

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 19th July 2022 at 7.30 p.m. at Burton Overy Village Hall

22/053. Apologies for absence

22/054. Questions from members of the public

22/055. Declarations of Members interests

22/056. To approve as a correct record the minutes of the meeting held on 28.06.22 **Appendix A**

22/057. Matters arising and not on the agenda / Minutes Action List **Appendix B**

22/058. Council asset safety checks - to receive the periodic safety check reports and agree any action necessary

22/059. Planning applications to consider

- a. 22/01254/TCA - Works to trees (fell), De Noveray House, Rectory End
- b. 22/01301/FUL - Erection of Garage (retrospective) – Yew Tree House, Elms Lane
- c. 22/01302/LBC - Erection of Garage (retrospective) – Yew Tree House, Elms Lane

22/060. Planning decisions to note -

Enforcement Updates (verbal report)
'Doggy Day Care'

Decisions Made

- a. 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. - APPROVED
- b. 22/01012/FUL – Erection of oak-framed garage / store, The Old Rectory, Rectory End - APPROVED

Decisions Pending

- a. 22/00597/AGR - Erection of an agricultural building, Land East of Burton Overy Lane
- b. 22/00757/FUL – Replacement of dwelling, 3 Baileys Lane
- c. 22/01056/FUL – Extensions & alterations, De Noveray House, Rectory End
- d. 21/00672 & 673/ FUL – Discharge of Conditions, Ivy Cottage, Rectory End
- e. 22/00807/FUL – Alterations to combine Stamford Cottage & South End Cottage, The Gravel

22/061. Finances

- a. To consider the first quarter budget position **Appendix C**
- b. To consider the first quarter bank reconciliation **Appendix D**
- c. To note the on-line bank statements as at 30.06.22 **Appendix E**
- d. Payments to be agreed / noted during July **Appendix F**

22/062. Community Matters

- a. Update on Jubilee Mugs / Bench
- b. Update on verge maintenance
- c. Update on discussions with Burton Overy Land Limited
- d. Update on discussions regarding Palfreman's Yard
- e. Defibrillator signage
- f. Phone Box library maintenance

22/063. Issues and Correspondence for discussion
HDC Conservation Officer Post

22/064. Correspondence for information
a. Parish Online Mapping

22/065. Items for the next Agenda

22/066. To confirm the date of the next meeting – 20th September 2022.

22/067. 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 although Covid-secure measures will be in place in the village hall where required.

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

13.07.22
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Thursday 28th June 2022 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Bob Pain
The Clerk
- 22/037 Apologies** – Cllr Nina Garner
- 22/038 Questions from members of the public** – Two members of the public were present in relation to agenda item 22/045 and raised concerns regarding development taking place at Yew Tree House, Elms Lane.
- 22/039 Declarations of interest** – None in relation to this meeting.
- 22/040 Approval of Minutes of the parish council meeting on 25.05.22** – Approved and signed by Cllr Warwick.
- 22/041 Matters arising not on the current agenda / Minutes Action Update**
21/197 - Cllr Rankine confirmed that she had requested a second quotation from a local contractor who had declined to quote.
Updates on all actions were noted or were dealt with on the agenda.
- 22/042 Council asset safety checks** – No current issues were reported.
- 22/043 Review of Direct Debits** – the clerk presented details of the three direct debits the council had in place. These covered broadband provision at the village hall (Plusnet), provision of the council's mobile phone (Vodafone) and the annual registration fee to the Information Commissioner. These were noted and given continuing approved.
- 22/044 Planning applications to consider** –
a. **22/01193/TCA** – Works to tree, Village Hall, Rectory End.
No objections were raised.
b. **22/01192/TCA** – Works to tree, The Coach House, Rectory End.
No objections were raised.
- 22/045 Planning decisions taken by HDC**
The following enforcement issues were discussed –
Establishing of a 'doggy day care' business on land at Scotland Lane. It was noted that HDC planning enforcement team had requested that the

business operator submit a planning application in relation to the change of use of the relevant land.

Development at Yew Tree House was noted as being inconsistent with the approved plans. It was noted that HDC planning enforcement team had requested the owner to submit a revised planning application and had advised the owner that continuation of the works on site would be at his own risk.

The clerk was asked to check whether applications for these two developments had been submitted prior to the next meeting. The clerk was also asked to check whether HDC had retained the Conservation Officer post.

The following decisions were noted –

- a. **22/00686/FUL** – Conversion of Outbuildings, Caringa, Main Street (revised scheme). - APPROVED

The following decision remained pending -

- a. **22/00597/AGR** - Erection of an agricultural building, Land East of Burton Overy Lane
- b. **22/00757/FUL** – Replacement of dwelling, 3 Baileys Lane
- c. **22/01012/FUL** – Erection of oak-framed garage / store, The Old Rectory, Rectory End
- d. **22/01056/FUL** – Extensions & alterations, De Noveray House, Rectory End
- e. **21/00672 & 673/ FUL** – Discharge of Conditions, Ivy Cottage, Rectory End
- f. **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.
- g. **22/00807/FUL** – Alterations to combine Stamford Cottage & South End Cottage, The Gravel

22/046 Finances –

- a. The bank statements as at 31st May 2022 were noted and endorsed, with balances showing Reserve Acct - £8,500.22; Current Acct - £6,318.95.
- b. Payments (to be) made during June (See Annex A) were considered and endorsed / approved for payment.

22/047 Community Matters

- a. Parish councillors felt that the recent Platinum Jubilee celebrations, including the Big Lunch had gone very well. The second batch of Jubilee mugs had arrived and it was agreed to sell these to interested residents at a price of £10 each. Arrangements were agreed for the distribution of the

mugs and the collection of money. Approval was given for the payment of the relevant invoice for the second batch of mugs.

The Jubilee bench had arrived and was currently being stored pending the receipt of formal approval from Leicestershire County Council and the installation of a base.

- b. The council had made budgetary provision for works to keep the village in a tidy condition and a list of potential sites / works was considered, which could form (part of) these works. The clerk had received confirmation from the Highway Authority that anyone who carries out additional work on verges must carry £10m public liability insurance. Alternatively, the parish council could enter into a service level agreement with LCC to carry out all grass verge maintenance in the parish for which the county council would contribute their current costs. The clerk was asked to speak with Great Glen PC to ascertain whether they may have any capacity to carry out work in Burton Overy. Cllr Pain undertook to obtain a quotation for the works described in the list referred to above from a local gardener.
- c. Consideration was given to the use of the field at the rear of the telephone box on Main Street, which was used annually for hosting the village Christmas Tree. It was felt that the Christmas Tree provision could be augmented with additional celebrations, or that part of the land could usefully house a small children's play area, subject to the agreement of the land owners. Cllr Pain undertook to speak with a representative (P Hadfield) of Burton Overy Land Limited to explore whether this may be feasible.
- d. With regard to the current and potential future use of Palfreyman's Yard and adjacent land, the clerk was asked to set up a meeting with the owner; the parish council to be represented by the chair, the clerk and Cllr Pain.

22/048 Correspondence for Discussion

- a. The information received from Leicestershire County Council regarding the maintenance of grass verges in the village was noted and had been dealt with under item 22/047b above.

22/049 Correspondence for Information

- a. The clerk presented details of an email received from Leicestershire CC providing details of the Shire Environmental Grant scheme. Bidding for grant assistance towards local community schemes was now open for 2022. The information was noted
- b. The clerk presented details of an email received from a local joiner who had refurbished the interior of old telephone boxes used as either defibrillator stations or for book exchange schemes. The clerk was asked to make contact to seek a quotation for the refurbishment of the telephone box and to arrange a site meeting with the contractor in Cllr Fletcher's attendance.
- c. The clerk advised that Harborough DC had acknowledged receipt of information regarding the missing / damaged street signs on Washbrook Lane and Bell Lane and had undertaken to replace these. The information was noted.

22/050 - Items for the next agenda – First quarter financial position / planning enforcement update / updates on telephone box, Palfreyman’s Yard and Burton Overy Land Ltd.

22/051 - Date of next meeting – 19th July 2022

22/052 - Exclusion of the Public
No confidential matters were considered at the meeting.

Signed

Date

Annex A

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
24	Insurance	1 Administration	1.5 - Insurance	01.06.22	E	362.26	0.00	362.26	
25	Information Commissioner	1 Administration	1.3 - Data Protection	07.06.22	E	35.00	0.00	35.00	
26	Jubilee Mugs	2 Community	2.1 - Projects	06.06.22	E	495.25	99.05	594.30	
27	Bank Interest (June)	5 Income	5.2 - Misc	10.06.22	I				0.07
28	HDC Lotto	5 Income	5.2 - Misc	14.06.22	I				2.50
29	HMRC - PAYE (June)	3 Staffing	3.2 - PAYE	28.06.22	E	134.80	0.00	134.80	
30	Clerk - Salary (June)	3 Staffing	3.3 - Salaries	28.06.22	E	202.71	0.00	202.71	
31	Plusnet Broadband	1 Administration	1.2 - Broadband	28.06.22	E	24.06	4.81	28.87	
32	Vodafone Mobile	1 Administration	1.9 - Telephone	28.06.22	E	8.33	1.67	10.00	

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – June 2022

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/169b	Schedule item for September meeting agenda regarding Christmas tree	Clerk	Pending (until Sept)
22/040	Post the agreed May minutes and the draft June minutes on website	Clerk	Posted online – 01.07.22
22/045	Check the following issues with HDC planning enforcement team – <ul style="list-style-type: none"> - Whether Conservation Officer post is extant, - Whether submission received for ‘doggy day care’ on Scotland Lane, - Whether revised application submitted for Yew Tree House, Elms Lane. 	Clerk	Email sent 05.07.22 Pending Appn received – 07.07.22
22/046b	Make payments agreed at the meeting.	Clerk	Payments made when due.
22/047a	Circulate additional Jubilee Mugs to residents Pay invoice for second batch of jubilee mugs. Consider arrangements for installing base for jubilee bench.	Cllrs Warwick, Rankine & Fletcher Clerk Cllr Fletcher	Paid – 14.07.22
22/047b	Check arrangements for grass verge maintenance at GG parish council. Cllr Pain to seek quote from gardener for additional maintenance on certain grass verges	Clerk Cllr Pain	Info obtained – 05.07.22
22/047c	Cllr Pain to speak with director of B O Land Limited to discuss future potential uses of their land in the village.	Cllr Pain	
22/047d	Make arrangements for Chair, Clerk & Cllr Pain to meet with Mr Palfreyman	Clerk	Letter sent 12.07.22
22/049b	Make arrangements to meet joiner who had expressed interest in fitting-out the telephone box	Clerk (with Cllr Fletcher)	Meeting arranged – 12.07.22
22/032	Post WhatsApp message on Noticeboard to elicit any information about the gifted painting – ‘The Burton Overy Express’. Clerk to write to the person who had gifted the painted expressing gratitude for the donation.	Clerk Clerk	Posted – 12.07.22 Pending
	Correspond with SADS to settle JustGiving account.	Clerk	Pending until November
	Submit internet banking application form (Cllr Warwick)	Clerk	Posted 11.07.22
	Laminate defibrillator check sheet (2 copies)	Clerk	Received – 14.07.22

FIRST QUARTER BUDGET POSITION (at 30.06.22)

COST CENTRE	REF. NO.	COST CODE	BUDGET 2022-23	SPEND TO date (excl VAT)	SPEND TO date (incl VAT)
1 ADMINISTRATION	1.1	AUDIT	180.00		
	1.2	BROADBAND	330.00	73.58	88.29
	1.3	DATA PROTECTION	45.00	35.00	35.00
	1.4	ELECTIONS	100.00		
	1.5	INSURANCE	360.00	362.26	362.26
	1.6	IT - WEBSITE HOSTING & SUPPORT	480.00		
	1.7	IT - BACKUP	130.00		
	1.8	STATIONERY	150.00		
	1.9	TELEPHONE	180.00	15.56	18.68
	1.10	Zoom	0.00		
	1.11	MISCELLANEOUS	370.00		
2 COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	80.00	1,124.18	1,334.56
	2.2	DEFIBRILLATOR	160.00	198.50	238.20
	2.3	DOG WASTE BINS	440.00	181.02	217.22
	2.4	GENERAL REPAIRS & MAINTENANCE	170.00		
	2.5	GRANTS & DONATIONS	250.00	300.00	300.00
	2.6	NEIGHBOURHOOD PLAN	500.00		
	2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2,811.00		
	2.8	STREET LIGHTING (POWER & MAINTENANCE)	680.00		
	2.9	VILLAGE MAINTENANCE	750.00		
3 STAFFING	3.1	HOMEWORKING ALLOWANCE	320.00	130.00	130.00
	3.2	PAYE	1,560.00	404.40	404.40
	3.3	SALARIES	2,340.00	608.13	608.13
	3.4	SUBSCRIPTIONS	360.00	171.92	171.92
	3.5	TRAINING & EXPENSES	230.00		
4 RESERVES	4.1	EARMARKED	0.00		
	4.2	GENERAL	750.00		
		TOTALS	13,726.00	3,604.55	3,908.66
5 INCOME	5.1	Precept	13,726.00	6,863.00	
	5.2	Miscellaneous		1,776.86	
		TOTAL	13,726.00	8,639.86	

BURTON OVERY PARISH COUNCIL		
Running Annual Bank Reconciliation as at 01.07.2022		
<u>Current a/c (Treasurers) 00228552</u>		£
Opening balance as at 01.04.2022		222.26
Receipts - Precept & other income (excl VAT & interest)		6,863.00
Misc. Income		1,776.64
Add Transfers from Instant Access Acct		0.00
Less Transfer to Instant Access Acct		0.00
		8,861.90
Less payments per cashbook		3,908.39
Less cleared cheques		0.00
Plus uncleared cheques		0.00
Balance as per cashbook		4,953.51
Current a/c balance as statement 01.07.2022		4,953.51
<u>Bus Instant Access a/c 07249083</u>		
Opening balance as at 01.04.2022		8,500.07
Receipts - Interest		0.22
- HMRC VAT refund		0.00
Less Transfer to Treasurer's Acct		0.00
Add Transfer from Treasurer's Acct		0.00
Balance as per cashbook		8,500.29
Balance as per bank statement 01.07.2022		8,500.29
Signature _____ - <u>P Woodward</u>	Date 01.07.22	

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 June 2022 to 30 June 2022

Money In	£2.50	Balance on 01 June 2022	£6,318.95
Money Out	£1,367.94	Balance on 30 June 2022	£4,953.51

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Jun 22	BHIB LTD 100000000941753970 LC/BURT/10922-F2R 560060	FPO		362.26	5,956.69
06 Jun 22	EDWARDS & LOCKETT 600000000946633429 22159	FPO		594.30	5,362.39
07 Jun 22	ICO ZA002333	DD		35.00	5,327.39
14 Jun 22	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.50		5,329.89
28 Jun 22	PNET3122091-1 PNET3122091- 1	DD		28.87	5,301.02
28 Jun 22	HMRC - ACCOUNTS OF 300000000961270281	FPO		134.80	5,166.22
28 Jun 22	P WOODWARD 300000000961270680 SALARY	FPO		202.71	4,963.51
29 Jun 22	VODAFONE LTD 7069873224- 1001	DD		10.00	4,953.51

Transaction types

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



BUS BANK INSTANT Statement

Printed: 01 July 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.

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Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Jun 22	INTEREST (GROSS)		0.07		8500.29

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ANTICIPATED PAYMENTS & RECEIPTS FOR JULY

Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
33	VAT Refund	5 Income	5.2 - Misc	07.07.22	I				956.12
34	HDC Lotto	5 Income	5.2 - Misc	12.07.22	I				2.00
35	Bank Interest (July)	5 Income	5.2 - Misc	12.07.22	I				0.07
35	Jubilee Mugs	2 Community	2.1 - Projects	14.07.22	E	221.25	44.25	265.50	
36	Dog Waste Bin Emptying (Apr-Jun)	2 Community	2.3 - Dog waste bins	20.07.22	E	95.70	19.14	114.84	
38	HMRC - PAYE (July)	3 Staffing	3.2 - PAYE	28.07.22	E	134.80	0.00	134.80	
39	Clerk - Salary (July)	3 Staffing	3.3 - Salaries	28.07.22	E	202.71	0.00	202.71	
40	Plusnet Broadband	1 Administration	1.2 - Broadband	28.07.22	E	24.06	4.81	28.87	
41	Vodafone Mobile	1 Administration	1.9 - Telephone	28.07.22	E	8.33	1.67	10.00	
Monthly Total						686.85	69.87	756.72	958.19