**Minutes of the Meeting of Oakthorpe, Donisthorpe and Acresford Parish Council held on Wednesday 10th November 2021 @ 7.30pm**

**Oakthorpe Community Leisure Centre.**

Present: Cllrs: S McKendrick (Chair), D Warren, M Warren, J Antill, C Keely

N Antill-Holmes (vice chair).

Officers: K Grove – Clerk/RFO, Dale Pearce (Caretaker),

Also, Present:

Cllr R Ashman

**Guest :- Philip Metcalfe**

**National Forest Company - Heart of the Forest Visioning work**

**Masterplan Vision Consultation**

*7.47pm Main Meeting started*

**1121001. TO RECEIVE APOLOGIES FOR ABSENCE.**

Cllr Gelder (personal) -accepted unanimous

Cllr Dyason (personal) -accepted unanimous

**1121002. 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**

**1121003. 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 Chair of the meeting.

**None**

**1121004. POLICE MATTERS**

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

**POLICE REPORT** – emailed

18/10/2021 – Stanleigh Gardens, Donisthorpe – Burglary - Car keys stolen from house resulting in vehicle being stolen also. Bank card used in shop in Derbyshire.

ODAPC is signed up to Neighbourhood Link

**1121005. MINUTES**

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

Wednesday 13th October 2021.

**RESOLUTION**: Approved Wednesday 13th October minutes - **Approved** **unanimous**

**1121006. GROUNDS AND RECREATION AREAS**

To receive reports from OCLC and councillors

**1121006.1** OCLC caretakers report – emailed

**1121006.12** Christmas closure

**RESOLUTION**: OCLC to be closed Mon 20th December 2021 to Tuesday 7th Jan 2022

**Approved** **unanimous**

*Caretaker left 7.51pm*

**1121006.2** To receive reports from councillors. **None**

**1121006.3** The clerk to report on any items raised by the ground’s contractor. **None**

-Cllr McKendrick to prepare memorial grounds for Memorial Service

Side gates to be opened – One side seized up Cllr McKendrick/ Keely to open gate

-Clerk to ask contractor to cut OCLC hedge, due for second cut.

**1121006.4** To consider any other matters in relation to grounds and recreation facilities.

**None**

**1121006.41**- Parish review update – Cllr Warren’s report

Council thank Cllr Warren for all his hard work**.**

**1121006.42** Grounds contracts – Reviewing new contract

**RESOLUTION**: To approve the new grounds contract. - **Approved** **unanimous**

Will go out for quotes in the new year.

**1121006.43-** Oakthorpe play area – Inspection costs

**RESOLUTION:** Council to continue with ROSPA for one-year and research other companies during the year. **Approved** **unanimous**

Councillors to investigate and compare contracts.

.**-** Cllr M Warren completed basic playground checks training. – report emailed

Investigate weekly playground check list

**1121006.44-** Green shoots grant -Bulbs distributed by Cllr D Warren – planted by Cllrs D & M Warren, Cllr McKendrick, Cllr Keeley and members of the parish.

Cllr D Warren to take bulbs to Cllr Gelder for Acresford

Council to audit and complete a bulb map of the parish in March when flowers start shooting.

**1121006.45** Trees Survey (circulated in email)

- Lime tree

**RESOLUTION**:- Due to fungal growth to allow BB Trees to inspection the lime tree in December. **Approved** **unanimous**

- Oak Tree- Talk to landscape gardener about removing the base not damaging the root,

Clerk to obtain three LG quotes

Recommendation made that a company is sort to maintain the parish trees? – move to January

**1121006.46** Church Street gas pipe update – Cllr Keeley **–** meet with senior person (see email). Discussed filling voids under the bridge.

**1121007. Projects Update**

**1121007.1** War Memorial **–** Cllr McKendrick (circulated in paperwork)

**RESOLUTION**: To submit an application (to the War Memorial Grant). For cleaning of the – memorial metal work gates & stone columns. **Approved** **unanimous**

**1121007.2** IM memorial benches Cllr Antill-Holmes – paperwork to be sent

**1121007.3** Hedging Scheme **-** Cllr McKendrick - application submitted

**1121007.4** Notice board update - Cllr McKendrick – to send quote to clerk

**1121008. Leisure Centre Committee**

**1121008.1** Update – Cllr N Antill Holmes

**1121008.2** Ref room / clerk’s office

**RESOLUTION**: Approve costing up to £5000 to adapt the ref room for clerk’s office - **Approved** **unanimous**

Refer back to OCLC committee to take forward.

**1121008.3** OCLC field gate – alternative access

Gate does open but needs access – a drive is needed – not enough space to use for pedestrians

**RESOLUTUION :** To explore options to improve accessibility to site. Deferred to OCLC commit – involve ME Sports - **Approved** **unanimous**

Look into costing – forward to finance to ring fence a pot of money

**1121009. CLERK’S REPORT**

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

**1121009.1** Council requests update – sent by email.

**1121009.2** IT provision –options discussed

**RESOLUTION:** Council to move emails to Microsoft Business Premium, **approved unanimous**

Clerk to find a local provider to copy present clerk’s emails for record and solve any set up issues.

**1121009.**3 3VNs report – November – Cllr D Warren

**1121009.4** Weebly update **–** PC main page can now be found in google. Contact details have been amended. Council still needs to amend website picture.

Clerk to put parish ‘Tree survey’ on website

**1121010. CORRESPONDENCE**

**1121010.1** Copies sent via email

**1121010.2** Citizens Advice Bureau request for donation

**RESOLUTION:** To donate £100**Approved unanimous**

**1121010.3** Letter from CISWO

Rent from CISWO to increase 2022–

**1121010.4** The Clerk to report on any items of correspondence received and not dealt with elsewhere on the agenda.

Cllr Gelder MVAS data – defer to Dec

**1121011 FINANCE**

Bank charges – Options (circulated in paperwork)

**RESOLUTION**: Move the main day to day expenses to Unity Trust.

Multi authorisation level – 2 authorisers will be a set day to approve payments. Cllrs McKendrick & Antill-Holmes named payment authorisers.

**Approved** **unanimous**

**11210011.2** To approve the Finance Report

**RESOLUTION:** Council approved Finance report **– approved unanimous**

**1121011.3** To approve the Bank Reconciliation for Nov

**RESOLUTION:** Council approved the Bank Reconciliation for November**– unanimous**

**1121011.4** To receive Nov payments as set out in the attached list.

**RESOLUTION:** Council approve November payment **– approved unanimous**

**1121011.5** Any additional payments received since the agenda went to print will be reported at the meeting.

Aqua £176.80

LRALC £60

Aqua £91.01

Poppy Wreath £50

HP Printer £399.40

Maintenance materials £15.71

**RESOLUTION:** Council approve additional payments **– unanimous**

**1121012. PLANNING**

**1121012.1 CONSULTATIONS**

**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

**No comment**

**APPLICATION REFERENCE 21/01918/FUL**

Proposal: Two storey side and rear extension and single storey rear extensions

Location: 59 Ashby Road Donisthorpe Swadlincote Derby

**No comment**

**APPLICATION REFERENCE 21/02015/CL**

Proposal: Erection of an outbuilding to create a garden room and store

Location: 49 Buttercup Avenue Donisthorpe Swadlincote Derby

**No comment**

**1121012.3 Permissions / Decision notices**

**Approved**

**Application reference 20/02031/FUL**

Erection of single storey side and rear extensions and boundary treatment at 50 Church

Street Donisthorpe Swadlincote Derby

**Application reference 21/01744/TPO**

Works to 3no. Lime trees (Protected by Tree Preservation Order) at 4 Stanleigh Gardens

Donisthorpe Swadlincote Derby

**1121013. DISTRICT & COUNTY COUNCIL**

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

**Council updated on matters**

Commemorating those who suffered through covid – options include planting a Tree that flowers twice year (autumn & spring)

Poppies put up around parish

Highway fund £7000 to be spent

Cllr McKendrick to email wish list

Councillors to make suggestions for fund – must meet criteria

**11210 14. OUTSIDE BODY REPRESENTATIVE**

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

**bodies since the last meeting of the Parish Council.**

**None**

Propose to continue the meeting beyond 9pm

**RESOLUTION** – To continue meeting beyond 9pm - **approved unanimous**

**1121015 PROPOSAL TO MOVE INTO CONFIDENTIAL - approved unanimous**

**1121016. 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.**

**1121016.1** Clerks salary review (circulated in paperwork)

**RESOLUTION:** Move clerk’s pay-scale to scale 18 **- approved unanimous**

**1121016.2** Clerks hours review (circulated in paperwork)

**RESOLUTION:** Clerks hours increased to 20hrs pw **-approved unanimous**

**RESOLUTION:** To back pay increased hours to April **-approved unanimous -**

**RESOLUTION:** Council agree to pay overtime hours at scale 18 **- approved unanimous**

**1121016.3** Working from home allowance

Awaiting further information defer

**1121017. Date of next meetings –**

**OCLC Committee meeting Monday 15th November**

**Finance Meeting Wednesday 24th November 7.30pm.**

**Full Council Wednesday 8th December 7.30pm**

**1121018. Meeting Closed** 9.25pm

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