



Lutterworth Town Council

Coventry Road
Lutterworth
Leicestershire
LE17 4SH

Carol Mobbs

Town Clerk

e-mail: townclerk@lutterworth.org.uk

Telephone: (01455) 550225
www.lutterworth.org.uk

6th April 2022.

Dear Councillors,

You are hereby Summoned to attend the meeting between Sue Venebles and Farah Prema the Director of Strategy and Planning for the Leicestershire CCG of Lutterworth Town Council on Tuesday 12TH APRIL 2022 commencing at 6 30 pm to be held at the Town Council Offices prior to the Town Council meeting.

You are hereby Summoned to attend the meeting of Lutterworth Town Council on Tuesday 12TH APRIL 2022 commencing at 7 pm to be held at the Town Council Offices.

Members are reminded that apologies for absence for all council meetings should be reported to the Town Council Office to ensure that they are correctly recorded.

The purpose of the meeting is: -

22/285. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.

22/286. TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.

22/287. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8th MARCH 2022 AT 7 PM. (Pages 5- 8)

22/288. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE TOWN COUNCIL OFFICES WORK PARTY MEETING HELD ON 9th MARCH 2022 AT 2 PM AND TO APPROVE THE ONE RECOMMENDATION CONTAINED HEREIN. (Pages 9 – 10)

22/289. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 17th MARCH 2022 AT 7 30 PM AND TO APPROVE THE ONE RECOMMENDATION CONTAINED HEREIN. (Pages 11 - 12)

22/290. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE EVENTS COMMITTEE MEETING HELD ON 21ST MARCH 2022 AT 7 30 PM AND TO APPROVE THE ONE RECOMMENDATIONS CONTAINED HEREIN. (Pages 13 – 16)

22/291. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON 22ND MARCH 2022 AT 7 PM. (Pages 17 – 18)

22/292. THE MEETING OF EAST LUTTERWORTH TO BE HELD ON 28TH MARCH 2022 AT 7 PM WAS CANCELLED.

- 22/293 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE SEMI NATURAL GREEN SPACE WORK PARTY MEETING HELD ON 29TH MARCH 2022 AT 7 PM AND TO APPROVE THE ONE RECOMMENDATION CONTAINED HEREIN.** (Pages 19A – 20A)
- 22/294. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE GRANTS PANEL COMMITTEE MEETING HELD ON 5TH April 2022 AT 7 PM AND TO APPROVE THE TWO RECOMMENDATIONS CONTAINED HEREIN.** (Pages 19 – 20)
- 22/295. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 5TH April 2022 AT 7 PM AND TO APPROVE THE ONE RECOMMENDATIONS CONTAINED HEREIN.** (Pages 21 – 24)
- 22/296. TO RECEIVE THE TOWN MAYOR'S ANNOUNCEMENT.**
- 22/297. TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.**
- 22/298. TO RECEIVE REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL.**
- 22/299. TO RECEIVE COMMENTS FROM THE PUBLIC.**
- 22/300. TO CONSIDER THE CLERKS REPORT:**

FINANCE.

Accounts Paid months one attached BACS totalling £35578.33 (£19681.28 & £15897.05) plus £1850 grant payable to Lutterworth Town Bowling Club and £1085 payable to Juxta Electrical for repairs/additions to the Pavilion. (Pages 25 – 32)

Ratified Payments for month twelve – Year End 2021/22. (Pages 33 – 64)

Please be advised that the Year End close down of the accounts will be completed by RBS Rialtas on Thursday 28th April 2022. The internal auditor (JM) will be completing his audit on Monday 9th May 2022. This should facilitate the AGAR to be on the Town Council agenda for June 2022.

22/301. PLANNING APPLICATIONS.

22/00719/FUL Mr Ian Fenny Erection of 21 residential holiday lodges and a management building with associated parking, gallops, and landscaping | ATE Farms Ltd Moorbarns Lane Lutterworth Leicestershire LE17 4JD

22/302. USE OF THE COVENTRY ROAD RECREATION GROUND.

We have had a request for the Kidz Kingdom for the annual use of the Coventry Road Recreation Ground from 7th to 15th May 2022. He will only be open weekends 7th & 8th plus 14th & 15th May so there will be 4 working days and 6 non-working days. (Pages 65 - 66)

22/303. ELECTRIC CAR CLUB.

Legal Topic Note No 89 has changed the powers in respect of Sustainable energy and electric vehicle charging for local councils.

The Town clerk was charged with looking into the information for a project of an electric car club and was requested to place an interest in a project. Following the interest request the Town Clerk has heard back from both Helen Chadwick from HDC and Ben Dodd the Development Executive, Green Fox Community Energy Co-operative who wish to arrange a meeting with the Town Council to go through the relevant information.

The Town Clerk suggests not making any changes to the current Standing Orders until after the meeting has taken place to decide what changes may be required or necessary.

The Town Council needs to discuss should both Helen Chadwick and Benn Dodd be invited to a Town Council meeting to allow all councillors to have an informed choice or a smaller committee to determine the information before coming back to full Town Council.

22/304. FEASIBILITY STUDY QUOTE.

The Architect Tim Adams has provided a revised quote to provide a fully detailed feasibility study to provide measured plans for the existing building. (Pages 67 - 68)

22/305. SUCCESSFUL SECTION 106 APPLICATIONS.

Lutterworth Town Council has received confirmation that the two applications placed for Section 106 grants have been agreed as follows:

023 S106 Non cttee 2021-22 in the sum of £16,599 for cemetery seating at Leaders Farm Cemetery, Lutterworth. (Pages 69 - 70)

024 S106 Non cttee 2021-22 in the sum of £23,495 for a large, planted area at Leaders Farm Cemetery, Lutterworth. (Pages 71 - 72)

As soon as the funding has been received by the Town Council an extension to the completion dates needs to be applied for due to both having a completion date of 31st May 2022.

22/306. STANDING ORDERS/FINANCIAL REGULATIONS.

The Standing Orders need to be adjusted following the announcement from NALC of the changes to Legal Topic Notes no 87 Procurement dated 24th March 2022 and Legal Topic Note 89 Sustainable Energy and Electric Vehicle Charging dated 24th March 2022.

Standing Orders: Legal Topic Note No 87. (Pages 73 -82)

item 31 d low value contracts should read £25,00 (S/O's already show this amount page 14).

31 e All contracts over £25,00 but below £213,477 for public service or supply contract and £5,336,937 (these two items have been amended on the S/O's Page 14). (Pages 83 - 98)

Financial Regulations: (Pages 98 – 116)

On page 15 item 11.2 Public service or supply contract changed to £213,477 and public works contract over £5,336,937 plus any reference Euros removed.

Legal Topic Note 89 – Please see agenda item 22/301 (Pages 117 - 120)

22/307. COVENTRY ROAD PARKING ISSUES.

Please find the email in respect of an issue which has been raised several times regarding the matter of vehicles parking on Coventry Road causing an obstruction.

It has been suggested that Lutterworth Town Council may wish to undertake a full statutory consultation at a cost of £7500 (this is the cost whether a scheme is implemented or not). If this is something the Town Council wishes to pursue it is recommended that they undertake an informal consultation in order to gauge the

appetite for such measures from the local community. LCC would be happy to provide you with information to facilitate an informal consultation exercise. (Pages 121 – 122).

22/308. LETTER RECEIVED FROM THE LEADER OF HARBOROUGH DISTRICT COUNCIL.

Please find the attached letter received by the Town Mayor from the leader of HDC to allow comments from Town Councillors. (Pages 123 – 124).

22/309. CONTINUATION OF MEETING DATES FOR 2021 – 2022.

Councillors are asked to note the continuation of the meeting dates for Town Council and Committee's for the current council year 2021- 2022. They had been agreed until 28th March 2022.

This allows for meeting dates to be agreed in the Annual Town Council meeting to agree the full Town Council meeting dates for the council year 2022 -2023. (Pages 125 – 126).

22/310. JOINT MEETING WITH HDC.

Councillors please be advised that a joint meeting with HDC has been arranged for Monday 25th April 2022 at the HDC offices commencing at 18 00 pm.

22/311. DATE OF NEXT MEETING

The date of the next meeting will be Tuesday 10TH May 2022 at 7 pm. (Meeting dates to be confirmed).



Carol Mobbs
Town Clerk

Linked to Cashbook 6

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
121 AGS CARPENTRY							
MACHINE HRDWOOD BENCH TIMBERS	07/03/2022	2429	1	330.00	0.00	330.00	0.00
					<u>0.00</u>	<u>330.00</u>	
307 COLTMAN BROS							
TIMBER ALLOTMENT NUMBER SIGNS	07/03/2022	182262	1	46.37	0.00	46.37	0.00
					<u>0.00</u>	<u>46.37</u>	
322 CITY ELECTRICAL FACTORS							
TIMER - LTC MALE TOILET	21/02/2022	LTW/199018	1	15.30	0.00	15.30	0.00
					<u>0.00</u>	<u>15.30</u>	
501 LEICESTERSHIRE C.COUNCIL (ESPO)							
CLEANING MATERIALS	22/02/2022	6401952	1	103.20	0.00	103.20	0.00
CLEANING MATS & STATION	08/03/2022	6420485	1	78.30	0.00	78.30	0.00
					<u>0.00</u>	<u>181.50</u>	
602 FELFORD SUPPLIES							
WORKWEAR MAR 22	31/03/2022	188544	1	190.50	0.00	190.50	0.00
					<u>0.00</u>	<u>190.50</u>	
803 HARBOROUGH DISTRICT COUNCIL							
NON DOMESTIC RATES 2022/23	11/03/2022	700132485 1	1	848.30	0.00	848.30	0.00
NON DOMESTIC RATES 2022/23	11/03/2022	700155954	1	5,489.00	0.00	5,489.00	0.00
NON DOMESTIC RATES 2022/23	11/03/2022	700155954 1	1	1,472.05	0.00	1,472.05	0.00
					<u>0.00</u>	<u>7,809.35</u>	
814 H M REVENUE & CUSTOMERS							
SALARIES MAR 22 EE NI MB	24/03/2022	24032022	1	2,790.30	0.00	2,790.30	0.00
					<u>0.00</u>	<u>2,790.30</u>	
1128 LEICS COUNTY COUNCIL PENSION							
PENSION CONT MARCH 22 EE'S MB	24/03/2022	24032022	1	1,755.80	0.00	1,755.80	0.00
					<u>0.00</u>	<u>1,755.80</u>	

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Proposed List of Payments Entered

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
1201 LUTTERWORTH MOTOR COMPANY							
DOOR STRP REPLACEMENT LTC VAN	10/03/2022	S65678	1	253.16	0.00	253.16	0.00
FUEL FOR MARCH 22	31/03/2022	3824	1	445.84	0.00	445.84	0.00
					<u>0.00</u>	<u>699.00</u>	
1204 LEIC & RUTLAND ASSOC. OF PARISH & LOCAL							
CLERKS TRNG 2 24.02.22	03/03/2022	19/2245	1	45.00	0.00	45.00	0.00
CLERKS 3 TRAINING DEPUTY CLERK	17/03/2022	19/2258	1	45.00	0.00	45.00	0.00
					<u>0.00</u>	<u>90.00</u>	
1602 PAYNE and BOND LTD							
VARIOUS P&B MARCH 22	02/03/2022	6554	1	86.34	0.00	86.34	0.00
					<u>0.00</u>	<u>86.34</u>	
1613 PEAR TECHNOLOGY SERVICES LTD							
MAP TRAINING 24.03.22	24/03/2022	133633	1	660.00	0.00	660.00	0.00
					<u>0.00</u>	<u>660.00</u>	
1622 POWER CARPETS AND FLOORINGS							
CARPET FITTING - PAVILION	17/03/2022	4861	1	302.00	0.00	302.00	0.00
					<u>0.00</u>	<u>302.00</u>	
1630 P BRAND PLUMBING							
LEAKING SINK RPR LTC TOIL	07/03/2022	2021154	1	81.24	0.00	81.24	0.00
					<u>0.00</u>	<u>81.24</u>	
2015 TANVIC GROUP LIMITED							
TYRE RPR LTC VAN	07/03/2022	IA024645	1	135.00	0.00	135.00	0.00
					<u>0.00</u>	<u>135.00</u>	
2307 WESTFIELD FARM EQUIPMENT							
PRKS RPR & TOOLS	28/02/2022	INV-45263	1	129.24	0.00	129.24	0.00
					<u>0.00</u>	<u>129.24</u>	
2401 ZURICH INSURANCE COMPANY							
MUSEUM INSUR 1.3.22-2.8.2.23	01/03/2022	22303077	1	201.44	0.00	201.44	0.00
					<u>0.00</u>	<u>201.44</u>	

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2403 ALAN BARNACLE							
GRAVEDIGGER MARCH 22	31/03/2022	MARCH 2022	1	85.00	0.00	85.00	0.00
					<u>0.00</u>	<u>85.00</u>	
2416 GREENBARNES LTD							
NOTICE BRD LOCK LTC OFF	04/03/2022	16531	1	87.67	0.00	87.67	0.00
					<u>0.00</u>	<u>87.67</u>	
2474 AMAZON BUSINESS							
COFFEE LTC OFFICE	02/03/2022	GB21EFFIMAEUI	1	15.00	0.00	15.00	0.00
FEATHER DUSTER CLNG MAT LTC OF	02/03/2022	INV-GB-990314795	1	9.89	0.00	9.89	0.00
PESTICIDE STICKER MAINT CONTAI	03/03/2022	INV-GB-140579851	1	3.78	0.00	3.78	0.00
WARNING TAPE MAINT	03/03/2022	INV-GB-407487295	1	22.76	0.00	22.76	0.00
KEEP LOCKED STICKER CONTAINER	04/03/2022	INV-GB-143023051	1	2.62	0.00	2.62	0.00
PATIO CLEANER MOULD & ALGAE	13/03/2022	GB21MV34HAEUI	1	15.95	0.00	15.95	0.00
YORKSHIRE TEA LTC OFF	13/03/2022	GB21N3IR6AEUI	1	36.00	0.00	36.00	0.00
INV-GB-162392121	13/03/2022	INV-GB-162392121	1	8.99	0.00	8.99	0.00
GLASS WATER PITCHERS LTC OFF	13/03/2022	INV-GB-1500860855	1	43.98	0.00	43.98	0.00
GLASS WATER PITCHERS LTC OFFX4	13/03/2022	INV-GB-1500860855-8	1	87.96	0.00	87.96	0.00
PETROL LABEL	16/03/2022	INV-GB-140579851-203	1	5.37	0.00	5.37	0.00
DANGER FLAMMABLE SIGN	16/03/2022	INV-GB-143023051-236	1	1.75	0.00	1.75	0.00
WEED KILLING PROTECT COVERALLS	17/03/2022	INV-GB-131862781	1	53.94	0.00	53.94	0.00
MAINT OP MOBILE PHONE	17/03/2022	INV-GB-1980118385	1	149.95	0.00	149.95	0.00
PROTECTIVE COVERALLS X6	29/03/2022	INV-GB-131862781-113	1	53.94	0.00	53.94	0.00
					<u>0.00</u>	<u>511.88</u>	
2524 LIVE AT THE LODGE LTD							
MGMNT FEE PAVILION 04.08-22.03	22/03/2022	IZ407	1	700.00	0.00	700.00	0.00
					<u>0.00</u>	<u>700.00</u>	
2527 HS VIRTUAL							
CLERK MENTORING MAR 22	31/03/2022	197	1	39.38	0.00	39.38	0.00
					<u>0.00</u>	<u>39.38</u>	

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2537	INTERACTION RECRUITMENT PLC						
AGENCY MAINT OP WE 27.02.22	27/02/2022	INV2159284	1	674.54	0.00	674.54	0.00
AGENCY MAINT OP WE06.03.22	06/03/2022	INV2160507	1	625.60	0.00	625.60	0.00
AGENCY MAINT OP WE130322	13/03/2022	INV2161730	1	625.60	0.00	625.60	0.00
					0.00	1,925.74	
2539	WESTFIELD ELECTRICAL SERVICES						
SUP & INSTLL HEATER LTC CONTAN	10/03/2022	1	1	270.00	0.00	270.00	0.00
					0.00	270.00	
2551	MARK RICHARDSON						
MILEAGE - FEB 2022	18/03/2022	FEB 2022	1	58.50	0.00	58.50	0.00
					0.00	58.50	
2569	Kieron Bale						
MILEAGE - FEB 22	18/03/2022	FEB 22	1	63.00	0.00	63.00	0.00
					0.00	63.00	
2570	SSE Energy Solutions						
CHRISTMAS LIGHTING SUPPLY CHRG	18/03/2022	C/A7438082215	1	330.53	0.00	330.53	0.00
					0.00	330.53	
SS01	Safety Signs 4 Less						
MEN AT WORK SIGN FRAME	24/03/2022	3321170	1	40.80	0.00	40.80	0.00
CUSTOM COUNCIL SIGN	25/03/2022	3322616	1	65.40	0.00	65.40	0.00
					0.00	106.20	
				Proposed Payment Total	0.00	19,681.28	

Invoice No	Invoice Date	Supplier	Gross Amount	VAT	NET Amount
INV-GB-175515941-2022-31360	01/04/2022	Amazon	£24.12	£4.82	£28.94
INV-GB-176555401-2022-15567	04/04/2022	Amazon	£8.32	£1.67	£9.99
GB223MKOSAEUI	03/04/2022	Amazon	£9.60	£11.52	£11.52
400299971	03/04/2022	Avantigas	£286.93	£14.35	£301.28
370437	01/04/2022	LITE	£7,349.60	£1,469.92	£8,819.52
01357	02/04/2022	HPL Skills	£528.00	£0.00	£528.00
IA024940	04/04/2022	Tanvic	£94.50	£18.90	£113.40
22367	01/04/2022	Shed Grounds Maintenance	£2,886.16	£577.23	£3,463.39
19/2386	01/04/2022	LRALC Limited	£1,115.25	£0.00	£1,115.25
12718	05/06/2022	Loos for Hire	£390.00	£78.00	£460.00
64	04/04/2022	Masters & Sons Fencing and Maintenance	£530.00	£0.00	£530.00
3332732	04/04/2022	Safety Signs 4 Less	£4.80	£0.96	£5.76
3751	04/04/2022	2Commune Web Technology for Local Councils	£425.00	£85.00	£510.00
			£13,652.28	£2,262.37	£15,897.05

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