

Lubbesthorpe Parish Council

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Lubbesthorpe Annual Parish Council Meeting

Held at 6.30pm on Monday 11 May, virtually on Zoom.

Minutes

Present: Cllr Steve Ashford-Bown (Chairman), Cllr Bharvi Booton, Cllr Cheryl Cashmore and Cllr Divyang Jagiwala

Also Present: Lisa Sly (Clerk).

2020/014 Election of Chairman.

Two Councillors put their name forward to be the Chairman. It was agreed that Councillors could not vote for themselves.

Decision: Cllr Steve Ashford-Bown was voted Chairman by the Council. He will complete the declaration of acceptance of office and post it through to the Clerk. The election of the Vice – Chairman will be on the next agenda.

2020/015 Apologies for Absence.

Apologies were received and accepted from Cllr Richardson as she had a District meeting at the same time.

Cllrs Tracey Anstee and Richard Ashmore were not at the meeting.

2020/016 Declarations of Interest.

None

2020/017 To approve the minutes of the Parish Council meeting held on 20 April 2020.

Decision: The Council approved the Minutes to be a true record of the meeting held on 20 April 2020. Ensure that the Draft minutes are put onto the website. The Chairman will sign a copy of the Minutes from the April meeting and post them to the Clerk.

2020/018 Report from County and District Councillors.

A report was received from Cllr Cheryl Cashmore (BDC).

- Meetings are still taking place at BDC although virtually.
- LCC will be opening local Tips from 18th of May.

2020/019 Parishioners Participation.

There were no Parishioners present.

2020/020 To accept the accounts for April.

Decision: The Council note the Budget and Cashbook.

| Payments for approval at May 2020 Council Meeting | | | | | | |
|---|------------------------|---|-----------|-----------|---------|--------|
| Date | Name | Description | Payments | | | pay by |
| | | | inc vat | ex vat | VAT | |
| 16/04/2020 | LRALC | In house Councillor Training (16 March) | £205.40 | £205.40 | £0.00 | BDC |
| 21/04/2020 | 2commune | Website setup and hosting for 1 year | £1,440.00 | £1,200.00 | £240.00 | BDC |
| 27/04/2020 | Lisa Sly (Clerk) | Salary for March and April 2020 | £1,086.76 | £1,086.76 | £0.00 | BDC |
| 05/05/2020 | Lubbesthorpe Community | Rent for Hub (10/2/20 & 9/3/20) | £45.00 | £45.00 | £0.00 | BDC |
| | | | | | £0.00 | |
| | | | | | £0.00 | |
| TOTAL | | | £2,777.16 | £2,537.16 | £240.00 | |

Decision: The Council approve the first 3 payments for April but did not approve the payment to Lubbesthorpe Community for the rent of the Hub.

Action: Clerk to ask BDC to make above payments (except to Lubbesthorpe Community) and to check the invoice from Lubbesthorpe Community to clarify which organisation is receiving the payment. Clarification is also required regarding The Hub.

Reserves

General Reserves £15,000 (this is 50% of the precept, as recommended)

Earmarked Reserves

| | | |
|----------------|---------|--------|
| Defib | approx. | £1,000 |
| Noticeboard | approx. | £1,000 |
| Litter bins | approx. | £600 |
| Bench | approx. | £1,000 |
| Other projects | approx. | £3,700 |
| Total | | £7,300 |

Total Reserves £22,300

Decision: The Council approved the allocation of reserves.

2020/021 To received and confirm / adopt policies.

a) Standing Orders

Decision: The Council Adopted the modified Standing Orders rev.1

b) Financial Regulations

Decision: The Council Adopted the modified Financial Regulations rev.1

c) Code of Conduct

Decision: The council re- adopt the Code of Conduct.

d) Complaints

Decision: The council re- adopt the Complaints Policy.

e) Equality

Decision: The council re- adopt the Equality Policy.

f) Grievance

Decision: The council re- adopt the Grievance Policy.

g) Health and Safety

Decision: The council re- adopt the Health and Safety Policy

Action: Updated Policies need to be put onto the website.

2020/022 To consider options for a new bank account.

A report was presented to Council outlining available accounts from 3 different banks including charges and services.

Decision: The Council agreed to open two accounts with Unity Trust a Current Account and a Reserves Account. All Councillors will be signatories.

Action: Clerk to open account with Unity trust and then inform all relevant organisations.

2020/023 To confirm style of font and location for noticeboard.

Lubbesthorpe Parish Council do not have enough information on font types or location to be able to make a decision, this will be carried forward to the June Meeting.

Location options were discussed these were

- The square
- Infront of the school
- By pond 1

Permission needs to be requested for these locations.

The Council also confirmed that they would like a lockable noticeboard. Community notices can put on this board but these will be put up by the Clerk.

2020/024 To consider the purchase and location of litter bins.

A report was presented to Council outlining current styles of bins in the area, costings for various bins and location of bins as discussed with BDC and The Land Trust (The Land Trust own the land around Pond 1 where the Parish Council wish to place the bins).

It was discussed to approach The Land Trust for a contribution towards the purchase cost of the bins. The Land Trust will pay for the emptying of the bins.

Decision: The Council agree to purchase 2 Derby Standard bins (these are the same style as currently supplied by Blaby District Council) from Broxap for £259 each with the option of Pyramid top £10, Cigarette Stubbing plate £10, with "Lubbesthorpe Parish Council" £10, in green and logo for litter and dog waste.

These will be located by Pond 1

- The corner of Tay Road and Tweed Street, on the grass.
- The path leading to Lubbesthorpe Bridle Road approx. 9 meters from the road. (the cost of emptying bins increases if it is more than 10 meters from a road)

Lubbesthorpe Parish Council now wish to consider placing bins in the area of land between Lubbesthorpe and Leicester Forest East. Near to the Barratt Homes.

2020/025 To consider the purchase and location of a Defibrillator.

A report was presented to Council including information received from East Midland Ambulance Service (EMAS) and costings from 3 different suppliers for the defibrillator and ongoing spares. The Drummond Estate will pay for the cost of the cabinet.

Decision: The Council agree to purchase the offer from EMAS and to have school install to left of front door. LPC will cover the cost of maintenance approx. £100 per year. School will cover the cost of the electricity.

Special offer - £1495 + VAT + Delivery

This special offer is using Ambulance service discount direct from the manufacturer. It applies only to the Cardiac Science G5 AED only:

- Cardiac Science Powerheart G5 AED (Semi or Fully Automatic)
- 1 x Heated, external alarmed cabinet (Optional Keypad Lock)
- 8 Year AED warranty
- Theft insurance (Cabinet and AED)
- Replacement Electrodes for the 8 year warranty of your AED
- One battery available on call off
- Step by step poster
- Access to EMAS and the Community First Responders for advice and support
- Registration with the EMAS' 999 systems.

Action: To purchase defibrillator from EMAS and liaise installation with the school.

2020/026 To note any correspondence, including: -

▪ **Email received regarding mud on Tweed Street.**

An e-mail has been received from a resident of Tweed Street about mud and lorries on the road. The Clerk has spoken to Martin, the site liaison and hopes to speak to the contractor soon. The Clerk has written 2 e-mail back to the resident updating them.

Noted

▪ **E-mail from Sue Steer regarding costs for LPC to hire The Hub**

The Council received a letter from Sue Steer containing charges to the Parish Council for the use of The Hub for meeting and for the Clerk to use it once a week to meet with Parishioners.

This was covered earlier in the minutes. Clarification is required regarding the running costs of The Hub

2020/027 Information exchange.

Cllr Ashford-Bown has attended zoom training provided by LRALC. It was recommended that Zoom Pro was purchased at £11.99 per month or £9.99 per month annually. The Council feels that Zoom pro is not required at the moment and agrees to look at this again in 3 months time.

The Councillor e-mails have not yet been purchased as the Clerk is still awaiting confirmation from one of the Councillors regarding their preferred email address.

Cllr Divyang Jagiwala asked who was supposed to be cutting the grass around Isla Drive. This area is not owned by The Land Trust so it is the responsibility of the Drummond Estate to organise getting this cut. They may use various contractors to complete this work.

Meeting Closed 20.47

Signed

Date