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Full Council 23 January 2023

Town  
Clerk

EARL SHILTON TOWN COUNCIL

MINUTES of the MEETING OF FULL COUNCIL

Held at 7:30 p.m. on

Monday 23 January 2023

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

MEMBERS PRESENT:

Town Councillors: R Allen\*, Chairman, M Lemman, Deputy Chairman & Deputy Town Mayor, A Bates, I Faver, C Ladkin\* and Ms S Mannion.

Town's County/Borough Councillors\*: R Allen  
C Ladkin

In attendance: Town Clerk: Mr ME Jackson.  
Deputy Clerk Mrs C Houghton  
Assistant Clerk Mrs N Mitchell  
Members of public: One.

22/146 *Chairman's welcome and opening remarks.*

Cllr R Allen, welcomed Members attending, likewise a member of the public, the newly appointed Assistant Clerk and lastly the Chief Executive of Leicestershire & Rutland Association of Local Councils who in part is attending the meeting as part of the his *Governance Review* commissioned voluntarily by the Town Council to produce a report as a *critical friend* to benchmark the Council's procedures and policies.

**Noted and received.**

22/147 *To receive apologies for Town Cllr Member absence.*

Cllrs Mrs C Allen, Ms D Almey, and Mrs A Burton all submitted their reasoned apologies for absence to the Town Clerk in advance of the meeting.

**Resolved: that the above named Cllrs reasoned apologies for absence, as tabled and recorded by the Town Clerk, be accepted.**

22/148 *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.*

22/149 *To receive and approve as a true record the minutes of the Full Council meeting held on 12 December 2022.*

**Resolved: to accept as a true record of the Full Council meeting of the 12 December 2022; the minutes tabled for the Chairman's signature and already distributed in draft to members with their agenda packs.**

**22/150** *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. Nil.*
- 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. However the Chairman took this opportunity to engage with the member of the public and the Assistant Clerk who are acquainted with each other and were attending an ESTC Full Council for the first time.*

**22/151** *Precept for the Financial Year 2023/2024. To receive the recommendations from the ESTC Finance & Policy Working Party meeting held on Mon 16 Jan 23 about how much the precept budget should be for the next financial year and to consider a motion to legally set next year's precept.*

Full Council reviewed the Financial Year (FY) 2023/2024 draft Precept as recommended to them in the form of the resolved motion of the Working Party as brought forward below. Additionally, supporting documents to review are:

- a. The ESTC Precept Tax Base model for the FY 2023/24.
- b. The ESTC staff cost models for the FY 2023/24.
- c. Current 9 month and 12 month ESTC Forecasts of Outturn (FOO) by cost centre and cost codes to or from General Reserves.
- d. An all account cost code and cost centre spreadsheet model for each FYs 2019/20 to 2023/24 inclusive for Members scrutiny.

The Working Party Chairman, Chairman of Council and the Town Clerk as Responsible Financial Officer, briefed Members and Members duly discussed and deliberated the draft precept as follows:

- The annual tax base letter from the Borough Council Accountant setting out the tax base for the current financial year and for the next (FY 2023/2024). Trends in the tax base past and future were considered.
- The reasoned, reasonable and allowable percentage increase in the precept based on the current figure and the increase in the tax base whilst acknowledging the financial hiatus danger of not modestly inflating the budget year on year.
- Robust staff cost models detailing both a realistic likely pay award and staffing changes.
- Current levels of Council's Reserves both General and Earmarked were assessed and taken into consideration.
- Current year actual spend/income (9 months) against budget were examined as well as the likely forecast of outturn (FOO).

***Resolved: Full Council are to adopt, as a whole, the recommendations of the Finance & Policy Working Party for the FY 2023/2024 as the Precept and commensurate financial measures as follows:***

1. ***A 1.99% increase in the ESTC Precept to realise the sum of £303,415 meaning that a Band D (4 bedroom) property will normally be***



**charged £91.36 per annum to finance the running of the Town Council. Explicitly, the FY 2023/2024 Precept will be balanced by using General Reserves of £23,182.**

**2. Into the new FY to set up a Tree Maintenance Earmarked Reserve (EMR) with at least a £5k minimum balance as a contingency against unforeseen emergency works required. Additionally, to transfer from this year's precept any unspent balance of the tree maintenance budget (code 4495) to boost the EMR at its inception.**

**3. At year end FY 2022/2023 (current) assess the level of General Reserves and if considered prudent transfer appropriate sums to extant EMRs that are deemed to require such sums.**

**22/152** To note and receive any reports from County and Borough Cllrs.

County Cllr R Allen

County Council matters.

- LCC finances still remain difficult to forecast in the medium term without the promise from central government to implement 'fairer funding' for the County. Competing LCC services such as bus transport subsidies, Special Educational Needs and Adult Social Care to name but a few all are forecast to spiral exponentially upwards in cost from the medium term onwards.
- LCC Member's Divisional Highways Fund – Cllr R Allen is chasing down the action to follow the kind words and cash for the improvements applied for.
- Cllr I Faver asked if any central government 'levelling up funding' is likely to come to the locality and if so, how much? Cllr R Allen replied yes, giving the examples of:
  1. £15m for the Hinckley Hospital to significantly upgrade services.
  2. £20m to Twycross Zoo to make it a world class animal research centre.

Borough Cllrs C Ladkin & R Allen

Borough Council matters.

- Borough Local Plan production still significantly delayed – see the Dec 22 report.
- Cllr Ladkin will report on the Borough Finances at the next meeting but in outline fears that, like LCC, funding for all service levels will prove very difficult.

**Reports noted and received with thanks.**

**22/153** To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for December dated January 2023.

This month's Newsletter listed another disappointing upward trend in Earl Shilton crime again mostly detailing vehicle crime.

**Noted and received with thanks.**

**22/154** 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.**



**22/155** *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.*

a. *Thurs 02 Mar 23 – HBBC Annual Rural Conference: Twycross Zoo.*

Attendees in person will be:

1. Cllr ME Leman.
2. Cllr A Bates.
3. Deputy Clerk Mrs C Houghton.

**Noted and received.**

b. *Late relevant items since this agenda was published. None.*

**22/156** *To receive minutes, draft minutes (10 Jan 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.*

The Cttee Chairman and Deputy Chairman advised Members to note the draft Cttee minutes as tabled with the Precept for FY 2023/24 and matters already covered in the resolution at agenda item **22/151** above.

**Noted and received.**

**22/157** *To receive a written, (draft minutes of the 06 Dec 22 meeting), and or verbal report from the Chairman of the Events Cttee regarding recent meetings and updates concerning 2023 events.*

The Cttee Members advised Full Council to note the draft Cttee minutes as tabled. In particular the forthcoming Sat 06 May 2023 Coronation of HRH King Charles III. The Assistant Clerk was thanked for her very good work in sourcing the excellent copyright logo for the Primary School children's commemorative Coronation mugs free of charge and finding a Town supplier of the mugs. Additionally, procuring the school time capsules to mark the event.

**Noted and received.**

**22/158** *Correspondence received including relevant late items received.*

a. *Leicestershire County Council (LCC) – Medium Term Financial Strategy (MTFS) constraints: points discussion from the 11 Jan 23 webinar and supporting documentation.*

Members discussed the possibility of supporting LCC works to the best effect for Town residents utilising any spare groundcare team spare capacity in the non-growing season. Two examples were cited as follows:

- Town LCC highways official road sign cleaning.
- LCC officially designated Town located footpath maintenance, (clearing litter picking). This latter possible support is favoured because of risk to operatives for the former and the suitability of using trained and equipped



personnel in the same role and gives residents a perceived more valued service.

Full Council Members agreed the matter should rightly be referred back to the LPCOS Cttee for detailed discussion and recommendations.

**Noted and received.**

b. Late relevant items if any. **None.**

**22/159** To receive the Town Clerk's Finance Report including late relevant items.

a. Monthly accounts for December 2022 – approval for the Chairman to sign off these accounts as a true statement of the status of the Council's finances as at the 31 Dec 22.

**Resolved: Members authorised the Chairman to sign-off the monthly accounts for the month of December as a true statement of the Council's financial status.**

b. Late relevant items if any. **None.**

**22/160** To receive the Town Clerk's general report including relevant late items received since this agenda was published. **None.**

**22/161** 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. 22/01201/FUL – High Tor East – erection of 2 new residential bungalows.

**No material Consultee comments.**

b. 22/00016/FUL – Lord Nelson Public House, Wood St, rear garden extension.

**No material Consultee comments.**

c. 22/1204/FUL – Blaby District LPA – Normanton Battery Energy Reserve.

**No material Consultee comments.**

Point of order: the Assistant Clerk, member of the public and CE of LRALC all left the meeting before entering private session at 8.43 p.m. with the Chairman thanking them for their attendance and contributions.

**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.**

**22/162** 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: a Groundcare Team permanent premises site: a choice of main option going forward and update on other sites considered.





The Working Party Chairman advised Members of another 3<sup>rd</sup> party site suggestion. Cllr Leman and the Town Clerk visited the site. Ascertained the purchase cost, the years of contamination, the dilapidation of the building and overall costs/utility of the site/building. Members accepted the recommendation of Cllr Leman not to pursue this option and will now proceed as previously planned with the remaining option site owners at a meeting on Wed 01 Feb 23.  
**Noted and received.**

- b. *HBBC/ARUP invitation to stakeholders regarding a strategic sites study through an online meeting – update from MS Teams meeting 21 Dec 22.*

This virtual meeting took place as planned with the aim and objective of ARUP providing HBBC initially with a current status report of the local infrastructure; in particular that of Earl Shilton. Questions and points to note:

- ES Cemetery – space for the future & share with Barwell (latter no!)?
- ESTC Community Centre – None: but have aspiration for such.
- Highways access from the current settlement to the ES-SUE dwellings is a 'must'.
- ESTC parks – questions of current usage and facilities.
- Town provision of allotments - Church or privately owned .
- A report by ARUP should be with HBBC by late Feb early March 2023.

The Town Clerk took this opportunity to brief Members on the latest s.106 developer contributions due to ESTC, particularly in respect of *Public Realm* improvements.

**Noted and received.**

- c. Earl Shilton Sustainable Urban Extension (ES-SUE) – The draft *Options* document. **No update.**
- d. *Maple Way Park – requested easement by East Midlands Homes & Severn Trent Water – update from ESTC's solicitor.*

EMH have indicated to ESTC's Solicitor that they are agreeable to a site meeting but have given no suggested dates.

**Noted and received.**

- e. *Late relevant confidential items received since this agenda was set. None.*

**22/163** *Staffing Cttee issues including relevant late items.*

- a. *Successful selection of a part-time Assistant Clerk.*

Members earlier met and welcomed I REDACTED and received reports of her notable achievements to date.

**Noted and received.**

- b. *Disciplinary matter. Groundcare Operative*

REDACTED

*[Handwritten signature]*

REDACTED

***Noted and received.***

c. Late relevant items since this agenda was published. **None.**

**22/164** Employment Appeal Tribunal (EAT) of 02 Dec 22. Any report from ESTC's Solicitor about the Judge's 'reserved' ruling. **None.**

***Last Item.***

**The Chairman closed the meeting in good order at 8.59 p.m. thanking Members for their attendance and contributions.**

