

ULLESTHORPE PARISH COUNCIL

Minutes of the Meeting of Ullesthorpe Parish Council held at the Ullesthorpe Playing Field Pavilion on 28th May 2024 at 7.30pm

Present Councillors: Simon Smith, Hugh Robertson Smith, Julie Kavanagh and Hugh Edgley
Also present was Katherine Clarke (Parish Clerk).

24-082 To elect a Chairman of the Parish Council for the forthcoming year and receive a Declaration of Acceptance of Office

Cllr. Edgley proposed Cllr. Smith as Chairman for the forthcoming year, Cllr. Kavanagh seconded the proposal. Cllr. Smith signed a Declaration of Acceptance of Office which was countersigned by the Clerk.

24-083 To elect a vice chairman of the Parish Council for the forthcoming year and receive a Declaration of Acceptance of Office

Item deferred.

24-084 To receive apologies from members of council and accept valid reasons for absence

Apologies for absence received from County and District Cllr. Rosita Page.

24-085 Declarations of interest

- a. To receive members' declarations of interest:** Cllr. Smith declared an interest in any matters relating to the allotments, Joint Burial Committee, Marc Smith Charity and the pre-school. Cllr. Kavanagh declared an interest in any matters relating to the Playing Fields Association, the Joint Burial Committee and the Village Hall Committee. Cllr. Robertson Smith declared an interest in matters relating to the village hall.
- b. To receive and consider members' requests for dispensations:** Dispensations granted for Cllr. Smith, Cllr. Kavanagh, Cllr. Edgley and Cllr. Robertson Smith to discuss and vote on items relating to their declared interests.

24-086 To receive an update on the casual vacancy

A new notice has been placed on the noticeboard, Cllr. Kavanagh offered to list the vacancies on the village WhatsApp group. If there is no interest UPC will consider putting a notice in The Swift Flash.

PUBLIC PARTICIPATION SESSION

24-087 To adjourn the meeting for contributions from other representatives and members of the public

No matters raised.

COUNCIL SESSION

24-088 To receive and approve the minutes of the meeting held on 30th April 2024

Cllr. Smith proposed signing the minutes of the meeting held on 30th April 2024 as accurate, Cllr. Kavanagh seconded the proposal. The minutes are to be signed electronically.

24-089 Matters arising from the minutes of the meeting held on 30th April 2024 not included on the

agenda

- Cllr. Edgley asked if there had been a response from Sapcote Parish Council regarding how they implemented their speed reduction measures. The Clerk advised that they have been contacted.
- UPC discussed a plan of action for the streetlight on Frolesworth Road. The cost of running the light in 2023/24 was 6.8% of the total precept which is not sustainable. UPC will write to the property opposite advising them of the situation and inviting them to submit any comments or suggestions as to how the issue can be resolved.
- Cllr. Robertson Smith asked if there has been any response to the request for solar panel information in the LRALC Weekly Round Robin email. The Clerk advised that a response was received from Leicester Forest East Parish Council who provided the contact details for a company that they have used and would recommend.

24-090 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.

24-091 To nominate a Council representative for LRALC's AGM

It was agreed unanimously that Cllr. Smith should continue to act as the UPC representative for LRALC's AGM.

24-092 To review Parish Council appointments to other organisations

Ullesthorpe Playing Fields Association – Cllr. Kavanagh.

Ullesthorpe Village Hall Committee – Cllr. Edgley.

Marc Smith Educational Charity – Cllr. Smith.

Alderman Newton Educational Trust – Brian Fowler to continue to represent UPC.

Baldwins Charity – Cllr. Kavanagh.

Claybrooke Joint Burial Committee – Cllr. Smith with Cllr. Kavanagh as appointed stand-in if required.

Magna Park Liaison Group – no representative appointed.

24-093 To review policies and procedures

- Standing Order (version .01) – no amendments.
- Financial Regulations (version .01) – update NALC Model Financial Regulations 2024 (version .02).
- Code of Conduct (version .01) – no amendments.
- Social Media Policy (version .02) – no amendments.
- Data Protection Policy (version .01) – no amendments.
- Data Breach Policy (version .01) – no amendments.
- General Privacy Notice (version .01) – no amendments.
- Privacy Notice (version .01) – no amendments.
- Subject Access Policy (version .01) – no amendments.
- Equality and Diversity Policy (version .01) – no amendments.
- Disciplinary Policy (version .01) – no amendments.
- Grievance Policy (version .01) – no amendments.

- Anti-Bullying and Harassment Policy (version .01) – no amendments.
- Health and Safety Policy (version .01) – no amendments.
- Lone Working Policy (version .01) – no amendments.
- Home Working Policy (version .01) – no amendments.
- Communication Policy (version .01) – no amendments.
- Complaints Policy (version .01) – no amendments.
- Safeguarding Policy (version .01) – no amendments.
- Risk Assessment and Management Policy (version .01) – no amendments.
- Document Retention Policy (version .01) – no amendments.

24-094 To confirm a calendar for Parish Council meetings for the forthcoming year

UPC will continue to meet at 7.30pm on the first Monday of the month at Ullesthorpe Village Hall, excluding August where a meeting will only be convened if required.

24-095 Financial Matters:

a. To note the bank reconciliation to 28th May 2024

The reconciled balance on the Parish Council bank accounts on 28th May 2024 is £24,543.96.

b. To review and consider payment of accounts

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

CHQ. NO.	ACCOUNT	DETAIL	AMOUNT
001651/52	K Clarke	Parish Clerk salary and expenses	£563.55

c. To note receipts

TYPE	RECEIPT	DETAIL	AMOUNT
-	-	-	£0.00

d. To receive and approve the Annual Accounts 2023/24

Item deferred.

e. AGAR 2023/24: To receive and note the Annual Internal Audit Report

Item deferred.

f. AGAR 2023/24: To approve the Annual Governance Statement

Item deferred.

g. AGAR 2023/24: To approve the Accounting Statements

Item deferred.

h. AGAR 2023/24: To set the commencement date for the exercise of public rights

Item deferred.

i. Any other financial matters

UPC held a discussion regarding the budget and reserves. It was agreed that in 2025/26 the precept should be increased, the increase to be determined later in the year.

24-096 Planning Matters

a. Planning applications: no applications to consider.

b. Any other planning matters: It was noted that outline planning application 24/00304/OUT for the erection of two dwellings (custom/self-build) (access only to be considered) on Land adjacent to

Manor Road has been refused by Harborough District Council.

24-097 To receive an update and discuss matters arising regarding Claybrooke Joint Burial Committee

Cllr. Smith advised that a meeting was held on 7th May 2024. A contractor has been appointed to maintain the cemetery for a 3-month trial. Burials and interments are continuing to take place.

24-98 To receive an update and discuss matters arising at the Village Hall

- The Clerk read out the annual report of the Village Hall Committee prepared by Clare Robertson Smith.
- Following the request of the Committee for assistance with funding UPC discussed what level of funding could be considered. Cllr. Robertson Smith proposed UPC should contribute £20,000.00 over the coming months. Cllr. Smith advised that he didn't think that UPC could justify a contribution of £20,000.00 at this time. Cllr. Edgley proposed an initial contribution of £2,500 by releasing the New Homes Bonus and s106 earmarked reserves of £2,357 and drawing the balance from general reserves, Cllr. Smith seconded the proposal. Cllr. Robertson Smith advised that the contribution was frankly risible. Cllr. Kavanagh advised that she would like to consider a larger contribution but feels that it is too early in the financial year to consider further spending.

24-099 To receive an update regarding Ullesthorpe Playing Fields Association

Cllr. Kavanagh advised that there is little to report, efforts are on-going to access the bank account and obtain grant funding.

24-100 To receive an update and discuss matters arising regarding the railway cutting

- The installation of the bench is scheduled for 5th August 2024.
- Cllr. Smith advised that the person who completed the tree survey has now retired but they have given Cllr. Smith a potential contact who may be able to undertake a review.
- Cllr. Smith proposed engaging Hairy Bear Tree Surgery for a day to undertake some maintenance works at a cost of £550.00 per day, Cllr. Edgley seconded the proposal.
- It was agreed that UPC should try to find a project that would fit the criteria for s106 funding.

24-101 To receive an update and discuss matters arising regarding village maintenance

- It was reported that the hedge at 3 and 5 Fairways Meadows is overgrown, UPC will write to both properties to request it is cut.
- It was reported that there is a water leak on Main Street / Claybrooke Road.

24-102 To discuss Parish Councillor training

- Cllr. Edgley has been booked onto the LRALC Councillor Training course on 24th September 2024.

24-103 To discuss social media communications

Item deferred.

24-104 To receive the Clerk's report on correspondence and consider any recommendations

- Correspondence has been received from Manor Farm providing a report and further information of the application they have submitted to divert footpath W90.

24-105 To consider items for inclusion on the agenda for the next meeting

- Updates on matters arising from agenda items above inc. Village Hall.
- Adoption of Reserves Policy for UPC.

24-106 To set the date of the next meeting of the Parish Council

The date of the next meeting of the UPC is Monday 3rd June 2024 at 7.30pm in Ullesthorpe Village Hall.

24-107 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).

No matters raised.

Cllr. Smith closed the meeting at 9.52pm.

APPROVED AS ACCURATE ON 03.06.24.