

# Leicester Forest East

Parish Council

The Parish Hall, Kings Drive, Leicester Forest East

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Clerk to the Parish Council:

**Mrs H E Mann**

13<sup>th</sup> June 2023

You are summoned to attend a Parish Council Meeting to be held on Wednesday 21<sup>st</sup> June 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/86555595863?pwd=cGtxbmxhMU1VVW1WaExFWGJqZkRkdz09>, Meeting ID: 865 5559 5863, Passcode: 02gkBF

## AGENDA

- 23.131 To receive apologies for absence
- 23.132 To receive disclosures of interest in accordance with the Code of Conduct
- 23.133 To adjourn the meeting to receive questions from Members of the Public
- 23.134 To note the resignation of one Parish Councillor
- 23.135 To consider co-opting one member of the public onto the Parish Council
- 23.136 Appointment of Standing Committees:
  - (a) Finance and Policies
  - (b) Parks, Hall, Events and LiFE Magazine
  - (c) Planning, Trees and Highways
  - (d) Staffing and Appeals
- 23.137 To receive reports from County/District Councillors
- 23.138 To discuss Finances:
  - (a) To approve the order paper for June 2023
  - (b) To note bank the reconciliation for May 2023
  - (c) To approve year end accounts
  - (d) To note monthly accounts
  - (e) To consider top line budget items
  - (f) To discuss reserves
  - (g) To consider any grant applications received after implementation of new grants policy
  - (h) To receive instructions for Councillors to approve payments and consider which Councillors will approve payments this month and going forward
  - (i) To approve the updating of both the HSBC and Unity Bank Mandates to reflect the new Council
- 23.139 AGAR:
  - (a) To approve the annual governance statement (section 1) of the AGAR for the year ended 31.03.2023
  - (b) To approve the accounting statements (section 2) of the AGAR for the year ended 31.03.2023
- 23.140 To note the Internal Audit Report and Annual Internal Audit Report (AIAR)
- 23.141 To decide on dates for notice of public rights (30 days)
- 23.142 To confirm the minutes from the Annual Parish Council meeting held on 17<sup>th</sup> May 2023 as a true and accurate record
- 23.143 To discuss matters arising from those minutes:
  - (a) To consider whether to apply for a Community Grant from Blaby District Council
  - (b) To consider a possible August recess
- 23.144 To discuss any matters arising from the Planning and Parks Committee meetings held 6<sup>th</sup> June 2023:
  - (a) To consider the recommendation from the Parks Committee to approve the following partly from the litter bin budget heading and partly from general reserves: (1) install a new litter bin at corner of playing fields (current one is broken), (2) removing litter and dog waste bins at junction with Galahad/Lancelot Close (bins worn and decaying and one bin's door won't shut) and replacing with dual waste freestanding bin and (3) remove the dog bin on the Somerfield Way car park as there is already a dual waste bin at that point and neither bin gets used often.

- (b) To consider how to more widely publicise Parish Council meetings
- (c) To consider works to the boundary of Forest East Park to stop bushes and vegetation encroaching onto a resident's property
- (d) To consider requests made by Epworth Football Club: (1) To consider installing a trophy cabinet to display Epworth's trophy, (2) To consider if the grass can be cut shorter, (3) To ask if the Parish Council would consider having a container installed and positioned in the top left of the field to hold football equipment, (4) To consider allowing Epworth to apply for grass pitch improvement funding, (5) To consider granting Epworth Football Club a five-year long lease
- (e) To consider issues raised by the Parks Committee regarding Epworth Football Club: (1) Whether the changing room has been cleared, (2) To consider issue of current line marking machine marking the park's paths and possible installing a tap in the garage to help alleviate the problem, (3) To consider the legalities and implications associated with female football players and the Parish Council's duties in that respect
- 23.145 To receive Planning Applications/Decisions/Enforcement cases received after Planning meeting was held
  - (a) 23/0248/NMAT – 27 Lodge Close – non-material amendment to application 22/0212/HH to remove side extension, increase rear extension and reposition rear fenestration
- 23.146 To review Policies:
  - (a) Safeguarding Children Policy
  - (b) Safeguarding Vulnerable Adults Policy
  - (c) Data Breach Policy
  - (d) Subject Access Request Policy
- 23.147 To consider returning a percentage of a hall hirer's booking fee after a complaint was received
- 23.148 To consider quote for updating the Roll of Honour Board and spending from general reserves on this amount
- 23.149 To consider charitable donations:
  - (a) To consider donating £75 each to Sue Young Cancer Support, Dove Cottage Hospice and Living Without Abuse as a thank you for QUO Orchestra performing for free at the Picnic in the Park event
  - (b) To consider donating £50 to Neighbourhood Watch for crime prevention items
- 23.150 To consider holding a Councillors Surgery at the Parish Hall one Sunday
- 23.151 Plan of Work
- 23.152 Clerk's report
- 23.153 Councillors' forum
- 23.154 Delegates reports
- 23.155 Date of Next Meeting

Mrs Holly Mann  
Clerk to Leicester Forest East Parish Council