

EARL SHILTON TOWN COUNCIL  
MINUTES FULL COUNCIL MEETING

Held at 7:30 p.m.on

Tuesday 13 September 2016

At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

**MEMBERS PRESENT:**

Councillors: CM Coe Town Mayor & Chairman J Brown Deputy Town Mayor & Deputy Chairman, Ms D. Bailey, A Greenwood S, M Leman, Ms L Panton, R Phelps P Statham and M.Tebbett.

County/Boro' Mrs J Richards.  
Councillors:

In attendance: Town Clerk – Mr ME Jackson & Ms KE Miller Office Clerk  
Members of public – Nil.

16/070 *Chairman's welcome, report and remarks.*

The Chairman welcomed members, our County Cllr and Ms Karen Miller to the meeting. Ms Miller is the newly appointed Office Clerk with this being the first meeting of Council she has attended.

*The Chairman's remarks were noted and received.*

16/071 *To receive apologies for member absence.*

Cllrs Miss D Almey (family accident), Mrs K Olgeirsson (illness) and S Hardy (holiday).

***Resolved: apologies to be noted and accepted.***

16/072 *Declarations of interests. To receive disclosures of member's interests, i.e. the existence and the nature of those interests in respect of items on this agenda.*

***Cllr M Leman has a lodger who is a paid Officer of Hinckley & Bosworth Borough Council (Planning).***

16/073 *To receive and approve as a true record the minutes of the meeting of Full Council held on 09 August 2016.*

***Resolved: that the minutes of Full Council held on 09 August 2016 are a true record of the meeting. (The Chairman duly signed the minutes).***

Chairman's Initials/Signature ME

16/074 *Briefing to members from the Regional Sales Manager of Shared Access LLC (Lymington) regarding a potential infrastructure investment within Weavers Springs Park.*

By invitation of Council, Mr S Lister, Regional Sales Manager for *Shared Access LLC*, addressed members, provided drawings/specifications and entered into a Q & A session regarding a proposal to erect a 17.5m high telecoms mast on Weavers Springs Park. Additionally, Mr Lister requested that Shared Access be allowed to sink a small auger test bore to find a foundation level at midday 20 September 2016. Salient points are as follows:

- The installation would be on an initial 25 year lease with the option to renew or make good the site.
- A cash lump sum only deal of a specified sum was made, (specified but treated as commercial in confidence by the town Clerk – recorded in his working papers). That is, there would be no option to negotiate and annual ground rent deal. The other cash alternative would be to pay for a community installation, e.g. pitch floodlights, to the equivalent cash lump sum deal.
- Shared Access LLC will pay for the planning application process to the Local Planning Authority (HBBC).
- Shared Access will pay for a geotech survey that will prove the tower can be built on the preferred site.
- Shared Access will pay all running and maintenance costs.
- There is a possibility of some form of wayleave payment due to ESTC (wayleave being a compensatory sum for the right of access over/under Council land).
- There is no stipulation as to how Council may use the cash lump sum.
- Health and safety issues formed a good part of the Q&A session including the prevention and impact of ASB.
- Mr Lister was made aware that the chosen site for the mast may be impacted in planning terms by the major development of the Sustainable Urban Extension (SUE), i.e. 1300 houses and schools infrastructure.
- Is there a visual impact of the mast to the SUE? To be explored as part of the planning application process.
- At a minimum there will be a householder consultation by letter from Shared Access. Other stakeholder groups may be addressed as required.

***Resolved: to allow the auger bore hole test only on 20 September 2016.***

Recorded votes requested by members:

Cllr M Tebbett – against the motion.  
Cllr D Bailey - abstained from the motion.

16/075 *Public Participation:*

- a. *Public speaking protocol – requests received by the protocol deadline to be submitted to the Clerk with details of the agenda item they wish to address/relate. **None requested.***

- b. That the meeting be adjourned to allow members of the public to make representation about items that are not on the agenda (Electors' Time).  
**None requested.**

16/076 To note and receive any Neighbourhood Policing Area (NPA) report and a verbal report from the NPA meeting of the 08 September 2016.

The Chairman and Town Clerk attended a Barwell/Earl Shilton Community Groups liaison meeting on 08 September 2016 hosted by a PCSO from the Neighbourhood Policing Area Team. Points of interest noted were:

- That (ESTC) Full Council meetings will not normally be attended by a member of the NPA Team even if a standing invitation is offered.
- Earl Shilton crime statistics for August 2016 were supplied and relayed to members.
- There is some strong anecdotal evidence that young people in the Town are increasingly being supplied with illegal drugs. An all agency approach will try to eradicate this problem by continuing to educate young people not to use harmful substances.
- Halloween 2016 is on a Monday this year and combined agencies will plan and work together to prevent any crime or disorder (ASB).
- Police intelligence are aware of a potential drug 'factory', storage of stolen bicycles and lack of control of dogs by owners in Barwell/Earl Shilton however assertive action by the NPA is being frustrated by a lack of good clear evidence particularly from the public in general. For example, even down to reporting a bike has been stolen.
- The Leicestershire Constabulary call centre dealing with 101 calls is now operating a more selective triage system. Call handlers will now assess *threat* and *risk of harm* so that only more pressing reports are issued with a crime number (and call-out?). Calls deemed less serious will offer to the caller an appointment booking to see an officer or PCSO.

***The report was noted and received.***

16/077 Town Clerk's Finance Report including:

- a. Update: Unity Trust Bank withdrawal of the ALTO card facility.
- b. Update: recommendation regarding banking, signatories and reserves to the accounts.
- c. Information request from external auditors Grant Thornton llp.

The Town Clerk reported that:

- It is still not clear whether or not the ALTO card balance (£247) has been paid into the Unity Trust Bank current account as requested in writing. This will be chased by the Town Clerk.
- The Town Clerk after calling Natwest Bank plc has confirmed he is now a signatory for the account and will endeavour to meet with bank officers to make funds held 'work harder' for the public good.

Chairman's Initials/Signature                     *dlw*

- External Auditor 2015/16 (Annual Return) Grant Thornton llp (Liverpool) have come to Council with a late request for data. As the current Town Clerk could not provide the information requested for the previous financial year in the format that Grant Thornton requested, Council's audit report may "conclude with a Public Interest Report for the Council".
- Members were reminded that new Audit Regulations require Council to display their 'Audited Annual Return' 2015/16 by 30 September 2016 or a statement to state it has not yet been received from Grant Thornton. Council have, like other tier one councils in Leicestershire & Rutland, not received their audit statement from Grant Thornton as at 13 September 2016 (source: Chief Officer, LRALC). LRALC will try to hasten Grant Thornton into producing ESTC's report by the legal deadline.
- The services of Mansion Park (IFA) as regards the management of the Council employees' workplace pension scheme was presented in hard copy for members.

*Report noted and received.*

16/078 To note and receive any reports from County and Borough Cllrs.

**Cllr Mrs J Richards reported that:**

- Members will see reports in all forms of media that there is a crime and disorder hotspot in and around the LCC Barwell Waste Management Facility and/or adjacent streets/parkland. Regrettably some matters are drug misuse related. There has been a visit to Barwell by the Police & Crime Commissioner, Lord Willy Bach, who is "shocked" at the level of the drug misuse in evidence.
- Speeding along Church St, Station Rd and in general remain a high priority with Cllr Richards with her noting the 20 survey responses to users speeding along the Thurlaston Ln/Church St. The recent installation of speed tables on the Hinckley Rd will hopefully negate the need for the siting of a MVAS when County Highways procure the devices as promised.
- Cllr Richards is aware of a recent break-in and will be interested in the results of the police investigation.
- Wood St traffic light sequences at the hollow are still under scrutiny by 'Highways with the intention of giving 'more time for pedestrians and less time for cars'.
- Cllr Richards was very disappointed that she will be unable to attend the Earl Shilton Town Team Working Group Meeting on Thurs 15 September 2016 to discuss Town infrastructure projects due to a prior commitment at County Hall.
- The stated aspiration for the future use of Heathfield School is that it becomes a primary school as there is a perceived need and this in turn may preserve the use of the swimming pool for young people's needs.

*The report was noted and received with thanks from members.*

Chairman's Initials/Signature



- 16/079 *To note and receive any reports from member representatives to recent outside bodies, meetings, events or working parties, (LRALC Hinckley area meeting 08 September 2016).*

Cllr M Leman attended the LRALC Hinckley area meeting on behalf of members and reported feedback from the agenda of that meeting.

*The report noted and received with thanks.*

The Town Clerk & Office Clerk reported on their Leics SLCC meeting in Braunstone Town on the morning of 13 September 2016. Points to note were:

- Several delegates were unhappy with the response and timing of their external audit for the 2015/16 Annual Return given the strict new public notice regulations required of Councils. In short a significant minority of councils have not received their reports to enable them to give due notice.
- Internal Audit – delegates may wish to consider the Northants model service?

*Noted and received.*

- 16/080 To suggest Council member representatives to forthcoming outside meetings, organisations or events including:

- Parish Forum Meeting 29 September 2016, Newbold Verdon 6.30 p.m.
- HBB Annual Rural conference 06 December 2016, Twycross Zoo.

*Noted and received with members to inform the Office to book places or book direct through HBBC.*

- 16/081 *Planning: applications to note, receive and observe on as necessary but for referral to the Planning Cttee for routine comment:*

- a. **16/00600/FUL** – 3x dwellings & parking; 31, Church St - Cllr Mrs CM Coe attended an HBBC LPA site meeting invited as an official consultee observer. Cllr Coe reported that HBBC have received at least 5 objections to the proposed development concerning amongst other things overlooking properties (gardens), rights of way and flood risks. Hopefully all will be remedied by sympathetic alterations to the wall layouts planned.

***Resolved: no further observations by Town Council.***

- b. *Late planning applications tabled on the night.*

- i) Ministerial Notice of the *Neighbourhood Planning Bill*.
- ii) Variation of conditions DJS Automotive lean-to roof.

- iii) Number 9 Equity Rd 2x dormer bungalows – appeal to S Of State Planning Inspector by applicant against HBBC as the LPA (decision not to allow).

*Resolved: no observations by Town Council.*

16/082 *Correspondence received:*

- a. *Licence application – extension of consultation period.*
- b. *Keats Lane verge damage and traffic obstruction.*
- c. *ESiB – report of missing planter Station Rd.*
- d. *Wood St Park – letter of complaint from resident. Town Clerk to reply.*
- e. *Late correspondence to be tabled on the night.*

i) HBBC Funding for Parishes bids to the Borough Council – refer to Town Team Working Group and Planning Cttee. **The Town Clerk to write to the manager of the Earl Shilton Co-op Store with a view to a joint venture on publicly accessible toilets for the Town.**

*Correspondence noted and received.*

16/083 *Town Clerk's general report including:*

a. *Re-instatement of Earl Shilton Cricket Club fence.* The Town Clerk reported that ESCC had restored their fence on 'their side' of the border trees however they've had to report to the police that the fence has already been damage by vandals.

b. *Late matters.*

i) Town Council Information Systems/Technology report from James Pither regarding computer hardware and software security, storage and backup.

ii) Equity Rd pocket park issues and how the Office Clerk dealt positively with the matter.

iii) Mill Lane Cemetery Gates – Mr David Finnigan the volunteer resident who kindly locks the Gates at night will be on holiday for 2 weeks.

iv) Masefield Dve public open spaces (POS). The Town Clerk briefed members that a meeting will be held on site between him, Bloor Homes and HBBC officers to look at adopting these POS for an 'Off-site Open Space Contribution' of a considerable sum of money. The meeting will take place p.m. Tues 27<sup>th</sup> September 2016.

*Report noted and received.*

**Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the agenda items below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. Members will resolve to go into Private Session.**

**So resolved.**

Chairman's Initials/Signature



- 16/084 *To receive minutes of the Staffing Committee held on 09 August 2016 and a verbal report from the Staffing Cttee meeting of the 13 September 2016. The latter to include a briefing from the Chairman of the Staffing Cttee regarding the Employment Tribunal held on the 07 September 2016, discuss the outcome, receive any recommendations to Full Council and resolve any subsequent motions that follow on.*

Full Council members debated in the round the report and the recommendation of the Staffing Cttee commending all Cttee members plus the Town Mayor; especially those involved extensively in the Tribunal matters, for the contribution they have made as well as time, energy and cost expended.

***Resolved: that the recommendation of the Staffing Cttee be accepted in full as to the terms and conditions arrived at by both parties taking part in the Employment Tribunal.***

Recorded member voting as specifically requested:

Cllr J Brown	-	abstain from the motion.
Cllr M Leman	-	against the motion.

Cllrs Bailey and Panton excused themselves from the meeting at the end of this agenda item because of pressing family matters and left the room at 9.17 p.m.

- 16/085 *To receive a verbal report from the Town Clerk regarding the 2016-18 National Salary Award as it may apply to the outdoor staff of Council.*


The Town Clerk explained that the decision to decide the award of 2016-2018 National Salary Awards (National Joint Council (NJC) from 01 April 2016) to the outdoor staff had been delayed for 2 reasons. Firstly because the SLCC letter detailing the awards was not promulgated until May of 2016 and secondly, to a degree, the performance of the groundcare team needed to be assessed.

***Resolved: that the outdoor staff are awarded the appropriate NJC 2016 rate pro rata for hours worked backdated to 01 April 2016.***

- 16/086 *Briefing to members regarding outdoor staff provision.*

The Town Clerk, as directed by the last Full Council, produced staff costings with comparisons against two similar parish councils. The costings looked at full time equivalents and the pro rata status quo. Note was made of the need for extra employer national insurance and pension contributions to certain options. The report is seen as work in progress to lead on to the next stage i.e. recruitment, training, equipping and retention of Council's outdoor staff.

***Noted and received.***

Chairman's Initials/Signature 

16/087 *A verbal report of the latest Planning Cttee meeting of 22 August 2016 and the Town Council Premises project - Clerk's update report.*

The Town Clerk produced written draft minutes of the meeting of 22 August 2016 which included a written addendum of the informal meeting of the Planning Cttee and officers of Age UK Leics & Rutland that took place on 06 September 2016.

Members of Full Council received the following *recommendation from the Planning Cttee*: that the footprint of the new Town Council premises, (Age UK remaining a preferential leaseholder), be shifted westwards to allow staged building and when finished, that unused parts of the old premises be returned to parkland. This should allow minimum disruption to the good works of Age UK and still ensure that all stakeholders achieve the end result they require from the project.

*Resolved: to accept the recommendation of the Planning Cttee and for the Town Clerk to re-engage with the tendering process for the feasibility study given the revised criteria.*

End of Private Session & Confidential Items.

The Chairman closed the meeting at 9.30 p.m. thanking members for their attendance and contributions.

Chairman's Initials/Signature

