

---

Minutes of Annual Meeting of Council, held on Wednesday 11h May 2022  
7.30pm at  
Oakthorpe Community Leisure Centre aka ME Sports East Midlands Centre.

Present: Cllrs: S McKendrick, C Keeley, D Warren, M Warren, N Antill Holmes, J Antill

Officers: K Grove – Clerk/RFO,

Also, Present:

Cllr R Ashman

2x Members of the public

**052201 Election of Chairman of the Parish Council**

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

Declaration of acceptance of office signed & witnessed.

**052202 Election of Vice Chairman of the Parish Council**

Cllr S McKendrick nominated & voted in as vice-chair - unanimous.

Declaration of acceptance of office signed & witnessed.

**050103 APOLOGIES**

None

**0522004.** 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

**0522005. PUBLIC QUESTION SESSION**

None

**0522006. MINUTES**

**RESOLUTION:** To approve as a correct record the minutes of the meetings held on:  
- Wednesday 13th April approved unanimous

**052207** Review delegation arrangement for committees & outside body representation

**RESOLVED** Delegation arrangements to committees and outside body representation, are the following - unanimous.

**a. Parish Council Finance Committee members**

Cllr Gelder  
Cllr Antill-Holmes  
Cllr McKendrick  
Cllr R Dyason  
Cllr Warren  
Cllr Keeley

**c. Joint Burial Committee**

Cllrs McKendrick, D Warren, M Warren, J Antill, R Dyason

**d. Allotment site**

Cllr McKendrick/Antill declare interest  
Cllr Keeley

**e. Tree Warden/Donisthorpe Orchard site**

Cllr M Warren

**f. Canal Trust**

Cllr Dyason

**g. Moira Replan.**

Cllr Warren

**8. Donisthorpe Community Group**

Approach – to support/ not control  
– Cllr Keeley – awaiting group response

**9. Memoria Grounds project**

Cllr J Antill, Keeley, McKendrick

**11. Donisthorpe CIC - Volunteer to stand as liaison if wish –**

- Cllr Keely – awaiting group response

**12. National Forest Company & National Forest Charitable Trust**

Clerk to ask if meeting and if representation required

**13. Mercia Park /IM**

Cllr Gelder

**052208 RESOLVED: To re-appoint Mr Martin Cooke as Internal Auditor for the Parish 2022/2023– unanimous.**

**052109** Date for the 2021 Annual Parish Meeting  
**Thursday 13th April 2023 –**

**052210.** To review Standing Orders for the Council & Code of Conduct

**052210.1** Standing Orders

**RESOLVED: To approve and accept standing orders 2021 – unanimous**

**052210.2** Code of Conduct

**RESOLVED: To approve Code of Conduct – unanimous**

**Signed by all**

**052210.3** Councillors updated Declarations of Interest.

**052211** To review the Council's Financial Regulations, committee terms of reference & risk assessment.

**052211.1 RESOLVED To accept Financial regulations 2022- unanimous**

**052211.2 RESOLVED To accept Finance committee terms of reference - unanimous**

**052211.3 RESOLVED To approve ODP Risk assessment 2022/2023 - unanimous**

**052212 POLICE MATTERS**

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

Speed checks conducted and results 01/03/2022 to 31/03/2022

Acresford Road -approx. 70 vehicles monitored – 5 vehicles breaching the speed limit.

Officers will be completing more speed checks over the coming weeks and speed camera vans will also be placed around the Forest Beat.

**POLICE REPORT 1st April to 30th April 2022**

**ACRESFORD**

-17/04/2022 Brookfield Cottages – theft of sunglasses from vehicle parked on driveway.

-17/04/2022 – Measham Road - person attempted to gain entry to several cars on the close, unfortunately no witnesses or CCTV.

**DONISTHORPE**

17/04/2022 – Ramscliff Avenue -unknown persons have thrown a brick at the windscreen of a vehicle breaking the glass and causing damage to the paint on the bonnet and side panel. Crime number 22000217556 relates – enquiries on-going.

**OAKTHORPE**

-Measham Road – reports of a suspicious vehicle driving up and down the road, believed to be persons taking scrap metal.

-25/04/2022 -A42 from Oakthorpe parish boundary for 2000 metres north towards Willesley. Unknown person/s syphon diesel from HGV whilst driver in layby on rest period. No suspects or witnesses.

**052213. GROUNDS AND RECREATION AREAS**

**To receive reports from councillors**

**052213.1 To receive reports from councillors.**

**Oakthorpe play area**

No change to play area - Cllr M Warren

**052213.2** The clerk to report on any items raised by the ground's contractor. **None**

**052213.3** To consider any other matters in relation to grounds and recreation facilities.

- **Donisthorpe Orchard boundary** – confirmation of boundaries of orchard council owns all boundaries

- **Access to Orchard** - Cars parking in front of farm gate – access needed at all times  
Sign on gate access needed at all times.

**RESOLUTION – to purchase sign access needed access need at times – approved**

Cllr Keeley – chasing location of keys prior to new grounds contract.

- **Oakthorpe Allotment** – waiting to hear back from resident to set up group. Defer  
Cllr Warren to follow up

- **Memorial Garden** – Request permission request to plant 15 trees as part of jubilee

**RESOLUTION – Approval to plant trees - unanimous**

- **Donisthorpe Community Group** – grass cutting request before event. – contractor is aware.

- **Parish Field Day Jubilee** – 11-4pm 3<sup>rd</sup> June noted

- **May's 3VNs article** – Cllr McKendrick Annual Report

**052214. CLERK'S REPORT**

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

**052214.1 Power of Competence**

Oakthorpe, Donisthorpe & Acresford Parish Council satisfies all the conditions as:

1. It has 7 out of 8 councillors elected

2. The Clerk of the Council has passed the CiLCA qualification including CiLCA Section 7 on the general power of competence

**RESOLVED: To declare power of competence - unanimous**

**052214.2 Jubilee Coins or school children**

Oakthorpe – Fri 27<sup>th</sup> 10.20 to attend - Cllr Antill-Holmes & Cllr Dyason

Donisthorpe - Fri 27<sup>th</sup> 9.10am to attend Cllr Keeley & Cllr McKendrick

**052214.3** 3VNs reports (year dates sent in meeting papers)

**052215. CORRESPONDENCE**

**052215.1** Emails - Copies sent

**052215.2** Mercia Park financial funding application

Cllr Keeley declared interest - putting in quest for church

*8.15pm Cllr Gelder left due to work commitment*

**052215.3 The Clerk to report on any items of correspondence received and not dealt with elsewhere on the agenda.**

**052215.3i Cllr Warren – hours**

At present council will remain having meeting at same day/time. Council does have the option for proposed extension to meeting at 9pm

**052215.3ii Quote break down for wheel – move to confidential -approved unanimous**

**052215.3iv MOP1 concerns** - about trees on Moira road between trees & Moira road and canal. These are bending look ready to fall.

Forest Ranger has inspected tree and felt they were safe. They were bending due to light. LCC own the land.

This will continue to be monitored

**052215.3v MOP2**

Bumps in pavement on Church Street – trip hazards. These are from roots from hedge Reporting to highways - Cllr McKendrick

**052216 FINANCE**

**052216.1 RFO to report on the Council's current financial position.**

- LRALC £40 on account for training
- New Bank account/ Credit Card
- Precept First half of Precept £40500 paid into account on 30th April 2022
- IA report received End of year accountancy statements presented

**052216.2i To approve s1 recommended statement for section 7 of AGAR**

**RESOLVED Council approve s1 box 7 'No' statement – 'Not implemented recommendation of external auditor because the matter is ongoing. We do not agree and are continuing to try to get financial guidance updated.' unanimous.**

**052216.2ii To approve s1 of the Annual Governance & Accountability Return (AGAR)**

**RESOLVED Section 1 of the Annual Governance and Accountability (AGAR part 3) approved -unanimous.**

**052216.2iii To approve s2 of the Annual Governance & Accountability Return (AGAR)**

**052216.2iii RESOLVED Section 2 of the Annual Governance and Accountability (AGAR part 3) approved --unanimous.**

**052216.3 To approve the Bank Reconciliation April 2022.**

**RESOLUTION. To accept and approve Bank Reconciliation to 29th April 2022– unanimous**

**052216.4 To approve payments list for April.**

**052216.5 To accept Internal Auditors report – Accepted unanimous**

**052118.6 The payments list for April**

**RESOLVED. To Approve the payments list for April unanimous**

**052216.6** To receive and authorise May's payments as set out below  
Microsoft £196.99 Unity Trust £8 WFH Allowance £50 ME Sports £37.50 rent  
Aqua £577.50

**RESOLVED: To Approve May's additional payments**

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

**052216.7** BHIB insurance renewal offer considered and discussed.

**RESOLVED: Insurance Policy be renewed with BHIB for 2022/2023- unanimous.  
£1818.97**

**052217. PLANNING**

**052217.1 CONSULTATIONS**

None at present

**052217.2 Permissions - noted**

Application reference 22/00128/FUL

Demolition of existing conservatory and the erection of a single storey rear extension at 19 Seals Road Donisthorpe Swadlincote Derby

Application reference 22/00043/TPO

**CONSENT FOR WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO)**

Works to 1no. pine (Protected by Tree Preservation Order) at  
5 Stanleigh Gardens Donisthorpe Swadlincote Derby

**052218. DISTRICT & COUNTY COUNCIL**

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

**Drains in chapel street problem – seesawing water seven Trent involved**

- District contract for Oakthorpe Allotment to send information to Cllr Warren
- 3VN received grant through jubilee fund
- £150 rebate next month through post office
- NWLDC charging two green bins
- Oakthorpe Bus stop issue -following up
- Chasing – Highways MVAS post
- More Ukrainian families turning up expecting numbers to go up
- Council revies closing off part of the street to stop people parking on the street – proper sign.
- Ramscliffe centre land – finding out what is happening to land. Spare land with no houses is due to subsidence.
- Speeding down Donisthorpe Lane problem. Problem across the whole of Leicestershire

Cllr McKendrick -

Raised issues with Gas Pipe – as LCC is not responded. Videos have been sent to explain concerns over what is happening under the road – it is going to be problem in the future- Cllr Ashman to follow up with director to get a response.

#### **052219. OUTSIDE BODY REPRESENTATIVE**

To receive reports from any members who have attended meetings of outside bodies since the last meeting of the Parish Council.

Memorial garden group hoping to get someone to move some earth.

#### **052220 PROPOSAL TO MOVE INTO CONFIDENTIAL**

8.45pm Unanimous

#### **052221 CONFIDENTIAL EXCLUSION 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.

052221.1 Time to complete CiLCA

**RESOLUTION: Council allow 50% in time – owed 30hrs - unanimous**

052221.2 Clerk's job title change –

**RESOLUTION: To change the job title from the Parish Clerk to Parish Manager/Responsible Finance Officer/Proper Officer  
Approved Unanimous**

052221.3 Clerk's Pay scale

Defer to finance

052221.4 Safeguarding

Cllr Antill-Holmes to follow up with Amanda Bains

052215.3ii Wheel –

**RESOLUTION: To approve gate quote - unanimous**

**052222. Date of next meeting – Wednesday 8th June 7.30pm**

**052223. Meeting Closed 9.07pm**

Council wishes to thank Cllr S McKendrick for her support and time as chair.

UNCONTROLLED IF PRINTED