

**MINUTES OF THE LUTTERWORTH TOWN COUNCIL MEETING  
HELD ON 13 JUNE 2017 AT THE COUNCIL OFFICES  
COMMENCING AT 7PM**

**Present:** The Town Mayor, Councillor M Perks  
The Deputy Town Mayor, Councillor N Ackerley  
Councillors R Coleman, D Gair, D Jones, B Poulter, B Howes, T Hirons, G  
Robinson, S Todd, P Toye and B Zilberts

**17/18 APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr's J Ackerley, I Staples and M Sutton

**17/19 DECLARATIONS OF INTEREST AND DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST**

None were received.

**17/20 MINUTES, LUTTERWORTH TOWN COUNCIL**

**RESOLVED** that the minutes of the Lutterworth Town Council meeting held on 9 May 2017 be signed by the Town Mayor as a correct record.

**17/21 MINUTES, ANNUAL LUTTERWORTH TOWN COUNCIL**

**RESOLVED** that the minutes of the Annual Lutterworth Town Council meeting held on 23 May 2017 be signed by the Town Mayor as a correct record

**17/22 MINUTES, PLANNING AND GRANTS COMMITTEE**

**RESOLVED** that the minutes of the Planning and Grants Committee meeting held on 6 June 2017 be signed by the Town Mayor as a correct record, that the minutes be adopted and that all recommendations contained therein be approved.

**17/23 MINUTES, EVENTS WORKING PARTY**

**RESOLVED** that the minutes of the Events Working Party meeting held on 15 May 2017 be signed by the Town Mayor as a correct record, that the minutes be adopted and that all recommendations contained therein be approved.

**17/24 MINUTES, ALLOTMENTS WORKING PARTY**

**RESOLVED** that the minutes of the Allotments Working Party meeting held on 7 June 2017 be signed by the Town Mayor as a correct record, that the minutes be adopted and that all recommendations contained therein be approved.

**17/25 TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor reported his only attendance since he had been appointed was at the newly formed Lutterworth Retail Forum monthly magazine launch

**17/26 COMMENTS FROM THE PUBLIC**

**17/27 FINANCE**

**(i) ACCOUNTS PAID AND TO BE PAID**

- a. BACS Payments totalling £22,445.98 be paid
- b. Bank reconciliation was noted by Members

**17/28 PLANNING MATTERS**

- a. Planning Applications – no planning applications were considered
- b. Neighbourhood Plan Update – Members had met with HDC and it was agreed to continue with the Neighbourhood Plan
- c. Community Asset List – It was **RESOLVED** to add Feilding Palmer Hospital to the Community Asset List

**17/29 COMMITTEE AND WORK PARTY APPOINTMENTS 2017/18**

- a. After a few amendments it was **RESOLVED** to adopt the Committee and Work Party Appointments for 2017/18.
- b. It was further **RESOLVED** to rename the Recreation Committee to the Cemetery, Parks and Recreation Committee with the following terms of reference
  - (1) To oversee the operation and maintenance of all recreation grounds, parks and public open spaces.
  - (2) To oversee the operation and maintenance of the cemetery, burial responsibilities and associated duties.
  - (3) To oversee the operation and maintenance of the public lavatories.
  - (4) To promote community use of all public open spaces owned by the Town Council.
  - (5) To submit items within the Cemetery, Parks and Recreation Committee's remit for inclusion in the budget for the following year.
  - (6) To deal with all other matters relating to amenities and the environment, including horticulture (trees, bulbs, flowers, shrubs etc).
  - (7) Approval of expenditure up to a limit of £5,000 on items within the committee's area of responsibility up to the amount specified in the budget
  - (8) To provide a written report to meetings of the town council on decisions taken by the committee
- c. It was further **RESOLVED** to merge the Environmental Work Party with the Town Infrastructure Work Party to form The Town Infrastructure and Environmental Work Party
- d. It was further **RESOLVED** to move the responsibilities of the Town Council Office Work Party to the Administration, Finance and Development Committee
- e. It was further **RESOLVED** to move the responsibilities of the Section 106 Work Party to the Administration, Finance and Development Committee

**17/30 WATER BOWSER**

It was **RESOLVED** to pass the item back to the Administration, Finance and Development Committee with a more detailed report.

**17/31 TOWN COUNCIL LIABILITY AND VEHICLE INSURANCE**

**RESOLVED** to accept the quotes from WPS of £3,536.98 for the liability insurance and £435 for the vehicle insurance.

**17/32 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

Noted

**17/33 REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL**

**17/34 INFORMATION ITEMS**

- a. Lutterworth Town Hall Charity Minutes – 3<sup>rd</sup> May 2017
- b. Lutterworth and District Twinning Association – 15<sup>th</sup> May 2017

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The meeting closed at 7.55pm.

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Signed: .....

Date: .....