

Lubbesthorpe Parish Council

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Lubbesthorpe Annual Parish Council Meeting

Held at 7pm on Wednesday 5th May 2021, virtually on Zoom.

Minutes

Present: Cllr Divyang Jagiwala (New Chairman) Cllr Steve Ashford-Bown, Cllr Richard Ashmore, Cllr Bharvi Booton, Cllr Cheryl Cashmore, Cllr Louise Richardson

Also Present: Lisa Sly (Clerk) and 2 members of the public.

2021/001 Election of Chairman (and signing acceptance of office).

Decision: Cllr Divyang Jagiwala was voted Chairman by the Council. He will complete the declaration of acceptance of office and e-mail it through to the Clerk.

2021/002 Election of Vice-Chairman (and signing acceptance of office).

Decision: The Council decided not to have a vice-Chairman.

2021/ 003 Apologies for Absence.

None

2021/004 Declarations of Interest.

Cllr Richardson - Planning

2021/004 To approve the minutes of the Parish Council meeting held on 12 April 2021.

Decision: The Council approved the Minutes to be a true record of the meeting held on 12th April 2021.

The Chairman will sign a copy of the Minutes and e-mail them to the Clerk.

2021/005 To agree dates for Parish Council meetings in 2021/22 and where to hold them.

There are 2 options for the venues for Council meetings. The Hub, cost £20 per meeting, approx. capacity with social distancing 15 people. The Community Room at the school, cost £35.82 per meeting, capacity unknown but it is a very large room.

Decision: The Council agreed the dates below. The Council also agreed to hold the Council meetings at the school for a period of 3 months. This is due to the concern about social distancing, the Community Room at the School has a large capacity. The Eco group meeting will also be held at the school.

Action: Clerk to book room for Council meeting, update the website and explore the possibility of reducing the cost of room hire for meetings.

Day	Date	Time	Meeting
Monday	5.5.21	6.00PM	ANNUAL PARISH MEETING
Monday	5.5.21	7.00PM	PARISH COUNCIL
Monday	21.6.21	6.30PM	PARISH COUNCIL
Monday	5.7.21 suggest to bring forward as 12 th is first week of school holidays	6.30PM	PARISH COUNCIL
Monday	9.8.21 suggest no meeting - summer recess?	6.30PM	PARISH COUNCIL
Monday	13.9.21	6.30PM	PARISH COUNCIL
Monday	11.10.21	6.30PM	PARISH COUNCIL
Monday	8.11.21	6.30PM	PARISH COUNCIL
Monday	13.12.21	6.30PM	PARISH COUNCIL
Monday	10.1.22	6.30PM	PARISH COUNCIL
Monday	7.2.22 suggest to bring forward as 14 th is half term.	6.30PM	PARISH COUNCIL
Monday	14.3.22	6.30PM	PARISH COUNCIL
Monday	11.4.22	6.30PM	PARISH COUNCIL
Monday	9.5.22	6.00PM	ANNUAL PARISH MEETING
Monday	9.5.22	7.00PM	PARISH COUNCIL

2021/006 Clerk's Report

- The Council asked for clarification of the cost of the web hosting before the invoice was paid. £400 per year website hosting and annual licence. £35 per e-mail £280. The Clerk paid this invoice.
- Confirmation that the litter pick will take place the weekend of June 12/13.
- The newsletter will be on next month's agenda.

- The Clerk has updated the website to include and explanation of the Council Tax.
- Unknown Tommies have been purchased. The Redrow site office have offered to put one up, the clerk will put one up at pond 1 and Martin Lewis will organise putting one up in the square.

2021/007 Report from County and District Councillors.

County and District report from Cllr Richardson. As we are in the period of purdah (the period prior to the elections) Cllr Richardson is limited on the topics she can discuss.

The Climate action plan is currently going through scrutiny.

The covid rates are currently good with no problems in nursing homes.

The count for the elections will take longer than normal due to Covid.

2021/008 Parishioners Participation.

None

2021/009 To accept the accounts for April and payments for Authorisation.

Cashbook

Decision: The Council approved the cashbook.

Budget

Decision: The Council note the Budget spreadsheet

Bank Statements

Decision: The Bank statements were not available for the Councillors to look at during the meeting.

Note after meeting: Bank statements were sent to Councillors on Thursday 6th May.

Payments for Authorisation

Decision: The Council Authorise the payments listed below.

Payments for approval at May 2021 Council Meeting						
Date	Name	Description	Payments			pay by
			inc vat	ex vat	VAT	
20/04/2021	RBLI	3 Tommy 2D Statues	£580.00	£483.33	£96.67	
May	LRALC	Covid 19 training	£25.00	£25.00	£0.00	
May	Lisa Sly	Clerks Expenses April 2021	£47.66	£46.42	£1.24	
15/05/2021	Lisa SLy	Clerk Salary May	£691.80	£691.80	£0.00	
TOTAL			£1,344.46	£1,246.55	£97.91	

2021/010 To discuss the purchase of more “no cold calling” stickers.

We have now run out of “cold calling stickers.” Sue puts these in the welcome packs that are given to residents when they first move in.

It is expected that between 100-200 houses will be occupied each year. The cost of the labels is 50 labels £45.82 and 100 labels £52.78.

Decision: The Council agreed to purchase 100 more stickers.

Action: Clerk to purchase stickers and give to Sue. Cllr Jagiwala has some stickers left, he will provide them to the Clerk.

2021/011 To decide upon responses to planning applications received from Blaby

District Council.

None

2021/012 To decide upon the Council’s comments regarding the Local Centre Consultation

A consultation document regarding the Local centre has been circulated to the community by Charter point. All residents are invited to respond.

Decision: The Council decided on the following points to be forwarded Charter point group regarding the Local Centre.

Action: Clerk to forward these points to Charter point.

Comments on the whole area

- EV charging points are needed.
- The care home is not a priority at this time in the development. The space taken by the care home could be better used for leisure/sports facilities.
- There is not any motor bike parking. This could easily be put into some of the areas that are not the right shape for a car to park in.
- It is felt that there are not enough parking spaces (approx. 73 around the local centre). Parking will be used by employees of the various shops and doctors. (estimate: 5 employees per shop + 15 at the doctors =40) . Leaving very few (approx. 30) for the people visiting the various shops and doctors. People dropping off children at school. Lubbesthorpe Parish Council feel that it is very important to have enough parking as it not desirable to have cars parking on Tay Road.

Comments on the Local Centre

- Where would the delivery vehicles park. There needs to be some designated parking for vehicles unloading so that they do not park on Tay Road.
- Rubbish bins for the shops. It can be seen that there is an internal bin store, but this only looks big enough for 2 bins. 5 shops and a doctor’s surgery would need more than this. The suggestion is 2 bins per shop.
- Bins need to be easy access for the bin lorry, At the moment, where the store is it is not easily accessed as parking bays are in the way.

Comments on the care home

- Bins need to be easy access for the bin lorry, At the moment parking bays are in front of the bin store.

2021/013 To receive and confirm / adopt policies.

These policies are on the website and have not been changed since they were last adopted.

Decision: The Council agreed on the following policies to be re-adopted. The Council would like to look through each Policy in more detail over the next year.

Action: Clerk to update policy log.

a) Standing Orders

Re- adopted 5th May 2021

b) Financial regulations

Re- adopted 5th May 2021

c) Code of Conduct Policy

Re- adopted 5th May 2021

d) Complaints Policy

Re- adopted 5th May 2021

e) Equality Policy

Re- adopted 5th May 2021

f) Grievance Policy

Re- adopted 5th May 2021

g) Health and Safety Policy

Re- adopted 5th May 2021

2021/014 To note any correspondence and information from the Clerk.

The School PTA are planning a Safari Walk and have asked if a Councillor would help with the judging.

Decision: Cllr Booton will help with the judging

Action: The Clerk to let the PTA know

The Council may need to purchase a projector so that meetings can be efficiently held at venues that do not have these facilities (for example the Hub).

Decision: The Council will be holding the next 3 months of meeting in the school which has access to a projector therefore there is no need to purchase a projector.

Correspondence

Lubbesthorpe Parish Council have received correspondence regarding people parking in parking spaces that are allocated to the apartments. The Clerk is currently talking to the school and Barratts to see if anything can be done.

2021/015 Information exchange.

Cllr Ashford-Bown

- Passwords need to be given to the new Chairman.

Cllr Jagiwala

- Could the Council contribute to the cost of renting online books at the Library in LFE. Note after meeting: The Clerk has checked and it is free to rent eBooks if you are a member.
- Requests an update on the noticeboard; the Clerk to update Councillors at the next meeting.
- Requests an action log to be presented to Council; At the moment the Clerk does not keep an action log. Actions are shown in the minutes and the Council are updated via the Clerk's report at the next meeting. The Council agree that an action log is not needed.

Cllr Richardson

- Does the Council have a GDPR Policy? If not, one needs to be created.

Meeting Closed 20.40

Chairman Signature

Date