

Lubbesthorpe Parish Council

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Annual Parish Council Meeting

Venue: The Hub, Tay Road. Lubbesthorpe
Meeting Time: 6.30pm Tuesday 9th May 2023.

Present: Cllr Matt Tomeo (Chairman) – joined meeting at 18:56, Cllr Ryan Powell (Vice-Chairman), Cllr Richard Ashmore – joined meeting at 18:51, Cllr Doreen Harvey, Cllr Steve Hextall and Cllr Roy Saunders.

Also present: Cllr Louise Richardson – County Councillor, Sue Steer – Lubbesthorpe Alive, Pete Steere – Lubbesthorpe Alive and Lisa Sly – Clerk.

Minutes

Signing of the Declaration of Acceptance was completed and handed to the Clerk by Cllr Ryan Powell, Cllr Doreen Harvey, Cllr Steve Hextall and Cllr Roy Saunders.

2023/1 Election of Chairman (and signing acceptance of office).

Decision: Cllr Matt Tomeo was voted Chairman by the Council in his absence.

2023/2 Election of Vice-Chairman (and signing acceptance of office).

Decision: Cllr Ryan Powell was voted Chairman by the Council.
He completed the declaration of acceptance of office.

Cllr Powell (as vice-chairman) chaired the meeting

2023/3 Apologies for Absence.

Apologies were received and accepted from Cllr Tomeo. He will be joining the meeting around 7pm

Apologies were received and accepted from Cllr Ashmore. He will be joining the meeting around 7pm

2023/4 Declarations of Interest.

Cllr Powell – Governor of New Lubbesthorpe Primary School

2023/5 To approve the minutes of the Parish Council meeting held on 17th April 2023.

Decision: The Council approved the Minutes to be a true record of the meeting held on 17th April 2023.

2023/6 Report from County and District Councillors.

County Councillor - Cllr Louise Richardson

- Cllr Richardson will be having a meeting with Alberto de Costa regarding traffic.
- Enderby relief road still ongoing.

2023/7 Parishioners Participation.

none

2023/8 To agree dates for Parish Council meetings in 2023/24.

Decision: The Council agreed to the following dates for Parish Council meetings:

June 12

July 10

August none

September 11

October 9

November 13

December 11

January 8

February 12

March 11

April 8

May 13

2023/9 To receive and note the Internal Audit Report.

Decision: The Council received and noted the Internal Audit Report.

Action: To implement recommendations from internal auditor. These include Insurance Policy, Quorum, Financial Reporting, Section 137 and the budget.

2023/10 To approve the Annual Governance and Accountability Return (AGAR) 2022/23 - Section 1, Annual Governance (including any explanations of "No" answers).

The chairman read out all 9 of the statements contained within Section 1.

Decision: The Council agree all statements to be "Yes" except statement 9 which is "N/A"

This page was signed by the Chairman (Cllr Powell) and Clerk during the meeting.

**Cllr Ashmore arrived 18.51
Cllr Tomeo 18.56**

Cllr Tomeo took over as Chairman

2023/11 To approve the Annual Governance and Accountability Return (AGAR) 2022/23 - Section 2, Accounting Statement (including the explanation of any significant year on year variances).

Decision: The Council approved the Accounting Statement including the explanation of variances.

This page was signed by the Chairman (Cllr Tomeo) and Clerk during the meeting.

2023/12 Confirm the dates of the period for the exercise of public rights.

The dates of the Period for the Exercise of Public Rights are Monday 12th June to Friday 21th July 2023.

Decision: The Council agreed to these dates.

2023/13 Clerk's Report

The agenda for this meeting was getting very long therefore some items that normally appear at the Annual Parish meeting will be carried over to next months meeting. These include: To adopt the remaining policies inc. the risk management assessment, Confirm committees and working groups.

Lubfest

Lubbesthorpe Alive have requested that the Parish Council confirm what their stall would be. The Council agreed that the theme of the stall will be Lubbesthorpe Parish Council Funfair – Traditional Games. Games planned are: Reaction time, Splat the rat (Peter has one we may be able to borrow), Throw the ring, Tincan alley, Name the Road - guess a street we will need a name and phone number for this.

Training

We have received the up to date training list from LRALC

Action: Clerk to book all recommended training for Councillors

Book Chairman's training for Cllr Powell

Book Canva training for the clerk

Book Social media training for the clerk.

Little library

We have received a reply from Martin Lewis that they are not happy with the idea of a little library.

Action: Ask school and The Land Trust if it could be put on their

The Clerk has requested councillors to help with some jobs.

Cllr Saunders – youth councillor

- A youth councillor can be a person under 30 or 40.
- There is funding and grants available to help provide activities for people on the electoral role.
- A school age person can be a young councillor.
- Role “young councillor champion” this can be a councillor.

Cllr Powell – in bloom

Excell sheet for in bloom application is complete

Poster needs updating (clerk) he will then put on social media

Cllr Hextall – advertising the Market

Has advertised the market on the following FB pages: Lubbesthorpe open, Lubbesthorpe closed, LFE, Kirby Muxloe. To do: Narborough Pastures, Thurlaston, Thorpe Astley. The following rejecte4d the post: Desford, Enderby, Huncote. Thurlaston

The Clerk to ask Novus to put a lyer in the busses, Cllr Tomeo will deliver Flyers to shops along the A47

Cllr Ashmore – source some old photo of Lubbesthorpe ongoing

Cllr Harvey – source a veg stall for the market ongoing

2023/14 To accept the accounts for April and payments for Authorisation.

Cashbook

Decision: The Council approved the cashbook.

Send a copy of last month’s multipay statement to councillors

Budget

Decision: The Council noted the Budget spreadsheet.

Statements

Decision: The council note the statements

Balance

Decision: The Council noted the following balances in the bank accounts, current account £31,137.81 and savings £48226.21, this reconciles with the account balances in the cashbook.

Payments for Authorisation

Decision: The Council Authorised the payments listed below.

Date	Name	Description	inc vat	ex vat	VAT
09/05/2023	talktalk	mobile phone	£4.95	£4.95	£0.00
09/05/2023	multipay	various +£3 charge	£79.37	£70.43	£8.94
May	Lisa Sly	Expenses	£24.30	£24.30	£0.00
June	NEST	pension employer	£35.76	£35.76	£0.00

2023/15 To decide upon responses to planning applications received from Blaby District Council.

None.

2023/16 To review and confirm policies.

Decision: The council agreed to re-adopt the following policies

- a) Standing Orders rev 4
- b) Financial regulations rev 3

2023/17 To update the Council on progress with the monthly market.

- 33 stalls have confirmed for May
- We will use both sides of the square and the layby (mark out stalls). The council agreed to purchase some cones to show each stall space to a maximum £60. Cllr Saunders to send the link to the clerk.
- Investigate Walkie talkies.
- Councillors be there 7.15am please.
- Cllr Hextall to put up parking signs.
- Council stall well be planting Sunflower seeds and advertising In Bloom.
- Councillors to bring a tub of plants to dress the stall.
- Clerk to bring table
- Meet at 2.30 on Friday to confirm location of stalls.

2023/18 To update the council on with In Bloom

The Clerk to ask people to be judges, possibilities are Michaela – The Land Trust, Martin – the Drummond Estate, Alberto de Costa – MP.

2023/19 The council to accept the notes and discuss any recommendation from the Events Working Group regarding the Christmas Lights Switch on.

Lubbesthorpe Christmas working group notes.

Meeting held 24.04.2023

Attendees: Lisa Sly, Ryan Powell, Richard Ashmore, Doreen Harvey, Matt Tomeo (remotely)

Apologies – Roy Saunders

Points discussed and to be taken back to Parish Council for further discussion and agreement.

Date – option 1 02.12.2023

Date – option 2 25.11.2023

(Date to be finalised subject to booking of band/group.)

Time – suggested 2pm – 6pm with light switch on 5pm approx.

It was suggested that we need to get costs for the following lines as a priority in order to decide what we do and don't need and to build the event around these costs.

Band fees *£400 Council agree to book the same band as las year Absolute Jukebox as they were very happy with them.*

Marquee *£2500 approx. (hardstanding)*

Tree *£1825*

Lighting *FOC*

Toilets *FOC*

First Aid *£150 approx. we cannot get a quote until the date is confirmed*

With costs to potentially be obtained for a stage. *£390 more quotes required*

Total cost (not including marquee) £2765

Budget £5600 (£2835)

Ideas to work with....

- Contribution request to the builders/companies based on estate to reduce our cost and free up more budget.
- 4 stalls to be hosted by Parish Council – tombola, hook a duck, hook a bag, etc.
- Grinch costume hire/person.
- Inflatables/bouncy castle.
- Other fairground ideas not impacting weight limits/weather permitting.
- Benches
- 2-3 coffee stalls requested.
- Use of whole area and layby for event
- Stage to be used, suggested around 400-600mm in height.

Decision: The Council agree to all of the above recommendations. There will be another WG meeting in June.

2023/20 To note any correspondence and information from the Clerk.

none

2023/21 Information exchange.

- Cllr Tomeo has sent an e-mail updating the council on the Youth worker, there will be another meeting once results from the survey have been collated.
- Cllr Tomeo has been elected as a District Councillor for Leicester Forest East and Lubbethorpe along with Cllr. Coar and Cllr. Shikotra.
- Lubbethorpe Alive and the Parish Council will have a meeting at 6.30 on the 6th June.
- The Clerk, Cllr Tomeo and Sue Steer had a meeting today with the architect for the proposed community facility. Clerk to send notes to councillors.
- Check the electric supply for the Christmas Tree.

Meeting closed: 8.41pm