

LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Parish Council Meeting on Wednesday 25th October 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. Di Palma
C. Wells M. Bozzoni M. Bozzoni

One member of the public
Mrs L-A. H. O'Brien – Assistant Clerk to the Parish Council
Mrs H. E. Mann – Clerk to the Parish Council

23.210 To receive apologies for absence

None.

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

Cllr Bozzoni declared an interest in agenda item 23.215(a).

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

The member of the public explained they were here to observe the meeting.

23.213 To receive reports from County/District Councillors

None.

23.214 Planning Matters:

(a) To consider letter to Parish Council on behalf of Bloor Homes

A letter has been received by the Parish Council from an agent of Bloor Homes proposing a possible planning application, for approximately 160 houses, which would be accessed off Beggars Lane. The Parish Council noted that Blaby District Council's development plan had specified that the area south of Hinckley Road was not preferred development area.

Clerk to invite the agent of Bloor Homes to the November 2023 Planning, Trees and Highways Committee meeting.

(b) To consider 19/1610/OUT – Land north of Hinckley Road, Kirby Muxloe

Nothing further to be noted at this point.

Cllr Bozzoni left the meeting at 8.06pm.

23.215 To discuss Finances:

(a) To approve the order paper for October 2023

It was noted that one payment in the October 2023 order paper was for emergency works to the front door of the Parish Hall. As per S. 4 of the Financial Regulations, this spend (without which the business of the Parish Council could not continue) and as this amount is below £500, it is being evidenced, here, by a minute.

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

Cllr Bozzoni returned to the meeting at 8.08pm.

(b) To note bank the reconciliation for September 2023

Noted.

(c) To note monthly accounts and receive 6-monthly budget update from Assistant Clerk

The Assistant Clerk gave a detailed update on the budgetary position for the first six months of this financial year.

The Chair thanked all members who had put up the lamp post poppies this year.

(f) To consider any grant applications received after implementation of new grants policy
None received.

(g) To minute bank balances

HSBC – as at 30.09.2023 - £245,451.23

Unity – as at 30.09.2023 - £140,135.73

(h) To consider top line budget items

This was considered in detail at 23.215(c) above.

(i) To discuss reserves

Reserves are as at 31.08.2023:

- General reserves - £202,556.
- Earmarked reserve – parish hall development - £60,000.
- Earmarked reserve – parks/play area development - £25,005.
- Earmarked reserve – paths around the parish hall - £25,005.

23.216 To confirm the minutes from the Parish Council meeting held on 20th September 2023 as a true and accurate record

Resolution: The Council resolved to accept the September 2023 Council minutes as a true and accurate record.

Clerk to remove the word 'draft' from the September 2023 Council minutes.

23.217 To discuss matters arising from those minutes:

(a) To consider budget items for the 2024-2025 budget, including to consider adding a full Rialtas year-end close down meeting

The Clerk has been working on the list of proposed budget items to find costings/obtain quotes for all and will aim to give a full update at the next Council meeting.

Resolution: The Council resolved to pay the extra £500.00 (approximate) for a full Rialtas year-end close down meeting for the end of the 2023-2024 financial year, to add this meeting to the budget for 2024-2025 and to keep in the budget for future years.

The Assistant Clerk left the meeting at 8.00pm.

(b) To discuss progress with the new AV equipment

No update yet.

(c) To approve final drawings from the architects for the alterations to the Parish office

The architects came in to meet with the Clerk yesterday and final drawings are expected soon.

23.218 To receive planning applications/Decisions/Enforcement cases received after the Planning Committee meeting was held. These two planning applications were considered at the Planning Committee meeting of 03.10.2023 but were received after the agenda had been prepared so will also be considered here:

(a) 23/0746/FUL – 203 Hinckley Road – erection of new dwelling house

No Comment.

(b) 23/0794/HH – 225 Hinckley Road – extension to rear of detached garage

No Comment.

23.219 To discuss any matters arising from the Planning and Parks Committee meetings held Tuesday 3rd October 2023
None.

23.220 To review the following Policies:

(a) Standing Orders

Resolution: The Council resolved to make no amendments to the Standing Orders.

Clerk to update review date on Standing Orders.

(a) Equality and Equal opportunities Policy

Resolution: The Council resolved to make no amendments to the Equal Opportunities and Equality Policy.

Clerk to update review date on the Equal Opportunities and Equality Policy.

23.221 To receive quotes for 3-year contract for security guard services and to consider temporarily suspending Financial Regulation 11.1 if necessary

Resolution: The Council resolved to temporarily suspend Financial Regulation 11.1 as the amount for a three-year long contract for security guard services will be more than £5,000 but the third company did not provide a quote.

Resolution: The Council resolved to accept TD Security's quote for a three-year long contract with a lock up charge of £15.58, alarm call out charge of £20 and annual key holder charge of £365.

Clerk to:

- *Accept quote for three-year long contract with TD Security Solutions.*
- *Contact both security companies who quoted for security guard services and let them know of Council's decision.*
- *Add quotation, meeting paper quotation document and this minute to quotations file for security guard services.*

23.222 To receive quotes for hanging baskets (and watering) and the planting of the 9 flower tubs, summer and winter (and watering) and to consider temporarily suspending Financial Regulation 11.1 if necessary

Resolution: The Council resolved to temporarily suspend Financial Regulation 11.1 as the hanging baskets and flower tubs quotations are going to be more than £5,000 but one of the three companies asked did not provide a quote.

Resolution: The Council resolved to accept CJ Springthorpe's quote for summer and winter planting plus watering of the 9 flower tubs and, also, summer hanging baskets plus their watering. This is at a total cost of £7,125.81 for the year 2024.

Clerk to:

- *Print the quotes, the meeting paper quotations document and this minute and add to the quotations file for hanging baskets and tubs for 2024.*
- *Clerk to ask CJ Springthorpe to put the hanging baskets slightly higher on some of the map posts as they appeared to have slipped down slightly.*
- *Add to plan of work to obtain quotes in September/October 2024 for tubs and hanging baskets, for following year, in Plan of Work.*

23.223 To consider quote to fit new hand dryer in ladies and gents toilets and putting old hand dryer in disabled toilet

The Clerk noted there is approximately £10,700 approximately left in the Parish Hall maintenance budget.

Resolution: The Council resolved to accept Highland Electrical's quote of £983.00 to supply two Dyson-style hand driers, one for the ladies loo and one for the gents and then to remove the two current driers from the ladies and gents toilets and put one in the disabled toilet whilst keeping the other as a spare.

Clerk to:

- *Print this minute and add the quotes for new hand driers to the quotations file.*

23.224 To consider quotes to update the chains of office and engraved plinth for the gavel

Resolution: The Council resolved to accept Sapphire and Steel's quotes to update the Chains of Office and the plinth for the gavel (by adding another plinth to the bottom of the first and adding a metal plate round that base), both from general reserves, at a cost of approximately £120.00 in total.

Clerk to:

- *Contact Sapphire and Steel and explain Council's decision to update then Chains of Office and plinth (with another, larger base to be added to the plinth).*
- *Add this minute and the corresponding meeting papers note of the quotes for the Chains of Office and plinth to the quotations file.*

- *Add an amount to the 2024-2025 budget to keep the chain of office and gavel plinth updated, if necessary.*

23.225 To consider quotes to purchase a new laptop for the Assistant Clerk

Resolution: The Council resolved to purchase a Lenovo IdeaPad 3i 15.6 laptop intel core i5 256 GB from Currys at an approximate cost of £379.00, plus to have it made ready for office use by Astley Computers at an approximate cost of £80.

Clerk to:

- *Purchase a Lenovo IdeaPad 3i 15.6 laptop intel core i5 256 GB from Currys at an approximate cost of £379.00, plus to have it made ready for office use by Astley Computers at an approximate cost of £80.*
- *Add this minute and the corresponding meeting paper document to the quotations file.*

23.226 To consider quotes for various tree/hedge/vegetation to be cut back around Forest East Park boundaries

Resolution: The Council resolved to accept three quotations from Arboreco, for various works on Forest East Park, as follows: 1. To remove a tree and trim another tree at the back of Birchwood Close - £550.00 plus VAT, 2. To remove a substantial amount of vegetation at the back of Merlin Close - £550.00 plus VAT, 3. To remove a large amount of vegetation at the back of Rushmere Walk - £950.00 plus VAT and 4. To remove a self-set sapling from Kings Walk Park – free of charge.

Clekr to:

- *Contact Arboreco to accept all three of the quotes given for various tree/hedge/vegetation works aorund Forest East Park.*
- *Add the Arboreco quotes for various tree/hedge/vegetation works aorund Forest East Park to the quataions file.*
- *Inform various residents whose complaints led to the obtaining fo quotes for for various tree/hedge/vegetation works aorund Forest East Park of the Council's decision.*

23.227 To consider quote for solar panel battery to be fitted at Parish Hall

A solar panel battery company has attended the parish hall and a report from them on feasibility and costs is awaited.

Clerk to ask BDC's s.106 Clerk if s 106 money would be available for a solar panel battery.

23.228 To consider quote to introduce a new Parish Council app for smartphones

The Clerk is going to have a demonstration of a possible Parish Council app on Tuesday 31st October and will report back.

23.229 To consider Blaby District Council's 'Polling District, Polling Place & Polling Station Review Public Consultation'

No Comment.

23.230 To consider adding a flagpole to the Parish Hall

The Council agreed to look into the possibility of adding a flagpole to the Parish Hall further. Council decided to look into the potential costs first, before investigating the cost of flags, possible planning permission needed, rules regarding raising of flags etc. and insurance.

23.231 To discuss proposed dates for January 2024 Finance Committee meeting and Council meeting

Resolution: The Council resolved to hold the January 2024 Planning and Parks Committee meetings on Tuesday 9th January, the Finance Committee meeting on Tuesday 16th January and the full Council meeting on Wednesday 24th January 2024.

Clerk to update the meeting dates for January 2024 on the Parish Council's website.

23.232 Plan of Work

Noted.

23.233 Clerk's report

Thank You Email

A thank you email has been received from a prominent local resident who has recently been unwell and to whom the Council sent flowers and a fruit hamper.

Dog Bags

Over 1,000 dog bags have been found in a cupboard so there is no need to purchase any more.

Bin on Cut Through to Lancelot Crescent

Fly tipping appears to be occurring again in this bin. I will add this as an agenda item to the November Parks Committee meeting but I suggest that this free-standing bin be moved to the other corner of the playing fields (to replace the broken dog waste bin. Plastic bins, as the Parks Committee desired for this location are not advisable as they are easily vandalised compared to a metal bin, the low locks tend to rust and are often used as fire pits; a neighbouring Parish Council is currently having to replace all their plastic bins for metal ones). Then a small, post mounted dual waste bin could replace the large freestanding bin at the junction cut through to Lancelot Close which will only have a small opening, making it harder to fly tip. The Clerk is aware that an injury has been caused due to the fly tipping in this bin. BDC have promised to give the Clerk the price of a post-mounted dual waste bin.

First aid course

All spaces have now been filled for the first aid course on Monday 6th November. Invoices will be sent out for 4 of the spaces so some money has been clawed back for the training budget.

Successes

- The phone mast newly erected on Warren Lane is green as the Parish Council requested.
- The chip shop car park has now been fully re-tarmacked and it much easier and safer to drive on.

23.234 Councillors' forum

Nothing to report.

23.235 Delegates reports

Nothing to report.

23.236 To consider excluding the press and public and entering a closed session to consider which contractor should be used for a specific job at the Parish Hall

Resolution: The Council resolved to exclude the press and the public and to enter a closed session.

The member of the public left the meeting at 8.50pm.

Resolution: The Council resolved to try a new contractor.

The Council ended the closed session and re-entered the open Council meeting at 8.55pm.

23.237 Date of Next Meeting

Wednesday 15th November 2023 at 7.00pm.

The meeting closed at 9pm.