

## ULLESTHORPE PARISH COUNCIL

### **Minutes of the Annual Meeting of Ullesthorpe Parish Council held in the Playing Field Pavilion on 17<sup>th</sup> May 2023 at 7.45pm**

Present Councillors: Simon Smith, Nick Mooney, Marion Coombes, Julie Kavanagh and Hugh Robertson Smith  
Also present was Katherine Clarke (Parish Clerk) and one member of the public

***Cllr. Smith opened the meeting at 8.05pm.***

#### **23-081 To elect a chairman of the Parish Council for the forthcoming year**

Cllr. Smith and Cllr. Robertson Smith both put their names forward as Chairman. Cllr. Mooney proposed electing Cllr. Smith, Cllr. Coombes seconded the proposal, Cllr. Kavanagh agreed.

#### **23-082 To receive the chairman's declaration of acceptance of office**

Cllr. Smith signed a declaration of acceptance of office, the Clerk countersigned it as Proper Officer of the council.

#### **23-083 To elect a vice-chairman of the Parish Council for the forthcoming year**

Cllr. Smith proposed electing Cllr. Mooney as vice-chairman, Cllr. Coombes seconded the proposal.

#### **23-084 To receive the vice-chairman's declaration of acceptance of office**

Cllr. Mooney signed a declaration of acceptance of office, the Clerk countersigned it as Proper Officer of the council.

#### **23-085 To consider co-option to fill the vacancy left unfilled at the election by reason of insufficient nomination**

As there were only five nominations, the Parish Council has one ordinary vacancy which can be filled by co-option. If there is no co-option by 27<sup>th</sup> June 2023 (35 working days after the new council term commenced) the matter will be referred to the Monitoring Officer at Harborough District Council.

#### **23-086 To make arrangements to fill any vacancies still left unfilled at the election by reason of insufficient nomination**

The Parish Council advertise the ordinary vacancy on Facebook, WhatsApp, the noticeboard and the website.

#### **23-087 To decide when any declarations of acceptance of office which have not been received as provided by law shall be received**

Cllr. Coombes, Cllr. Kavanagh and Cllr. Robertson Smith signed their declarations of acceptance of office, the Clerk countersigned the declarations as Proper Officer of the council.

### **PUBLIC PARTICIPATION SESSION**

#### **23-088 To adjourn the meeting for contributions from other representatives and members of the public**

- Phil Hague reported that the grass at Fairway Meadows has not been cut. UPC will investigate.
- Phil Hague advised that the sleepers had collapsed on part of the railway cutting footpath. UPC advised that they are aware of the issue and are obtaining quotes for repair.
- Phil Hague advised that the road sign for Frolesworth Road has collapsed. UPC advised that the matter has been reported to Leicestershire County Council.
- Phil Hague advised that many years ago a sub-committee of UPC undertook a project to restore all the stiles and make sure all the rights of way around the village were listed. Phil has started to do this again and asked if he could put markers on the railway cutting markers. UPC have no objections but advised that it would be sensible to wait until the tree works have been completed to prevent the signs from becoming damaged.

- Phil Hague advised that the lottery grant specification included a bench on the sloped area of Fairway Meadows and a provision of £500.00 for wildlife.

*A parishioner left the meeting.*

#### **COUNCIL SESSION**

#### **23-089 Members code of conduct – members are reminded to submit to the Monitoring Officer at Harborough District Council their Register of Members Interest forms**

The Clerk circulated the forms to be completed at the end of the meeting.

#### **23-090 To receive apologies from members of council and accept valid reasons for absence**

No apologies for absence received.

#### **23-091 Declarations of interest**

- To receive members' declarations of interest in accordance with the adopted Code of Conduct and Standing Orders:** Cllr. Smith declared an interest in any matters relating to the allotments and the Joint Burial Committee. Cllr. Kavanagh declared an interest in any matters relating to the Playing Fields Association.
- To receive and consider members' requests for dispensations in accordance with the adopted Code of Conduct and Standing Orders:** No requests for dispensations received.

#### **23-092 To receive and approve the minutes of the meeting held on 24<sup>th</sup> April 2023**

Cllr. Smith proposed signing the minutes of the meeting held on 24<sup>th</sup> April 2023 as accurate, Cllr. Coombes seconded the proposal. The minutes are to be signed electronically.

#### **23-093 Matters arising from the minutes of the meeting held on 24<sup>th</sup> April 2023 not included on the agenda**

No matters arising that aren't covered on the agenda.

#### **23-094 To nominate a Council representative for LRALC's AGM**

Cllr. Mooney proposed nominating Cllr. Smith, Cllr. Kavanagh seconded the proposal.

#### **23-095 To review Parish Council appointments to other organisations**

Ullesthorpe Playing Fields Association: Cllr. Smith proposed appointing Cllr. Mooney, Cllr. Coombes seconded the proposal.

Ullesthorpe Village Hall Committee: Cllr. Mooney proposed appointing Cllr. Kavanagh, Cllr. Smith seconded the proposal.

Marc Smith Educational Charity: Cllr. Kavanagh proposed appointing Cllr. Coombes, Cllr. Mooney seconded the proposal.

Alderman Newton Educational Foundation: Cllr. Smith proposed appointing Brian Fowler on behalf of the Parish Councils, Cllr. Coombes seconded the proposal.

Baldwins Charity and Allotments: Cllr. Mooney proposed appointing Cllr. Kavanagh, Cllr. Coombes seconded the proposal.

Joint Burial Committee: Cllr. Mooney proposed appointing, Cllr. Smith, Cllr. Kavanagh seconded the proposal.

Magna Park Liaison Group: No representative appointed.

#### **23-096 To review:**

##### **a. Standing orders and financial regulations**

A review was undertaken on 24<sup>th</sup> April 2023, the next review date will be May 2024.

##### **b. Regulations and policies**

A review was undertaken on 24<sup>th</sup> April 2023, the next review date will be May 2024.

**c. Inventory of assets**

The Platinum Jubilee bench has been added to the asset register for 2022/23.

**d. Insurance**

The insurance has been reviewed and is adequate.

**e. Subscriptions to other bodies**

Leicestershire and Rutland Association of Local Councils (LRALC)

Campaign for the Protection of Rural England (CPRE)

Rural Community Council (RCC)

**f. Expenditure incurred under s.137 of the Local Government Act 1972**

Section 137 (s137) of the Local Government Act (as amended) 1972 allows Parish Councils to spend up to £8.82, for 2022/23, per elector, for the purposes for which they have no other specific statutory power. The s137 calculation for Ullesthorpe for year ending March 2023 is £8.82 x 901 = £7,946.82. Total s137 spending in this period: Platinum Jubilee Expenditure £1,674.53 and RBL Wreath £50.00.

**g. Delegated authority to the clerk**

Cllr. Coombes proposed granting delegated authority to the clerk, Cllr. Smith seconded the proposal.

**23-097 To confirm a calendar for Parish Council meetings for the forthcoming year**

The Parish Council will continue to meet at 7.30pm on the first Monday of each month, excluding August, at Ullesthorpe Village Memorial Hall.

**23-098 Matters arising from County and District Cllr. Rosita Page**

Cllr. Page has been in regular contact via phone and email throughout the month with the Councillors and the Clerk updating and advising on issues concerning UPC and assisting with any concerns UPC have raised.

**23-099 Financial Matters:**

**a. To note the bank reconciliation to 17<sup>th</sup> May 2023**

The reconciled balance on the Parish Council bank accounts on 17<sup>th</sup> May 2023 is £36,027.30.

**b. To review and consider payment of accounts**

Cllr. Smith proposed payment of the following accounts, Cllr. Kavanagh seconded the proposal:

CHQ. NO.	ACCOUNT	DETAIL	AMOUNT
001597	Harborough District Council	Emptying of waste bins	£401.84
001598	Npower	Streetlighting	£406.27
001599	Npower	Streetlighting	£320.50
001600	BHIB	Insurance premium	£482.42
001601	K Clarke	Parish Clerk salary and expenses	£452.77

**c. To note receipts**

TYPE	RECEIPT	DETAIL	AMOUNT
BACS	Harborough District Council	Precept (payment 1 of 2)	£7,803.00
BACS	Harborough District Council	King's Coronation Grant	£500.00

**d. Any other financial matters**

UPC are considering decommissioning the streetlight on Frolesworth Road.

**23-100 Planning Matters**

**a. To consider planning application 23/00549/FUL**

Substitution of house type to include two storey side and rear extensions to the originally approved dwelling –

9 Leas Close, Ullesthorpe

*Resolved: The Parish Council has comments to submit on the application.*

*The Clerk asked the Chairman to consider an additional planning application, the Chairman agreed.*

**ai. To consider planning application 23/00668/FUL**

Erection of a single storey rear extension – 46 South Avenue, Ullesthorpe

*Resolved: The Parish Council has no comments to submit on the application.*

**b. Any other planning matters**

No other planning matters raised.

***Cllr. Robertson Smith left the meeting.***

**23-101 To receive an update and discuss matters arising regarding Claybrooke Joint Burial Committee**

The Joint Burial Committee has held three meetings and now has all the relevant governance documents in place.

**23-102 To receive an update regarding Ullesthorpe Playing Fields Association**

Cllr. Kavanagh advised that the Trustees are working through all the governance documents and moving forward.

**23-103 To receive an update and discuss matters arising regarding the railway cutting**

UPC are waiting for quotes for the tree works, Cllr. Smith is meeting a new contractor on site to discuss requirements for tree works and repairs to the sleepers.

**23-104 To receive an update and discuss matters arising regarding village maintenance**

No further matters raised than in addition to those raised under minute reference 23-088.

**23-105 To discuss Parish Councillor training**

The Clerk will circulate training dates to the Parish Councillors.

**23-106 To receive the Clerk's report on correspondence and consider any recommendations**

No matters raised.

**23-107 To consider items for inclusion on the agenda for the next meeting**

- Updates on matters arising from agenda items above.
- Annual Governance and Accountability Return.
- A report on the events held to commemorate the King's Coronation.

**23-108 To set the date of the next meeting of the Parish Council**

The next meeting of the Parish Council will be held at 7.30pm on Monday 5th June 2023 at the Ullesthorpe Village Memorial Hall.

**23-109 To resolve to discuss items of a confidential nature to be debated in the absence of the press and public. Under the Public Bodies (Admission to the Meetings) Act 1960 (due to the matters being protected by legal and professional privilege).**

The Parish Considered correspondence relating to legal proceedings.

***The meeting closed at 9.53pm.***

**APPROVED AS ACCURATE ON 05.06.23.**