

# Leicester Forest East

Parish Council

The Parish Hall, Kings Drive, Leicester Forest East

Leicester LE3 3JE

Tel: 0116 239 0039

Email: [clerk@lfeparishcouncil.org.uk](mailto:clerk@lfeparishcouncil.org.uk)

[www.lfepc.org.uk](http://www.lfepc.org.uk)

Clerk to the Parish Council:

**Mrs H E Mann**

13<sup>th</sup> February 2024

You are summoned to attend a Parish Council Meeting to be held on Wednesday 21<sup>st</sup> February 2024 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/88231102330?pwd=nFWDJ9IbDdPeNKQV1ucw1GBaUGAbmS.1> Meeting ID: 882 3110 2330  
Passcode: 7QFG56

## **AGENDA**

- 24.1 To receive apologies for absence
- 24.2 To receive disclosures of interest in accordance with the Code of Conduct
- 24.3 To adjourn the meeting to receive questions from Members of the Public
- 24.4 To receive reports from
  - (a) County/District Councillors
  - (b) Leicestershire Police
- 24.5 To discuss flooding on A47 and Beggars Lane
- 24.6 To discuss Finances:
  - (a) To approve item 1 on the order paper for February 2024
  - (b) To approve all remaining items on the order paper for February 2024
  - (c) To note bank the reconciliation for January 2024
  - (d) To minute bank balances
  - (e) To note top line budget items
  - (f) To discuss reserves
  - (g) To consider any grant applications received
- 24.7 To confirm minutes from the Council meeting on Wednesday 24<sup>th</sup> January 2024 as a true and accurate record
- 24.8 To discuss matters arising from those minutes
  - (a) To consider closing the HSBC account and to consider opening a new bank account
  - (b) To consider potential revised plans for Parish Office alterations
  - (c) To consider a plan for the next 12 months
  - (d) To consider quotes to have gym equipment maintained from general reserves
- 24.9 To receive planning applications/decisions/enforcement cases received after the Planning meeting was held
- 24.10 To discuss matters arising from the Planning and Parks Committee meetings held Wednesday 7<sup>th</sup> February 2024
  - (a) To consider exactly which ditches need to be cleared on Forest East Park and to consider quote for clearing
  - (b) To consider spending from reserves, on quote to fix small roundabout at Kings Walk Park
  - (c) To consider spending from reserves, on revised flagpole quotations
- 24.11 To review the following Policies:
  - (a) Code of Conduct
  - (b) Financial Regulations
  - (c) Disciplinary Policy
  - (d) Laptop Policy
  - (e) Internal Controls Policy – and to review effectiveness of Council's internal controls
- 24.12 To review the litter bin and dog bin emptying contract for the parks (without litter-picking)
- 24.13 To consider allowing the Clerk to continue to work from home on Monday and Tuesday afternoons
- 24.14 To consider purchasing to new McAfee security packages for the two Councillor laptops

- 24.15 To consider imminent Martyn's Law legislation and the impact it might have on the Council
- 24.16 To consider holding the shortened August Council meeting on 14<sup>th</sup> August instead of 21st
- 24.17 To consider whether to retain some of the deposit from a recent problematic hire
- 24.18 To consider progress on 2024-2025 projects:
  - (a) Parish App
  - (b) Outside power supply and to replace lights in Reg Neal room for LED
  - (c) Replacement Sliding Doors for Parish Hall
  - (d) 3 new bins for Kings Walk Park and moving them to different locations + extra bin near MUGA and installation of all
  - (e) Scarification of wildflower garden
- 24.19 To consider whether to change the timings of the Planning and Parks Committee meetings on a permanent basis
- 24.20 To consider adopting the removing snow from the canopy roof risk assessment
- 24.21 Quarterly review of Action Plan
- 24.22 To review emergency action plan
- 24.23 To consider insurance company's suggestion to cut down some trees in relation to an insurance claim
- 24.24 Plan of Work
- 24.25 Clerk's report
- 24.26 Councillors' forum
- 24.27 Delegates reports
- 24.28 To consider a closed session to:
  - (a) Consider amendments to the Premises Officer's contract
  - (b) Set objectives, date and time for Clerk's appraisal
- 24.29 Date of Next Meeting



**Mrs Holly Mann**  
Clerk to Leicester Forest East Parish Council

