

EARL SHILTON TOWN COUNCIL  
MINUTES of the FULL COUNCIL MEETING

*ME Jackson Town Clerk*

Held at 7:30 p.m. on  
Tuesday 14 July 2020

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

**MEMBERS PRESENT:**

Councillors: M Leman, Deputy Chairman and Deputy Town Mayor,  
Ms D Almey, Mrs A Burton, K Lapsley and Ms S Mannion.

County/Borough Councillors: Mrs J Richards.

In attendance:

Town Clerk: Mr ME Jackson.

Office Clerk: Mrs C Houghton.

Members of public: One, as recorded.

**20/027** *Deputy Chairman's welcome and opening remarks.*

Cllr Leman greeted members, briefly touched on a violent incident that has been reported to have happened in the Town centre over the previous weekend but then proceeded to the Agenda.

***Noted and received.***

**20/028** *To receive apologies for cllr member and other cllr absence.*

Town Cllrs: Mrs C Allen, R Allen, Mrs C Coe, Ms J Duplock, B Granger and R Hills and submitted to the Town Clerk, with good reasons, their written apologies for absence in advance of the meeting. These apologies and reasons were recorded by the Town Clerk and brought forward to the meeting for consideration.

***Resolved: to accept the tabled apologies for absence with reasons from Cllrs listed above as stated and recorded but not from Cllrs A Darker or Mrs G Granger for the absence of cogent stated reasons.***

**20/029** *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.***

**20/030** *To receive and approve as a true record the minutes of the Annual Full Council meeting held on 09 June 2020.*

***Resolved: to accept as a true record of the Annual Full Council meeting of the 09 June 2020; the minutes tabled for the Chairman's ('wet') signature and already distributed in approved draft to members with their agenda packs.***



- 20/031 *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). **N/A.***

- 20/032 *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 that:

- Library Services - the *click 'n' collect* way of working is going very well.
- Highways – essential works have continued to maintain road safety.
- Every resident of Oadby and Wigston will be offered a Covid19 test on demand.
- 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'.
- The LCC budget has been adversely impacted by up to £30m due to the Pandemic.
- The central Government funded *Communities Fund* of £1.5m has supported at least 160 such groups carry on with their good works.
- Household Recycling & Waste Sites – it is hoped that a programme of re-openings will begin shortly and prove successful.

***Report noted and received with thanks.***

- 20/033 *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team reports for June dated July 2020.*

Members remarked that this was a detailed and meaningful report especially as successful action against crime and disorder is recorded and the information provided by residents has and will continue to be key to this sort of success.

One report point was disputed and that is the re-action and experiences of local traders to the influx of Travellers pre and post the improper 'Horsefair'. Anecdotal evidence received by some members, especially through social media, suggested that a number of shopkeepers were placed in a very uncomfortable situation at times.

***Report noted and received with thanks.***

- 20/034 *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.***

- 20/035 *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too. **None.***

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20/036

*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 had received the LPCOS draft minutes of the meeting of 07 Jul 20 in their agenda packs. Comments arising from these minutes were:

a. The local football club request for short term assistance (gratis mowing) has successfully been carried out.

***Noted and received.***

b. Maple Way Park mettle footpath scheme – a joint ESTC/HBBC public relations event will take place on Tues 21 Jul 20 to mark the successful conclusion of the project which received a significant *Communities Fund* grant from the Borough.

***Noted and received.***

c. ES Town Cricket Club request to grant the part funding of temporary fencing prior to total redevelopment of the Club site as a whole. The LPCOS Cttee demurred over the matter and resolved to bring forward the request to Full Council for debate and a possible decision.

***Resolved: to issue to the Cricket Club an application form for a grant from the ESTC Voluntary Community Group fund but noting this application will be judged on its merits and is not a foregone conclusion.***

20/037

*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 07 Jul 20 which included points to note as follows:

- The annual Town Show to be held on Sat 22 Aug 20 is cancelled due to the Pandemic.
- A September family fun day will not be pursued.
- The Remembrance Sunday LCC Highways TTRO road closure of Wood St remains extant come what may.
- The Town's Christmas Lights will go up come what may but provision of a special tree is not certain however the ESTC snow machine elf mechanic is on belt and braces standby.

***Noted and received.***

20/038

*Correspondence received including relevant late items received:*

a. *Wood St bollard shrine issue – LCC Highways officer response.*

Members were read the LCC Highways Officer report stating that the bollard has been examined is structurally safe and whilst LCC may decide to remove anything not approved from the highway/footway, this particular shrine is deemed not to present any form of danger. Therefore it will be up to the Borough or Town Council to decide to remove the shrine but the Officer advised contacting the family of the deceased first through the appropriate police liaison

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officer. There was some discussion regarding installing a planter in lieu of the current shrine but on the whole this was reasoned to be unworkable for all stakeholders. In view of the Town Council only receiving one anonymous complaint regarding the issue Members were content not to take this LCC Highways matter further.

**Noted and received.**

b. *West Leics Community 1<sup>st</sup> Responders – email of thanks for £500 grant.*

**Noted and received.**

c. *ES Town Cricket Club News & Update (sponsorship and coaching).*

**Noted and received.**

d. *Earl Shilton Camera Club – update regarding use of the 2020 ESTC grant.*

The letter from 'Club Treasurer informed members that the Annual Exhibition at the Atkins Gallery has been cancelled due to the Pandemic and questioned whether or not Council wanted the unspent balance of this year's £300 grant to be returned. Members rather than overturn a valid extant resolution, asked that the Town Clerk write to the 'Club Treasurer saying that Council understand the need to cancel the Exhibition, thank them for the sponsorship credit shown in the current Club handbook and to keep the unspent balance of the grant and ring fence save it for next year's Exhibition.

**Noted and received.**

e. *Late relevant items. None.*

**20/039** *To receive the Town Clerk's Finance Report including late relevant items and: after consideration of the independent Internal Auditor's formal year-end report discuss the/or;*

Members were issued with the 17 page Internal Auditor's report well in advance of the meeting and her signed AGAR statement giving Members confidence that Sections 1 & 2 of the 31 March 2020 AGAR could be signed off by the meeting Chairman and Town Clerk as 'unqualified', i.e. there are no significant observations to declare.

a. *Annual Governance & Accountability Return (AGAR), Section 1, Governance - Council's corporate statement.*

**Resolved: to agree that the Deputy Chairman and Town Clerk, as Responsible Financial Officer (RFO), may sign Section 1 of the presented AGAR.**

b. *Annual Governance & Accountability Return (AGAR), Section 2, Accounting - Council's corporate statement.*

**Resolved: to agree that the Deputy Chairman may sign Section 2 of the Town Clerk, as the Responsible Financial Officer (RFO) has signed and presented this Section of the AGAR.**

Point of Order: LCC Cllr Mrs J Richards leaves the meeting at the end of this agenda item at 8.05 p.m. with the grateful thanks of members attending.

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- c. *A motion to resolve the receipt and approve of monthly ESTC accounts for 31 May 20 and 30 Jun 20 if the latter is ready.*

All members of Council were issued with full accounts records for May and June 2020 in their agenda packs well before the meeting. There were no questions or observations from members.

**Resolved: that the meeting Chairman should sign the tabled accounts for May and June 2020 as true statements.**

*(Bank reconciliations for signature by the Chairman or Deputy Chairman)*

- d. *Consideration of movement of Reserves – General to an Earmarked one.*

The Town Clerk explained to members the reason for the rise in General Reserves from the previous financial year, i.e. the success of the Office Clerk in bringing grant monies and s.106 developer monies for Parks works into the accounts. The Clerk went on to suggest that these windfall savings should be now transferred to the Earmarked Reserve for 'Parks Maint & Equipment' so as to maintain a healthy balance for such works and leaving a prudent working capital sum in General Reserves.

**Resolved: The RFO is to transfer £34k from General Reserves to Earmarked Reserve 360 (Parks) as soon as practicable.**

20/040

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

- a. *Reported Highway damage at the junction of Hill Top and Church St.*

Crash damage has been reported by the Office to County Highways and acknowledged by LCC systems.

**Noted and received.**

- b. *Reports of fly tipping, Watery Gate and lower Mill Lane.*

Reported in person to the local HBBC street cleansing crew and will be cleared in its turn noting that the Mill Ln occurrence contained asbestos.

**Noted and received.**

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

It is noted that ESTC in line with many other Town and Parish Councils parks, (near and far across the Country), enclosed play equipment areas only remain closed because of the unmanageable risk of spreading the COVID19 virus. Currently, at any one time, the Town Council only have 2 Groundcare Operatives on duty for all of Council's 4 large parks, 5 pocket parks, various public open spaces and Cemetery.

**Noted and received.**

- d. *Late item. Dalebrook Farm entrance fly tipping.*

Reported by email to HBBC and acknowledged for action.

**Noted and received.**

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20/041 *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 14 Jul 20.*

***None: meeting postponed - membership inquorate.***

b. *Late relevant items to be reported since this agenda was set. N/A.*

**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.**

20/042 *Planning matters which should be heard in private session, e.g. Dalebrook Farm, and the ongoing Council Premises Projects and relevant late items received since this agenda was published. (For non-Planning Cttee members the Agenda pack will include a full copy of the commercial in confidence 'Sturgis Report').*

All members had been issued in advance with the Sturgis Report. Additionally, Members had received at least two emails from the Chairman of the Planning Cttee, (see apologies for absence minute 20/028 above), who expresses misgivings about procedure and 'due diligence' regarding any contact with the owners of the target property.

Through the Chairman, Members and the Town Clerk discussed the issues in the round, taking into account the written misgivings of the Chairman of the Planning Cttee. Additionally, an email from Cllr B Granger stating that any future proper housing of the Groundcare Team should be for the Groundcare Team 'and nobody else'.

***Resolved: that the question of an approach to the owners of the target property should be referred back to the Planning Cttee who should report to Full Council meeting of Tues 11 Aug 20. The Cttee are asked to report whether or not they recommend to Full Council an approach to the owners of the target property. This Cttee recommendation should be reasoned, in writing, either way. The Cttee are asked to note that the members attending tonight's meeting (14 Jul 20) are pre-disposed in favour of a tentative approach to the owner of the target property through Council's appointed solicitor who will be instructed to apply professional due diligence: viz. any offer(s) will be subject to, without prejudice, full professional internal and external surveys of the property.***

20/043 *Staffing Cttee issues including:*

a. *Legacy legal matters.*

The Town Clerk informed members that Council are still awaiting a date and location for the final day's hearing of the outstanding Employment Tribunal (ET). The setting of the date etc is entirely the gift of the ET lead Judge.

***Noted and received.***

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- b. *Note and receive the draft minutes for the Staffing Cttee meeting of Tues 16 Jun 20.*

Members were invited to comment on these tabled draft minutes which refer to other parts of this overall agenda item.

***Noted and received.***

REDACTED  
By Town Clerk

REDACTED  
By Town Clerk

**20/044** *Mill Lane Cemetery grave space deed issue.*

The Town Clerk informed members Council have not received any further correspondence regarding this matter.

***Noted and received.***

**Last Item.**

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

Chairman's Initials/Signature:



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