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Town Clerk

Annual Full Council 25 May 2021

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

Held at 7:43 p.m. on

**Tuesday 25 May 2021**

At *The Independent Chapel, 89 High St.,* Earl Shilton, LE9 7LR.

**MEMBERS PRESENT:**

Town Councillors: R Allen\*, Chairman, B Granger, Deputy Chairman & Deputy Mayor, Mrs C Allen\*, Ms D Almey, Mrs A Burton, A Darker, I Faver, Mrs G Granger, R Hills, C Ladkin\*, K Lapsley, M Lemman and Ms S Mannion.

Town County/Borough Councillors\*:

R	Allen.
C	Allen.
C	Ladkin.

In attendance:

Town Clerk:	Mr	ME	Jackson.
Office Clerk	Mrs	C	Houghton.
Office Assistant	Miss	AL	Dowell.

Members of public: Two as recorded by the Clerk.

**21/001** *Chairman's welcome and opening remarks especially to the newly elected members of Church and Westfield Wards of the Town Council followed by:*

Deputy Chairman & Deputy Town Mayor Cllr M Lemman opened the Annual Council Meeting on behalf of Cllr Mrs Chris Coe who is regrettably unwell. Cllr Lemman's welcome was extended to Members returning and new plus the members of the public.

*a. Election of a Chairman and Town Mayor for the Civic Year 2021/22.*

Two Members were proposed, seconded and accepted the nomination for the appointments so the decision went to a member vote.

**Resolved: Cllr R Allen is elected Chairman of the Town Council for the Civic year 2021/2022.**

Point of Order: Cllr R Allen publicly declared that he will not assume the title of *Town Mayor* and therefore fulfil all his Civic duties simply titled as *Chairman, (LGA 1972, s 245(6)).*

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

Two Members were proposed, seconded and accepted the nomination for the appointments so the decision went to a member vote.

**Resolved: Cllr B Granger is elected Deputy Chairman and Deputy Mayor of the Town Council for the Civic year 2021/2022.** (Cllr B Granger made and signed his declaration of acceptance of Office of Deputy Mayor before members attending the meeting).

Point of Order: Cllr KA Lapsley summarily announced his resignation from the Town Council and left the meeting at 7.54 p.m.



**21/002** *To receive apologies for Town Cllr Member absence.*

Valedictory Chairman and Town Mayor, Cllr Mrs CM Coe submitted her reasoned apologies for absence to the Town Clerk in advance of the meeting.

**Resolved: with due sympathy and good wishes, that Cllr Coe's apology for absence, as recorded by the Town Clerk, be accepted.**

**21/003** *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. Cllr R Allen has a potential declaration regarding any material discussions that occur later in the agenda about the Earl Shilton Sustainable (housing) Extension (ES-SUE) as he is on record as being pre-determined against such development.*

**21/004** *To receive and approve as a true record the minutes of Full Council meeting held on Tues/Thurs 13/22 April 2021. (N.B. adjournment due to Court Mourning)*  
**Resolved: to accept as a true record of the Full Council meeting of the 13/22 April 2021; the minutes tabled for the Chairman's signature and already distributed in draft to members with their agenda packs.**

**21/005** *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.**

**21/006** *To note and receive any reports from County and Borough Cllrs. Already received at the preceding Annual Electors' Meeting (see those minutes).*

**21/007** *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for April dated to May 2021.*

The Beat Team Newsletter was tabled and a note from the Neighbourhood Watch Co-ordinator detailing Beat Team personnel changes likewise: both with interest of Members.

**Reports noted and received with thanks.**

**21/008** *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.**

**21/009** *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.*



- a. *Wed 09 Jun 21, 10.00 a.m. till 12 noon & Thurs 10 Jun 21, 6.30 p.m. till 8.30 p.m.*  
*- Rescheduled HBBC Rural Conference by virtual means.*

Ex officio their status as Borough Cllrs, Town Cllrs C & R Allen will automatically attend this event and report back to members.

**Noted and received.**

- b. *Late relevant items – LRALC AGM 18 or 25 Sep 21: ESTC representative to be nominated and LRALC informed.*

**Resolved: Cllr R Allen, as Chairman, will fulfil this role,** (after note; LRALC formally notified by support ticket).

- 21/010** *To receive minutes, draft minutes (04 May 21) 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 briefed Members from the minutes regarding the meeting of 04 May 21.

**Noted and received.**

On Thurs 20 May 21 The Chairman and several Cttee members made a site visit to the 300 plus dwelling housing development severally known as *Westfield Farm* and *Sheltone Village*. The purpose of the visit was to gauge the viability of the Town Council taking possession of the public open spaces including, 4x balancing lagoons (SUDS), extensive perimeter trees and various play equipment installations for a one-off commuted sum of £188k s.106 contribution monies at some time in the future when the conveyance of land from Avant Homes would be made to the Town Council. The Town Clerk added some procedural points and Members discussed the matter.

**Resolved: to inform the HBBC Compliance & Monitoring Officer that ESTC are not in a position to adopt the Westfield Farm public open spaces.**

- 21/011** *To receive a written, (minutes of the 04 May 21 meeting), and or verbal report from the Chairman of the Events Cttee regarding recent meetings and or pandemic lockdown updates concerning 2021 events.*

The Cttee Chairman briefed Members from the minutes regarding the meeting of 04 May 21 and there followed as discussion about Members committing themselves to attending/supporting ESTC Public event and in particular Shilton by the Sea for 3 days in late Jul 21.

**Noted and received.**

Purchase of an additional new star shaped events marquee. Also recorded in the Cttee minutes is a recommendation to purchase a new marquee set to replace a damaged one for the sum of £4,273 but offset by a grant from HBBC for £1,477.

**Resolved: to purchase the new marquee at the stated cost but noting its grant-aid offset.**



**21/012** Correspondence received including relevant late items received:

- a. West Leics Community 1<sup>st</sup> Responder Gp (WLCFR Gp) Annual Report and request for continued financial support.

The annual report was noted and received with thanks by Members.

**Resolved: to, as in previous years, award this valued volunteer community group £200 in financial support.**

- b. Late relevant items.

- i) A resident with professional groundcare experience has written in to Council to compliment the ESTC outdoor team on their work and attitude.

**Noted and received.**

- ii) Belated HBBC consultation to install 12x electric vehicle (EV) charging points into the HBBC owned public car park adjacent to the ESTC QE II The Hall. Field Park.

Members discussed the issue at some length regarding the pros and cons that will accrue from the scheme.

**Resolved: to reply to the informal consultation stating disappointment at not being party to the feasibility study as ESTC are the main elected stakeholder. Secondly to welcome EV ORCS at no extra cost residents. Thirdly, to express the balance of 12 EV ORCS in one car park is wrong and why.**

**21/013** To appoint members to Committees and Working Parties of Council for the forthcoming 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).

(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).

The ESTC Chairman presented Members with a draft Cttee/Working Party listing for the Civic year ahead. After lively debate by Members the Chairman took volunteer names for the memberships and these were recorded by the Town Clerk.

**Resolved: to set as stated in debate and response the initial lists for Cttees and Working Parties for 2021/221**

**21/014** 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 in the agenda pack), 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) and the Public Sector Deposit Fund/CCLA account, (5 members but not Town Clerk required).*
- d. *To declare the number of the Town's electors as 8,106 and the Section 137 (Local Government Act 1972) expenditure allowed per elector for the financial year 2020/21 to be £8.41 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.**

- 21/015 *To receive the Town Clerk's Finance Report including late relevant items and:*
- a. *A motion to resolve the receipt and approval of the monthly ESTC accounts for April 2021 as a true statement of ESTC accounts as at 30 Apr 21.*

*(The three Cashbook reconciliations for signature by the meeting Chairman)*

**Resolved: that Cllr R Allen as meeting Chairman may sign the accounts for the month of April 2021 as a true record of ESTC's financial status as at 30 Apr 21.**

- b. *Financial Year End 2020/21 & AGAR part Statement. To note and receive the independent Internal Auditor's report and statement.*

**Noted and received.**

- c. *Late item – Non motor policy Annual Renewal paid in budget at £6.3k as year 3 of a 3 year long term agreement with Council's insurance intermediary.*

**Noted and received.**

- d. *Cost of Living pay award for 2021/22 - offer by local government employers is stated to be 1.5% across all grades.*

**Noted and received.**

- 21/016 *To receive the Town Clerk's general report including relevant late items received since this agenda was published.*

**None.**

- 21/017 *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 possibly, 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:*

The Planning Cttee Chairman highlighted some uncontroversial points from the Cttee meeting of 13 Apr 21 and likewise some minor applications dealt with by email between members since.

**Noted and received.**

- b. *Relevant late applications/et al received since the Cttee 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.**

**21/018** *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. Additionally, Town Team Working Group (TTWGp) information regarding a possible site for housing the ESTC Groundcare Team and, for example, the ESA Boxing Club.*
- b. TTWGp meeting notes of if available.*
- c. Earl Shilton Sustainable Urban Extension (ES-SUE) – Consortium revised 'heads of terms' for an access land - update if any.*
- d. Late relevant confidential items received since this agenda was set.*

**Points a. to d. no updates,** (The Chairman will chase the point a. progress when the Town Clerk provides details of the situation so far).

**21/019** *Staffing Cttee issues including:*

- a. Staff sick absence reports for at least 2 employees.*

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*Town Clerk*

- b. Legacy legal matters updates including – the impending Employment Appeals Tribunal (EAT).*

Members were briefed about the Council's further choices of appeal for a significant part of the original judgement. In particular, there will be no financial risk to Council as insurance cover remains in place and if won at the last this final appeal will in part restore ESTC's reputation. Members debated the matter revealing differing views.

**Resolved: to instruct ESTC's Solicitor and Barrister to launch a final appeal to the Employment Appeals Tribunal on the stated no risk basis.**

- c. Relevant late items received since this agenda was published.*

Given the Groundcare Team staffing situation as the growing season enters its height, the Town Clerk brought forward a suggestion made to him about the possibility of approaching a named and known individual who may be available for part time work on a fixed term contract.

*Paul Sh...*

**Resolved: the Town Clerk may approach the named individual to ascertain their availability and then report back to the Staffing Cttee**

**21/020** *Final amicable settlement of the Mill Lane Cemetery grave space deed issue.*

The Town Clerk informed members that the resident grave plot deed holder is now totally satisfied with the outcome of both the financial and non-financial remedies. The matter is now closed but Members are asked to note the cost to Council in terms of compensation, time spent on the casework and the need to fully engage with staff to support them when major changes are made to designated burial areas in Mill Lane Cemetery so as to obviate any such future mistakes.

**Noted and received.**

**Last Item.**

**The Chairman closed the meeting in good order at 9.25 p.m. thanking members for their attendance and contributions.**

A handwritten signature in black ink, appearing to be 'Richard D.', located in the bottom right corner of the page.

