

EARL SHILTON TOWN COUNCIL
MINUTES of the FULL COUNCIL MEETING

Held at 7:30 p.m.on
Tuesday 05 April 2016
 At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

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

In attendance: Locum Town Clerk – Mr ME Jackson.
 Members of public – 1 as recorded.

15/291. Chairman's welcome, report and remarks.

The Chairman welcomed all to the meeting.

15/292. To receive apologies for member absence.

Resolved: apologies were received, noted and accepted from Cllrs Ms D Almey – work, Ms D Bailey – family illness and Ms K Olgeirsson family holiday.

15/293. Declarations of interest. 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 S Hardy regarding a planning matter in late correspondence but already in the public domain from a previous meeting.

15/294 To receive and approve as a true record the minutes of Full Council meetings held on 08 March 2016 and 17 March 2016.

Resolved: to accept as a true record, with minor manuscript amendments for spelling and grammar mistakes, the minutes of the meetings of Full Council held on 08 and 17 March 2016.

Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, Council resolved that 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 to allow members to go into *private session*.

15/295 Planning briefing to members and Neighbourhood Watch Development Worker from officers and ward members of Hinckley & Bosworth Borough Council regarding the approved development at Dalebrook Farm.

The briefing was noted and received. The question and answer session is minuted as a confidential item. All members and officers of the Borough Council as well as the Neighbourhood Watch representative only joined the

Chairman's Initials CMC.

Minuted page 15/16

meeting for this specific item and left at its conclusion.

15/296

To note and receive the minutes of the Staffing Committee meeting held on 30 March 2016 and a verbal report for the meeting on 05 April 2016. To include a discussion regarding the recruitment of a permanent Town Clerk. Additionally a discussion for professional fees that may be required and that may not be part of the precept for the FY 2016/17.

Resolved: a. To note and receive the minutes of the Staffing Committee of the 30 March 2016. To note that the Staffing Committee meeting of the 05 April 2016 did not have a quorum (3 members) so therefore did not formally sit.

b. To accept and implement the recommendation from the Staffing Committee of 30 March 2016 regarding the terms and conditions of service regarding the incumbent Deputy Clerk.

c. To note and receive a briefing from the Chairman of the Staffing Committee regarding the terms and conditions of service for the incumbent Town Clerk.

Mr Jackson was asked to step out of the meeting at this point.

d. To advertise externally through the normal channels for the appointment of a Town Clerk when appropriate.

Mr Jackson was then invited back into the meeting.

End of Confidential Items.

Cllr Panton left the meeting at 9.30 p.m.

Resolution not requiring (by ESTC Standing Orders) to be an agenda item.

Resolved: to extend the meeting of Council until 10.00 p.m.

Cllr Brown left the meeting at 9.34 p.m.

15/297 To note, receive and resolve (see LP15/099) on the minutes of the Leisure, Parks, Cemeteries & Open Spaces Committee (LPCOS) of the 02 March 2016.

Noted and received – the next LPCOS Committee meeting to make resolutions.

15/298 To note and receive any Police Report.

None received.

15/299 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 submitted.**
- 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 received.

15/300 To note and receive any general reports from County and Borough Cllrs.

None received.

15/301 To note and receive any reports from member representatives to outside bodies, meetings or working parties.

None received

15/302 To suggest Council member representatives to outside meetings, organisations or events – HBBC (Planning) Growth Workshop a.m. 04 May 16 including breakfast!

Cllrs Leman and Statham to attend (Cllr Coe reserve) as booked (Office).

15/303 Finance report from locum Clerk.

The locum Clerk briefed members on the steps that have been taken to ensure that the accounting function is being kept up to date and that the Office Assistant and he were doing all they could to ensure that the Internal Auditor is being provided with data required to take Council to *financial year end* and so on to completion of the External Auditor *annual return* process. Noted and received.

15/304 General report from locum Clerk.

The locum Clerk reported that the Office and Outdoor Staff were working extremely well and hard. Residents have expressed how much they appreciate Staffs' work. Issues regarding dog fouling and dog bins will be brought to the next meeting of the LPCOS Committee on 12 April 2016.

15/305 Planning Applications to note, receive and observe on as necessary:

- a. 16/00157/HOU dated 08 Mar 16 – **No observations.**
- b. 15/00684/OUT dated 11 Mar 16 – **No observations.**
- c. 15/01304/COU dated 12 Feb 16 (withdrawal of appn) – **No Observations.**

15/306 Correspondence received:

- a. Community Payback (CP) dated 20 Mar 16.

Locum Clerk to contact administrator with an affirmative answer but will seek the views of the LPCOS Cttee first at their meeting on 12 April

2016.

b. ES Town Market Banner – donation thanks letter dated 22 Mar 16.

Noted and received.

c. FOI request reference CCTV in the Town dated 31 Mar 16 (2nd request).

Noted, received and the locum Town Clerk to action a reply as soon as possible.

d. Late correspondence to be tabled on the night.

l.) *Request from HBBC Planning Officer regarding suggested developer contribution to for 16/00116/FUL (68 Wood St 25 Flats). N.B. declared interest by Cllr S Hardy.*

Noted, received and passed to LPCOS Cttee meeting scheduled for 12 April 2016.

There being no further business, the meeting closed at **9.59 p.m.**

Chairman's Signature



Date

10.05.2016.

All relevant legislation was considered in producing the decisions contained within this document

Chairman's Initials



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15/295 Planning briefing to members and the Neighbourhood Watch Development representative from officers and ward members of Hinckley & Bosworth Borough Council (HBBC) regarding the approved development at Dalebrook Farm.

HBBC members and officers present; plus Neighbourhood Watch representative:

Ward members -	Cllrs J Richards, R Allen and C Ladkin.
Council Leader -	Cllr M Hall
Chief Executive -	Mr S Atkinson
Chief Officer (EH) -	Mr R Parkinson
Principal Planning Offr -	Ms G Dennis

Cllr Hall started the briefing by politely reminding Town Council members that the 2 planning applications for Dalebrook Farm have already been approved and that the developer has assured HBBC that works will commence in a matter of a few weeks. HBBC are committed to applying the best design practice to the construction of the site so that it becomes an inclusive part of the wider community.

- Conditions and enforcement of the licence agreement regarding the number of pitches will be met from the outset.
- The 'allowed' scope of occupancy, (permanent or short term), will be upheld.

Mr Atkinson stated that:

- S 106, Sect 4-4 rules of occupancy (traveller registration) will be applied, (part of hand-out to ESTC members) will be applied rigorously.
- A chronology of events was handed out to ESTC members. This will be updated and circulated on a regular and frequent basis to ESTC members.



- It is true that works had not yet commenced however perhaps later this month ground conditions permitting.
- Police liaison specifically regarding this development has been established with the Neighbourhood Police Area (NPA) Team Commander insofar as the site guaranteed to be treated as any other part of the community regarding ASB and crime or disorder.

ESTC Member questions with answers:

A. Greenwood – Sought assurances that members of the Town Council will receive full protection from any form of abuse that may ensue from councillors bringing lawful issues to the attention of the Local Planning and Enforcement Authority (HBBC) if and when necessary. **CE & CL** gave that assurance.

C Coe – Expressed concern as to whether a sewage system will be constructed that can properly cope with output from the site in all weathers. **RP** stated that an appropriate design and capability treatment works is to be built on site ensuring that type and particularly volumes of discharges will not cause additional flooding in the area concerned. Furthermore the Environment Agency (EA) will monitor outflows on a similar basis.

S Hardy – Wanted assurance that specific remedies to any breach of the Licence agreement would not fall to the wider tax paying resident. The Borough briefing team assured members that such costs will fall to the Licence Holder and be enforced by HBBC and the EA.

A Greenwood & C Coe – Asked for clarification on the overall capacity of the site. Answer: some pitches have the planned capacity to site 2 'outfits' each therefore the overall capacity is 40 units. The description 'Summer Vans' (touring) was used by **GD** and some members were not aware of this distinction and how it impacts on the overall capacity of the site.

R Phelps – Asked for clarification as to why planning permission was granted in the first place? Answer: HBBC are, in granting this planning/licence application trying, in good faith, to comply with national expectations to provide dwelling site of this nature.

Additionally R Phelps re-iterated the general concern of members that this area was unsuitable for this type of habitation due to this land being susceptible to regular seasonal flooding. **MH & GD** stated that flooding of the site will be obviated by the required Licence ground works.

C Coe – Quoted EA concern over planned road level rising given County (LCC) Highways stance on site safe ingress and egress. The point being that EA have strongly inferred and likewise anecdotal evidence suggests that raising a road level will increase the risk of the site and adjacent areas flooding. **JR** has stated that planning applications have addressed this issue. **HBBC** will undertake to clarify the matter.

M Tebbett – What if anything has been done to reassure the majority of residents that all will be well with this site i.e. its maintenance and running operation as its very nature could put off buyers of future new build house^s planned for the adjacent area. **SA, GD & MH** – Sensitive and sustainable landscaping will ameliorate the form and appearance of the site to suit all parties. Progress reports will update members on such matters.

J Brown – Have Town schools and doctors surgeries had notification that this additional capacity will be required of their rolls? **HBBC** as much as any new development will be notified to service providers.

R Phelps – Stated he was uneasy about enforcement arrangements for the Licence Agreement suggesting that 'key performance indicators' (KPIs) would in part be the answer. For example; why shouldn't the landscaping go in first as works commence. **SA & MA** stated that the latter is a good idea and will be brought forward. The team re-iterated again that the terms of the licence will be rigorously enforced.

M Leman - Wondered if there was a restriction on the number of people who could inhabit an outfit. Consensus suggested that this was down to the size and construction of each unit.

Are there any restrictions on the type and quantity of vehicles that may be parked on site, e.g. per pitch, HGVs, etc? **GD** unsure but will investigate and report back to members.

J Richards – Is there any stipulation on the specification of the type of water/effluent Treatment Works to be installed? **RB** assured members it will be fit for purpose being subject to verification by the planning process.

The briefing was noted and received. The question and answer session is minuted as a confidential Item. All members and officers of the Borough Council as well as the Neighbourhood Watch representative only joined the meeting for this specific item and left at its conclusion.

End of Confidential Item

Signature of Chairman/Mayor ESTC



10.05.2016

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a. Members discussed in full the Deputy Clerk's situation

Resolved: to formally offer the Deputy Clerk the severance terms stated in 15/295 a. above subject to a formal document being signed in good faith by all parties with the added proviso that legal fees for Deputy Clerk up to £250 will be paid by Council should he feel that the need arises.

b. The Chairman of the Staffing Committee updated Council on various staffing matters the matter of

Resolved: to note and receive the report.

c. Recruitment of a permanent Town Clerk.

Mr ME Jackson was asked to leave the meeting room for this item.

Discussion as to how a new Town Clerk will be appointed took place with options outlined between offering the post internally and advertising widely and openly externally.

Resolved: Council will advertise for a Town Clerk externally through the normal channels as soon as possible after 14 April 2016.

Mr ME Jackson was re-admitted to the meeting room after this item.

End of Confidential Item

Signature of Chairman/Mayor ESTC _____