

## LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Council Meeting held on Wednesday 28<sup>th</sup> August 2019 in the Reg Neal Meeting Room, Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

**Present:** P. Linnett – Chairman    P. Kitchen – Vice-chairman    C. Lawrence  
R. Darlison                      L. Dracup                                      I. Deacon  
P. Fox                                      D. Di Palma

Mrs H E Mann – Clerk to the Parish Council  
Mr Julian Dang – Councillor Di Palma's support worker

**19.107**            **To receive Apologies for Absence** – Apologies accepted from District Councillors Clements and Coar. Councillor Deacon had advised he may arrive late to the meeting.

**19.108**            **To receive Disclosures of Interest in accordance with the code of conduct** – none.

**19.109**            **To adjourn the meeting to receive questions from members of the public** – none.

**19.110**            **To receive reports from County/District Councillors** –

County Councillors – None.

District Councillor Coar had emailed the Clerk prior to the meeting:

(a) **Footpath** - Leicestershire County Council will be installing a footpath at the end of Beggars Lane which will join the new Lubbesthorpe footpath. Timescales are not yet known.

(b) **Beggars Lane Junction** – District Councillors Breckon and Blunt are looking into the possibility of altering the Beggars Lane junction into a cross roads junction.

**19.111**            **To receive the monthly report from Leicestershire Police and email from Duane Wright** – The August newsletter details the revamping of the Leicestershire Police website and the firearms surrender which took place between July 20<sup>th</sup> and August 4<sup>th</sup>.

PCSO Duane Wright had emailed the Clerk to confirm he had monitored speeding levels on Warren Lane twice during the preceding two months. Speed was determined to be at an acceptable level and not a police concern.

**19.112**            **To approve the order paper for August 2019** – Councillor Fox proposed the order paper and Councillor Lawrence seconded. Carried.

**19.113**            **To confirm the minutes from the council meeting held on 19<sup>th</sup> June are a true record** – Proposed by Councillor Darlison and seconded by Councillor Kitchen. Carried.

*Councillor Deacon arrived at 7.20pm.*

**19.114 Matters arising from those minutes:**

**(a) Internet banking** – Councillor Lawrence explained that the submission to open an internet bank account is nearly complete. The council would need to sign a cheque for £500, made payable to itself, in order to have sufficient funds to open the account. Councillor Fox asked the clerk to arrange for an HSBC bank mandate form to be completed to ensure all councillors are signatories. *Clerk to action.*

**(b) Payroll agency** – the Clerk confirmed she had emailed TP Jones to appoint them as payroll provider, at present she is providing them with the necessary information.

**(c) Ransom strip** – The Chairman confirmed that letters had been sent to residents regarding encroachment into the boundary. The Clerk stated that she had contacted David Wilson to arrange for the Ransom strip to be tidied.

**(d) Reality Bus** – Councillor Kitchen informed the council that the Reality Bus will reappear but not for at least six 6 months. This is because a new bus needs to be purchased.

**19.115 To discuss Councillors Surgeries** – The Chairman asked if councillors surgeries were something Councillors would like to hold again. Councillor Kitchen agreed this would be a good idea. Councillor Linnett suggested discussing dates at the next full council meeting in September. *Clerk to contact the library to see if they would allow the parish council to hold the surgeries there.*

**19.116 To discuss a litter-pick in September or October, suggested at the Finance Committee Meeting on 31<sup>st</sup> July 2019** – The Chairman asked if the parish council would like to hold another litter-pick and, if so, when. The Clerk brought an email from resident Hannah Pugh to the attention of the Council regarding litter-picking. After considering the email, the Chairman explained that the parish council carry out two litter-picks each year but that they would support Hannah if she wished to complete additional litter-picks. The Council unanimously agreed to Saturday 26<sup>th</sup> October for the next litter-pick. *Clerk to respond to Hannah Pugh's email and to check with the Rapid Relief Team to make sure they can attend a litter-pick on Saturday 26<sup>th</sup> October.*

**19.117 To discuss the next edition of LiFE magazine and decide a date for publication** – Councillor Darlison suggested a publication date later than October so that any upcoming Christmas events could also be included. Councillor Linnett suggested late October or early November for publication. The Council unanimously agreed that they would like an article to go into 'Your Local' magazine as it is published monthly (more regularly than LiFE magazine). Councillor Linnett suggested that this article could include short pieces from the Library, Church, Film Evening, Parish Council and regular hirers of the Hall. *Clerk to write to St. Andrews Church, Library, Blessed Sacrament Church, Regular hirers of the hall, Leicester Huntsmen, Local Police, Stafford Leys Primary School, Fossebrook School, Chairmen of the Committees and the Chairman of the Council to ask if they wish to publish an article in the next edition of LiFE magazine and to write a small piece for the LFE article in 'Your Local' magazine.*

- 19.118**      **To discuss the Neighbourhood Development Plan** – Councillor Fox explained that he had received an email from the Clerk in which Blaby District Council asked for a document to be completed by the Parish Council, in order to complete the neighbourhood development plan. There is a list of things the Parish Council is required to ensure the document is correctly completed. Therefore, Councillor Fox asked that the Clerk add this to the agenda of the next Planning, Trees and Highways Committee Meeting. *Clerk to action.*
- 19.119**      **To review the Annual Action List** – The pump in the car park is due for an inspection. Also, the fixed electrical wiring in the parish hall is due to be inspected. *Clerk to action and check with LRALC if there have been any significant changes to the generic policies adopted by the Parish Council.*
- 19.120**      **Staffing Matters** – Councillor Linnett proposed a closed session, Councillor Fox seconded. Carried.
- 19.121**      **Possible purchase of Improved IT equipment before installation of new accounts package** – Councillor Lawrence explained that the technical specification, required for installation for the Rialtas accountancy software, had been emailed to Lee Taylor to ensure the parish council PC is ready. Councillor Deacon advised checking the broadband coverage is sufficient at the parish office for installation of the accountancy package. *Clerk to action.*
- 19.122**      **To discuss Blaby District Council’s review of Polling Districts, Polling Places and Polling Stations** – No Comment.
- 19.123**      **To review the Financial Risk Assessment** – the council unanimously agreed to make the following amendments to the financial risk assessment:  
(a) Petty cash to be checked quarterly, instead of monthly,  
(b) ‘Budget agreed, monitored and reported’ should be monitored four times a year instead of twice,  
(c) ‘Bank reconciliation overseen by Council’ should be changed to ‘Bank reconciliation, and bank statements, overseen by Council’. The reconciliation is still to be completed monthly and included in the pack for the full council meeting but both reconciliation and statements to be signed by two councillors. *Clerk to action.*
- 19.124**      **To discuss Blaby District Council s.106 monies** – Councillor Fox explained to the council, that there is a specific case worker at Blaby District Council who deals with the allocation of s.106 monies. He asked that a copy of the timescale for Leicester Forest East Parish Council to spend their s.106 monies be obtained. Councillor Linnett stated that the council would need to decide how to spend the s.106 monies at the next finance committee meeting. *Clerk to action.*
- 19.125**      **To discuss insurances** – The Clerk reported to the council that the Ill Health Liability Insurance had been successfully updated to include herself. Also, the employers’ liability insurance certificate was now displayed within the Parish Hall.

- 19.126 To discuss Parish Hall security and storage –**  
(a) The Clerk reported that the premises officer and her sons had, kindly, tidied up the storeroom in the hall.  
(b) The Clerk asked the council how they wish her to store the keys to the safe. Councillor Kitchen suggested a separate small safe with a number code to open it, rather than a key. He also suggested that only the Clerk, Chairman and Vice-Chairman should know what the number code is. The Council unanimously agreed. *Clerk to action.*
- 19.127 Clerk's Report –**  
**(a) Air Ambulance Clothing Bank** – The Council unanimously decided not to allow a clothing bank to be placed in the car park of the Parish Hall.  
**(b) Priorities Consultation** – The Council unanimously decided not to complete the questionnaire.  
**(c) Parish Council's opinion wanted on Blaby District Council's new Local Plan** – The Council unanimously decided to take this document to the next Planning, Trees and Highways Committee Meeting and asked the Clerk to forward the corresponding email to all Councillors. *Clerk to action.*  
**(d) 'Better Care Together' changes to hospital care in Leicester** – The Clerk informed the Council of changes to the way care will be provided across Leicester's three hospitals.  
**(e) List of jobs given to Handyman Nick Hurst on both Kings Walk and Forest East Park** – The Clerk informed the Council of the jobs the handyman had been given to do resulting from the latest monthly park inspection by M&BG as per advice from Councillor Fox. *Clerk to email list of jobs to all Councillors ahead of the Planning Committee Meeting.*  
**(f) Blaby District Council staff allowed to Volunteer to hours per month, as per email from Beth Colbert dated 24<sup>th</sup> July 2019** - Councillor Linnett suggested inviting volunteers from Blaby District Council to attend the litter-pick on Saturday 26<sup>th</sup> October 2019. *Clerk to action.*  
**(g) Email received from Zoe Coulson of Blaby District Council regarding Community Grants** – The Clerk brought the email to the attention of the Council who wish to apply for a grant if available. *Clerk to action.*  
**(h) Chairman's 'At Home' Event** – Councillor Di Palma is to attend on behalf of Leicester Forest East Parish Council.  
**(i) Invite to Conference on Affordable Housing, Tuesday 12<sup>th</sup> November 2019, Nottingham** – The Councillors do not wish to attend.  
**(j) Annual Local Council Seminar** - The Councillors do not wish to attend.
- 19.128 Councillors Forum** – Councillor Dracup asked if there had been any updates on the progress of the Tesco store, Councillor Linnett confirmed there had been no further updates. Councillor Linnett asked the Clerk to contact District Councillors Blunt and Breckon to establish when the store will be opening. *Clerk to action.*
- 19.129 Delegates reports –**  
(a) Councillor Kitchen informed the council that the licencing ceremony for St. Andrews Church's new vicar will take place on Monday 23<sup>rd</sup> September at 7.30pm. Councillors Fox, Linnett and Kitchen will be attending on behalf of the Parish Council.

(b) Councillor Linnett reported back from the patient participation group. The extension to the Warren Lane doctors surgery is still behind schedule. In September, access will be via the back of the building, rather than through the main reception.

**19.130**

**To set the date of the next meeting –**

- Full Council Meeting, Wednesday 25<sup>th</sup> September at 7.00pm
- Full Council Meeting, Wednesday 23<sup>rd</sup> October at 7.00pm plus Finance Committee Meeting

*Meeting closed at 9.10pm.*