

Lubbesthorpe Parish Council

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Annual Parish Council Meeting

Venue: The Hub, Tay Road. Lubbesthorpe
Meeting Time: 6.30pm Monday 13th May 2024.

Present: Cllr Steve Hextall (Chairman), Cllr Ryan Powell (Vice-Chairman), Cllr Richard Ashmore, Cllr Mandy Ewart, Cllr Doreen Harvey, Cllr Roy Saunders and Cllr Matt Tomeo.

Also Present: Lisa Sly - Clerk

Minutes

2024/001 Election of Chairman (and signing acceptance of office).

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

2024/002 Election of Vice-Chairman (and signing acceptance of office).

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

2024/003 Apologies for Absence.

Apologies were received and noted from Cllr Coar.

2024/004 Declarations of Interest.

Cllr Powell – Governor of New Lubbesthorpe Primary School

2024/005 To approve the minutes of the Parish Council meeting held on 8th and 30th April 2024.

Decision: The Council approved the minutes of the council meeting held on 8th April 2024. The council also approve the minutes from the meeting held on the 30th April 2024 with some amendments – Date and location missing miss spelling of councillors name.

2024/006 Report from County and District Councillors.

Report from District Cllr Tomeo

It continues to be a tough environment for local councils, with funding still short of what is required, whilst Leicestershire continues to fight for a fair funding agreement, we await any significant progress on this. In the meantime, Blaby continues to make the tough decisions needed to deliver a balanced budget as always. In the wider district it was great to see the continued development of Fosse Park as a major shopping hub, and the continued the focus on net zero at the council which includes installing solar panels at the council depot. We face challenges going forward with delivering the five year housing supply, and changes to waste collection, and as said overall funding, however the council is focused on making the best decisions for the long term sustainability of Blaby.

2024/007 Parishioners Participation.

none

2024/008 To agree dates for Parish Council meetings in 2024/25.

Decision: The council agree to the following dates for Parish council meetings

10th June

8th July

9th September

14th October

11th November

9th December

13th January

10th February

10th March

7th April

12th May

2024/009 Clerk's Report

The Clerk reported that the Parish Newsletter has been delivered. Also information has been sent to Internal Auditor

2024/010 To accept the accounts for April and payments for Authorisation.

Cashbook

Decision: The Council approved the cashbook.

Budget

Decision: The Council noted the Budget spreadsheet.

Statements

Decision: The council note the statements

Payments for Authorisation

Decision: The Council Authorised the payments listed below and payment of Clerks overtime of 9 hours.

date of invoice	Name	Description	Payments			pay by
			inc vat	ex vat	vat	
30/04/2024	Lisa Sly	expenses April	£20.25	£20.25	£0.00	
30/04/2024	Heather Price	expenses April	£7.11	£7.11	£0.00	
17/04/2024	Leicester Forest East Pari	Room hire 9th May 5-10pm	£55.00	£55.00	£0.00	online 17-
17/04/2024	Leicester Forest East Pari	room hire deposit	£50.00	£50.00	£0.00	online 17-
26/04/2024	multipay	various	£244.77	£234.47	£10.30	

2024/011 To decide upon responses to planning applications received from Blaby District Council.

none

2024/012 To agree who to purchase Microsoft Office Business from.

The council were presented with a report outlining costs for 3 different Microsoft business basic suppliers

Decision: The Council decided to go with Cuttlefish at a cost of £7.08 per licence per month (for 7 councillors). These are the same suppliers as for the website so it brings everything together.

2024/013 To decide upon Grant application

A grant application was received for a contribution of £250 towards the cost of a £450 table tennis table from Karl of The connexions group based in the Hub

Decision: The council agreed to fund this grant. Whilst LPC are happy to provide funding, the use and location solely lies with connexions group.

2024/014 To agree on training for staff and councillors

It has been requested by a councillor to look into the possibility of S106 training.

Decision: request LRALC to provide S106 training just for our council. Confirm content of training, then check with council anything specific is required. Also book chairman's training for Cllr Hextall and Cllr Powell

2024/015 To review and confirm policies.

Decision: The council agree to re-adopt the following policies.

Standing Orders
Financial regulations
Annual Leave Policy
Code of Conduct
Complaints
Co-option Policy
Data Protection/Information Security Policy
Equality
Grant Policy
Grievance
Health and Safety
Risk Assessment Register
Subject Access Request (SAR)

2024/016 To update the council on events planning and for any spend to be agreed by council.

8th June D-day market

- ✓ Bunting and flags have been purchased.
- ✓ Cllr Tomeo presented idea for D-Day
- ✓ Cllr Saunders has a tall flag pole that can be used on the day
- ✓ Use the clerk gazebo to house the poster, memorabilia and to project a film about D-Day. Check if a licence is needed
- ✓ Post on FB that people are invited to bring and show items from the second world war.
- ✓ Invite stall holders to join in with the these
- ✓ Invite face painters to the market

Decision : The council agree to purchase 2x A1 posters (mounted on foam/ card) for a cost of £50 Download posters from RBL website. Also to purchase 2x replica newspaper and ration book from amazon - £25

15th June Lubfest

Duration 11-5, therefore 10 – 5 = 7 hours including set up.

10-1 Lisa & Matt, 1-3 Steve & Ryan, 3-5 Admin & Lisa. Cllr Harvey, Ewart and Saunders are unable to attend.

Games to be same as last year - Tin can x2, Hoops over cones, Splat the rat if available), Batik – not to have as would require generator and flat land.

Decision: Council decided that sweets and fruit need to be brought for prizes - £50.

25th August cinema

Films chosen – Elemental & Topgun original

More work required

14th September scarecrow

Cllrs Harvey and Powell explained to the council their plans.

- ✓ Free entry
- ✓ Closing date for entries 22th August
- ✓ Map required
- ✓ Scarecrows need to be in place up by 6pm on Friday 13th September for the council to judge

- ✓ Public can vote until 1pm Saturday
- ✓ Present prizes at 2pm
- ✓ State on form and posters that as this is our first Scarecrow festival entry is free
- ✓ To celebrate farming back ground
- ✓ Theme film and TV
- ✓ There will be prizes for judges winner (£50 voucher) and public winner (£50 voucher)
- ✓ for poster on FB
- ✓ advertising posters A4 printed, put in noticeboard and hand out at July market.

12th October Oktoberfest

Notes taken for the working group meeting on the 18th April were noted by council.

Decision: Council agree to hire a 9x21 marquee at a cost of £1440 + heaters, hire 34 benches £1000. Ticket will cost £6.50 and include a pint cup. Prices needed for weights and measures stamped pint cup with generic print (not specific to beer festival).

Market

A market has set up in Polesworth on the same day as ours. Some of our stall holders are now going there. Speak to stall holders.

The public mentioned that they would like hot food at the markets

We have received complaints about noisy generators Stalls with generators need to be at front of school / near to road

Ask PTA to attend other markets

2024/017 To note any correspondence and information from the Clerk.

none

2024/018 Information exchange.

Have Cllr Powells details been updated with BDC?

Suggestion to purchase a bike repair rack for use by the public approx. cost £1400 - put on next agenda

Speak to LA about the wellbeing event

Ask LA for update on vulnerable people initiative funded by LPC.

**The council voted to enter a confidential session.
Members of the public were asked to leave.**

Confidential Item

2024/019 To authorise the candidate for the role of Admin Assistant based on the results from the interviews held on 9th May.

The council discussed the result from the interviews that took place on Thursday 9th May.

Decision: After a lengthy discussion the council agreed to offer the role of Admin Assistant to candidate D and also created another role of Events Co-ordinator (for a temporary fixed term contract of 7 month with a possibility of becoming permanent) and offer this to candidate F.

Meeting closed 21.12