

**BLABY PARISH COUNCIL  
MEETING OF THE ESTATES & COMMUNITY COMMITTEE  
To Be Held in the Oakfield Room, Blaby Civic Centre  
at 7.00pm on Tuesday, 23<sup>rd</sup> October 2021**

**PRESENT:** Mr M Wareham (Chairman),  
Mr P Akroyd, Ms B Arya, Mrs M Broomhead, Mr P Muton, Mrs S Skeemer, Mrs S Clifton  
(Admin Assistant) Mrs V Jepson (Manager) & 3 x Parishioners.

EC.712            **1. APOLOGIES FOR ABSENCE**  
Apologies for absence are received from Cllr Ms Bolton & Cllr Mrs McFadden the reasons for which are approved.

EC.713            **2. TO RECEIVE MEMBERS DISCLOSURE OF INTERESTS & REQUESTS FOR DISPENSAIONS IN ACCORDANCE WITH THE CODE OF CONDUCT**  
The following disclosures of interests were made: -

Mrs M Broomhead	Burial Rights	Personal
Mr P Muton	Burial Rights	Personal
Mrs S Skeemer	Burial Rights	Personal

EC.714            **3. TO CONSIDER ENDERBY ROAD ALLOTMENTS**

**a) Trespassing**  
All members have been issued with correspondence with regards to the ex-tenant who has been trespassing on the allotments, the report is noted.

**b) Rules & Regulations Signed Documents**  
All members have been issued with a copy of the proposed allotment rules & regulations.  
**AGREED:** Members wish for the following to be included under the ‘Site Rules’ section: -

- If a tenant is found to be abusing the site rules, the Council will issue them with a warning letter, any repeat behaviour could result in being evicted from their plot.

EC.715            **4. TO RECEIVE MANAGERS REPORT**  
All members have been issued with a copy of the manager’s report: -

**a) Oakfield Park**  
Further vandalism has occurred to the CCTV situated on The Oaks Community building on the evening of Wednesday, 6<sup>th</sup> October 2021.

Another camera was damaged, and more wires were ripped from the roof.

A police report has been filed and the incident is being investigated.

A quotation of £1,171.30 + VAT has been received to install 8 x HD cameras and re-cable all wires from the outside of the building to the inside of the building.

**RESOLVED:** Accept the quotation for the CCTV camera and cable work priced at £1,171.30 + VAT for Oakfield Park.

**b) Litter Pickering Project**

Due to the lack of volunteers and the first aid issues that were raised at a previous committee meeting, it was **AGREED** to cancel the litter picking event and contact the South Leicestershire Litter Wombles and enquire if the Parish Council could work on a joint litter picking event with them during 2022

EC.716

**5. TO REPORT UPDATE ON THE VILLAGE CLOCKS**

The two new clocks have been installed at Northfield Park and Forge Corner, thanks are given to the groundstaff and Cllr Mr Wareham for installing them.

Great feedback and compliments have been received from members of the public.

EC.717

**6. TO CONSIDER QUOTATION RECEIVED FOR DAMAGED GRASS MATTING ON THE CRESCENT**

**a) Grass Matting**

Members have been issued with a quotation to repair the grass matting on The Crescent play area: -

**Quotation**

To carry out repairs to areas damaged to 2 x corners and sandfill at the applicable rate. Sandfill the whole area to try and help with any vandalism at no extra charge.

Total Cost = £350.00 + VAT.

**RESOLVED:** Accept the quotation received priced at £350.00 + VAT to repair the damage to the grass matting situated on The Crescent play area.

**b) CCTV**

Due to the vandalism which keeps occurring on The Crescent members would like CCTV to be reconsidered for this area.

**AGREED:** Contact Leicestershire County Council to enquire about obtaining power supply from the nearest lamppost.

**AGREED:** Seek a quotation for the supply and installation of CCTV to The Crescent play area.

EC.718

**7. TO REPORT UPDATE ON CHRISTMAS EVENTS 2021**

Meeting Notes – Wednesday, 5<sup>th</sup> October 2021.

Present: Mrs McFadden, Mrs Broomhead, Mr Muton, Mr Akroyd, Ms Small, Mrs Clifton & Mrs Jepson.

### **Funfair**

**RESOLVED:** A fee of £1,000 is to be charged to the fairground for attending.

### **Rockstar Promotions**

For delivery of the staging/sound/lighting for the switch on the cost is £3,500 + VAT. The Parish Councils electrician is to supply a power supply for the above equipment.

**RESOLVED:** Members are happy with Rockstar Promotions proposal to deliver the staging & lighting for the switch on at a cost price of £3,500 + VAT.

**RESOLVED:** Blaby Parish Council are to arrange with their electricians for power supply to be available for Rockstar Promotions.

For delivery of the virtual event as per last year, this will be delivered at a cost of £2,500 + VAT.

**RESOLVED:** Members are happy with Rockstar Promotions proposal to deliver the virtual light switch on event at a cost price of £2,500 + VAT.

With regards to the character actors these are priced at approx. £200/£250 + VAT per person.

**RESOLVED:** The manager and administration assistant are given authority to liaise with Rockstar Promotions regarding the type of characters required at a cost between £200 & £250 + VAT per character actors.

**AGREED:** The promotional work will be completed by Rockstar Promotions, with work commencing from October 4<sup>th</sup>.

There will be a cost for the social media advertising and any printed items such as banners.

**RESOLVED:** Members are happy for Rockstar Promotions to organise the social media work and advertising items at a cost of approximately £1,000.00.

### **Catering**

Work is being carried out to appoint the catering for the Christmas light switch on event, with a variety of catering on offer.

**RESOLVED:** A pitch fee of £75.00 is to be charged to all catering stalls.

### **Events Licence - Blaby District Council**

In previous years the Parish Council has applied for a Temporary Event Notice to cover this event with Leicester Road and Enderby Road in Blaby being notified as the 'premises to which the TEN applied.

**AGREED:** Blaby District Council has confirmed that no Temporary Events Notice Licence is required to be applied for.

### **Santa**

**AGREED:** Write to 'Santa' Mr John Small and invite him to be our Santa Claus once again.

**RESOLVED:** Purchase individually wrapped sweets, chocolates or candy canes for Santa and his helpers to give out to the children.

### **Road Closure**

The road closure application has been submitted to Leicestershire County Council; approval has not yet been received.

### **Road Closure Marshalls**

**AGREED:** Road closure marshals will be required to work in time slots from 9am until the end of the event.

**AGREED:** Members are asked to let the office staff know which time slots they can stand at the road closure barriers.

**AGREED:** Add this item to the November full Council agenda for confirmation and timings.

**RESOLVED:** If possible, members feel it would be nice to have a Christmas themed uniform to wear over their coats.

**AGREED:** Make enquires into a novelty uniform for staff & councillors to wear at the Christmas Light Switch on event.

### **Bus Services**

Notification of the change of bus route has been applied for.

**AGREED:** Acknowledgement and approval has been received from Aviva regarding the road closure and the bus route diversion.

### **Emergency Services**

Notification to all emergency services is to be dealt with by the Parish Council.

### **Local Businesses**

Letters notifying all local businesses of the light switch on event, road closure and the erection of the artificial trees has been completed.

**AGREED:** Cllr Mrs Skeemer will deliver these letters during October.

### **DBS Check**

All Blaby Parish Council staff and councillors must have an approved Enhanced DBS before they can work on this event.

**AGREED:** Any staff or councillors who have not yet completed their DBS form are required to do so as soon as possible and return the document to the office.

### **Stalls - Fox & Tiger Car Park**

**AGREED:** The Fox & Tiger public house have kindly confirmed the Parish Council is able to use their car park for the market stalls.

**AGREED:** Advertise the Christmas Light Switch on event to the Stall Finder website.

**RESOLVED:** Stalls are to be charged £25 per pitch fee.

### **Choir**

**RESOLVED:** Request the Musical Village choir attend the Christmas Light Switch on event as per last year.

### **First Aid**

Quotations have been received for first aiders to attend the light switch on event.

1. J L King £77.00 to include 2 first aiders
2. St Johns Ambulance £ 96.00 + VAT
3. Leicester Event Medical Ltd 3136.00 + VAT

**RESOLVED:** Accept quotation number 1 for 2 x first aiders to attend the Christmas Light Switch on event at a total cost of £77.00.

### **Christmas Eve Carol Service**

Members were asked if they wished to do the carol service this year on Christmas Eve.

**AGREED:** Members do wish to hold a carol service in the precinct on Friday, 24<sup>th</sup> December 2021 at 4.30pm.

**RESOLVED:** Book a band for the Carol Service.

**AGREED:** Invite a speaker to the Carol Service event.

**AGREED:** Invite the local primary schools to attend and sing at the Christmas Eve Carol Event.

### **Items for Members Consideration**

#### **Blaby District Council – Free Car Parking**

**AGREED:** Blaby District Council have confirmed free car parking is to be given for this year's Christmas Light Switch on event.

#### **Blaby District Council – District Cleaning**

Blaby District Council have submitted a quotation for 1 x additional operative to work on the morning of Saturday 27<sup>th</sup> November and supply 4 x extra bins to be situated around the precinct for the event.

**RESOLVED:** Accept the quotation received from Blaby District Council to supply 1 x additional operative and 4 x bins at a cost of £152.64.

#### **Blaby District Council – Public Convenience**

Blaby District Council have confirmed that the public conveniences will not be open on the day / evening of the light switch on event.

The office staff are in the process of applying to the Welcome Back Fund for funding towards the hire of portable toilets.

### **First Aid**

At the last meeting members had agreed to accept a first aid quotation for the hire of 2 x first aiders at a cost of £77.00, since then we have been informed that as of the 10<sup>th</sup> November 2021 the organisation will no longer be in business.

**RESOLVED:** From the original quotations, number 3 has been appointed at a cost of £136.00 + VAT.

EC.719

## **8. TO CONSIDER BLABY CEMETERY**

### **a) Peace Meadow Bench**

A bench situated in the Peace Meadow has been painted bright red and bright blue slabs have been laid without permission from the Parish Council.

The owner of the bench was requested to repaint the bench in a more suitable colour and informed that the slabs had to be removed as they were a trip hazard.

The owner of the bench did not wish to repaint the bench in a more in keeping colour, so he decided to remove the bench and slabs completely.

### **a) Rules & Regulations**

All members have been issued with a copy of the proposed 2021/ 2022 Cemetery Rules & Regulations.

**AGREED:** Members approved the 2021/22 cemetery rules & regulations with no amendments required.

**AGREED:** These rules will take effect from the 1<sup>st</sup> November 2021.

EC.720

## **9. TO CONSIDER SMALL ADVENTURE LAND EVENT 2022**

As per committees' agreement at the last meeting it is confirmed that an event company have requested to hire one of the Blaby parks for a prehistoric walking dinosaur themed family event.

The set up will commence on Friday, 17<sup>th</sup> June 2022 at 9.00am and the equipment being removed by midday on Monday, 20<sup>th</sup> June 2022.

This is a 2-day event with trading commencing on Saturday, 18<sup>th</sup> June at 9.00am - 6.00pm and Sunday, 19<sup>th</sup> June at 9.00am – 6.00pm.

A funfair, catering, stage, and entertainment will be included with around 5,000 people expected over the two days.

Portable toilets will be provided 2 X per gender and 1 X disabled toilet, along with 2 x additional hand washing facilities. No electric or water supply is required.

**AGREED:** Oakfield Park is to be offered to the Small Adventure Land for their 2022. Event.

**RESOLVED:** A total fee to £500 is to be charged for the park hire.

**AGREED:** A park hire agreement document is to be signed by the organisation.

**RESOLVED:** A bond of £1,000 is required to be paid.

EC.721

**10. TO REPORT UPDATE ON THE OAKFIELD PARK FUNFAIR**

The funfair who was due to stand on Oakfield Park between 13<sup>th</sup> & 17<sup>th</sup> October cancelled the event due to the Police requesting them to have extra security on the gates throughout the event to help manage the covid guidelines, along with the extra surcharge cost that was requested by the Parish Council due to our staff having to open and close the barrier.

EC.722

**11. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA - None.**

EC.723

**12. CHAIRMAN'S TIME**

Thank you all for attending.

**MEETING CLOSED: 7.35PM**