***Kelly Grove*** *Sent Thursday 11th May 2023* <http://www.odapc.co.uk>

To the Chairman and members of the Parish Council

I hereby summon you to attend the **Annual Meeting of Council**, to be held on Wednesday 17th May 2023 @ 7pm at Oakthorpe Leisure Centre aka ME Sports East Midlands Centre. To transact the following business.

It will be assumed that all councillors have read all documents circulated ahead of the meeting.

**AGENDA**

1. **Confirmation of Councillors and Officers**
   1. **To receive Councillors Declarations of Acceptance of Office.**
   2. **To receive Declarations of Members Interests.**
2. **Election of Chairman of the Parish Council (2023-2024)**
3. **Election of Vice-Chairman of the Parish Council (2023-2024)**

**4. TO RECEIVE APOLOGIES FOR ABSENCE.**

**5**. 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.

# 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.

**6.1 VACANCIES ARISING - Co-option**

Discussion Statutory co-opted members are subject to the code of conduct and are required to make a declaration of disclosable pecuniary interests and to declare offers of gifts and hospitality made to them in their role as a co-opted member.

**7. MINUTES**

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

Wednesday 12th April

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

**8.2 To review responsibilities of councillors**

**9. Appointment of Internal Auditor for 2023/24**

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

**10.1** Standing Orders

**10.2** Code of Conduct

**10.3** Civility & Respect Pledge No: 612 – reaffirm.

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

**11.1** Financial Regulations

**11.2** Finance committee terms of reference

**11.3** Leisure Centre Committee terms of reference

**11.4** ODA PC risk assessment

**12. POLICE MATTERS**

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

Report received - 31ST MARCH TO 27TH APRIL 2023

**13. GROUNDS AND RECREATION AREAS**

To receive reports from councillors

**13.1** To receive reports from councillors.

i) Oakthorpe play area

ii) Playground Inspections

**13.2** The clerk to report on any items raised by the ground’s contractor.

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

**13.31-** Donisthorpe Orchard boundary

**13.32 -** Footpaths

**13.33 -** AVFC renewal Football contract

**13.34 -** Parish Field day Jubilee – Parish Council presence

**13.35 -** Hill Street fence/ Memorial gates – alternate blacksmith

**13.36 -** Planters

**13.**37 - Orchard water meter top – Cllr Warren

# 14. CLERK’S REPORT

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

**14.1** Proposed date for the 2023 Annual Parish Meeting (Thursday 11/04/24)

**14.2** Scheme of delegation

**14.3** AVFC amened grounds contract

**14.4** LC insurance cost (paperwork)

**14.4** 3VNs report (year dates in papers)

**14.5** Pension regulator – re-declaration

**14.6** Councillor Vacancy Procedure

**14.7** Cllr Training

**15. CORRESPONDENCE**

**15.1** Email - Copies sent

**15.2i MOP1 -**

Oakthorpe resident – concerns over speeding and dangerous drivers using Measham road between the leisure centre to Donisthorpe cross roads. (Full concerns in paper work)

**15.2ii MOP2**

Donisthorpe Resident – noisy drain cover

* Was reported to LCC by resident – said they had fixed it -but it was still making noises.

- Clerk reported again to LCC – said it was Severn Trent Drain Cover LCC reported issue to them.

* Clerk contacted Severn Trent – hadn’t been done due to other issues

**15.2iii MOP3**

Requested sign to encourage imagination in orchard (see paperwork)

**15.3** Coronation trees & engraving – Cllr D Warren

**15.4** Schools annual Council awards – Cllr D Warren

**15.5** Proposed MVAS Post locations – Cllr M Warren

**15.6** Donisthorpe Community Group – bin bags for Field Day (see paperwork)

**15.7** UNISON -trade dispute an increase of RPI Inflation plus 2% at every spinal column point in pay for all such workers, payable from 1 April 2023.

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

# 16 FINANCE

**16.1** RFO to report on the Council’s current financial position.

- Ring fence £1000 legal fees

Reserves

**16.2i** To approve s1 recommended statement for section 7 of AGAR

**16.2ii T**o approve Recommended Explanation if Variances statement for section 1 of AGAR

**16.2iii** To approves2 of the Annual Governance & Accountability Return (AGAR)

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

**16.4** To accept Internal Auditors report.

**16.5 To** receive and authorise May’s payments as set out below.

Office £60 ME Sports £37.50 rent, Insurance costs Electricity - £3592.10, Fixing damage due to flood £21048 LC repair work (Bouran Construction) £1180.80

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

**17. PLANNING**

**17.1** **CONSULTATIONS**

**APPLICATION REFERENCE 23/00451/FUL**

Proposal: Renovation of existing property to include single-storey front and rear

extensions, first-floor side extension and alterations to the existing roof to

provide for additional living accommodation.

Location: The Firs 4 Measham Road Donisthorpe Swadlincote

**APPLICATION REFERENCE 23/00239/VC**

Proposal: Variation of condition 2 of planning permission 14/00102/FUL to partially

remove the buffer zone and extension to the beer garden

Location: Halfway House 65 Church Street Donisthorpe Swadlincote

**17.2 Permissions**

**Application reference 23/00118/FUL**

PLANNING PERMISSION

Town and Country Planning Act 1990

Proposed hardstanding and siting of storage crates at Wolseley Distribution Centre 3 Repton Road Measham Swadlincote

**Application reference 23/00121/FUL**

PLANNING PERMISSION

Town and Country Planning Act 1990

Erection of detached garage (revised scheme) at Brookfield Cottages 3 Coppers

Close Acresford Swadlincote

**18. DISTRICT**

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

# 19. COUNTY COUNCIL

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

**19.1** Highway fund update

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

**21. Meeting Closed**