



Oakthorpe, Donisthorpe & Acresford  
Parish Council



**Minutes of Council Meeting, held on  
Wednesday 8th May 2024 @ 7pm at ME Sports East Midlands Centre aka Oakthorpe  
Leisure Centre**

Present: Cllrs N Antill-Holme (Chair), H Gravett,  
S Ellison, A Hancock-George

Officers: K Grove –Manager/RFO,  
M Ball NWLD Councillor  
PCSO - 3

MOP Members of Public - 2  
Councillor Actions highlighted.

Acronyms – explanation

**ODA- Oakthorpe, Donisthorpe & Acresford**

**PC- Parish Council**

**LRALC – Leicestershire & Rutland Association of Local Councils**

**PSCO - Police community support officers**

**052401** Confirmation of Councillors and Officers

**052401.1** To receive any amended Declarations of Members Interests. None

**052402** Election of Chairman of the Parish Council (2024-2025)

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.

**052403** Election of Vice-Chairman of the Parish Council (2024-2025)

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 Declaration of acceptance of office to be signed & witnessed -defer to June meeting.

**052404. TO RECEIVE APOLOGIES FOR ABSENCE.**

Cllr D Gelder – personal

Cllr D Warren- personal

Cllr M Warren – personal

Cllr T Hawke – personal

**Apologies accepted by council – unanimous**

**052405** 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. None



## **052406. 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 of the meeting.

052412 POLICE MATTERS – brought forward – approved unanimous

3 PCSOs attended meeting to inform council of their focus for the parish including drugs and speeding.

Council requested Acresford is added on to the report map

Report received - MAY 2024

**7.12pm 3x PCSOs left meeting**

-Friends of ODA Memorial Gardens –

The proposed boundary treatment involves the reinstatement of railings and wheelchair friendly access points as detailed in the drawings attached. These drawings show the boundary changes as agreed with NWLDC Planning Department (reference: 22/01355/FUL).

Quotations relate to the supply and installation of the new railings and new Decorative arch access point at the junction of Church Street and Ramscliff. Please see quotations attached and a summary sheet reflecting the suggested costs. (in paperwork).

Request Agreement by the Parish Council to ring fence the amount of £4825.00 will provide match funding to support our application for additional funding, due to be submitted shortly to the National Lottery Heritage Fund.

**RESOLUTION: To approve £4825.00 for memorial grounds works. Approved unanimous**

**7.17pm MOP x1 leaves the meeting**

## **052407 MINUTES**

To approve as a correct record the minutes of the meetings held on: -

Full Council Wednesday 10<sup>th</sup> April 2024

**RESOLUTION: To approve as a correct record the minutes of the meetings held on:**

**- Wednesday 10th April– approved unanimous.**

**052408.1** To review delegation arrangements to committees and outside body representation

**052408.2** To review responsibilities of councillors

**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 H Gravett

Cllr T Hawke

Cllr D Warren

Cllr M Warren



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**Joint Burial Committee**

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

**Allotment site** – Cllr H Gravett

**Tree Warden**

Cllr H Gravett – 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 Gravett

**Memorial Grounds Project**

Cllr D Warren

Cllr M Warren

Cllr T Hawke

**Donisthorpe CIC**

To support

Cllr S Ellison

**Oakthorpe Leisure Centre Committee**

Cllr M Warren

Cllr D Warren

Cllr N Antill-Holmes

Cllr A Hancock-George

**Mercia Park / IM**

Cllr D Gelder Cllr A Hancock-George

**Responsibilities of councillors**

Play area – Cllr M Warren, Cllr A Hancock-George, Cllr S Ellison

Pension – Cllr N Antill-Holmes

Safeguarding – Cllr N Antill-Holmes

Pay – Cllr N Antill-Holmes

LC Key holder – Cllr N Antill-Holmes

Alternate key holder: - Cllr M Warren



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**052409.** Appointment of Internal Auditor for 2023/24 24/25

Due to changes from LRALC new internal auditor needed.

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

**052410.** To review Standing Orders for the Council

**052410.1 Standing Orders**

**RESOLVED: To approve and accept standing orders 2024 – unanimous**

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

**052411.1 Financial Regulations**

**RESOLVED To accept financial regulations 2024- 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 2024/2025 – approved unanimous.**

**052412 POLICE MATTERS**

Brought forward to 052406. PUBLIC QUESTION SESSION

**052413. GROUNDS AND RECREATION AREAS**

To receive reports from councillors -

**052413.1** To receive reports from councillors.

**052413.1i)** Oakthorpe play area – Cllr M Warren Equipment safety checked - reported new equipment in situ.

**052413.1ii)** Updates on Play area works - Invoice in paperwork

Equipment in place –

**RESOLUTION: To pay Streetscape £42600 from reserves building fund and playground pot. Approved unanimous**

**052413.1iii)** S106 funding form request from NWLDC Planning sent

**RESOLUTION: When S106 funding given to council replace used building and playground funds**

**052413.2** The clerk to report on any items raised by the ground's contractor.

Church raised issues with grounds being overgrown. Contractor reported difficulties getting onto church grounds due to ongoing works. Ongoing communications between grounds contractor and church contractor.

**052413.3** To consider any other matters in relation to grounds and recreation facilities.

**052413.31-** Gate/Fence quotes in paperwork

EL Midlands Ltd to start works 9<sup>th</sup> May fit gate and fence



**052413.32 – Orchard Path – quote in paperwork**

Orchard footpath 300m path 1inch topping of placed on old path then wake plaited down to make hard path. Old path to be sprayed for weeds before starting, 12tons of topping

**RESOLUTION: To approve costs of topping the path £1800 and works £1060 for Orchard path – approved unanimous**

**052413.33 – Planters -quote in paperwork**

Plant up 9 planters 3 times a year with summer /winter bedding, spring bulbs and plants.

**RESOLUTION: - To approve costs for maintaining planters £705 approved unanimous**

**052413.34 – Grouse Jet Wash – 17th June Oakthorpe – noted**

**052414. MANAGER'S REPORT**

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

**052414.1 Date for the 2024 Annual Villages Meeting (Monday 9/09/24)**

In accordance with Section 133 of the Localism Act Power to provide a building for public meetings.

Costs -paperwork

Community Awards 2024 at the First Annual Villages Meeting

Donisthorpe Woodlands Centre aka Jungle Madness aka DMs

9th September 2024 7pm

**RESOLUTION: To approve hall, hire cost for event £90 (£10 deposit paid back to clerk)**

**RESOLUTION: To approve awards cost estimate £150 – approve unanimous**

**052414.2 Scheme of delegation**

**RESOLUTION: Scheme of delegation 2024-2025 approved – unanimous**

**052414.3 Council meeting dates**

Approve year May 2024- April 2025

**RESOLUTION: To approve meeting date change to 15th January 2025 (3<sup>rd</sup> Wednesday in month) due to holiday season dates. – approve unanimous**

**052414.4 3VNs report (year dates in papers)**

Noted

**052414.5 Pension regulator – re-Declaration of compliance**

Cllr N Antill- Holmes named as council contact.

**052414.6 Defibrillator update**

Clerk to apply for another match funded Defib cabinet. – awaiting further grant funding.

Acresford installed & recorded with 'The circuit' & grant criteria completed – photos sent.

**RESOLUTION: - To approve defibrillator electrical installation costs £450**

**Approved unanimous**





## **052415. CORRESPONDENCE**

**052415.1** Email - Copies sent

**052415.2** Invitation to events

Friends of Oakthorpe, Donisthorpe and Acresford Memorial Gardens

Community Market on the 11th of May

**Cllr Hawke & Cllr N Antill- Holmes attending**

King's Proms in the Gardens on the 9th of June -noted

**052415.3** Ramscliffe Ave road sign without the 'e'.

Manager to confirm the spelling of name NWLDC holds for council house residents on the Avenue.

As the information you sent mentions about names being changed on legal documents

**052415.4** Schools annual Council awards – Cllr D Warren / Cllr S Ellison to follow up

**052415.5** Acresford Road MVAS post location – Manager/ Cllr R Ashman

Ongoing

**052415.6** The Clerk to report on any items of correspondence received and not dealt with elsewhere on the agenda.

**052415.61** Planning application

Proposal: Erection of single storey rear extension and dormer window to existing rear roof slope

Location: 21 Church Street Donisthorpe Swadlincote Derby

APPLICATION REFERENCE 24/00524/FUL

No comment

**052415.62** - Clear council insurance renewal

**RESOLUTION: - To accept renewal £2851.84 with an excess of £5000 for any centre claims - approved unanimous**

This does not include Cyber Security – separate cost - Manager to follow up

**052415.63** Acresford bench crash follow up

**RESOLUTION: Council to accept insurance pay out offer of £578.65 approved unanimous**

**052415.64** River Mease Improvement Project - noted

**052415.65** Contact list – noted

Councillors to let manager know of any contact changes.



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052416. PLANNING

052416.1 CONSULTATIONS

APPLICATION REFERENCE 24/00471/OUT

Proposal: Erection of self-build dwelling (outline - all matters reserved)

Location: Land Off Ashby Road Donisthorpe Leicestershire DE12 7QF

***ODA PC objects to the application on the grounds that the use of a cesspool cannot be justified on the grounds that Severn Trent cannot provide mains sewer capacity at this time.***

052416.2 Permissions

N/A

**052417. DISTRICT**

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

Local Government Boundary Commission (LGBCE consultation on North West Leicestershire

Consolation boundaries up for NWLDC – up for discussion

District councillors – cutting Donisthorpe in half

District Council Boundary commission recommending a 3-member ward of 9 villages keeps Donisthorpe intact 2027

***RESOLUTION: Council objects to anything where they share a councillor with another parish. The parish should not be split in any way. We should stay together as one blended community.***

ODAPC reported their comments: -

The reference number is 1128421.

*8.11pm Cllr Mike Ball and MOP leave the meeting*

**052418. COUNTY COUNCIL**

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

N/A

**052419 FINANCE**

**052419.1** RFO to report on the Council's current financial position.

-New Internal audit date – 10<sup>th</sup> May 2024

- Approve Reserves

**RESOLUTION: To approve May 2024 reserves pots – approved unanimous**

- NWLDC precept under payment letter

This has been received £3069.00



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**052419.2** To approve notice of public rights

Monday 3rd June – Friday 12th July

Notice placed on notice board 31<sup>st</sup> May

Defer approval until June – requirement announcement 1 clear day after council approves AGAR& by June 30<sup>th</sup>

**RESOLUTION: - Council recognises the required announcement to inspect the accounts is 1 clear day after council approves AGAR & by June 30th - Due to time constraints and late Internal Audit council the notice was placed on notice board 31<sup>st</sup> May. - Approved unanimous**

**052419.3** To approve the Bank Reconciliation April 2023.

**RESOLUTION: To approve April's Bank Reconciliation – approved unanimous**

**052419.4** To receive and authorise April's payments list

**RESOLUTION: To approve April's payment list – approved unanimous**

**052419.5** To receive and authorise payments as set out below.

Office £60, *Power to provide building for offices Local Government Act 1972 section 133*

Burial Committee £6383.80 - *In accordance with Section 214(6) of the Localism Act 1972*

*Power to contribute to expenses of maintaining cemeteries.*

Website initial 60% £1350, - *Power to provide a website to give information about the council, its services and the services provided in the area by other local authorities, government departments, charities or other voluntary organisations Local Government Act 1972 s 142*

PIALC SLCC Course £144, *Further Education and training Act 2007 Chapter 25*

Room hire DMs £80- *In accordance with Section 133 of the Localism Act Power to provide a building for public meetings.*

Planter maintenance £705 *Power to maintain roadside verges Road Traffic Regulation Act 1984, s 72: Countryside Act 1968*

Adaptor £4.99, *Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112*

Orchard path £2860 *Power to manage and control pleasure grounds Localism Act 1972 Schedule 14 paragraph 27*

Shredder £40.30, *Power to manage the council's accounts. Local Government Act 1972 section 151*

Adhesive dots £5.49, *Power to manage the council's accounts. Local Government Act 1972 section 151*

Streetscape £42600 - *Power In accordance with Open Spaces Act 1906 Subsections 9-10 - to provide recreational facilities.*

Grouse Jet washing £150 - *Power to maintain open spaces – Open spaces Act 1906 Subsection 9/10*

Paper trimmer £51 *Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112*

Parish Magazine £290 - *Power to provide information Local Government Act 1972 section 142*

**RESOLUTION: - To approve payments as set out above. approved unanimous**





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**052419.56** To receive and authorise any additional payments received since the agenda went to print will be reported at the meeting. Noted – extra costs in minutes  
Hall hire LLANE £90 (£10 deposit paid back to clerk) - *Power to provide building for public meetings Local Government Act 1972 section 133*  
Defibrillator electrical installation £450 *Power to provide life-saving appliances (e.g. life belts, defibrillators) Public Health Act 1936, s234*  
Clear council insurance renewal £2851.84 , *Power to carry out council functions Local Government Act 1972ss. 101, 111 and 112*

**RESOLUTION: - To approve all additional payments as set out above. approved unanimous**

**052420** Date of next meeting – Wednesday 14th June 7pm

**052421.** Meeting Closed -8.29pm

