



**Minutes of Council Meeting, held on  
Wednesday 14th May 2025 @ 7pm at ME Sports East Midlands Centre aka  
Oakthorpe Leisure Centre**

Present: Cllrs N Antill-Holme (Chair), D Warren, M Warren, D Gelder, H Tyler,

Kelly Grove- Proper Officer / Manager / Responsible Finance Officer  
Cllr Mick Ball - NWLDC

Acronyms – explained

ODA- Oakthorpe, Donisthorpe & Acresford

PC- Parish Council

LRALC – Leicestershire & Rutland Association of Local Councils

LCC- Leicestershire County Council

NWLDC – Northwest Leicestershire District Council

PSCO - Police community support officers

3VNs –Three Views News

MOP – Member of the Public

SLCC – Society for Local Council Clerks

AKA -Also Known As

**Councillor To do actions**

**052501. Confirmation of Councillors and Officers**

**052501.1** To receive any amended Declarations of Members Interests.

**None**

**052502.**Election of Chairperson of the Parish Council (2025-2026)

Cllr N Antill-Holmes nominated & voted in as chair - unanimous.

In accordance with Section 83 of the Localism Act 1972 Declaration of acceptance of office signed & witnessed.

**052503.**Election of Vice-Chairman of the Parish Council (2025-2026)

Cllr M Warren nominated & voted in as vice chair - unanimous.

In accordance with Section 83 of the Localism Act 1972 Declaration of acceptance of office signed & witnessed

**052504. TO RECEIVE APOLOGIES FOR ABSENCE.**

Cllr T Hawke – personal

Cllr Hancock-George – personal.

**Apologies accepted – unanimous**

**052505** In accordance with Section 31 of the Localism Act 2011, to enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.

**Cllr M Warren – Friends of ODA Memorial Grounds (trustee)**

**Cllr N Antill-Holmes – Donisthorpe Youth Club (trustee)**

#### **052506 PUBLIC QUESTION SESSION**

**Members of the public should note that it is not possible to debate matters raised under this item. Questions must be addressed to the Chairperson**  
None

#### **052507 MINUTES**

To approve as a correct record the minutes of the meeting held on: Wednesday 9th April 2025 – approved

**RESOLUTION: To approve as a correct record the minutes of the meeting held on: Wednesday 9th April 2025–. approved unanimous**

**052508.1 To review delegation arrangements to committees and outside body representation -see below**

**052508.2 To review responsibilities of councillors -see below**

Delegation arrangements to committees and outside body representation:-

**RESOLVED Delegation arrangements to committees and outside body representation, are the following – approved unanimous**

#### **Parish Council Finance Committee members**

Cllr Gelder

Cllr Antill-Holmes

Cllr T Hawke

Cllr D Warren

Cllr M Warren

Cllr H Tyler

#### **Joint Burial Committee**

D Warren, M Warren, N Antill-Holmes, A Hancock-George

**Allotment site** – Cllr H Tyler, Cllr M Warren, Cllr N Antill-Holmes

#### **Tree Wardens for parish**

Cllr H Tyler – Donisthorpe & Orchard

Cllr M Warren – Oakthorpe

Cllr D Gelder – Acresford

**Canal Trust**

Cllr Hawke, Cllr D Warren

**Moira Replan**

Cllr D Warren

**Donisthorpe Community Group**

To support

– Cllr H Tyler

**Memorial Grounds project**

Cllr M Warren

**Donisthorpe CIC**

Cllr S Ellison

Cllr D Warren

**Oakthorpe Leisure Centre Committee**

Cllr M Warren

Cllr D Warren

Cllr S Ellison

Cllr A Hancock-George

Cllr T Hawke

**Mercia Park /IM**

-Cllr D Gelder

**Responsibilities of councillors:-**

**Oakthorpe Play area**

Cllr M Warren

Cllr A Hancock-George

**Donisthorpe Play Areas**

Cllr D Warren

Cllr M Warren

**Pension** – Cllr N Antill-Holmes

**Safeguarding** – Cllr N Antill-Holmes

**Pay** – Cllr N Antill-Holmes

**LC Key holder** - Cllr M Warren

**Alternate key holder:** - Cllr N Antill-Holmes

**Defibrillators – checking/reporting**

Acresford- Cllr D Gelder

Donisthorpe – Manager

Oakthorpe – Cllr M Warren

**052509.** Appointment of Internal Auditor for 2025/26

Catherine Camp via LRALC

**RESOLVED: To appoint Catherine Camp as Internal Auditor for the Parish 2023/2024 2024/2025– approved unanimous.**

**052510. To review Standing Orders for the Council**

**052510.1** Standing Orders –

**RESOLVED: To approve and accept standing orders 2025 – unanimous**

**052411. To review the Council’s Financial Regulations, committee terms of reference & risk assessment**

**052411.1** Financial Regulations

**RESOLVED To accept financial regulations 2025- approved unanimous.**

**0523011.2 Finance committee terms of reference**

**RESOLVED To accept Finance committee terms of reference – approved unanimous.**

**0523011.3 Leisure Centre Committee terms of reference.**

**RESOLVED To accept Leisure Centre committee terms of reference – approved unanimous**

**0523011.4 ODA PC risk assessment**

**RESOLVED To approve ODPA Risk assessment 2025/2026 – approved unanimous.**

**052511.5 ODA Action Plan –**

Manager to add that achieving a lot of the actions is reliant on parishioners being involved.

**RESOLVED To approve ODPA Action Plan updated May 2025 – approved unanimous.**

**052512. POLICE MATTERS**

**To consider any matters which may be raised by members for the Police.**

Forest Beat Newsletter – noted

## **052513 GROUNDS AND RECREATION AREAS**

**052513.1** To receive reports from councillors. –

### **Oakthorpe Play area -**

Oakthorpe play area – checked

Memorial grounds - ~council recognises the work done by Memorial grounds group and thanks them for their work and support.

**052513.2** The manager to report on any items raised by the ground's contractor. Equipment being damaged due to rubble left in church grounds from redevelopment.

**052513.3** To consider any other matters in relation to grounds and recreation facilities.

Acresford Memorial Grounds Service well attended by parishioners,

### **052513.31- Allotment Fence quotes**

Defer to end of nesting season September 2025

**052513.32** – Allotment Emergency general meeting (EGM) for the allotments Tuesday 10th June, 19.00 at the Allotment site.

PC presence requested at meeting – Council's Complaints policy requested – ODAPC Chair to write to Allotment committee requesting an urgent meeting with allotment committee.

**052513.33** – Friends of ODA Memorial Group – report Cllr D Warren

Nothing to report -

Pillar still to be repaired – bricks, mortar and Capping stone stored at Borleys  
Cllr M Warren reported contractors will add iron railings to attached to wall so group awaiting the recommendations to be taken into consideration over post/wall repair works.

**052513.4** – Cleaning green paths. Manager to organise jet washing of Acresford Memorial Gardens, Oakthorpe Play area & Donisthorpe Green.

**RESOLUTION: To approve green path cleaning of Acresford Memorial Gardens, Oakthorpe Play area & Donisthorpe Green. and the associated costs.**

**Approved unanimous**

#### **052514 MANAGER'S REPORT**

To receive the Manager's report advising members on the position of various matters.

##### **052514.1 Date for the 2025 Annual Parish Meeting (Monday 19th May 2025)**

**Noted**

##### **052514.2 Annual Parish Meeting / Awards update**

£35- extra award

**RESOLUTION: to approve the cost of another community award £35 - approved unanimous**

£50 donation award

**RESOLUTION: to approve the donation of £50 to Donisthorpe Youth Group as community award -approved unanimous**

£55.47 – flowers award

**RESOLUTION: to approve the donation of £50 to Donisthorpe Youth Group as community award -approved unanimous**

£17 flowers – chairs allowance

**RESOLUTION: to approve the purchase of £17 flowers for an elderly resident who is renown for helping others- to be taken from chairs allowance. Approved unanimous**

##### **052514.3 Council meeting dates**

2<sup>nd</sup> Wednesday of every month excluding August (no meeting)

##### **052514.4 3VNs report (year dates in papers)**

**Noted**

##### **052514.5 Scheme of delegation**

**RESOLUTION: Scheme of delegation 2025-2026 approved – unanimous**

##### **052514.6 Road cleaning –**

Cleaning Equipment cannot reach the kerbs due to parked cars. Manager to ask to be informed when cleaning vans visit the parish so residents can be informed and move their cars to allow full cleaning.

##### **052514.7 Email Layout**

Councillors asked to contact the chair of council if they would like their email layout made more professional.

**052514.8 MVAS - Ashby Road -information**

Manager chased MVAS and post. Council needed to sign and return agreement for installing and using posts

**RESOLUTION: chair and vice chair sign LCC agreement. Manager to return signed Structure Licences by post as requested. Approved unanimous**

**052514.9 Revaluation of asset for insurance -**

**RESOLUTION: Approval to seek re-evaluation of Oakthorpe Leisure Centre for insurance purposes. Approved unanimous**

**052515 CORRESPONDENCE**

**052515.1** Email - Copies sent. – information only

**052515.2** Severn Trent New Pipeline – information noted

**052515.3 Schools annual Council awards – Cllr D Warren to contact schools**

**052515.4 - Clear council insurance renewal**

**-RESOLUTION: To accept renewal cost 2025/26 £3,309.85**

(22/23 £1847.63 23/24 £2125.41 24/25 £2851.84 )

not including Cyber Security – separate cost

**052515.5 The manager to report on any items of correspondence received and not dealt with elsewhere on the agenda.**

**052515.5i** - Press Release: Oakthorpe Primary School Celebrates 100 Years of Education - noted

**052515.5ii** – LRALC resignation – Manager to send message of Thanks and let LRALC know that Jake will be missed.

**052515.5iii** 3VNs report - Mick – noted

**052516. PLANNING**

**052516.1 CONSULTATIONS**

**APPLICATION REFERENCE 25/00528/VCUM**

Amendment to condition 48 of planning permission 24/00240/FULM which was for the partial conversion of part of agricultural building to a mixed use for the purpose of a wedding venue and other functions and the erection of 10 holiday units to change the position of access A in order to retain an Oak tree

Hill Farm Willesley Woodside Ashby De La Zouch Leicestershire.

**No new comments**

**APPLICATION REFERENCE 24/01522/FUL**

Erection of single storey rear conservatory

1 Moira Road Donisthorpe Swadlincote Derby

**Concerns raised over size & extension – no planning grounds to refuse**

**0525116.2 Permissions / OTHER**

**OUTLINE PLANNING PERMISSION**

**Application reference 23/01242/OUT**

Erection of three detached dwellings (outline - access and layout only) at 10 Hill Street Donisthorpe Swadlincote Derby

**NOTIFICATION OF WITHDRAWN APPLICATION**

**APPLICATION REFERENCE 24/01118/VCI**

Amendments to conditions 2 and 18 of planning permission 23/00684/VCI to change a first-floor window on plot 1 Hollycroft Main Street Oakthorpe Swadlincote

**PLANNING PERMISSION**

**Application reference 25/00275/FUL**

Town and Country Planning Act 1990

Erection of single storey rear extension at 4 Church View Barns Measham Road Acresford Swadlincote

**PLANNING PERMISSION**

**Application reference 25/00433/FUL**

Town and Country Planning Act 1990

Demolition of existing conservatory, erection of single storey rear extension and garage conversion at 8 Canal Street Oakthorpe Swadlincote Derby

**052517. DISTRICT COUNCIL**

To consider any matters to be put before the District/County Councillor.

Annual meeting – at NWLDC today discussed:-

Resurfacing of canal paths and installation of benches.

Oakthorpe, Donisthorpe & Acresford Parish Council

Full Council name unanimously approved – will be actioned by NWLDC to appropriate authorities

Safeguarding of HS2 land is causing problems for planned development – this is being questioned and raised. By District Councillors

**052518. COUNTY COUNCIL**

Not present.

***20.28pm Cllr Ball leaves the meeting***



## **052519 FINANCE**

### **052519.1 RFO to report on the Council's current financial position.**

- Internal audit update

#### **Internal audit report**

**RESOLUTION: - Council approves the internal audit report -approved unanimous**

#### **- S137 regulations**

S137 costs are to be published quarterly on the website in line with Financial Regulations,

### **052519.2 To approve notice of public rights**

Monday 4th June and ending on Monday 14 July 2025

Notice placed on notice board Thursday 15th May 2025

**RESOLUTION: - Council recognises the required announcement to inspect the accounts is 1 clear day after council approves AGAR & by June 30th - Approved unanimous**

### **052519.2i To approve s1 of the Annual Governance & Accountability Return (AGAR) 2024/25**

**RESOLUTION: To approve s1 of the Annual Governance & Accountability Return (AGAR) 2024/25 -approved unanimous**

### **052519.2ii To approve Recommended Explanation of Variances statement for section 1 of AGAR**

**RESOLUTION: To approve Recommended Explanation of Variances statement for section 1 of AGAR 2024/25 - Approved unanimous**

### **052519.2iii To approve s2 of the Annual Governance & Accountability Return (AGAR)**

**RESOLUTION: To approve s2 of the Annual Governance & Accountability Return (AGAR) 2024/25 -approved unanimous**

### **052519.3 To approve the Bank Reconciliation April 2025.**

**RESOLUTION: To approve Aprils' Bank Reconciliation – approved unanimous**

### **052519.4 To receive and authorise April's payments list**

**RESOLUTION: To approve Aprils' payment list – approved unanimous**

### **052519.5 To receive and authorise payments as set out below.**

Vision ICT £330 *Power for councils to have their own websites LGA 1972, s.142*

Amazon – £12.69 -screen blind *Power to incur expenditure LGA 1972, s137*

In the woodshed - £210 - *Power to incur expenditure LGA 1972, s137*  
Flying Tiger £5.00 – display board *Power to incur expenditure LGA 1972, s137*  
M&S £17 - Flowers - *Power to incur expenditure LGA 1972, s137*  
Joint Burial Committee - £6998.63 *Burial grounds and cemeteries Power to provide LGA 1972, section 214*

Any additional payments received since the agenda went to print will be reported at the meeting.

Balloons £ 93.79 *Power to incur expenditure LGA 1972, s137*

Prestige Flowers £52.47 *Power to incur expenditure LGA 1972, s137*

**052520 PROPOSAL TO MOVE INTO CONFIDENTIAL 20.42pm**  
**RESOLUTION: To move into confidential – approved unanimous**

**052521 CONFIDENTIAL EXCLUSIONS OF PUBLIC AND PRESS**  
Under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public will be excluded from the meeting for discussion of the following items as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

**052521.1 Building Asset update**  
- Report – folder complete  
- Meeting – Manager to confirm in writing 4 yearly meetings  
- Room prep - monitor

**052521.2 Performance Management**  
Completed 7<sup>th</sup> May 2025 – Positive review  
April 2025 NALC Pay scale 29

**20.47pm**  
**052515 Date of next full council meeting: -**  
Wednesday 11th June 7pm Oakthorpe Leisure Centre / ME Sports

**052516. 20.47pm Meeting Closed**