

# Lubbesthorpe Parish Council

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## Parish Council Meeting

**Venue:** The Hub, Tay Road. Lubbesthorpe  
**Meeting Time:** 6.30pm Monday 26<sup>th</sup> September 2022.

**Present:** Cllr Matt Tomeo (acting Chairman), Cllr Richard Ashmore, Cllr Doreen Harvey and Cllr Ryan Powell. Cllr Steve Hextall joined after he was co-opted  
**Also Present:** Lisa Sly (Clerk)

## Minutes

### **2022/056 Apologies for absence**

None

### **2022/057 Declarations of Interest.**

Cllr Powell - Governor at New Lubbesthorpe Primary School

### **2022/058 To adopt the updated Standing Orders and the new co-option policy.**

A new co-option policy and amended standing orders were presented to council

**Decision:** The council adopted revision 1 of the Co-option Policy and also adopted revision 3 of the Standing Orders.

**Action:** Policies need to be updated on the council website

### **2022/059 Update on Councillor resignations.**

The Clerk updated the council regarding councillor resignations. Divyang Jagiwala resigned in August due to work commitments. Cheryl Cashmore and Louise Richardson resigned as they were both on the Parish Council as District Councillors from when the Parish Council was first created. It was felt that the time was right for them to resign and allow local residents to take on the role as Parish Councillors.

### **2022/060 To co-opt 3 councillor vacancies**

One candidate attended the meeting. Each candidate has already sent information regarding themselves to the council. They were given the opportunity to speak to the council if they wanted to. There are 3 candidates for 3 positions. Councillor training dates were given to the new councillors.

**Decision:** The following were co-opted as councillors Steve Hextall, Ibrahim Mukaddam and Roy Saunders. Steve Hextall signed the declaration of office and joined the meeting. They have all previously been sent information regarding items on the agenda.

**2022/061 To approve the minutes of the Extraordinary Parish Council meeting held on 24<sup>th</sup> August 2022.**

**Decision:** The council approve the minutes of the Extraordinary Council meeting held on the 24<sup>th</sup> August 2022.

**2022/062 Clerk's Report.**

- We have received External Evaluation of Lubbesthorpe Alive CIC.
- PKF Littlejohn have completed their external Audit. To be presented to council at the next meeting.
- At the next meeting we need to appoint a chairman and vice chairman.
- The Council had a stall at the Lubfest on 17<sup>th</sup> September. It is felt that it went well and is worth doing something similar in the future

**2022/063 Parishioners Participation.**

There were no parishioner present at the meeting.

**2022/064 To accept the accounts for July and August 2022 including Payments for Authorisation.**

**Cashbook**

**Decision:** The Council approved the cashbook.

**Budget**

**Decision:** The Council noted the Budget spreadsheet.

It is requested that once a budget line is complete it is greyed out to indicate this.

**Statements**

**Decision:** The Council note the statements.

**Payments for Authorisation**

**Decision:** The Council agree the Payments.

**Note:** The salary for the clerk was not paid in July and August (this is set up as a standing order and after speaking to the bank we do not know why it wasn't paid) therefore in the month of September the Clerk received 3 months of salary.

Date paid	Date invoice received	Name	Description	budget line	transaction number	Receipt	Inc. vat	ex vat	VAT
09/08/2022	09/08/2022	Talk Mobile	mobile phone	10	n/a		£4.94	£4.94	£0.00
09/08/2022	09/08/2022	Multipay card	service charge	13	n/a		£3.00	£3.00	£0.00
September	10/08/2022	Lubbesthorpe Alive	Stall at Lubfest	21	4		£10.00	£10.00	£0.00
September	10/08/2022	LRALC	clerk training - young people	18	5		£40.00	£40.00	£0.00
September	13/07/2022	LRALC	councillor training - chairmans	17	6		£45.00	£45.00	£0.00
September	30/08/2022	Lisa Sly	expenses July 2022	8	7		£20.25	£20.25	£0.00
September	30/08/2022	Lisa Sly	expenses august 2022	8	8		£19.35	£19.35	£0.00
							£142.54	£142.54	£0.00

**2022/065 To decide upon responses to planning applications received from Blaby District Council.**

None

**2022/066 To decide if a webcam should be purchased.**

The council have decided to purchase a webcam to enable people to attend the meeting virtually. A report was presented to council outlining 2 possible options of webcam. The possibility of streaming the meeting live was discussed.

**Decision:** The council agree to purchase a webcam at a cost of £129 from amazon. "4K Webcam with Dual Microphones and Speaker for Conference Room System, TONGVEO ePTZ USB Type-c Wide Angle Web Camera With AI Auto Framing for Computer Desktop Streaming, Easy to Install"

**Action:** Clerk to purchase

**2022/067 To agree to clerk's training.**

The Clerk would like to attend the following training

Councillors training £40

VAT for unregistered Councils £30

Budgeting for Clerks and finance staff £30

Year end and Audit £30

**Decision:** The council agree to all above.

**2022/068 To agree to create new committees and working groups including membership.**

**Decision:** The council agree to create and update the following groups:

**Staffing committee** - advisory but can approve holidays

Membership - all councillors

Meeting dates – as a when required

**Planning Committee** - delegated Authority

Membership - all councillors

Meeting dates – as and when required

**Communications working group** (to include newsletter, media website and social media)

Membership to be agreed at next month's council meeting

Meeting date to be agreed at next month's council meeting

### **Eco Working Group**

The council agreed that this will be put on hold as there are already a lot of groups within the council.

### **Events Working group**

Membership – Cllrs Ashmore, Harvey, Powell and Tomeo

### **2022/069 To agree the Eco Working group meeting date.**

On hold, as above

### **2022/070 To discuss implementation of a social media policy**

**Decision:** defer to the communication working group.

**Action:** Clerk to create a draft policy.

### **2022/071 To agree to purchase a subscription to Canva for the Council.**

The council discussed using CANVA to create a theme and identity for the Parish Council.

**Decision:** The council agree to purchase at a cost of £129.90 for up to 5 users for 1 year.

**Action:** Clerk to purchase

### **2022/072 To agree to purchase poppies for Remembrance Day and any requirement for a remembrance service.**

A selection of large metal poppies were presented to council.

**Decision:** The council decided not to purchase any metal poppies but instead purchase 50 small wooden crosses with poppies £2.99 each and a medium wreath, £20, from the British legion. Invite the school to make wreaths that either they can put in place or we can do that for them. A Remembrance service will take place on Sunday 13<sup>th</sup> November at 10.45 with Sue from Lubbethorpe Christians together. This will be Interfaith appropriate. Location to be decided but 1<sup>st</sup> choice pond 2, then pond 1. All councillors are requested to attend.

**Action:** Clerk to purchase wreath and poppies, liaise with school and land owners.

### **2022/073 To discuss the possible requirement for a school crossing patrol.**

The clerk is currently talking to the school crossing patrol department at Leicestershire County council.

**2022/073 To decide what action can be taken regarding residents parking, including Tay Rd, Tweed Street and Ness Way.**

**Decision:** The council agree to put something on facebook and in the next newsletter. Also to approach site liaison asking if people could park on LC1 before the building starts.

**2022/074 Update from the clerk on shopping precinct (LC1)**

The clerk has requested an update from Blaby District Council. Their response was "I can advise you that the application for the local centre was found to be invalid. The applicant was informed of the reasons why the application was invalid on 26<sup>th</sup> August and we are now waiting for them to provide the information requested. Once the application is valid, you will be formally consulted in the normal way and the application will also appear on the weekly list."

Note: after the meeting a reply was received from Martin Ward who also confirmed the above to be correct.

**2022/075 To discuss the possibility of No throughway / dead end signs for Lubbethorpe Bridle way on the Tweed Street - Ness Way junction.**

The council discussed the need for some signage to warn motorists that Lubbethorpe Bridle Way is a no through road when approached from Ness Way.

**Decision:** Clerk to approach LCC to see if signs could be put up , it does acknowledge that the neighbouring roads are not adopted butthe bridleway is.

**2022/076 To discuss possible improvements of communication between councillors.**

A councillor WhatsApp group now up and running. Check if this comes under FOI

**2022/077 To discuss how the council could better engage with other bodies and groups that impact on the parish - Drummonds, Land trust etc. including setting up a residents' group.**

Defer to next meeting.

**2022/078 To note any correspondence and information from the Clerk.**

none

**2022/079 Information exchange.**

Cars are parking in front of the gate on the Bridle way to access the farms.

Request a sign No parking access required 24 hours.

Lights on pond 1 are not on.

Do the land trust inspect the area around pond 1? Hand rails are broken.  
The bus stop near to the square. The busses park here for quite some time.  
Could this bus stop be made into a pull in layby.

Meeting closed 8.27pm