

ULLESTHORPE PARISH COUNCIL

**Minutes of the Ordinary Meeting of Ullesthorpe Parish Council held virtually via Zoom on
Wednesday 6th May 2020 at 7.30pm.**

As the Chair was unable to partake in the meeting verbally it was agreed by all that Cllr Robertson Smith would chair the meeting.

Present Councillors: Hugh Robertson Smith, Geoff Turley, Stephanie Oswald and Simon Smith. Lesley Chamberlain listened to the meeting via audio link.

In attendance: Katherine Clarke (Parish Clerk), no members of the public were present.

20-037 To receive apologies for absence

Apologies of absence received from District and County Cllr Page.

20-038 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 Oswald declared an interest in any matter relating to the railway cutting project.

20-039 To adopt revised standing orders due to legislation changes implemented to operate during the coronavirus pandemic

Recommended revised Standing Orders have been issued by NALC to allow Parish Council meetings to be held remotely during the coronavirus pandemic. Cllr Robertson Smith proposed adopting the revised Standing Orders, Cllr Oswald seconded, all agreed.

20-040 To note any questions or comments from the public (15 minutes)

No members of the public present.

20-041 To approve and sign the minutes of the meeting held on 2nd March 2020

Cllr Robertson Smith proposed signing the minutes of the meeting held on 2nd March 2020 as accurate, all agreed. The minutes are to be signed electronically as per the newly adopted standing orders.

20-042 To review any actions arising from the meeting held on 2nd March 2020

- UPC have received one expression of interest in the casual vacancy from Mr Steve Smith. UPC will invite Mr Smith to be co-opted.
- UPC contacted the house on Mill Road who are using the verge to access their property but have received no response to date.
- Mr Goodacre has advised that he will arrange for the overhanging vegetation on Claybrooke Road to be cleared.
- The Gypsy and Traveller meeting planned for 17th March 2020 by HDC was cancelled due to the coronavirus pandemic.

20-043 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. Cllr Robertson Smith noted that the list of waste sites reopening, as circulated by Cllr Page, does not include the Lutterworth site.

20-044 Financial Matters

a) To note the Bank Reconciliation to 06.05.20

The last bank statement received, dated 03.04.20, has been reconciled to the cash book. Copies of the reconciliation have been circulated to the Parish Council. The reconciled balance is £28,598.68.

b) Accounts for payment

Cllr Robertson Smith proposed and Cllr Oswald seconded payment of the following accounts, all agreed:

CHQ NO	PAYEE	DETAIL	AMOUNT
001323	K Clarke	Parish Clerk salary and expenses	£250.00
001324	K Clarke	Parish Clerk salary and expenses	£302.68
001326	BHIB	Insurance premium	£401.48
001327	LRALC	Annual subscription	£280.47
001328	Claybrooke Joint Burial Board	Annual precept	£1,131.00
001329	S Smith	Hi-visibility vests	£64.00

20-045 Planning Matters

a. To consider planning application 20/00443/FUL

Erection of s single storey rear extension

7 Ashby Road, Ullesthorpe

Resolved: UPC has no objection to the application.

b. To consider planning application 20/00471/FUL

**Change of use of land from pasture / equestrian land to agricultural - part-retrospective
Land on Frolesworth Road opposite Mill Road, Ullesthorpe**

Resolved: UPC has no objection to the application.

20-046 To discuss any matters arising in the village as a result of the coronavirus pandemic

- Pastor Anna Lachowski is the nominated contact for the volunteer group with HDC. Cllr Smith has asked the group to approach UPC if they need any assistance with costs etc. Cllr Robertson Smith will arrange for to drop off some reams of paper to help with printing costs.
- Cllr Smith advised that access to the allotments has been restricted to allotment owners only by the Baldwins Charity Trust.

20-047 To receive an update on environmental matters, village maintenance and grass cutting

- Cllr Smith has been to the village hall and checked all the mowing equipment and then met with Michael Siwecki and spoke to him about the clutch usage advice. The playing field has not been cut. Cllr Smith advised Michael Siwecki that he wasn't sure if he should cut the playing field as UPC hadn't had a meeting to discuss it. The playing field is not in use at present but needs maintaining.
- Cllr Turley and Cllr Smith have undertaken some work at the railway cutting to underfill the steps.
- Cllr Turley has done some brush cutting on Claybrooke Road, he advised that this will probably need doing every month or so. Cllr Turley is considering strimming the opposite side of Claybrooke Road to keep the verge clear.

20-048 To discuss issues relating to UPFA and discuss funding

The UPFA have requested that UPC fund the insurance premium for 2019 and 2020, they have also requested that UPC fund the grass cutting costs. There are concerns about a number of issues on the site and it was noted that UPC do not currently have a Parish Council representative on the committee. UPC will contact representatives to try and form a formal relationship to manage matters going

forward. UPC will arrange for an interim cut of the playing field to be undertaken asap.

20-049 To receive an update on the railway cutting project and discuss long-term maintenance plan

No update available.

20-050 To receive an update on the Neighbourhood Plan and agree Terms of Reference for the Neighbourhood Plan Advisory Committee

- The Stakeholder Event that UPC hoped to hold in April has had to be postponed until further notice due to the coronavirus pandemic.
- Cllr Smith advised that a new resident has expressed an interest in assisting with the Plan.
- Draft Terms of Reference for the Neighbourhood Plan Advisory Committee have been circulated to UPC. Cllr Turley proposed adopting the Terms of Reference, Cllr Oswald seconded the proposal, all agreed.

20-051 A.O.B. - FOR NOTIFICATION ONLY

- Cllr Smith noted that there is a significant water leak from the railway bridge which appears to be due to an issue with the drain. As a first course of action Cllr Smith and Cllr Robertson Smith will contact the owner to discuss the matter further.
- Cllr Smith has cleared approx. 15m of overgrowth from the edge of the railway cutting footpath.
- Cllr Smith has compiled a list of the flower species on Claybrooke Road as they are thriving due to the delay in cutting by the County Council.
- The handrail at the entrance to Orchard Walk is damaged. Seven Locks housing run the site. Cllr Smith will send the Clerk a photo of the damage so it can be reported.
- Cllr Smith noted that he has been an active member of the volunteer group formed in the village to assist residents during the coronavirus pandemic.
- Cllr Smith noted that the village has sadly lost the following residents during this difficult time:
Mrs Joyce Pit – former Parish Clerk and School Secretary
Mr Gilbert Underhill
Mr Kevin Farnish
Mrs Eileen Parker
- Cllr Smith noted thanks from UPC to all residents for their tireless support of vulnerable residents and the NHS at this difficult time.
- A Manor Road resident has contacted Cllr Smith about the volume of water being discharged from the slade gutter on to Claybrooke Road during wet weather.
- Cllr Smith asked for it to be minuted the Claybrooke Mill are providing a vital service with region significance at this time for flours and catering baking goods. He advised that future planning developments must consider the continued viability of this local business and protect and maintain suitable water flow levels in the feed watercourses that flow through our parish and neighbourhood planning area. The local authority should be informed of the importance of this historical mill and facility in ever changing times as it is a very environmentally low impact resource.
- Cllr Robertson Smith noted thanks to a resident who has undertaken a litter pick in the railway cutting.
- Cllr Robertson Smith noted that the recent Dispatches programme on Channel 4 had a large segment about the Mere Lane Gypsy and Traveller site.

20-052 Clerk's Report and Correspondence

PKF Littlejohn have deferred the audit deadline from 30th September 2020 to 30th November 2020 due to the legislation introduced to deal with the coronavirus pandemic.

20-053 Date of next meeting

The date of the next meeting is Wednesday 3rd June 2020 at 7.30pm. The meeting will be held remotely via Zoom.

The Chair closed the meeting at 9.07pm.

Approved as accurate by Ullesthorpe Parish Council on 3rd June 2020.