

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 15th October 2024 at 7.30 p.m. at Burton Overy Village Hall

24/072. Apologies for absence

24/073. Declarations of Members' interests

24/074. Questions from members of the public

24/075. To approve as a correct record the minutes of the meeting held on 17.09.24

Appendix A

24/076. Matters arising and not on the agenda / Minutes Action List

Appendix B

24/077. Council asset safety checks - to update information and agree any action necessary

24/078. Neighbourhood Plan Review – verbal update

- NP – Consultation Draft
- Non-designated Heritage Assets
- Public consultation arrangements
- Newsletter

24/079. Planning Applications Received for Consideration

Ref – 24/00984/LBC - The Old Rectory, Rectory End – Replacement of 1st floor windows
Ref – 24/01169/FUL – Burton Lodge Farm, London Road - Demolish existing outbuildings & construct replacement building to form annexe accommodation to the existing farmhouse.

Ref – 24/01250/TCA – White House Farm, Back Lane – Works to trees (fell)

Ref – 24/01241/PCD – Chestnut Farm, Carlton Lane – discharge of conditions re cycle parking and land contamination (notification)

24/080. Planning decisions to note -

Enforcement Updates

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

Decisions Made

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

Decisions Pending

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

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 – 24/01126/VAC – Removal & variation of conditions relating to use of cottage as holiday let.

24/081. Financial Matters

- a. Half-year budget position at 30.09.24
- b. Bank reconciliation at 30.09.24
- c. Banking Statements at 30.09.24
- d. Payments to be agreed / noted during October
- e. SLCC – Annual Subscription

Appendix C
Appendix D
Appendix E
Appendix F

24/082. Community Matters

- a. Wildflower verges – bulb planting
- b. Flooding & Drain Clearance - Main St / Town St
- c. Traffic Management update
- d. Christmas 2024 arrangements

24/083. Correspondence for discussion (plus urgent items received after agenda publication)

- a. Overgrown verge / hedge – Beadswell Lane

24/084. Correspondence for information

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

24/085. Items for the next Agenda

24/086. To confirm the date of the next meeting of the Parish Council – 19.11.24

24/087. 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

09.10.24
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 17th September 2024 at 7.30pm

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

The Clerk – Phil Woodward

24/056 Apologies - Cllr Rebecca Brown

24/057 Declarations of interest - none.

24/058 **Questions from members of the public** – 11 members of the public were present at the meeting who raised a number of queries with the council.

- The council should not rely on circulating information to the public via WhatsApp because not every resident wanted to be engaged in the village chit-chat that takes place on it. The Chair responded by advising that the Village Noticeboard WhatsApp group was used solely for the circulation of official PC business, not chit-chat. However, thought would be given to the frequency of village newsletters.
- Concerns expressed about long-term empty houses in the village – do Harborough DC have any policies to address this. The clerk was asked to seek a reply to this.
- A query was raised asking why minutes of council meetings are not posted in the notice board. This was not felt to be appropriate due to lack of space in the noticeboard and the availability of minutes on the council website. However, it was agreed that the clerk would try to identify alternative arrangements.

24/059 **Approval of Minutes of the parish council meeting on 23.07.24** – Approved and signed by Cllr Warwick.

24/060 **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. The clerk was asked to engage the grounds maintenance contractor to trim the wildflower verges on Back Lane.

24/061 **Council asset safety checks** – No significant issues were reported as part of the routine check of assets.

24/062

Neighbourhood Plan Review

It was noted that the Design Code and Guidance together with the Housing Needs Assessment had now been posted on the council's website.

A draft letter had been prepared to be delivered to the occupiers of potential Non-Designated Heritage Assets in the village. The Chair undertook to finalise this and deliver to the relevant households to seek their input into the process.

NP Review Document (5th draft) – a 5th draft of this had now been received and comments would need to be considered and returned to YourLocale. A special meeting of councillors with YourLocale was to be arranged for 1st October to discuss the final draft of the policies prior to wider public consultation.

Public Consultation Event – it was agreed to hold this on 2nd November. The clerk was asked to make the necessary arrangements for this and to circulate a note on the village WhatsApp groups to this effect. Prior to 2nd November it was agreed to draft a special newsletter to be delivered to all households advising them of current progress on the review of the Neighbourhood Plan and of the forthcoming public consultation event on 2nd November.

24/063

Planning applications to consider –

Ref - 24/01126/VAC – Highcroft Farm, Elms Lane – Variation of conditions to allow permanent occupation of holiday let by family member. It was resolved not to raise any objection to this but to ask that a substitute condition be attached to any approval requiring that the house only be occupied by a family member or agricultural worker.

24/064

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

- 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) - APPROVED
- d. **24/00924/PDN** – Chestnut Farm, Carlton Lane - Proposed change of use from agricultural buildings to flexible commercial business uses. PRIOR APPROVAL GRANTED

Concerns were expressed regarding the process for making and dealing with this type of application and the seeming lack of public engagement in the process. The clerk was asked to make contact with the local District Councillor and the planning officer regarding this matter.

Decisions Pending

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.

24/065

Financial Matters

- a) The clerk presented details at Appendix C of the banking statements for the month ending 31st August 2024 showing balances of £2,293.98 (Lloyds current account), £13,500.00 (Lloyds reserve account) and 10,000.00 (Nationwide deposit account). These were received and approved.
- b) The clerk presented details of the anticipated payments and receipts due in August & September at Appendix D of the paperwork. These were approved by the council. It was noted that the annual invoice for IT back-up services for 2023 had not been received when due and that this had been included in the current year's invoice totalling £280, which was also approved.
- c) The clerk presented correspondence from Nationwide advising that the fixed term deposit account was approaching maturity and asking how the council wanted to deal with the account. It was resolved to renew the fixed term account for a further six months.

24/066

Community Matters

- a. The issue regarding the development of ponds around the village was held over to the next meeting.
- b. The clerk presented a short paper on traffic management arrangements in the village. This considered the existing arrangements and the options available to local councils to adopt further controls. Many of these additional controls were dependent on the cooperation and approval of the highway authority. The two options felt to be appropriate for the village were the adoption of a 20mph limit and the introduction of a Speedwatch campaign. The clerk, in consultation with the chair, was asked to bring further information forward on the criteria required to adopt a 20mph limit and to include details and a call for public assistance to mount a Speedwatch campaign in the next newsletter.
- c. A query was raised concerning the hedge to the northern side of Scotland Lane overhanging the highway. The clerk was asked to refer this to LCC.

24/067 Correspondence for Discussion

- a. The clerk presented details of a complaint received regarding works being carried out in the highway in front of Ivy Cottage on Rectory End. Cobbled stones had been set in this area, which were raised above the general level of the current highway. The clerk was asked to write to the owner of the property to seek assurances that the approval of the highway authority had been sought and obtained for the works.

24/068 Correspondence for Information (including that received following publication of the agenda)

- a. The clerk confirmed the arrangements for Cllr Brown to attend a LRALC training course in November.

24/069 - Items for the next agenda – Ponds & biodiversity / Neighbourhood Plan & Public meeting arrangements / traffic management in the village / half-year financial position

24/070 - Date of next meetings – 15th October 2024

24/071 - Exclusion of the Public

No confidential matters were considered at the meeting.

Signed _____

Date _____

Annex A

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				12.59
49	Precept (2)	5 Income	5.1 - Precept	13.09.24	I				7,690.00
50	Laptop backup (2 years)	1 Administration	1.7 - IT Backup	18.09.24	E	280.00	0.00	280.00	
51	HMRC - PAYE (July)	3 Staffing	3.2 - PAYE	28.09.24	E	146.40	0.00	146.40	
52	Clerk - Salary (July)	3 Staffing	3.3 - Salaries	28.09.24	E	219.89	0.00	219.89	
53	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.09.24	E	34.82	6.95	41.77	
Monthly Total						2,681.11	406.95	3,088.06	7,704.59

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – Sept 2024

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
24/059	Post the agreed July minutes and the draft September minutes on website	Clerk	Posted online – 30.09.24
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
24/058	Check with HDC whether they have adopted any policies in relation to empty homes. Make arrangements for copies of the minutes of parish council meetings to be held in a file in the foyer of the village hall. Contact LCC highways re surface water from spring running across Main Street opposite Baileys Lane.	Clerk Clerk Clerk	Email query sent – 04.10.24 File placed in foyer – 01.10.24 Online submission sent – 19.09.24 LCC reply (no current action) – 20.09.24
24/060	Make arrangements with contractor to trim the wildflower grass verges on Main Street.	Clerk	Email instruction sent – 20.09.24
24/062	Make arrangements for councillor meeting with YourLocale on 1 st October at village hall. Make arrangements for NP public consultation event for 2 nd November at village hall. Place hard copies of current NP draft in village hall. Draft and circulate Newsletter to all residents with specific reference to NP. Circulate WhatsApp note regarding NP consultation proposals.	Clerk Clerk Cllrs Clerk	Arrangements confirmed – 21.09.24 Arrangements confirmed – 28.09.24 Circulated – 08.10.24
24/063	Submit comments to HDC planners re application ref. 24/01126/VAC	Clerk	Comments submitted – 19.09.24
24/064	Make further representations to HDC planners & councillor re concerns over	Clerk / Chair	Email to Cllr Hallam & Head of Development Control – 19.09.24

APPENDIX B

	Chestnut Farm developments & agricultural prior notifications in general		
24/066	Contact LCC re hedges overhanging highway on northern side of Scotland Lane. Gather more information and pursue potential adoption of 20mph speed limit in BO.	Clerk Chair / Clerk	Online submission sent – 19.09.24. LCC reply (no current action) – 20.09.24 Information obtained and circulated to cllrs – 04.10.24
24/067	Draft a letter to owners of Ivy Cottage regarding the laying of cobbles on the highway in front of the property.	Clerk / Chair	Verbal contact made by Chair – 27.09.24
24/065	Make payments agreed at the meeting. Renew the term of the Nationwide bank account	Clerk Clerk	Payments made when due. Renewed – 20.09.24
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

BUDGET POSITION AT 30TH SEPTEMBER 2024 (half-year)

COST CENTRE	REF. NO.	COST CODE	BUDGET 2024-25	SPEND TO date (excl VAT)	SPEND TO date (incl VAT)
1 ADMINISTRATION	1.1	AUDIT	220.00		
	1.2	BROADBAND	300.00		
	1.3	DATA PROTECTION	40.00	35.00	35.00
	1.4	ELECTIONS	200.00		
	1.5	INSURANCE	400.00	442.59	442.59
	1.6	IT - WEBSITE HOSTING & SUPPORT	550.00	535.00	642.00
	1.7	IT - BACKUP	180.00	280.00	280.00
	1.8	STATIONERY	120.00	28.73	32.73
	1.9	TELEPHONE	180.00	160.20	192.18
	1.10	CHRISTMAS ACTIVITIES	500.00		
	1.11	MISCELLANEOUS	300.00	62.55	75.06
2 COMMUNITY	2.1	COMMUNITY PROJECTS	2,400.00		
	2.2	DEFIBRILLATOR	250.00	132.64	159.17
	2.3	DOG WASTE BINS	500.00		
	2.4	GENERAL REPAIRS & MAINTENANCE	250.00		
	2.5	GRANTS & DONATIONS	200.00		
	2.6	NEIGHBOURHOOD PLAN	250.00	2,000.00	2,400.00
	2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	0.00		
	2.8	STREET LIGHTING (POWER & MAINTENANCE)	1,200.00		
	2.9	VILLAGE MAINTENANCE	750.00	601.69	632.03
3 STAFFING	3.1	HOMEWORKING ALLOWANCE	340.00	286.00	286.00
	3.2	PAYE	2,150.00	878.40	878.40
	3.3	SALARIES	2,950.00	1,319.34	1,319.34
	3.4	SUBSCRIPTIONS	400.00	367.31	377.31
	3.5	TRAINING & EXPENSES	250.00	91.40	91.40
4 RESERVES	4.1	EARMARKED	0.00		
	4.2	GENERAL	500.00		
		TOTALS	15,380.00	7,220.85	7,843.21
5 INCOME	5.1	Precept		15,380.00	
	5.2	Miscellaneous		11,639.00	
		TOTAL		27,019.00	

BANK RECONCILIATION – 30TH SEPTEMBER 2024

BURTON OVERY PARISH COUNCIL		
Running Annual Bank Reconciliation as at 30.09.24		
<u>Current a/c (Treasurers) 00228552</u>		£
Opening balance as at 01.04.2023		180.26
Receipts - Precept		15,380.00
Misc. Income (excl VAT & interest)		9,013.00
Add Transfers from Instant Access Acct		3,607.97
Less Transfer to Instant Access Acct		18,000.00
		10,181.23
Less payments per cashbook		7,783.31
Less cleared cheques		0.00
Plus uncleared cheques		0.00
Balance as per cashbook		2,397.92
Current a/c balance as statement 30.09.2024		2,397.92
<u>Bus Instant Access a/c 07249083</u>		
Opening balance as at 01.04.2024		994.56
Receipts - Interest		60.04
- HMRC VAT refund		2,565.96
Less Transfer to Treasurer's Acct		3,607.97
Add Transfer from Treasurer's Acct		18,000.00
Balance as per cashbook		18,012.59
Balance as per bank statement 30.09.2024		18,012.59
Signature _____ - <i>P Woodward</i>	Date 30.09.24	



Burton Overy Parish Council

████████████████████
 LEICESTER
 LEICESTERSHIRE
 LE8 0UZ

Your Account

Sort Code 30-94-97
 Account Number ██████████2

TREASURERS ACCOUNT

01 September 2024 to 30 September 2024

Money In	£8,192.00	Balance on 01 September 2024	£2,293.98
Money Out	£8,088.06	Balance on 30 September 2024	£2,397.92

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Sep 24	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		2,295.98
06 Sep 24	BURTON OVERY PARIS 309497 07249083	TFR	500.00		2,795.98
09 Sep 24	YOURLOCALE LTD 400000001423788523	FPO		2,400.00	395.98
11 Sep 24	HARBOROUGH DISTRIC	BGC	7,690.00		8,085.98
18 Sep 24	ASTLEY COMPUTERS 200000001420529073 AC-	FPO		280.00	7,805.98
26 Sep 24	HMRC - ACCOUNTS OF 400000001433910159	FPO		146.40	7,659.58
26 Sep 24	P WOODWARD 400000001433910519 SEPT	FPO		219.89	7,439.69
27 Sep 24	VODAFONE LTD 7069873224- 1001	DD		41.77	7,397.92
27 Sep 24	BURTON OVERY PARIS 309497 07249083	TFR		5,000.00	2,397.92

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: 30 September 2024

Burton Overy Parish Council

Sort code 30-94-97

Account number [REDACTED]

[REDACTED]
 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.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
27 Sep 24	BURTON OVERY PARIS 309497 00228552	TFR	5000.00		18012.59
09 Sep 24	INTEREST (GROSS)		12.59		13012.59
06 Sep 24	BURTON OVERY PARIS 309497 00228552	TFR		500.00	13000.00

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

Summary for 20 Mar 2024 - 20 Sep 2024

Start Balance	10,000.00
Total In	252.05
Total Out	0.00
End Balance	10,252.05

Private & Confidential

[Redacted Name]

Leicester
United Kingdom
LE8 0UZ

Account Number	[Redacted]
Statement Number	3
Currency	Sterling
Interest Rate as at 20 Sep 2024	4.50%

Client Name: Burton Overy Parish Council
Account Type: Business 6 Month Saver Issue 21 - Annual

Date	Description	Details	Payments	Receipts	Balance
20 Mar 2024	Start Balance				10,000.00
20 Sep 2024	Interest Credited	For the period 27 Feb 2024 to 19 Sep 2024		252.05	10,252.05
	Account type Change	From Maturity Reserve Account Issue 2 - Annual to Business 6 Month Saver Issue 21 - Annual			10,252.05
20 Sep 2024	End Balance				10,252.05

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

ANTICIPATED RECEIPTS & PAYMENTS – OCTOBER 2024

OCTOBER						EXPENDITURE			INCOME
54	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	09.10.24	I				2.00
55	Bank Interest (Oct)	5 Income	5.2 - Bank Interest	10.10.24	I				12.48
56	HMRC - PAYE (Oct)	3 Staffing	3.2 - PAYE	28.10.24	E	146.40	0.00	146.40	
57	Clerk - Salary (Oct)	3 Staffing	3.3 - Salaries	28.10.24	E	219.89	0.00	219.89	
58	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	28.10.24	E	34.82	6.95	41.77	
Monthly Total						401.11	6.95	408.06	14.48