

LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Council Meeting on Wednesday 20th April 2022, held in the Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

Present: P. Linnett (Chairman) P. Kitchen (Vice-Chairman) R. Darlison
C. Lawrence L. Dracup D. Dawes

District Councillor Coar (via Zoom)
Mrs H. E. Mann – Clerk to the Parish Council

22.84 To receive apologies for Absence

Councillor Di Palma sent his apologies prior to the meeting which the Council duly accepted.

County Councillor Nick Chapman was unable to attend the meeting which the Council noted.

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

None.

22.86 To adjourn the meeting to receive questions from members of the public

None.

22.87 To receive reports from County/District Councillors

District Councillor Coar gave the following update:

Vista's Home for the Visually Impaired

Plans for the new home are awaiting approval.

Hairdressers - Charnwood Drive

There has been a complication with planning which is hopefully now sorted.

Old Sainsburys Shop

No confirmation on what the building is now going to be used for.

Braunstone Crossroads Garage

Councillor Coar has asked that a 'No Waiting and No Unloading' zone to be placed around the Braunstone Crossroads garage to stop car transporters delivering there and blocking the A47. This will be a long job as it will need Highways permission. County Councillor Nick Chapman is helping with this issue.

£25,000 Members' Highway Fund

An MVAS is on order along with corresponding post.

Councillor Coar thanked the Parish Council for allowing him to include an article in the latest LiFE magazine (*to be published mid-May*).

Additionally, Councillor Coar raised his concerns that some residents may struggle to pay for heating and clothing for their children. There has been an increase in the number of referrals to food banks. Therefore, Blaby District Council has kept its Council tax increase to a minimum.

Parish Councillors asked about:

£150.00 Council Tax Rebate

Councillor Coar could not confirm when this payment will be made.

Flies

This issue is now being dealt with by the Environment Agency. When Councillors expressed their concern that the Environment Agency is not dealing with the issue, Councillor Coar assured them he will chase this up.

District Councillor Coar left the meeting at 7.10pm.

22.88 To approve the order paper for April 2022 note bank reconciliation for March 2022

Order Paper

Resolved: The Council unanimously resolved to approve the April 2022 order paper.

Bank Reconciliation

Noted.

22.89 To confirm the minutes from council meeting held on 16th March are a true record

Resolved: Subject to two minor amendments, the Council resolved, in a majority decision, to accept the March 2022 Council minutes as a true and accurate record.

Clerk to make amendments (22.79 extra '£' to be deleted, 22.77 missed out 'what' on what clerk should be doing) to the March Council minutes and print to be signed at May Council meeting.

22.90 To discuss matters arising from those minutes:

(a) To discuss recruitment of Parish Councillors

The Clerk has added an article to LiFE magazine to encourage the recruitment of Parish Councillors. Additionally, LRALC will be running some sessions specifically on Parish Councillor recruitment with Breakthrough Communications, the Clerk will book herself onto that training course when dates are available.

Clerk to look to:

- *Book Breakthrough Communications and LRALC Councillor recruitment training when dates become available.*
- *Add to training spreadsheet Breakthrough Communications and LRALC Councillor recruitment training.*
- *Add Parish Councillor recruitment poster to website, Parish Council Facebook, LFE Noticeboard on Facebook, Leicester Forest East Noticeboards on Facebook and Spotted LFE on Facebook, every month.*
- *Add the Parish Councillor recruitment poster to the noticeboards and leave up.*

The Parish Council has the power to spend money on training its staff under the Local Government Act 1972, s. 111.

(b) To discuss motorbikes using the path on Shanklin Gardens as a cut through

A local PCSO has expressed that it would be beneficial for LFEPC to put up signs to deter people from using motorbikes on Shanklin Gardens. The Police are aware of anti-social behaviour there. Therefore, the Clerk has contacted BDC and Highways for permission.

Resolved: The Council unanimously resolved to purchase two signs to deter people from using Shanklin Gardens as a cut through for motorbikes, subject to permission from the relevant authorities.

Clerk to:

- *Remove 'discuss motorbikes using the path on Shanklin Gardens as a cut through' from agenda.*
- *Purchase two signs for Shanklin gardens to deter motorbike users to use it as a cut through and gain approval to erect the signs from the relevant authorities.*

The Parish Council has the power to spend money on installing signs to prevent crime under the Local Government Ratings Act 1997.

(c) To consider the Electoral Review of Blaby District Council – Draft Recommendations

Objections sent.

(d) To discuss LCC free biodiversity training for Parish Councillors

Courses were only run in March; the Clerk has asked if they will be repeated later in the year.

22.91 To discuss monthly accounts

To be discussed at May Council meeting.

- 22.92 To discuss the closure of one of the two HSBC accounts and associated paperwork plus Mandate Update**
One Councillor took the mandate into HSBC.

Clerk to ask contact at HSBC if mandate has been updated and prepare account closure paperwork when it has been.

- 22.93 To discuss any matters arising from the Planning and Parks Committee meetings held 01.03.2022**
(a) To discuss purchase of Tommy planters, 1 plain bench and 2 decorative benches plus Tommy silhouette Resolution – The Council unanimously resolved to purchase, and have installed on the new Wildflower Garden, two Tommy Planters at £149.99 each, one plain bench at £662 plus VAT, two decorative benches from David Ogilvie at approximately £1,076 plus VAT each and a decorative Tommy silhouette at £66.99 for the Wildflower Garden. The Tommy silhouette will go on the side of the Parish Hall facing the playing fields, near to bowls club bench.

Clerk to:

- *Purchase two Tommy Planters at £149.99 each, one plain bench at £662 plus VAT, two decorative benches from David Ogilvie at approximately £1,076 plus VAT each (specific designs TBC) and a decorative Tommy silhouette at £66.99.*
- *Ask handyman to install all items for the Wildflower Garden when they are delivered.*

The Parish Council has the power to spend money maintaining its Parks under the Open Spaces Act 1906, s. 10.

- 22.94 To receive Planning Applications/Decisions/Enforcement cases received after Planning meeting was held**
(a) 22/0290/HH - 29 Hinckley Road – detached outbuilding in rear garden
After reviewing this planning application, the Clerk was asked to send the following objections to Blaby District Council regarding 22/0290/HH – 29 Hinckley Road -: 1. The submitted plans do not show the two houses built at the back of the property over 17 years ago. 2. Garden Rooms must be single storey with a maximum eaves' height of 2.5 metres and maximum overall height of 4 metres with a dual pitched roof, or 3 metres in any other case. If the Garden Room is within 2 metres of the property boundary the whole building needs to be less than 2.5 metres high. On the plans the proposed building is at the maximum 1.1metres from the boundary (and otherwise around 500mm) and at a height well over 2.5m – nearly 4m. 3. There are many trees in the vicinity which the plans do not show. 4. The Parish Council would question why the plans include a toilet/shower area; will the building later be used as a residence in future? 5. There has previously been an enforcement case against the property.

- 22.95 To review the Social Media Policy**
Resolved: The Council unanimously resolved to make no amendments to the Social Media Policy.

Clerk to update review date on Social Media Policy on the website.

- 22.96 To review the Training Policy**
Resolved: The Council unanimously resolved to amend the Training Policy to state that it is the Council, not the Chair, who makes relevant approvals for this policy.

Clerk to:

- *Amend Training Policy so it reads that it is the Council, not the Chair, who makes relevant approvals, update review date and re-add to the website.*
- *Clerk to complete a DSE risk assessment and add to a Council agenda for approval.*

- 22.97 To review fortnightly play inspection contract and quotations**
LFEP's Insurance Policy requires weekly inspections so, currently, M&BG inspect fortnightly, the Premises Officer inspects in the intervening fortnight. The Clerk has confirmed with the insurance company that the Premises Officer, despite not being trained, can inspect fortnightly.

M&BG – (Current Provider) - £50 per fortnight plus VAT. The quoted price is the same as the current price.

Independent Playground Inspections - emailed 12.04.2022 to say they cannot do the inspections.

Wicksteed - only do quarterly inspections.

Play Force (part of Id Verde Group) - only do monthly inspections.

The Play Inspection Company - only do monthly inspections.

Clerk to:

- Ask for prices from those companies who carry out monthly inspections and see if two monthly companies could inspect at different times during the month so that there are inspections every fortnight by a qualified inspector.
- Keep 'To review fortnightly play inspection contract and quotations' on agenda.
- Ask in the LRALC Round Robin how often other Parish Councils insurance companies require them to carry out playground inspections by a qualified inspector.
- Ask the insurance company how often the play inspections need to be carried out by someone qualified – could it just be once a month with the Premises Officer carrying out the checks in the intervening three weeks?

The Parish Council has the power to spend money maintaining its Parks under the Open Spaces Act 1906, s. 10.

22.98 To discuss quote for Rialtas Cloud

No issue.

22.99 To discuss Braunstone Town Council's response to the Boundary Commission's Proposals for Blaby District
Noted.

Clerk to:

- Add Electoral Boundary Review to the parish Council's website and Facebook page. (N.B. The deadline for comments was 11.04.2022).

22.100 To discuss the Parish Council taking over the Finances of the Film Evening

Resolved: The Council unanimously resolved to take over all aspects of the finances of the Film Evening from September 2022.

Clerk to:

- Inform the Film Evening of the Council's decision to take over their finances from September 2022.
- Inform the Film Evening they must close their bank account by September 2022, any remaining funds at that time will then belong to the Parish Council.
- Inform the Film Evening that the Parish Council will provide a float for them.
- Inform the Film Evening that they will be reimbursed for purchases of sundries such as tea, coffee, milk, biscuits etc.
- Get Film Evening set up as a separate cost centre in the accounts package.

Quote for Cleaning Upholstered Chairs:

Resolved: The Council unanimously resolved to accept ServiceMaster's quote of £500.00 to clean the upholstered chairs in the Parish Hall.

Clerk to check number of upholstered chairs with Premises Officer and accept ServiceMaster's quote to clean them.

New Blinds for Parish Hall (x 2)

One quotation has been received for commercial blackout blinds.

Clerk to get two more quotes for blinds and bring all three quotes to next Parks Committee meeting.

Film Evening Licences

The Council agreed to see how the new Film Evening licence works and review in future if necessary.

Premises Licence

Resolution – The Council unanimously resolved to have the Premises Licence amended so that films can be shown all day, every day.

Clerk to have Premises Licence amended so that films can be shown all day, every day.

The Parish Council has the power to take over the finances of the Film Evening under the Local Government Act 1972, s. 145.

22.101 To discuss the purchase of iPads for councillors to use for Council business

Clerk to:

- *Make some investigations into whether other Parish Councils provide iPads or laptops for Councillors to use for Council business.*
- *Carry out some research into what iPads and laptops are available, what their prices are and if you can receive emails on them. However, Word is not needed as this would incur a licence fee.*

The Parish Council has the power to spend money on laptops or iPads for its Councillors to use for Council business under the Local Government Act 1972, s. 111.

22.102 Action List/Plan of Work

Clerk to add the new Plan of Work to the monthly Council meeting papers to replace the Action List.

22.103 Closed Session to consider confidential staffing matters including Salaries, Job Descriptions and Clerk's appraisal

Resolved: The Council unanimously resolved to exclude the press and public and enter a closed session to discuss confidential staffing matters including Salaries, Job Descriptions and Clerk's appraisal.

The Council entered a closed session at 8.23pm.

The Council meeting resumed at 8.32pm.

22.104 Clerk's report

Clerk to:

- *Inform the Premises Officer she can use the Parish Hall for a craft fair and that it will be her organising the event but that it can come under the umbrella of the Parish Council. This is on the proviso that all proceeds from the hire of tables, by stallholders, goes to charity. There can be no charge to enter the craft fair. Additionally, it should be at a weekend and, ideally, when no other hirer requires the hall.*
- *Carry out risk assessment for the Craft fair.*

22.105 Councillors forum

Clerk to:

- *Purchase door stoppers to stop auto-close mechanisms from damaging the walls, for all necessary doors in the Parish Hall.*
- *Add to Parks agenda 'To discuss purchasing more trees for the Parks'.*

The Parish Council has the power to spend money maintaining the Parish Hall under Local Government (Miscellaneous Provisions) Act 1976, s. 19.

The Parish Council has the power to spend money maintaining its Parks under the Open Spaces Act 1906, s. 10.

22.106 Delegates reports

None.

22.107 To set date of next Council meeting

Wednesday 18th May at 6.45pm for the Annual Parish Meeting.

Wednesday 18th May at 7.00pm for the Annual Parish Council Meeting.

Wednesday 25th May at 7.00pm for a Finance Committee Meeting.

The meeting closed at 8.47pm.