

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 submitted apologies for absence, due to being away from home, which were noted and approved by the council.

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