

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

Held at 7:30 p.m. on

Monday 15 May 2023

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

MEMBERS PRESENT:

Town Councillors: R Allen*, Chairman, M Leman, Deputy Chairman & Deputy Mayor, Mrs C Allen*, Ms D Almey,** A Bates, Ms D Deighton, C Ladkin **and Mrs S Roper**.

** After Co-option see minute 23/007 below

Town County/Borough Councillors*:	R	Allen.
	C	Allen (Mrs).
	A	Weightman (Mrs).

In attendance:	Town Clerk:	Mr	ME	Jackson.
	Deputy Clerk	Mrs	C	Houghton.
	Office Assistant	Mrs	N	Mitchell.
	Members of public:	Three before co-option**.		

23/001 *Chairman's welcome and opening remarks.*

The Chairman welcomed Members with his thanks for their attendance and proceeded to the necessary following elections. Borough Cllr Mrs Anna Weightman was kindly welcomed to her first Town Council meeting post her election to HBBC. Cllr Allen also welcomed returning Town Councillors and especially the newly elected Cllr Deighton following the 04 May 23 local council elections.

a. Election of a Chairman and Town Mayor for the Civic Year 2023/24.

Cllr R Allen was re-elected as Chairman of the Town Council but, for personal reasons, will forego the appointment of Town Mayor for his term of office however his full commitment to Public and Civic events in and for the town remains extant.

Resolved: Cllr R Allen is elected Chairman for the Civic year 2023/24 with congratulations and thanks from his fellow Members.

b. Election of a Deputy Chairman and Deputy Town Mayor for the new Civic Year.

Resolved: Cllr M Leman is elected Deputy Chairman and Deputy Town Mayor for the Civic year 2023/24 with congratulations and thanks from his fellow Members.

23/002 *To receive apologies for Town Cllr Member absence. None received.*

The Chairman directed the Town Clerk to minute that the following elected Cllrs did not attend the meeting as legally summoned by a *Proper Officer* correctly issued agenda or



submit any form of reasoned apology for absence to be considered by their fellow Members:

Cllr B Granger, Cllr Miss C Granger and Cllr Mrs G Granger.

- 23/003** *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.***
- 23/004** *To receive and approve as a true record, the minutes of Full Council meeting held on 11 April 2023.
Resolved: to accept as a true record of the Full Council meeting of the 11 April 2023; the minutes tabled for the Chairman's signature and already distributed in draft to members with their agenda packs.*
- 23/005** *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.*
- 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 and N/A.
- 23/006** *Co-option of Town Cllrs. Elected members will receive applications, if any, from qualified individuals that have submitted their formal written applications by the notified reasoned and explained cut off date and time of midday Tues 09 May 23, as advertised from 18 Apr 23. Candidates will be invited to address elected Members for no more than 3 minutes.*

Three completed applications were received for consideration before the stated deadline to be included with the agenda for this meeting.

Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press, public and candidates for Town Cllr Co-option will be excluded from the agenda item below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. Members will consider a motion to resolve to go into Private Session. So resolved.

- 23/007** *Co-option of Town Cllrs. Elected Members will debate the merits of the individual Co-option candidates and then select those suitable to fill one, some, all or none of the six Town Cllr vacancies. All candidates will be advised of the decisions of the elected Members on the night. **At the conclusion of this item the Chairman will return the meeting to a Public session.** All successful candidates will be invited to take the declaration of acceptance of office and then take part in the remainder of the meeting.*

Having considered the individual applications for co-option issued with the hard copy agenda pack on the 09 May 23 to each elected Member's nominated home address, Members listened to a short address from each candidate. Each candidate was then asked a short list of similar questions by Members. Cllrs then retired to decide each application on the merits of each candidate.

Resolved: the following applicants were appointed as co-opted Town Councillors:

- **Cllr Mrs S Roper**
- **Cllr Mr C Ladkin**
- **Cllr Miss D Almey**

All 3 new Members were congratulated, made their 'Declarations of acceptance of office' and joined the meeting as Cllrs.

Point of order: the Chairman brought the meeting back into public session.

23/008 *To appoint members to Committees and Working Parties of Council for the forthcoming Civic Year:*

- *Staffing Cttee, (6 members).*
- *LPCOS Cttee, (6 to 8 members).*
- *Events Cttee, incorporating Public Events, (5 members).*
- *Finance & Policy Working Party, incorporating the Community Fund, Annual Risk Assessment, Standing Orders and Financial Regulations Reviews, (5 members).*
- *Planning Cttee, incorporating SUE, Town Plan & Town Team Working Group, (6 members).*
- *Business & Voluntary Community Group Liaison Working Party, (5 members).*
- *Groundcare Premises Working Party, (5 members).*

(N.B. The Council Meetings Calendar will be updated accordingly as and when the Cttees/Working Parties have their initial meetings and appoint their Chairman and Deputy Chairman).

Resolved: to renew Committee and Working Party membership for the new Civic Year as shown in the attachment to these minutes.

23/009 *To note and receive any reports from County and Borough Cllrs.*

The combined Cllr report tabled at the preceding 15 May 23 *Annual Electors' Meeting* was again tabled for this Annual Meeting of the Town Council and is attached to these minutes. Additionally, this is a time for the Borough Council to hold its Annual Meeting post the 04 May 23 election and for the County Council to shortly hold their Annual Meeting. The point being that there is currently little new to report until the principal Councils re-constitute for their new Civic Years and Term respectively.

Noted and received with thanks.

23/010 *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for April dated to May 2023.*

The Beat Team Newsletter was tabled noting what appears to be a spike of petty crime in Earl Shilton but that the Beat Team are acknowledged to be making some inroads into tackling the perpetrators.

Report noted and received with thanks.

23/011 *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.

- 23/012** To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.
See minute for agenda item 23/015 a. below please.

Point of order: Cllr R Ladkin leaves the meeting at 8.31 p.m. with the best wishes of Members.

- 23/013** To receive minutes, draft minutes (25 Apr 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.

Cllr Bates and the Deputy Clerk briefed Members as follows regarding key points:

1. Park play equipment – independent & professional RoSPA inspection results and remedial works.
 - a. Wood St Park - zip wire slide to be professionally checked by the original manufacturer. Authorised cost £150 net of VAT.
 - b. QEII Hall Field Park – ‘nest’ basket (seat) swing replacement is required. The cost is £2,272.73 net of VAT plus carriage.

Resolved: from Earmarked Reserves purchase a replacement nest basket seat as quoted for from the bespoke supplier.

- c. Weaver Springs Park – the helicopter climbing frame and junior swings have been condemned and will be removed shortly. Note this particular area of the park will be reviewed for renewal once the access road works for the ES-SUE has been completed.
2. Other matters.
 - a. Salt bins for winter use. This is still under investigation to purchase and strategically site 4 salt bins. The cost could be in the region of £1,300 net of VAT.
 - b. QEII Hall Field Park Poplar Trees. Works to prune these for the first time since February 2016 are still being researched in terms of what is recommended by professionals for the health of the trees, the needs of residents and the costs.
 - c. Jubilee Park – removal of large dead birch tree – assessment of quotations taken as read, i.e. **Resolved to complete the works from the best quote as soon as possible.**

Remainder noted and received.

- 23/014** To receive a written, (minutes of the 25 Apr 23 meeting), and or verbal report from the Chairman of the Events Cttee regarding recent meetings and updates concerning 2023 events.

The previous Term Members briefed the meeting from the draft minutes regarding:

- The presentation of commemorative King's Coronation mugs to all primary and special school children has been well received and praised as being a fitting traditional idea especially as the item is of such good quality and design.
- Coronation time capsules have been issued to all Town primary and secondary schools and again they have been very well received.
- Only one complaint has been received by the ESTC Office stating in essence 'not enough had been done in the Town to celebrate the King's Coronation'.
- Currently the Events Programme for 2023 is on track but with immediate emphasis on both *Picnic in the Park*, (QEII Hall Field), Sunday 25 Jun 23 and *Shilton by the Sea*, (Wood St Park), Tues 25 Jul, Wed 26 Jul & Thurs 27 Jul 23 inclusive.

Noted and received.

23/015 *Correspondence received including relevant late items received:*

- a. LRALC AGM 23 Sep 23 – ESTC voting attendee nomination resolution.
Resolved: the Chairman, Cllr Richard Allen, or his nominated ESTC Member deputy, is authorised to attend the LRALC AGM on 23 Sep 23 as the Town Council's voting attendee.
- b. Late relevant items.

Point of order: at 8.58 p.m. Cllr Mrs C Allen and Cllr R Allen are obliged to leave the meeting for personal reasons but depart with the best wishes of Members and Staff.

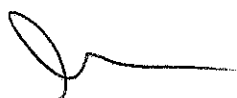
23/016 *To approve:*

- a. *The motor mileage rate payable to councillors and staff when travelling on official Council business or training – 45 pence per mile or appropriate refund of public transport costs.*
- b. *To retain current Council subscriptions, (listed verbally by the Town Clerk), e.g. LRALC, unless changed by resolution.*
- c. *Banking signatories. Council to decide signatories for the Unity Trust Bank Ltd current account, (Town Clerk and 5 members required ideally) and the Public Sector Deposit Fund/CCLA account, (5 members ideally (but not the Town Clerk) required). One more signatory for the UTB current account may be required.*
- d. *To declare the number of the Town's electors as **8,196** and the Section 137 (Local Government Act 1972) expenditure allowed per elector for the financial year 2020/21 to be **£9.93 per elector** as per promulgated by higher authority.*
- e. *To confirm Town Council key holders as all appropriate permanent staff and the Chairman.*

Resolved: to adopt points a to e. inclusive.

23/017 *To receive the Town Clerk's Finance Report including late relevant items.*

- a. *To consider the monthly accounts for April 2023 as a true record fit for the Chairman's signature.*



Resolved: the accounts for the month of April 2023 are a true record of the Council's financial state up to and including 30 April 2023 and may be signed by the Chairman.

b. The latest ½ year VAT refund from HMRC of £8,240.81 has been banked as expected.

Noted and received.

c. The 31 Mar 23 Year End independent internal audit is underway to complete the initial part of the Annual Governance & Accountability Return (AGAR) process.

Noted and received.

23/018 To receive the Town Clerk's general report including relevant late items received since this agenda was published.

Library based ESTC Public Toilet – Vandalism damage and gross misuse.

Over the King's Coronation weekend the toilet disabled access 'arm' was ripped off its wall mounting. Additionally, the liquid soap dispenser was emptied and smeared all over surfaces in the toilet and the Library Foyer. All has been reported and made good within 48hrs but will cost the taxpayer additional unnecessary expenditure. Furthermore, the Town Clerk has yet again *progress chased* LCC officers to make the Library Foyer CCTV operative to monitor the irregular but frequent ASB and vandalism against this taxpayer facility.

Noted and received.

23/019 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 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:

23/00330/OUT – Marlpit Farm housing development highways issues email from Leicestershire County Council (LCC). The email states that LCC Highways Officers share the concerns about user road safety for this outline application.

Noted and received.

b. Notifications and relevant late applications/et al received since the Cttee agenda was set.

1. 2022/CM/0089/LCC – Retrospective application to operate a soil and aggregates waste transfer centre. Notice of Decision by LCC – '**Refused**'.

Noted and received.

2. Earl Shilton SUE – Barwood Land request to address ESTC Members.
Resolved: to offer to Barwood Land to hold a plenary session for all Cllrs on the evening of Mon 12 Jun 23.

3. Hinckley National Rail Freight Interchange (HNRFI). Invitation to register to take part in the formal examination of the next stage(s) of the application currently accepted by HM Planning Inspectorate (AKA PINS).

Resolved: to task the Town Clerk to register ESTC into the next stages of the examination of the application.

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.

23/020 *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 - conveyance of 1,000m² of land to the Town Council for a premises - update regarding the ESTC Solicitor meeting Wed 03 May 23.

The meeting took place as scheduled with the Chairman, Deputy Chairman, Deputy Clerk and Town Clerk in attendance. As resolved at the April meeting of the Full Council ESTC's solicitor has been instructed to commence a 'conditional' conveyance with the 3rd party.

Noted and received.

b. Earl Shilton Sustainable Urban Extension (ES-SUE) - latest feedback. None.

c. Late relevant confidential items received since this agenda was set. – Community Ownership Fund (COF).

The COF is now open to Town and Parish Councils with grants usually up to £250k and even possibly up to £1m. 'Expressions of Interest' may now be submitted.

Resolved: the Town Clerk is to submit an expression of interest regarding the Town Council's premises project.

23/021 *To note and receive an anonymous letter purporting to be from a Town Cllr from the 2019/2023 term of office defaming a member of staff and fellow term Cllr. Actions-on being reporting the matter to the Borough Council Monitoring Officer and Leicestershire Police to investigate a case of malicious libel sent to the spouse of one of the defamed persons.*

Noted and received.

Last Item.

The Chairman closed the meeting in good order at 9.40 p.m. thanking members for their attendance and contributions.

