

## ULLESTHORPE PARISH COUNCIL

**Minutes of the Meeting of Ullesthorpe Parish Council held in Ullesthorpe Village Hall and virtually via Zoom on Monday 5<sup>th</sup> July 2021 at 7.30pm.**

**Present Councillors:** Simon Smith, Hugh Robertson Smith, Lesley Chamberlain, Marion Coombes and Nick Mooney.

**In attendance:** Katherine Clarke (Parish Clerk), District and County Councillor Rosita Page and two members of the public.

### **21-081 To receive apologies for absence**

Apologies for absence received from Cllr Geoff Turley.

### **21-082 To receive Declarations of Members' Interests on items on the agenda**

*Members are asked to declare personal interests in any item on the agenda. Members are reminded that the Code of Conduct which took effect from 7 August 2012 provides that they should declare the existence and nature of their personal interest at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is prejudicial, they should withdraw from the room and not seek improperly to influence a decision about that matter.*

Cllr Smith declared an interest in agenda item 20-096 as he is a Trustee of the Baldwins Charity.

### **21-083 To note any questions or comments from the public (15 minutes)**

Two parishioners attended from the Environment Group and advised:

- The survey of the wildflower areas has been undertaken by NatureSpot.
- The wildflower areas will need cutting August/September time. If the project goes ahead the areas will need scarifying and seeds sowing in September.
- It will be a three-year process before the wildflower areas see the full benefit of the project.
- Cllr Robertson Smith offered to either mow or strim the wildflower areas with UPC equipment.
- The Environment Group have requested that UPC consider removing the planters in front of the village gateway signs after this season and replacing the village gateways. UPC will contact the County Council and ask if they would consider replacing the village gateways as they are decrepit and mounted on unsafe stanchions which fail to meet modern safety standards. UPC will also provide some costings for alternative village gateways.

***Both parishioners left the meeting at this point.***

### **21-084 To approve as accurate the minutes of the meeting held on 12<sup>th</sup> April 2021**

Cllr Mooney proposed approving the minutes as accurate, Cllr Coombes seconded.

### **21-085 To approve as accurate the minutes of the extraordinary meeting held on 29<sup>th</sup> April 2021**

Cllr Smith proposed signing the minutes as accurate, Cllr Robertson Smith seconded.

### **21-086 To approve as accurate the minutes of the extraordinary meeting held on 18<sup>th</sup> May 2021**

Cllr Coombes proposed signing the minutes as accurate, Cllr Smith seconded.

***Agenda items 21-084 to 21-086 will be signed electronically.***

### **21-087 Matters arising from District and County Councillor 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.

**21-088 Financial Matters****a. To note the Bank Reconciliation to 05.07.21**

The last bank statement received, dated 05.07.21, has been reconciled to the cash book. The reconciled balance on the account is £27,427.25.

**b. Accounts for payment**

Cllr Smith proposed and Cllr Mooney seconded payment of the following accounts:

CHQ NO	PAYEE	DETAIL	AMOUNT
001444	BHIB	Insurance premium	£405.74
001445	Glasdon UK	Litter bin	£408.11
001446	K Clarke	Parish Clerk salary and expenses – May 2021	£333.98
001447	K Clarke	Parish Clerk back-dated pay	£254.11
001448	M Pankhurst	Village website	£120.00
001449	ICO	Data protection fee	£40.00
001450	Masters and Sons	Palisade fence at railway cutting	£2,480.00
001451	K Clarke	Parish Clerk salary and expenses – June 2021	£365.18
001452	J Burton	Internal audit	£50.00
001453	S Smith	Expenses	£14.50
001454	Npower	Streetlighting	£372.87
001455	Npower	Streetlighting	£318.41
001456	The Defib Shop	Defibrillator consumables	£358.80
001457	K Clarke	Parish Clerk salary and expenses – July 2021	£341.18
001458	Void	Error in writing	£0.00
001459	K Clarke (post-dated)	Parish Clerk salary and expenses – August 2021	£341.18
001460	Berry's	Footpath licence	£1.00

**c. To approve the Annual Accounts for Year Ended 31.03.21**

Cllr Coombes proposed approving the Annual Accounts for Year Ended 31.03.21, Cllr Robertson Smith seconded.

**d. To resolve to add Cllr Coombes and Cllr Mooney as bank signatories**

Cllr Smith proposed adding Cllr Coombes and Cllr Mooney as bank signatories, Cllr Chamberlain seconded.

**e. To note receipt of signed contract of employment for the Clerk**

The Clerk has returned a signed copy of the contract to Cllr Smith who will hold it on file.

**21-089 AGAR 2020/21 To receive and note the Internal Audit report**

Cllr Smith proposed receiving and noting the Internal Audit, Cllr Coombes seconded.

**21-090 AGAR 2020/21 To approve the Annual Governance Statement**

Cllr Mooney proposed approving the Annual Governance Statement, Cllr Smith seconded.

**21-091 AGAR 2020/21 To approve the Accounting Statements**

Cllr Robertson Smith proposed approving the Accounting Statements, Cllr Smith seconded.

**21-092 AGAR 2020/21 To approve the Certificate of Exemption**

Cllr Mooney proposed approving the Certificate of Exemption, Cllr Smith seconded.

**21-093 Planning Matters****a. To consider planning application 21/01123/REM:**

Erection of 9 dwellings (reserved matters of 18/01577/OUT including details of appearance, layout, scale, and landscaping)

Land South West of Playing Field, Ashby Road, Ullesthorpe

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

***Cllr Page left at this point in the meeting.***

**b. To note response to planning application 21/00978/FUL**

Change of use of land to cemetery extension

Church Lane, Claybrooke Parva

*Resolved: The Parish Council supports the application subject to the concerns of the landowner of the adjoining land to the East being addressed.*

**21-094 To receive the Chairman's Report for Year Ended 31.03.21**

Cllr Smith read out his report for year ended 31.03.21. A copy of the report will be sent to the Clerk.

**21-095 To appoint Parish Council representatives to the following committees and associations:**

- a. **Claybrooke Joint Burial Board** – Cllr Smith proposed Cllr Robertson Smith, Cllr Mooney seconded.
- b. **Ullesthorpe Village Hall Committee** – Cllr Smith proposed Cllr Mooney, Cllr Coombes seconded.
- c. **Marc Smith Educational Charity** – Cllr Mooney proposed Cllr Coombes, Cllr Smith seconded.
- d. **Baldwins Charity Trust** – Cllr Coombes proposed Cllr Chamberlain, Cllr Mooney seconded.
- e. **Ullesthorpe Playing Fields Association** – Cllr Smith proposed Cllr Turley, Cllr Mooney seconded.
- f. **Alderman Newton Educational Trust** – Brian Fowler has already been appointed as Parish Council representative for the term to 31.03.24.

**21-096 To note annual reports from the following committees and associations:**

- a. **Claybrooke Joint Burial Board** – Annual report received, accounts to follow.
- b. **Ullesthorpe Village Hall Committee** – Annual report and accounts received.
- c. **Marc Smith Educational Charity** – Annual report and accounts received.
- d. **Baldwins Charity Trust** – Annual report given verbally by Cllr Smith; accounts received.
- e. **Ullesthorpe Playing Fields Association** – Annual report received, accounts to follow.
- f. **Alderman Newton Educational Trust** – Annual report and accounts received.

**21-097 To review the following documents and policies:**

**a. Standing Orders**

The Standing Orders adopted by UPC are the latest template issued by NALC. Cllr Smith proposed no amendments to the Standing Orders, Cllr Chamberlain seconded.

**b. Financial Regulations**

The Financial Regulations adopted by UPC are the latest template issued by NALC. Cllr Smith proposed no amendments to the Financial Regulations, Cllr Chamberlain seconded.

**21-098 To discuss and decide on a course of action for village gateways**

Item dealt with under agenda item 21-083.

**21-099 To discuss and decided on a course of action for the wildflower project**

Item dealt with under agenda item 21-083.

**21-100 To receive an update on the Joint Burial Board**

The Clerk to the Burial Board has confirmed that UPC is not required to make an immediate payment towards the Cemetery Expansion. A shortfall of £9,000.00 is anticipated which will need to be met by the three parishes at the same ratio as used for the annual burial board precept calculation.

**21-101 To receive an update on the village flagpole**

Cllr Smith advised that the flagpole is working ok present and suggested monitoring the performance for the next 12 months, Cllr Robertson Smith agreed.

### **21-102 Clerk's Report and Correspondence**

- The Clerk asked UPC to report any highways matter as soon as possible so that can be reported to Cllr Page and LCC.
- A parishioner has enquired who is responsible for the management of trees along the footpath from Mill Road down to what was access to the golf course. There is a tree that has become very tall and is blocking light to the garden of one of the properties on Fairway Meadows. UPC is not sure but will try to find out.
- NatureSpot, the charity that have undertaken the surveys of the wildflower areas and are working closely with LCC have contacted UPC to advise that LCC has agreed to fund the set-up of a dedicated section for UPC on the NatureSpot website. The NatureSpot site encourages local people to help map the natural history interest of the area – including that found in the general parish landscape, as well as defined sites such as parks, churchyards, road verges and as well as their own gardens. Submitted records and images are automatically displayed on the parish home page such that the site is continually updated. At a time when we are facing a biodiversity as well as climate emergency, initiatives like this help to engage the community in the local environment and help to promote the value and special identity of local landscapes. Under the scheme LCC will pay the £200.00 set-up cost and UPC will be required to pay a £50.00 annual fee after the first 12 months. UPC agreed unanimously to apply to be part of the project.

### **21-103 A.O.B. – FOR NOTIFICATION ONLY**

- Cllr Mooney noted that 2022 is the Queen's Platinum Jubilee and UPC should consider how this can be celebrated, from the next meeting UPC will keep the matter as a rolling item on the agenda.
- Cllr Chamberlain advised that footpath (W87) at the back of Green Gardens is extremely overgrown. Cllr Smith will assess and feedback to UPC before the next meeting.
- Cllr Robertson Smith advised that an application for a premises licence has been submitted to HDC for The Swan which was previously known as The Dirty Duck.
- Cllr Robertson Smith circulated a hard copy of a prospectus for the railway cutting to all Councillors and the Clerk, the prospectus will be included for consideration on the agenda at the next meeting.
- Cllr Coombes advised that a child has been injured on the play equipment at the playing field. UPC will ask the Playing Field Association for details of their last ROSPA inspection and find out if they have a Risk Assessment in place.
- Cllr Smith advised that the village sign opposite the shop needs maintenance work. Cllr Smith will speak to the people who maintained it previously to find out what products are required to undertake the work.
- Cllr Smith has reported several instances of anti-social behaviour to the police on 101 and has received a response on each occasion.

***At this point in the meeting Cllr Chamberlain advised that she is resigning from UPC, Cllr Smith thanked Cllr Chamberlain for the work she has undertaken.***

### **21-104 Date of next meeting**

- UPC will meet on 2<sup>nd</sup> August 2021 at the village hall at 7.00pm for a village walkabout.
- The next ordinary meeting of UPC will be held on 6<sup>th</sup> September 2021 at 7.30pm at Ullesthorpe Village Hall, parishioners will be able to attend the meeting in person or via Zoom.

***The Chair closed the meeting at 9.52pm.***

**Approved as accurate 06.09.21.**