September minutes on website	Clerk	Posted – 28.09.21
21/098	Keep progress under review on planning enforcement matters in the village	Clerk	Ongoing
21/100	Review split of responsibilities for the routine checking of parish council assets at a future PC meeting	Clerk	To be Listed on November meeting agenda
21/101	Submit completed DOI form to HDC Monitoring Officer on behalf of Cllr Garner	Councillor Garner / Clerk	Pending
21/102b	Submit comments to HDC planning re application ref. 21/01626/TCA (The Old Rectory, Rectory End)	Clerk	Comments submitted – 01.10.21
21/104b	Make payments agreed at the meeting	Clerk	Payments made when due
21/105a	Check village hall availability for hosting defibrillator training.	Clerk	To be considered at October meeting
21/105b	Implement agreed changes to village WhatsApp groups	Clerk / Chairman	Scheduled for 05.10.21
21/105c	Add village directory item to next agenda	Cllr Pain / Clerk	Listed on October meeting agenda
21/105d	Check whether village hall management committee have proposals for participating in Platinum Jubilee Big Lunch Sunday on 5 <sup>th</sup> June 2022	Cllr Warwick	Pending
21/105e	Collate relevant information to submit village green application for Scotland Thicket	Clerk / Cllr Fletcher	Pending
21/105f	Include new budget item for 'village maintenance' in budget proposals for 2022-23	Clerk	To be dealt with during budget preparation process
21/105g	Seek further information from Co Cllr Feltham on use of Members' Highway Fund and report back to parish council	Clerk	Pending
21/106a	Gather information to submit grant application to HDC Community Grant Programme for provision of roadside planters at village entrances and include appropriate budgetary provision in 2022-23 budget	Cllr Rankine / Clerk	Pending
21/106d	Advise LCC re overgrown hedge obscuring streetlight on Beadswell Lane,	Clerk	LCC advised via webform – 05.10.21
21/107a	Post details of TTRO (Oaks Rd) on website	Clerk	Posted 24.09.21

## APPENDIX B

<b>21/107b</b>	Submit revised proposals for bank mandate	Clerk	Signed forms posted – 07.10.21
<b>21/107b</b>	Transfer £5000 from current account to reserve account	Clerk	Transfer made 24.09.21



## 2021-22 BUDGET

## BUDGET v ACTUAL SPEND at HALF-YEAR POINT (30.09.21)

COST CENTRE		REF. NO.	COST CODE	BUDGET 2021-22	SPEND TO 30.09.21 (excl VAT)	SPEND TO 30.09.21 (incl VAT)
1	ADMINISTRATION	1.1	AUDIT	170		
		1.2	BROADBAND	320	150.00	180.00
		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		
		1.7	IT - BACKUP	125	0.00	0.00
		1.8	STATIONERY	155	7.91	9.49
		1.9	TELEPHONE	180	10.00	10.00
		1.10	ZOOM	145	71.94	86.34
		1.11	MISCELLANEOUS	370		
			Sub Total	<b>2420</b>		
2	COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	75		
		2.2	DEFIBRILLATOR	75		
		2.3	DOG WASTE BINS	425	179.47	215.36
		2.4	GENERAL REPAIRS & MAINTENANCE	160		
		2.5	GRANTS & DONATIONS	250		
		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		
			Sub Total	<b>4446</b>		
3	STAFFING	3.1	HOMEWORKING ALLOWANCE	312	130.00	130.00
		3.2	PAYE	1247	658.00	658.00
		3.3	SALARIES	1922	987.54	987.54
		3.4	SUBSCRIPTIONS	350	162.12	162.12
		3.5	TRAINING & EXPENSES	230	45.00	45.00
			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>5,595.43</b>	<b>6,239.58</b>
5	INCOME	5.1	Precept	12427	12,427.00	
		5.2	Miscellaneous	0	971.48	
<b>TOTAL</b>				<b>12427</b>	<b>13,398.48</b>	

**APPENDIX D – MONTHLY TRANSACTIONS TO 30.09.21**

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						604.15	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						301.07	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						3,494.52	569.68	4,064.20	0.04
<b>JULY</b>									
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	INCOME
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						379.07	7.40	386.47	971.26
<b>AUGUST</b>									
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	INCOME
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	0.05	0.00	0.05	0.05
32	Mobile Phone top-up	Admin	1.9 Telephone	18.08.21	E	10.00	0.00	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						401.58	25.50	427.08	0.05
<b>SEPTEMBER</b>									
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	INCOME
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	0.05	0.00	0.05	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						415.04	8.98	424.02	6,213.55

<b>BURTON OVERY PARISH COUNCIL</b>		
<b>Bank Reconciliation as at 01.10.2021</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 & income		12,427.00
Add Transfers from Instant Access Acct		0.00
Less Transfer to Instant Access Acct		5,000.00
		<b>8,630.89</b>
Less payments per cashbook		6,239.58
Less cleared cheques		0.00
Plus uncleared cheques		0.00
Balance as per cashbook		<b>2,391.31</b>
Current a/c balance as statement 01.10.2021		<b>2,391.31</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		0.26
- HMRC VAT refund		971.22
Less Transfer to Treasurer's Acct		0.00
Add Transfer from Treasurer's Acct		5,000.00
Balance as per cashbook		<b>11,006.66</b>
Balance as per bank statement 01.10.2021		<b>11,006.66</b>
Signature _____	- P Woodward	Date 01.10.21



Mr P. Woodward

Last logged on 28 September 21 at 11:47

[Settings](#)

[Log off](#)

Are you ready? New industry regulations may mean an extra security check when you shop online to keep you safe from fraud. Find out more >

TREASURERS ACCOUNT [REDACTED]  
BURTON OVERY PARISH COUNCIL

**£ 2,391.31** Current balance

£2,391.31 Available funds

Take customer payments easily and securely with Lloyds Bank Cardnet.  
[Apply now >](#)

BUS BANK INSTANT [REDACTED]  
BURTON OVERY PARISH COUNCIL

**£ 11,006.66** Balance

Your matured products

[Ask us a question](#)

## ANTICIPATED EXPENDITURE / INCOME - OCTOBER

OCTOBER						EXPENDITURE			INCOME
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		11.10.21	I	0.05	0.00	0.05	0.05
49	Dog Waste Bin Emptying	Community	2.3 - Dog waste bins	20.10.21	E	90.51	18.10	108.61	
50	PAYE (Sept)	Staffing	3.2 - PAYE	22.10.21	E	130.00	0.00	130.00	
51	Clerk Salary (Sept)	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	
Monthly Total						641.63	38.50	680.13	0.05