

## LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Parish Council Meeting on Wednesday 17<sup>th</sup> April 2024, held in the Reg Neal Room of the Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

**Present:** R. Darlison (Chair) P. Kitchen (Vice-Chair) D. Di Palma  
C. Wells M. Bozzoni D. Dawes

County Cllr Chapman  
District Cllr Tomeo  
Mrs H. E. Mann – Clerk to the Parish Council

**24.57 To receive apologies for absence**

None.

**24.58 To receive disclosures of interest in accordance with the Code of Conduct**

Cllr Bozzoni declared interests in agenda items 24.61(a) and 24.76.

**24.59 To receive reports from  
(a) County/District Councillors**

County Cllr Chapman:

Works to stop the flooding on one particular stretch of the A47 have started which is positive. The pavement has been cleared so it is now accessible to pedestrians.

Grass cutting has started, the first grass cut was on 11.04.2024 and the next is due 09.05.2024. There has been an issue with the cutting on Hobill's Close as some residents have added boulders to the verges to stop people parking on them and the boulders have hindered mowing. Also, there is a section on the county council's website where you can check when your area will be mowed and report any mowing issues.

*Clerk to add to next LiFE magazine that you can go online and access grass cutting information and report and grass cutting issues on the county council's website.*

District Cllr Tomeo:

Baines Lane planning development – BDC (especially District Cllr Coar) have been pushing for construction access to be via Baines Lane. However, this is a sticking point with highways who do not think it's appropriate for ultimate residents' access.

The parish council raised its concerns that a planning application in Ratby for 200 houses, which went to appeal and was subsequently passed, will mean hundreds more cars coming onto the A47.

Additionally, the parish council asked about temporary traffic lights which were recently put up at Desford crossroads. County Cllr Chapman explained these were put up by a utility company. Utility companies do not need permission from highways to erect temporary traffic lights to carry out works.

The parish council thanked District Cllr Tomeo and County Cllr Chapman for attending.

*Cllrs Chapman and Tomeo left the meeting at 7.14pm.*

**24.60 To adjourn the meeting to receive questions from Members of the Public, including:  
To discuss issues raised at the last public participation session in March:**

- **Drainage on the parish hall car park;**

The parish council is progressing with the draining issues.

- **Ditches and quotes process;**

The ditches were confirmed at the council meeting in March before a decision was made. The quote received was relevant to that work.

- **Neighbourhood plan issues; and**

BDC will follow the NDP but certain items are not enforceable and are guidelines only; the outline planning application for Baines Lane does quote the NDP.

- **Dog waste bins not owned by the parish council.**

Only those litter and dog bins on Forest East Park and Kings Walk Park are owned and maintained by the parish council.

**24.61 To discuss Finances:**

The Clerk explained to council that at the June council meeting, council will receive the March (end of year) and April accounts. The year end accounts cannot be passed to council any sooner as they need to have been reviewed and signed off by the internal auditor. These accounts are then to be from part of the external audit report which needs to be submitted by the end of June. This process will be the same every year.

*Cllr Bozzoni declared an interest in agenda item 24.61 (a) and left the room at 7.29pm.*

**(a) To approve item 1&2 on the order paper for April 2024**

**Resolution:** Council resolved to approve items 1&2 on the order paper for April 2024.

*Cllr Bozzoni returned to the room at 7.31pm.*

**(b) To approve all remaining items on the order paper for April 2024**

**Resolution:** Council resolved to approve items all remaining items on the order paper for April 2024.

**(c) To note bank the reconciliation for March 2024**

Noted.

**(d) To minute bank balances**

As at 31.03.2024:

- HSBC Business Money manager - £0.00 – CLOSED
- Unity Trust Bank Current Account - £267,862.15
- Unity Trust Savings Account - £30,085.89

**(e) To note top line budget items**

The Clerk explained to council that at the June council meeting, council will receive the March (end of year) and April accounts. The year end accounts cannot be passed to council any sooner as they need to have been reviewed and signed off by the internal auditor. These accounts are then to be from part of the external audit report which needs to be submitted by the end of June. This process will be the same every year.

**(f) To discuss reserves**

The Clerk explained to council that at the June council meeting, council will receive the March (end of year) and April accounts. The year end accounts cannot be passed to council any sooner as they need to have been reviewed and signed off by the internal auditor. These accounts are then to be from part of the external audit report which needs to be submitted by the end of June. This process will be the same every year.

**(g) To consider any grant applications received**

None.

**(h) All councillors to complete signatory forms for Market Harborough Building Society savings account**

Cllrs to pass signatory form to Clerk when completed.

**24.62 To confirm minutes from the Council meeting on Wednesday 20<sup>th</sup> March 2024 as a true and accurate record**

**Resolution:** The council resolved to accept the minutes from the Council meeting on Wednesday 20<sup>th</sup> March 2024 as a true and accurate record.

*Clerk to remove the word draft from the website minutes from the March 2024 council meeting.*

**24.63 To discuss matters arising from those minutes:**

None.

**24.64 To receive planning applications/decisions/enforcement cases received after the Planning meeting was held**

24/0313/HH – 52 Hinckley Road – single storey rear extension - this planning application was discussed but it will be added to the May planning agenda.

**24.65 To discuss matters arising from the Planning and Parks Committee meetings held Tuesday 9<sup>th</sup> April 2024**

This meeting was cancelled.

**24.66 To review the following Policies:**

**(a) Social media Policy; and**

**Resolution:** The council resolved to make no changes to the Social Media policy.

*Clerk to amend the reviewed date on the Social Media Policy on the website.*

*Clerk to book onto a future social media training session with LRALC and tell Cllrs in case they want to book on also.*

**(b) Training Policy**

**Resolution:** The council resolved to make no changes to the Training policy.

*Clerk to amend the reviewed date on the Training Policy on the website.*

**24.67 To consider progress on 2024-2025 projects:**

**(a) Parish App – May 2024**

A kick-off meeting about the new parish app has been booked in for next week.

**(c) Outside power supply and to replace lights in Reg Neal room for LED – June 2024**

**(d) Replacement Sliding Doors for Parish Hall – October 2024**

**(e) 3 new bins for Kings Walk Park and moving them to different locations + extra bin near MUGA and installation of all – February 2025**

**(e) Scarification of wildflower garden – April 2024 – to receive updated quote**

**Resolution:** The parish council resolved to accept the quote of £2,000 from Greensleeves for scarification of the wildflower garden.

*Clerk to:*

- *Contact Greensleeves a.s.a.p. to accept their quote for scarification of the wildflower garden; and*
- *print the quotes for scarification of the wildflower garden and add to the quotations file, including the corresponding meeting paper.*

**24.68 To discuss Blaby Planning Obligations and Developer Contributions Supplementary Planning Document Consultation**

Noted.

**24.69 To note the Local Government Association provides locum support if ever needed**

The council noted that if the clerk or assistant clerk were ever off long-term then it should contact the Local Government Association for locum cover.

Clerk to:

- Continue to develop the Clerks Emergency Policy (including the phone number of the Local Government Association); and
- Keep Clerks Emergency Policy on the May council agenda.

**24.70 To consider issue with new AV equipment and DVD player**

Clerk to:

- Chase Noise Boys to come back out to check if the DVD sensor is working currently.
- Tell Cllrs and Film Evening when Noise Boys are attending to look at the DVD player.

**24.71 To consider request from Epworth to use pitches on a weekday evening**

**Resolution:** The council resolved to send the following email to Epworth football Club: 'Due to film night being the first Thursday of every month the car park is unavailable for use. Therefore, for the first Thursday of every month please could you either use a different venue or train on a different night please?'

The clerk sent the email to Epworth football club during the meeting.

**24.72 Plan of Work**

Noted.

**24.73 Clerk's report**

The Clerk gave the following updates:

- The council has purchased condolence flowers for a member of staff.
- We are awaiting a date for the moving of the CCTV screen and install of new CCTV cameras.
- The clerk's new laptop is due to be delivered and set up tomorrow.
- The ditches have now been cleared.
- The Breedon has arrived for refilling the paths.
- The grass carpeting been re done.
- The fix on the small roundabout kings walk park has been completed.
- The gym equipment inspection has been completed.

**24.74 Councillors' forum**

All Cllrs and clerk attended chairman's training, in-house, from LRALC, yesterday.

Clerk to:

- Send council's thanks to LRALC for the chairman training which was very useful and tailored to LFEP.
- Add to May Parks agenda to consider purchase of a D-Day remembrance flag.
- Add to May council agenda to consider a dispensation for one councillor.

**24.75 Delegates reports**

None.

Councillor Bozzoni declared an interest in agenda item 24.76 and left the room at 8.42pm.

**Resolution:** The Council resolved to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 and to enter a closed session at 8.42pm.

**24.76 To consider excluding the press and public and to enter a closed session to consider potential partial retirement of the Premises Officer and a potential Council staff re-structure**

**Resolution:** The council resolved that the Premises officer can take partial retirement and that the Assistant Clerk can increase her hours from 01.06.2024.

Clerk to:

- Inform Premises Officer and Assistant Clerk of council's decision.
- Ensure all necessary paperwork completed, including new contracts, new job descriptions are completed and that the payroll bureau and pensions body (plus any other bodies who need to be

*notified) are made aware of the changes to the premises officer and Assistant Clerk's employment from 01.06.2024.*

Council re-entered a public session at 8.46pm.

Cllr Bozzoni re-entered the room at 8.46pm.

**24.77 Date of Next Meeting**

Wednesday 15<sup>th</sup> May at 7.00pm

The meeting closed at 8.47pm.