

**EARL SHILTON TOWN COUNCIL
MINUTES of the MEETING OF FULL COUNCIL**

Held at 7:30 p.m. on

Monday 09 October 2023

At The Public Library, Wood St., Earl Shilton, LE9 7NE.

MEMBERS PRESENT:

Town Councillors: R Allen*, Chairman, M Leman, Deputy Chairman, Ms D , Almey, A Bates, Mrs D Deighton, C Ladkin, J O'Neill, and M Tebbett.

Town County/Borough Councillors: Cllr R Allen*.

In attendance: Town Clerk: Mr ME Jackson.
Deputy Clerk: Mrs C Houghton.
Deputy Clerk (Des) Miss C Higham
Members of public: Nil.

23/095 *Chairman's welcome and opening remarks including the introduction of the Deputy Clerk designate Miss C Higham.*
Noted and received.

23/096 *To receive apologies for Town Cllr Member absence.*

Cllrs Mrs C Allen, and Ms C Wells submitted their reasoned apologies for absence to the Town Clerk in advance of the meeting.
Resolved: that Cllrs Mrs C Allen, Ms C Wells' reasoned apologies for absence, as tabled and recorded by the Town Clerk, be accepted.

23/097 *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. **None.***

23/098 *To receive and approve as a true record, the minutes of the Full Council meeting held on 11 September 2023.*
Resolved: to accept as a true record of the Full Council meeting of the 11 September 2023; the minutes tabled for the Chairman's signature and already distributed in draft to members with their agenda packs.

23/099 *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 to. **None.***

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). **N/A.***



23/100 *To note and receive any reports from County and Borough Cllrs.*

Cllr R Allen - Borough Council Report.

- HBBC are currently subject to a relatively significant number of planning application appeals against initial refusal decisions and therefore considerable associated additional costs. As at the end of September the overspend of the budget line for the refusal of planning application appeals by HBBC as a Local Planning Authority is reportedly in the region of £50k.
- HBBC are adopting a strategy to encourage more younger people to get involved with Council and community service.
- Market Bosworth road system improvements. HBBC hope to provide £120k of windfall savings to put towards what are considered to be highway improvements to the town's road system.

Cllr R Allen - County Council Report.

- Divisional Member's Highways Fund – a pedestrian safety gateway will be provided for the Mill Ln area.
- Provision of (Winter) salted grit bins – for outside schools and roads in general. On or around the 17 Oct 23 meetings and consultations will take place to establish the most suitable locations for these salted grit bins.
- Road Markings repainting – this has already started in and around the town and will continue until all road markings have been refreshed.
- Number 1 & 2 Bus Services – at the risk of repetition, regrettably these services could not continue at their pre-pandemic level of frequency or range. A form of service remains as will the bus stop infrastructure; the latter in the hope that demand will return to a sustainable cost effective level.

Rejoinder from Town Cllr C Ladkin. Firstly, could the broken salted grit bin on The Poplars be replaced and secondly, some of the Church St footway paving stones are badly uneven so could they be relevelled soonest please?

Reports and questions answered: noted and received with thanks.

Point of Order: the Chairman used his ex officio prerogative to bring forward private session item 23/110 forward at to 7.45 p.m.so that Members' mind were fresh to consider the issues at hand.

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 consider a resolution to go into Private Session. So resolved.

23/110 *Planning matters which should be heard in private session to consider the issues/updates from the Chairman/Town Clerk/Members or others regarding the:*

- a. *29 Sep 23 Premises Working Party (PWP) member briefing by ESTC's solicitor regarding the latest draft of the conditional conveyance to acquire the site of a new premises.*



In a subsequent email of 03 Oct 23 through the good offices of ESTC's solicitor, the 3rd Party's solicitor has suggested and offered a face to face meeting before preparing and both parties considering any first real draft conditional conveyance contract.

After much discussion by Members the following motion was decided and this decision should be brought to the attention of respective solicitors and client representatives.

Resolved: that ESTC Member Cllrs wish to see a 3 Party draft conditional conveyance contract first before any further face to face meetings take place.

b. 29 Sep 23 the ESTC solicitor may also advise PWP members about ongoing lessor and lessee, rights, responsibilities and privileges over land owned by ESTC as stewards for the public good.

Considerable concern was expressed by Members as to how matters are being progressed by the lessee to date even after considering professional advice from ESTC's solicitor. Discussion amongst Members was lengthy and considered a motion with the following outcome.

Resolved:

1. **To engage, at cost, the ESTC solicitor to instigate a nomenclature change for the title of the land (only) in question with the UK Land Registry to the 2023 version of 'Earl Shilton Town Council'.**
2. **For the ESTC solicitor to advise The Town Council on legal considerations of drafting a clearly defined lease for at least the remainder of the current 99 year lease but not to the detriment of any party.**
3. **Arrange a meeting with the lessee's Executive Director as soon as convenient; with legal representation attending, to discuss the future use of the site to find out how this meets the aims and objectives of the original benefactors.**

c. *Late relevant confidential items received since this agenda was set.*

As part of premises projects plural the Chairman of the LPCOS Cttee was invited to brief Members on the recent works to the Wood St Park Pump Track. The Contractor works and costs were finally settled, (reduced but still very much up to RoSPA standard), by the appropriate on site negotiations carried out in person by the Cttee Deputy Chairman Cllr M Tebbett.

Noted and received with thanks to Cllrs A Bates and M Tebbett.

Point of order: the Chairman returned the meeting to public session at 8.42 p.m.

23/101 *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for September dated October 2023.*

a. *Sep 23 Beat Team report.*

Cllr D Almey requested that details of the Town Beat Surgery(s) be more widely advertised, e.g. on ESTC social media.

Report noted and received with thanks.

b. *Relevant late items. None.*

23/102 *To note and receive any reports from member representatives to recent (remote/virtual) non-Town Council outside bodies, meetings, events or working parties excluding Police reports but including relevant late items received since this agenda was published.*

a. *21 Sep 23 - HBBC Town & Parish Forum Meeting – written report tabled and additional verbal points.*

Noted with thanks to Cllr Mrs D Deighton

b. *05 Oct 23 – TTWGp meeting report. Cllr R Allen & Town Clerk Designate reported as follows:*

- *A renewed request has been made to HBBC for capital funding to resolve the eyesore that is *Shilton Lakes*, AKA the privately owned section of Wood St Car Park. Additionally, to conjointly install Electric Vehicle Charging Points (EVCP).*
- *The Town 'vacant shop' count is holding steady and remains well below the national average for England.*
- *The Town centre public wi-fi hit rate for the Summer months is down but this is assumed to be a seasonal factor.*
- *The Public Library foyer (entrance to the Public Toilet) CCTV is likely to be connected soon to HBBC's monitoring system but possibly at a modest monthly fee to the Town Council.*
- ***Earl Shilton District Town Centre Delivery Plan 2018 – 2023 refresh invitation.*** Cllr R Allen issued all Members attending a copy of the 2018 Delivery Plan coupled with the invitation to think of and submit any ideas they may have to include in a proposed refreshed 2023 Delivery Plan.

Noted and received with thanks.

c. *Relevant late items. None.*

23/103 *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.*

a. *Wed 15 Nov 23 - Leics & Rutland Assn of Local Councils (LRALC) 2023 AGM.*

All Town Cllrs are invited to attend at a cost to ESTC of £10 per head for catering. The Chairman will be attending as a voting member representing ESTC. Town Cllrs must book a place through the ESTC Office by Thurs 02 Nov 23.

Noted and received with thanks.

b. *Relevant late items. None.*

23/104 *To receive minutes, draft minutes (03 Oct 23) and or a verbal report on Leisure, Parks, Cemetery and Open Spaces (LPCOS) Cttee meetings or business of interest and possible concern plus any immediate recommendations for spending from the annual budget or Reserves.*

a. The draft minutes of the 05 Oct 23 meeting were tabled as read and mention was made of:

- The 'letters to loved one's' post box for grieving relatives has been delivered and will be installed appropriately at Mill Lane Cemetery.



- A Town Council public defibrillator has been delivered and hopefully will be installed soon in the East of the Town accessible off High St and close to Hill Top.
- Regrettably Showman John Barker's Annual October Fun Fair at Wood St Park has been cancelled this year. A key member of the Barker Team has been injured and this is the sole reason for the cancellation. Town Cllrs and Staff hope that the injured individual makes a full and speedy recovery so that residents can welcome back Barker's in 2024 and for many years to come.
- Works on the 27 lime trees in QEII, The Hall Field Park causing distress to residents of The Beeches and Castle Close are provisionally booked to commence on or around 20 Nov 23 subject to formal planning permission from the Borough Council.

Noted and received.

- b. See item 23/110 c. below for a 'Private Session' item regarding the Wood St Park Pump Track maintenance works.

23/105 *To receive a written, (minutes of the 03 Oct 23 meeting), and or verbal report from the Chairman of the Events Cttee regarding recent meetings and updates concerning 2023 events.*

The notes of the sub-Cttee meeting of 03 Oct 23 were tabled as read. The sub-Cttee Chairman then outlined the following matters for Members.

- Remembrance Sunday is the next public event on the calendar. Though organised by the Town's 'Churches Together' ESTC provide and pay for the road closure and the considerable administration that goes with it.
- The Town Schools' Remembrance Service will now switch from the Monday after the Sunday service to the Friday before. Schools and Churches Together feel this will be more suitable for all participants. ESTC will provide the PA equipment as usual.
- ESTC Christmas Lights Switch-on event preparations are well in hand for Fri 24 Nov 23.

Noted and received.

23/106 *Correspondence received including relevant late items received.*

- a. 14 Sep 23 – LRALC letter about the proposed amendments to LRALC's Articles of Association (LRALC is now a not for profit 'business entity' who's 'liabilities' are 'limited' by those Articles of Association. A resolution is required to delegate authority for the exercising of ESTC's forthcoming proxy vote on the stated amendments.

Members were content with the amendments tabled and made no comments.

Noted and received.

- b. *Late relevant items - Police Liaison Representative (PLR) appointment.*

Leics & Rutland Assn of Local Councils (LRALC) in conjunction with the Leics & Rutland Police & Crime Commissioner (PCC) are looking to institute the appointment/role of PLR for each Leics & Rutland Local Council. Terms of reference are yet to be fully



scoped. ESTC Members discussed the outline proposals and will, make a decision, when the formal invitation to appoint an individual Cllr is received in the near future.
Noted and received.

23/107 To receive the Town Clerk's Finance Report including late relevant items.

a. To consider the monthly accounts for September 2023 as a true record fit for the Chairman's signature if statements received, invoices input completed and issued to Members in advance of this meeting.

Members were informed by the Town Clerk that the CCLA dividend cashbook statement did not arrive until midday Fri 06 Oct 23 and so the accounts for the month could not be reconciled and closed down in time for inclusion in the Members pack either electronically or in hard copy. September's accounts will be tabled at the Nov 23 Full Council meeting.

Noted and received.

b. To receive the report and recommendations of the 02 Oct 23 meeting of the ESTC Finance & Governance Working Party including:

1. Prior to the independent interim (6 months) Internal Audit, the required annual governance review of ESTC:

- Standing Orders.
- Financial Regulations.
- Corporate Risk Assessment.

2. Additionally:

- An addendum to the ESTC HR Handbook to include the 2024 legislation regarding 'flexible working' requests from employees.

Resolved: all amendments recommended by the Working Party be accepted and implemented as the formal annual review of these governance documents.

3. A review of:

- The half year spend against precepted budget report and a possible recommendation about the renewal of the 5 year copier lease in November 2023.

Members were content that the Working Party are satisfied with half year financial review of spend against budget both by account code line and overall.

Noted and received.

Copier lease. Members studied the cost/benefit spreadsheet of the 3 quotes received and came to a decision about which service provider should be awarded the next 5 year lease.

Resolved: to renew a contract lease with the current provider based on previous service standards and the competitive pricing of a new machine to suit the needs of Council for the next 5 years.

c. To note and receive the 'satisfactory' external audit report incorporated into the ESTC Annual Governance & Accountability Return (AGAR) for the financial year ending 31 March 2023.

Noted and received.



d. Late relevant items. **None.**

23/108 To receive the Town Clerk's general report including relevant late items received since this agenda was published. **None.**

23/109 Planning applications/correspondence received as a Town Council 'consultee' from HBBC, adjacent Districts and or LCC as Local or County Planning Authorities. Also to:

Note a Planning Cttee Chairman's verbal or written reports and, discuss and receive non-private session items from the Planning Cttee, e.g., a verbal/written report from any Planning Cttee meeting or communications, especially regarding major or controversial applications concerning the Town including:

a. Applications received:

1. 23/00895/FUL – 9 to 11 High St – siting of 2x storage containers (for inert spare parts).

No material consultee comments.

2. Relevant late applications/correspondence received since this agenda was set.

i) Earl Shilton Sustainable Urban Extension (ES-SUE) – Barwood Land Developer requests to ESTC.

a. To share with the Borough Council the consultee comments not amounting to an objection, if not already, from the ESTC Planning Cttee meeting held on the 11 Apr 23.

Members were informed that the said ESTC consultee comments were formally submitted to the Borough Council on the 14 Apr 23 vide the HBBC Planning Portal database information system and were shown a copy of the full delivery receipt.

Noted and received.

b. That the 11 Apr 23 ESTC Planning Cttee response may be re-iterated for the 'aligned Bloor/Jelson planning application'.

Resolved: that Barwood Land may quote to HBBC the ESTC consultee comments of 11 Apr 23 for any phase of the ES-SUE application.

ii) 23/00642/FUL (Re-consultation) – 32 Wood St – amended plans for the change of use of a hotel to a residential care home .

Resolved: the Town Clerk is directed to go back to HBBC Planning officers to request the following:

- The 14 day re-consultation period is extended until the following questions are answered.
- Why are the Consultee requests for comments being sent to the owner of the Town War Memorial and not the elected Town Council?
- Is the proposed residential care home solely for elderly residents or a wider population with special needs?



b. Hinckley National Rail Freight Interchange (HNRFI) – Publication of the Planning Inspectorate’s (PINS) application ‘*Examination Timetable, procedure and Notification of Hearings.*’ 22 Sep 23.

Noted and received.

c. 20/01374/FUL – Breach Ln Farm – Appeal against HBBC Enforcement Notice. Result of Planning Inspector’s hearing Tues 03 Oct 23.

The Chairman informed Members that the Inspector’s findings/decision have not yet been published and that they usually are delivered in writing some weeks after a hearing.

Noted and received.

d. Notifications and relevant late applications/et al received since the Cttee agenda was set. **None.**

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 consider a resolution to go into Private Session. So resolved.

23/110 *Planning matters which should be heard in private session to consider the issues/updates from the Chairman/Town Clerk/Members or others regarding the:*

See the first ‘Private Session’ above.

23/111 *Staffing Cttee business including late relevant items.*

a. *Staff Pay Award 01 Apr 23 latest position update.*

The local government employers and trades unions have yet to announce an agreed settlement for the across the board 2023/24 pay award.

Noted and received.

b. *Late relevant items.*

Happily the Staff member sick absent with Covid has now returned to work.

Noted and received.

Last Item.

The Chairman closed the meeting in good order at 9.35 p.m. thanking members for their attendance and contributions.

