



## **THURLASTON PARISH COUNCIL**

Clerk/Responsible Financial Officer: Elaine Foxon  
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### **Minutes of Thurlaston Parish Council Meeting Held at 7pm, Thurlaston Village Hall on 10<sup>th</sup> May 2023**

**Present:** Councillors Roni Tinsley (RT) (Chair), Trevor England (TE) (Vice Chair), Paul Holyman (PH), Esther Harrison (EH), Maggie Wright (MW)(in part), Philip Marshall (PM), Elaine Foxon (EF) (Clerk/RFO)

**Parishioners/Visitors Present:** None

#### **1140-05/23 Election of Chair and signing of Declaration of Acceptance to Office**

**RT Proposed** by MW, **Seconded** EH **Decision:** Accepted unanimously

#### **1141-05/23 Appointment of Vice Chair**

**TE Proposed** by PH, **Seconded** EH **Decision:** Accepted unanimously

#### **1142-05/23 Apologies**

None received

#### **1143-05/23 To Approve the Minutes of the Parish Council Meeting Held 11<sup>th</sup> April 2023 (Appendix A)**

**Proposed/seconded:** TE/PH **Decision:** Accepted

#### **1144-05/23 To Approve the Minutes of the Annual Parish meeting held 11<sup>th</sup> April 2023 (Appendix H)**

**Decision:** Accepted

#### **1045-05/23 Request for Dispensations for Matters Where Councillors Have Disclosable Pecuniary Interests**

None received

#### **1046-05/23 County Councillor and/or District Councillor Report**

CC report - None received

DC report as follows:

#### **May 2023 Blaby District Councillor Report**

Due to the recent election, no immediate new news or issues although there is some positive news regarding primary school places which I have highlighted below.

More than 94% of youngsters due to start school for the first time have secured a place at their first preference school, with 3.7% being offered their second preference and 1% being offered their third preference primary school.

Approved by Full Council

.....Chair/Vice Chair @ Meeting Date.....

**1147-05/23 Accounts (to be paid appendix B, received appendix C) –**

Incorporating Parish Council renewal 2023-2024

Comprehensive review of annual insurance premium previously undertaken March with updated content and questions and answers document submitted to Gallaghers.

**Decision:** Accepted

Incorporating Finance Sub Committee 18<sup>th</sup> April 2023 minutes and Financial Plan 2023-2025

**Proposals to be made to Full Council May meeting: -**

Details of which will be circulated prior via a copy of these minutes.

**3 Year Financial Plan 2023-2025**

With supporting document 'spreadsheet financial plan 2017/18 - 2023/25 circulated to all prior to meeting for review.

Further additional information and detail sourced and copied by Cllr Holyman for rationale relating to 75% 'running costs' for Smaller Authorities, a figure nearer to 100% of NRE is needed. As our primary source of income is from the precept it significantly reduces our level of risk. Our proposal and recommendation to increase to 75% over 5 years fits nicely with this.

**Extract from the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide - March 2023 Page 38.**

*The JPAG is responsible for issuing proper practices about the governance and accounts of smaller authorities.*

**Reserves:**

5.30. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

5.31. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

**General reserves:**

5.32. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances. 5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.35. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.36. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

Approved by Full Council

## Earmarked and other reserves:

5.37. None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold.

5.38. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors

**Proposal:** To accept both documents as received following review

**Decision:** Accepted

**Proposal:** to make provision to increase contingency 'running costs' to 75% held in reserves as per 'best practice' and current advisories over the next 5 years.

**Decision:** Accepted

The account detail below was presented to Full Council:

<u>Payee</u>	<u>Description</u>	Nett invoice total	VAT	Invoice total inc VAT	Pay reference
Clerk	May Salary & Expenses	£640.85	£0.00	£640.85	BACS PAID 30.04
Clerk	Expenses addit to above (Mobile phone + credit)	£94.91	£0.00	£94.91	BACS 05-02
Gallagher	Parish Council Annual Ins 23-24	£948.45	£0.00	£948.45	BACS 05-03
HMRC	PAYE May	£155.80	£0.00	£155.80	BACS 05-04
Kingsmead Marquee	Balance from hire			£843.20	BACS 05-05
LRALC	LRALC and NALC membership 2023-24	£310.69	£0.00	£310.69	BACS 05-06
P Holyman	Expenditure related to 'Big Help Out'	£387.69	£0.00	£387.69	BACS 05-07
Thurlaston Village hall	Hall hire Jan - March 2023	£63.00	£0.00	£63.00	BACS 05-08
M Spencer	Internal audit 2022-2023	£195.00	£0.00	£195.00	BACS 05-09
	HSBC Bank charges applied 30.03.23 - 29.04.23	£19.00		£19.00	N/A
<b>Payment made outside of meeting - Coronation Event</b>					
Fun House	Inflatables	£600.00	£0.00	£600.00	BACS PAID 05.05

## Received

Blaby District Council 1st instal 2022-2023 precept £14,606.00

Payment method to BACS noted.

Activity log from HSBC to be printed off and attached to all payments once completed by 2 out 3 authorised payers (RT/PH/TE).

The Clerk/RFO is not authorised to make stand alone payments in any capacity.

**Accounts listing Proposed/seconded:** TE/EH **Decision:** Accepted

Approved by Full Council

... .. Chair/Vice Chair @ Meeting Date ... ..

**1148-05/23 Correspondence Received (To be discussed appendix E and for info only F)  
CORRESPONDENCE – TO BE DISCUSSED (Appendix E May 2023 mtg)**

Format - Email/Letter	Contents
Application	Application for use of recreation ground – Carnival 23 <sup>rd</sup> June – 25 <sup>th</sup> June <b>Decision:</b> Accepted. EF to advise

**CORRESPONDENCE – FOR INFORMATION ONLY (Appendix F May 2023 mtg)**

Format - Email/Letter	Contents
None Received	

**1149-05/23 Parishioners Time Inc. Local Concerns Reported to Members/Clerk**

No Parishioners Present

**1150-05/23 Appointment of Planning Committee Members**

**Proposed:** TE, PH, PM **Decision:** Accepted. Chair to be appointed at first meeting as and when convened

RT to attend as Chair of TPC

**1151-05/23 Appointment of Finance Sub Committee Members**

**Proposed:** RT, PH, TE, PM **Decision:** Accepted. Chair to be appointed at first meeting as and when convened

**1152-05/23 Appointment of Personnel Sub Committee Members**

**Proposed:** EH (Chair), RT, TE, support via PH **Decision:** Accepted

**1153-05/23 Community Events Sub Committee**

**Full Council 'agree' to Membership**

**Decision:** Accepted. Chair to be appointed at first meeting as and when convened.

**1154-05/23 Appointment of Recreation Ground Sub Committee Members**

**Proposed:** TE, PM, RT **Decision:** Accepted Chair to be appointed at first meeting as and when convened

**1155-05/23 Appointment of A Councillor as Youth Representative**

**Proposed:** EH **Decision:** Accepted

**1156-05/23 Appointment of Members for Representation at the Following:**

- i) Thurlaston Village Hall Committee  
**Proposed:** PH **Decision:** Accepted
- ii) Fosse Villages Neighbourhood Plan  
**Proposed:** RT with PH as support **Decision:** Accepted
- iii) LRALC as a Limited Company ALL member councils appoint one of their Councillors as the delegate to LRALC AGM  
**Proposed:** RT **Decision:** Accepted
- iv) Heartlink (Defib): Ongoing responsibility via TPC acknowledge and recognised as part of agreement with provider.  
**Decision:** Accepted

**1157-05/22 Planning (inc Planning Applications as per Appendix G)  
PLANNING APPLICATIONS –from 12.04.23 – 10.05.23**

**Ref: 23/0164/CLE, The Mulberrys, Desford Road, Thurlaston**

**Description:** Application for a certificate of lawfulness to establish the lawful use of land associated with the residential dwelling known as The Mulberrys as its residential curtilage.

**Decision:** EF to provide historic detail to BDC on previous application and planning Inspectorate detailed comments following refusal of appeal.

**Ref: 23/0253/FUL, Thurlaston Sports Club, Earl Shilton Road, Thurlaston**

**Description:** Demolition of existing clubhouse and removal of existing storage cabins. Construction of new club house with associated alterations including improvement to the car park, fencing and new storage units.

**Decision:** No Objections.

\*Expiry date for comments to be received to BDC prior to date of next meeting of the Parish Council - planning application detail circulated to Planning Committee, no adverse comments received unless stated.

**1158-05/23 Exchange of Members Information**

- 1) PM requested further follow up on A47 Car boot after detailed responds from TPC.  
EF to progress
- 2) PH advised rail freight still proceeding regardless of objections at all levels.
- 3) PH expressed thanks to all involved with the Coronation Event, Councillors and Parishioners alike.  
Listing to be provided to EF to collate and send letters
- 4) RT advised still major issues with play equipment provided and installed by Sovereign and will be progressing with possible grants available to possibly to replace.
- 5) MW advised Fosse Villages growth and Development Forum to convene for the first meeting 17<sup>th</sup> May 2023.  
PH/RT and EF to attend at BDC offices.
- 6) MW advised several complaints received regarding inaccurate communications via social media platforms out of the Parish Council control with no direct link with TPC relating to community matters, events and the Parish Council.  
**Proposal:** to create a facebook social media page, 'Thurlaston matters' to link with TPC Newsletter, to ensure accurate Council related information and community events.  
**Decision:** data transparency and accuracy essential, EF to create TPC FB page over the coming weeks.
- 7) To be noted - Clerk annual leave from 29<sup>th</sup> May 2022 - 3rd June 2023 inclusive.

Next Scheduled Meeting(s) Calendar:

Full Council Meeting: Tuesday 6<sup>th</sup> June 2023 at 7pm

Chair declared the meeting 'Closed' at 8.15pm

Signed:.....( Chair/Vice Chair)      Dated:.....

Approved by Full Council

.....Chair/Vice Chair @ Meeting Date.....