

Lubbesthorpe Parish Council

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Parish Council Meeting

Venue: The Hub, Tay Road. Lubbesthorpe
Meeting Time: 6.30pm Monday 9th September 2024.

Present: Cllr Steve Hextall (Chairman), Cllr Ryan Powell (Vice-Chairman), Cllr Doreen Harvey and Cllr Matt Tomeo

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

Draft Minutes

1. Apologies for Absence

Apologies were received and accepted from Cllr Mandy Ewart.

2. Declarations of Interest.

Cllr Powell – Governor of New Lubbesthorpe Primary School

3. To approve the minutes of the Extraordinary Parish Council meeting held on 21st August 2024

Decision: The Council approved the minutes of the council meeting held on 21st August 2024.

4. Report from County and District Councillors.

Report from District Cllr Tomeo

- National Planning Policy Framework (NPPF) currently under review-pending outlook.
- Rail warehouse from Blaby awaiting approval.
- 11th September Cllr Tomeo attending meeting with Martin Ward to discuss Leisure Strategy and update on the upkeep of parks and grass verges.

5. Parishioners Participation

None.

6. To update the council on events and market planning and for any spend to be agreed by council. (Market, feedback from outdoor cinema, Scarecrow Festival, Oktoberfest, Christmas).

Market

The Council Authorised the Market License Fee for September and October. Cllr Harvey and Cllr Powell signed cheque.

Outdoor Cinema Feedback

Positive feedback from both stall holders and members of the public who attended the event.

Planned Expenditure	
Income	£1,567.66
Expenditure	£2,845.42
Return	£722.24

Return added to the general reserve pot for future projects.

Scarecrow

Cllrs Hextall, Powell, Harvey, Tomeo, and Admin to meet at the Hub at 6pm on the 13th of September to judge the scarecrow festival.

The Council decided groups/organisations should be excluded from the prize. Admin to email Mossy Church to notify.

Cllr Hextall to announce winners in the Square on the 14th of September at 2pm and present the winners with their vouchers. Agreed £50 One for All vouchers for the prizes. Clerk to purchase.

Oktoberfest

Decision: The Council Authorised payment for Security Pro with first aid for 4 people £600. Events to enquire on price reduction if we amended quote to 3 people.

The Council Authorised payment for Live Bands. Dolce Sister £350 and Ell & Ali £660.

The Council Authorised heating, lighting, generator and marquee decoration payments.

Payments approved for Oktoberfest	Cost
Marquee Decorations	£50.00
Heating & lighting (2x chandeliers & 6 heaters)	£150.00
Generator	£200.00
Total	£400.00

The Council Authorised Cup cost £1.22 including VAT and the First Aider spend of £175 from MJB.

- Marquee to arrive for set up at 7am.
- Clerk and Events to conduct risk assessment.
- Event to be 18+ no refunds.
- Name of beer agreed as Twelve Acre.
- Novoflex Go Travel to provide free bus fares for ticket holders. From 4pm till last bus. Both bus routes.
- Council agreed to include the authorised bands in Facebook advertisement.
- Events to liase with Cllr Ashmore for the stage.
- Events to contact Trever from the Primary School regarding keeping the school outdoor lighting switched on for the event.
- Admin to amend the Portaloos provided by C3 to 4 loos instead of 1. Offer C3 4x complimentary tickets for the event.
- Dolce Sister to start their first set at 6pm.
- Council agreed on the door tickets shall be available.
- 2x Cllrs to be on the door alongside the security.

Timeslot	Name of Cllr
5pm-8pm	Cllr Hextall, Tomeo, and Events
8pm-11pm	Cllr Harvey, Ewart from 9pm

Christmas

- Wreath making. Start advertising wreath making now. Council agreed to hold 2 sessions for 2 hours. 10% commission from wreath making tickets. Council to provide refreshments.
- Fairground. Events to proceed with booking fairground company. Events to contact Drummonds/Land trust for approval to use the field.

The council agree to hold and events working group meeting on Thursday 26th September at 6.30pm

Meeting paused at 20:13pm

Meeting resumed at 20:20pm

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

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

8. To accept the accounts for July and August and payments for Authorisation.

Cashbook

Decision: The Council approved the cashbook for July and August

Budget

Decision: The Council noted the Budget spreadsheet for July and August

Statements

Decision: The council note the statements for July and August

Payments for Authorisation

Decision: The Council agreed to authorise the payments listed below and payment of Clerks overtime of 12 hours, Admins overtime of 15.25 hours and Events overtime of 18.75 hours.

Payments for Authorisation at the September 2024 Council meeting						
date of invoice	name	description	Payments			paid by
			Gross	Net	Vat	
30/07/2024	lisa sly	expenses August 2024	£27.00	£27.00	£0.00	
30/07/2024	Lauren Hickey	expenses August 2025	£17.98	£17.98	£0.00	
09/09/2024	Lloyds Multipay card	various	£469.37	£409.72	£59.65	
23/08/2024	DOC event Medical Service	1st aid for cinema	£200.00	£200.00	£0.00	
29/08/2024	BDC	hire 4 bins for cinema	£190.71	£158.93	£31.78	
10/07/2024	Astley Computing	5 hours at £40, set up new laptop. Sort events laptop	£200.00	£200.00	£0.00	
05/09/2024	Branded cups	500 1 pint cups for Oktoberfest	£612.00	£510.00	£102.00	
			£1,717.06	£1,523.63	£193.43	

9. To decide upon responses to planning applications received from Blaby District Council. None

10. To agree TOR for committees and working groups.

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

11. To discuss future projects and events for the budget

2025 Market Dates

8th March

12th April

10th May

14th June

5th July

9th August

13th September

11th October

8th November

6th December

Extraordinary meeting to be held before the next council meeting to discuss budget. Clerk to advise on date.

12. To note the notes form meeting with LRALC regarding the Internal Audit.

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

13. To discuss response to National Highways and Transport (NHT) PR Survey.

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

14. To discuss increase in cost of Canva.

The cost of Canva last year was £130 for up to 5 people. Canva have now informed us that the cost will go up to £90 per person.

Decision: The Council agreed to the payment for 2 people at a cost of £180. Clerk to investigate if we can get canva for free as a non-profit organisation.

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

The Clerk received a visit from a member of the public who was concerned about Cattlegrid and gate need repairing. Motorbikes on Tay Road, Watergate Lane overgrown bushes. The Clerk will investigate these.

16. Information exchange. Admin to update counsellor contact information on the noticeboard.

Cllr Hextall went on Chairmans training. Clerk to check with LRALC regarding changes to draft minutes.

Meeting ended 21:01pm

Item	Action	who
3	Update minutes on website	Lisa
6	purchase 2x£50 vouchers for scarecrow festival	Lisa
6	Order security for Oktoberfest	Lauren
6	Order dolce sisters for Oktoberfest	Lauren
6	Order Ell and Ali for Oktoberfest	Lauren
6	Order extras for marquee (decorations, heating and lighting, generator) for Oktoberfest	Lauren
6	Write risk assessment for Oktoberfest	Lisa and Lauren
6	Tell mill Hill name for new beer	Lauren
6	Liaise with Novos regarding free bus for Oktober fest	Lauren
6	Organise state for Oktoberfest	Lauren
6	Ask for square lights to be kept on	Lauren
6	Amend portaloo order from 1 to 4 for Oktoberfest	Hannah
6	Book and advertise wreathmaking	Lauren
6	Book fair for xmas	Lauren
6	Organise event WG meeting	Lauren
7	Clerk report defer until future meeting	Lisa
8	Payments	Lisa
10	TOR defer until future meeting	Lisa
11	Organise extraordinary meeting	Lisa
12	LRALC meeting notes defer until future meeting	Lisa
13	NHT defer until future meeting	Lisa
14	Investigate free canva	Lisa
14	Purchase canva	Lisa
15	Investigate request from member of the public regarding cattlegrid, gate, motorbikes, overgrown bushes.	Lisa
16	Update councillor info on noticeboard	Hannah
16	Confirm with LRALC regarding minutes	Lisa