

Leicester Forest East

Parish Council

The Parish Hall, Kings Drive, Leicester Forest East

Leicester LE3 3JE

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Clerk to the Parish Council:

Mrs H E Mann

12th December 2023

You are summoned to attend a Parish Council Meeting to be held on Wednesday 20th December 2023 at The Parish Hall, Kings Drive, Leicester Forest East commencing at 7.00pm. **MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

<https://us05web.zoom.us/j/82002723798?pwd=smbSkWs6qJ9HevfU5h7tokLjW0bls.1> Meeting ID: 820 0272 3798

Passcode: 1LjzX0

AGENDA

- 23.260 To receive apologies for absence
- 23.261 To receive disclosures of interest in accordance with the Code of Conduct
- 23.262 To adjourn the meeting to receive questions from Members of the Public
- 23.263 To receive reports from County/District Councillors
- 23.264 To consider:
 - (a) planning enforcement case E23/0298/COUCOM – 150D Hinckley Road – change of use from retail unit to hot food takeaway – status PCO
 - (b) 23/1056/FUL – 150 Hinckley Road – external alterations and change of use of building to class E(b) restaurant
- 23.265 To discuss Finances:
 - (a) To consider granting a dispensation for one Councillor for a specific reason and for further Councillors where necessary
 - (b) To approve spend on invoice to have trees delivered from Beaumanor Hall so the Council's 2023 orchard trees delivery spot was not missed
 - (c) To approve emergency spend on roof leak at Parish Hall under Financial regulation 4.5 and to consider approving spend on suggested gutter replacement to prevent problem recurring
 - (d) To approve item 1 on the order paper for December 2023
 - (e) To approve items 2, 3 & 4 on the order paper for December 2023
 - (f) To approve all remaining items on the order paper for December 2023
 - (g) To note bank the reconciliation for November 2023
 - (h) To consider any grant applications received
 - (i) To minute bank balances
 - (j) To consider top line budget items
 - (k) To discuss reserves
 - (l) To confirm appointment of internal auditor for 2024
 - (m) To discuss hire price increases for 2024-2025
- 23.266 To confirm minutes from:
 - (a) The Council meeting on Wednesday 15th November 2023 as a true and accurate record
 - (b) The Extraordinary Meeting of the Council held on Friday 15th December as a true and accurate record
- 23.267 To discuss matters arising from those minutes
 - (a) To consider adding a flagpole to the Parish Hall
 - (b) Update on Parish Office alterations
- 23.268 To receive planning applications/decisions/enforcement cases received after the Planning meeting was held
 - (a) 23/1023/HH – 4 Carnation Close – first floor rear extension
- 23.269 To discuss matters arising from the Planning and Parks Committee meetings held Tuesday 5th December 2023
 - (a) To note incident in which a Council contractor was threatened with violence and the Police were called
- 23.270 To review the following Policies:
 - (a) Risk Management Policy
 - (b) Financial Reserves Policy

- 23.271 To consider HSBC's impending closure of account and potential new bank accounts
- 23.272 To consider a pared down meeting for August 2024 with only payments being added as agenda item
- 23.273 To consider whether a group training guide dogs would be allowed to hire the hall
- 23.274 To note decisions made and consider issues raised at the extraordinary meeting of the Council on 15.12.2023
- 23.275 To consider relocating memorial bench donated by resident
- 23.276 To review the following Parish Council risk assessments:
 - (a) Parish Hall
 - (b) Fire
 - (c) Parks
 - (d) Film Evening
 - (e) Tree Wardens
 - (f) Volunteers and Volunteer Litter-Pickers
- 23.277 To approve quote to have a small number of lighting columns re-tested in January 2024 as advised by structural testing company is 2020 report (ahead of 2024 hanging baskets and Christmas lights)
- 23.278 To consider booking an in-house training session on Chairman Training from LRALC for the 2024-2025 year.
- 23.279 To consider spending £40 from IT budget heading on safe destruction of Assistant Clerk's old laptop
- 23.280 Plan of Work
- 23.281 Clerk's report
- 23.282 Councillors' forum
- 23.283 Delegates reports
- 23.284 Date of Next Meeting

H Mann

Mrs Holly Mann
Clerk to Leicester Forest East Parish Council

