**Minutes of Annual Meeting of Council, held on**

**Wednesday 17th May 2023 @ 7pm at ME Sports East Midlands Centre aka Oakthorpe Leisure Centre**

Present: Cllrs M Warren (Chair), N Antill-Holmes,

D Warren, D Gelder, A Hancock-George, H Gravett

Officers: K Grove – Manager/Manager/RFO,

County -Cllr R Ashman

Councillor Actions highlighted.

**052301** **Confirmation of Councillors and Officers**

**052301.1** **To receive Councillors Declarations of Acceptance of Office.**

Cllr M Warren Declaration of acceptance of office signed & witnessed.

Cllr D Warren Declaration of acceptance of office signed & witnessed.

Cllr N Antill-Holmes Declaration of acceptance of office signed & witnessed.

Cllr R Dyason Declaration of acceptance of office signed & witnessed (prior to meeting)

**052301.2** **To receive Declarations of Members Interests.**

Signed and received.

**052302.** **Election of Chairman of the Parish Council (2023-2024)**

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

Declaration of acceptance of office signed & witnessed.

**052303**. **Election of Vice-Chairman of the Parish Council (2023-2024)**

Cllr N Antill-Holmes nominated & voted in as vice-chair - unanimous.

Declaration of acceptance of office signed & witnessed.

**052304**. **TO RECEIVE APOLOGIES FOR ABSENCE**.

Cllr R Dyason – personal-accepted

Cllr M Ball – personal- accepted.

**052305**. 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

**052306.** 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.

**052306.1** VACANCIES ARISING - Co-option

Manager confirmed that each candidate is qualified to become a Councillor and is not.

disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and

s80.

**To receive Councillors Declarations of Acceptance of Office.**

Cllr D Gelder Declaration of acceptance of office signed & witnessed.

Cllr A Hancock-George Declaration of acceptance of office signed & witnessed.

Cllr H Gravett Declaration of acceptance of office signed & witnessed.

**To receive Declarations of Members Interests.**

Signed and received.

All returned to NWLDC.

**052307**. MINUTES

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

**RESOLUTION: To approve as a correct record the minutes of the meetings held on: - Wednesday 12th April approved unanimous**

**052308.1** To review delegation arrangements to committees and 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 R Dyason

Cllr D Warren

Cllr M Warren

c. Joint Burial Committee

D Warren, M Warren, R Dyason, N Antill-Holmes

Timber

Cllr R Dyason Cllr D Warren

d. Allotment site – Cllr M Warren

e. Tree Warden/Donisthorpe Orchard site – Orchard – Mr & Mrs Tann-Watson

Cllr H Gravett - Donisthorpe

Cllr M Warren – Oakthorpe

Cllr D Gelder – Acresford

f. Canal Trust

Cllr R Dyason, Cllr D Warren

g. Moira Replan

Cllr D Warren

h. Donisthorpe Community Group

To support

– Cllr H Gravett

I. Memorial Grounds project

- Cllr D Warren

J- Donisthorpe CIC – No councillor at present – defer.

K-. Oakthorpe Leisure Centre Committee

Cllr M Warren

Cllr D Warren

Cllr N Antill-Holmes

Cllr A Hancock-George

Li National Forest Company & National Forest Charitable Trust

Manager to ask if meeting and if representation required – defer.

Lii Heart of the Forest – Timber

- Cllr R Dyason Cllr D Warren

M- Mercia Park /IM

-Cllr D Gelder

**052308.2** To review responsibilities of councillors

**Play area –** Cllr M Warren Cllr A Hancock-George

**Pension –** Cllr N Antill-Holmes

**Safeguarding –** Cllr N Antill-Holmes

**Pay –** Cllr M Warren

**LC Key holder -** Cllr M Warren

**Alternate key holder: -** Cllr N Antill-Holmes

**052309.** Appointment of Internal Auditor for 2023/24

**RESOLVED: To re-appoint Mr Martin Cooke as Internal Auditor for the Parish 2023/2024– approved unanimous.**

**0523010**. To review Standing Orders for the Council & Code of Conduct

**0523010.1** Standing Orders

**RESOLVED: To approve and accept standing orders 2023 – unanimous**

**0523010.2** Code of Conduct

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

**0523010.3** Civility & Respect Pledge No: 612 – reaffirm.

**RESOLVED: To re pledge for new term – The Civility & Respect Pledge**

 **– approved unanimous**

**0523011**. To review the Council’s Financial Regulations, committee terms of reference & risk assessment

**0523011.1** Financial Regulations

**RESOLVED To accept financial regulations 2023- 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 – defer to meeting.

**0523011.4** ODA PC risk assessment

**RESOLVED To approve ODPA Risk assessment 2023/2024 –** approved unanimous.

**0523012**. POLICE MATTERS

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

**Report received - 31ST MARCH TO 27TH APRIL 2023**

Manager to email – 2 accidents at the Acresford Crossroads. Only one reported in report. Question crossover with Derbyshire/NW Leicestershire

Speed watch has taken place in Donisthorpe – data shared, and speeding reported.

**0523013**. GROUNDS AND RECREATION AREAS

To receive reports from councillors

**0523013.1** To receive reports from councillors. - none

**0523013.1i)** Oakthorpe play area

Cllr M Warren – reported play area had been checked.

**0523013.1ii)** Playground Inspections

Manager to investigate alternate playground inspectors.

**0523013.2** The Manager to report on any items raised by the ground’s contractor.

**0523013.3** To consider any other matters in relation to grounds and recreation facilities.

**0523013.31**- Donisthorpe Orchard boundary – Cllr Warren to investigate

**0523013.32** – Footpaths – Cllrs D Warren & Cllr A Hancock-George to name & split footpaths.

**0523013.33** - AVFC renewal Football contract

**RESOLUTION**: **AVFC 6year contract to use Donisthorpe Football Field.** Approved unanimous.

**0523013.34** - Parish Field Day Jubilee – Parish Council presence

Donisthorpe Community Group -request council is a sponsor of ‘Field Day’ Paying £198.15 for Music Licence

**RESOLUTION: Council approved being a sponsor of ‘Field Day’ Paying £198.15 for Music Licence.** Approved unanimous.

Cllr Antill-Holmes & Cllr Hancock-George to attend.

Cllr M Warren provide council gazebo.

Cllr D Warren to provide boards with photos/actions.

**0523013.35** - Hill Street fence/ Memorial gates – alternate blacksmith

– Manager to contact AW to ask for recommendations

**0523013.36** – Planters

Manager to contact NWLDC & Measham PC

Cllr M Warren to investigate summer plants for planters.

**0523013.37** - Orchard water meter top – Replaced

**0523014.** **MANAGER’S REPORT**

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

**0523014.1** Proposed date for the 2023 Annual Parish Meeting (Thursday 11/04/24)

**0523014.2** Scheme of delegation

**RESOLUTION: Scheme of delegation 2023-2024 approved – unanimous**

**0523014.3** AVFC amended grounds contract -see 0523013.33.

**0523014.4** LC insurance cost (paperwork) – ongoing

**RESOLUTION: Manager to pay ME Electric bill/ port aloo and other costs when funding is approved by insurance. Approved unanimous.**

**0523014.41** 3VNs report (year dates in papers) - discussed.

**0523014.5** Pension regulator – re-declaration - noted.

**0523014.6** Councillor Vacancy Procedure

**Manager to advertise remaining councillor vacancy as legally required to on notice boards and website.**

**0523014.7** Cllr Training - noted.

**0523015**. **CORRESPONDENCE**

**0523015.1** Email - Copies sent.

**0523015.2i** MOP1 -

Oakthorpe resident – concerns over speeding and dangerous drivers using Measham road between the leisure centre to Donisthorpe crossroads. (Full concerns in paperwork)

Police reported to -Speed vans out.

Nationwide issue

**0523015.2ii** MOP2

Donisthorpe Resident – noisy drain cover

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

- Manager reported again to LCC – told it was Severn Trent Drain Cover. LCC reported issue to them.

- Manager contacted Severn Trent – hadn’t been done due to other issues.

*A Temporary Traffic Regulation Order (TTRO) is to be made for the following location:*

*Hill Street, Donisthorpe between Jubilee Terrace and Greenside Close*

*The purpose of the TTRO is to allow Severn Trent Water to safely facilitate.*

*replacement of inspection cover. The TTRO will incorporate a temporary road closure.*

*27th July 2023. between 08:00 and 16:00.Severn Trent to address manhole cover.*

**0523015.2iii** MOP3

Requested sign to encourage imagination in orchard (see paperwork)

Refer to schools to create - For the community partnership.

Manager to send info.

**0523015.3** Coronation trees & engraving – Cllr D Warren

Trees planted –

Three View news article to follow.

Commemoration Engraving – Cllr D Warren to collect.

Engraving - needs mounting

**0523015.4** Schools annual Council awards – Cllr D Warren

Manager email schools reminding council need award names after half term.

**0523015.5** Proposed MVAS Post locations – Cllr M Warren

Locations to be sent to highways asking if lampposts and be used or if a post is needed,

**0523015.6** Donisthorpe Community Group – see 0523013.34.

**0523015.7** 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.- noted.

**0523015.8** The Manager to report on any items of correspondence received and not dealt with elsewhere on the agenda.

* Bird flu identified on surround areas - noted.
* Grant application for Proms event – Friends of Memorial gardens – invite to June meeting.

**0523016 FINANCE**

**0523016.1** RFO to report on the Council’s current financial position.

- Ring fence £1000 legal fees

**RESOLUTION: To ring fence £5000 in reserves for legal expenses – approve unanimous**

**0523016.2i** to approve s1 of AGAR

**RESOLUTION: To approve s1 of AGAR -approved unanimous**

**0523016.2ii** to approve Recommended Explanation if Variances statement

**RESOLUTION: To approve statement for section 2 sections 1,6,7&8 of AGAR -approved unanimous**

**0523016.2iii** to approve s2 of the Annual Governance & Accountability Return (AGAR)

**RESOLUTION: To approve s2 of AGAR – approved unanimous**

**0523016.3** To approve the Bank Reconciliation April 2023.

**RESOLUTION: Approved April Bank Reconciliation: - unanimous**

**0523016.4** To accept Internal Auditors report.

**RESOLUTION: To accept Internal Auditor’s report – approve unanimous**

BBC recommendations – Cllr AH to follow up.

Accounts to be viewed Mon 5th June- Fri 14th July. Noted

Published on notice boards & website 1stvJune 2023 Noted

**0523016.5** 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

**RESOLUTION: Approve May payments listed above – unanimous**.

**0523017**. PLANNING

**0523017.1** 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

**No Comment**

**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

**No Comment**

**0523017.2** 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

**Noted**

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

**Noted**

**0523018**. DISTRICT

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

**Not present**

**0523019**. COUNTY COUNCIL

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

**0523019.1** Highway fund update

Manager to act on requests for further information from Highways on HWF

**0523020** Date of next meeting – Wednesday 14th June 7pm

**0523021**. Meeting Closed 8.57pm