

LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Council Meeting held on Wednesday 25th September 2019 in the Reg Neal Meeting Room, Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

Present: P. Linnett – Chairman P. Kitchen – Vice-chairman C. Lawrence
R. Darlison I. Deacon P. Fox
D. Di Palma D. Clements – District Councillor

Mrs H E Mann – Clerk to the Parish Council

Mr Julian Dang – Councillor Di Palma’s support worker

19.131. To receive apologies for absence – Apologies accepted from Councillor Dracup and District Councillor Coar. Councillor Deacon had advised he would arrive late.

19.132. To receive disclosures of interest in accordance with the Code of Conduct – None.

19.133. To adjourn the meeting to receive questions from members of the public – None.

19.134. To receive reports from County/District Councillors:

1. Councillor Clements stated that he had received a complaint from a resident whose bins are not being emptied. District Councillor O’Hare is dealing with this issue.
2. From now on all planning applications will be sent to the District Councillors as well as to the parish council. Councillor Clements said he would leave it to the parish council to contact him if they feel they need his help in regards to any application.
3. Blaby District Council carried out a review of polling stations and, in Leicester Forest East, they remain the same. These are at Stafford Leys Primary School and St. Andrews Church.
4. A petition of 3,800 signatures has been received by the district council asking for a return to bin collection every 7 days. The petition has been received and noted.

19.135. To approve the order paper for September 2019 and Bank Reconciliation:

1. Councillor Kitchen proposed accepting the order paper for September 2019, Councillor Darlison seconded. Carried.
2. The clerk asked if the council wish to apply for a credit card linked to the new online bank account. The parish council asked for this to be added to the next finance committee agenda. *Clerk to action.*
3. The clerk explained there are several personal details needed from every councillor in order to complete the mandate form for HSBC. These includes each councillor’s full name, title, phone number, whether or not they are an existing

signatory and their email address. The council asked the clerk to ask for these details via email. *Clerk to action.*

- 19.136. To receive monthly newsletter from Leicestershire Police – Clerk to send to all Councillors.**
- 19.137. To confirm the minutes from the council meeting held on 28th August 2019 are a true record –** Councillor Lawrence stated that the minutes should read that the petty cash is to be reviewed quarterly. Subject to the amendment, Councillor Fox proposed the minutes and Councillor Kitchen seconded them. Carried. *Clerk to action the amendment.*
- 19.138. To discuss matters arising from those minutes:**
- (a) LiFE magazine update –** The clerk explained to the council that one advertiser had asked for a discount for placing adverts in multiple editions of LiFE magazine. The council unanimously agreed not to offer discounts. Also, the council asked the clerk to contact Councillors Lee Breckon, Richard Blunt, Stuart Coar, Michael O’Hare and Edward Agar MP to ask if they would like to write a piece for LiFE magazine. *Clerk to action.*
- (b) annual action list update –** the clerk explained to the council that the fixed electrical wiring in the parish hall is due for testing and that Martin Leonard was due to test this shortly. Also, the electrical appliances within the hall are soon due to be PAT tested; this will be completed by Martin Leonard also. Lastly, the pump in the car park has recently been fixed by Dyno-Rod (invoice is listed in this month’s order paper).
- Councillor Deacon entered the meeting at 7.20pm.*
- (c) ransom strip update –** The clerk explained that it is still unclear who owns the ransom strip in question. *Clerk to clarify with David Wilson.*
- (d) financial risk assessment update –** Councillor Lawrence has reviewed this policy. There only needs to be an update to the frequency of the petty cash review. *Clerk to action.*
- (e) litter-pick update –** The clerk stated that the rapid response team cannot attend a litter-pick on 26th October and have suggested Saturday 2nd November as an alternative date. The council unanimously agreed to this new date. *Clerk to contact Rapid Response Team and email resident who was interested in helping with the litter-pick.*
- (f) Councillors surgeries update –** The clerk updated the Council with the positive response received from the library in regards to holding Councillors’ surgeries there. The council unanimously agreed to hold a councillor’s surgery at the library on Saturday 7th December and then again on Saturday 8th February at St. Andrews Church. District Councillor Clements may also attend these events. *Clerk to book these dates in with the library and advertise the surgeries on the parish council’s website, Facebook page and noticeboards.*
- (g) s.106 monies –** The clerk will be attending training on s. 106 on Monday 7th October. The council asked the clerk to add s.106 to the next finance committee agenda. *Clerk to action.*

(h) internet Banking – to discuss how council wish to operate the new account – Councillor Lawrence confirmed that the new online bank account has been set up and is ready to use. Therefore, a process is needed when making internet banking payments. It was unanimously agreed that two Councillors would review the invoices against a corresponding paper list of proposed payments, and the order paper, at each full council meeting. All three documents will be initialled by the two relevant Councillors. The same two Councillors will then log into the bank account to authorise the payments.

Additionally, the council unanimously agreed to keep both HSBC bank accounts open but to put all payments and receipts from now on through the online Unity account.
Clerk to change bank details on future invoices.

District Councillor Clements left the meeting at 7.40pm.

19.139. Staffing matters – The next item was moved to the end of the meeting. Councillor Linnett proposed a closed session, Councillor Kitchen seconded. Carried.

19.140. To discuss revised quote for new accountancy package – Councillor Lawrence explained that in order to comply with audit requirements (now that the parish council's annual turnover has exceeded £200,000 for three years running) the parish council's accounts will need to be run on a purchase ledger system, this will allow accruals to be used. Therefore, the cost of the new accountancy package will be £121 more than previously quoted, due to the increased support costs. Councillor Linnett proposed accepting the new quote, Councillor Kitchen seconded. Carried.
Clerk to action.

19.141. To discuss help for the Clerk when setting up the new accounts package – The clerk elucidated to the council that she will need extra support to set up the new accountancy package. Catapult Ventures have offered to allow one of their employees to aid the clerk for up to one week on secondment. This will be of no cost to the parish council.

Councillor Kitchen suggested that the Parish Council pay the volunteer a mileage allowance to cover the difference in distance between her place of work, at Catapult Ventures, and the Parish Hall. This should be at the same rate the clerk is paid for mileage.

Councillor Linnett proposed accepting Catapult Ventures kind offer of a volunteer for up to one week, Councillor Darlison seconded. Carried.

The Council asked the clerk to write a formal letter to thank Catapult Ventures for their kind offer. *Clerk to action.*

19.142. To agree levels of earmarked reserves – Councillor Lawrence reiterated that the council had agreed to allocate £100,000 to parish hall improvements and £100,000 to improvements to the parks. The council agreed to discuss the possibility of paying

for more benches around the parish, they asked the clerk to add this as an item to the next Parks, Hall and Events Committee Meeting. *Clerk to action.*

19.143. To discuss the Budget 2019 – The council asked the clerk to add this to both the next Full Council and Finance Committee Meetings. *Clerk to action.*

19.144. To review policies – The council asked the clerk to obtain copies of Desford parish council's equal opportunities policy, along with some other parish council equal opportunities policies for reference and report to the next Finance/Policies/LiFE Committee. *Clerk to action.*

The Chairman suggested the financial regulations should be considered at the next Finance/Policies/LiFE Committee Meeting and the reported back to the council. The council agreed unanimously. *Clerk to add this to the next Finance Committee agenda.*

The council unanimously agreed to re-adopt all policies, except equal opportunities and financial regulations. *Clerk to update the date on all policies on the parish council's website, except the equal opportunities and financial regulations.*

19.145. To discuss the update on anti-social behaviour on Somerfield Way car park – Councillor Darlison suggested we wait to add the boulder to the edge of the Somerfield Way car park until we have decided whether the parish council will also have the same boulders placed around the perimeter of Kings Walk park to save delivery costs. The council unanimously agreed.

Councillor Deacon suggested that the issues on Somerfield Way car park appears to be noise pollution; there is no crime taking place that the parish council know of and there is only one complainant. Therefore, the parish council should add the boulder on the grassed area at the entrance of the car park, ask Blaby District Council to add the a s.59 warning notice to the car park, to ask the resident to keep a log of what happens and when, remove the sign from the car park which states the car park will be closed at 7pm and, lastly, not to raise and lower the bollard daily. Councillor Deacon proposed this course of action. Councillor Darlison seconded. The majority of the council agreed. Carried. Councillor Lawrence abstained.

19.146. Leicester Comedy Festival Update – The council unanimously agreed not to go ahead with the event as it would be a large expense and the parish council would make a substantial loss on the event. *Clerk to notify the comedy festival organisers of the decision and add 'Leicester Comedy Festival' to the action list for April 2020.*

19.147. To discuss Remembrance event – Councillor Kitchen explained there will be a remembrance service at St. Andrews Church. *Clerk to order a poppy wreath.*

19.148. To discuss the conclusion of the external audit for 2018/2019 – Councillor Lawrence explained that the parish council's accounts had passed the audit.

The parish council thanked Councillor Lawrence for all of her guidance in relation to the external audit, along with spending her own time to help the council with the audit and for doing an excellent job.

- 19.149. To discuss the possibility of putting a mobile phone mast in Forest East Park –**
Councillor Darlison proposed that the Parish Council refuse permission to erect the mast in Forest East park. Councillor Kitchen seconded. Carried. *Clerk to inform the mobile phone mast company of the Parish Council's decision.*
- 19.150. To discuss Community Grants –** Noted.
- 19.151. Clerk's report –**
1. Invitation to the Annual Local Council Seminar on Tuesday 1st October 2019 from 5.30pm-8pm. Councillor Fox asked the clerk to provide a nil return. *Clerk to action.*
 2. The parish council have been asked for their views on changes to East Midlands Airport. Noted.
 3. Invitation to Blaby District Youth Council's Knife Crime interactive evening on Monday 7th October from 6pm-8pm. Noted.
 4. Invitation to Leicestershire Police's intercultural evening on Thursday 14th November 2019 at 7pm. Noted.
 5. The clerk asked the Parish Council if they wish to start of refundable deposit to occasional hirers of the hall to protect against damage to the hall or breach of terms of agreement. The Council asked the Clerk to add this issue to the Parks, hall and Events Committee agenda. *Clerk to action.*
 6. Invitation to Councillor Iain Hewson's charity walk in aid of 'Community First Responders' on Saturday 28th September. Noted.
 7. Invitation to a service of hope and remembrance to mark national hate crime awareness week on the 23rd of October at 5.30pm at Leicester Cathedral. Noted.
 8. Invitation to the Annual General Meeting of CPRE on 9th October 2019 between 6.30pm and 8.30pm, at Kibworth Cricket Club. Noted.
 9. The clerk asked if the Parish Council would consider reducing the fee for a one-off hire of the hall, for a regular user of the hall. The Council unanimously agreed that they would not agree to reducing the fee. *Clerk to notify the hirer.*
 10. Invitation to Blaby District council's Chairman's Charity Barn Dance on Saturday 5th October at 7pm at Enderby Leisure Centre. Noted.
 11. The clerk made the Parish Council aware of an instance of verbally abusive behaviour, directed at her, from a regular hirer of the hall. The Parish Council voiced their support of the clerk and condemned the hirer's behaviour. The Parish Council unanimously agreed with the clerk's suggestion of putting signs up around the hall stating that such behaviour will not be tolerated. *Clerk to action.*
 12. The clerk explained that the noticeboard on Forest House Lane is not fit for purpose, it needs to be replaced. The council unanimously agreed to the following action points:
 - a) All notices will be taken out of the noticeboard; it will be left dormant (adding a note of the nearest noticeboard).
 - b) Ask David Wilson to remove the noticeboard.
 - c) Ask David Wilson to place a new, double sided, noticeboard on the green area at the bottom of Forest House Lane.

19.152. Councillors forum – Nothing to report.

19.153. Delegates reports – Nothing to report.

19.154. To set the date of the next meeting – The Finance/Policies/Life Committee Meeting will be moved to Tuesday 29th October at 7.00pm. The next full council meeting will be held on Wednesday 23rd October at 7.00pm.

Meeting closed at 9.15pm.