

LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Council Meeting on Wednesday 18th August 2021 at the Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

Present: P. Linnett – Chairman P. Kitchen – Vice-Chairman C. Lawrence
D. Di Palma

District Councillor Nick Chapman

Councillor Di Palma's Support Worker

Mrs L-A. Holland – O'Brien – Assistant Clerk to the Council

21.178 To receive apologies for Absence.

Councillor Dracup & Councillor Darlison sent their apologies prior to the meeting which the Council duly accepted.

21.179 To receive disclosures of interest in accordance with the Code of Conduct.

None

21.180 To adjourn the meeting to receive questions from members of the public.

None

21.181 To receive reports from County/District Councillors

District Councillor Coar sent his apologies to the meeting.

County Councillor Chapman advised that August had been a quiet month.

Relocation of Medical Centre

With regards to the concerns relating to the relocation of the medical centre, County Councillor Chapman advised he is happy to support even though this is not relating to County or District.

Speed Camera

County Councillor Chapman advised that County highways funding is £25,000 between 4 parishes he suggested that LFE Parish Council have 2 or 3 poles that can be moved from one place to another.

The placement of poles is to be discussed at the next Planning Meeting, Councillor Linnett suggested Beggars Lane, Warren Lane.

County Councillor Chapman is going to cost 2 speed activated cameras and 5 poles and advise if this is within budget.

The council thanked Councillor Chapman for his attendance and help.

County Councillor Chapman left at 7.15pm.

21.182 To approve the order paper for August 2021 and note bank reconciliation for July 2021.

Councillor Kitchen proposed accepting the order paper, Councillor Lawrence seconded. The Council unanimously agreed. Carried.

Councillor Kitchen proposed accepting the bank rec, Councillor Lawrence seconded. The Council unanimously agreed. Carried.

21.183 To confirm the minutes from council meeting held on 21st July 2021 are a true record.

Councillor Linnett proposed accepting the minutes, Councillor Lawrence seconded. The Council unanimously agreed. Carried.

21.184 To discuss matters arising from those minutes:

(a) To discuss potential new bin at Warren Lane Doctors Surgery

The Clerk has advised no update at present.

Councillor Linnett advised that he will bring this to the attention of the PPG at the next virtual meeting.

(b) To discuss removal of telephone banking from HSBC account

Documents now signed and minutes for 21 July have been authorised this evening. All documents have been sent by recorded delivery to HSBC.

(c) To discuss council-specific email addresses for Councillors and Premises Officer

The Clerk added to the website Meeting Papers - Council - 18.08.2021 - excerpts from emails re councillor specific email addresses

In the absence of the Clerk, Councillor Linnett advised that this item is to be left on the agenda at the next Council Meeting.

Clerk to:

- To clarify the situation with regards to council-specific email addresses for Councillors and Premises Officer.

21.185 To discuss monthly accounts

The May accounts were sent to the council ahead of the meeting. The following points were highlighted by the Assistant Clerk:

Staff Costs

Staff costs are in line with budget.

Precept

The 1st payment of £86,000 has been received and accounted for in May.

Staff Telephone Allowance

The Assistant Clerk advised that the staff telephone costs for the Clerk, Assistant Clerk and the Premises Officer are to be processed via Payroll for the financial year 2021/22 and in future.

Covid 19

Costs relating to Covid are higher than budget due to additional PPE equipment and cleaning products required to re-open the Parish Hall safely.

Zoom Subscription

It was confirmed that the Zoom subscription has now been cancelled. There will be no Zoom costs from August onwards.

21.186 To discuss External Audit Report

The External Audit Report had not been received by the time of the Council Meeting.

Councillor Lawrence advised that the AGAR had been sent to the External Auditors. One query had been received from the External Auditors and a reply had been sent back to them. The External Auditors query was to check that LFE Parish Council are correctly registered with HMRC.

21.187 To discuss ICO Complaint

The Clerk has advised that she has responded directly to ICO and that this is hopefully an end to the matter.

Councillor Linnett advised that he thought the ICO complaint had been dealt with and was to be now taken off the agenda.

Councillor Di Palma advised that he supplied supporting information. He also said that the Clerk had done a great job in resolving the issue.

21.188 To discuss Picnic in the Park

The Clerk has given the following update for Picnic in the Park on Sunday

- The new marquee location (parallel with hall) has been e-mailed to Bradgate events
- The Invoice for the hire of the marquee has been included on the August order paper
- Councillor Linnet and Councillor Lawrence to authorise payments on Friday please.
- Bradgate Events have the Premise's Officer's number and she has been told 9am and 5.30pm to open and close gates onto the field at side of hall.
- Bradgate Events are planning to put up the marquee approx. 9am on the day and take it down at 5.30pm

- The Premise's Officer has been asked to lock the office, kitchen, the Reg Neal Meeting Room and the hall doors to public on the day, she will open one pavilion gate and one patio door for the band to change in the store room
- BDC were e-mailed 10.08.2021 asking for extra bins
- Tom Dilley was e-mailed on 10.08.2021 for the Security Guard to attend 1.30pm-5.30pm
- Sheralyn has been told of new marquee location and that they can park on the hard standing
- Food vans have been contacted and asked to come at 2pm and they know there'll be a section of the car park roped off for them.
- A private first aider will now be in attendance the cost £85 + vat and has been organised through Leicester event medical
- The Side gate is to be open at all times in case of the need for emergency vehicles
- The bins ordered from BDC are 6 domestic sized bins, the bins are to be dropped off on Friday and pick up on Monday 22 August. The bins will be dropped into the car park and the Premises Officer will place them where they need to go.
- A risk assessment has been carried out for insurance purposes (a copy is in the one drive, coronavirus picnic in the park

Councillor Kitchen suggested that part of the car park is to be roped off to allow authorised vehicles attending the event to park.

In the event of bad weather Councillor Linnett advised that the event would still go ahead

Assistant Clerk to:

- Request that the Premises Officer ropes off part of the car park to allow authorised vehicles attending the event to park.
- Confirm to the food van hirer that the event will go ahead regardless of the weather.

21.189 To discuss any matters arising from the Planning and Parks Committee meetings held 03.08.2021
(a) To discuss the edges of the perimeter path remedial action and remedial action to the bike mounds

The Clerk has advised that Lawn Care doctors should be quoting this week to tidy mounds and edges of path.

Councillor Linnett and Councillor Lawrence advised that a quote should be requested to either trim the area or correct it.

Clerk to:

- Request a quote to either trim or correct the area.
- Move to Parks Committee Agenda for September

(b) To discuss Marquee Requirements for Ratby Brass Band and Picnic in the Park

This has been discussed as part of Agenda point 21.188

21.190 To receive Planning Applications/Decisions/Enforcement cases received after Planning meeting was held:

(a) 21/0845/VAR – Cross Road Service Station – variation of conditions to planning permission 21/0211/VAR to allow for amendments to parking/car washing area and provisions of electric charging facilities and associated canopy.

No Comment, unanimously agreed. a reply was e-mailed to Planning@blaby.gov.uk on 19 August

(b) 21/0905/TPO – 7 Heathley Close – Branch removal

No comment.

(c) Decision Notice - 21/0686/RM – Outline 4,250 dwellings Lubbethorpe and associated supermarket, retail units, leisure facilities, healthcare facilities etc. – GRANTED.

Noted.

(d) 21/0696/HH – 18 Lancelot Clos – conversion of internal garage.

No comment.

(e) 21/0512/FUL – Kathleen Rutland Care Home – part demolition of existing care home and erection of 3 storey residential care home.

No comment.

(f) Enforcement Case – E21/0252/UDRES – 2 Acacia Close – fish tank business

Noted.

(g) Enforcement case – E21/0270/UDRES – 2 Kings Walk – erection of large brick outbuilding

Noted.

(h) 21/0676/FUL – Harkaway, Hinckley Road – relocation of access point and repositioning of proposed dwelling.

No comment.

(i) 21/0669/HH – 26 Brightwell Drive – 2 story side and single storey front extension

No comment.

(j) 21/0963/TEL – Hinckley Road, LFE – application to determine if prior approval is needed for the installation of one 20m telecommunication monopole, a wrap around cabinet at its base and associated ancillary works.

21.191 To note Unity pricing changes

The Clerk added to the website - Meeting papers - council - 18.08.2021 - unity price changes

Noted.

21.192 To discuss Clerk attending NALC's Future Communities Seminar December 2021

The Clerk added to the website - Meeting Papers - Council - 18.08.2021 - NALC future communities event.

It was unanimously agreed that the Clerk is to attend the NALC course.

Clerk to:

- Book herself onto the NALC course.

21.193 To discuss potential wildlife-encouraging schemes for the Parish

The Clerk added to the website Meeting Papers - Council - 18.08.2021 - Wildlife email

The Council have asked that the representative from Environment and Transport Leicestershire County Council is invited to come along to the next planning meeting to discuss her ideas.

Clerk to:

- Invite Representative to come along to the next planning meeting.

21.194 To discuss GP Services in LFE

The Clerk added to the website Meeting papers - Council - 18.08.2021 - GP Consultation

Councillor Linnett advised that notification had been sent to every patient to make them aware of the proposal to close Forest House Medical Centre and relocate to Lubbethorpe, comments have been requested.

Councillor Kitchen & Councillor Di Palma stated that as local council representatives of Leicester Forest East and the wider community it is important that the local council respond and voice their concerns on behalf of the residents of the parish.

Councillor Linnett advised that GP services is to be added to the next Council Meeting Agenda. Councillor Kitchen said that the GP feedback will need to be discussed at the Council Meeting.

Clerk to:

Write to the Forest House Medical Centre to state the concern that patients who live on the other side of the M1 and within the Braunstone area will be affected by the relocation of Forest House Medical Centre to Lubbethorpe. This is due to the centre being located further away from them.

21.195 Action List

S106 Monies	To be reviewed monthly
Defibrillator	Monthly check by Premises Officer
Tree Survey	Have an annual tree report prepared of Kings Walk Park and/or Forest East Park – August 2021. <i>To be moved to the Parks Agenda/Committee</i>
s. 178 Licence	Apply August 2021 <i>To be moved to the Planning Agenda/Committee</i>
Christmas Lights	<i>To be moved to the Planning Agenda/Committee</i>
ICO	Renew August 2021 (Direct Debit set up with Unity) Included on August 2021 Order Paper
Tree 3334 Forest East Park	Consider having this tree pollarded. Not recommended in Tree Survey but was recommended to Council to have it pollarded by Arboreco in Feb/March 2021. <i>To be moved to the Parks Agenda/Committee</i>
TCV	Decide works (plan emailed to Clerk in March 2021 from TCV) to be carried out during Autumn. <i>To be moved to the Parks Agenda/Committee</i>
LiFE Magazine	Ask for submissions for next edition, to be published October 2021. <i>To be moved to the Parks Agenda/Committee</i>

21.196 Clerk's report

Nothing to report

21.197 Councillors forum

Councillor Linnett advised that GP services is to be added to the next Council Meeting Agenda. Councillor Kitchen said that the GP feedback will need to be discussed at the Council Meeting. Councillor Di Palma to raise GP services at the next Lubbethorpe Liaison Meeting, Councillor Di Palma represents LFE Parish Council at this forum.

21.198 Delegates reports

Councillor Di Palma advised that the Community Liaison Officer attended the last Lubbesthorpe Liaison Meeting. The Community Liaison Officer is based at the Community Hub and made the forum aware of her role and what it involves.

21.199 To set date of next Council meeting

15 September 2021.

The meeting closed at 8.12 pm.