

Lubbesthorpe Parish Council

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Parish Council Meeting

Venue: The Hub, Tay Road. Lubbesthorpe
Meeting Time: 6.30pm Monday 8th July 2024.

Present: Cllr Steve Hextall (Chairman), Cllr Richard Ashmore, Cllr Mandy Ewart, Cllr Doreen Harvey and Cllr Matt Tomeo arrived 7.03pm

Also Present: Sue Steer – Lubbesthorpe Alive, 2 members of the public, Lisa Sly – Clerk and Lauren Hickey – Events Co-ordinator.

Draft Minutes

1. Apologies for Absence.

Apologies were received and accepted from Cllr Powell.

2. Declarations of Interest.

Cllr Ashmore declared an interest regarding item 10

3. To approve the minutes of the Parish Council meeting held on 10th June 2024.

Decision: The Council approved the minutes of the council meeting held on 10th June 2024.

4. Report from County and District Councillors.

This item was discussed later in the meeting once Cllr Tomeo had arrived. Cllr Tomeo reported that there is nothing to report as it has been pre-election period.

5. Parishioners Participation.

Sue Steer representing Lubbesthorpe Alive

- Lubbesthorpe Alive would like to investigate having some form of youth group which would be able to meet on a Wednesday as the Hub is now available. She suggested that this could be a joint project with Lubbesthorpe Alive and Lubbesthorpe Parish Council. For it to be resident lead, with an employed youth worker and volunteers.

- Sue requested for the council to contribute towards the cost of running summer cub. Pupil Premium children are charged £3 rather than the full price of £12.50. Therefore a £9.50 deficit. She asks if the parish council can contribute the £9.50.
- Update on wellbeing initiative as funded by Lubbethorpe Parish Council. There has been 1 wellbeing meeting held. This was very popular, another has already been planned for later in July. Topics discussed were anxiety, the feeling of being overwhelmed. This was a ladies only session. There will be a men session in the future.
- Sue is also working with the school with vulnerable families and visiting people in the community who are ill or are unable to get out.

Question from a member of the public

When will there be a bus stop on Tay Road? The Clerk to chase this with Go Travel as this is something that has been discussed in the past. Also can we have a bench either separate or integral.

6. To update the council on events and market planning and for any spend to be agreed by council. (Market, In Bloom, Cinema (cost of Bins), Scarecrow Festival, Oktoberfest, Christmas)

Market

It was suggested to include a table top/car boot style addition to market day

Bring your own table

£7 per table

The council agreed to this for the August Market

Clerk to investigate the costing for the market licence based on number of stalls.

In bloom

Clerk to liaise with Cllr Powell.

The council decided that the event will go ahead even if only a few people have applied.

Cllr Tomeo joined the meeting at 7.05pm

Cinema

Update from the events co-ordinator

Films voted for via facebook are The Greatest Showman and Jurassic World

Ask the school to advertise on their school app

Create A4 signage, in house and put up on noticeboard

Create A5 flyers. Council agree to spend up to £50. Take to school on

Thursday at 3pm, take to July market and councillors to deliver to houses

Various organisations have been approached for sponsorship.

PC advertise Oktoberfest at the cinema and include councillor photos.

Costs

Council approve the spend of £200 for first aid cover from DC medical

Council Approve the spend of £158.92 for 4 240litre bins. Check if the land trust would be able to provide bins

Picnic benches 6 for around food vans £246 for 6 not approved
Ask the wombles to do litter picking offer 5 free tickets. Also advertise them
The council approve to have a face painter and for them to be charged the standard £25 stall fee.
The Council agree to the spend of £90 for a balloon modeller for 1 ½ hours.
Balloons will be free for the children.
Cancellation insurance – Clerk to enquire
Activities for the children - Treasure hunt, Little games similar to at Lubfest, Hoola hoops, Hook a duck.
Get kids to come in fancy dress and make a selfie frame. Cheap props, hat and canes,
Provide councillors with costing for the full event

Scarecrow

The Clerk has asked the Admin Assistant to run this event
It is planned to have posters and application forms ready for the July market.
Applications will take place on line.

Oktoberfest

The Council agree to keep the theme as Oktoberfest
Opening Time 5pm-11pm
Marquee to be put up before market starts at 9am
How many cups to purchase will be decide closer to the time based on ticket sales
Design of cups “Lubbesthorpe Parish Council. Oktoberfest 2024” Single colour. Events co-ordinator to design.
Advertise week ending 27th July
Orange wrist band for beerfestival
Ticket price £6.50 adults only
34 benches £1329 Council did not agree to this They asked for the following options to be priced: high tables, Barrels, how many people and how many tables will fit in the marquee and will some seating be outside with food?

Christmas

The Council agreed to have a WG meeting 24th July 6.30pm in the Hub.

7. Clerk’s Report to include updates from Internal Audit and actions from the last Council meeting

The Council noted the actions from the internal audit.
The council noted the actions from the last meeting but noted that they would like Highlight in red anything that has not been done, Green when complete and Amber in progress

Internal control objective:

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website:

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review

The council failed to publish any of the required information on its website and so I have ticked 'No' to control objective L.

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).

The period for the exercise of public rights was not published on the council's website and so I have ticked 'No' to control objective M.

N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).

Under the Accounts and Audit Regulations 2015, authorities must publish specific information (as detailed under control objective L.

The council failed to publish any of the required information on its website and so I have ticked 'No' to control objective N.

Response from LPC

Agree. This information was not put on the website

Action / learning for future

Action: to be on website by end of June 2024

Complete

Agree. This information was not put on the website

Action: to be on website by end of June 2024

complete

Agree. This information was not put on the website

Action: to be on website by end of June 2024

complete

Recommendations for action 2023-2024

Areas for consideration or improvement

The Council did not publish any information it is required to do so as part of the Annual Governance and

Recommendation

Under the Accounts and Audit Regulations 2015, authorities must publish this information on the authority website (see AGAR Page 1 Guidance Notes).

Response from LPC

Agree. This information was not put on the website

Action/ Future learning

Action: to be on website by end of June 2024

complete

Accountability Return
2022/23.

Publish the narrative Internal Audit Report on the council's website alongside the Annual Governance and Accountability Return (AGAR).

It is recommended as best practice and to avoid any potential confusion by local electors and interested parties that all councils publish the full narrative Internal Audit Report on their websites with the AGAR.

Agree. This information was not put on the website

Action: to be on website by end of June 2024

complete

VAT reclaim for 2021/22 and 2022/23.

The council has not reclaimed the VAT is paid during 2021/22 and 2022/23. It is recommended that this is reclaimed on an annual (or more frequent) basis in future.

Agree. The council has not submitted a claim for 2021/22 and 2022/23

Action: Vat reclaim for 21/22 and 22/23 to be submitted by end July 2024

The Terms of Reference for the Planning Committee were adopted in September 2021. These have not been reviewed. The Terms of Reference for the Staffing Committee are still In draft form and have not been adopted.

Review the Planning Committee Terms of Reference and adopt Terms of Reference for the Staffing Committee.

Agree. These committee have not met to agree them

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Action: Sign off at the next council meeting in July
Arrange committee meetings to sign off TOR's

During the transaction spot check I asked to see the paper trail for a payment made by Direct Debit. The clerk advised that the bill was not readily available as she does not routinely access/download them.

Periodic checking of Direct Debit payments are advisable.

The Clerk does check all transactions shown on the statement including Direct Debits. The Direct Debit the IA asked to see was for the mobile phone. This is a contract and the same payment every month. The clerk did not save or printout the DD statement

Action: It needs to be seen that the clerk is checking the DD payments. In future the bill for the mobile phone will be downloaded. Add a column to the cashbook confirming that DD's have been checked

Actions from 10th June

Item	Action	who
3	Update minutes on website	Lisa
6	Collect empty tins	All
6	Purchase sweets and fruit	Lisa/Lauren
6	Update in bloom poster	Ryan
6	Advertise in bloom	Hannah
6	Order outdoor cinema	Lauren
6	Other task for outdoor cinema – see minutes	Lauren
6	Scarecrow competition actions	Lauren Hannah
6	Oktober fest actions	Lauren
6	Xmas organise WG meeting	Lisa
6	Xmas investigate fair	Lauren
7	Organise communication WG meeting	Lisa
7	Book minute course	Lisa
8	Make payments	Lisa
8	Give payroll information	Lisa
8	Pay staff and HNRC	Lisa
8	Investigate grant payments	Lisa
10	Request mentor from LRALC	Lisa
10	Action recommendation from Internal Auditor	Lisa
11	Complete AGAR section 1 and explanations	Lisa
12	Complete AGAR section 2 and explanations	Lisa
13	Publish period of exercise of public rights on noticeboard and website	Lisa
13	Put Agar documents on website	Lisa
15	Contact various re communications	Lisa
15	Contact TLT and TDE regarding food in Old Waren Park	Lisa
15	Invite TLT trust to a council meeting	Lisa
15	Invite M Lewis to a council meeting	Lisa

8. To accept the accounts for June 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 22 hours and events overtime 10 hours

date of invoice	name	description	Payments			paid by
			Gross	Net	Vat	
30/06/2024	Lisa Sly	expenses June	£100.22	£90.79	£9.43	
26/06/2024	multipay	various	£179.19	£171.25	£7.94	
14/06/2024	CH events	outdoor cinema 50% deposit	£1,150.00	£1,150.00	£0.00	paid 18/6
01/07/2024	Astley Computers	2 hours initial consult on 3 laptops	£80.00	£80.00	£0.00	
			£1,509.41	£1,492.04	£17.37	

9. To decide upon responses to planning applications received from Blaby District Council. To include naming of care home and shopping centre

The council discussed the following

24/0502/VAR

The Council have no objection to the above planning application

Naming of the new shopping centre on Tay Road as Brooke Centre

The Council have no objection to the above planning application

Naming of the new care home on Tay Road as Ashmore Grange

The Council have no objection to the above planning application

10. To note any correspondence and information from the Clerk.

The Council Agreed that Cllr Ewart will be the council's representative for the possible youth club. That they will attend meetings and report back to council.

The Council Agree to contribute £9.50 per pupil premium student.

Lubbesthorpe Alive to apply for this after the event with number and it will be treated as a grant.

11. Information exchange.

Cllr Tomeo has asked the land trust and the Drummond Estate to communicate and information to the parish council for distribution.

Cllr Hextall will speak to Sue steer regarding Parish council money spend

The issue of food waste being left on Old Warren park was brought up. The

Clerk has already e-mailed the Drummond Estate, The Land Trust and the

police regarding this. The Drummond Estate need to be chased for their reply.

Meeting closed 21.21

Item	Action	who
3	Update minutes on website	Lisa
4	Chase Go Travel regarding bus shelter & bench	Lisa
6	Organise table top sale for august market	Hannah
6	Market licence cost – confirm to council	Lisa
6	In bloom actions	Ryan/lisa
6	outdoor cinema tasks – see minutes	Lauren
6	Scarecrow competition actions	Lauren Hannah
6	Oktoberfest actions	Lauren
6	Cancellation insurance	lisa
6	Scarecrow actions	Hannah
6	Book hub and send invites for Xmas WG	Lisa
7	Complete outstanding IA actions	Lisa
7	Complete outstanding actions form last months meeting	lisa
8	Make payments	Lisa
8	Give payroll information	Lisa
8	Pay staff and HMRC	Lisa
9	Communicate to BDC council decision regarding 24/0502/var	Lisa
9	Communicate to BDC council decision regarding shopping centre name	Lisa
9	Communicate to BDC council decision regarding care home name	Lisa
10	Inform LA that Cllr Ewart will be representative for Youth	Lisa
10	Inform LA that council will give grant for summer club	Lisa
11	Send info to Steve	Lisa
11	Chase Drummond Estate for reply regarding food	Lisa