



Oakthorpe, Donisthorpe & Acresford Parish Council

Three villages, one community

Minutes of the Annual Council Meeting held on Wednesday 13th May 2026 at 7:00pm at Oakthorpe Leisure Centre (ME Sports), Measham Road

Present:

Cllrs: N Antill-Holmes (Chair), D Warren, M Warren (Vice chair), S Edwards, T Hawke, D Gelder, S Ellison, A Hancock-George

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

Mike Ball NWLD Councillor

Adam Tilbury County Councillor:

Members of the Public (MOP): [0]

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

Meeting start time:

7pm



0526001. Election of Chairman of the Parish Council (2026–2027)

RESOLUTION: 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.

0526002. Election of Vice-Chairman of the Parish Council (2026–2027)

RESOLUTION - 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

0526003. To receive any amended Declarations of Members' Interests

None

0526004. To Receive Apologies for Absence

Cllr Ellison to be late - apologies accepted unanimous

0526005. 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)

0526006. Public Question Session

6. 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 Chairman of the meeting.

No representations were made.



0526007. Minutes

RESOLVED: Minutes of the meeting held on Wednesday 8th April 2026 approved unanimous then signed by the Chair.

0526008. Council Governance Reviews

0526008.1 Review of delegation arrangements

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 Councillor members

D Gelder , N Antill-Holmes, T Hawke, D Warren, M Warren, S Edwards

Joint Burial Committee

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

Allotment Site

Cllr M Warren, Cllr N Antill-Holmes

Tree Wardens for parish

Cllr T Hawke– Donisthorpe & Orchard

Cllr M Warren – Oakthorpe

Cllr D Gelder – Acresford

Canal Trust

Cllr Hawke, Cllr D Warren

Moirs Replan

Cllr D Warren, Cllr T Hawke

Donisthorpe Community Group

To support:-

Cllr D Warren, Cllr T Hawke

Memorial Grounds project

Cllr D Warren, Cllr T Hawke

Donisthorpe CIC

Cllr N Antill-Holmes



Oakthorpe Leisure Centre Committee

All councillors

Mercia Park /IM

Cllr D Gelder

Communication Group

Cllr S Ellison, Cllr, A Hancock-George, Cllr T Hawke , Cllr D Warren

Responsibilities of councillors:-

Oakthorpe Play area:-

Cllr M Warren

Cllr A Hancock-George

Donisthorpe Play Areas:-

Cllr M Warren until area handed from NWLDC to PC

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

MVAS -responsibility for collecting data

Acresford – Cllr Gelder

Oakthorpe & Donisthorpe - Manager

Defibrillators – checking/reporting

Acresford- Cllr D Gelder

Donisthorpe – Manager

Oakthorpe

-School street– Cllr M Warren

-The Square – Manager-

- Robins - Manager



0526009. Appointment of Internal Auditor for 2026/27

Resolution:- ODAPC delegate LRALC to appoint internal auditor for 2026/27 approved unanimous

0526010. Review of Standing Orders

RESOLVED: To approve and accept standing orders 2026 – unanimous

0526011. Review of Financial Regulations and Governance Documents

0526011.1 Financial Regulations

RESOLVED To accept financial regulations 2026- approved unanimous.

0526011.2 Finance committee terms of reference

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

0526011.3 Leisure Centre Committee terms of reference.

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

0526011.4 ODA PC risk assessment

RESOLVED To approve ODPC Risk assessment 2026/2027 – approved unanimous.

052611.5 ODA Action Plan

RESOLVED To approve ODPC Action Plan updated May 2026 – approved unanimous.

Add to next agenda to look at what can be realistically achieved before end of the term of office.

0526012. Police Matters

Forest / PCC report March 2026 – noted

PCC newsletter – received

Oakthorpe Patch walk report received. Not well attended by parishioners

Coronation Lane pinch point discussed – no further action at present.

NWL Forest Beat Team works very hard. This a very small team with few police. They are trying to raise their profile



0526013.-Grounds and Recreation Areas

To receive:-

- Annual Play Ground Inspections completed by The Play Ground Company
- LCC Rural Grounds Cutting – noted

0526013.1 Councillor reports

Reports received and updates noted.

Cllr M Warren reported Oakthorpe play area – checked no issues

0526013.2 The Manager to report on any items raised by the ground's contractor.

None

0526013.3 To consider any other matters in relation to grounds and recreation facilities.

0526013.31- Allotment –

0526013.31a) Allotment Society renewal

RESOLUTION: To approve renewal of annual Allotment Society membership . Approved unanimous

0526013.31b) First visit of allotments – report noted

0526013.31c) Accounts published in Allotments – noted

0526013.31d) Wildflower area - funding request

RESOLUTION: To allow purchase of plants costing up to £100. Receipts to be sent to manager. Approved unanimous

0526013.32 – Friends of ODA Memorial Group – report Cllr D Warren

- 20ft container request - To be held on the Gardens - group looking into planning permission, what will it look? How will it be decorated.

General meeting – Friends of ODA Memorial Gardens June 2nd 6.30pm Halfway House

0526013.33 – Cleaning green paths – Acresford, Oakthorpe Play area & Green Donisthorpe

Manager to request quotes for cleaning from:-

Richard Evans, Grouse Jet Washing, Blooming Gardens (Dry cleaning paths to remove moss)

Acresford bridge path/road gutter over grown - Cllr Gelder to send photographs and Manager to report to LCC



0526013.34 – MOP 1 request for signs for the play areas saying they are for ALL children in and not only for children of the estate they are in.

**RESOLUTION:- To produce signs for all play areas in the parish saying:-
*This play area is for the enjoyment of ALL children.***

Cllr D Warren to order signs

0526013.35 – Brooks Close Play area – owned by management company.
Noted.

0526014. Manager's Report

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

0526014.1 3VNs report – Cllr D Gelder.

3VNs need people to put the edition together.

0526014.2 Council meeting dates - noted

0526014.3 Scheme of delegation

RESOLUTION: Scheme of delegation 2026-2027 approved unanimous

0526014.4 Communication Groups update and actions on Annual Parish Meeting:- Organised event for parishioners Friday 9th October 26 date-cancelled.

New date:- 27th April 2027 for Parish Awards & Annual Meeting of Parish.

RESOLUTION: Council approves and agrees to 27th April 2027 date for Parish Awards & Annual Meeting of Parish.

Proposed Christmas event – Sat 21st Nov craft session for tree decorations to be used on council's tree and attendee's own tree. ~to be confirmed.

No charge - Donation tin to be provided at event.

Pre-election (May 2027)

Parishioners' drop-in sessions- meet the council see what they have done and aim to do.

3 sessions

1) 25th Feb 6-8pm 2) 26th Feb Sat 2-4pm 3) 27th February 2027 10-12



0526014.5 Harvest Festivals at St Johns with both parish schools

- Cllr D Warren

Concerns raised over size over location – not both schools could get in the hall at the same time. Mr Williamson (Head of Donisthorpe Primary) confirmed they could not get all the school into the church hall in one sitting.

Outdoor event suggested as this would be able to hold more people.

Cllr Warren to discuss with the local head teachers – about using an outdoor space to host both schools together for an event. This would provide schools with Evidence based Personal development, British Values and inclusion frame work reasons to be involved. Communication group to get involved liaising a suggested event.

Cllr Gelder to write a list of how this event could support schools.

0526014.6 Councillor Training

Councillors advised to look at the training available from LRALC and let manager know. Training is needed if council is to keep its bronze council award.

0526014.7 Council name change – ODA Community Council – consider costs – website, logo etc – delegate to comms group

Ask the parishioners at Apple Day event.

8pm Cllr S Ellison arrived

0526015. CORRESPONDENCE

0526015.1 Email - Copies sent

0526015.2 MOP2- Requesting defibrillator signs with access codes-

Cllr D Warren to order signs with need information.

0526015.3 Schools annual Council awards – Cllr D Warren

RESOLUTION: Council approved community trophy from Just Rewards £10.50x4 + cost for engraving. Cllr D. Warren to order trophies from local business. Approved unanimous

0526015.4 - Clear Council insurance renewal

26/26 renewal cost £3416.95 not including Cyber Security

£3,309.85- (25/26)

£2,851.84 (24/25)

£2,125.41 (23/24)

£1,847.63 (22/23)



Manager to investigate other companies for best value.

Due to time constraints delegated authority to be activated.

RESOLUTION: To approve scheme of delegation to Manager, supported by :- Cllr N Antill-Holmes, Cllr M Warren & Cllr T Hawke from May 13th until June 10th council meeting -approved unanimous

0526015.5 Rise Grant Application to consider

RESOLUTION:- To approve a donation of £300 towards school project. Approved unanimous

Council to look at increasing the grant pot for 2027/28.

0526015.6 Villages Together update -MPs to support (see letters written to Housing & Transport ministers) - noted

0526015.7 Grit bins from LCC with 31st July deadline -noted

One location identified in Oakthorpe on Stretton View – to site on pavement would need permission from highways. Due to parking residents would need to support.

0526015.8 Risk Ready Community – Council to consider signing up for a parish plan working with present group in Donisthorpe.

Defer to June agenda

0526015.9 MOP3 – Concerns over parking on Ramscliff estate during football training and matches. Visitors causing bottle neck at entrance to the estate. Concerns ambulance and/fire engine could not get through. Can council consider a car park on the field.

On going – awaiting response from NWLDC

Suggested double yellow lines around entrance to Ramscliff Avenue
Legacy funding would apply for funding purposes but due to time constraints approval to use the land and access needed first.

0526015.10 MP meeting to discuss devolution concerns/issues –

Councillors invited (by email) to attend. - Friday 29th May 10-12noon
Barleston Community Centre CV13 0JE **Cllr M & D Warren to attend.**

0526015.11 Dog Poo signs to purchase/ Ask children to design 'pick up your poo' posters.

Schools to design dog poo signs. Council to contact schools in the autumn re competition. Tie to apple day? Communication Group to contact schools

0526015.12 The Manager to report on any items of correspondence received and not dealt with elsewhere on the agenda.

0526015.12a CONSULTATION REQUEST County Council Reference Number: 2026/CM/0049/LCC 11 May 2026 2026/CM/0049/LCC Robert Tollyfield 0116 305 2733 planningcontrol@leics.gov.uk



Location - Measham Sewage Treatment Works (STW), Measham, Leicestershire, DE12 8AH

Proposal - Site extension and installation of a kiosk at Measham STW

Applicant - Severn Trent Water Limited - **Members considered planning application. No comments or objections were raised.**

0526016. PLANNING

0526016.1 CONSULTATIONS

APPLICATION REFERENCE 26/00472/AG

Proposal: Proposed agricultural building to store machinery and animal fodder/feed

Location: Land Rear Of 5 Church Street Donisthorpe Derby

Members considered planning application. No comments or objections were raised.

APPLICATION REFERENCE 25/01171/OUT

Proposal: Conversion and extension of garage to one self-build dwelling with cesspool

(Outline - Access and Layout only) Location: Garage to The Rear of Coopers Close Coopers Close Acresford DE12 8AJ

Members considered planning application. No comments or objections were raised.

APPLICATION REFERENCE 25/01085/FUL

Proposal: Demolition of existing bungalow and erection of self-build two storey dwellinghouse

Location: 43 Measham Road Oakthorpe Swadlincote Leicestershire

Members considered planning application. No comments or objections were raised.

APPLICATION REFERENCE 26/00442/FUL

Proposal: Location: Erection of single storey side and rear extension 79 Moira Road Donisthorpe Swadlincote Derby

Members considered planning application. No comments or objections were raised.

0526016.2 Permissions / OTHER

CONSENT FOR WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER

Works to 2 no Lime Trees to remove broken limb, deadwood and epicormic growth up to 7m (Protected by Tree Preservation Order) at Woodview 21 Chapel Street Donisthorpe Swadlincote



0526017. DISTRICT

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

- Gallows Lane issue

Local plan nearly complete regulation 19 to be approved by late June – after which will be a public consultation of 8 week.

Parish clerk to be given information about consultation. People can comment on anything . Will be submitted to the planning inspector before the end of the year.

BBC news – A lot of money spent on Moira Furnace – it has been water proofed & path re surfaced.

Phase 2 – £2.4 million to be spent improving cafe toilets, car park, play area and visitor centre.- awaiting approval by cabinet.

Pushing for funding – to improve path for park run. Conkers have a big project to improve the discovery centre. National Forest Company Own it as a charity.

‘Love your neighbourhood project’ – June can council organise an event.

5 weeks to organise something. 20th June to do a pick before – open gardens event. Get schools involved. Request litter picking equipment from NWLDC Collection point in each village and meet in the middle.

0526018. COUNTY COUNCIL

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

- Acresford quarry - meeting Monday 18th May

A Year summary

Alleviate effects of flooding,

Cllr Tilbury to email year's achievement

LCC free tree scheme linked to the National Forest Company

21.02pm Cllrs Ball & Tilbury leave the meeting

RESOLUTION: To suspend standing orders to take meeting beyond 9pm
Approved unanimous

0526019 FINANCE

19.1 RFO to report on the Council's current financial position.

Internal audit report

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



0526019.2 To approve notice of public rights

Date of announcement Tuesday 2 June 2026 – placed on notice board

Any person interested has the right to inspect and make copies of the accounting records for the fiscal year 2025/2026

available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to the Parish Manager for Wednesday 3rd June ending on Tuesday 14 July 2026

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

0526019.2i To approve s1 of the Annual Governance & Accountability Return (AGAR) 2025/26

RESOLUTION: To approve s1 of the Annual Governance & Accountability Return (AGAR) 2025/26 -approved unanimous

0526019.2ii 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 2025/26 - Approved unanimous

0526019.2iii 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

0526019.3 To approve the Bank Reconciliation April 2026.

RESOLUTION: To approve 2026 Aprils' Bank Reconciliation – approved unanimous

0526019.4 To receive and authorise April's payments list

RESOLUTION: To approve 2026 Aprils' payment list – approved unanimous

0526019.5 To receive and authorise payments as set out below.

£73.50 The National Allotment Society - [Power to maintain open spaces Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10](#)

£676.80 Play Ground Inspections - [Power to maintain open spaces Public Health Act 1875, section 164 Open Spaces Act 1906, subsections 9, 10](#)

£3416.95 Clear Council Insurance - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)



£7.19 Amazon Laminating Pouches - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£10.77 Amazon Photo paper - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£15.95 Amazon – Extra Strong Laminating Pouches - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£67.96 Amazon Laminator -returned - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£94.03 Amazon Sinchi laminator - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

£7.42 Heavy Duty Staples - [Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112](#)

RESOLUTION: To approve payments listed. Approved unanimous

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

None

21.08pm

0526020 PROPOSAL TO MOVE INTO CONFIDENTIAL

0526021 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.

0526021.1 Burial Committee – No matters requiring resolution were considered under this item.

0526021.2 Leisure Centre- flooding - No matters requiring resolution were considered under this item.

0526021.3 Tenant update

RESOLUTION: That the Council intends to pursue termination of the existing tenancy agreement and resolves to seek legal advice to determine the appropriate course of action prior to proceeding.

0526021.3 Performance Management

RESOLUTION: Cllrs Antill-Holmes & M Warren to perform review. Approved unanimous

0526022 Date of next meeting – Wednesday 10th June 7pm

0526023 Meeting Closed 9.30pm





0526012. Finance

0526012.1 RFO to report on the Council's current financial position. -
Reserves amended –

**RESOLUTION: To approved amended reserves POTs 31st March 2026
approved unanimous**

0526012.2 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

0526012.3 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.

0526012.4 2025-2026 Statement of accounts,

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

0526012.5 Year end (March 31st, 2026) reserves list

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

0526012.6 To approve the Bank Reconciliation March 2026.

RESOLUTION: To approve bank reconciliation March 2026 – approved unanimous



0526012.7 To receive and authorise March payments list

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

0526012.8 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

0526012.9 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

0526013. 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.

0526014. Confidential Items

0526014.1 Leisure Centre flooding

0526014.2 Tenant matters discussed.

No resolutions were made.

0526015. Date of Next Meeting

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

0526016. Meeting Closed 20.27pm