

ULLESTHORPE Parish Council

ANNUAL PARISH MEETING

Clerk: Mrs K Clarke, The Old Stables, Fir tree Lane, Swinford, Lutterworth LE17 6BH
Email: clerk.ullesthorpepc@gmail.com

Meeting of Ullesthorpe Parish Council on Thursday 29th May 2025 at 8.10 pm at the Ullesthorpe Memorial Hall.

Present: Councillors Rosita Page, Simon Smith, Hugh Robertson Smith, Hugh Edgley, Linda Buckley and Julie Kavanagh

In the unavoidable absence of Mrs Clarke, Cllr Page opened the meeting

Minutes

1. To elect a chairman of the Parish Council for the forthcoming year and receive a Declaration of Acceptance of Office.
Cllr Page took nominations for a Chair from the Parish Council.
Cllr Buckland nominated Cllr Smith and seconded by Cllr Edgley
Cllr Robertson-Smith voiced his opinion which was noted; however the nomination stood and was voted upon.
4 Councillors voted in favour and 1 against. The nomination was carried.
Cllr Edgley noted the volume of work undertaken by Cllr Smith under the recent difficult situations and thanked him for his efforts
2. To elect a vice chairman of the Parish Council for the forthcoming year and receive a Declaration of Acceptance of Office.
Cllr Page took nominations for a Vice-Chair from the Parish Council.
Cllr Smith nominated Cllr Kvanagh and seconded by Cllr Buckland
The vote was carried.
3. To receive apologies from members of council and accept valid reasons for absence
No apologies were received
4. 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 Edgley declared an interest in any matters relating to the Village Hall. Cllr Buckland declared an interest in . Cllr Kavanagh declared an interest in any matters relating to the Ullesthorpe Playing Fields Association and Joint Burial Committee
- b. To receive and consider members' requests for dispensations.
Dispensations granted for Cllrs to discuss and vote on items relating to their declared interests
5. To receive an update on the casual vacancies.
Nothing to report.
Cllr Page suggested that an advertisement be placed in the Swift Flash and village notice board.

PUBLIC PARTICIPATION SESSION (15 minutes)

6. To adjourn the meeting for contributions from other representatives and members of the public
No members of the public were present

COUNCIL SESSION

7. To receive and approve the minutes of the meeting held on 7th April 2025.
An amendment at point 6 was noted no members of the public were present
Typo item 25-042 should have referred to Magna Park
The minutes were then proposed to be approved by Cllr Smith and seconded Cllr Edgley
8. Matters arising from the meeting held on 7th April 2025 not included on the agenda.
No matters arising
9. Matters arising from District and County Councillor Rosita Page.
Cllr Page keeps Councillors informed by email and reports.
10. To nominate a Council representative for LRALC's AGM.
This will be postponed to a later meeting
11. To review Parish Council appointments to other organisations
The following nominations were received and agreed:
Joint Burial Committee Cllr Simon Smith
Marc Smith Charity Cllr Hugh Edgley
Village Hall Cllr Hugh Edgley
Playing Field Association Cllr Kavanagh
Baldwins Charity Cllr Linda Buckland
12. To review policies and procedures.
The Parish Council will review the policies by circulation to Members
Cllr Buckley was to copy Standing Orders for circulation
13. To confirm a calendar for Parish Council meetings for the forthcoming year.
Agreed that meeting should remain as the first Monday of each month and the second Monday if the first fell on a bank holiday
14. Financial Matters:
 - a. To note the Bank Reconciliation to 20th May 2025.
The bank reconciliation to 20th May 2025 was noted.
 - b. Accounts for payment.
Deferred until the next meeting
 - c. To note receipts.
The first precept payment from Harborough District Council has been received.
 - d. To receive and note the Annual Accounts 2024/2025.
Receiving the annual accounts was deferred for further clarification
 - e. AGAR 2024/2025: To receive and note the Annual Internal Audit Report
 - f. AGAR 2024/2025: To approve the Annual Governance Statement
 - g. AGAR 2024/2025: To approve the Accounting Statements
 - h. AGAR 2024/2025: To approve the Certificate of Exemption
 - i. AGAR 2024/2025: To set the commencement date for the exercise of public rights.
All AGAR items were deferred
 - j. Other financial matters.
 - k. To appoint an internal Auditor at the next meeting.
 - l. To agree an External Auditor at the next meeting
It was found that the signatories to the bank account will be reviewed as an agenda item on the next meeting. The Parish Council decided unanimously that bank statements will be viewed at every meeting.
It was agreed to list all policies of the Parish Council for agreement by email
15. Planning Matters:
 - a. Planning applications
No planning matters to discuss

- b. Any other planning matters
No Planning matters to discuss
- 16. To receive an update and discuss matters arising regarding Claybrooke Joint Burial Committee
- 17. Cllr Smith reported that a meeting of the Joint Burial Committee had been held. Mrs. Pat Nunn is acting as Clerk to the Joint Burial Committee.
- 18. To receive an update and discuss matters arising regarding the Village Hall.
Cllr Edgley noted that it had been agreed to pay the approved grant to the Village Hall Committee once the precept had been received
- 19. To receive an update regarding Ullesthorpe Playing Fields Association.
The AGM was held on 29th April 2025 and all positions had been filled by volunteers. A grant application was nearing submission.
Cllr Page had been unable to attend due to other Council business recounted her support of the Association of several years.
- 20. To receive an update and discuss matters arising at the railway cutting.
Contracted work on clearing brambles is in hand in liaison with Cllr Smith.
Cllr Smith had been in contact with the S106 Grants Officer and was arranging a meeting. Cllr Page would also lobby for an in-person meeting.

Items deferred until next meeting

- 21. To receive an update and discuss matters arising regarding Village Maintenance.
- 22. To discuss Parish Councillor training.
- 23. To discuss social media communications.
- 24. To receive the clerk's report on correspondence and consider any recommendations.
- 25. To consider items for inclusion on the agenda for the next meeting.
- 26. To consider the date and time of the next meeting.
- 27. Meeting closed, items 21 onwards deferred until next meeting
- 28. Next meeting Monday 7:30
- 29. 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).