

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

Held at 7:30 p.m. on .....

**Tuesday 11 August 2020**

Vide remote/virtual means on the *Zoom.us* information systems (IS) platform.

**MEMBERS PRESENT:**

Councillors: M Leman, Deputy Chairman and Deputy Town Mayor, Mrs C Allen\*, R Allen\*, Ms D Almey, Mrs A Burton, A Darker, Ms J Duplock, B Granger, Mrs G Granger, R Hills, K Lapsley and Ms S Mannion.

County/Borough Councillors: Mrs C Allen\* and R Allen\*.

In attendance:

Town Clerk: Mr ME Jackson.

Office Clerk: Mrs C Houghton.

Members of public: One, as recorded.

**20/045** *Deputy Chairman's welcome and opening remarks.*

Cllr Leman greeted members and then proceeded to the Agenda.

***Noted and received.***

**20/046** *To receive apologies for cllr member and other cllr absence.*

Town Cllr: Mrs C Coe submitted to the Town Clerk, a continued written and reasoned apology for her absence in advance of the meeting. This reasoned apology was recorded by the Town Clerk and brought forward to the meeting for consideration.

***Resolved: to accept the tabled apology for absence with reason from Cllr Mrs CM Coe as stated and recorded.***

County Cllr Mrs J Richards tabled her apology with pressing reason in advance of the meeting.

***Noted with thanks.***

**20/047** *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.*

Cllrs Mrs C Allen and R Allen re agenda item 20/059 linking to the minutes of the Planning Cttee meeting of the 11 Aug 20. Non-pecuniary declarations for the Gladman Development application and the 52 High St application. Full detail in the Planning Cttee minutes of 11 Aug 20.

***Resolved: to allow the Planning Cttee Chairman and Cllr Mrs C Allen to remain in the meeting for agenda items 20/0059 but only to report on this aspect of the meeting and to facilitate exchanges of relevant factual information. Both Cllrs Allen will not be allowed to express an opinion or vote on any motion if put forward.***

Chairman's Initials/Signature:   
digital signature see ESTC Minute 20/010 for authorisation

Cllr Mrs A Burton belatedly for agenda item 20/055 the Events Cttee report. A non-pecuniary declaration in simply advising members of Christmas Lights events plans for voluntary organisation Earl Shilton in Bloom (ESiB) of which Cllr Burton is an active member.

**Resolved: Cllr Burton was allowed to report to members as minuted below.**

20/048 *To receive and approve as a true record the minutes of the Annual Full Council meeting held on 14 July 2020.*

**Resolved: to accept as a true record of the Full Council meeting of the 14 July 2020; the minutes tabled for the Chairman's ('wet') signature and already distributed in approved draft to members with their agenda packs.**

20/049 *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 may wish to address or relate to if any. 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).*

The Chairman suspended the meeting at 7.40 p.m. to allow the following representations:

- i) The Town Clerk read from an email from Cllr A. Darker these points;
  - Cllr Darker has received many reports from residents that the enclosed toddler play area on QEII the Hall Field Park is being used despite be shut due to the COVID19 pandemic.
  - Cllr darker reported to Police via the 101 phone service that the St Peter's Primary School gates were still open one recent evening at 9.50 p.m.
  - Cllr Darker has reported to the Borough Council the increased incidence of fly tipping on the highway verges of Clickers Way (A47).
- ii) Cllr R Hills reported the formation of an all age volunteer litter picking group in his area of the Town. The Group have made themselves known to the Borough Council and their volunteer support scheme. Already the group have been 'successful', that is, they've bagged up lots of rubbish so please don't think it is more fly tipping as it will be removed by HBBC! Meeting members wished the Group well for the future and through Cllr Hills send their thanks for their community service.

***Representations noted and received.***

The Chairman returned the meeting to order at 7.44 p.m.

20/050 *To note and receive any reports from County and Borough Cllrs including late relevant reports to be tabled since this agenda was set.*

County Cllr Mrs J Richards reported by email that:

- Station Rd. – Some overgrown resident's vegetation will be cut back to clear and make safe the footway.
- Carrs Hill Rd. – The incidence of bark chippings obstructing the highway and in particular the footway has improved somewhat however Cllr Richards will continue to monitor the situation and call in County

Highways enforcement officers again if necessary to deal with the land owner until there is a permanent remedy.

- Border with Barwell: Dorothy Goodman School – sensitive planting and fencing will soon be installed to meet the concerns of neighbouring residents who have raised the issue of ‘spraying’.

**Report noted and received with thanks.**

Borough Councillor R Allen reported that he had been involved in matters concerning:

- Clearance of the vegetation in a private jitty way linking Oxford St and Vicarage St.
- Motor Cycle riders using the (disused) Barrow Hill Quarry site.

**Report noted and received with thanks.**

**20/051**

*To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report.*

1. The Beat Team have acknowledged for action a report from a resident, passed on by Council, of young people smoking ‘weed’ in Hurst Rd pocket park which is ostensibly closed due to the pandemic. (After note: the park hedging, as part of groundcare works, has been sensibly reduced in height now that the bird nesting season has ended and this has opened up the view of the park to resident scrutiny.).

**Noted and received.**

2. Vandalism to Mill Lane Weather Shelter. Members had been informed by the Office Clerk that on the evening of Tues 04 Aug 20 two young people had, for no apparent reason, decided to try and wreck the roof of the Shelter. Thanks outstanding responses firstly from a resident and then the Police the two teenagers were caught and processed before being released to their parents.

Actions-on:

- a. The resident who reported the incident has been written to thanking them for the public spirit they have shown.
- b. The Police have been commended for their outstanding response and the arrests.
- c. The Police have given to Council three courses of action to choose from:
  - i) *Community Resolution.*
  - ii) *Police Formal Interview* followed by referral the *Youth Offending Service* for a decision on whatever range of sanctions they consider fit the circumstances.
  - iii) *Full-on court prosecution* for criminal damage.

Members carefully debated the options in part based on the reported negative attitude of one of the offender’s parents but weighing in the balance the age of the offenders against the need to deter future vandalism against the most sensitive community facility that ESTC are the custodians of.

**Resolved: members by majority vote, at a second round of voting, decided on option c. ii), i.e. referral to the Youth Offending Service.**

20/052 *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 and the Town Team Working Group (TTWGP) including relevant late items received since this agenda was published. **None.***

20/053 *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too. **None.***

20/054 *To receive minutes, draft minutes 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.*

Members received the LPCOS draft minutes of the meeting of 04 Aug 20 in their agenda packs. Cttee Chairman's comments arising from these minutes were:

a. The Wood St Park Pump Track remains closed however locks and signage have been removed on several occasions. The track remains closed because it is clear that users are not social distancing as required during the COVID19 pandemic and trackside is used for the *out of sight* drinking of alcohol.

b. The Cttee Chairman took part in a photo opportunity to publicise the completion of Maple Way Park tarmac pathway system. The project was matched funded by the Borough and Town Councils, the latter using developer contributions particularly funds secured from the recently built Birch Close dwellings.

c. Quotes for significant tree works for the Borrowdale Close public open space are being sought. The works required are advised by a supplementary Leics County Council arboriculture officer report. Safety and spend to save measures will cost several thousand pounds outside this year's provisioned budget. Instead the monies will come from 'Parks' earmarked reserves.

**Noted and received.**

20/055 *To receive a written and or verbal report from the Chairman of the Events Cttee regarding recent meetings and or pandemic lockdown updates concerning 2020 events.*

Full Council members received the benefit of the draft minutes of the Cttee meeting of 04 August 20 which included points to note as follows:

- Re-iterated was the statement is that the Remembrance Sunday LCC Highways TTRO road closure of Wood St remains extant, come what may.
- Christmas Lights. Cllr Burton, a member of ESiB informed Cllrs that the 'Bloomers' will not be taking part in any form of (Lights) events due to pandemic social distancing needs required for its volunteers.
- It was reported that a neighbouring Parish Council too has announced that it has cancelled its normal Christmas Lights switch on event.

**Noted and received.**

20/056

Correspondence received including relevant late items received:

- a. *Re-introduction of the Local Electricity Bill – update.*

Members received a letter from the sponsors of the Bill saying that the proposed legislation is being 're-introduced to Parliament but voting on the matter, because of procedure is still some way off.

**Noted and received.**

- b. *County Highways Parish & Communities Fund application process.*

ESTC being in the larger category of local councils are, (by towns & villages population), eligible for central government funding to improve ordinary infrastructure and so be welcome in this pandemic era. The maximum sum available to Council is £10k. Claims and vetting of them is processed by Leics County Council (LCC) from a range mixture of 8 categories spending options. Members discussed the range and suggestions made. One choice stood out as the most tangible, achievable and most beneficial to the consensus of members.

**Resolved: that Council apply to LCC for a £10k funding of the comprehensive clearing of all the LCC footpaths inside and if possible adjoining the Town to encourage healthy walking instead of car use.**

- c. *Late relevant items: Volunteer Community Grant application – Earl Shilton Town Cricket Club (ESTCC)*

Members considered this compliant application as part of a process that has come through the recent meetings of the LPCOS Cttee and Full Council.

**Resolved: to award ESTCC a Town Council Community Grant of £1,000 for this precept year.**

(Additional note: Cllr R Allen is willing to sponsor any future HBBC PCIF application for the Cricket Club)

20/057

*To receive the Town Clerk's Finance Report including late relevant items.*

- a. *A motion to resolve the receipt and approve of monthly ESTC accounts for 31 Jul 20 if bank statements have been received and reconciled with the RBS accounts. (Bank reconciliations for signature by the Deputy Chairman)*

Members had been presented with a digital full copy of the accounts for the month of July 2020. Through the Chairman the Clerk invited member's questions as well as reminded Cllrs they were free to ask questions at any time of the month not just meetings.

**Resolved: that when next in the ESTC Office the Chairman of this meeting is to apply his wet signature to all three RBS Accounts Cashbook reconciliation statements for July 2020 as being true accounts records.**

- b. *Confirmation of approved movement of Reserves – General to Earmarked.*

During the July 2020 Full Council members resolved a motion to transfer £34k of General Reserves to the earmarked reserve Parks Equipment & Maintenance



*Fund.* The Clerk reported with supporting documentation this action has been carried out.

***Noted and received.***

c. *Late relevant items.* ESTC's public website '*Accessibility Statement*'.

The Clerk informed that; after studying the .gov.uk suggested template and the websites of other local councils; he is the content that his statement draft has been professionally inserted on Council's website. This ensures ESTC is legally compliant in time to meet the 23 Sep 20 Government deadline for statements to be published.

***Noted and received.***

20/058

*To receive the Town Clerk's general report including relevant late items received since this agenda was published.*

a. *Continued Pandemic closure of ESTC 'play equipment' facilities – comparison action of other Town and Parish Councils.*

The Town Clerk outlined the maintaining of the risk averse policy of keeping, if possible, enclosed facilities ESTC park facilities closed to protect residents and staff against contracting COVID19. It is acknowledged that some local councils have opened, for example their toddler play parks, some local councils have not re-opened their facilities. ESTC do not have the staff resources to ensure safe social distancing or hygiene regimes or standards across the Council's parks. Risk to life and health is the paramount consideration. Additionally, the corporate risk of vicarious liability has not been tested in law for this current pandemic and if so the test would also apply to Council's liability insurances. One death and or serious health damage is one too many and no-one wants to see the responsibility laid at the door of the Town Council facilities just to appease the vocal minority.

***Noted and received.***

b. ~~*Highways Parish & Communities Fund application process.*~~

Already minuted above at 20/056 b.

c. ~~*ESTC website – legally compliant Accessibility Statement now in place.*~~

Already minuted above at 20/057 c.

d. *Late relevant items. Council Tax Registered Entities eligible for Small Business grant funding.*

The Town Clerk informed members that an officer from the Borough Council is advising all Parish and Town Councils that they are now eligible for government 2020 Small Business Grants on the basis of their Non Domestic Council Tax registration status. The Clerk has applied for such a grant and, if signed off by the Borough Council Section 151 Officer, may be worth up to £10k as an in year *windfall* receipt.

***Noted and received.***

20/059

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

a. *Note, discuss and receive non-private session items from the Planning Cttee meeting of 11 Aug 20.*

The Planning Cttee Chairman explained the following to members all of which is fully detailed in the Cttee meeting minutes of 11 Aug 20:

- Of the three routine planning applications for one there were no *Consultee* comments and for 2 there were *Neutral* comments not amounting to *Consultee objections*.  
**Noted and received.**
- The Cttee **resolved** a Chairman's motion to remain in *open public* session.
- The project to move the ESTC Office to the Public Library detailed the latest update, viz. CCIr Mrs Janice Richards has re-vitalised matters now that pandemic lockdown is being adjusted.  
**Noted and received.**
- Premises project: search for a suitable long term facility for the ESTC Groundcare Team and their equipment. The Cttee Chairman outlined verbally the points he had previously made by email, i.e. referring to ESTC *Financial Regulations*, risk assessments and due diligence.  
**Resolved: to recommend to Full Council that all of the above steps are undertaken and reported to members to ensure that the Town Council is fully compliant with its obligations before any tentative bid is made for any target property.**
- Dalebrook Farm (DBF) – Gypsy, Romany & Traveller site. The Chairman informed Cttee members there were no known further improper occupations of the site and that he was aware that the new owners of DBF were '*attending to certain legal processes*' that hopefully will, in the medium term, be of a beneficial outcome for Townsfolk.  
**Noted and received.**

b. Late relevant items to be reported since this 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 resolve to go into 'Private Session'. So resolved.**

Point of Order: at 8.47 p.m. the member of the public left the meeting completely at this point.

20/060

*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. The Premises projects – update re new Library Office facility and public toilet.

See Minute 20/059 a. and note that the current Office Landlords have kindly agreed to allow ESTC to remain in situ on a rolling one month notice agreement until such time as the move to the Library is confirmed.

**Noted and received.**

- b. The Premises projects – update re the search for a new Groundcare Team facility – further consideration of the Sturgis Report taking into consideration Full Council's resolution at minute 20/042 of 14 July 2020 and HBBC officer information about possible future s.106 developer contribution monies amongst other information.

**Noted and received. See Minute 20/059 a.**

- c. Dalebrook Farm Gypsy Romany & Traveller (GRT) site – any source update.

**Noted and received. See Minute 20/059 a.**

- d. Late relevant confidential items received since this agenda was set.

**None.**

20/061

Staffing Cttee issues including:

- a. Legacy legal matters updates, if any. **None.**  
b. Groundcare Supervisor – decide if his probation period has been successfully completed.

REDACTED COPY FOR PUBLIC WEBSITE

ME Jackson  
Town Clerk

Point of order: the Office Clerk was removed from the meeting prior to the next item.

- c. Office Clerk – formally note and discuss the successful completion of her CiLCA qualification in a mere 5 months.

REDACTED JJK

Point of order: the Office Clerk was returned to the meeting for the next items and formally congratulated by members on both her exam achievement and deserved pay award.



d. *Fixed Term Contract (FTC) appointments (2 of).*

Members who weren't aware received a short brief that one FTC person was tried but proved unsuitable after 4 days however a subsequent individual is working well within the 3 person team so groundcare staffing may just have a chance of being stable for the remainder of the growing season and beyond.

**Noted and received.**

e. *Staff sick absence report from Town Clerk.*

REDACTED 

f. *Relevant late items received since this agenda was published. None.*

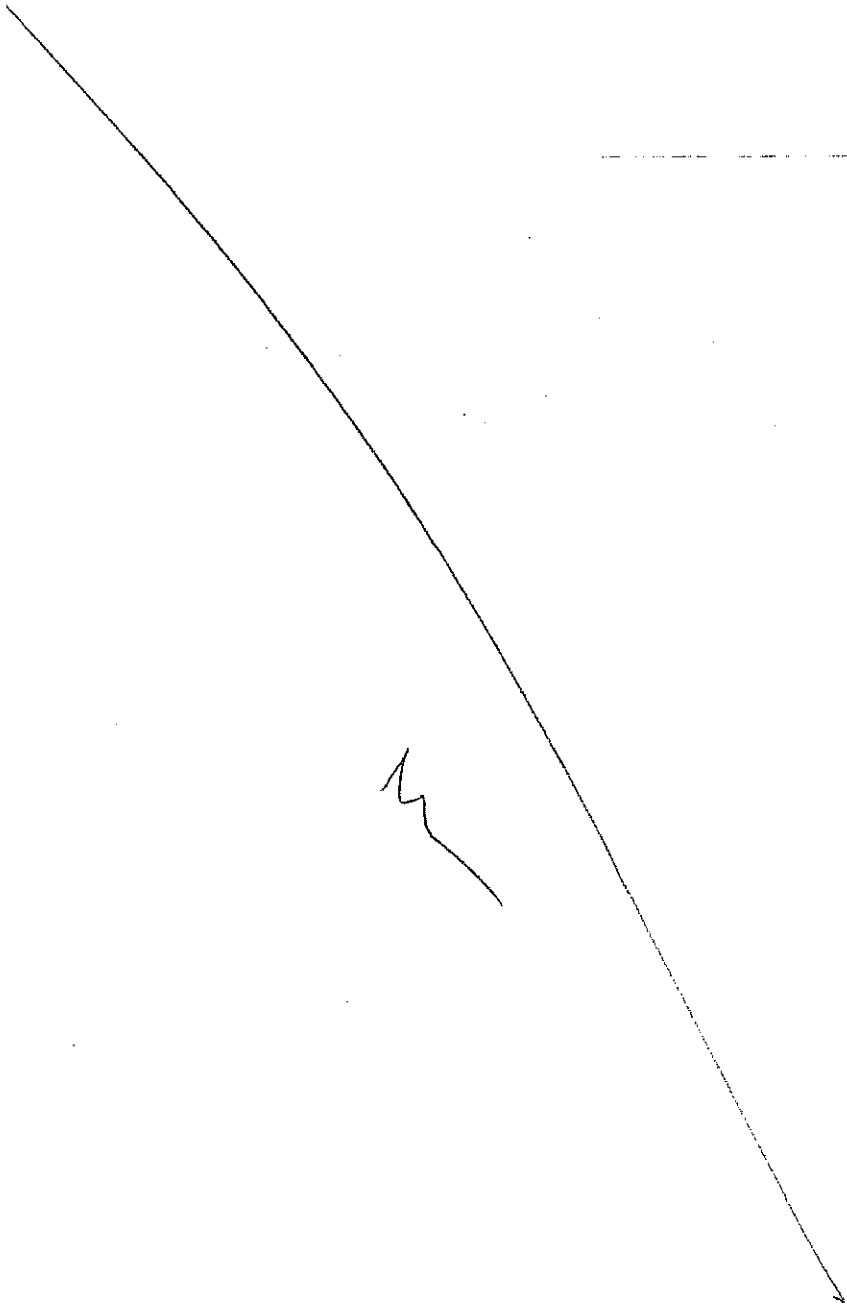
**20/062** *Mill Lane Cemetery grave space deed issue.*

On 10 Aug 20 the Solicitor's Office acting for the potential claimant contacted the Town Clerk to politely enquire as to why ESTC had not replied to their letter of 26 May 20. The Clerk was at pains to inform the Solicitor's Office that Council had comprehensively replied by letter to them and the potential claimant (both) on the 01 Jun 20. A scanned copy of the latter was then sent by email to the Solicitor's Office and receipt acknowledged by the same.

**Noted and received.**

**Last Item.**

**The Chairman closed the meeting at 9.15 p.m. thanking members for their attendance and contributions.**



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