

LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Parish Council Meeting on Wednesday 19th July 2023, held in the Reg Neal Room of the Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

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

County Councillor Chapman in person
District Councillor Tomeo in person
District Councillor Coar via Zoom
Chair of Kirby Muxloe Parish Council in person
Mrs H. E. Mann – Clerk to the Parish Council

23.156 To receive apologies for absence

None.

23.157 To receive disclosures of interest in accordance with the Code of Conduct

Cllr Bozzoni declared an interest in agenda item 23.160a

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

None.

23.159 To receive reports from County/District Councillors

District Cllr Coar expressed his disappointment that the planning application for 850+ houses on Hinckley Road has been approved by Blaby District Council.

District Cllr Tomeo explained that refuse collectors are due to go on strike from 1st-18th August which could cause issues to residents. He also reiterated Cllr Coar's sentiments above.

County Cllr Chapman explained he will continue to attend as many Parish Council meetings as his schedule will allow and that the items from the £25,000 members highway fund should be with the Parish Council soon. Additionally, he asked if the recent outdoor music event in Kirby Muxloe caused traffic jams in Leicester Forest East, the Parish Council assured him it did not.

A Parish Cllr raised the issue of a car transporter which often unloads on the A47 causing long queues on that road. County Cllr Chapman explained that the problem is that a vehicle can legally unload on double yellow lines for business purposes. However, the best course of action would be for the Parish Council to contact the Police and Crime Commissioner to show him the problem; County Councillor Chapman would be happy to attend with the Police and Crime Commissioner.

Clerk to contact Police and Crime Commissioner and ask him to attend a site visit regarding the car transporter.

The Chair of Kirby Muxloe Parish Council attended the meeting to express KMPC's concerns over the planning application for approximately 850 houses on Hinckley Road.

23.160 To discuss Finances:

Cllr Bozzoni left the meeting at 7.25pm.

(a) To approve the order paper for July 2023

Resolution: The Council resolved to approve the order paper for July 2023.

Cllr Bozzoni returned to the meeting at 7.27pm.

(b) To note bank the reconciliation for June 2023

Noted.

(c) To note monthly accounts

Noted.

(d) To consider top line budget items

Gas Bill

The first EDF gas bill has been received for the period 01.12.2022-02.05.2023, the charge for this 5-month period is £9,488.00. An accrual amount was included at year-end. Therefore, the actual cost being shown on the I&E report is £5,535.00.

Precept

The first precept installment has been expected from BDC as expected which is positive.

Poop Scoop Bags

101.5% of the poop scoop bag budget has been spent but this should be enough to last for the rest of the financial year.

Rialtas Accounts Package

96.4% of the Rialtas accounts package budget has been spent but this is a one-off payment so there will be no more spend on this.

(e) To discuss reserves

Canopy

The canopy has now been paid for and this will show in a later month's accounts. This will take the full amount out of the earmarked reserve for the canopy.

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

None received.

(g) To minute bank balances

Unity Trust Bank

Balance at 30.06.2023 - £244,434.32

HSBC

Balance at 30.06.2023 - £90,504.51

(h) To approve annual list of direct debits

Resolution: The Council resolved to approve the annual list of Council direct debits.

23.161 To confirm the minutes from the Parish Council meeting held on 21st June 2023 as a true and accurate record

Resolution: Subject to the deletion of the repetition of the line in 23.148, the Council approved the minutes of the Council meeting on 21.06.2023 as a true and accurate record.

Clerk to delete the repetition on agenda point 23.148 of the June 2023 Council minutes, print and bring to August Council meeting for signing. Also, amend the minutes on the website and remove the word draft.

23.162 To discuss matters arising from those minutes:

(a) To consider how to more widely publicise Parish Council meetings etc.

Clerk to remove 'To consider how to more widely publicise Parish Council meetings etc.' from Council agenda.

(b) To consider holding a Councillors' Surgery on a Sunday at the Parish Hall

Clerk to:

- *Print leaflets about the Parish Council (Parish Councillor recruitment) to be distributed at the Picnic in the Park event (check with Chair before printing). Also, check with the insurance company if the Parish Council can use a Councillor's gazebo to have a stall at the Picnic in the Park event.*
- *Clerk to remove 'To consider holding a Councillors' Surgery on a Sunday at the Parish Hall' from agenda.*

23.163 To discuss any matters arising from the Planning and Parks Committee meetings held 4th July 2023

(a) To discuss pricing of the football pitches for 2024-2025 budget

Resolution: The Council resolved to set the price of the football pitches for the 2024-2025 financial year at £5,100 per year. This is made up of £900 each for the two large pitches and £600 each for the small pitches. If a football club wants to, for example, join two smaller pitches together to make a large pitch, they can do this and will be charged £900. The price includes usage on Sundays for matches and one evening in the week for training. The Council will no longer buy line marking chalk. The Parish Council must be supplied with a full fixture and training list, including dates and times of training and matches before the start of the season. This is no longer exclusive use of the pitches and facilities. However, it does include use of the garage for storage and use of the referee changing room.

Clerk to:

- Tell Assistant Clerk to add new football pitch prices to 2024-2025 draft budget.
- Inform current football team of new prices for 2024-2025 year (£5,100 per year. This is made up of £900 each for the two large pitches and £600 each for the small pitches. If a football club wants to, for example, join two smaller pitches together to make a large pitch, they can do this and will be charged £900. The price includes usage on Sundays for matches and one evening in the week for training. The Council will no longer buy line marking chalk. The Parish Council must be supplied with a full fixture and training list, including dates and times of training and matches before the start of the season. This is no longer exclusive use. However, it does include use of the garage for storage and use of the referee changing room.).

(b) To discuss hall hire pricing for 2024-2025 budget

Resolution: The Council resolved to increase hall hire pricing for the 2024-2025 year to £15ph for the café area and £15ph for the Reg Neal room. Hall hire will now include the café area and will cost £35ph for occasional hirers and £20ph for regular hirers.

Clerk to:

- Tell Assistant Clerk to add new hall hire pricing to 2024-2025 draft budget.
- Ensure new hall hire prices for 2024-2025 are notified to regular hirers and updated on the bookings section of the website.

**23.164 To receive Planning Applications/Decisions/Enforcement cases received after Planning meeting was held
(a) 23/0397/HH – 2 Beechwood Av - single storey front extension**

No Comment.

(b) 23/0536/TPO – 7 Forest House Lane – Tree No. 1 Ash – branches almost over footpath and very close to touching garage – cut back 25%. Tree No. 2 Ash – branches touching house and overlapping the footpath and wall cracking with roots – cut back 25%

No Comment.

(c) 22/1168/HH - 10 Knight Close – two storey side extension, single storey side a& rear extensions including link & conversion of garage and front porch extension – GRANTED

Noted.

23.165 To establish if the Parks, Planning and Finance Committees class as ‘standing committees’ and therefore, whether Council should decide their membership at the annual parish council meeting

Confirmation on this is awaited.

Clerk to leave ‘To establish if the Parks, Planning and Finance Committees class as ‘standing committees’ and therefore, whether Council should decide their membership at the annual parish council meeting’ on September council agenda.

23.166 To review fortnightly play inspection contract and quotes

Clerk to keep ‘To review fortnightly play inspection contract and quotes’ Keep on agenda for September.

23.167 To review the following Policies:

(a) Publication scheme Policy

Resolution: Subject to adding the review dates in red to the bottom of the policy, the Council resolved to make no changes to the Publication Scheme Policy.

Clerk to add the review dates in red to the bottom of the Publication Scheme Policy on website.

(b) Grants Policy

Resolution: Subject to adding the review dates in red to the bottom of the policy, the Council resolved to make no changes to the Grants Policy.

Clerk to add the review dates in red to the bottom of the Grants Policy on website.

(c) Advertising Policy

Resolution: Subject to adding the review dates in red to the bottom of the policy, the Council resolved to make no changes to the Advertising Policy.

Clerk to add the review dates in red to the bottom of the Advertising Policy on website.

(d) CCTV Policy

Resolution: The Council resolved to make minor amendments to the CCTV policy to allow council staff members access to the CCTV if the Clerk is on leave etc. and if the Police require CCTV footage (as has happened previously).

Clerk to make amendments to the CCTV Policy to allow council staff members access to the CCTV if the Clerk is on leave etc. and if the Police require CCTV footage (as has happened previously).

(e) Complete monitoring and evaluation of CCTV per section 12 of the CCTV Policy

Resolution: The Council reviewed section 12 of the CCTV policy and confirmed the following: **Stated Purpose** - The CCTV is still used for crime prevention and public safety as stated on the CCTV signs on the Parish Hall. **Location** - The CCTV cameras are located around the Parish Hall and the car park, this allows monitoring of the Parish Hall, car park and some parts of Forest East Park/the playing fields. **The Images recorded** - Images are recorded where a crime/alleged crime has been committed. **Storage length and deletion** - Images are kept on the CCTV computer for one month, after which they are automatically deleted.

Clerk to sign the annual monitoring and evaluation statement, per section 12 of the CCTV Policy.

23.168 To consider who should pay to have the new blind fixed

There was no charge to fix the new blind.

Clerk to check wording of current regular hall hire agreements to check it stipulates that hirers will be charged for damage.

23.169 To consider who should pay for damage done to Grounds Maintenance Contractor's Machinery after it hit a bolt on the Playing Fields

Resolution: The Council resolved that it will not pay for damage done to the grounds maintenance contractors mower and it will not pass on the bill to any other party as liability would be nearly impossible to prove.

Clerk to inform grounds maintenance contractor of the Council's decision not to pay for damage done to the grounds maintenance contractor's mower and it will not pass on the bill to any other party as liability would be nearly impossible to prove.

23.170 To note an insurance claim received and passed on to the Council's insurers to deal with

Noted. This will only be brought back to Council if the insurance company require any further information when dealing with the claim.

23.171 To renew Film Evening Licence

Resolution: The Council resolved to approve the new annual Film Evening licence at a cost of £288.

23.172 To discuss future Parish Council organised events

Clerk to keep 'To discuss future Parish Council organised events' on September agenda and Cllrs to consider what events they feel would be appropriate for the coming year.

23.173 To approve Picnic in the Park Risk Assessment

Resolution: The Council resolved to adopt the 2023 Picnic in the Park risk assessment providing the following items are included: 1. The Clerk will obtain public liability insurance certificates from all food vans attending. 2. If food vans bring a generator, they must place it in a tray or bund. 3. If food vans bring a generator, they must also bring a spill kit.

Clerk to:

- Amend the Picnic in the Park risk assessment to include the following wording: 1. The Clerk will obtain public liability insurance certificates from all food vans attending. 2. If food vans bring a generator, they must place it in a tray or bund. 3. If food vans bring a generator, they must also bring a spill kit.
- Contact those bringing food vans and stipulate that they must provide copies of their public liability insurance certificates and, if bringing a generator, they must put it in a tray/bund and bring a spill kit.

23.174 To consider LCC's Street Lighting Consultation

No Comment.

23.175 Plan of Work

Nothing to note.

23.176 Clerk's report

Dog Stencils

One Councillor volunteered to spray dog stencils on the paths around Forest East Park.

£5,000 Limit for Committees

A reminder that any spend over £5,000 cannot be approved by the Committees – it needs to be approved by Council.

Electricity meter

The electricity meter is not working, in process of getting a new one fitted by EDF.

23.177 Councillors' forum

Resolution: The Council resolved to tell a third party who has been allowed to use their land that they must not trail wire across the entrance to the Parish Hall car park or anywhere on Parish Council land as it is a danger. The Parish Council will be monitoring this and if it continues then permission to come onto Parish Council land may be withdrawn.

Clerk to:

- Inform the third party who has been allowed to use their land that they must not trail wire across the entrance to the Parish Hall car park or anywhere on Parish Council land as it is a danger. The Parish Council will be monitoring this and if it continues then permission to come onto Parish Council land may be withdrawn.
- Establish why a battery was not fitted with the solar panels.

23.178 Delegates reports

None.

23.179 Date of Next Meeting

Wednesday 9th August at 7.00pm.

The meeting closed at 9.12pm.