*Kelly Grove Sent Thursday 29th April 2021* <http://www.odapc.co.uk>

To the Chairman and members of the Parish Council

Dear councillor, I hereby summon you to attend the Annual Meeting of Council by remote access, to be held on Wednesday 5th May 2021 @ 7.00pm to transact the following business.

***This meeting with be recorded. If joining the meeting you are giving consent for the meeting to be recorded.***

Join Zoom Meeting

https://us02web.zoom.us/j/87398274136

Meeting ID: 873 9827 4136

**AGENDA**

1. **Election of Chairman of the Parish Council**

**2. Election of Vice-Chairman of the Parish Council**

**3. TO RECEIVE APOLOGIES FOR ABSENCE.**

**4**. 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.

# 5. 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. MINUTES**

To approve as a correct record the minutes of the meetings held online: - Wednesday 14th April

**7. To review delegation arrangements to committees and outside body representation**

**8. Appointment of Internal Auditor for 2021**

**9. Set a date for the 2021 Annual Parish Meeting (13/04/21)**

**10. To review the Council’s Asset Register**

**10.1** Removal/scrapping of CCTV system box/monitor & video £3418

**10.2** OCLC inventory & assets

**10.3** ODAPC asset list

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

**11.1** Standing Orders

**11.2** Code of Conduct

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

**12.1** Financial Regulations

**12.2** Finance committee terms of reference

**12.3** ODAPC risk assessment

**13. POLICE MATTERS**

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

**14. GROUNDS AND RECREATION AREAS**

To receive reports from OCLC and councillors

**14.1** OCLC caretakers report

**-** Car park sign – Management cannot accept responsibilityfor loss or damage of property or vehicles in this car park.

**14.2** To receive reports from councillors.

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

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

**-** Donisthorpe Orchard boundary

**-** Oakthorpe Allotment suggestion

**-**Memorial Garden Update

**-** Donisthorpe Community Group request (email sent to councillors)

**15. Leisure Centre review**

**15.1** Parish Questionnaire results update

**15.2** MUGA update

**15.3** Next steps

# 16. CLERK’S REPORT

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

**16.1** Court out-come to temporarily continue online meetings & scheme of delegation

**16.2** IT provision – Cllr Antill-Holmes

**16.3** Council Vacancy

**16.4** IM MVAS – installation and data collection

**16.5** Update Interests & contact details

**16.6** 3VNs report (year dates sent in papers)

**17. CORRESPONDENCE**

**17.1** Email Copies sent

**17.2** MOP contact

i) MOP 1 - Hill Street box

ii) MOP 2&3 Village traffic survey

iii) Oakthorpe Roadwork lights

**17.3** Chubb

**17.4** Joint Burial Committee notice of resignation

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

# 18 FINANCE

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

-Pension tax update

- Cllr McKendrick observed payment of salary

-Clerk observed pension payment.

- Internal Auditor date – 11th May

**18.2i** To approve s1 recommended statement for section 7 of AGAR

**18.2ii** To approve s2 of the Annual Governance & Accountability Return (AGAR)

**18.2iii** To approves2 of the Annual Governance & Accountability Return (AGAR)

**18.3** To approve BHIB insurance renewal letter of offer

**18.4** To approve the Bank Reconciliation.

**18.5** Cllr Warren to confirm bank reconciliation & bank statements are verified as a true record in-line with financial regulations.

**18.6 To** receive and authorise May’s payments as set out in the attached list.

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

**19. PLANNING**

**19.1** **CONSULTATIONS**

**APPLICATION REFERENCE 21/00611/DEM**

Proposal: Demolition of community centre (prior notification of demolition)

Location: Community Centre Ramscliff Avenue Donisthorpe Derby

**APPLICATION REFERENCE 21/00126/VCU**

Proposal: Variation of condition 2 attached to planning permission ref: 18/01577/FUL to amend the design of the dwellings and garage block

Location: 17 Moira Road Donisthorpe Swadlincote Derby

**APPLICATION REFERENCE 20/02031/FUL**

Proposal: Erection of single storey side and rear extensions

Location: 50 Church Street Donisthorpe Swadlincote Derby

**APPLICATION REFERENCE 21/00438/OUT**

Proposal: Demolition of existing buildings and erection of up to three dwellings (Outline -details of access and layout for approval)

Location: 49 Chapel Street Oakthorpe Swadlincote Derby

**19.2 Permissions**

**Application reference 21/00263/TPO**

Works to 1no. Apple tree (Protected by Tree Preservation Order)

at 23A Ashby Road Donisthorpe Swadlincote Derby

**Application reference 21/00317/FUL**

Change of use of part of existing garage to a studio business for personal training at 6 Buttercup Avenue Donisthorpe Swadlincote Derby

**Application reference 21/00047/FUL**

Erection of single storey rear and side extensions and loft conversion including rear dormer at 12 Chapel Street Donisthorpe Swadlincote Derby

**20. DISTRICT COUNCIL**

Toconsider any matters to be put before the District Council.

**21. COUNTY COUNCIL**

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

# 22. OUTSIDE BODY REPRESENTATIVE

To receive reports from any members who have attended meetings of outside.

bodies since the last meeting of the Parish Council.

**23. Date of next meeting** – Wednesday 9th June 7pm

**24. Meeting Closed**