LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Wednesday 17th of May 2017 in the Committee Room, Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

Present:  P. Fox – Chairman  R. Darlison  A. Naylor
          P. Linnett – Vice-Chairman  S. Coar  I. Deacon
          L. Dracup  P. Kitchen  B. Langton

Mrs. S. L. Jones – Clerk to the Parish Council

17.84 To Elect a Chairman for 2017/18 – Proposed by Councillor Naylor, Seconded by Councillor Dracup that Councillor P. Fox is elected as Chairman. Carried. Declaration of Acceptance of Office signed by Councillor Fox.

17.85 To Elect a Vice-Chairman for 2017/18 – Proposed by Councillor Coar, Seconded by Councillor Dracup that Councillor Linnett is elected as Vice-Chairman. Carried. Declaration of Acceptance of Office signed by Councillor Linnett.

17.86 Appointment of Committees 2017/18 – The Chairman and Vice-Chairman are Ex-officio on all Committees:
The Chairman asked that those who are elected as Chairmen at the first meeting of the Committees make contact with the Clerk prior to committee meetings to discuss the items on the Agendas.
(a) Finance – Councillors Darlison, Deacon, Naylor, Nicholson, Kitchen, Langton, Dracup.
(b) Parks, Hall & Events - Councillors Darlison, Deacon, Naylor, Nicholson, Kitchen, Dracup.
(c) Planning, Trees & Highways – Councillors Darlison, Deacon, Naylor, Nicholson, Kitchen, Langton, Dracup.

17.87 Appointment of Delegates:
(a) Tree Warden – Councillor Coar
(b) BWSC – Councillor Coar
(c) LRALC – All councillors if they wish to attend.
(d) Lubbesthorpe Strategic Consultative Committee – Chairman and Clerk

17.88 To confirm dates/times of standing committee meetings:
Finance – 1 x 4 per year (Tuesday evening)
Parks, Hall & Events – Last Tues of each month @ 7pm
Planning, Trees & Highways – 1st Tues of each month @ 7pm
Neighbourhood Development Plan – 1st Tues of each month

17.89 To receive apologies for absence – Councillor Nicholson and District Councillor D. Clements.

17.90 To receive Declarations of Interest in accordance with the Code of Conduct – Non-Pecuniary interest by Councillor Deacon in item 17.92.

17.91 To receive and consider the Renewal Notice from Came & Company, Local Insurance – Each member had received a copy of the renewal notice/fees from Came & Company. Proposed by Councillor Linnett, Seconded by Councillor Fox to proceed with the 3 year contract under Inspire. Carried.

17.92 To receive and consider the renewal prices for gas/electric utilities at the parish hall – Each member had received a copy of the renewal prices. Councillor Deacon to make further enquiries.
17.93 To resolve and accept Order Paper 05/17 – Proposed by Councillor Kitchen. Seconded by Councillor Linnett to receive and resolve to accept Order Paper 05/17. Carried.

Councillor Deacon queried the water rates bill and the Clerk informed Members that she is querying this with Severn Trent Water.

To adjourn the meeting to receive Questions from the Public. None.

Meeting reconvened.

17.94 To receive reports from County/District Councillors:

No reports from County Councillors.

District Councillor Clements had sent a written report:

(a) Untaxed vehicles, Park Drive, Holmfield avenue West – Councillor Clements has discussed this issue with environmental enforcement officers at Blaby District Council. They are aware of the issue and the assumption that the problem is related to a local garage. The proprietors have been written to and been advised of the relevant legislation. The issue is that the vehicles are there possibly because they have been traded in and usually only just out of tax. The enforcement officers are unable to take action until the vehicles have been out of tax for 2 months and 1 day. In most cases the vehicles are moved within this time limit so action cannot be taken. However, I have assurances that the situation will continue to monitored and I will be willing to following up any individual instances.

Members discussed the ongoing problem of parking in these two locations.

District Councillor Coar reports:

(a) Travellers site – Beggars Lane – Councillor Coar has been told that there is current planning approval for the site.
(b) Cable tv/telephone – Councillor Coar has received complaints from residents relating to the mess being left after installation of the cables. He has reported this matter to LCC.
(c) New litter bins – proposed for Forest Chase, Forest House Lane and Hunters Way.
(d) Lubbesthorpe – Councillor Coar reported that there doesn’t seem to be a problem with speeding lorries on Beggars Lane at the moment. Councillor Naylor asked if once the M1 bridge is open would the lorries access the site via the bridge. Councillor Coar could not give a definitive answer. Councillor Darlison asked if the footpaths around Lubbesthorpe would be opened once the bridge was open, again Councillor Coar could not comment.
(e) Councillor Coar reported that there had been a fire at Whetstone tip and it was closed for 2 weeks.

District Councillor Dracup reports:

(a) That new council and committees would be elected next week.
(b) That it is Dementia Awareness Week and that there is an event at Sapcote Pavilion on 19/5/17.

17.95 To receive Monthly Report from Leicestershire Constabulary – each Member had received a copy of the April report.

Members discussed the reports on vehicle crime within the parish and in particular the theft of number plates.

Councillor Langton asked if anyone knew whether the speed awareness stickers for wheelie bins were effective, they had been given to residents on Forest House Lane.
To resolve that the Minutes of the Council Meeting held on 19th April 2017 are a true copy – Proposed by Councillor Linnett, Seconded by Councillor Langton that the Minutes be accepted as a true copy. Carried.

Matters arising from those Minutes:
(a) 17.69(a) – Relocation of Parish Office – Clerk to update members on the following:
(i) Personal safety alarm – Both the Clerk and the Premises Officer have an alarm
(ii) Access Control System – to be installed w/c 22nd May.
(iii) Advice received relating to purchase of new safe – the Clerk advised Members that the insurance company have recommended a particular safe.

(b) 17.69(b) – to receive further correspondence from David Wilson Homes re the ransom strip around the Forest East Park – Each member had been given a copy of correspondence from D. Wilson Homes. Members discussed the matter and agreed the Clerk should write and accept the offer made to bring the land up to a safe, acceptable standard and thereafter arrange for an annual visit by DW Homes for tidying up the land and checking for any health and safety issues. Clerk to action and include on Action List.

(c) 17.69(c) - Parish Hall Snagging List – to receive update from the Clerk – the Clerk advised Members that the outstanding electric work had been completed and that BSD had carried out a further inspection of this work. No report has been received as yet.

(d) 17.69(d) – Remedial works on footpaths – to consider quotations received to date – Each Member had received a copy of the two quotations received to date. Members discussed the way forward on this project. A further quotation is required. Clerk to action.

Members discussed how, if the work was to be undertaken, would it be funded and agreed that they would have to consider taking a sum of money from General Reserves to top up the monies already set aside for the project. This would be discussed/considered once the final quotation has been received. Councillor Naylor said in his opinion that Council should look at and take into account when setting future budgets an amount for maintaining the footpaths on an annual basis. Councillor Naylor also said that in his opinion the footpaths should be moved away from the tree roots.

(e) 17.69(e) - Defibrillator – update – there is to be a presentation on the 20th of June by EMAS on the responsibilities of having a defibrillator at the parish hall site. The Clerk was asked to send out an invitation to all long term hirers of the parish hall to attend this meeting. Clerk to action.

Councillor Linnett reported that he had been speaking to a Councillor from Ratby Parish Council and they had said that their Clerk was the Guardian of the Defibrillator. The Clerk advised Members that she is not willing to be the ‘Guardian’ for the one at the parish hall.

(f) 17.69(f) – Reality Bus – update – the Chairman thanked those Councillors who had visited the bus on their first visit to the parish. The Chairman advised that there had been approximately 33 young people attend the Bus in the third week. The Bus will be promoted at Stafford Leys Primary School this week. Councillor Linnett suggested that Council should review the matter in July with a view as to whether or not the Bus came into the parish in the autumn.

(g) 17.74 – LiFE – The Clerk reported that she had had little response for new articles. Members discussed the value of the magazine, whether articles should be included in the Local magazine. Councillor Kitchen asked whether it was worth producing or should there be an online version. The Clerk was asked to forward copy articles received to councillors for their consideration etc. Clerk to action.
(h) 17.78(a) – Neighbourhood Development Plan questionnaire – Councillor Coar congratulated the Committee Members on their production of the Plan. The Chairman thanked Councillor Langton for his expertise in developing the questionnaire etc.

17.98 To consider and approve the Annual Governance Statement for the External Audit 2016/17 – Each member had received a copy of the Statement and each question was considered carefully and answered. The Chairman signed the Statement.

17.99 To receive a report from the Internal Auditor – The Clerk reported on the initial visit from the Internal Auditor and his recommendations to adopt policies. Each Member had received a copy of the email correspondence from the Auditor dated 12th May 2017. Members agreed the policies should be adopted.

17.100 To review Financial Regulations for 2017/18 – Each member had received an electronic copy of the Financial Regulations and Members reviewed the Regulations and it was Proposed by Councillor Fox, Seconded by Councillor Linnett to adopt and roll over the Regulations from 2016/17. Carried.

17.101 To consider planning application no 17/0518/VAR – variation of condition 2 (plans) Relating to 17/0095/COU – to remove trees and alter front vehicular parking arrangements – 95 Hinckley Road – Members had each received a copy of the variation and it was agreed to make the following observations – insufficient car parking facilities for visitors/staff and that the trees to the front of the property should be saved. Clerk to action.

17.102 To receive correspondence from Blaby District Council with regard to Work Programme for Scrutiny Committee – Members had received a copy of this communication and the following items were considered for inclusion, DPD, open spaces, cemetery, refuse/recycling facilities, planning consultations on trees with preservation orders, roads being too narrow on new developments. The Chairman also asked Members to consider what other items they would like including for consideration and to forward these to the Clerk. Clerk to action.

17.103 Parking, Taylor Wimpey development – Councillor Deacon reported that there is serious cause for concern regarding parking on the Taylor Wimpey development. Vehicles are being parked in a way that would prevent emergency vehicles accessing the properties on the development. Clerk to raise with local beat team.

17.104 To receive the Minutes of the following Committee Meetings for noting purposes only:
   (a) Parks, Hall & Events Committee Meeting held on 25th April 2017.

17.105 Action List 2017:
   Pump – car park, parish hall – arranged for 18/5/17.
   Insurance Cover – reviewed and renewed 1st June 2017.

17.106 Delegates Reports:
   (a) Councillor Linnett reported on a recent meeting of the Patients Participation Group, Forest Medical Centre – interviews are being held for a new GP.
   (b) Councillor Langton reported that he had attend a Councillor’s Training Session at LRALC and found it very interesting.

17.107 Clerk’s Report for May 2017:
   (a) Forest East Park boundary with Stafford Leys Primary School, young people are
building dens and using this for anti-social behaviour – drinking, drugs etc. The District Council have removed the rubbish.

(b) Wiring – Parish Hall, all completed now and the electrician has said that he found 2 live wires in the loft. These have been sealed off.

(c) Film Evenings, have purchased 2 x teapots

(d) Hirer of Parish Hall – has requested to use the hall on a Bank Holiday. Members agreed that this would not be allowed.

(e) Staff handbook – the Clerk reported that she is looking into the possibility of having a Staff handbook – LRALC are advising that there should be one.

(f) County Councillor L. Breckon will be attending the June full council meeting

(g) Annual leave – the Clerk will be on annual leave between 8th and 16th June

(h) Lighting columns – a quotation had been sought from LCC and these were found to be 100% more expensive than another company. Order given to Plantscape to inspect the lighting columns for summer hanging baskets.

(i) Scribe – the internal auditor has suggested using Scribe for accounting purposes to be considered at a further council meeting.

(j) Public Inspection of accounts – 3rd July to 11th August.

17.108 Councillors’ Forum:

Councillor Deacon reported that the gaps in the hedges along the boundary of the Taylor Wimpey development and Hinckley Road have still not been filled in.

Councillor Deacon also reported that the local doctors have now stopped prescribing medication for Hay fever sufferers.

Councillor Fox asked for an update regarding users of the Rugby Club parking on Hinckley Road.

17.109 Date of next meeting – 21st June 2017 @ 7.00pm.

The meeting closed at 9.25pm.