



## **Oakthorpe, Donisthorpe & Acresford Parish Council**

### **Three villages, one community**

**Minutes of The Annual Parish Meeting of Council, held on Wednesday 8th April 2026 @ 7pm at Oakthorpe Leisure Centre, aka ME Sports Measham Road Oakthorpe.**

Present:

Cllrs: N Antill-Holmes (Chair), D Warren, M Warren, S Edwards, T Hawke

Kelly Grove – Parish Manager / Proper Officer / Responsible Finance Officer

Adam Tilbury County Councillor:

Members of the Public (MOP): [0]

Niamh Baker NWLDC Community Focus Officer

Acronyms:

ODA – Oakthorpe, Donisthorpe & Acresford

PC – Parish Council

LRALC – Leicestershire & Rutland Association of Local Councils

LCC – Leicestershire County Council

NWLDC – North West Leicestershire District Council

NALC – National Association of Local Councils

RFO – Responsible Finance Officer

MOP – Member of the Public

PCC – Police & Crime Commissioner

PCSO – Police Community Support Officer

3VNs – Three Villages News

MVAS – Mobile Vehicle Activated Sign

EA – Environment Agency

CIC – Community Interest Company



Annual Report to Parish – written and read by Chair Cllr N Antill-Holmes – report put on website and published in the Thee Views News.

**No further questions or reports read.**

## **Minutes of the Monthly Meeting of Council held on Wednesday 8<sup>th</sup> April 2026**

19.05pm Meeting starts

### **0426001. To Receive Apologies for Absence** Apologies

were received from:

Cllr D Gelder -personal

Cllr S Ellison -personal

Cllr M Ball (NWLDC) personal

Cllr A Hancock-George – personal

**RESOLVED: Apologies accepted unanimous**

### **0426002. Declarations of Interest**

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) (non-pecuniary)

Cllr N Antill-Holmes – Donisthorpe Youth Club (trustee) (non-pecuniary) –  
Colliers Field CIC (director)

### **0426003. Public Question Session**

No representations were made.

0426004. Minutes

**RESOLVED: Minutes of the meeting held on Wednesday 11 March 2026 approved and signed by the Chair.**



### **0426005. Police Matters**

**0426005.1** Forest / PCC report March 2026 – noted

**0426005.2** PCC newsletter – received

**0426005.3** Matters for report to PCC Rupert Matthew – noted

Cllr Tilbury LCC informed council :- – Problem e-bike/scooter owners now have one chance to follow highways and police expectations, if these are not abided by then the vehicle is removed.

Police patch walk in Oakthorpe Thursday 16<sup>th</sup> April meeting at Thorpe Store 10am. Cllrs D & M Warren to attend.

### **0426006. Grounds and Recreation Areas Reports**

received and updates noted.

**0426006.1** Councillor reports – received

Cllr M Warren reported Oakthorpe play area – checked no issues

**0426006.2** Grounds contractor report – noted

**0426006.3** Other grounds matter including Buttercup Play Area –

Black popular tree to be removed by NWLDC – noted

**0426006.3i** Friends of ODA Memorial Group – fencing and benches update noted

AGM J Wild produced a report.

LCC highways to arrange a visit to site over new opening to Ramscliff /Church Street . This is to make recommendations over barriers/boulders. planters on pavement

Benches – grant being applied for by group - noted

**RESOLUTION: Council approved payment of £50-£100 for 2 benches from National Forest -approved unanimous**



## **0426007. Manager's Report**

### **0426007.1 3VNs report – Cllr N Antill Holmes annual report.**

To be added to Facebook (verbal recorded). Comments will be disabled (action under delegated powers).

### **0426007.2 Updated asset list – noted**

**RESOLUTION- Council approve the asset list 31<sup>st</sup> March 2026 Approved unanimous**

### **0426007.3 Defibrillator update including Circuit registration. All parish defibrillators are recorded with 'The Circuit'.**

Responsibility for defibrillators across the parish currently sits with a number of different organisations, with no single body overseeing all devices. Cllr D Warren will write to relevant groups to explore the possibility of bringing all defibrillators under one coordinated arrangement. This would help ensure devices are regularly maintained, remain operational when required, and are consistently registered with the appropriate body for communication with the ambulance service.

Defibrillator Posters produced by Cllr T Hawke

**RESOLUTION: Manager to organise waterproof laminating for Defibrillator posters – Approved unanimous**

### **0426007.4 Policies – Memorial Policy plaque amendment discussed**

**RESOLUTION: To approve amendment to Memorial policy to recommend use of stainless steel instead of brass. Policy amended immediately – approved unanimous**

Council to look at alternatives to metal – suggested looking at bronze looking plastic.

### **0426007.5 Old website (Weebly) – closure update noted**

Weebly/Square contacted as chair could not take down the old website. The reply recommended chair keeps trying to take it down. Ongoing



**0426007.6-** omitted number – nothing to record.

**0426007.7 Burial Board course – noted**

To be held at Donisthorpe Youth Club July 8<sup>th</sup> 10-4pm.

Course advertised to all Leicestershire Parish Councils through the LRALC weekly round robin. All information and link to booking is on the parish council website.

**0426007.8 Reporting trees using What3Words – noted**

Councillors to include 'what three words' for location when reporting a fallen tree or hedge issue.

**0426008 Correspondence**

**0426008.1** Emails – copies circulated

**0426008.2** Non-domestic rate demand – Manager has written to provider - noted

**0426008.3** Allotment vegetation works near National Grid power line – noted

**RESOLUTION: to approve tree works. Manager to request from provider (Ground Control) when and where will access be restricted so allotment holders can be informed. Approved unanimous**

**0426008.4** NWL Parish Liaison 9 June 2026 – Council to host – All invited

**0426008.5** Councillor training – Manager

to email training links.

**0426008.6** Estate inspections – Councillors to attend when possible.

**0426008.7** Annual Parish Meeting update – Communication group to meet to update proposed plans for October 9th Meeting.

Date booked at St Johns Church Donisthorpe 9<sup>th</sup> October – aiming to appeal to wide demographic - awards& games night flowers n plants



Games short snappy bingo – link to info on precept Decorations  
– autumn themed – local group to perform Communication  
channels.

Cllr T Hawke to send information.

Add to May agenda

**0426008.8** NWLDC Support Your Neighbourhood June 2026 – noted

**0426008.9** Any other correspondence – reported

**0426008.9i** Severn Trent – New team of community flooding officers for  
Leicestershire are Laura Sherrard and Kay Champkins  
CommunityFlooding@severntrent.co.uk

**0426008.9ii** – Trees with Protection Orders (TPO) TPO list sent to council.

**0426009. Planning applications considered as listed on the agenda 0426009i  
PLANNING CONSULTATIONS**

**APPLICATION REFERENCE 26/00309/FUL**

Erection of two storey rear extension and fenestration alterations

142 Ashby Road Donisthorpe Swadlincote Derby Views

have been previously sort for the above.

**RESOLVED: The Parish Council considered planning application [REF  
26/00309/FUL] and raised no comments.**

**APPLICATION REFERENCE 26/00173/FUL**

Demolition of existing buildings and erection of 4 dwellings and installation of a  
package treatment plant

49 Chapel Street Oakthorpe Swadlincote Derby

**RESOLVED: The Parish Council considered planning application [REF  
26/00173/FUL] and raised no comments.**



**APPLICATION REFERENCE 26/00188/FUL**

Demolition of existing dwelling and replacement with new, self-build, single storey dwelling

69 School Street Oakthorpe Swadlincote Derby

**RESOLVED: The Parish Council considered planning application [REF 26/00188/FUL] and raised no comments.**

**APPLICATION REFERENCE 26/00442/FUL**

Erection of single storey side and rear extension

79 Moira Road Donisthorpe Swadlincote Derby

**RESOLVED: The Parish Council considered planning application [REF 26/00442/FUL] and raised no comments.**

**0426009ii PLANNING PERMISSION**

Application reference 26/00135/FUL

Registered 3 February 2026

Decision Date 24 March 2026

Demolition of existing conservatory and lean to infill extension and erection of a single storey rear extension at 36 New Street Donisthorpe Swadlincote Derby

**Noted: Planning application [26/00135/FUL] was approved by the Local Planning Authority**

**0426010. District Councillor Report Not**

present .

**0426011. County Council Matters discussed**

Acresford Environment Agency - Quarry & Holbrook



No feedback yet continuing to try to arrange meeting with MP about situation.

Meeting to be had before the end of June.

Trees on Acresford footpath - to be looked at with rep from LCC

Donisthorpe Car park – to be looked at with LCC rep

Will let council know when the new parish groups next meeting is.

Road outside Donisthorpe school will have hatching

What would be needed to help the county communicate with parishes after unitary – quarterly meeting suggested

### ***7.58pm Cllr Tilbury leaves meeting***

#### **0426012. Finance**

**0426012.1** RFO to report on the Council's current financial position. -Reserves amended –

**RESOLUTION: To approved amended reserves POTs 31<sup>st</sup> March 2026 approved unanimous**

#### **0426012.2 TAX VAT Reclaims made 2025-2026**

4th Quarter 24/25 May 2025 £426.38

1st Quarter August 2025 £639.77

2nd Quarter October 2025 £564.20

3rd Quarter Jan 2026 £1601.36

4th Quarter Jan- March 31st £1,550.32

**RESOLUTION: Council recognise VAT claims made 2025-2026 on behalf of ODAPC – approved unanimous**

**0426012.3** Financial regs compliance -Credit cards – approved March 2026 To approve explanations of credit card

**RESOLUTION: To approve March 2026 Credit card, break down for council website – approved unanimous**



Over £500 declaration for web site -Internal audit date

**RESOLUTION: To approve Over £500 declarations quarterly for council website – approved unanimous**

Scribe financial Health Check - noted  
Recommended actions taken.

**0426012.4** 2025-2026 Statement of accounts,

**RESOLUTION: Council approved the 2025-2026 Statement of Accounts for Manager to sign. Approved unanimous**

**0426012.5** Year end (March 31st, 2026) reserves list

**RESOLUTION: Council accept the final balance of reserves pots 2025/26 approved unanimous**

0426012.6 To approve the Bank Reconciliation March 2026.

**RESOLUTION: To approve bank reconciliation March 2026 – approved unanimous**

**0426012.7** To receive and authorise March payments list

**RESOLUTION: To approve payments list for March 2026 – approved unanimous**

**0426012.8** To receive and authorise new financial year payments as set out below.

LRALC membership £690 [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

NALC membership £196.60 [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)



SCRIBE Year end health check £94.80 [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

M Burton Contractor M GROUNDS WALL £2,290.00 [Power to maintain open spaces Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10](#)

**RESOLUTION: To approve payments listed. Approve unanimous**

0426012.9 Any additional payments received since the agenda went to print will be reported at the meeting

Vision ICT -Website support & certificates £370.50

[Power to collect, exhibit and purchase local records Local Government Act Records\) Act 1962 ss 1 and 2](#)

Parish Mag Printers £190 [Power to publicise council and local authority functions Local Government Act 1982, s. 142](#)

**RESOLUTION: To approve additional payments listed. Approve unanimous**

***20.06pm NWLDC rep leaves***

**0426013.** Proposal to Move into Confidential

**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.**

**RESOLVED: Council moved into confidential session.**

0426014. Confidential Items **0426014.1**

Leisure Centre flooding **0426014.2**

Tenant matters discussed.

No resolutions were made.



**0426015.** Date of Next Meeting

Wednesday 13 May 2026 at 7:00pm Oakthorpe Leisure Centre

**0426016.** Meeting Closed 20.27pm