

**All Councillors are summoned to a**  
**BURTON OVERY PARISH COUNCIL (ZOOM) MEETING**  
**on Tuesday 16<sup>th</sup> February at 7.30 p.m.**

20/346. Apologies for absence

20/347. Questions from members of the public

20/348. Declarations of Members interests

20/349. To approve as a correct record the minutes of the meeting held on 19.01.21 **Appendix A**

20/350. Matters arising and not on the agenda

20/351. Consider any emergency Covid 19 information & measures that have arisen between meetings

20/352. Council asset safety checks

- a. to receive safety check reports and agree any action necessary

20/353. Planning – to consider

- a. Ref. No: 21/00061/TCA – Copperfield, Beadswell Lane, Burton Overy – Works to fell tree
- b. Ref. No: 21/00189/FUL - Curliou Cottage, Elms Lane Burton Overy - Erection of a garden room to side with canopy, change to windows and extension of canopy to door

20/354. Planning decisions – to note

- a. Ref. No. - 20/01942/TCA - 2 Baileys Lane, Burton Overy - Works to fell trees (2) – Approved.
- b. Ref. No. - 21/00043/AGR - Burton Overy Grange, Mayns Lane - Prior Notification for the erection of two agricultural buildings – Approved.
- c. Ref. No. - 20/01969/FUL - Wheatridge, Main Street - Removal of existing garage and rebuild, erection of rear extension/link to annex with extension, part rebuild of roof and alterations to openings to include 3x rooflights to rear roof plane of main dwelling and raise the roof height of part of the glass box extension by 125mm – Approved.

20/355. Finances

- a) To note the on-line bank statement for January
- b) Payments to be agreed / noted during February
- c) Business Debit Card

**Appendix B**  
**Appendix C**

20/356. Arrangements for recruitment of replacement Parish Councillor

20/357. Community Matters

- a. Newsletter Items
- b. Wildflower verges / NatureSpot update
- c. Village History Project
- d. Climate Change Initiatives

20/358. Correspondence for information

Census 2021  
LCC Gritting Route Map  
Other relevant correspondence received after publication of agenda

20/359. Correspondence for discussion

LCC – Cycling & Walking Strategy  
Defibrillator - Registration with The Circuit?

20/360. Items for the next Agenda

20/361. To confirm the date of the next meeting - 16<sup>th</sup> March 2021.

20/362. 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 are welcome to attend this meeting. This 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 application to the Clerk.

This meeting will be held online using Zoom. **To join the Zoom Meeting please use the following link –**

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/8328353948?pwd=dVJoWDJ0djVXRU1oSGFkbDVEQ0cudz09>

Meeting ID: 832 835 3948

Passcode: 7JPRyq

### **One tap mobile**

+442034815237,,8328353948#,,,,\*572636# United Kingdom

+442034815240,,8328353948#,,,,\*572636# United Kingdom

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+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

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Meeting ID: 832 835 3948

Passcode: 572636

Find your local number: <https://us02web.zoom.us/u/kkpdXeRhD>

Clerk to the Council

Tel 07827 797125

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

11.02.21

[www.burtonoverypc.org.uk](http://www.burtonoverypc.org.uk)

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Tuesday 19<sup>th</sup> January 2021 at 7.30pm

**Present:** Cllr Carolyn Carson (Chairperson)  
Cllr Kate Goddard  
Cllr Dave Fletcher  
Cllr Sarah Rankine  
Cllr Bob Warwick

The Clerk, Kate Barker (outgoing clerk) and two members of the public

**20/328**        **Apologies** – none

**20/329**        **Questions from members of the public** – A question was raised about the parish council's ongoing and future commitment to climate change, environmental issues and biodiversity in the village. This was picked up in item 20/340. A further question was raised regarding a high boundary hedge. It was reluctantly accepted that this was a matter which could only be pursued by the relevant owner/occupier.

**20/330**        **Declarations of interest** – none

**20/331**        **Approval of Minutes 15.12.20** – Approved and signed by the chairperson

**20/332**        **Matters arising not on the agenda** – the chairperson undertook to remain in the post until at least the end of March. Recruitment for a new councillor would take place in due course. Carolyn also reported that she had been trying to make contact (unsuccessfully) with the owner of Scotland House regarding the adjacent triangle of land. Cllr Fletcher agreed to attempt this also.

**20/333**        **Emergency Covid 19 information and measures arising between meetings** – no changes in the situation to note although the chairperson undertook to refresh the Council's What's App Public Group purpose.

**20/334**        **Council asset safety checks** – no adverse issues to report. The outgoing clerk advised that Nick Jones had undertaken to provide a quote to repaint the notice board when weather permits.

The availability of a spare key (available to BOPC within the village) for the village hall BOPC cupboard would be raised by Cllr Goddard at the meeting with the Village Hall Committee later in the week.

Cllr Warwick undertook to clear away the weed growth around the Jubilee Oak during the spring. It was also agreed that the area around the tree would be suitable for the planting of wild flowers at the appropriate point of the wildflower roll-out.

**20/335 Planning applications to consider –**

- a. **Ref.No: 20/01969/FUL, Wheatridge, Main Street** – Noted, no comments
- b. **Ref.No: 21/00043/AGR, Burton Overy Grange Mayns Lane** – Noted, no comments as this was a Prior Notification for the erection of agricultural buildings. It will not be visible to the street and any comment will be dependent on individual comment should that be forthcoming
- c. **Ref.No: 21/00061/TCA - felling of tree, Copperfield, Beadswell Lane** – the clerk was asked to seek an extension to the consultation period to allow parish councillors sufficient time to view and consider.

**20/336 Planning decisions taken by HDC – noted**

The installation of a satellite dish on the front elevation of Scotland House was noted by the meeting. It was proposed to post an advisory leaflet through the letterbox.

**20/337 Finances –**

- a. Payments to be made during January (payroll, PAYE, homeworking allowance together with Zoom, Plusnet and LRALC for internal audit services) were noted and approved.
- b. The annual membership payment for CPRE (£36) was agreed.
- c. Payments made during December (listed in Appendix B of the agenda papers) were agreed.
- d. The removal of Kate Barker from the bank mandate and the cancellation of the debit card was noted.
- e. The bank reconciliation to the end of December (attached at Appendix C of the agenda papers) was noted and approved for signature by Cllr Rankine.
- f. The third quarter financial position of the parish council compared against the budget (attached at Appendix D of the agenda papers) was noted and approved.
- g. Proposals were considered (attached at Appendix E of the agenda papers) for the precept requirement for 2021/22 and it was resolved to set a precept of £12,427. It was noted during the consideration of this item that LRALC advice was that small local councils (such as BOPC) should aim to keep the equivalent of 12 months running costs in general reserves at each year end. Presently it is £10,265. The precept will ensure that the parish council is able to provide sufficient financial reserves relative to its annual budget and to develop its interests and involvement in those matters which are a priority for the village.

**20/338 Community Matters –**

- a. The transference of the management of the food bank collections to the village hall committee was noted.
- b. The Chairperson undertook to gauge local interest in developing a village history project and advise the council further on this matter.

**20/339 Training & Seminars –**

Cllr Warwick reported back on the Chair's training, hosted by LRALC, which he and Cllr Rankine had both attended. The session had covered the role of the Chair, community

governance, local council finances the powers of local councils and the history of their development. Both had found it informative and rewarding.

**20/340 - Correspondence for information**

The clerk briefed councillors on correspondence recently received including: -

- a. Acknowledgement from LCC highways section of the complaint referred to them regarding the blocked road gully at the junction of Elms Lane and Main Street;
- b. Advance notice of street closures in March on Scotland Lane and Beadswell Lane;
- c. Information from LCC on the Shire Environment Grant bidding round which closes on 26<sup>th</sup> February;
- d. Receipt of the HDC December newsletter; and
- e. Receipt of e-mail correspondence from Leicestershire Partnership Health Trust calling for staff and volunteers to assist with the rollout of the Covid 19 vaccine in the County. It was agreed that this would be circulated by e-mail and a notice on the council Whats App groups.

**20/341 - Correspondence for discussion**

The clerk reported having received a telephone enquiry from the owner of Wheatridge, Main Street asking if the parish council had any ownership interest in a strip of land between the front of the property and the highway edge.

Current Councillors were not aware of any parish council ownership interests in this part of the village, neither did the land feature on the asset register of the parish council. However, the current chairperson agreed to consult with the previous chairperson to determine whether any other information may exist on this matter.

**20/342 - Items for the next agenda -** Village History Project / Newsletter items / Climate change initiatives.

**20/ 343 - Date of next meeting - 16<sup>th</sup> February 2021 at 7.30pm**

**20/344 - Exclusion of the Public**

In view of the confidential nature of the issue to be considered it was resolved that the press and public be temporarily excluded by virtue of Schedule 12A of the Local Government Act 1972.

**20/345 -** The council considered information brought to the attention of councillors relating to a sensitive personal matter within the village.

**The meeting finished at 09.05pm**

**Signed**

**Date**

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Burton Overy Parish Council  
 SPRINGSIDE HOUSE  
 SCOTLAND LANE  
 BURTON OVERY  
 LE8 9DR

Your Account

**Sort Code** 30-94-97  
**Account Number** 00228552

TREASURERS ACCOUNT

01 January 2021 to 31 January 2021

<b>Money In</b>	£0.00	<b>Balance on 01 January 2021</b>	£4,109.08
<b>Money Out</b>	£466.95	<b>Balance on 31 January 2021</b>	£3,642.13

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
07 Jan 21	ZOOM.US 888-799-96 CD 7323	DEB		14.39	4,094.69
21 Jan 21	HMRC - ACCOUNTS OF 200000000703264533	FPO		52.80	4,041.89
28 Jan 21	KATE BARKER	BP		211.28	3,830.61
28 Jan 21	P WOODWARD	BP		158.48	3,672.13
29 Jan 21	PNET3122091-1 PNET3122091-1	DD		30.00	3,642.13

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			

**PAYMENTS TO AUTHORISE – FEBRUARY 2021**

Voucher No.	Description	Budget Head	Date	Expenditure or Income	EXPENDITURE		
					Net Amount	VAT	TOTAL
<b>FEBRUARY</b>							
64	LRALC Internal audit 2019-20	Audit		E	170.00	0.00	170.00
65	CPRE	Subscriptions		E	36.00	0.00	36.00
66	LRALC - Chair Training	Training		E	80.00	0.00	80.00
67	Zoom	Zoom		E	11.99	2.40	14.39
68	Broadband	Broadband		E	25.00	5.00	30.00
69	Clerk Salary	Salaries	28.02.21	E	158.48	0.00	158.48
70	PAYE (PW)	Salaries		E	105.60	0.00	105.60
71	PAYE (KB)	Salaries		E	52.80	0.00	52.80
72	Clerk Homeworking All'ce x 2	Homeworking Allowance		E	52.00	0.00	52.00
73	2 Commune Ltd - annual fee	IT - Web support		E	485.00	97.00	582.00
				<b>Totals</b>	<b>1,176.87</b>	<b>104.40</b>	<b>1,281.27</b>