

LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Council Meeting on Wednesday 21st July 2021, held in the Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

Present: P. Linnett R. Darlison C. Lawrence
L. Dracup D Di Palma

Councillor Di Palma's Support Worker

Mrs H. E. Mann – Clerk to the Parish Council

The Chairman started with agenda item number 21.171 – 'To discuss the lifting of COVID restrictions and decide on whether face coverings should still be mandatory at council meetings'. After discussion, it was agreed that, in line with Government Guidance, masks should no longer be mandatory at Council meetings. However, meetings will still continue in the main hall for the foreseeable future. Restrictions for hirers are to be lifted.

Clerk to contact Guides and potential Wednesday evening hirers to let them know of decision.

21.152 To receive apologies for Absence.

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

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

None.

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

None.

21.155 To receive reports from County/District Councillor

District Councillor Coar sent his apologies to the meeting and had emailed the Clerk the following report:

- the inspection of the A47 flood area near Warren Lane has been scheduled. However, to date, no confirmed workings or improvement dates have been provided. County Councillor Chapman is looking into this matter.
- Matters are quiet at present due to the holiday season.

21.156 To approve the order paper for July 2021 and bank reconciliation for June 2021.

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

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

Councillor Linnett proposed cancelling the Zoom subscription, Councillor Di Palma seconded. The Council unanimously agreed. Carried.

Clerk to:

- *cancel Zoom subscription.*
- *Send cheque to Unity Bank.*

21.157 To confirm the minutes from the council meeting held on 16th June 2021 are a true record.

Councillor Darlison proposed accepting the minutes, Councillor Lawrence seconded. With the exception of Councillor Linnett, who was not at the meeting, the Council unanimously agreed. Carried.

21.158 To discuss matters arising from those minutes:

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

A response is awaited from the Doctors' Surgery.

Clerk to chase up.

(b) To discuss the Rialtas Accounts Package

The Clerk informed the Council that the Assistant Clerk does not want to change provider due to the amount of time it would take to learn a new system and train to use it. It would not be a beneficial use of her time. The Clerk agrees with the Assistant Clerk. Therefore, it was agreed to take no further action.

(c) Christmas Lights Update

The structural test has been completed and is in the post to the Clerk.

(d) To discuss quotes for remaining tree survey works to Forest East Park

Clerk to add to September Parks Committee agenda.

21.159 To discuss Finance Matters:

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

Previously, the Clerk had been told that if telephone banking is set up on the account, the Clerk, or Assistant Clerk, cannot speak to the bank about the accounts at all. However, when Councillor Lawrence rang, HSBC said that telephone banking does need to be set up for the Clerk or Assistant Clerk to speak to the bank about the accounts. HSBC informed her that 4 forms need to be completed to allow the Clerk and Assistant Clerk non-signatory access to account information. The forms then need to be signed in accordance with the bank mandate plus a copy of the signed minutes, authorising the Clerk and Assistant Clerk to be signatories, needs to be sent to HSBC. Councillor Lawrence also suggested a covering letter, signed in accordance with the mandate, be sent to HSBC.

Clerk to action.

(b) To resolve to allow the Clerk and Assistant Clerk non-signing authorisation for both HSBC accounts

The Chairman proposed allowing the Clerk and Assistant Clerk have non-signatory authorisation for both HSBC accounts, Councillor Lawrence seconded. The Council unanimously agreed. Carried.

(c) To discuss monthly accounts

April accounts were sent to the council ahead of the meeting as the Clerk and Assistant Clerk have been busy working on the new bookings system.

Councillor Lawrence explained there has been a large VAT refund and that Rialtas have offered a discount on the next training session due to the short end of year training.

Noted.

21.160 To discuss Boundary Review

The Chairman explained that the review proposes that Leicester Forest East will move to mid-Leicestershire (from Charnwood Borough) for the general election.

Noted.

21.161 To discuss Flood Wardens

Clerk to add poster to website.

21.162 To discuss issues raised by the Clerk's CiLCA Training:

(a) to adopt Model Publication Scheme

Councillor Linnett proposed adopting the Model Publication Scheme, Councillor Darlison seconded. The Council unanimously agreed. Carried.

Clerk to:

- *Add to website.*
- *Add to Action List to review July next year.*

(b) to discuss council-specific email addresses for Councillors and Premises Officer.

An issue regarding Council-specific email addresses had been raised in the Clerk's CiLCA training. Therefore, the Clerk advised the Council that each Councillor should have a council-specific email address in case a Freedom of Information request was made – in which case the ICO may need to be given access to the inbox a Councillor uses for Council emails (even if that is a personal or work email address).

Clerk to:

- *Check with LRALC and CiLCA trainer to see if when an FOI request is made, the ICO/individual making the request would be given access to the whole inbox or just those emails relating to the Parish Council.*
- *Keep this on agenda as it will be necessary for a specific resolution to state that Council do not wish to have Council specific email addresses if that is what Council decides.*

21.163 To discuss Cancer Patients Parking Charges at Leicester Hospitals

Councillor Dracup proposed writing to Leicester Hospitals Trust to ask that they waive parking fees for cancer patients and to copy in the local MP, Councillor Darlison seconded. The Council unanimously agreed. Carried.

Clerk to action.

21.164 To discuss Braunstone Town Council's Climate Change & Environmental Strategy Consultation Draft

After discussion it was agreed the Council would offer No Comment.

Clerk to action.

21.165 To discuss the Grants Policy

Councillor Lawrence proposed a permanent extension to the deadline for grant applications to be received, with the period running from 1st April to 31st December each year. Councillor Darlison seconded. The Council unanimously agreed. Carried.

Clerk to:

- *Amend the Grant Policy on the website to reflect this change.*
- *Add to Action List to start promoting the Grant Policy in April 2022.*
- *Promote the extended Grant deadline on the website, Facebook etc.*

21.166 To discuss Live and Local.

(a) Subsidies

Move to Parks Committee agenda.

(b) Publicity

Move to parks agenda.

21.167 To discuss Adverts on the Front Cover of LiFE Magazine

Councillor Linnett proposed allowing adverts on the back cover of LiFE magazine, but not on the front page. Councillor Di Palma seconded. The Council unanimously agreed. Carried.

21.168 To discuss issues on Grange Avenue:

(a) Tree

(b) Fence and boundary issues

In relation to agenda points (a) and (b) above, a resident has complained to the Parish Council regarding a tree which they would like to be lopped and the boundary fence with Kings Walk Park. There are also shrubs on the boundary which have become overgrown. Councillor Darlison has visited the resident and inspected the site. A fence has previously been placed inside the Parish Council's boundary. Councillor Darlison asked that other Councillor also inspect the boundary to see if they agree with his findings.

Clerk to:

- *Add to September Parks agenda.*
- *Clerk to confirm who owns the boundary fence.*
- *Update resident.*

21.169 To discuss any matters arising from the Planning and Parks Committee meetings held 06.07.2021.

(a) To discuss the edges of the perimeter path remedial action and remedial action to the bike mounds

Clerk to:

- *Add this to the Parks Committee agenda.*
- *Chase up Lawn care Doctors to trim mounds or other company who could do the work – to get done ASAP.*

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

The concert will run from 3pm-5pm with interval, a marquee of at least 3m x 9m is required by the band. Band will arrive from 2pm. The Clerk has obtained the following quotes for the marquees:

- Century Marquees - £450.00.
- Bybrook Furniture and Event Hire – cannot do that date.
- MJ Marquees – number not in service.
- Bradgate Party Tents – number not in service.
- Umbravilia marquee hire – no longer in business.

Councillor Darlison proposed accepting the one quote received, from Century Marquees, Councillor Linnett seconded. The Council unanimously agreed. Carried.

Clerk to book marquee ASAP.

21.170 To discuss the Sustainable Land Trust

Noted.

21.171 To discuss the lifting of COVID restrictions and decide on whether face coverings should still be mandatory at council meetings

Discussed and decided on above.

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

(a) 21/0453/HH – 33 Hinckley Road – retention of outbuilding to rear

No comment.

(b) 21/0849/HH – 82 Forest House Lane – conversion of garage to habitable room and insertion of two front bay windows.

No comment.

21.173 Action List

Direct Debits

Councillor Linnett proposed accepting all the current direct debits (list prepared by Clerk and sent to all Councillors in advance of the meeting), Councillor Lawrence seconded. The Council unanimously agreed. Carried.

External Audit Report

Will be sent to all Councillors when it arrives.

Clerk to add External Audit Report to August Council agenda.

21.174 Clerk's report

Nothing to report.

21.175 Councillors forum

Nothing to report.

21.176 Delegates reports

Councillor Linnett stated that June's litter-pick was a success and that a much lower amount of litter was found than in previous years. However, masks seem to be becoming a litter problem.

21.177 To set date of next Council meeting.

Wednesday 18th August 2021 at 7.00pm.

The meeting closed at 8.17pm.