

## LEICESTER FOREST EAST PARISH COUNCIL

Minutes of a Parish Council Meeting on Wednesday 17<sup>th</sup> July 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  
C. Wells D. Di Palma S. Garner

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

**24.130 To receive apologies for absence**

**Resolution:** To accept apologies from Cllr Bozzoni which were given prior to the meeting.

It was noted that County Cllr Breckon and District Cllr Tomeo also sent apologies.

**24.131 To consider co-opting a member of the public to the office of parish councillor**

**Resolution:** To co-opt a member of the public to the office of parish councillor.

**24.132 To receive disclosures of interest in accordance with the code of conduct**

None.

**24.133 To receive reports from County/District Councillors**

On behalf of District Cllr Coar, the Cllrs were asked if any of them wished to speak at the upcoming planning meeting at Blaby District Council regarding the potential new children's home in Leicester Forest East. None were able to do so but one parish Cllr will attend the meeting.

It was also noted that a children's home would possibly mean various mini buses at the site to take children to school or drop them off.

**24.134 To adjourn the meeting to receive questions from Members of the Public**

None.

**24.135 To discuss Finances:**

**(a) To approve film evening licence purchase**

**Resolution:** To purchase the annual film evening licence from The Motion Picture Licensing Company.

**(b) Annual review and approval of all direct debits per financial regulation 5.6**

**Resolution:** Council approved the annual list of direct debits.

**(c) To approve annual list of regular payments**

**Resolution:** Council approved the annual list of regular payments.

**(d) To note which two Cllrs will approve the July and August payments**

Cllrs Darlison and Kitchen will approve the July and August 2024 payments.

**(e) To approve items 1&2 on the order paper for July 2024**

Already approved at 24.135 (c) above.

**(f) To approve all remaining items on the order paper for July 2024**

**Resolution:** To approve all remaining order paper items for July 2024.

**(g) To approve items 1&2 on the order paper for August 2024**

Already approved at 24.135 (c) above.

**(h) To approve all remaining items on the order paper for August 2024**

Already approved at 24.135 (c) above as the only payments for August are those listed on the regular payments list.

**(i) To minute bank balances and petty cash**

Balances on All Accounts as at 30.06.2024

Petty cash – £131.52

Unity trust current account – £308,864.78

Unity trust savings account – £30,292.16

**(j) To approve the bank statements**

**Resolution:** Council approved the June 2024 bank statements.

**(k) To approve the bank reconciliation for June 2024 including petty cash account**

**Resolution:** Council approved the bank reconciliation for June 2024 including petty cash account.

*Clerk to move approval of bank statements and approval of bank reconciliation (including petty cash account) into one minute.*

**(l) To note the monthly accounts**

Noted.

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

Bank Interest

Only a small amount of bank interest has been received so far but a large sum is being transferred this month from the current account to the savings account which will push interest received up for the rest of the year.

Regular Hall Hire

This is exactly as budgeted.

Occasional Hall Hire

This is currently at 18.2% so lower than predicted for this time of year.

Parks Maintenance

This is currently at 81% spend for the year so council will need to keep a close eye on this budget heading and reign in any off-the-cuff parks projects to ensure there is not an overspend.

Dog and Litter Bin emptying

The current spend is at 90.8% but this is an annual invoice so its actually a slight saving.

**(n) To note reserves**

As at 30.06.2024:

General reserves - £235,839.

Earmarked reserve – parish hall development - £56,922 – final architect bill of £326 now paid.

Earmarked reserve – Parks/play area development - £25,005.

Earmarked reserve – Paths around the parish hall - £25,005.

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

None received.

**24.136 To confirm minutes from the Council meeting on Friday 14<sup>th</sup> June 2024 as a true and accurate record**

**Resolution:** Subject to some minor typos, the council resolved to accept the June 2024 council minutes as a true and accurate record.

*Clerk to amend the minutes, remove the word 'draft' from the minutes on the website, add minutes to new parish app and print a copy to be signed at the September council meeting.*

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

None.

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

Added to September planning agenda:

24/0555/HH – 245 Hinckley Road – first floor side and single-story rear extension – no comment.

**24.139 To discuss matters arising from the Planning and Parks Committee meetings held Tuesday 2<sup>nd</sup> July 2024**

**(a) To discuss any last-minute Picnic in the Park issues**

Cllrs to check once new outdoor sockets are installed to see if a converter will be needed. Also, clerk to inform electrician that sockets both need to be located within the black railings at the parish hall for safety.

**24.140 To review the following Policies:**

**(a) Advertising policy**

**Resolution:** To make no amendments to the Advertising policy.

*Clerk to update reviewed date on the Advertising policy.*

**(b) CCTV Policy**

**Resolution:** To make no amendments to the CCTV policy.

*Clerk to update reviewed date on the CCTV policy.*

**(c) Annual monitoring and evaluation of CCTV per section 12 of the CCTV Policy**

Annual monitoring and evaluation of CCTV per section 12 of the CCTV Policy completed by Clerk and noted.

**(d) Publication Scheme**

**Resolution:** To make no amendments to the Publication Scheme policy.

*Clerk to update reviewed date on the Publication Scheme policy.*

**(e) Grants Policy**

**Resolution:** To make no amendments to the Grants policy.

*Clerk to update reviewed date on the Grants policy.*

**(f) To review internal controls policy as it states that invoices must be signed by two Cllrs. However, this may not be necessary as the online bank account shows which two Cllrs authorised any payment anyway**

**Resolution:** To make an amendment to the Internal Control policy to remove the requirement for Cllrs to sign invoices as the bank records who has authorised every individual payment.

*Clerk to amend Internal Control policy to remove the requirement for Cllrs to sign invoices as the bank records who has authorised every individual payment and to update the review date but also add a note so it will be reviewed 12 months from its previous review date, not 12 months from July 2024.*

**(g) To discuss business continuity policy**

No further discussion of this policy was considered necessary by council.

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

**(a) Parish App – May 2024 – update**

The app will have news, events, a community noticeboard with classes held at various local venues plus agendas and minutes. Pending some last-minute updates the app should be up and running very soon.

*Clerk to ask if the app can have a QR code to promote it on the website, Facebook and LiFE magazine.*

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

Work to start 22.07.2024.

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

Noted.

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

*Clerk to add to September Parks committee agenda '3 new bins for Kings Walk Park and moving them to different locations + extra bin near MUGA and installation of all – February 2025'.*

*The clerk cautioned that if this project is moved to a closer date in the financial year than council previously planned this may cause something else to be delayed as these projects have been planned out to allow enough time to complete them all, plus the others, during the financial year.*

**(e) Scarification of wildflower garden – April 2024 – update and to consider further scarification works and quote to be taken from general reserves**

Two Councillors approved the scarification works so payments have been made.

*Clerk to add to September Parks committee agenda 'Scarification of wildflower garden – April 2024 – update and to consider further scarification works and quote to be taken from general reserves'.*

**24.142 To consider setting up a new committee with delegated powers to work on projects**

Council noted it doesn't always manage projects in the most effective way. Often the clerk is given a vague 'ask' which can lead to confusion and uncertainty further down the line. Therefore, council decided that in future each project will have a project lead to work alongside the clerk for clarification.

**24.143 To consider purchasing a new, metal bin store as the plastic one has been vandalised**

**Resolution:** Council resolved to purchase a new metal bin store (from the parish hall maintenance budget) from Dancover.co.uk at a price of £332.40 including VAT.

**24.144 To consider what to do regarding the council's savings account as Market Harborough Building Society do not allow administrators on an account unless they are also signatories**

**Resolution:** To keep the Unity Trust Bank savings and current accounts and not to open another savings account as that would require the clerk and assistant clerk to become signatories which is a fraud risk.

**24.145 To receive and open quotes for re slabbing the path around the parish hall and to possibly temporarily suspend financial regulation 11.1 if fewer than three quotes are received via the contracts finder website**

No quotes received.

*Clerk to put a brief article in the August 2024 Your Local magazine asking for quotes for path slabbing and put this on the parish council's website and Facebook pages.*

**24.146 To consider adding a war memorial (or similar) to the parish hall**

One Cllr to go to Kirby Muxloe war memorial and then establish which of the fallen were residents of Leicester Forest East.

*Clerk to:*

- *Check with LRALC regarding war memorials – what are rules etc.*
- *Add to September Parks committee 'To consider adding a war memorial (or similar) to the parish hall' and also to consider when to publish the next LIFE magazine.*

**24.147 To consider purchasing a 'best cake' trophy for the annual Queens Drive street party**

*Clerk to:*

- *Tell Queens Drive resident that the parish council are considering buying a best cake trophy with a plaque for each year's winner, which can be kept by the winner.*
- *Leave 'To consider purchasing a 'best cake' trophy for the annual Queens Drive street party' September council agenda.*
- *Get quotes for a 'best cake' trophy and plaques.*

**24.148 To consider obtaining quotes to have the parish hall floor re-sealed**

*Clerk to get quotes for parish hall floor resealing.*

**24.149 To consider Leicestershire Highways Design Guide Review Consultation**

Noted.

**24.150 To receive quotes for the new parish office cupboards**

**Resolution:** Council resolved to accept the quote from Hurst installations for £6,500 plus VAT to install new fitted cupboards in the parish office, to include sliding doors.

*Clerk to inform all those who quoted of the parish council's decision regarding parish office cupboards.*

**24.151 To consider purchasing more lamp post poppies**

*Clerk to order 25 lamp post poppies.*

**24.152 To consider quote to wipe Premises Officer's laptop for a councillor to use for council business**

**Resolution:** To pay £80 to have the Premises Officer's laptop wiped and made ready for a Cllr to use if required.

**24.153 Clerk's report**

- Both the Clerk and Assistant Clerk are away from the office 20<sup>th</sup> and 21<sup>st</sup> August but the security guard will cover the opening and closing of the hall etc.
- Feedback from the Police is that the parish council's CCTV system is really good; they have currently had to make use of the CCTV for one of their investigations.
- Complaints have been received by the clerk about the amounts of litter on the parks.

**24.154 Councillors' forum**

None.

**24.155 Delegates reports**

The Chair of the council attended the Queens Drive annual street party in June and judged the best cake competition.

**24.156 Date of Next Meeting**

Wednesday 18<sup>th</sup> September 2024

Meeting closed 9.07pm.