

All Councillors are summoned to a
BURTON OVERY PARISH COUNCIL (ZOOM) MEETING
on Tuesday 16th March at 7.30 p.m.

20/363. Apologies for absence

20/364. Questions from members of the public

20/365. Declarations of Members interests

20/366. To approve as a correct record the minutes of the meeting held on 16.02.21 **Appendix A**

20/367. Matters arising and not on the agenda

20/368. Consider any emergency Covid 19 information & measures that have arisen between meetings

20/369. Council asset safety checks

- a. to receive safety check reports and agree any action necessary
- b. Cllr Carson's allocated assets – interim management

20/370. Planning – to consider

Ref. No: 21/00309/TCA – The Paddocks, Main Street, Burton Overy – Works to fell tree
Ref. No: 21/00341/TCA - Yew Tree House, Elms Lane, Burton Overy – Works to fell trees
Ref. No: 21/00332/TCA - De Noveray House, Rectory End, Burton Overy – Works to tree
Ref. No: 21/00372/TCA – Brindles, Scotland Lane, Burton Overy – Works to tree

20/371. Planning decisions – to note

- a. Ref. No. - 21/00061/TCA - Copperfield, Beadswell Lane Burton Overy - Works to fell trees – Approved.

20/372. Finances

- a) To note the on-line bank statement for February
- b) Payments to be agreed / noted during March
- c) Annual Audit of Accounts & Governance Statement

Appendix B
Appendix C
Appendix D

20/373. Arrangements for recruitment of replacement Parish Councillor

Appendix E

20/374. Community Matters

- a. Defibrillator
- b. Webmail Accessibility
- c. Village History Project – archive storage

20/358. Correspondence for discussion

- a. Insurance – Pre-Renewal Notice
- b. Annual NALC guidance on face-to-face meetings

Appendix F
Appendix G

20/359. Correspondence for information

Rural Community Council

- Loneliness Awareness Training
- Work-Live Leicestershire

Soil Association – Plant & Share Scheme
Other relevant correspondence received after publication of agenda

20/360. Items for the next Agenda

20/361. To confirm the date of the next meeting - 20th April 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

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 832 835 3948

Passcode: 572636

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

Clerk to the Council

Tel 07827 797125

Email: clerk@burtonoverypc.org.uk

10.03.21

www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 16th February 2021 at 7.30pm

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

20/346 Apologies – none

20/347 Questions from members of the public – no members of the public were present at the meeting.

20/348 Declarations of interest – none

20/349 Approval of Minutes of the parish council meeting on 19.01.21 – Subject to the correction of minute 20/332 to read Farndon Lodge and Sunnyside in substitution for Scotland House these were approved and signed by the chairperson.

20/350 Matters arising not on the agenda –
Cllr Rankine reported an attempted App scam on her phone which may have affected the parish banking App. The clerk was asked to check ongoing security with the bank.
Cllr Goddard reported that the village hall committee had agreed to provide parish councillors with an additional key for the village hall.
Cllr Carson reported that no response had been received from the approach made regarding the erection of a satellite dish on the front elevation of Scotland House. The clerk was asked to advise Harborough DC accordingly.

20/351 Emergency Covid 19 information and measures arising between meetings – no changes in the situation other than to note the continuing roll-out of the vaccination programme and the up-to-date information published on the website of South Leicestershire Medical Group - <https://www.southleicestershiremedicalgroup.co.uk/news/>

20/352 Council asset safety checks – no adverse issues were reported although a question was raised whether the village would benefit from a second defibrillator. This was deferred for consideration at the next meeting after

Cllr Warwick had approached the Barber family, owners of the Dairy, where a second defibrillator could be sited.

Cllr Carson queried whether it might be beneficial to post a link to the YouTube CPR training video on the parish council website and undertook to research this.

20/353 Planning applications to consider –

- a. **Ref.No: 21/00061/TCA, Copperfield, Beadswell Lane** – it was resolved to submit the following comments:-

The parish council has no objection in principle to the proposal, subject to any comments by Harborough District Council arboriculturists.

Although we recognize the very attractive nature of the tree proposed for felling, we appreciate the adverse impacts it is having on the surrounding ground and we note the comments in the application that the intention is to replace it with a more suitable species.

- b. **Ref.No: 21/00189/FUL, Curlieu Cottage, Elms Lane** – no objections.

20/354 Planning decisions taken by HDC – all noted as follows:-

- 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. Payments made during January (listed in Appendix B of the agenda papers) were agreed.

- b. Payments to be made during February (attached at Appendix C of the agenda papers) were noted and approved, including the annual fee to 2Commune Ltd for website hosting and councillor webmail addresses. The clerk was asked to work with councillors to ensure all webmail addresses were working effectively and list this matter as an item on the agenda of the next meeting.

The clerk also reported the receipt (following publication of the agenda) of the annual invoice from Leics County Council for streetlight maintenance and power supply in the sum of £594.79 (plus vat). The payment of this was also approved.

- c. Proposals for application to the bank for a business debit card, following the cancellation of that associated with Kate Barker (previous clerk) were considered and approved.

20/356 Arrangements for Recruitment of Replacement Councillor

Cllr Carson confirmed her intention to step down as parish councillor and Chairperson of the parish council during March and that her last meeting would be on 16th March 2021. The clerk was asked to make contact with Harborough DC governance staff to ensure the correct process would be implemented when appropriate. The matter would be considered again at the next meeting.

20/357 - Community Matters –

- a. Cllr Carson undertook to draft articles for the next newsletter and asked for relevant contributions from colleagues. She would also check whether the Church would be producing anything for circulation in the village with a view to coordinating these. The clerk was asked to obtain costings for printed copies.
- b. Cllrs Rankine and Goddard updated the meeting on the establishment of the wildflower verge on Back Lane, the erection of Purple Hearts to identify the site and the base-level survey of species to be undertaken by NatureSpot in late May / early June. There had been a positive response from many residents to messages which had been circulated on the village WhatsApp groups. Photographs would be uploaded onto the NatureSpot website as the verges matured. Cllr Carson undertook to notify the Burton Overy Land Company of the progress.
- c. Cllr Carson advised the meeting that a village resident (Graham Thompson), whose family had acquired many historic photographs of the village, had agreed to make these available as a resource for a local history project. He had suggested this could be hosted via a Cloud storage facility which could be accessed at anytime by anyone interested. The clerk was asked to approach the parish council's data storage suppliers for details of capacities and relevant costings.
- d. Cllr Goddard reported that a 'start-up' meeting had taken place on developing climate change initiatives in the village and that the members would be developing a questionnaire for residents to gauge specific interests across the community.

20/358 - Correspondence for information

The clerk briefed councillors on correspondence recently received including: -

- a. From the Census 2021 Engagement Manger for Harborough containing an advisory booklet for local councillors and a general publicity leaflet
- b. A web-link from Leics. County Council to the interactive gritting route map for the county;
- c. CPRE seeking support for a petition calling for government to give urgent attention to ensuring every rural community is provided with a reliable bus service;

It was agreed that the clerk should circulate information on all three matters to parish councillors by e-mail and copy relevant information and links onto the community WhatsApp groups.

20/359 - Correspondence for discussion

The clerk reported having received correspondence from:-

- a. Leics. County Council on their proposals for developing a Cycling and Walking Strategy. It was agreed that this should be noted at this stage and that it may become an element of the climate change initiatives being considered locally;

- b. British Heart Foundation regarding registration of the defibrillator on 'The Circuit' national database to support the ambulance service. The clerk was asked to ensure that the village defibrillator was registered with this network and to check the radius that identifies it to the emergency services.

20/360 - Items for the next agenda - Councillor recruitment / Second Village Defibrillator / Webmail usage / Cloud storage for Local History project.

20/361 - Date of next meeting - 16th March 2021 at 7.30pm

20/362 - Exclusion of the Public
No confidential matters were considered at the meeting.

The meeting finished at 08.45pm

Signed

Date

DRAFT

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 February 2021 to 28 February 2021

Money In	£0.00	Balance on 01 February 2021	£3,642.13
Money Out	£1,012.79	Balance on 28 February 2021	£2,629.34

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
05 Feb 21	ZOOM.US 888-799-96 CD 7323	DEB		14.39	3,627.74
19 Feb 21	LRALC LIMITED	BP		170.00	3,457.74
19 Feb 21	2COMMUNE LTD	BP		582.00	2,875.74
19 Feb 21	CPRE	BP		36.00	2,839.74
25 Feb 21	HMRC - ACCOUNTS OF	BP		158.40	2,681.34
25 Feb 21	P WOODWARD	BP		52.00	2,629.34

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			

MARCH							
74	Leics. County Council	street light maint'ce	02.03.21	E	594.79	118.96	713.75
75	Zoom	Zoom	05.03.21	E	11.99	2.40	14.39
76	Dog bin waste emptying	Dog Waste	02.03.21	E	88.96	17.79	106.75
77	Chameleon Print	General Expenses		E			
78	PAYE (PW)	Salaries	20.03.21	E	105.60	0.00	105.60
79	Clerk Salary	Salaries	29.03.21	E	158.48	0.00	158.48
80	Broadband	Broadband	30.03.21	E	25.00	5.00	30.00
				Totals	984.82	144.15	1,128.97

ANNUAL GOVERNANCE STATEMENT OF ASSURANCE - QUESTIONS

		Yes	No	'Yes' means that the council has:-	
1	We have put in place arrangements for the effective financial management during the year and for the preparation of the accounting statements.			Prepared its accounting statements in accordance with the Accounts and Audit Regulations	
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge	
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances.			Has only done what it has the legal power to do and has complied with proper practices in doing so	
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts	
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			Considered and documented the financial and other risks it faces and has dealt with them properly	
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority	
7	We took appropriate action on all matters raised in reports from internal and external audit			Responded to matters brought to its attention by internal and external audit	
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.			Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant	
9				N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

Parish of

Casual Vacancy for Councillor

Notice is hereby given that due to the resignation of Councillor Carolyn Carson, a vacancy exists in the office of Parish Councillor for the Parish of Burton Overy

The vacancy will be filled by election if any ten Local Government Electors for the said electoral area submit a written request to that effect in the manner prescribed below and if no such request is made the vacancy will be filled by the Parish Council.

Any request for an election to be held to fill the vacancy must be made in writing and must reach the Returning Officer, Harborough District Council, Council Offices, Adam & Eve Street, Market Harborough LE16 7AG no later than

By virtue of the Coronavirus Act 2020 and The Local Government and Police and Crime Commissioner (Coronavirus)(Postponement of Elections and Referendums) (England and Wales) Regulations 2020 the by-election will not currently take place, and the vacancy will be held open until the by election takes place. The 2020 regulations provide for the by election to take place on the date for the Ordinary Election of Councillors due to be held on Thursday 6 May 2021. However, this date may be brought forward or deferred by the Government depending upon the circumstances. Any Election that is in due course called will be duly publicised as required by law.

Dated this

Signed:

Parish Clerk

Renewal Risk Presentation for Burton Overy Parish Council

If any of the information is incorrect; please advise by return with the correct information and we will use this information to obtain renewal terms for Burton Overy Parish Council.

Contact: Mrs Kate Barker
Correspondence Address: Springside House
Scotland lane
Burton Overy
Leicestershire
LE8 9DR

Business Description: Parish Council
Population: 1000
Long Term Agreement Expiry Date: **31st May 2022**

Please provide your Employer Reference Number (ERN) / PAYE Reference 475/UA97890
Please see the attached guide to Employers Liability legislation, this should help to clarify your responsibilities.

Current Sums Insured with Pen Underwriting Limited:

Office Contents	£738.40
General Contents	£0.00
Outside Equipment	£0.00
Street Furniture	£16,789.76
Gates and Fences	£0.00
War Memorials	£0.00
Playground Equipment	£0.00
Mowers and Machinery	£0.00
Sports Equipment	£0.00
Other Surfaces	£0.00

Natural Surfaces

£0.00

All of the above sums insured will be index linked on your renewal quotation.

Additional Buildings Information– only relevant where we insure buildings for Burton Overy Parish Council

Please review the following information that we currently hold for the buildings that we insure for Burton Overy Parish Council.

Please can we ask that you update the information for the buildings in line with the following guidance;

- The address, including postcode, for each building. If there is not a postcode, due to the location, then please provide the nearest postcode to the building
- The construction of the walls and roof of each building.

Please note that a standard construction building is considered to be one with brick, stone or concrete walls with a tile, slate or concrete roof. Should a building have any degree of flat roof, please confirm the approximate percentage area of the flat roof and the construction e.g. felt on timber or concrete

- The re-build value of the building which should not only reflect the cost to reinstate the building but also the cost to remove debris and any professional fees incurred with the rebuild. If the building has not been valued in the last 5 years then we would recommend that the Council seeks a professional valuation.

Please remember sums insured should reflect replacement value and not purchase cost. We would strongly recommend that all assets registers contain a column for both purchase cost and replacement cost for insurance purposes. We do not hold a copy of your asset register.

Please confirm if Burton Overy Parish Council responsible for a Skate Park, BMX track or Zip wire?

Yes		No	
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Events

Please confirm **any new** events that Burton Overy Parish Council are the sole organiser of and confirm the following information;

- Type of event i.e. Summer Fete
- Maximum expected attendance at any one time
- Brief description of the event
- Confirmation that all third parties in attendance will have their own insurance and a risk assessment will be in place

Please note all bonfires and fireworks need to be referred to the office (even if they were referred in previous years) at **least 14 days prior** to the event with a risk assessment and confirmation of the distance from the bonfire and/or fireworks from the nearest building.

Please note that all events held by Burton Overy Parish Council must follow the government advice in relation to COVID19 social distance guidelines, applicable at the time of the event.

NALC GUIDANCE ON FACE-TO-FACE MEETINGS

The regulations that allow local authorities to hold meetings remotely apply to local authority meetings that are required to be held, or held, before 7 May 2021. This means that, without any further action from the government, all local authorities including local councils must return to face-to-face meetings from 7 May.

NALC is working with a number of national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so councils should start preparing for the real possibility of face-to-face meetings from May.

NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. The guidance below has been written to help local councils prepare for the scenario that remote council meetings cannot lawfully take place from 7 May 2021. There is still much uncertainty around how legislation or COVID-19 risks may change over the coming weeks and months. NALC will update this guidance as the situation evolves. Each council will have to decide which course of action will best fit their needs and manage risks.

To help local councils prepare for this possibility some advice and suggestions are below:

- Consider what council business can be conducted before May so that the council can dedicate time to those issues in remote meetings. The more discussion and decisions you can conduct in remote meetings means the council can aim to hold fewer and shorter face to face meetings after May.
- This may require more meeting time than is currently planned, so the council should look at the meeting schedule in the run-up to May and see if more time or more meetings are required. Where possible, consider holding the annual council meeting and the parish meeting while the current Regulations permit for them to be held remotely (see also NALC's [Legal Briefing L01-20](#)).
- Consider when the council does need to meet face to face, and whether meetings can be delayed to later in the year when the potential COVID-19 risk may be further reduced.
- The council might consider holding a remote meeting as late as possible in April so that councillors who are unable to attend face-to-face meetings will have as much time as possible before disqualification by virtue of s.85 of the Local Government Act 1972 becomes an issue.
- It may help the council's business continuity to implement (or review) a scheme of delegation. This would allow the clerk to make certain decisions for the council, which would be especially important if the council were unable to hold meetings due to COVID-19 risks. In reviewing/adopting a scheme of delegation the council should ensure there is clarity around which decisions are delegated and which are not, for how long the scheme of delegation is in place, and when the scheme of the delegation will end or be reviewed.

Some tips that may help manage well-attended remote meetings are:

- keeping the meeting short with limited business/votes

- using electronic voting tools (many platforms have built-in tools for voting)
- if you plan to vote by a show of hands or calling a register then budget significant extra time for this
- building in public engagement through online tools, that you could use to ask the public to feedback or express views that you would usually discuss in a meeting You could do also do this before or after the meeting as a way of ensuring ongoing public engagement (there are a number of free tools available online)
- build in time to practice and prepare with the Clerk and Chairman in advance of the meeting
- Further guidance on [holding effective remote meetings](#) available from NALC

From May 2021, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face-to-face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a [test and trace procedure](#)
- Venues must conform with the government guidance for [multi-purpose community facilities](#) and for [council buildings](#). If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance

- The council must understand and ensure it is acting in compliance with the latest government [safer workplaces guidance](#)

Managing staff:

- It would be advisable to inform the clerk and any other staff whose role involves supporting or attending council meetings, as soon as possible that the council will need to prepare to return to face to face meetings from May onwards. This will allow them to make the necessary preparations as described above, and also to allow time to engage with staff to alleviate any concerns they may have related to attending physical meetings again.
- Councils should consult with staff (ask for and consider their views to try and reach an agreement) about returning to work as part of their preparations for face-to-face meetings.
- The council must make the workplace (including council meetings) as safe as possible for staff, this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government [safer workplaces guidance](#)
- ACAS have produced useful [guidance for employers and employees](#) related to COVID-19, including advice on how to support staff to [return to the workplace](#) and how to manage situations where staff may be worried or not wish to return.