

Lubbesthorpe Parish Council

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Parish Council Meeting

Venue: Community Room, New Lubbesthorpe Primary School

Meeting Time: 6.30pm Monday 21st June 2021.

Present: Cllr Divyang Jagiwala (Chairman), Cllr Richard Ashmore, Cllr Cheryl Cashmore, Cllr Louise Richardson.

Also Present: Lisa Sly (Clerk)

Minutes

2021/016 Apologies for Absence.

Apologies were received and accepted from Cllr Ashford-Bown and Cllr Booton.

2021/017 Declarations of Interest.

Cllr Richardson – Planning.

2021/018 To approve the minutes of the Annual Parish Council meeting held on 5th May 2021.

Decision: The Council approved the Minutes to be a true record of the meeting held on 5th May 2021. The Chairman signed a copy of the Minutes.

2021/019 Clerk's Report.

"No Cold Calling" Stickers have been purchased.

2021/020 Report from County and District Councillors.

New Councillors are having inductions.

New Committees are being set up.

Lubbesthorpe Parish Council agree to receive reports from County and District Councillors every 3 months.

2021/021 Parishioners Participation.

None

2021/022 To accept the accounts for May including Payments for Authorisation.

Cashbook

Decision: The Council approved the cashbook.

Budget

Decision: The Council noted the Budget spreadsheet

Bank Statements

Decision: The Council noted the bank statements and the balance of the bank accounts. Current Account £28,568.46, Reserves Account £19,439.00

Payments for Authorisation

Decision: The Council Authorised the payments listed below.

Note: The payment for Broxap has already been made. The Council ratified this payment.

| Payments for approval at June 2021 Council Meeting | | | | | | |
|--|--------------------------|---------------------------|----------------|---------|---------|--------|
| | | | Payments | | | |
| Date | Name | Description | Inc. vat | ex vat | VAT | Pay by |
| 11/03/2021 | broxap | 2 litter bins | £778.68 | £648.90 | £129.78 | online |
| 25/05/2021 | New Lubbesthorpe Primary | hire of Community room x2 | £84.84 | £84.84 | £0.00 | |
| 31/05/2021 | Lisa Sly | Clerk May expenses | £113.33 | £1.40 | £111.93 | |
| | | | | | | |
| | | | | | | |
| TOTAL | | | £976.85 | £735.14 | £241.71 | |

2021/023 To adopt the Risk Management Assessment.

A copy of the Risk Management Assessment was shown to Councillors.

Decision: The Council agree to adopt the Risk management Assessment.

Action: Update the assessment to show as adopted, display on Parish Council's website, update assessment to show recommendations from internal auditor.

2021/024 To receive and note the Internal Audit Report.

Decision: The Council noted the Internal Audit Report. The report will be looked at in detail at the next Council meeting.

Action: Add Internal Audit report to the next agenda.

2021/025 To approve the Annual Governance and Accountability Return (AGAR) 2019/20 – 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 and Clerk during the meeting.

2021/026 To approve the Annual Governance and Accountability Return (AGAR) 2019/20 – Section 2, Accounting Statement (including the explanation of any significant year on year variances).

Decision: The Council approved the Accounting Statement.

This page was signed by the Chairman and Clerk during the meeting.

2021/026 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 10th August to Monday 21st September.

Decision: The Council agreed to these dates.

2021/027 To accept the increased cost for the Notice board and agree placement.

The Council agreed that the colour of the noticeboard should be green, the header should be style A (rectangle) and to not have balls on the top of the posts. Note: please ensure there is not a gap between the header and the top of the notice board. The council agreed for the location of the noticeboard to be against the hording near to the bus stop on Tay Road.

Decision: The Council agreed to purchase the notice board from Shelley signs for a total cost of £1165 including delivery and installation.

Action: Clerk to order a notice board and liaise with The Drummond Estate.

2021/028 To agree for Chairman’s Training.

It is best practice for all new Chairmen to attend a training course for Parish Council Chairmen.

Decision: The Council agreed for Cllr Jagiwala to attend the training at a cost of £40 at a date that is convenient to him.

Action: Clerk to book training for Wednesday 7th July.

2021/029 To decide upon responses to planning applications received from Blaby District Council.

| Application no. | Received | Response by | Description | Location | Response | sent | Comments |
|-----------------|------------|-------------|-------------------------------|----------------------------|----------|------------|----------|
| 21/0351/full | 14/05/2021 | 05/06/2021 | change of use to residential | Willow Farm | support | 28/05/2021 | no |
| 20/1290/hh | 17/05/2021 | 31/05/2021 | | Narborough wood house. | | | |
| 21/0686/rm | 20/05/2021 | 11/06/2021 | reserve matters R2(2) & R2(3) | Desford Road Lubbesthorpe | support | 28/05/2021 | no |
| 21/0703/doc | 25/05/2021 | 16/06/2021 | revised phasing strategy | R2(2) & R2(3) | support | 28/05/2021 | yes |
| 21/0399/hh | 26/05/2021 | 17/06/2021 | single story extension | all development | | | |
| 21/0761/var | 17/06/2021 | 08/07/2021 | variation of output | 2 Lawn Farm, Beggars Lane | support | 15/06/2021 | no |
| 21/0781/rm | 17/06/2021 | 08/07/2021 | MUGA | national grid beggars lane | | | |
| | | | | old warren park | | | |

Decision: During the meeting the Council decided to support planning application 21/0761/var and 21/0781/rm with the following comments for application 21/0781/rm

- Ensure that a suitable surface is used.

- There will be a need for parking in the area if people travel from the other side of the development. Possibly the area to the north of the local centre.

Planning application 21/0351/ful, 20/1290/hh, 21/0686/rm, 21/0399/hh were also supported by the council.

2021/030 To discuss and agree on room hire charges for Council meetings.

The hire charges for the Community Room have changed since the last meeting (the figures supplied in May were incorrectly as they were based on the 2019 pricing rather than the 2021 pricing).

The cost to hold a meeting in the Community room is £42.48

The cost to hold a meeting in the Hub is £20

Decision: The Council decided to hold the July meeting in the Community Room (as this is large and therefore easier to adhere to the current covid regulations). From September it is planned to hold the meeting in the Hub.

Action: Clerk to book the Community room and Hub for the relevant dates.

The Clerk is currently working from the Hub on Monday mornings 9-12 (3 hours).

The Council discussed paying a fee to contribute towards the running of the Hub. It was also suggested that if meetings and the Clerk working are held in the Hub then a package should be negotiated.

Decision: The Council agreed to offer £10 per morning for the Clerk to use the hub.

Action: The Clerk to discuss with Sue (Lubbesthorpe Alive).

2021/031 To decide content of the Council Newsletter and supplier.

A report showing the costs from 2 suppliers was presented to Council. The Council preferred quote 2 but still feel this was a little expensive. The Clerk was asked to investigate if school could produce the newsletter and print costs for B&W and colour. It was suggested that the newsletter could be sent out in November in time for Christmas but if possible one sooner. Content suggestions are; introduce the Councillors, Parish Council's Achievements, Police updates etc.

2021/032 To decide whether to form a Planning Committee.

The Council discussed if a Planning Committee should be created. This has become an issue as there are only 3 weeks to respond to planning applications but with the Council only meeting every 4 weeks (generally) not all applications have the chance to go to a Council meeting.

Decision: A Planning Committee will be created. It will have the power to make decisions. It will meet mid-way between meetings (4th Monday of the month at 6.30) but only be called if necessary. All Councillors will be invited to join the committee except Cllr Richardson as she is on the BDC Planning Committee.

Action: Clerk to invite councillors and prepare TOR for acceptance.

2021/033 To note any correspondence and information from the Clerk.

A report outlining the process for when a Councillor resigns was presented to council. The Council noted this.

The Environmental group is due to meeting on Monday 28th June.

Decision: the council agreed that this meeting should be postponed until the government Covid restrictions are lifted.

Action: Update the PC website and inform the school regarding bookings

The Council have received a letter from Mike Kapur, HM Lord-Lieutenant of Leicestershire regarding the Queen's Platinum jubilee celebrations.

Decision: Put this on agenda for next meeting and take to the next events group meeting.

The Council have received an e-mail from a member of the parish showing an interest in becoming a councillor. A reply has been sent saying that there are currently no vacancies and that they will be informed if one arises.

2021/034 Information exchange.

Cllr Ashmore - Gates across Lubbethorpe Bridle Way will be going live soon.

Cllr Jagiwala - Gate across the footpath to LFE has not yet been resolved. Enquire if any progress had been made.

**The Council agree to enter a confidential session.
Members of the public are requested to leave the meeting.**

Confidential Session

2021/035 To agree Clerk's salary and Holidays.

A report showing the Clerks pay increase and holidays was discussed.

Decision: The Council agreed the pay increase but require more information on holidays.

Meeting close 20.29

signed