

LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Annual Parish Council Meeting on Wednesday 15th May 2024, held in the Reg Neal Room of the Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

Present: R. Darlison (Chairman) P. Kitchen (Vice-Chairman) D. Dawes
M. Bozzoni C. Wells

Mrs H. E. Mann – Clerk to the Parish Council

24.78 To elect:

(a) a Chairman for 2024/2025 and elected Chairman to sign 'Declaration of Acceptance of Office' form

Resolution: The Council resolved to elect Cllr Darlison to the position of Chair of the council for the year 2024-2025.

(b) a Vice- Chairman for 2024/2025 and elected Vice-Chairman to sign 'Declaration of Acceptance of Office' form

Resolution: The Council resolved to elect Cllr Kitchen to the position of Vice-Chair of the council for the year 2024-2025.

24.79 To receive reports from County/District Councillors

District Cllr Coar passed a message on to the parish council that they are still strongly opposing the pizza restaurant.

24.80 To adjourn the meeting to receive questions from Members of the Public

None.

24.81 To receive apologies for absence

Resolution: Cllr Di Palma gave his apologies prior to the meeting which the council duly accepted.

24.82 To:

(a) receive disclosures of interest in accordance with the Code of Conduct; and

Cllr Bozzoni declared an interest in agenda items 24.86 (c) and 24.107.

(b) consider granting a dispensation to one councillor

Resolution: Council granted Cllr Bozzoni a dispensation to discuss matters pertaining to the employment of the premises officer and to stay in the room whilst discussions and voting takes place on these matters. However, Cllr Bozzoni does not have a dispensation to vote on matters pertaining to the employment of the premises officer. This dispensation lasts until the next election in May 2027.

24.83 Appointment of members of standing committees:

(a) Finance and Policies

(b) Parks, Hall, Events and LiFE Magazine

(c) Planning, Trees and Highways

(d) Staffing and Appeals

Resolution: All Cllrs (Darlison, Kitchen, Di Palma, Dawes, Wells and Bozzoni) shall be members of the Finance & Policies, Planning, Trees & Highways and Parks, Hall, Events & Life Magazine Committees. (The Staffing & Appeals Committee's make up is mandated by the committees' terms of reference to be the chair of the council, the vice chair of the council and the chairs of the other committees.)

24.84 To determine the number and time of the ordinary meetings of the following standing committees:

(a) Finance and Policies

(b) Parks, Hall, Events and LiFE Magazine

(c) Planning, Trees and Highways

(d) Staffing and Appeals

Resolution: The Finance & Policies committee shall meet at least once a year, date TBC. Both the Planning, Trees & Highways and Parks, Hall & Events committees shall meet the first Tuesday of every month, except August. The

Staffing & Appeals Committee shall meet when needed. Council shall meet on the third Wednesday of each month, excepting August.

24.85 To determine the Chairman and Vice-Chairman of each of the following standing committees:

(a) Finance and Policies

Resolution: The Council resolved to elect Cllr Darlison to the position of Chair of the Finance & Policies committee for the year 2024-2025.

Resolution: The Council resolved to elect Cllr Kitchen to the position of Vice-Chair of the Finance & Policies committee for the year 2024-2025.

(b) Parks, Hall, Events and LiFE Magazine

Resolution: The Council resolved to elect Cllr Dawes to the position of Chair of the Parks, Hall, Events and LiFE Magazine committee for the year 2024-2025.

Resolution: The Council resolved to elect Cllr Bozzoni to the position of Vice-Chair of the Parks, Hall, Events and LiFE Magazine committee for the year 2024-2025.

(c) Planning, Trees and Highways

Resolution: The Council resolved to elect Cllr Kitchen to the position of Chair of the Planning, Trees and Highways committee for the year 2024-2025.

Resolution: The Council resolved to elect Cllr Wells to the position of Vice-Chair of the Planning, Trees and Highways committee for the year 2024-2025.

(d) Staffing and Appeals

Resolution: The Council resolved to elect Cllr Kitchen to the position of Chair of the Staffing & Appeals committee for the year 2024-2025.

Resolution: The Council resolved to elect Cllr Darlison to the position of Vice-Chair of the Staffing & Appeals committee for the year 2024-2025.

24.86 To discuss Finances:

(a) To approve repayment to clerk of overpayment of pension contributions

Resolution: To refund the clerk's overpayment of pension contributions.

(b) To approve spend over budgeted amount for Rialtas accounts package

Resolution: To approve the spend over the budgeted amount on the Rialtas accounting and bookings package software.

Clerk to check with Rialtas if a three-year contract would be cheaper than yearly.

Cllr Bozzoni declared an interest in agenda item 24.86 (c). A dispensation for Cllr Bozzoni has been granted by the parish council on 15.05.2024, minute reference 24.82 (b) to discuss but not vote on this matter until May 2027.

(c) To approve items 1&2 on the order paper for May 2024

Resolution: To approve items 1 and 2 on the May 2024 order paper.

(d) To approve all remaining items on the order paper for May 2024

Resolution: To approve all remaining items on the May 2024 order paper.

(e) To note bank the reconciliation for May 2024

NB This was a typo and should read 'To note the bank reconciliation for April 2024'.

Noted.

(f) To minute bank balances

Unity current account - £343,508.09

Unity savings account - £30,085.89

(g) To note the monthly accounts

Council will receive these as part of the June meeting as part of the end of year accounts.

(h) To note top line budget items

Council will receive these as part of the June meeting as part of the end of year accounts.

(i) To discuss reserves

Reserves as at 30.04.2024:

General reserves - £188,163

Parish office alterations – £57,247

Paths around parish hall - £25,005

Parks/play area development - £25,005

(j) To consider any grant applications received

None received.

24.87 To confirm minutes from the Council meeting on Wednesday 17th April 2024 as a true and accurate record

Resolution: Resolved to accept the minutes from the Council meeting on Wednesday 17th April 2024 as a true and accurate record.

Clerk to remove the word draft from the April 2024 council minutes.

24.88 To discuss matters arising from those minutes:

None.

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

None.

24.90 To discuss matters arising from the Planning and Parks Committee meetings held Tuesday 7th May 2024

(a) To discuss date for whacker plate hire and use

Resolution: Resolved to hire the whacker plate to repair the paths for weekend commencing Friday 31st May.

Clerk to:

- Buy biscuits, coffee and milk from petty cash before 31.05.2024.
- Hire whacker plate from Brandon tool hire for 31.05.2024 weekend.

24.91 To review the following Policies:

(a) Volunteer Policy

Resolution: To make no amendments to the Volunteer Policy.

Clerk to update review date on Volunteer Policy.

(b) Data Protection Policy; and

Resolution: To make no amendments to the Data Protection Policy.

Clerk to update review date on Data Protection Policy.

(c) General Privacy Notice Policy

Resolution: To make no amendments to the General Privacy Notice Policy.

Clerk to update review date on General Privacy Notice Policy.

24.92 To consider progress on 2024-2025 projects:

(a) Parish App – May 2024 – update

Work on the app is progressing but has been slower than predicated due to issues with Google and Apple. Also, the potential move to a gov.uk website has slightly delayed things. The app will also have a Community Page which will contain the same info as the LiFE magazine's What's On page.

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

Clerk to begin to action 'Outside power supply and to replace lights in Reg Neal room for LED – June 2024'.

(c) Replacement Sliding Doors for Parish Hall – October 2024

No update.

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

No update.

(e) Scarification of wildflower garden – April 2024 – update

Wildflower garden due to be scarified 22.05.2024.

The Clerk has ordered £100 of wildflower seeds and £100 mulch as per resolution of the Parks Committee.

24.93 To consider the risk assessments for:

(a) Picnic in the Park 2024

Resolution: Resolved to adopt the Picnic in the Park 2024 risk assessment.

(b) TV Production Company to film on Kings Walk Park and use the Parish Hall as a base

Resolution: Resolved to adopt the 'TV Production Company to film on Kings Walk Park and use the Parish Hall as a base' risk assessment.

24.94 To consider return of hall hire deposits for hires on:

(a) 20.04.2024; and

(b) 28.01.2024

Resolution: Resolved to keep all of the deposit from the 28.01.2024 hire and all of the deposit for the 20.04.2024 hire.

Clerk to inform the Assistant Clerk of council's resolution to keep all of the deposit from the 28.01.2024 hire and all of the deposit for the 20.04.2024 hire and ask her to inform the hirers of the council's decision.

24.95 To consider whether the SLCC can hold branch meetings at the Parish Hall at no charge

Resolution: Resolved to allow SLCC to hold any quarterly branch meetings at the parish hall free of charge.

24.96 To consider quote from Cuttlefish for a gov.uk website, gov.uk staff email addresses and migration of old emails from old email accounts to new email accounts

Resolution: To move to a gov.uk website with Cuttlefish as funding has been granted. Also, to move all three staff emails to gov.uk email addresses and to pay £50 from the IT budget to migrate all staff emails across to the new email addresses.

Clerk to:

- *Contact Cuttlefish and ask them to change parish council's website and staff emails to gov.uk and explain council will pay £50 to migrate historic staff emails to the new email addresses.*
- *Contact Aubergine to update that council has resolved to move to a gov.uk website which is relevant to the parish app.*

24.97 To consider the adequacy of the parish council's insurances

Resolution: Council has reviewed the adequacy of its insurances and found them to be adequate.

24.98 To consider quarterly review of the Action Plan

Resolution: To make suggested minor amendments to the Action Plan.

24.99 To consider clerk's emergency policy

Internal audit was yesterday which was prioritised.

Clerk to leave 'To consider clerk's emergency policy' on the council agenda.

24.100 To consider quote to safely destroy the clerk's old laptop and also the clerk's old computer tower

Resolution: To pay £80, from the IT budget, to have the clerk's old laptop and old tower computer safely destroyed.

24.101 To Re-Affirm the Council's General Power of Competence

Resolution: The Council resolved to re-affirm its general power of competence as it has a CiLCA qualified Clerk, over two thirds of its members are elected (rather than co-opted) and it has no qualifications on its external audit report.

24.102 Plan of Work

Noted.

24.103 Clerk's report

Cuttlefish have made the clerk aware of slight upcoming changes to website due to new WCAG compatibility requirements coming into force in October 2024.

Internal Audit

The internal audit was yesterday and went very well; the internal auditors report is expected before the June council meeting.

24.104 Councillors' forum

None.

24.105 Delegates reports

None.

24.106 To approve the minutes from the March 2024:

(a) Planning, Trees and Highways Committee meeting; and

Resolution: Subject to one minor typo, the council resolved to accept the minutes of the March 2024 Planning, Trees and Highways committee as a true and accurate record.

Clerk to have Cllr Kitchen sign the March Planning minutes at the June Planning meeting.

(b) Parks, Hall, Events and LiFE Committee meeting.

Resolution: Subject to one minor typo, the council resolved to accept the minutes of the March 2024 Parks, Hall, Events and LiFE Magazine as a true and accurate record.

Clerk to have Cllr Di Palma sign the March Parks minutes at the June Parks meeting.

Cllr Bozzoni declared an interest in agenda item 24.107. A dispensation for Cllr Bozzoni has been granted by the parish council on 15.05.2024, minute reference 24.82 (b) to discuss but not vote on this matter until May 2027.

Resolution: To exclude the press and public under The Public Bodies (Admissions to Meetings) Act 1960 and enter a closed session.

The council entered a closed session at 8.48pm.

24.107 To consider excluding the press and public and to enter a closed session to consider new contracts and job descriptions for the Premises Officer and Assistant Clerk

Resolution: To amend the Premises Officer and Assistant Clerk's contracts and job descriptions from 01.06.2024.

Clerk to get premises officer and assistant clerk to sign new contracts from 01.06.2024.

The closed session ended at 8.50pm.

24.108 Date of Next Meeting

Friday 14th June at 1.00pm.

The meeting closed at 9.12pm.