

## LEICESTER FOREST EAST PARISH COUNCIL

Minutes of the Parks, Hall, Events and LiFE Magazine Committee Meeting on Tuesday 7<sup>th</sup> September 2021, held at the Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.42pm.

**Present:** P. Kitchen (acting Chairman) P. Linnett C. Lawrence  
D. di Palma L. Dracup

Councillor di Palma's Support Worker  
Mrs H. E. Mann – Clerk to the Parish Council

**PH&E 21.78 To receive apologies for absence**

Councillor Darlison gave his apologies prior to the meeting which the Committee duly accepted.

**PH&E 21.79 To receive disclosures of interest in accordance with the code of conduct**

None.

**PH&E 21.80 To adjourn the meeting to receive questions from members of the public**

None.

**PH&E 21.81 To confirm the minutes of the Parks, Hall, Events and LiFE Magazine Committee Meeting held on Tuesday 3<sup>rd</sup> August 2021 as a true record.**

Councillor Lawrence proposed accepting the minutes, Councillor Linnett seconded. Councillors di Palma and Kitchen voted in favour. Councillor Dracup could not vote as she did not attend the meeting. Carried.

**PH&E 21.82 Matters arising from those minutes:**

**(a) To discuss Dishwasher quotes**

Three quotes had been received:

- Whitco – Dishwasher £2,094 plus £325 installation - £2,419 plus VAT
- Stephens Catering Equipment - £2,400 plus VAT
- ScoMac Catering Equipment - £2,637.50 plus VAT (this company was the only one which had visited the site.

Councillor Linnett proposed accepting the cheapest dishwasher quote, from Stephens Catering Equipment (£2,400 plus VAT), Councillor Lawrence seconded. Councillors Kitchen and di Palma voted for the motion; Councillor Dracup voted against. Carried.

*Clerk to:*

- *Print three dishwasher quotes for the Quotations File*
- *inform companies of the decision.*

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

**(b) To discuss entrance mats at Parish Hall**

The Clerk had contacted three companies recommended by ESPO. The details were as follows:

- Citron Hygiene (ref 371851) – quote awaited.
- Initial Washroom Services (ref 2831512) – quote awaited.
- PHS Group PLC – quote awaited.

*Clerk to keep on agenda.*

**(c) Update on Birchwood and Tristram Close hedge trimming**

Work to start 15.10.2021 approx.

*Clerk to update residents, including printing letters for Councillor Darlison to distribute to residents of Tristram Close and Birchwood Close.*

**(d) To discuss wooden bench refurbishment**

The benches were physically mended and clear varnished, but the Clerk has now asked the handyman to stain them a dark colour.

*The Parish Council has the power to spend money on maintaining its Parks under the Open Spaces Act 1906, ss. 9 & 10.*

**(e) To discuss damage to new surfacing Boyers Park**

The Clerk has:

- ordered no electric scooter signs and asked the handyman to fit once they have been manufactured.
- Telephone NoMow, again, to ask for advice on remedial measures, awaiting a call back.

*The Parish Council has the power to spend money on maintaining its Parks under the Open Spaces Act 1906, ss. 9 & 10.*

**(f) To discuss remedial works to bike mounds and perimeter path**

Remedial work to mounds and perimeter path to start w/c 15.09.2021, noted added to website and Facebook.

RoSPA coming tomorrow to inspect mounds.

*Clerk to keep on agenda.*

*The Parish Council has the power to spend money on maintaining its Parks under the Open Spaces Act 1906, ss. 9 & 10.*

**(g) To discuss ivy growing into Lancelot close from Forest East Park**

Cookes of Kirby quoted £102.00 including VAT.

The Committee resolved to accept the quote.

*Clerk to action.*

*The Parish Council has the power to spend money on maintaining its Parks under the Open Spaces Act 1906, ss. 9 & 10.*

**(h) Building valuation – update**

Due to be completed 21.09.2021.

*Clerk to leave on agenda*

**(i) To discuss purchasing a bench with the money donated to the Parish Council from the Bowls Club**

The Clerk had the following two questions:

1. What do you want plaque to say?
  - 'This bench was part funded by a donation from the Forest Indoor Bowls Club'.
2. Where do you want the bench to go?
  - At the back of the Parish Hall facing the park.

*Clerk to order bench, with plaque, and ask handyman to install.*

*The Parish Council has the power to spend money on maintaining its Parks under the Open Spaces Act 1906, ss. 9 & 10.*

**(j) To discuss Hall capacity**

The Clerk explained she had received a quotation for a fire risk assessment for £1,125.00 from an ex-fire fighter who would be able to establish the capacity of the hall.

Councillor Linnett stated that a previous fire risk assessment of the hall had been carried out which established the capacity figure of 138.

*Clerk to:*

- *Attempt to locate previous fire risk assessment (carried out prior to the Clerk's own fire risk assessment).*
- *Inform ex-fire fighter that a new fire risk assessment will not be needed.*

**(k) October edition of LiFE – update**

The deadline for articles is 13.09.2021. a draft will then be prepared in advance of the Parks Committee meeting on 05.10.2021.

**(l) To discuss issues on Grange Avenue**

The decision had been taken (at a previous meeting) to cut back the greenery on the park so the resident can reinstate their fence.

*Keep on agenda.*

**PH&E 21.83**

**Forest East Park, Kings Walk Park and Spinney matters**

**(a) To discuss MUGA tenders**

The cheapest quote was from FineTurf. However, this company did not show any photographs of MUGA installations and there were not sufficient references from previous MUGA installations.

The next cheapest quote was from Axo whose quote also included some optional extras. With the additional optional extras, the quote was still as cheap as the next cheapest option, which did not include the optional extras.

Therefore, subject to two satisfactory references being obtained by the Clerk, Councillor Linnett proposed accepting Axo's MUGA quote, Councillor Kitchen seconded. The Committee unanimously agreed. Carried.

*Clerk to:*

- *report back to council meeting,*
- *contact companies to inform them of the decision,*
- *ask AXO if coloured tarmac can be supplied for the same price as black tarmac, and*

- *add decision to contracts finder website.*

*The Parish Council has the power to spend money on a MUGA under the Public Health Act 1875 s. 164.*

**(b) To discuss Tree 3334**

This was discussed at the last Parks Committee meeting and is on the list of remaining tree survey works to be quoted for.

**(c) To discuss TCV works**

Councillor Kitchen proposed accepting the quotation and proposals from TCV for Autumn works, Councillor Dracup seconded. The Committee unanimously agreed. Carried.

*Clerk to make TCV aware of the Committee's decision.*

*The Parish Council has the power to spend money on maintaining its Parks under the Open Spaces Act 1906, ss. 9 & 10.*

**(d) To discuss bench to be purchased with donation from Bowls Club**

*Discussed above.*

**(e) To discuss refurbishment of benches**

*Discussed above.*

**PH&E 21.84**

**Events**

**(a) Live and Local event Autumn 2021 – to discuss subsidies**

After discussion the Committee agreed on the following:

- Ticket prices - £5.00, under 12s free.
- Clerk to sign up to use TicketSource.
- The TicketSource fee is to be absorbed by the Parish Council, not the audience.

*Clerk to:*

- *Sign up to TicketSource (The TicketSource fee is to be absorbed by the Parish Council, not the audience).*
- *Email Brownies/Guides to inform them of the performance.*
- *Report to next week's Council meeting.*
- *Complete box office form.*
- *Ask Live & Local to change the start time from 7pm to 2pm, if not then cancel the event.*

*The Parish Council has the power to spend money on live performances under the Local Government Act 1972, s. 145.*

**(b) Live and Local event Autumn 2021 – to discuss publicity**

Live & Local will send the Parish Council posters as part of the price.

**(c) Review of Ratby Band - Picnic in the Park**

The event went very well with over 200 people in attendance during the afternoon.

*Clerk to add photos of Picnic in the Park to the website and Facebook.*

**(d) Quiz Night**

*Clerk to ask lady who has organised quizzes previously at the Parish Hall if one can be organised for a Saturday night in March.*

**PH&E 21.85 To discuss insurance for Parish Hall car park**

The Clerk gave the following updates:

- Car Park insured for £16,000
- New surfacing at Boyers Park insured for £25,000
- New surfacing at Kings Walk Park insured for £8,000

The increases mean an increase in the premium of £35 per annum.

*Clerk to contact insurance company to add on MUGA too.*

**PH&E 21.86 To discuss purchasing a wheelie bin store**

Councillor Linnett proposed purchasing a wheelie bin store for the Premises Officer to store difficult to get the bins out. In addition, to pay for a padlock to keep the store secure and for the handyman to collect and assemble the store. Councillor Kitchen seconded. The Committee unanimously agreed.

*Clerk to:*

- *Inform the Premises Officer.*
- *Ask handyman to collect and install.*
- *Order wheelie bin store and padlock.*

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

**PH&E 21.87 To discuss site of teen shelter bin**

*Clerk to:*

- *Add to Facebook and website that the bin must stay halfway between the teen shelter and the car park due to BDC requirements.*

**PH&E 21.88 To discuss Epworth Football Club Invoice**

Councillor Linnett proposed charging Epworth Football Club the full amount of £875.00 for the annual usage of the playing fields, Councillor Kitchen seconded. The Council unanimously agreed. Carried.

*Clerk to ask Assistant-Clerk to send the invoice.*

**PH&E 21.89 To discuss garden fires in the parish**

*The Parish Council has no jurisdiction over garden fires.*

**PH&E 21.90 To discuss other Parks and Halls Matters**

**(a) To discuss the car park gate**

Councillor Dracup proposed leaving the sign on the gate as it is and that the Premises Officer be allowed to put a laminated sign on the windscreen to say she waited until 9pm to lock the gates, the car park will open at 8.30am tomorrow morning. Councillor Kitchen seconded. Councillors di Palma and Lawrence voted for the motion. Councillor Linnett abstained. Carried.

*Clerk to:*

- *Inform premises officer.*

- *Prepare a laminated notice to place on anyone's windscreen to say we waited until 9pm to lock the gate but you did not remove your car so it has been locked in overnight and the gates will be opened at 8.30am tomorrow (unless tomorrow is a bank holiday and then it will be 8.30am the following morning).*

**PH&E 21.91      Date of next Meeting**  
Tuesday 5<sup>th</sup> October at 7.45pm

The meeting closed at 9.05pm.