

# Lubbesthorpe Parish Council

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## Parish Council Meeting

Venue: The Hub, Lubbesthorpe  
Meeting Time: 6.30pm Monday 11<sup>th</sup> November 2024.

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

**Also Present:** Lisa Sly – Clerk, Hannah Loakes- Admin Assistant and Lauren Hickey – Events Co-ordinator.

## Draft Minutes

### **1. Apologies for Absence.**

None

### **2. Declarations of Interest.**

Cllr Powell – Governor of New Lubbesthorpe Primary School and Treasurer for Broughton Alive.

### **3. To approve the minutes of the Extra-Ordinary Parish Council meeting held on 14<sup>th</sup> October 2024.**

**Decision:** The Council approved the minutes of the council meeting held on 14<sup>th</sup> October 2024.

### **4. Report from County and District Councillors.**

District Councillor Tomeo visited the cottages with flooding issues highlighted in the previous council meeting. District Councillor Tomeo to ask for further support and guidance from Blaby District Council.

District Councillor Tomeo spoke to The Drummond Estate regarding motor bikes. Getting costs for block paths for motor bikes.

Planning Permissions for the next phase, Phase 2 along Tay Road due planning within the upcoming months.

District Councillor Tomeo met with Go Travel, looking at changing bus service (Jan/April next year) to become profitable.

**Councillor Ashmore arrived**

**5. Parishioners Participation.**

None.

**6. To update the council on events and market planning and for any spend to be agreed by the council. (Market, Christmas).**

The council approved the cheque for £400 for November and December Market Licence.1 Cllr Harvey and Cllr Powell signed the cheque.

The council reviewed the Octoberfest spend.

Consider 1 band for future events (the last one).

The council agreed for staff members to deliver future newsletters and any councillors that wish to help.

**Christmas**

Events Co-ordinator sourced a generator from Davlyn Construction, look at including them in advertisement section of the banner. Organise a variety box of biscuits as a thank you gesture.

Tree Banners to state 'Supported by' and then list everyone who has donated money towards the tree.

The council approved the new layout for the Christmas market.

The council decided they do not want security at the event

The council reviewed the Christmas Event Timeline. Events to ask the band to start first set at 14:30pm (potentially look at 30 mins slots instead).

Lauren to add specific arrival timeslots for each food van.

Allocate spaces to each stall holder before the event (Admin to print and laminate stall holder name).

Cllr Hextall, Cllr Ewart and the Clerk to wear Elf Costumes for Santas Grotto.

**Decision:** The council authorised costs for £160 for heater for gazebo,

**Decision:** The council authorised costs for £169 for a 15" Speaker and mic. Look at getting on Black Friday.

**Decision:** The council authorised costs for £50 Star topper (50cm) for the Christmas Tree.

**7. To discuss Christmas Hampers for residents**

The council have received a request for 2 hampers this year.

The council agreed the hampers should include both basic items and treats.

Admin to arrange Christmas hampers.

**Decision:** The council authorised costs for £150 for the hampers.

**8. Clerk's Report to include updates from Internal Audit and actions from the last Council meeting**

**Decision:** The council noted actions from previous meeting actions, October actions. No more actions completed for Internal Audit (TOR's need approving by Council)

**Decision:** The council objected to the Clerk assisting The Hub with the clearing up of the Monday coffee morning.

The council noted to close The Hub gate during markets.

Lubbesthorpe Alive have requested that the Clerk does not have meetings with councilors or staff during the drop in session on a Monday morning only after 11.30. The council commented that after 11.30 is not always convenient for councilors as they have to fit this around their full time jobs. The Clerk and Cllr Hextall to arrange a meeting to discuss working partnership with Lubbesthorpe Alive.

Councillors are asked to run everything through the Clerk regarding Admin and Events Co-ordinator jobs to avoid confusion.

**9. To note salary increase for the year 2024/25.**

**Decision:** The council noted the salary increase as The National Joint Council for Local government for the year 2024/25. Back pay will be paid from April, a total of £537.07

**10. To accept the accounts for October and payments for Authorisation.**

**Cashbook**

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

**Budget**

**Decision:** The council noted the budget.

**Statements:**

**Decision:** The council noted the statements.

**Payments for Authorisation**

**Decision:** The council authorised the payments listed below. The Clerk to check with LRALC regarding personal gain on payments (ie using a nectar card)

The council authorised payment of Clerks overtime of 23 hours, Events overtime 73 hours, Admin 9 hours.

**Payments for Authorisation at the November 2024 Council meeting**

date of invoice	name	description	Payments		
			Gross	Net	Vat
10/30/2024	lisa sly	expenses October 2024	£29.70	£29.70	£0.00
10/30/2024	Hannah Loakes	expenses October 2024	£8.50	£8.50	£0.00
10/9/2024	Lloyds Multipay card	various	£237.64	£215.49	£22.15
10/16/2024	Blaby District Council	bins for oktoberfest	£161.72	£134.77	£26.95
10/30/2024	Marshalls Marquee	marquee for xmas deposit	£268.75	£223.95	£44.80
30/10/2024	Marshalls Marquee	marquee for xmas remainder	£806.25	£671.87	£134.38
10/16/2024	My Event Hire	stage, bench, dancefloor for xmas deposit	£257.00	£214.18	£42.82
10/16/2024	My Event Hire	stage, bench, dancefloor for xmas remainder	£770.57	£642.13	£128.44
10/17/2024	Total Merchandise	Christmas Calendars	£740.66	£617.22	£123.44
10/17/2024	Christmas Tree World	20 foot artificial xmas tree	£7,554.00	£6,295.00	£1,259.00
			<b>£10,834.79</b>	<b>£9,052.81</b>	<b>£1,781.98</b>

**11. To note Conclusion of Audit.**

The council note the conclusion of audit.

**12. To discuss the need for extra credit cards for other employees.**

**Decision:** The council approved two extra credit cards. Also The Events co-ordinator will be purchasing some items for Christmas (the council has already agreed this spend) the clerk is reimburse her immediately and not wait until the next council meeting.

**13. To discuss Youth Worker and creation of new Working Group**

**Decision:** The council will include the Youth Worker in the 25/26 budget. A working Group will be set up, Cllr Ewart and Cllr Hextall have said they would like to be on this group.

**14. To discuss the budget for 2025/26**

**Decision:** The council continued to work on the budget. Some project items and events were removed.

**21:09pm The council agreed to extend the meeting over 3 hours.**

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

Planning application 24/0846/rm

Reserved Matters application for the strategic landscaping and green infrastructure for Phase2, sub-phase 3. (corner of Dee Way and Tay Road)

**Decision:** The council support the above application.

**16. To agree TOR for committees and working groups.**

**Decision:** The council agree to defer this to a future meeting.

**17. To note the notes from meeting with LRALC regarding the Internal Audit.**

**Decision:** The council noted and agree to check direct debits annually.

**18. To note any correspondence and information from the Clerk.**

None.

**19. Information exchange.**

Cllr Harvey attended the Remembrance Sunday Service and parishioners noted limited number of Cllrs attended Remembrance Sunday.

Admin to update Canva 2025 Events list to include Remembrance Day.

**Meeting ended at 21:34pm**

Actions from 11<sup>th</sup> November

<b>Item</b>	<b>Action</b>	<b>who</b>
3	Update minutes on website	Lisa
6	Variety box of biscuits	Lauren
6	Arrival slots for food vans	Lauren
6	Stalls allocate spaces	Hannah
6	Add heater to gazebo order	Lauren
6	Purchase speaker	Lisa
6	Purchase star	Lisa
7	Purchase hampers	Hannah
8	Update Lubbesthorpe Alive about Hub Items	Lisa
8	Arrange meeting with LA and SH	Lisa
9	Pay back pay	Lisa
10	Make payments	Lisa
11	check website up to date ref audit	Lisa
12	Apply for credit cards	Lisa
13	Create Youth Working Group	Lisa
13	Set up Youth WG meeting	Lisa
14	Update budget	Lisa
15	Pass on to planning	Lisa
16	TOR on next agenda	Lisa
17	Add direct debit check to cashbook	Lisa
19	Add Remembrance to events calendar	Hannah