

ULLESTHORPE

Parish Council

Email: HelloUPC@outlook.com

All Councillors are hereby summoned to a **Meeting of Ullesthorpe Parish Council on Monday 6th April at 7.30 pm at the Ullesthorpe Village Hall.**

Present: Councillors Simon Smith, Linda Buckland, Julie Kavanagh. Also the acting clerk. No members of the public were present.

Agenda - The business to be transacted at the meeting is as follows:

Preliminary:

26-69 To receive apologies from members of council and accept valid reasons for absence.

Apologies for absence received and accepted from Councillor Hugh Edgley.

26-70 Declarations of interest

a. To receive members' declarations of interest

Cllr Smith declared an interest in any matters relating to the Baldwins Charity, Joint Burial Committee, Mark Smith Education Charity and Ullesthorpe Preschool. Cllr Kavanagh declared an interest in any matters relating to Ullesthorpe Playing Fields Association and Joint Burial Committee. Cllr Buckland declared an interest in any matters related to the Baldwins Charity.

b. To receive and consider members' requests for dispensations

Dispensations granted for Cllrs Smith, Kavanagh and Buckland to discuss and vote on items relating to their declared interests.

26-71 To receive an update on the casual vacancy and the possible appointment of another councillor.

Cllr Smith proposed that we place a ¼ page advertisement for new councillors in the Swift Flash magazine. Cllr Buckland seconded. Approved.

Clerk to draft advert and distribute to councillors for approval.

Public Participation Session (15 minutes)

26-72 To adjourn the meeting for contributions from other representatives and members of the public.

No members of the public were present

Council Session:

26-73 To sign as accurate the minutes of the meeting held on 2nd March 2026.

Cllr Smith proposed, Cllr Buckland seconded, minutes approved.

27-74 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 acting clerk updating and advising on issues concerning UPC and assisting with any concerns UPC have raised.

26-75 Financial Matters:

a. To note the bank reconciliation to end March 2026.

The reconciled balance on the Parish Council bank accounts on 2nd April 2026 is £35,252.26. Signed by Cllr Smith.

b. To approve accounts for payment.

Date	Payee	Invoice Number	For	£
05/03/2026	LRALC Ltd	19/5226	Clerk 2 Training Course	50.00
29/3/2026	Cllr L Buckland (Note 1)		Hugo Fox - website	143.86
01/04/2026	LRALC Ltd	16/5444	Annual Membership Fee	560.24
02/04/2026	Claybrooke Joint Burial Committee	2026/UPC8	Annual Donation	2,819.00
06/04/2026	HMRC		March PAYE	66.00
06/04/2026	R Twiss		Clerk wages for March (net)	167.13

Note 1:

This replaces the payment to Hugo Fox via cheque 1407 which was lost by them. Cheque 1407 was cancelled with payment then being made by Cllr Buckland via bank transfer.

Cllr Kavanagh proposed, Cllr Smith seconded. Invoices approved for payment and cheques issued.

c. To note receipts.

Date	Receipt	Detail	£
31/03/2026	NatWest	Reserve Account interest	12.38

d. To discuss any updates on the precept setting for 2026.

The precept amount has been notified to UPC via email. The cash has not yet been received electronically into the UPC bank account but is expected shortly.

e. Other financial matters.

Cllr Buckland proposed using AEH Accountancy as our auditors again for the 25/26 accounts. Cllr Smith seconded. Approved.

Cllr Smith and Cllr Buckland visited the bank and changed both statement dates to 25th of each month to better match the parish council's meeting schedule.

Cllr Buckland and Clerk to begin the hand over process of the responsible financial officer duties ready for formal hand over at the next meeting.

26-76 Planning Matters:

a. To confirm submission of comments re Planning Consultation 25/01565/OUT.

Clerk to contact Cllr Edgley to find out if this was submitted or not.

b. Any other planning matters.

None

26-77 Correspondence:

a. Update on the request from a resident on Main Street re work to the trees adjacent to their property (trees on UPC land).

No response was received to the recent request to quote from an additional contractor. Clerk to contact other contractors asking for additional quotes.

b. Any other correspondence.

Clerk received a request via the website from a member of the public for a contact email address to which an email and attachments can be sent. Clerk provided this but no email and attachments have currently been received.

26-78 Updates from sub-committees.

Playing Fields Association:

Cllr Kavanagh gave an update on progress on the development of the playing field which has been well received by the villagers.

Cllr Kavanagh requested that we add to the agenda for the next meeting a discussion to assist the PFA with their annual insurance renewal. Clerk to add to the agenda.

Cllr Smith proposed sending a letter of thanks to the UPFA committee from UPC thanking them in their position as volunteers and trustees for all their efforts and hard work, for several years, to achieve the positive outcome of the project to install new play equipment for the benefit of the village. Cllr Buckland seconded. Clerk to draft an email for approval.

Joint Burial Committee:

JBC held a meeting 31/3/26 that was open to the public. A grass cutting contractor is in place for the coming season. The refurbished gates are now in place alongside the new notice board. Payment for these was assisted by grant funding.

Marc Smith Charity:

MSC held a meeting on 18/3/26. Accounts and bank balances were presented. Annual accounts are to be forwarded to UPC. Clothing grants for school uniforms for children of Ullesthorpe residents will be advertised in June.

Baldwins Charity:

Several vacant allotments are in the process of being filled.

26-79 To review the Standing Orders.

Clerk and Cllr Kavanagh to distribute their versions with comments for review by others.

26-80 To confirm submission of the UPC response to The Government consultation on LGR proposals.

Deferred as Cllr Edgley not in attendance.

26-81 To discuss potential membership of Campaign for Preservation of Rural England (CPRE).

Deferred

26-82 To discuss changes required to the Parish Council website and potentially councillors' emails.

Cllr Smith proposed that we upgrade to the Silver Package with Hugo Fox to get digital storage etc. (additional fees £10 per month above the current Bronze package) plus move to .gov.uk email addresses at £9.99 per month for 5 email addresses. Cllr Kavanagh seconded. Approved.

Clerk to email councillors with details required to set up .gov.uk email addresses and discuss payment profile with HugoFox.

Also to discuss CJBC website requirements.

Claybrooke Magna Parish Council will host a CJBC website and UPC will have a link to it.

26-83 To discuss procurement of a letter box for parish correspondence.

Deferred

26-84 To discuss village maintenance.

Cllr Page contacted Bloor Homes at the request of the parish council to request that the grass at the entrance to Fairway Meadows be cut. Cllr Buckland confirmed that the Bloor Homes contractor has since cut the grass.

Cllr Smith proposed, Cllr Kavanagh seconded that a budget of £35 be allowed for plants for the village planters. Approved.

Cllr Smith has reported an ongoing sewage leak on Main Street/Claybrooke Road. A "What 3 Words" location has been given to Severn Trent Water and investigations are ongoing.

26-85 To discuss progress on the S106 application spend.

Installation of the benches and work to the steps is ongoing with completion expected by 20th April weather permitting.

26-86 To discuss possible applications for future funding from the Community Action Fund (CAF).

Deferred

26-87 Progress update on clerk training.

The clerk has now completed the initial training program.

26-88 Any other business.

A number of updates are required on the UPC website. Clerk to make the changes.

26-89 To consider items for inclusion on the agenda for the next meeting.

Re annual meetings required, Clerk to get details from training course slides and distribute to councillors. Also distribute a copy of the Annual Meeting Guide.

26-90 To consider the date and time of the next meeting.

Friday 1st May at 7.30 for annual meetings. Clerk to review documentation and advise on formats and items to be covered.

Meeting closed at 10.22

SIMON SMITH

CHAIRMAN

1st May 2026