

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 17th September 2024 at 7.30 p.m. at Burton Overy Village Hall

24/056. Apologies for absence

24/057. Declarations of Members' interests

24/058. Questions from members of the public

24/059. To approve as a correct record the minutes of the meeting held on 23.07.24

Appendix A

24/060. Matters arising and not on the agenda / Minutes Action List

Appendix B

24/061. Council asset safety checks - to update information and agree any action necessary

24/062. Neighbourhood Plan Review – verbal update

- Housing Needs Assessment - Final
- Non-designated Heritage Assets
- NP draft - version 5 (to be circulated separately)
- Public Consultation
- Newsletter

24/063. Planning Applications Received for Consideration
None for consideration

24/064. Planning decisions to note -

Enforcement Updates

- a. Dog day-care operation, Scotland Lane – Appeal remains pending

Decisions Made

- a. **24/00594/FUL & 24/00595/LBC** – Higher House, Main Street – Rebuild Garden wall, enlargement of patio doors and replacement of conservatory roof - APPROVED
- b. **Ref – 24/00566/FUL** – Redevelopment of new dwelling; Burton Brook Farm, London Road- APPROVED
- c. **24/00914/TCA** – The Bell, Main Street – Work to Tree (Fell Laburnum)

Decisions Pending

Ref – 24/00573/FUL & 24/00574/LBC - Demolition of existing outbuildings and replacement with part single, part two storey rear extension with internal alterations, erection of greenhouse, and coordination with landscaping; Ivy Cottage, Rectory End

Ref – 24/00924/PDN – Chestnut Farm, Carlton Lane – Proposed change of use from agricultural buildings to flexible commercial business uses.

24/065. Financial Matters

- a. Banking Statements at 31.08.24
- b. Payments to be agreed / noted during August & September
- c. Nationwide Account - Maturity

Appendix C
Appendix D

24/066. Community Matters

- a. Community Projects Update (ponds & biodiversity)
- b. Traffic management in the village

Appendix E

24/067. Correspondence for discussion (plus urgent items received after agenda publication)

- a. Rectory End – surface finishes

24/068. Correspondence for information

- a. Cllr Training (rearranged) – 20th November

24/069. Items for the next Agenda

24/070. To confirm the date of the next meeting of the Parish Council – 15.10.24

24/071. 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 parish council website or by contacting the Clerk.

Clerk to the Council
Tel - 07827 797125
Email: clerk@burtonoverypc.gov.uk

11.09.24
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 23rd July 2024 at 7.30pm

Present: Cllr Bob Warwick (Chairman)
Cllr Sarah Rankine
Cllr Bob Pain
Cllr Dave Fletcher
Cllr Rebecca Brown

The Clerk – Phil Woodward

24/040 Apologies - none.

24/041 Cllr Brown declared an interest in matters on the agenda relating to land development as an owner of land on the village perimeter.

24/042 **Questions from members of the public** – Five members of the public were present at the meeting.

An observation was raised regarding the start and finish time of construction projects being undertaken around the village. Advice was given on how this might be addressed both practically and through the planning system.

A query was raised regarding the WhatsApp groups operating in the village and how these can be accessed. The chairman outlined how these were organised.

24/043 **Approval of Minutes of the parish council meeting on 11.06.24** – Approved and signed by Cllr Warwick.

24/044 **Matters arising not on the current agenda / Minutes Action Update**
Updates and progress on all actions included in Appendix B of the paperwork were noted or were dealt with on the agenda.

24/045 **Council asset safety checks** – No significant issues were reported as part of the routine check of assets although the clerk was asked to order new pads for the defibrillators, the chairman undertook to re-write the relevant details on the defibrillator notices which had become faded and the Coronation Rose on Washbrook lane was noted as being in poor condition. On the latter issue Cllr Rankine reported that a resident had undertaken to pursue this with the supplier.

24/046 **Neighbourhood Plan Review**

Grant Approval – the clerk confirmed that the £9,000 grant to fund the consultancy support work for the Neighbourhood Plan review had now been received.

Design Guide – the clerk confirmed that the Design Codes and Guidance had now been approved by Locality and was ready for publication. The clerk was asked to post this on the council’s website.

Housing Needs Assessment (HNA) – the first draft of the HNA had been received and comments had been submitted to AECOM, the consultants. The output from this assessment would need to be built into the next version of the Neighbourhood Plan review draft.

NP Review Document (4th draft) – a 4th draft of this had now been received and comments were in the process of being returned to YourLocale, with whom a meeting would be arranged in the near future to agree any necessary amendments. It was felt that a meeting of all parish councillors with YourLocale would be beneficial ahead of the proposed public consultation event in the Autumn.

Non-Designated Heritage Assets – a mixed response had been received from the owners of the six additional properties identified as potential NDHA around the village in Appendix C of the June parish council meeting agenda. Further consideration would be given to these matters, including any other properties which may be added to the list, as the draft Neighbourhood Plan review developed.

Potential Site Allocations and Assessments – the Chairman summarised the information received from Locality on the process for allocating potential sites for future housing development, in that any ‘call for sites’ would need to be initiated and coordinated by the parish council prior to external consultants undertaking a detailed site evaluation. It was resolved not to proceed with a call for sites.

Public Consultation Arrangements – it was accepted that this would now take place some time in the Autumn subject to a suitable date being agreed with YourLocale. The clerk was asked to circulate a note on the WhatsApp groups to this effect.

24/047

Planning applications to consider –

Ref - **24/00770/TCA** – The Old Rectory, Rectory End – pruning to cherry tree - No Comments

Ref - **24/00856/TCA** – Sunnyside, Scotland Lane – pollarding of horse chestnut – No Comments

24/048

Planning Decisions to Note

Enforcement Updates

Ref - **22/01855/FUL** – Dog day-care business, Land off Scotland Lane. The appeal remains pending with the Planning Inspectorate.

Decisions Made

Ref – **24/00431/PCD** - The Old Rectory, Rectory End; discharge of conditions re permission 23/01805/FUL - Approved

Ref - **24/00661/TCA** – Works to Trees; Kings Orchard, Scotland Lane – Approved

Ref - **24/00659/AGR** – Prior notification for the erection of an extension to an agricultural building – Prior Approval Not Required – The clerk was asked to seek further clarity from HDC on the processes for application and approval of such applications.

Decisions Pending

Ref - **24/00566/FUL** – Redevelopment of new dwelling; Burton Brook Farm, London Road.

Ref - **24/00573/FUL** – Demolition of existing outbuildings and replacement with part single, part two storey rear extension with internal alterations, erection of greenhouse, and coordination with landscaping; Ivy Cottage, Rectory End.

Ref - **24/00574/LBC** – Demolition of existing outbuildings and replacement with part single, part two storey rear extension with internal alterations, erection of greenhouse, and coordination with landscaping; Ivy Cottage, Rectory End.

Ref - **24/00594/FUL** – Rebuilding of garden wall, enlargement of doors from kitchen to garden patio, replacement of conservatory roof with flat roof and lantern, replacement of leaking guttering, replacement of snow guards and guttering above the conservatory (revised scheme of 23/01712/FUL) - Higher House, Main Street.

Ref - **24/00595/LBC** – Rebuilding of garden wall, enlargement of doors from kitchen to garden patio, replacement of conservatory roof with flat roof and lantern, replacement of leaking guttering, replacement of snow guards and guttering above the conservatory (revised scheme of 23/01712/FUL) - Higher House, Main Street.

24/049

Financial Matters

- a) The clerk presented the quarterly budget expenditure report as at 30th June 2024. The current position was noted and approved.
- b) The clerk presented the bank reconciliation report for the first quarter of the financial year, ending on 30th June 2024. This was received and approved. Cllr Brown was asked to countersign the hard copies.
- c) Details of the banking statements for the month ending 30th June 2024 were presented showing balances of 193.71 (Lloyds current account), 8000.00 (Lloyds reserve account) and 10,000.00 (Nationwide deposit account). These were received and approved.
- d) The clerk presented details of the anticipated payments and receipts due in July at Appendix F of the paperwork. These were approved by the council, including the following payments –

£62.03 in respect of summer planting, and
£150.00 in respect of hedge and grass cutting.

24/050 Community Matters

- a. Cllr Brown gave a progress update on the survey she was carrying out on the 10 ponds around the village. She would bring further information to the next parish council meeting.

24/051 Correspondence for Discussion

- a. The clerk reported on the receipt of a complaint from a resident regarding overgrown hedges on Main Street opposite The Bell and along the north side of Town Street around its junction with Main Street. The council noted that the hedge opposite The Bell had been cut by the parish council's contractor in recent days and that the pavement was now clear even though there remained an overhang above head height. The County Council had written to the property owners responsible for the hedge at the junction of Town Street and Main Street. Work to cut back the pavement overhang had been partially completed but, currently, there is still a section of the hedge along Town Street needing attention. The council agreed to monitor this situation.
- b. The clerk presented details of correspondence received from the deputy Police & Crime Commissioner indicating that a programme of grant funding was to be made available to parish councils in the area for community safety initiatives including traffic calming measures. Following a discussion on this issue the clerk was asked to bring a report to the next meeting of the council outlining the range of traffic calming measures which are in general use in other parishes.
- c. The clerk presented information at Appendix H of the paperwork from a new LCC partnership regarding Green Fox Community Energy. The contents of this were noted.

24/052 Correspondence for Information (including that received following publication of the agenda)

- a. The clerk reported receipt of correspondence from Midland Mainline Railway that the newly installed electricity cable which had been installed on the railway line between Kettering and Wigston would be made 'live' on the 28th July.
- b. The clerk reported receipt of information regarding the Foxton Hound Ultra marathon which would take place on 17th August and take in footpaths around Burton Overy. The clerk was asked to publicise this on the WhatsApp Noticeboard at the most appropriate time ahead of the race.
- c. The clerk reported that information had been received from HDC regarding the availability of grant funding from the Harborough Community Grants Fund which would be going live during August.

24/053 - Items for the next agenda – Ponds & biodiversity / Neighbourhood Plan / traffic management in the village.

24/054 - Date of next meetings – 17th September 2024 (although provisional arrangements were agreed to accommodate an additional meeting in late August if necessary to address emerging Neighbourhood Plan issues)

24/055 - Exclusion of the Public
No confidential matters were considered at the meeting.

Signed

Date

Annex A

JULY						EXPENDITURE			INCOME
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
28	Cuttlefish Ltd (Webmail migration)	1 Administration	1.11 - Miscellaneous	01.07.24	E	50.00	10.00	60.00	
29	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	04.07.24	I				2.00
30	Bank Interest (July)	5 Income	5.2 - Bank Interest	11.07.24	I				8.33
31	Grant (NP-2)	5 Income	5.2 - Grant	12.07.24	I				9,000.00
32	Summer Planting	2 Community	2.9 - Village Maintenance	12.07.24	E	51.69	10.34	62.03	
33	Hedge - grass cutting (AIO- Kibworth)	2 Community	2.9 - Village Maintenance	24.07.24	E	150.00	0.00	150.00	
34	HMRC - PAYE (July)	3 Staffing	3.2 - PAYE	28.07.24	E	146.40	0.00	146.40	
35	Clerk - Salary (July)	3 Staffing	3.3 - Salaries	28.07.24	E	219.89	0.00	219.89	
36	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.07.24	E	22.68	4.53	27.21	
Monthly Total						640.66	24.87	665.53	9,010.33

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – July 2024

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
24/043	Post the agreed June minutes and the draft July minutes on website	Clerk	Posted online – 28.07.24
23/063	Contact Nature Spot when advice needed on pond development	Cllr Rankine	Pending
23/105b	Investigate grant availability for pond renovation & maintenance with Shires Grant, Landfill Tax Credit & others	Clerk / Cllr Pain	Pending
23/167	Plant up wildflower verge to south side of Back Lane (junction with Main Street)	Cllrs Rankine & Brown	Pending
23/152	Retain NP as a live issue on forthcoming agendas.	Clerk	Sept agenda
24/045	Order new defibrillator pads	Clerk	Ordered and delivered – 02.08.24
24/045	Order permanent marker pens for defibrillator signs	Clerk	Ordered and delivered – 06.08.24
24/046	Post NP Design Guide on Website	Clerk	Posted – 08.09.24
24/046	Post Housing Needs Assessment on website when finalised	Clerk	Posted – 10.09.24
24/046	Circulate WhatsApp note re progress on NP & public consultation.	Clerk	Pending
24/048	Check with HDC planners the process for dealing with agricultural prior notifications.	Clerk	Email sent – 10.09.24
24/049	Make payments agreed at the meeting.	Clerk	Payments made when due.
23/176a	Arrange LRALC training for Cllr Brown	Clerk	Booking Scheduled for November
23/035	Maintain a check on Planning Inspectorate website for progress on Dog Day Care, Scotland Lane	Clerk	Appeal documents now submitted on PI Website, Ref – APP/F2415/C/23/3321631

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 August 2024 to 31 August 2024

Money In	£2,526.09	Balance on 01 August 2024	£371.01
Money Out	£603.12	Balance on 31 August 2024	£2,293.98

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Aug 24	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.50		373.51
13 Aug 24	GEOXPHERE LTD 400000001408413808 31UD012-	FPO		60.00	313.51
13 Aug 24	JOHN HOLMAN CONTRA 200000001399548520 035	FPO		120.00	193.51
15 Aug 24	AMAZON* BI9SI92F5 CD 7317	DEB		15.06	178.45
27 Aug 24	BURTON OVERY PARIS 309497 07249083	TFR	2,523.59		2,702.04
27 Aug 24	HMRC - ACCOUNTS OF 200000001407569532	FPO		146.40	2,555.64
27 Aug 24	P WOODWARD 300000001415013048 AUG	FPO		219.89	2,335.75
29 Aug 24	VODAFONE LTD 7069873224- 1001	DD		41.77	2,293.98

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: 06 September 2024

Burton Overy Parish Council Sort code 30-94-97 Account number 07249083

9 LLOYD GEORGE AVENUE
KIBWORTH BEAUCHAMP
LEICESTER
LEICESTERSHIRE
LE8 0UZ

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Date	Description	Type	In (£)	Out (£)	Balance (£)
27 Aug 24	BURTON OVERY PARIS 309497 00228552	TFR		2523.59	13500.00
09 Aug 24	INTEREST (GROSS)		15.26		16023.59

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ANTICIPATED INCOME & EXPENDITURE – AUGUST/SEPTEMBER

AUGUST						EXPENDITURE			INCOME
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
37	Hedge cutting - J Holman	2 Community	2.9 - Village Maintenance	02.08.24	E	100.00	20.00	120.00	
38	Parish Online GIS	3 Staffing	3.4 - Subscriptions	02.08.24	E	50.00	10.00	60.00	
39	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	06.08.24	I				2.50
40	Bank Interest (July)	5 Income	5.2 - Bank Interest	10.08.24	I				15.26
41	Defib Pads	2 Community	2.2 - Defibrillators	10.08.24	E	132.64	26.53	159.17	
42	Permanent Marker Pens	1 Administration	1.11 - Miscellaneous	14.08.24	E	12.55	2.51	15.06	
43	HMRC - PAYE (July)	3 Staffing	3.2 - PAYE	28.08.24	E	146.40	0.00	146.40	
44	Clerk - Salary (July)	3 Staffing	3.3 - Salaries	28.08.24	E	219.89	0.00	219.89	
45	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.08.24	E	34.82	6.95	41.77	
Monthly Total						546.30	35.99	582.29	17.76
SEPTEMBER						EXPENDITURE			INCOME
Voucher No.	Description of item	Cost Centre	Cost Code	Date	Expenditure or Income	Net Amount	VAT	TOTAL	
46	YourLocale - NP Support	2 Community	2.6 - Neighbourhood Plan	08.09.24	E	2,000.00	400.00	2,400.00	
47	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	04.09.24	I				2.00
48	Bank Interest (July)	5 Income	5.2 - Bank Interest	09.09.24	I				15.00
49	HMRC - PAYE (July)	3 Staffing	3.2 - PAYE	28.09.24	E	146.40	0.00	146.40	
50	Clerk - Salary (July)	3 Staffing	3.3 - Salaries	28.09.24	E	219.89	0.00	219.89	
51	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.09.24	E	34.82	6.95	41.77	
Monthly Total						401.11	6.95	408.06	17.00

TRAFFIC MANAGEMENT IN THE VILLAGE

Existing Provision

- 30mph statutory limit in built up area
- Roundels & Dragon Teeth at entrances to village
- Parked cars
- Very low level of accident statistics

Additional Options

- SPIDS
- Speed Bumps
- Chicanes
- Wheeled bin stickers
- Speed-watch
- Newsletter information
- Advisory signage (lamp posts)
- 20 mph zone