



Date: 3rd April 2025

Dear Councillors,

You are hereby summoned to attend the meeting of the Town Council on Tuesday 8th April 2025 at 7:00 PM to be held at the Lutterworth Town Council office.

Members are reminded that apologies for absence for all Council meetings should be sent to the Town Clerk prior to the start of the meeting. They will only be recorded as accepted by the Council if the member has sent in their apologies and by giving reason.

Members of the press and public are welcome to attend.

Councillors: R Coleman, J Ackerley, J Bennett, D Gair, N Green, T Hirons, D Jones, S Lonsdale, R Nunn, B Poulter, G Robinson, S Simms, V Cooper

25/TC/248 Apologies

To receive and approve apologies for absence.

25/TC/249 Declarations of Interest

To receive any declarations of interest and to consider request for dispensations from members of matters in which they have a disclosable pecuniary interest.

25/TC/250 Town Council Minutes

To approve as a correct record of the minutes of the Town Council meeting which was held on Tuesday 11th March 2025 at 7pm. (Page 9 - 12)

25/TC/251 Events Committee Minutes

To approve as a correct record the minutes of the Events Committee Meeting which was held on the Monday 17th March 2025 at 7pm and to approve the **ONE** recommendation contained herein. (Pages 13 - 16)

25/TC/252 Planning & Highways Committee Minutes

To approve as a correct record the minutes of the Planning & Highways Committee Meeting which was held on the Tuesday 25th March 2025 at 6:30pm. (Pages 17 - 18)

25/TC/253 Lutterworth Facilities Committee Minutes

To approve as a correct record the minutes of the Lutterworth Facilities Committee Meeting which was held on Tuesday 25th March 2025 at 7pm and to approve the **FOUR** recommendations contained herein. (Pages 19 - 20)

25/TC/254 Extraordinary Town Council Minutes

To approve as a correct record of the minutes of the Extraordinary Town Council meeting which was held on Monday 31st March 2025 at 7pm. (Pages 21 -22)

25/TC/255 Town Mayors Announcement

To receive the Town Mayors announcements.

25/TC/256 District Councillors

To receive reports from District Councillors.

Councillors are reminded on the Rules of Debate under section 10A of the Lutterworth Council Standing Orders:

No speech shall exceed two minutes, except by consent of the Council.

25/TC/257 County Councillors

To receive reports from County Councillors.

Councillors are reminded on the Rules of Debate under section 10A of the Lutterworth Council Standing Orders:

No speech shall exceed two minutes, except by consent of the Council.

25/TC/258 Members of the Public - Comments

To receive comments from members of the public.

25/TC/259 Town Council Meetings - Members attended

To receive reports from members who have attended meetings on behalf of the Town Council.

To consider the Clerk's report:

25/TC/260 Finances

Accounts to be paid for Month 1 totalling £14,023.20. (Pages 23 - 26)

Ratified payments for Month 12. (Pages 27 - 42)

The Town Clerk can confirm that the internal audit of the Town Council financial year ending April 2025 will be audited on Tuesday 6th May 2025 by the LRALC nominated auditor, Cathy Walsh.

It would appear that we should have a general reserve of £43,615.07 (approximately) which will be determined at the first Administration, Finance & Project Committee meeting of the new Council year to confirm where the general reserves are transferred to.

25/TC/261 Co-option

Following the resignation of Town Councillor's we currently have one vacancy on each of the following wards; Brookfield Ward, Springs Ward & Swift Ward. These can be filled by co-option as Harborough District Council has confirmed that no notice in writing of a request for an election has been received.

It is now up to the Town Council to co-opt a person to fill the vacancies until the ordinary date of the Parish election. This should be done as soon as practicable. [Local Election (Parish and Community) Rules 1986].

An advertisement has been placed in the Swift Flash which was distributed Wednesday 26th March 2025 and was also placed on the Town Council's social media sites and notice boards.

We have received 3 applications which have been confirmed as eligible for the vacancy of Town Councillor and these forms are contained within the agenda.

(Pages 43 - 54)

25/TC/262 Planning Applications

25/00316/LBC Change of use to nail beauty salon
25 Market Street Lutterworth Leicestershire LE17 4EJ

25/00342/FUL Change of use of cafe (Class E) to hot food takeaway (Sui Generis), including the installation of high level ducting system at the rear of the commercial unit Mercury News 17 Linden Drive Lutterworth Leicestershire LE17 4SS

25/00334/FUL Single storey rear and side extension and new section of boundary wall
22 Macaulay Road Lutterworth Leicestershire LE17 4XB

25/00317/ADV Installation of 1x internally illuminated fascia sign
25 Market Street Lutterworth Leicestershire LE17 4EJ

25/00270/FUL Conversion of garage to habitable accommodation to provide disabled access and wheelchair lift, internal and external alterations
13 Gale Close Lutterworth Leicestershire LE17 4LL

25/00433/FUL Erection of a two storey side extension
4 New Street Lutterworth Leicestershire LE17 4PJ

25/00315/FUL Change of use to nail beauty salon
25 Market Street Lutterworth Leicestershire LE17 4EJ

NMA, PDN & PCD are not subject to statutory consultation.

All consultations have a 21-day period for statutory consultation apart from AGR, DEM, GOV, HED & TEL which are 14 days.

25/TC/263 NS Consultancy Proposal

Following the Town Council pre-meeting held on Tuesday 11th March 2025 where the proposal from NS Consultancy was presented as per the attached information, members are asked to discuss the issue in detail. (Pages 54A - 54F)

25/TC/264 Meeting Dates

Please find attached tentative meeting dates for 2025/26.

Please note that there has been changes made to the meeting dates of the Administration Finance & Projects Committee, the dates allow for a timely meeting after

month end to allow full financial figures to be collated for the previous months end.

There has also been changes to both the Staffing & Events Committee meetings which have been scheduled as monthly and can be cancelled if not necessary.

Following the Town Clerk's appraisal, objectives were set and as part of these objectives it was agreed that there would be a cut off date for agenda items. This was agreed at exactly 1 week prior to the meeting date (eg. If a meeting falls on a Monday then the previous Monday will be the cut off date).

These dates have been added to the meeting schedule. (Pages 55 - 60)

25/TC/265 Awards

In the Town Council meeting dated Tuesday 11th March 2025 members were asked to consider nominations for the awards that are to be presented at the Mayor Making Ceremony on Tuesday 20th May 2025.

So far we have received the following 6 nominations:

The Patient Participation Groups of the Wycliffe Medical Practice and the Masharani Medical Practice for their works in assisting the residents access suitable treatments or information in times of need. (Councillor Nomination)

Lutterworth Community Transport & Volunteer Drivers (Councillor Nomination)

Sarah Simms (Local resident Nomination - See attached email on Pages 61 - 62)

Ann Barker (Local resident Nomination - See attached email on Pages 63 - 64)

Rebekah Jeffrey Cooper (Local resident Nomination - See attached email on Pages 65 - 66)

25/TC/266 Nomination of Mayor & Deputy Mayor

It is requested that nominations for Town Mayor & Deputy Mayor need to be received by the Town Clerk before Tuesday 6th May 2025 to allow these to be on the next Town Council agenda which will be held on Tuesday 13th May 2025 at 7pm.

When a Councillor is making a nomination could they please check with the nominee that they wish to be nominated for the position before submitting the nomination.

25/TC/267 Committees & Working Parties

Members are asked to consider which Committees they wish to be on for 2025/26.

A list of last years Committees is attached along with a blank template for 2025/26.

If Councillors could please advise the Town Clerk which committees they wish to be on by Tuesday 6th May 2025.

(Pages 67 - 70)

25/TC/268 Audit

Members are asked to note the external auditors comments that due to the Council

restating boxes 6 & 7 on the 2023/24 AGAR and the subsequent approval at the Town Council meeting dated Tuesday 11th June 2024 the appropriate treatment would have been to amend the Notice of Public Rights to 12th June for the 30 working day mandatory time.

It was also commented that the previous years Notice of Public Rights was more than the mandatory 30 working days therefore they expect a 'No' response to the control objective on the annual Internal Audit Report for 2024/25.

These are all actions for the Town Clerk to complete on the AGAR 2024/25. (Pages 71 - 72)

25/TC/269 Devolution

It is requested to discuss and submit the Town Council's views regarding the proposed devolution model for Leicestershire, City and Rutland. The first appendix was received from LRALC regarding a meeting for all Leicestershire Clerks and Councillors with a presentation from Justin Griggs, NALC's head of policy & parliamentary liaison outlining what has been proposed so far.

Following the appendix from LRALC Harborough District Council have submitted their 'North, City, South' proposal for three well-balanced unitary councils covering Leicester, Leicestershire and Rutland, which we believe will help unlock devolution through the concurrent establishment of a Mayoral Strategic Authority covering the same area. We believe three councils would be large enough to deliver but close enough to respond.

Our Interim plans can be found here:

Summary:

[www.harborough.gov.uk/downloads/file/8982/the future of local government in leicestershire and rutland summary](http://www.harborough.gov.uk/downloads/file/8982/the_future_of_local_government_in_leicestershire_and_rutland_summary)

Full Document:

[www.harborough.gov.uk/downloads/file/8981/the future of local government in leicestershire and rutland](http://www.harborough.gov.uk/downloads/file/8981/the_future_of_local_government_in_leicestershire_and_rutland)

This is a joint submission made by the Seven District and Borough Councils in Leicestershire and Rutland County Council.

Collectively the Councils in the North, City, South partnership represent more than 750,000 people and have experience across both tiers of local government, so we feel we have a good understanding of what local people want and need. Feedback from you and other stakeholders, partners and local people, has helped further this understanding.

The North, City, South proposal

Built through collaboration and wide-ranging engagement, our proposal places the needs of residents at its core, and creates the opportunity to reset, refresh and reinvigorate local government, achieving the following benefits:

- Keeping councils connected and accountable to local communities
- Enabling a strong focus on neighbourhood working and community partnerships
- Simplifying services for residents, businesses, and partners
- Preserving local, civic and ceremonial identities.
- Focuses on early intervention, prevention and supporting vulnerable people in our

communities.

- Unlocking the benefits of devolution and fostering economic growth; and
- Through improved efficiency has the potential to save nearly £43m a year.

We've engaged with hundreds of key stakeholders and local partners and listened to the views of more than 4,600 local people who completed our initial survey. Thank you for sharing your initial views and feedback as part of this important process. You can access the full [Engagement Summary here](#).

Next steps

We will continue to develop our proposals over the summer and into the autumn and will submit a final proposal to Government on 28 November. During this period we'll certainly be in touch to explore the opportunity to further engage with you. (Pages 73 - 74)

25/TC/270 War Memorial

The Town Clerk can confirmed she has chased Harborough District Council on several occasions Thursday 27th February 2025 and more recently Wednesday 2nd April 2025 regarding undertaking a survey on the current War Memorial in the Memorial Gardens.

We have had notification from Harborough District Council that they have instructed a contractor but no date has been confirmed.

25/TC/271 Crescent Road Recreation Ground

Please find attached a report with regards to landscaping work to be carried out at Crescent Road Recreation Ground along side the play area refurbishment. (Pages 75 - 94)

We are waiting on 2 quotations, these will be sent shortly.

25/TC/272 Resident Request

The Town Clerk has been asked if the Council would consider a resident using a metal detector to see if a mans gold ring can be located. The resident does not now if it was lost at the County Park or Coventry Road Recreation Ground.

The Town Clerk has suggested to the resident that the maintenace team will keep an eye on the park when they do their rounds and the resident still wishes to ask for permission to metal detect the park area. He has been advised of the regulations and restrictions in place and offers to abide by them.

(Pages 95 - 98)

25/TC/273 Vehicles

Members are advised that on Wednesday 26th March 2025 a meeting between the Mayor R Coleman, Councillor R Nunn, Councillor T Hiron, the Town Clerk and the two maintenace operatives took place to discuss the options available regarding the Town Council vehicles.

Several discussions took place on suitability, durability and environmental aspects, such as electric and it was agreed to source some demonstration electric vehicles, hopefully different makes and models to see which are suitable.

At present there are the possibilities of two demos and dates are being agreed.

Once a suitable replacement/replacements have been sourced it will be for the Administration, Finance & Projects Committee plus the Lutterworth Facilities Committee to agree and propose any recommendations which will be taken to full Town Council for consideration.

Confidential

The public and press are to be excluded from agenda items 25/TC/274 as they are confidential and exempt as defined in Schedule 12 of the Local Gov Act 1972.

25/TC/274 Staffing Committee Minutes

To approve as a correct record the minutes of the Staffing Committee Meeting which was held on Tuesday 1st April 2025 at 7pm. (Pages 99 - 104)

A tabled report from the Staffing Committee will follow the Town Council agenda.

25/TC/275 Next Meeting

The date of the next meeting will be Tuesday 13th May 2025 at 7pm and will be held at the Town Council office.



**Carol Mobbs,
Town Clerk**