

# **Lubbesthorpe Parish Council**

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## **Parish Council Meeting**

**Venue:** The Hub, Tay Road. Lubbesthorpe  
**Meeting Time:** 6.30pm Monday 8<sup>th</sup> April 2024.

**Present:** Cllr Roy Saunders (chairman), Cllr Richard Ashmore, Cllr Mandy Ewart and Cllr Doreen Harvey.

**Also Present:** Heather Price – Admin Assistant, Lisa Sly - Clerk

**The Council agreed that Cllr Saunders would be the chairman for this meeting.**

## **Minutes**

### **2023/191 Apologies for Absence.**

**Decision:** Apologies were received and accepted from Cllr Powell, Hextall and Tomeo

### **2023/192 Declarations of Interest.**

None

### **2023/193 To approve the minutes of the Parish Council meeting held on the 11<sup>th</sup> March 2024**

**Decision:** The Council approve the minutes of the Council meeting held on the 11<sup>th</sup> March 2024. Amendments: Cllr Sanders to be added to the attendance list.

### **2023/193 Updates from County and District councillors**

none

### **2023/194 Clerk's report**

Preparation for annual audit. The Internal Audit will take place in May. The AGAR will need to be signed off at the June meeting.

The Annual Parish Meeting will take place on Monday 13<sup>th</sup> May at 6pm. Clerk to invite local organisation to either send a written report or to attend in person with a time limit of 5 minutes.

Webhosting and the current domain name (due to expire 14<sup>th</sup> April) have been paid for. It was necessary to renew the existing domain name as data would be lost if it expired before the data was transferred to the new domain name. The Clerk has applied for a government funded offer to create a new domain name, this has been accepted, a saving of £200.

The clerk stated that they did not feel capable of creating new e-mail addresses and transferring the data from the old e-mail to the new e-mail. Also does not feel capable of setting up councillor Microsoft accounts. It is suggested that we ask Cuttlefish to do this. Cuttlefish are in the process of offering office, lets wait until they set this up (as long as this is less than a month) and then they may be able to do e-mail accounts and office.

Council request the clerk to find out costs from Cuttlefish to set up new e-mail addresses and transfer data across.

A meeting was held between Blaby District Council planning department and Lubbethorpe Parish Council. Comments from the notes from that meeting are: Ask Blaby District Council to allocate some S106 from other developments for a skate park. Approx. cost £100,000 for a concrete skate park.

Put on Facebook regarding parking spaces and that they are stipulated by LCC, BDC cannot change them.

Put on Facebook about home owners making changes to the front of their homes.

The Parish Council has received a grant application for a table tennis table. This was received too late to be put on this month's agenda but will be on the May agenda.

#### **2023/195 Parishioners Participation.**

None

#### **2023/196 To accept the accounts for March and Payments for Authorisation including Clerk and Admin overtime.**

##### **Cashbook**

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

##### **Budget**

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

##### **Statements**

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

At the end of June there was £56,835.40 in reserves, £5,196.60 in current account.

##### **Payments for Authorisation**

**Decision:** The Council agree the Payments. No Overtime from Clerk or Admin Assistant.

| Payments for Authorisation at the April 2024 Council meeting |               |                           |          |         |       |        |
|--|---------------|---------------------------|----------|---------|-------|--------|
|  |               |                           | Payments |         |       |        |
| date of invoice  | Name          | Description               | inc vat  | ex vat  | vat   | pay by |
| 11/03/2024   | Parish Online | Mapping Software          | £28.80   | £24.00  | £4.80 |        |
| 26/03/2024   | Multipay      | Various                   | £0.00    | £0.00   | £0.00 | £0.00  |
| 31/03/2024   | Lisa Sly      | Clerk Expense March 2024  | £21.53   | £21.53  | £0.00 |        |
| 31/03/2024   | Heather Price | Admin Expense March 2023  | £47.27   | £47.27  | £0.00 |        |
| 01/04/2024   | LRALC         | LRALC and NALC membership | £672.59  | £672.59 | £0.00 |        |
|  |               |                           |          |         |       |        |

**2023/197 To decide upon responses to planning applications and licences received from Blaby District Council**

None

**2023/198 To update the council on events planning and for any spend to be agreed by council.**

The Clerk requested that the number of events taking place this year be reduced. This is due to the fact that the Admin Assistant has resigned and the Clerk feels that by the time a new assistant is employed and up to speed it will be approx. beginning of July by which time the majority of events will have been organised. With only the clerk to do this.

The Council agreed that they wanted to run all of the events scheduled for this year and where possible councillors will help. Changes to help:

Do not have fruit and veg at the market until feel able to do.

Clerk to only come to set up on market day, councillors will run the days.

Councillors to put up banners.

Heather to print and laminate all of the dates for the banners

Cllr Ewart has offered to help produce advertising for events

**Sustainability Event (May 11<sup>th</sup>)**

(Possible activities but not yet confirmed.)

**What**

**who organise**

promote recycling, BDC

PC

promote recycling electrical items, BDC

PC

Pumpkin seeds – the parish council will provide children with pumpkin seeds for them to plan and grow. 100 plant pots, compost, seed trays, no bags for the may market.

PC

plant swap

PC

litter pick

PC

Ask the person who organised the 6<sup>th</sup> April litter pick to advertise the 11<sup>th</sup> May litter pick.

promote in bloom

PC

Weigh clothes, bring in unwanted clothes and have a company come in who do cash for clothes - raise fund for PTA

PTA

uniform swap

PTA

seedling sale (combine with plant swap)

PTA

build a large bug hotel

PTA

nature trail

PTA

|                                      |            |
|--------------------------------------|------------|
| publicising its sustainable travel   | gotravel   |
| making bird fat balls from fir cones | land trust |
| worksheets for no mow may            | land trust |
| worksheets for nature garden         | land trust |
| bike repair man                      | BDC        |

The PTA would like to run their stalls only between 10-12 due to lack of volunteers. The council would like all of the stalls to be there all day (9-2) and offer to help the PTA man their stalls.

### D-Day (June 8<sup>th</sup>)

| <b>What</b>   | <b>Who organise</b>   |
|---|---|
| Ask stall holders to dress up 1940's                      | PC  |
| Piped music   | PC  |
| Bunting/decorating inside hub                             | LA  |
| Bunting/decorating outside hub                            | PC    bought 4x 12 meters bunting.<br>Bought 2x flags 5'x3' |
| <del>Old cars</del>                                       | <del>PC    do not do</del>                                  |
| Tables and chairs outside<br>getting some in May.         | PC    maybe not need as LA are                              |
| Afternoon tea/lunch                                       | LA  |
| Alcohol   | LA  |
| British legion  | LPC   |
| PTA   | LA  |
| <del>Bunting on lampposts (ask the Drummond Estate)</del> | <del>LPC do not do</del>                                    |
| Buy more bunting, another 4x12 meters (£14)               |   |

### Outdoor Cinema

nothing to update

### Scarecrow Festival

nothing to update

Doreen and Ryan to discuss and organise (without the help of the Clerk)

### Beer Festival

Cllr Saunders updated the council on work he has done so far.

Suggested times - 5-10pm with 7-10 live music

Piped music in afternoon

Then band in evening

Jay from Mill Hill can provide his beer and run the bar, he will pay us 10% of his takings.

Reuseable plastic cups to be included in the ticket price

Ask Novus to give free travel tickets

Ask for 10% from all stall holders

£800 for band 2x45 min sets. Ask Ben for ideas for bands

Security will be needed

Event licence required through BDC

Marquee up all day and market stall holders in marquee.

Councillors manage entry and exit, stamp on hand

Toilets

Get a working group meeting. Cllr Saunders will organise

## **xmas**

nothing to update

## **In bloom**

Provide each child in the school with 2 seeds

We need the school to advertise that we are supplying seeds and school is judging.

Admin will do labels and envelopes – Clerk to order

## **2023/199 To discuss the vacancy for Admin Assistant.**

The Admin Assistant has handed in her notice and the council is therefore looking for a replacement.

The Council and Clerk thank Heather for all her help and service

**Decision:** Closing date for applications is 26<sup>th</sup> April. Hours, Pay, interviewers (Cllr Powell and Harvey and the Clerk) and interview question are to be the same as June 2023 advert. Interview date – Friday 3<sup>rd</sup> or Tuesday 7<sup>th</sup> May, location Leicester Forest East Parish Hall

## **2023/200 To discuss staff hours including overtime.**

The council discussed the hours that the Clerk and Admin Assistant were working. They requested that overtime should be kept to a minimum and are happy with the hours worked at the moment. Hours to be reviewed regularly. Ask the new applicants if they are prepared to do more hours as the parish grows

## **2023/201 To note any correspondence and information from the Clerk.**

Resident from Abbey Farm cottages have visited the clerk in the hub today to update on progress. They have been proactive and have spoken to Braunstone Town Council, Leicestershire County Councillor for Braunstone, the Environmental Agency, Severn Trent and have been to the Blaby District Council flood meeting. They have supplied the clerk with a photo of the brook to the east side of the motorway as it is blocked. This problem really need to be co-ordinated by one body, it is suggested that this is the County Flood Department.

## **2023/202 Information exchange.**

Bins - new bins have been installed near to pond 2, there are now 3 bins at this location. Can Blaby District Council move their bins? Cllr Saunders to provide Clerk with exact location.

Motorbikes have been seen along Tay Road and on the land behind the school – inform the police.

People are making fires in the copse between Beggars Lane and end of Tweed Street

**Meeting close 20.22pm**