

## LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Annual Parish Council Meeting on Wednesday 17<sup>th</sup> May 2023, 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) P. Linnett D. Di Palma

One Member of the Public – in person  
Mrs H. E. Mann – Clerk to the Parish Council

**23.101 To elect a Chair for 2022/24 and elected Chair to sign 'Declaration of Acceptance of Office' form**

**Resolution:** The Council resolved to elect Councillor Darlison as Chair for the year 2023/2024.

Councillor Darlison signed a declaration of acceptance of office of Chair form.

The Council thanked Councillor Linnett for his tenure as Chair over the last five years.

*Clerk to arrange for Roll of Honour board to be updated with outgoing and incoming Chairs' details.*

**23.102 To elect a Vice-Chair for 2023/24 and elected Vice-Chair to sign 'Declaration of Acceptance of Office' form**

**Resolution:** The Council resolved to elect Councillor Kitchen as Vice-Chair for the year 2023/2024.

Councillor Kitchen signed a declaration of acceptance of office of Vice-Chair form.

**23.103 To consider co-opting one member of the public onto the Parish Council**

No co-option occurred.

*Clerk to keep 'To consider co-opting one member of the public onto the Parish Council' on the June Council agenda.*

**23.104 All Councillors to:**

**(a) Sign Declaration of Acceptance of Office Forms after May 2023 Election**

All Councillors present signed declaration of acceptance of office forms after their election to the Council in the May 2023 election.

**(b) Receive (and complete outside the meeting) Members Register of Interest Form to be completed and sent back to BDC within 28 days of taking office**

The Clerk handed out the new Members' Register of Interests forms, which all Councillors must sign after the May 2023 election, and reminded Councillors they must be completed and returned to BDC by 06.06.2023.

The Clerk also reminded all Councillors to submit their election expenses forms to BDC a.s.a.p., even if they are nil returns.

**(c) Sign agreement to receive agendas and papers electronically via the Parish Council's website**

All Councillors present signed agreements to receive agendas and papers electronically via the Parish Council's website.

**23.105 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 were elected (rather than co-opted) and it has no qualifications on its external audit report.

**23.106 Appointment of Standing Committees:**

**(a) Finance and Policies**

**(b) Parks, Hall, Events and LiFE Magazine**

**(c) Planning, Trees and Highways**

**(d) Staffing and Appeals**

The Council agreed that all Councillors should be on the Finance & Policies, Parks, Hall, Events & LiFE Magazine and Planning, Trees & Highways Committees for the time being to ensure these Committees can meet lawfully in June 2023. However, because two Councillors were not present at this meeting to voice their opinion, this item will be kept of the June Council agenda.

The Staffing & Appeals Committee is made up of the Chair of the Council and the Chairs of the other committees so its membership will be decided automatically when membership of the other committees is decided.

*Clerk to add Appointment of Standing Committees to the June Council meeting agenda.*

**23.107 To receive apologies for absence**

**Resolution:** The Council resolved to accept apologies from Councillors Dawes and Wells.

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

None.

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

One resident attended and asked the Council's permission to start selling refreshments from their converted horsebox.

The Council granted permission for the resident to sell refreshments in the Parish Hall car park from their converted horse box, providing they have suitable insurances etc. and suggested they make a charitable donation of the Parish Council's behalf. The resident also suggested a car boot on the Parish Hall car park at weekends but the Council explained it would be too onerous.

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

None.

*Clerk to invite and three District Councillors to the next Council meeting.*

**23.111 To discuss Finances:**

**(a) To approve the order paper for May 2023**

The Clerk explained that we are still awaiting confirmation of bank details for one company so suggested the order paper be approved by Council and that one payment be delayed until confirmation is received. Council agreed.

**Resolution:** The Council approved the May 2023 order paper.

**(b) To note bank the reconciliation for April 2023**

Noted.

**(c) To note monthly accounts**

The Assistant Clerk has been working on the Internal Audit, EOY accounts etc so monthly will resume shortly.

**(d) To consider top line budget items**

The Assistant Clerk has been working on the Internal Audit, EOY accounts etc so monthly will resume shortly.

**(e) To discuss reserves**

The Assistant Clerk has been working on the Internal Audit, EOY accounts etc so monthly will resume shortly.

**(f) To consider any grant applications received after implementation of new grants policy**

None received.

**23.112 To confirm the minutes from the Council meeting held on 19<sup>th</sup> April 2023 are a true and accurate record**

**Resolution:** Subject to the following amendments, the Council approved the April 2023 Council minutes as a true and accurate record: at 23.87 change 'one Councillor' to 'Peter Kitchen – Chair of the Planning, Trees and

Highways Committee' and ask the previous Chair of Finance if they are happy to specifically named in the 'Thank You' section of the minutes.

*Clerk to remove the word draft and make the following amendments to the April 2023 Council minutes: at 23.87 change 'one Councillor' to 'Peter Kitchen – Chair of the Planning, Trees and Highways Committee' and ask the previous Chair of Finance if they are happy to specifically named in the 'Thank You' section of the minutes.*

**23.113 To discuss matters arising from those minutes**

None.

**23.114 To discuss any matters arising from the Planning and Parks Committee meetings held 2<sup>nd</sup> May 2023**

As discussed at the April Planning Committee meeting, the Parish Council's submissions to BDC regarding the Tay Road planning are going to take a long time to action but positive that those issues have been raised with BDC.

**23.115 To receive Planning Applications/Decisions/Enforcement cases received after Planning meeting was held (a) 23/0207/HH – 15 Boyers Walk – single storey front and side extension**

No Comment.

**23.116 To review General Privacy Notice Policy**

**Resolution:** Council resolved to make no amendments to the General Privacy Notice Policy.

*Clerk to change review date on the General Privacy Notice Policy.*

**23.117 To review Data Protection Policy**

**Resolution:** Council resolved to make no amendments to the Data Protection Policy.

*Clerk to change review date on the Data Protection Policy.*

**23.118 To consider adopting a Volunteering Policy**

**Resolution:** The Council resolved to adopt a Volunteering Policy.

*Clerk to add Volunteering Policy to policy review dates schedule, plan of work and website.*

**23.119 To review Quotes for Public Liability and Employer's Liability Insurances and to vote on whether to temporarily suspend Financial Regulation 11.1 if necessary**

**Resolution:** The Council voted to temporarily suspend Financial Regulation 11.1, for this agenda item only, because although the Clerk sought three quotes, one insurance company would not quote as the Council is planning to hold an event involving school children (Zurich) volunteering and another company did not respond at all (James Hallam). Therefore, only one quotation was received.

**Resolution:** The Council resolved to accept the broker BHIB's public liability and employers' liability insurance quote for Aviva insurance (at a cost of £2,614.18 per annum for a three-year contract) if a quote direct from Aviva is not cheaper.

*Clerk to check if a quote for public liability and employers' liability insurances is cheaper if purchased direct from Aviva and, if not, accept BHIB's quote.*

**23.120 To review quote for Film Evening License**

*Clerk to defer 'To review quote for Film Evening License' until September Council meeting and ask MPLC for quote in readiness.*

**23.121 To consider quote for architects to provide quantity surveying support**

**Resolution:** The Council resolved to accept the architects quotation to employ the services of a quantity surveyor for the Parish Office alterations at a cost of £1,298.00 plus VAT from the Parish Hall development earmarked reserve.

*Clerk to inform architects of Council's decision to accept their quotation to employ the services of a quantity surveyor for the Parish Office alterations at a cost of £1,298.00 plus VAT.*

**23.122 To consider allowing the Clerk to book onto a number of training courses in the coming Financial year**  
**Resolution:** The Council resolved that the Clerk can book herself, and the Council, staff onto whichever training courses she sees fit provided she manages the training budget appropriately and leaves a sufficient amount for Councillor training each year too.

*Clerk to contact St. John's Ambulance to see if they will carry out a first aid course at the Parish Hall later in the year for staff and Councillors to attend.*

**23.123 To consider whether to apply for a Community Grant from BDC**  
*Clerk to keep 'To consider whether to apply for a Community Grant from BDC' on the June Council agenda.*

**23.124 To Review LiFE Magazine Proof**  
Proof not yet received but Clerk will email to Councillors once received.

**23.125 To review Action Plan**  
*Clerk to update Action Plan as appropriate (including amending dates) and also add alterations to Parish Office and storeroom, tree surveys and replacement of play equipment in future years, redecorating rooms inside the Parish Hall each year (one room a year) and install thermostatic radiator valves. Also amend the review date on the website.*

**23.126 Plan of Work**  
Noted.

**23.127 Clerk's report**  
Internal Audit  
We were due to have the internal audit visit yesterday but on Monday the IA emailed to say there was no need to go ahead with the meeting as the Clerk and Assistant Clerk had emailed her all evidence, documents and answers to her questions. Plus, because the Parish Council's website is so comprehensive a visit was not necessary. This is a real positive. The IA report is due to be brought to the June Council meeting.

Credit Card  
The limit has now been increased from £500 to £1,000.

Possible Recess August  
The Clerk suggested a recess of meetings during the summer for a month, possibly August. This is because the Clerk is usually on holiday during this month and, in previous year, has had to take a lot of time preparing the assistant Clerk for Clerking the meeting and still has to type up the minutes on her return to work. Also, none of the actions can be progressed until the Clerk is back at work. The Clerk suggested Council could try it for a year and then review. The order paper could be prepared, as usual, by the Assistant Clerk and payment authorised by two signatories, but then two months order papers by authorised by the Council the following month.

*Clerk to:*

- *Add 'Possible Recess August' to June Council meeting.*
- *Check with LRLAC if there is a way to authorise payments safely and to have a recess.*

Cones and Red Tape  
The Clerk has had cones and red tape delivered to the Parish Hall so that if the car park starts to get full (especially on Sundays if the football club is having a match and there is also party at the Parish Hall) the Premises office/security guard can cone and tape off a section for hall hirers etc.

**Resolution:** The Council resolved that the Premises Officer and Security Guard can tape/cone off sections of the car park as required, for parties and Film Evening etc. This can be done at their discretion.

Heating  
We have managed to save 35 hours per week on the heating over the winter as it was on constant, now off for a few hours each day. Of course, it is now off constantly due to the warmer weather.

Injuries on Park

Three children purportedly broken limbs falling from the monkey bars over the bank holiday weekend. These were, I understand, separate incidents. We have inspected the park and can see no signs of damage to the monkey bars or hazards. The park is inspected both weekly and annually and the annual inspection has just been carried out.

**23.128 Councillors' forum**

None.

**23.129 Delegates reports**

Councillor Coar has recently had an abandoned car removed from a verge on the A47, near Vista.

**23.130 Date of Next Meeting**

Wednesday 21<sup>st</sup> June 2023 at 7.00pm.

The meeting closed at 8.36pm.