

EARL SHILTON TOWN COUNCIL
MINUTES FULL COUNCIL MEETING

Held at 7:30 p.m.on
Tuesday 08 November 2016
At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: CM Coe Town Mayor & Chairman J Brown Deputy Town Mayor & Deputy Chairman, Miss D Almey, Ms D. Bailey, A Greenwood S, S Hardy, M Leman, Ms L Panton, P Statham and M Tebbett.

County/Boro' Mrs J Richards.

Councillors:

In attendance: Town Clerk – Mr ME Jackson & Office Clerk - Ms KE Miller
Members of public – Mr C Newlyn.

16/108 *Chairman's welcome, report and remarks.*

The Chairman welcomed members, our County Cllr and Mr Newlyn to the meeting. Mr Newlyn is the professional youth worker for the Town who runs the Wednesday *Youth Café* at the Earl Shilton Methodist Church Hall (See 16/113). Cllr Coe mentioned Council's forthcoming participation in both the Armistice Day and Remembrance Sunday services to be held at the Town War Memorial on 11th and 13th November respectively.

The Chairman's remarks were noted and received.

16/109 *To receive apologies for member absence.*

Cllrs Mrs K Olgeirsson (personal matter), R Phelps (business commitment), R Allen and C Ladkin (prior engagements as Boro' cllrs).

Resolved: apologies to be noted and accepted.

16/110 *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 M Leman has a lodger who is a paid Officer of Hinckley & Bosworth Borough Council (Planning).

Cllrs Greenwood and Statham regarding any matter concerning the voluntary organisation Earl Shilton in Bloom (ESiB) (16/121. b).

Cllr Hardy regarding planning (16/120. d.).

16/111 *To receive and approve as a true record the minutes of the meeting of Full Council held on 11 October 2016.*

Chairman's Initials/Signature 

Resolved: that the minutes of Full Council held on 11 October 2016 are a true record of the meeting. (The Chairman duly signed the minutes).

16/112 *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.* **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).* **None.**

16/113 *Presentation by Chris Newlyn re the Earl Shilton Youth Café grant application.*

Mr Newlyn kindly gave Council, as requested at last month's meeting, a short presentation and more detailed written evidence of the proposed use of the grant monies. In answer to member questions Mr Newlyn confirmed the money will be spent almost exclusively on Earl Shilton young people, the latter do make small ad hoc contributions to activities where possible and the *Youth Café* do not really have any other meaningful source of income.

Resolved: to approve the ESTC Community Grant of £3k to ES Youth Café.

16/114 *To note and receive any Neighbourhood Policing Area (NPA) report or similar.*

None.

16/115 *To note and receive any reports from County and Borough Cllrs.*

Cllr Richards reported that:

- The Heath Lane water leak issue has and will continue to be addressed.
- Restoration of pedestrian refuges in The Hollow/Station Rd crossings are still a priority and will be subject of a petition to be raised following on from the concern of residents expressed to her as County/Borough Cllr (the latter corroborated by concerns expressed to members and officers of the Town Council).
- Mobile Vehicle Activated Sign (MVAS) – she was grateful to the Town Clerk for inviting her to the handover/takeover of the device from LCC Highways and to discuss in person a possible 4th location for the MVAS. Additionally, she suggested that a 2nd MVAS may be purchased with part grant funding (60%) that is now available from the Borough Council for such initiatives.
- Speed tables on the Hinckley Rd west out of the Town – these will be physically re-calibrated by LCC Highways technicians when the installation project for the area has been completed in the near future. There followed a general discussion on the merits or not of these particular tables and in general. De facto the tables are in place and will be professionally checked in due course. Cllr Richards will check with

County Highways the lead time for when the checks are likely to take place.

- That complaints had been received from shop owners at the junction of the Hollow and Station Rd regarding late night noise, littering (including broken glass), and low level ASB. Licensing conditions do not allow for 'outside' footway drinking so CCTV will be looked at as a tool to find the root cause of problem if issues persist particularly as one shop owner had felt the need to remove a bench from outside their premises.

Cllr Richards was thanked by the Chairman and members for her report and devoted support she continues to provide for the Town.

- 16/116** *Hinckley Rd speed tables - to discuss and gauge the effect of their recent installation.*

Noted, that this agenda item was covered in at item 16/115 above.

- 16/117** *To note and receive any reports from member representatives to recent outside bodies, meetings, events or working parties including the Town Team Working Group Meeting of 26 October 2016.*

The Chairman and Town Clerk briefed members on details from the meeting of the Town Team Working Group. In particular reference was made to the need to clarify the situation regarding a proposed access road to and from the Sustainable Urban Extension (SUE). The Working Group were informed that there is not, to the Town Council's knowledge, a formal legal and binding agreement in force with *Barwell Strategic Land (BSL)* only a draft 'heads of terms' from 2 years ago. Officers from HBBC will check and chase this matter hopefully in time to report to the next Working Group Meeting. Additionally the Working Group were apprised of the following issues:

- a. The highly successful Earl Shilton Boxing Club, i.e. they will possibly be required to vacate their present High St premises with no identified viable alternative in Earl Shilton. The Town Mayor and Clerk plus Cllr Ladkin will visit the Club premises on a fact finding basis on the evening of Fri 11 Nov 16.
- b. A *Heritage Trail* sub-cttee has been formed and will hopefully meet on the 16 Dec 16.

The Town Clerk made a brief reference to the LRALC/LCC Clerks meeting held in Anstey on 24 Oct 16 which he and the Office Clerk attended. The main theme throughout the agenda was that County Hall were suffering severe and prolonged budget cuts and flattening management structures so any services that Parish and Town Councils could step up to take on and pay for will be considered.

Reports were noted and received.

- 16/118** *To suggest Council member representatives to forthcoming outside meetings, organisations or events – HBBC Rural Conference 01 Dec 16 10 a.m. Twycross.*

Chairman's Initials/Signature 

The Town Clerk was to note that the correct date for the event will be 13 December 2016 and that Cllrs Greenwood and Coe wished to be nominated to attend on behalf of Council.

Noted for action by the Town Clerk.

- 16/119 *To receive written or verbal report from the Events and LPCOS Cttees from 01 November including recommendations for motions to be resolved.*

Cllr Statham gave a verbal report from the latest Events Cttee meeting regarding arrangements for Armistice Day, Remembrance Sunday, and the Christmas Lights Switch-on event for Fri 25 November 2016. In particular for the latter volunteers to help out on the day will be most welcome.

Deputy Chairman, Cllr Brown and the Town Clerk gave a verbal report regarding the 01 November 2016 meeting of the LPCOS (Leisure, Parks, Cemetery & Open Spaces) Cttee. Matters included, the pollarding of the Lime trees on QEII Hall Field Park, a rain shelter for Mill Lane Cemetery, ASB on Wood St Park, maintenance of western hedgerows on Wood St Park, Cemetery works and a ground staff winter works outline programme.

(Full minutes of both meetings will be circulated to members when promulgated and available on Council's website. www.earlshiltontc.org.uk .)

Reports noted and received.

- 16/120 *Planning: applications/correspondence to note, receive and observe on as necessary but for referral to the Planning Cttee for routine comment:*

- a. *Consultation: Blaby District Local Plan 2017-2029.* The Town Clerk explained why Earl Shilton are deemed to be a consultee, i.e. because the plans of adjacent Local Planning Authorities such as Blaby District will have an impact in time on the Town. The Clerk did have a hard copy of the plan if members wished to read it at their leisure. **Noted and received.**
- b. *16/00918/LBC – Internal works at the Red Lion Public Ho'.* **No comments.**
- c. *16/00893/HOU – 41 The Poplars.* **No comments.**
- d. *16/00116/FUL – Demolition and erection of 2 retail units and 24 flats Wood St.* **No comments** to add to fundamental plans already received and discussed by the Town Council. Note the declaration of interest by Cllr Hardy.
- e. *16/00960/CONDIT – 17 Breach Lane porch and window changes.* **No comments.**
- f. *16/00958/FUL – Townlands Primary School new classroom block road works.* **No comments.**
- g. *Late applications/correspondence.* **None received.**

- 16/121 *Correspondence received which may need a resolution to a motion:*

- a. *HBBC officers – request regarding naming parts of Breach Lane. Discussed by members at length particularly by those with extensive local knowledge plus the written evidence to all members by local historians.*

Resolved: to advise HBBC officers of the following:

- 1) Roadway east by south east of Clickers Way '**Huit Lane**' after the farm and common usage.
- 2) The roadway south of the urban part of Breach Lane to the allotments: '**Townlands**' by long known common usage.
- 3) Short close south of the urban part of Breach Lane: **no change**

- b. *Earl Shilton in Bloom (ESiB) Treasurer's report to supplement Grant application.*

After a final discussion and examination of the application including financial information and noting the declarations of interest from Cllrs Greenwood and Statham a motion was proposed:

Resolved: to award a Community Volunteer grant of £3k to ESiB.

- c. *Citizens Advice Leicestershire – request for ad hoc grant funding.*

Discussed by members in the round:

Resolved: the Town Clerk to bring the application forward to Council again in February 2017 for a possible decision.

- d. *Late correspondence. None.*

16/122 *Town Clerk's Finance report including:*

- a. *VAT refund £22k for the period 01 Jan to 31 Mar 16. **Noted.***
- b. *In principle motion to appoint an Internal Auditor for the current Financial Year. **Resolved: to legally comply with Governance & Accountability' regulations for councils. (The cost is likely to be in the low hundreds of £s.)***
- c. *Motion to convert the Council's accounts to the Rialtas Business Solutions (RBS) software accounts package from the Scribe package.*

The Town Clerk explained that because of the size of the precept plus income and receipts turnover Council now require an accounts package that will produce monthly and particularly end of year accounts acceptable for formal internal and external audit specifically to show the required accruals and prepayments as part of the Annual Return required of all councils. Furthermore monthly accounts will be produced to fully satisfy Council's Standing Orders and Financial Regulations.

Resolved: to purchase a single license of the RBS OMEGA bespoke accounts software forthwith.

- d. *Motion to revise the Council's banking arrangements to make them more efficient effective and economic.*

The Town Clerk explained that he had, as previously authorised by Council, visited the *Relationship Manager* for the Natwest main current account with a question set designed to:

- Reduce bank charges.
- Seek the best bearing account for Council's *Reserves*.
- Explore electronic banking options and likewise debit and credit card options.

The Town Clerk also visited the Nationwide and Earl Shilton Building Society (ESBC) regarding higher interest bearing accounts as well as presenting performance data from Council's existing CCLA account.

Members were presented with the Natwest Relationship Managers written response to the question set with points to note:

- Post meeting and backdated to 01 October 2016, Council's Natwest **bank charges** will be reduced by 16% to a more relevant tariff however Parish and Town Councils who bank with Natwest are, in the current financial climate, unlikely for the foreseeable future, to see a return to free banking irrespective of the balance held on account.
- Natwest **Bankline Life** electronic banking is an option as are debit and or credit card options.
- Natwest are not able to provide the sort of high interest bearing account that Council are seeking. A rate was quoted by the Relationship Manager for members to consider. The Town Clerk stated that having visited **Nationwide** and **ESBS** he was informed by both service providers that a corporate high interest account was not on offer to the Town Council. The Clerk then drew attention of members back to Council's existing **CCLA** investment account as the immediate better option home for *Reserves*, i.e. instead of Natwest where the bulk lies in the current account.
- Members were reminded of Council's online only **Unity Trust** current bank account from which salaries were paid, attract their own monthly bank charges and from which only one standing order is paid per month. The question posed from all sides was why have 2 current accounts from which online banking is available?

Resolved:

1. **Close the Unity Trust Bank current account as soon as possible.**
2. **Develop the setup of a Natwest online Bankline Life account as soon as possible.**

3. *Explore in more detail the issue of obtaining a Natwest debit/credit card for Council. The Town Clerk to put the finite details to members for motion and resolution before procurement.*
4. *CCLA. The Town Clerk to inform CCLA of signatories to be removed from the account and the replacements. Note; firstly the Town Clerk will not be a signatory to this account and Clerk confirmed that the CCLA investment account allows same day withdrawals if properly authorised. Once the administrative matter of revising the four signatories has been completed and after a check of the forecast of outturn for this year's precept/budget £500k is to be transferred from the Natwest current account to the CCLA investment account.*

Point of order motion at 9.25 p.m. to extend the meeting past 9.30 p.m. until 10.00 p.m. So resolved. Note Cllr Panton left the meeting at this juncture.

16/123 *Town Clerk's general report including:*

- a. *Proposed motion to accept adoption of Masefield Drive Public Open Spaces.*

The Town Clerk produced maps and papers regarding the adoption of the 5 small open spaces from developers *David Wilson Homes* and *Bloor Homes Midlands*. The commuted sum on offer as directed by Hinckley & Bosworth Borough Council (HBBC) officers is £106k. Legal fees of the conveyance will be met by the developers not the taxpayer.

Resolved: to adopt Masefield Drive Public Open Spaces as overseen by HBBC and the Town Clerk is to formally instruct Council's solicitor to act accordingly.

- b. *Receipt of Mobile Vehicle Activated Sign (MVAS) from LCC Highways 04 Nov 16.*

Members were briefed by the Town Clerk about the receipt of the equipment at agenda item 16/115 above however the MVAS for health and safety reasons must be installed by using appropriate stepladders which Council do not possess. The Town Clerk put forward a suggested type and cost however members asked him to provide more options at the next LPCOS Cttee meeting for approval.

Noted and received.

- c. *Members' suggestion to receive agenda, minutes and most working papers by email. Item deferred to a future meeting because limited meeting time.*
- d. *Late matters - Wood St Park CCTV.*

The Town Clerk reported that he and the Office Clerk had visited the control site for tuition by the service provider, *Century Security* on 07 November 2016. The indoor staff can now successfully login, adjust camera settings and record to memory stick footage from the Park. Points to note:

1. One camera is unserviceable and will cost £450 net of VAT to replace.
2. There is no annual servicing contract in place and the system has not been serviced for the last 3 years. An annual servicing contract from *Century*, (the original installer of this HD system), will cost £197 net of VAT.
3. The Council CCTV is no longer connected to the internet. It could be connected at nil cost if a reciprocal arrangement is entered into with Age (UK) Leics & Rutland, i.e. Council's system could use the Age (UK) onsite Wi-Fi if the latter are allowed to connect up to new 2 HD cameras on to our control console for which there is adequate capacity. The tentative understanding will be that replacement cameras in future will be paid for by the owner party and perhaps the other costs will be able to lay where they fall.

Resolved: purchase a replacement camera if funds allow this year, arrange for a service contract from April 2017 (new precept) and further explore the reciprocal arrangement with Age (UK) and report on the latter back to members when clarity is achieved.

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; with Mr C Newlyn being kindly asked to withdraw with thanks for his attendance.

16/124 *To receive a verbal report of tonight's Committee Meeting from the Chairman of the Staffing Committee regarding any outstanding legal matters, routine staffing matters, including training, recruiting, professional revision of Standing Orders and sick absence.*

The Deputy Chairman of the Staffing Cttee and the Town Clerk gave a precis verbal report of tonight's meeting. There were no outstanding legal matters to report and the routine staffing matters, though some are confidential, will appear in the formal Cttee minutes in due course.

Noted and received.

End of Private Session & Confidential Items.

The Chairman closed the meeting at 9.59 p.m. thanking members for their attendance and contributions.

Chairman's Initials/Signature 

