

ULLESTHORPE PARISH COUNCIL

Minutes of the Annual Meeting of Ullesthorpe Parish Council held on Monday 20th May 2019 at Ullesthorpe Memorial. The meeting followed the conclusion of the Annual Parish Meeting which commenced at 7.45pm.

Present Councillors: Lesley Chamberlain, Hugh Robertson Smith, Simon Smith, Paul Longhorn and Geoff Turley.

In attendance: Katherine Clarke (Parish Clerk) and two members of the public.

The meeting was opened by the Clerk at 8.20pm. The Clerk explained that the Parish Council election held on 2nd May 2019 had been uncontested. Six members were elected to the Parish Council – Lesley Chamberlain, Hugh Robertson Smith, Simon Smith, Alison Cave, Geoff Turley and Paul Longhorn. Since the election Alison Cave has reluctantly decided that she is unable to stand and therefore there is a vacancy for a sixth councillor.

19-043 Election of Chair

Cllr Longhorn proposed Cllr Chamberlain to stand as Chair, Cllr Smith seconded, all agreed.

19-044 Election of Vice Chair

Cllr Smith proposed Cllr Robertson Smith to stand as Vice Chair, Cllr Chamberlain seconded, all agreed.

19-045 To receive Councillor's Declarations of Acceptance of Office

Declarations of Acceptance of Office were received from the Cllr's and countersigned by the Clerk as Proper Officer of the Council.

19-046 To receive apologies for absence

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

19-047 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.

No declarations of interest received.

19-048 To receive the Chair's report for the year ended 31.03.19

The Clerk read out the report prepared by Cllr Chamberlain to those present.

19-049 To appoint Parish Council representatives to Committees and Associations

Claybrooke Joint Burial Board – Cllr Chamberlain

Village Hall Committee – Cllr Robertson Smith

Marc Smith Educational Charity – Cllr Turley and Cllr Longhorn

Baldwins Charity Trust – Cllr Smith

Ullesthorpe Playing Fields Association – Cllr Longhorn

Alderman Newton Educational Trust – Brian Fowler will continue to act as the appointed representative for all Parish Council's involved with the Trust.

19-050 To receive the Accounts & Financial Statements for year ended 31.03.19

Item deferred until the June 2019 meeting of the Parish Council.

19-051 To review the Standing Orders

The Clerk recommended updating the Standing Orders to the latest version of NALC Model Standing Orders. Cllr Chamberlain proposed accepting the recommendation, Cllr Smith seconded, all agreed.

19-052 To review the Financial Regulations

The Clerk advised that NALC have not issued any updates to the Financial Regulations currently adopted by the Parish Council. Cllr Chamberlain proposed no revisions to the current regulations, Cllr Smith seconded, all agreed.

19-053 To review the Asset Register

The only addition to the register during year ended 31.03.19 is the commemorative bench located outside the Village Hall. There were no disposals during year ended 31.03.19.

19-054 Matters arising from the public

- Phil Hague updated those present on the railway cutting. As the cutting is sited in the conservation area Phil submitted a planning application for the clearance work which has been approved. Permission for access has been sought from Balfour Beatty and Trevor Woolley.
- A suggestion has been submitted to the Parish Council for a village scarecrow day.
- Parking in front of the bus stops is problematic.
- Phil Hague has kindly agreed to be the Footpath Warden for the village.

A parishioner left the meeting at this point.

19-055 To approve and sign the minutes of the meeting held on 1st April 2019

Cllr Chamberlain proposed signing the minutes of the meeting held on 01.04.19 as accurate, Cllr Robertson Smith seconded, all agreed.

19-056 Matters arising from the minutes of the meeting held on 1st April 2019

- Letters have not yet been sent to properties regarding the trees in the ditch and behind the ditch at the front of Hillbrow.
- District and County Cllr Rosita Page raised the matter of feedback from the Police Patch Walk with the Police and was advised that all attendees would be added to the Police mailing list. The parishioner who raised the issue has not yet received any newsletters or communications from the Police.

19-057 Financial Matters

a) Bank Reconciliation to 09.05.19

The last bank statement received, dated 03.05.19, has been reconciled to the cash book. Copies of the reconciliation have been circulated to the Parish Council. The reconciled balance on is £36,686.22.

b) Accounts for Payment

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

CHQ NO	PAYEE	DETAIL	AMOUNT
001265	Leicestershire Footpath Assoc.	Annual subscription	£5.00
001266	LRALC	Annual subscription	£261.44
001267	Minuteman Press	Newsletter printing	£75.00
001268	Npower	Streetlighting	£29.05
001269	Npower	Streetlighting	£35.88
001270	Claybrooke Joint Burial Board	Annual precept	£1,102.50
001271	DTM Gardens & Landscapes	Village maintenance	£751.20
001272	K Clarke	Parish Clerk salary and expenses	£262.19
001273	P Hague	Replacement padlock and keys	£10.80

c) To approve the authorised signatories on the bank mandate

It was agreed to remove Phil Hague as a signatory on the bank accounts and to add Cllr Turley. The Clerk provided Cllr Turley with the paperwork.

19-058 Annual Governance & Accountability Return (AGAR) 2018/19**a) To approve the Annual Governance Statement 2018/19**

Item deferred until the June 2019 meeting of the Parish Council.

b) To approve the Accounting Statements 2018/19

Item deferred until the June 2019 meeting of the Parish Council.

19-059 Planning Applications

- **19/00382/FUL Conversion of existing garage to ancillary and non-habitable accommodation**
The Barn, Lutterworth Road, Ullesthorpe
Resolved: The Parish Council has no comments to submit on the application.
- **19/00539/FUL Erection of a front porch, two storey side extension and garage conversion**
Redwood, Lutterworth Road, Ullesthorpe
Resolved: The Parish Council has comments to submit on the application.

19-060 To discuss grass cutting and village maintenance

There was a length discussion regarding grass cutting in the village. In summary:

- The Parish Council have had no success in finding a volunteer to undertake the grass cutting in the village.
- It was agreed that the Parish Council will have to offer remuneration.
- The Parish Council are contractually obliged to undertake a minimum of six cuts throughout the season.
- There are a few contacts that the Parish Council are going to pursue.

Cllr Longhorn left the meeting at this point.

The Parish Council are aware that the grass cutting situation needs resolving urgently and will be working to resolve the situation as soon as possible.

A parishioner left the meeting at this point.

19-061 Update on the railway cutting

An update on the railway cutting was received from Phil Hague during agenda item 19-054.

19-062 Neighbourhood Plan

The Neighbourhood Plan Consultant has advised that the Neighbourhood Planning Grants for 2019/20 are now up and running. The Clerk will ask the Consultant to kick-start the grant application process. The Clerk will send Cllr Turley some information regarding Neighbourhood Planning.

19-063 Matters arising from the Councillors of Ullesthorpe Parish Council

- Cllr Robertson Smith asked for further details regarding a casual vacancy and when co-option of a new councillor can take place.
- Cllr Chamberlain advised that new planting in the village plant boxes will take place at the end of May / beginning of June.
- The Clerk will ask Lynda Palmer if she is happy to judge the Garden Competition again. The competition will take place on either 29.06.19 or 06.07.19, depending on judge availability.
- A hole was reported on Goodacre Road near the Ashby Road end. The Clerk will report it to LCC.
- A suggestion was made that the Annual Meeting of the Parish Council could be earlier in 2020.
- Cllr Smith gave his apologies for the June 2019 meeting of the Parish Council.
- The Clerk will send Cllr Turley a list of meeting dates for the forthcoming year.
- The Clerk will ask District and County Cllr Rosita Page to add Cllr Turley to her email list.

19-064 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.

19-039 & 19-040 Clerk's Report and Correspondence

- The Parish Council have received a letter from Bitteswell with Bittesby Parish Council advising that they have taken the decision to prepare a Neighbourhood Plan.
- The Parish Council has received a letter of resignation from Alison Cave. The Parish Council are sad to see Alison leave and noted their thanks and appreciation for the contributions she has made as a councillor.

19-041 Items for a future meeting

- Updates on matters arising from agenda items above.

19-042 Date of next meeting

The date of the next meeting is Monday 3rd June 2019 at 7.45pm in Ullesthorpe Memorial Hall. Members of the public are welcome.

The Chair closed the meeting at 10.00pm.

Signed as accurate by Cllr Chamberlain on 03.06.19.