

MINUTES OF OSGATHORPE ANNUAL PARISH COUNCIL MEETING HELD AT HARLEY HALL, OSGATHORPE AT 7.40PM TUESDAY 14TH MAY 2024

Present:

Members:

Councillor A. Bate (Chair for item 1/24-25 only)

Councillors J. Elson (Vice Chair), S. Olsberg, A. Dodson, J Lowth.

Officer: M. Mitchell (Parish Clerk/RFO)

Members of the Public:

There were no members of the public present.

1/24-25. Election of Chairman for 2024/2025.

Councillor Olsberg was proposed by Councillor Bate, and seconded by Councillor Elson, for the office of Chairman of the Parish Council.

In the absence of any other nominations Councillor Olsberg was duly elected unopposed.

RESOLVED: that the Chairman of the Parish Council for 2024/2025 be Councillor Olsberg.

Councillor Olsberg signed the Declaration of Acceptance of Office in the presence of the Proper Officer of the Parish Council. [Cll'r Olsberg chaired the meeting from this point onwards]

2/24-25. Election of Vice Chairman for 2024/2025.

Councillor Elson was proposed by Councillor Olsberg, and seconded by Councillor Lowth, for the office of Vice Chairman of the Parish Council.

In the absence of any other nominations Councillor Elson was duly elected unopposed.

RESOLVED: that the Vice Chairman of the Parish Council for 2024/2025 be Councillor Elson.

3/24-25. Apologies.

All councillors were present at the meeting.

4/24-25. Public participation (1).

As there were no members of the public present, no questions were raised.

5/24-25. Declarations of interest.

There were no declarations of interest.

6/24-25. Requests for Dispensation.

There were no applications for dispensations.

7/24-25. Police.

The Clerk advised that the police had advised they were unable to attend the meeting and they had no issues to raise.

8/24-25. Minutes of previous Parish Council Meeting.

On the motion of Councillor Elson, seconded by Councillor Lowth;

RESOLVED: that the minutes of the Parish Council Meeting on the 19th March 2024 be approved as a correct record and signed by the Chairman.

9/24-25. Neighbourhood Watch.

Councillor Bate stated that there had been an increase in crimes over the last 6 months including the theft of white goods from Jim Armett's Close. There had also been reports of sexual offences in the village.

Financial Matters

10/24-25. Annual Accounting Statement 2023/24.

On the motion of Councillor Olsberg, seconded by Councillor Elson;

RESOLVED: that the Annual Accounting Statement for the financial year ended 31st March 2024 be approved and signed by the Chair and Proper Officer.

11/24-25. Internal Auditor's Report.

On the motion of Councillor Bate, seconded by Councillor Elson;

RESOLVED: that the Internal Auditor's Report for the financial year ended 31st March 2024 and its recommendations continued therein are received and noted by the Council

12/24-25. Annual Governance Statement 2023/24.

On the motion of Councillor Bate, seconded by Councillor Elson;

RESOLVED: that the Annual Governance Statement for the financial year ended 31st March 2024 be approved and signed by the Chair and Proper officer.

13/24-25. Period for the Exercise of Public Rights

On the motion of Councillor Bate, seconded by Councillor Elson;

RESOLVED: that the period for the exercise of public rights is agreed as Monday 3rd June 2024 to Friday 12th July 2024 and that the completed & signed certificate of exemption is sent to the external auditor.

14/24-25. Financial updates.

- a. The Parish Clerk & RFO provided a verbal update on the 2024-25 precept, explaining that the money had not yet been received from the District Council but was due to be paid by the end of the week.
- b. The Parish Clerk & RFO provided a six monthly review of bank balances
- c. The Parish Clerk & RFO provided an update on the HSBC accounts, explaining that all HSBC accounts were now closed.
- d. The Parish Clerk & RFO explained that there was an unpaid invoice for £675 from Cherish Funeral Directors which she was in the process of chasing. From feedback received from other councils, Cherish Funeral Directors does not have a good reputation for paying invoices. It was agreed that if Osgathorpe Parish Council were to deal with this funeral director again, payment would have to be made in advance of any interment taking place.

15/24-25. Cheques / Payments for approval.

On the motion of Councillor Bate, seconded by Councillor Lowth;

RESOLVED: that the following retrospective payments be approved:

- a. Clerk's salary & HMRC – total £346.67 (BACS)
- b. First tranche contribution towards the maintenance of the churchyard - £272
- c. LRALC & NALC membership - £330.73
- d. Mower insurance (part year) - £69.24
- e. Transfer from HSBC to Unity current account - £1476.69
- f. Review of the UK-SPF grant expenditure

On the motion of Councillor Dodson, seconded by Councillor Lowth;

RESOLVED: that the following payments be made:

- a. Hire of Harley Hall on 14th May 2024 - £25 (BACS) E. A Scotney
- b. Resolution for the Clerk's salary & related HMRC income tax deduction to be paid monthly
- c. Resolution for the Clerk to receive an inflation-based salary increase on the 1st July 2024.
- d. Resolution to pay the Annual Insurance in June.

16/24-25. Reserve Policy.

The Parish Clerk presented a reserve policy for adoption by the Parish Council.

On the motion of Councillor Lowth, seconded by Councillor Olsberg;

RESOLVED: that the Parish Council adopt a Reserve Policy.

17/24-25. Asset Register & Insurance.

On the motion of Councillor Bate, seconded by Councillor Lowth

RESOLVED: To include the items purchased with the UK-SPF grant in the Asset Register & insurance policy

18/24-25. Website & email.

The Parish Clerk explained that the website had now changed to .gov.uk. She would be pursuing the change to the parish clerk email address as well as the new .gov.uk addresses for all councillors with Cuttlefish, the website and email provider.

19/24-25. General Correspondence Received.

There was no general correspondence received.

20/24-25. Planning Applications.

Four planning applications were discussed during the meeting:

Application	Address	Detail	Outcome
24/00457/FUL	69 Main Street	Erection of single storey rear extension, new front canopy, alterations to fenestration and new garage/carport	No observations
24/00410/CLE	Stordon Grange, Ashby Road	Certificate of lawful development (existing) for two buildings being used for offices and storage associated with the businesses of the family companies, involving the transport and sale of modular buildings and the auction of small tools	No observations
24/00223/FUL	2A Church Lane	Part change of use of a residential dwelling (Use Class C3) to hair salon (Use Class E)	No objections, however PC would like to point out that the public highway is very narrow at the location of the development and on-street parking is very limited.
24/00459/VCI	Land Adjacent To Main Street	Removal of conditions 13 and 14 and variation of condition 15 of 22/01331/VCU which was for variation of conditions 1 and 2 of planning permission 21/00635/VCI to remove the originally proposed water harvesting system from the scheme. Conditions 13 and 14 are no longer applicable due to the approval of	No reply submitted

		application 23/01322/FUL and Condition 15 is varied to allow for amendment to the Water Drainage Scheme including gravel surface to driveway and parking area and removal of Hydro-flow break Chamber	
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On the motion of Councillor Bate, seconded by Councillor Elson; **RESOLVED:** that the applications from the Local Planning Authority are received and replies to consultations made as shown above.

21/24-25. Planning Decisions.

Planning decisions from NWLDC were presented to the Parish Council.

22/24-25. Updates on current planning applications & other planning matters.

Councillor Bate provided an update on the following:

- a. 2024/CM/0014/LCC – Sewage Disposal Works, Snarrows Road – Installation of two kiosks. No current feedback had been received on this planning application.
- b. 23/01322/FUL – Land at 29 Main Street – Change of use of land to garden land (retrospective) and erection of garden shed to rear of dwelling house. The Parish Council made a further representation on this application.
- c. 21/02030/FUL – Erection of custom build dwelling – The Warren. This application has gone to an appeal.
- d. Update on Local Plan. Councillor Bate explained that a response had been submitted by the Parish Council. Concerns had been expressed with regards to the self-build Register that is held by NWLDC. NWLDC does not propose reviewing this list, which is likely to result in the Register being inaccurate by showing an inflated level of ‘interest’.

23/24-25. Cemetery.

The Parish Clerk provided a verbal update on Osgathorpe Cemetery explaining there had been no interments since the last meeting. Councillor Dodson commented that the hedgerow is very high around the cemetery and asked if the Parish Council would consider paying for the beech hedge to be cut back Councillor Bate suggested the 2024 UKSPF grant fund might cover such work. All agreed that the cemetery hedge did need to be tidied up.

It was agreed to explore the possibility of the UK-SPF grant covering other works in the cemetery, e.g. access improvements and removal of the tall evergreen tree.

24/24-25. Churchyard.

Councillor Bate explained the process of closed churchyards (this is detailed in Section 215 of the Local Government Act 1972). There are no records available which show that the Parochial Church Council (PCC) has served Notice requiring Osgathorpe Parish Council to take over the maintenance of the closed churchyard. It seems that historically the Parish Council has made ex-gratia payments to the PCC in respect of the churchyard’s maintenance. Discussions have been held with the PCC, and it is anticipated that the latter will serve a formal Notice passing responsibility of the closed churchyard to the Parish or District Council.

25/24-25. Play Area.

Following feedback from the Internal Auditor, Councillor Olsberg would ensure that any inspections of the play equipment carried out by himself would be raised and noted at the subsequent council meeting.

26/24-25. Highways & Footpaths

Councillor Dodson provided an update on progress to date.

Councillor Bate provided an update with regards to flood areas, explaining that he had received updates from both the Environment Agency and the Local Flood Authority.

27/24-25. Village Voice.

Councillor Olsberg explained that the last issue of the Village Voice went out in a very straight forward manner and that the next issue is likely to include an annual report from the Parish Council. He explained that the Village Voice is a quarterly publication.

28/24-25. UK-SPF Community Grant.

Councillor Bate explained that most of the items from the grant have now been purchased. The VAT needs to be recovered so the remaining equipment can be purchased. The equipment was used at a recent village social event and the feedback was very positive. An application for the 2024 UK-SPF grant needs to be submitted by the end of June. Possible areas are the cemetery pruning work and the entrance path (this area currently can get waterlogged). Councillor Bate said he would explore possible applications with the Community Liaison Officer at NWLDC.

29/24-25. Harley Trust.

Councillor Dodson provided an update following a meeting held on the 22nd April.

30/24-25. Storey Arms.

Councillor Bate advised that there had been no objections to the enforcement notice served by NWLDC on the 1st April 2024.

31/24-25. Defibrillators.

Councillor Bate provided some background information regarding the defibrillators in the village. He explained that some 10+ years ago the East Midlands Ambulance Service (EMAS) purchased and has subsequently maintained a defibrillator for the village. This is located on the bus shelter close to the junction of Main Street and the B5324 (Ashby Road). At that time the Osgathorpe Defib Group was set up by a number of residents. The group was independent from the Parish Council. A bank account was set up and sufficient money raised to purchase two further defib units and to maintain them for a period of time. In late 2019 the Defib Group transferred its remaining funds (£98) to the Parish Council. The Parish Council has subsequently met the cost of maintaining the units located at the Storey Arms, subsequently relocated to Main Street, and the Harley Hall. As reported in previous minutes one of these units stopped working and cannot be repaired. This leaves the village with two working defib units.

Councillor Bate has sought guidance from a GP familiar with the village about how many defibrillators should be situated in the village. They advised that one is more adequate and two is certainly sufficient.

Councillor Bate suggested writing to EMAS to see if they would provide the village with an additional defib unit, i.e. a second unit.

Councillor Olsberg suggested that the defib situated near Harley Hall is replaced over the next couple of years as it is now 10 years old. The replacement costs can be built into the budget. Councillor Bate recommended that the Parish Council look at obtaining a grant for replacing the defib unit – one that is fully maintained.

On the motion of Councillor Olsberg, seconded by Councillor Bate; RESOLVED: To replace the 10 year old defib unit based near Harley Hall over the next 2 years, through; a unit provided by EMAS, obtaining a grant or building the costs into future budgets.

32/24-25. Flood Risks

Councillor Bate, in his role as the Parish Flood Warden, provided additional comments from those shared earlier in the meeting. LCC have cleaned gullies in the village as well as competing other work.

33/24-25. Severn Trent Water

Councillor Bate explained that his contact at Severn Trent had staff working on the areas identified as problematic. He had also met with Severn Trent regarding construction of the new discharge pipeline which STW advises is still scheduled for completion this November.

34/24-25. Gigabit Broadband

There is no update on this – the latest timescales being August/September. Contractors had been seen in the village so that could be promising.

35/24-25. Public participation (2).

As there were no members of the public present, no questions were raised.

36/23-24. Action log.

The Parish Clerk had updated the outstanding actions on the action log.

The meeting ended at 21:53hrs

Date of next meeting: 9th July 2024 at 7.30pm, Harley Hall Osgathorpe.

Signed by Chairman:

Date: