

**All Councillors are summoned to a**

## **BURTON OVERY PARISH COUNCIL MEETING**

**on Tuesday 17<sup>th</sup> December 2024 at 7.30 p.m. at Burton Overy Village Hall**

24/104. Apologies for absence

24/105. Declarations of Members' interests

24/106. Questions from members of the public

24/107. To approve as a correct record the minutes of the meeting held on 19.11.24

**Appendix A**

24/108. Matters arising and not on the agenda / Minutes Action List

**Appendix B**

24/109. Council asset safety checks - to update information and agree any action necessary

24/110. Neighbourhood Plan Review – verbal update

- Consultation Draft – November 2024
- Strategic Environmental Assessment Screening
- Regulation 14 Consultation Process

24/111. Planning Applications Received for Consideration

**Ref – 24/01523/TCA** – Removal of Pine Tree to rear; Kings Orchard, Scotland Lane

**Ref – 24/01533/TCA** – Works to Trees (fell & pollard); Linden, Main Street

24/112. Planning decisions to note -

Enforcement Updates

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

Decisions Made

**Ref – 24/01126/VAC** – Removal & variation of conditions relating to use of cottage as holiday let – Highcroft Farm, Elms Lane – **Approved**

**Ref – 24/01344/PDN** – Prior Approval Notification for the proposed change of use of an agricultural building to one larger dwellinghouse – Chestnut Farm, Carlton Lane – **Refused**

**Ref – 24/00984/LBC** - The Old Rectory, Rectory End – Replacement of 1<sup>st</sup> floor windows – **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

24/113. Financial Matters

- a. Banking Statements at 30.11.24
- b. Payments to be agreed / noted during December
- c. Budget & Precept Options 2025-26
- d. Council Tax Referendum Principles 2025-26

**Appendix C**  
**Appendix D**  
**Appendix E**

24/114. Community Matters

- a. Christmas 2024 arrangements
- b. Ponds, wildlife & biodiversity development
- c. Burton Overy Village Archive

24/115. Correspondence for discussion (plus urgent items received after agenda publication)

- a. LCC Highways – Results of Traffic Speed Survey

24/116. Correspondence for information

- a. Harborough DC – Corporate Plan Consultation
- b. Resignation of Deputy Police & Crime Commissioner
- c. Leics. Police – Rural Crime Newsletter
- d. LRALC Training Bulletin

24/117. Items for the next Agenda

24/118. To confirm the date of the next meeting of the Parish Council – 21.01.25

24/119. 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](mailto:clerk@burtonoverypc.gov.uk)

11.12.24  
[www.burtonoverypc.gov.uk](http://www.burtonoverypc.gov.uk)

# BURTON OVERY PARISH COUNCIL

## MINUTES OF A MEETING HELD – Tuesday 19<sup>th</sup> November 2024

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

The Clerk – Phil Woodward

**24/088** Apologies - Cllr Rebecca Brown sent apologies that she could not attend the meeting in person due to illness although she was able to observe and comment on issues via WhatsApp video call. The council accepted her apologies.

**24/089** Cllr Brown declared an interest in item 24/096 (Ref – 24/01136/VAC) as the applicant for planning permission.

**24/090** **Questions from members of the public** – 3 members of the public were present at the meeting who made comments on item 24/099c and raised concerns regarding suspected unauthorised tree works at Squirrels Leap, Main Street.

**24/091** **Approval of Minutes of the parish council meeting on 15.10.24** – Approved and signed by Cllr Warwick.

**24/092** **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.

**24/093** **Council asset safety checks** – Cllr Warwick reported that the battery to the defibrillator at The Bell Inn was showing half full and that he would monitor this to ensure a new battery could be ordered at the appropriate time. No other issues were reported as part of the routine check of assets.

**24/094** **Neighbourhood Plan Review**  
The council considered the outcome of the public consultation event held on Saturday 2<sup>nd</sup> November in the village hall. It was felt that overall, the event had been very successful with the participation of over 60 village residents.

A 7<sup>th</sup> draft of the Neighbourhood Plan was now being prepared by YourLocale, in consultation with the Chair and the clerk, taking into account the comments and feedback from the event.

The main changes envisaged were the inclusion of some additional clarification of the affordable housing policies and the addition of a new policy on footpaths and bridleways. However, the safeguards included in the policy on farm diversification were already deemed to be as strong as they could reasonably be, within the overriding constraints set by national statutory policy.

When finalised, the 7<sup>th</sup> draft would become the Statutory Consultation Version of the revised Neighbourhood Plan. It was agreed that as well as being available digitally (on the council website), two hard copies of the Plan would be made available in the village hall.

**24/095**

**Planning applications to consider –**

**Ref – 24/01344/PDN** – Chestnuts Farm, Carlton Lane – proposed change of use of an agricultural building to one larger dwellinghouse (C3) and associated operational development.

The parish council expressed its deep concern over the proposals to significantly change the nature of the existing agricultural premises at this address by seeking to use the permitted development framework in relation to this and earlier applications /notifications.

Questions were also raised as to whether the changes made to the front elevation of the garage to the existing dwelling at this site required planning permission.

**24/096**

**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.

Concerns were raised over the length of time being taken by the Planning Inspectorate to deal with this appeal. A complaint had been raised directly with the Inspectorate by the clerk but a negative response had been received.

The clerk was asked to write to the Harborough MP regarding the general lack of resources at the Planning Inspectorate and the impact this is having on local issues, particularly in connection with the enforcement action in respect of the unauthorised dog day care operation on Scotland Lane.

Decisions Made

**24/01169/FUL** – Burton Lodge Farm, London Road - Demolish existing outbuildings & construct replacement building to form annexe accommodation to the existing farmhouse. – **Withdrawn**

**24/01241/PCD** – Chestnut Farm, Carlton Lane - Discharge of Conditions (Highways - Cycle parking) and (Contamination) of 24/00924/PDN – **Approved**

**24/01250/TCA** – White House Farm, Back Lane – Works to Trees - **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 – 24/01126/VAC** – Highcroft Farm, Elms Lane - Removal & variation of conditions relating to use of cottage as holiday let. Cllr Brown advised the meeting that approval had now been issued for this proposal.

**Ref – 24/00984/LBC** - The Old Rectory, Rectory End – Replacement of 1st floor windows

**24/097**

**Financial Matters**

- a) The clerk presented details at Appendix C of the banking statements for the month ending 31<sup>st</sup> October 2024 showing balances of £1,950.36 (Lloyds current account) and £18,025.07 (Lloyds reserve account) in addition to the £10,252.05 reported in October in the Nationwide deposit account. These were received and approved.
- b) The clerk presented details of the anticipated payments and receipts due in November at Appendix D of the paperwork. These were approved by the council for payment.
- c) The clerk presented details at Appendix E of the local government pay agreement for 2024-25 and the impact of this on the council's payroll. The council agreed to implement the terms of the agreement, backdated to 1<sup>st</sup> April 2024.
- d) The clerk advised the meeting of correspondence from Lloyds Bank indicating that they would be implementing a monthly charge of £4.25 on the council's 'current' account from 14<sup>th</sup> January 2025. The council agreed to accept this.

**24/098**

**Community Matters**

- a. Cllr Brown had been offered a Christmas Tree by a local farmer. She undertook to assess its size and suitability for the parish council and, subject to these being satisfactory, would arrange delivery to Bank Field for Friday 22<sup>nd</sup> November.
- b. Cllr Brown reported to the meeting on her recent research on ponds within the parish. She had identified 16 in total although some had dried up and been overtaken by vegetation. The ponds were in varying condition and were largely used by livestock and wildlife. She suggested that four or five of the ponds may be suitable for the promotion and development of biodiversity and she undertook to contact the relevant land owners to seek their views on this. The chair asked that she also seek views from the landowners on the more general promotion of biodiversity on their land other than in ponds.
- c. The council considered the details of the licensable activities that were approved by Harborough DC at The Bell Inn. A number of queries were raised including whether outdoor activities were controlled, how occasional or special events were treated,

what process was followed if changes were requested to the license and whether private functions at the premises were covered by the licence. The clerk was asked to make these enquiries of the Licensing Team at Harborough DC.

- d. Cllr Pain summarised his recent experience in relation to addressing the flooding which had affected the junction of Mayns Lane, Town Street and Main Street. He undertook to monitor this situation and contact the Highway Authority if it seemed that the flooding may recur.
- e. The clerk presented a guidance note from the local Community Safety Partnership regarding traffic management in village communities. It was resolved to await the outcome of the 20mph survey before any further consideration was given to the matter.
- f. The chair gave an update on potential planning proposals for a new small-town community at Stretton Hall between Oadby and Great Glen and the possible impacts this might have on Burton Overy. This was part of the considerations being undertaken by Harborough DC's review of their Local Plan. It was agreed to maintain a watching brief on this issue as it made its way through the decision-making processes at Harborough DC.

**24/099 Correspondence for Discussion**

- a. Formal proposals for the diversion of footpath C7 near Chestnut Farm were noted.
- b. The government's proposals for the re-introduction of remote attendance at council meetings and proxy voting were supported by the council and the clerk was asked to complete the online consultation document accordingly.
- c. A variety of views were put forward regarding the maintenance of the highway verge between the village hall and Ivy Cottage on Rectory End. The clerk was asked to write to Leicestershire CC seeking confirmation of their ownership of this land and whether it is on their routine maintenance schedules.

**24/100 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.
- b. The clerk reported proposals for a temporary road closure on Scotland Lane for up to two days from 25<sup>th</sup> November. This had been well advertised around the village.
- c. The chair reported that he intended to attend a meeting on Saturday 30<sup>th</sup> November at the office of Harborough DC on Neighbourhood Planning and on the current work being undertaken on the Harborough Local Plan.

**24/101 - Items for the next agenda** – Ponds & biodiversity / Neighbourhood Plan / outline budget and precept for 2025-26 / Actions update

**24/102 - Date of next meetings** – 17<sup>th</sup> December 2024

**24/103 - Exclusion of the Public**

No confidential matters were considered at the meeting.

Signed

Date

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### Annex A

NOVEMBER							EXPENDITURE		INCOME
60	NP Public Consultation refreshments	2 Community	2.6 - Neighbourhood Plan	04.11.24	E	70.00	0.00	70.00	
61	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	08.11.24	I				2.00
62	Bank Interest (Nov)	5 Income	5.2 - Bank Interest	11.11.24	I				16.30
63	Wildflower Verge Maintenance	2 Community	2.9 - Village Maintenance	20.11.24	E	120.00	0.00	120.00	
64	YourLocale - NP Support	2 Community	2.6 - Neighbourhood Plan	20.11.24	E	3,500.00	700.00	4,200.00	
65	Batteries (xmas lights)	1 Administration	1.10 - Christmas	26.11.24	E	22.06	4.41	26.47	
66	Winter Planting	2 Community	2.9 - Village Maintenance	26.11.24	E	63.00	0.00	63.00	
67	HMRC - PAYE (Nov)	3 Staffing	3.2 - PAYE	28.11.24	E	219.20	0.00	219.20	
68	Clerk - Salary (Nov)	3 Staffing	3.3 - Salaries	28.11.24	E	328.95	0.00	328.95	
69	SLCC (subscription)	3 Staffing	3.4 - Subscriptions	28.11.24	E	112.00	0.00	112.00	
70	Clr Training	3 Staffing	3.5 - Training & Expenses	28.11.24	E	50.00	0.00	50.00	
71	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	29.11.24	E	34.82	6.95	41.77	
<b>Monthly Total</b>						<b>4,520.03</b>	<b>711.36</b>	<b>5,231.39</b>	<b>18.30</b>

DRAFT

## BURTON OVERY PARISH COUNCIL

### COUNCIL MEETING ACTION LIST – Nov 2024

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
24/090	Submit query to HDC whether recent tree work at Squirrels Leap	Clerk	Query submitted – 25.12.24 Acknowledged 03.12.24
24/091	Post the agreed October minutes and the draft November minutes on website	Clerk	Posted online – 30.11.24
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
24/093	Maintain check on The Bell defibrillator battery	Cllr W	
24/058	Check with HDC whether they have adopted any policies in relation to empty homes.	Clerk	Email query sent – 04.10.24. HDC investigating 3 referred properties
24/094	Place hard copy of NP formal consultation draft in village hall. Post copy on website.	Clerk Clerk	Copy provided – 17.12.24
24/095	Submit query to HDC whether recent changes to the garage at the existing house at Chestnut Farm	Clerk	Query submitted – 25.11.24 Response – 26.11.24
24/096	Write to MP re planning inspectorate resources and current delays relating to enforcement action at Dog Day Care on Scotland Lane.	Clerk	Letter sent via email – 27.11.24 Acknowledged – 28.11.24
24/097b	Make payments agreed at the meeting.	Clerk	Payments made when due.
24/097c	Implement back-dated pay award	Clerk	Implemented 28.11.24
24/081d	Renew SLCC membership	Clerk	Renewed 27.11.24
24/098a	Check height of Christmas Tree offered as gift by local farmer to parish council. If large enough arrange for delivery to Bank Field. Make arrangements to erect and decorate Christmas Tree	Cllr Brown Cllr Brown Cllrs	Tree erected - 22.11.24  Tree delivered & decorated – 23.11.24
24/098b	Discuss potential biodiversity initiatives (e.g. ponds) with relevant local farmers	Cllr Brown	
24/098c	Write to HDC Licensing Team to clarify details of licensable activities at The Bell	Clerk	Email query sent – 04.12.24



## APPENDIX B

<b>24/098f</b>	Post information on proposed Stretton Hall major development on PC website	Clerk	Posted – 26.11.24
<b>24/099b</b>	Submit comments re remote meetings & proxy voting to government consultation	Clerk	Online form completed – 27.11.24
<b>24/099c</b>	Write to LCC re ownership of highway land at Rectory End	Clerk	Contact Form enquiry sent – 06.12.24
<b>24/082b</b>	Liaise with Cllr Pain on acquisition of set of drain rods	Clerk	Pending (email details sent 29.10.24)
<b>23/035</b>	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

LEICESTER  
LEICESTERSHIRE

Your Account

Sort Code 30-94-97  
Account Number

TREASURERS ACCOUNT

01 November 2024 to 30 November 2024

<b>Money In</b>	£4,043.37	<b>Balance on 01 November 2024</b>	£1,950.36
<b>Money Out</b>	£5,231.39	<b>Balance on 30 November 2024</b>	£762.34

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Nov 24	LNK CENTRAL ENGLAN CD 7317 04NOV24	CPT		70.00	1,880.36
12 Nov 24	CLIENTS DEPOSIT HARBOROUGH LOTTO	FPI	2.00		1,882.36
25 Nov 24	DARREN SHAW 600000001461598391 580	FPO		120.00	1,762.36
26 Nov 24	BURTON OVERY PARIS 309497 07249083	TFR	4,041.37		5,803.73
27 Nov 24	VODAFONE LTD 7069873224- 1001	DD		41.77	5,761.96
27 Nov 24	SA & S RANKINE 500000001464126862	FPO		63.00	5,698.96
27 Nov 24	HMRC - ACCOUNTS OF 600000001464207993	FPO		219.20	5,479.76
27 Nov 24	LRALC LIMITED 100000001455319535 INVOICE	FPO		50.00	5,429.76
27 Nov 24	P WOODWARD 100000001455319746 NOV	FPO		328.95	5,100.81
27 Nov 24	RS & SA WARWICK 300000001467923014	FPO		26.47	5,074.34
27 Nov 24	SLCC 200000001460467177 51098 608301 10 27NOV24	FPO		112.00	4,962.34
27 Nov 24	YOURLOCALE LTD 300000001467923490	FPO		4,200.00	762.34

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			



## BUS BANK INSTANT Statement

Printed: 01 December 2024

**Burton Overy Parish Council** Sort code 30-94-97 Account number 0 [REDACTED]

[REDACTED]  
LEICESTER  
LEICESTERSHIRE  
[REDACTED]

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 (£)
26 Nov 24	BURTON OVERY PARIS 309497 00228552	TFR		4041.37	14000.00
11 Nov 24	INTEREST (GROSS)		16.30		18041.37

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/](http://www.FSCS.org.uk/).

## ANTICIPATED PAYMENTS AND RECEIPTS – DECEMBER 2024

DECEMBER						EXPENDITURE			INCOME
72	Misc. Income (HDC Lotto)	5 Income	5.2 - Misc.	10.12.24	I				2.00
73	Bank Interest (Dec)	5 Income	5.2 - Bank Interest	10.12.24	I				12.29
74	HMRC - PAYE (Dec)	3 Staffing	3.2 - PAYE	23.12.24	E	165.28	0.00	165.28	
75	Clerk - Salary (Dec)	3 Staffing	3.3 - Salaries	23.12.24	E	247.91	0.00	247.91	
76	Vodafone Mobile & Bband	1 Administration	1.9 - Telephone	29.12.24	E	34.82	6.95	41.77	
<b>Monthly Total</b>						<b>448.01</b>	<b>6.95</b>	<b>454.96</b>	<b>14.29</b>

COST CENTRE	REF. NO.	COST CODE	2024-25	2025-26	NOTES
<b>1 ADMIN</b>	1.1	AUDIT	220.00	450.00	Inflation + External Audit
	1.2	BROADBAND	300.00	480.00	Now includes broadband and telephone
	1.3	DATA PROTECTION	40.00	45.00	Inflation
	1.4	ELECTIONS	200.00	200.00	Reserve provision for next scheduled elections
	1.5	INSURANCE	400.00	480.00	Inflation
	1.6	IT - WEBSITE HOSTING & SUPPORT	550.00	600.00	Inflation
	1.7	IT - BACKUP	180.00	280.00	Previous under-provision
	1.8	STATIONERY	120.00	100.00	Provision felt to be adequate
	1.9	TELEPHONE	180.00	0.00	See 1.2 above
	1.10	CHRISTMAS	500.00	450.00	Provision felt to be adequate
	1.11	MISCELLANEOUS	300.00	250.00	Provision felt to be adequate
<b>2 COMMUNITY</b>	2.1	COMMUNITY PROJECTS	2,400.00	2,000.00	Underspend in current year
	2.2	DEFIBRILLATOR	250.00	300.00	Inflation
	2.3	DOG WASTE BINS	500.00	550.00	Inflation
	2.4	GENERAL REPAIRS & MAINTENANCE	250.00	250.00	Provision felt to be adequate
	2.5	GRANTS & DONATIONS	200.00	180.00	Underspend in current year
	2.6	NEIGHBOURHOOD PLAN	250.00	150.00	Work should be complete in current year
	2.7	SPARE (previously street light capital costs)	0.00	0.00	Loan now paid off
	2.8	STREET LIGHTING (POWER & MAINTENANCE)	1,200.00	1,300.00	Inflation
	2.9	VILLAGE MAINTENANCE	750.00	800.00	Inflation
<b>3 STAFFING</b>	3.1	HOMEWORKING ALLOWANCE	340.00	340.00	Provision felt to be adequate
	3.2	PAYE	2,150.00	2,300.00	Increase in line with anticipated pay award
	3.3	SALARIES	2,950.00	3,400.00	Increase in line with anticipated pay award
	3.4	SUBSCRIPTIONS	400.00	450.00	Inflation
	3.5	TRAINING & EXPENSES	250.00	250.00	Provision felt to be adequate
<b>4 RESERVES</b>	4.1	EARMARKED	0.00	0.00	None anticipated
	4.2	GENERAL	500.00	500.00	To maintain recommended level of reserves
		<b>TOTAL (= PRECEPT)</b>	<b>15,380.00</b>	<b>16,105.00</b>	
				4.70%	