

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

Held at 7:00 p.m. on

Monday 22 January 2024

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

MEMBERS PRESENT:

Town Councillors: Cllr R Allen, Chairman, Cllr M Leman, Deputy Chairman, Cllr C Allen, Cllr D Almey, Cllr A Bates, Cllr D Deighton, Cllr B Granger, Cllr G Granger, Cllr J O'Neil, and Cllr B Paczek.

Town County/Borough Councillors: Mr R Allen
Mrs C Allen
Mrs A Weightman

In attendance: Town Clerk: Mrs C Houghton.
Members of public: Nil.

23/157 Chairman's welcome and opening remarks.

The Chairman welcomed Members to the meeting, with his thanks for their attendance.
Noted and received.

23/158 To receive apologies for Town Cllr Member absence.


Cllr C Wells and Cllr C Ladkin submitted their reasoned apologies for absence to the Town Clerk in advance of the meeting.
Resolved: to accept Cllr C Wells and Cllr C Ladkin apologies received above and as recorded in full by the Town Clerk.

23/159 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.
None.

23/160 To receive and approve as a true record the minutes of the Meeting of Full Council held on Monday 11 December 2023.
Resolved: to accept as a true record of the Full Council meeting of the 11 December 2023; the minutes tabled for the Chairman's signature and already distributed in draft to members with their agenda packs.

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23/161 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.**
- 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**

23/162 To note and receive any reports from County and Borough Cllrs.

County Council Report – next Full Council is due in February 2024 so more to report from this meeting. Matters raised have been:

- Road surface outside the Dominoes shop for investigation/repair
- Grit bins – some in need of repair have been chased up, along with the new ones scheduled for installation this winter.
- Parking on Station road has been reported again, as still no improvement.
- Man hole/drain covers on Clickers way/A47 are lifted, has been reported.

Borough Council Report – Full Council meeting is next week so will report more next month. Following on from the request for HBBC owned litter bins to be reviewed for location are being looked into by HBBC.

Reports noted and received with thanks.

23/163 To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report.

- A January 2024 Beat Team report.
- B Late relevant items.
 - i) report from a local beat officer received stating that over the Christmas/New Year period seen no major incidents and generally a quiet time, which is good for the Town.

Reports noted and received with thanks.

23/164 Precept for the Financial Year 2024/2025. To receive the recommendations from the ESTC Finance & Policy Working Party meeting held on Mon 15 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) 2024/2025 draft Precept as recommended to them in the form of the resolved motion of the Finance Working Party, with an all account cost code and cost centre spreadsheet model for each FYs 2020/21 to 2024/25 inclusive for Members to review.

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 2024/2025). 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 2024/2025 as the Precept and commensurate financial measures as follows:

A 4.99% increase in the ESTC Precept to realise the sum of £321,213 meaning that a Band D (4 bedroom) property will be charged £95.92 per annum to finance the running of the Town Council. The financial year 2024/2025 Precept will be balanced by using General Reserves of £129.00.

- 23/165** To receive the resignation from a current Councillor to withdraw from the LPCOS Cttee due to work commitments. Members can appoint a member to join the LPCOS Cttee for the remainder of the Cttee term.

Cllr C Ladkin and Cllr J O'Neil both submitted their resignation from the LPCOS Cttee with immediate effect due to work commitments.

Resolved: the Chairman thanked both Cllr's for their contributions. Members accepted the resignations. Cllr B Paczek volunteered to join the LPCOS Cttee, with resolution from Members to accept this.

Point of Order – Mrs A Weightman left the room to go into private session.

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 consider a motion to resolve to go into Private Session. So resolved.

- 23/166** AGE UK:

- a. To receive and approve as a true record the minutes of the Extraordinary Meeting of Full Council held on Monday 18 December 2023.

Cllr B Paczek asked for a slight amendment to be made to the minutes.

Resolved: The Town Clerk will make the amendment, as agreed by Cllrs and present the minutes at the next Full Council meeting for approval.

- b. To provide any updates if received.

The Chairman advised Members that Age UK have offered to pay £10k to ESTC as a premium to allow for the widening of the user clause in the existing lease, allowing the centre to be used for other purposes than for over 65 years and for a licence to underlet to be granted.

Resolved: Members discussed the lease and future plans for the community building put forward by Age UK and confirmed that ESTC are doing everything correctly for the centre/lease and the community by rejecting the offer from Age UK. Based on the legal opinion and guidance received, Council is comfortable with its previously stated position.

To expand slightly, the extant lease is heavily based on the premise of the premises being let and utilised on a charitable basis and has already been amended as far as is practicable and advisable. The ESTC solicitor will be instructed to advise Age UK.

- 23/167** 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. Premises Working Party (PWP) update.

The Chairman of the PWP updated Members following the meeting held in January 2024 with the Cricket Club representative and their solicitor, along with the ESTC solicitor, Chairman of PWP, Town Clerk and Deputy Clerk. The next stage is now to pay £800.00 to carry out searches prior to entering into the Conditional Contract.

Resolved: Members agreed to pay the £800.00. The Chairman of the PWP will report back to Council with the next stage once the Conditional Contract is received.

- b. Late relevant items. **None.**

- 23/168** Staffing Cttee business including late relevant items.

- a. To note and receive the draft minutes of the Staffing Cttee meeting held on 10 January 2024. **Noted and received.**
- b. To update Members on the Head of Groundcare position and recruitment process for the Groundcare Operative position to be advertised.

Chairman of this Cttee confirmed to Members that after internally advertising the job vacancy, an interview with the current acting Head of Groundcare, Andre Green, was conducted on 22 Jan 24 with Cllr C Allen, Cllr M Lemman and the Town Clerk. It was a unanimous decision to offer Andre the full time position of

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HoG, of which he accepted. The process of advertising for the third member to join the team will now be carried out by the Town Clerk.

Noted and received.

The Chairman of Council then covered that the new structure of the ESTC office staff is as follows:

- Town Clerk – oversees all
- Deputy Clerk – Clerk to LPCOS Cttee and direct contact to Groundcare team
- Assistant Clerk – Clerk to Events WP

The Town Clerk will email all members with the correct email addresses and working hours of the office staff. This will confirm who Cllrs should contact.

Noted and received.

At the conclusion of this item the Chairman will return the meeting to a Public session.

Point of Order – Mrs A Weightman rejoined the meeting.

23/169 To note and receive any reports from member representatives to recent (remote/virtual) non-Town Council outside bodies, meetings, events or working parties such as the Town Team Working Group (TTWGP) including relevant late items received since this agenda was published.

The Deputy Chairman of Council attended the panto held at the Concordia Theatre, through invite from HBBC. The event was well attended and a great evening.

The Chairman of Council invited members to join the next TTWG meeting on March 6 2024, which is being held at the ESTC office.

Noted and received with thanks.

23/170 To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations also.

a. Thurs 14 Mar 24 – HBBC Annual Rural Conference: Mythe Barn, Sheepy Magna.

Cllr are to email the Town Clerk if they are interested in attending.

Noted and received.

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

23/171 To receive written, (draft minutes of the 09 January 2024 meeting), 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 including late relevant items.

The Chairman of the Cttee explained to Members that since the last meeting, servicing to the ESTC plant machinery had been carried out and work is needed to ensure the machines are safe and in good working order. This is at a cost of £2215.26 +vat which will need to be funding from the Parks reserves budget.

Resolved: Members agreed for the works to go ahead and cover the cost from the budget code 360.

Cllr D Almey requested that the Jan 09 minutes are amended for Item 23/109 to state the recorded vote by Members.

Resolved: Members agreed that the minutes will be amended by the Deputy Clerk to include this clearly.

The Chairman ended by thanking Cllr J O'Neil and Cllr C Ladkin for their support to the Cttee, following their resignations from the Cttee. Cllr B Paczek was welcomed to the Cttee following his wish to join the LPCOS Cttee.

Noted and received.

- 23/172** To receive written, (draft minutes of the 09 January 2024 meeting), and or verbal report of the Events Cttee regarding recent meetings and an update concerning ESTC events and late relevant items.

The Chairman added that there is an extra event this year for D-Day 80, which will include a Beacon Lighting – details to be confirmed. And also that the Town Show venue will be looked into.

Noted and received.

- 23/173** Correspondence received including relevant late items received since this agenda was published.

a. Late relevant items. **None.**

- 23/174** To receive the Town Clerk's Finance Report including late relevant items received since this agenda was published.

a. To consider the monthly accounts for December 2023 as a true record fit for the Chairman's signature if statements received, invoices input completed and issued to Members in advance of this meeting.

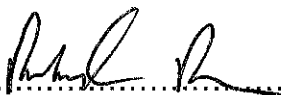
Resolved: Members authorised the Chairman to sign-off the monthly accounts for December 2023 as a true statement of the Council's financial status.

b. Late relevant items. **None.**

- 23/175** To receive the Town Clerk's general report including relevant late items received since this agenda was published.

The Town Clerk made Members aware of the following:

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- training courses through LRALC - *Code of Conduct*. This will be an inhouse training session for all Cllrs and Staff to attend, as it is a requirement by Council. The Town Clerk will confirm a date with LRALC for this.
- The Town Council office will be closed from Mon 12 – 26 Feb due to asbestos works in the Public Library. Office Staff will work from home in this period.
- Staff Personal Development appraisals have been carried out by the Town Clerk.
Noted and received.

23/176 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 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.

a. 23/01201/CONDIT (Re-consultation) - Ashby House Hill Top Farm Hill Top Earl Shilton.

No material consultee comments

b. 23/01237/HOU – 35 Byron Street, Earl Shilton.

After explanation and discussion particularly regarding the extension being built up to the boundary line, Members are concerned with this limiting the access to the neighbouring property and could cause issues if access is needed to repair either house.

Resolved: to submit such comments as above.

c. Relevant late applications/correspondence received since this agenda was set.

None.

23/177 To review and consider quotes to have the ESTC website re-designed.

Cllr J O'Neil has been involved with the office staff in this process. A zoom call with one of the companies took place on Fri 19 Jan 24, where a demo was carried out and an explanation of the website. All office staff and Cllr O'Neil were extremely pleased with all that was shown and explained and feel it would be a great asset for ESTC to go with the project.

Resolved: Members agreed that Aubergine at a cost of £1304+vat are to be instructed to take on the project of building a new ESTC website. Before the website goes live, Members will be presented with the new site to ensure it has everything the Council needs. The office staff and Cllr O'Neil will work with Aubergine to get this completed.

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23/178 To consider the Town Council signing up to the *Civility & Respect Pledge*.

The Chairman expressed to Council Members how the importance of the pledge is and how it demonstrates that ESTC are committed to standing up to poor behaviour across the sector and driving through positive changes to support staff and Cllrs, if agreed to sign up.

Resolved: all Members agreed it was a positive step forward to sign up to the pledge. The Town Clerk will action this.

23/179 To review the ESTC meeting dates from 01 May 2024 to 30 April 2025, with Leicestershire & Rutland Association for Local Councils (LRALC) providing confirmation regarding time scales for meeting agendas and associated paperwork to be issued to members.

Resolved: Members confirmed the meeting dates for 01 May – 30 April 2025 to stay as planned, and follow the dates set previously from 2023/24.

23/180 To consider the grant application request submitted from the Earl Shilton Baptist Church for ESTC to support the project.

The treasurer and elder of LBC Earl Shilton, the Baptist church on Almey's Lane, in Earl Shilton have applied for a grant from HBBC Parish Community Initiative Fund, to support some maintenance and development work.

The plan is in two phases: the first – for which we are asking HBBC grant support – is to remove the shrubs, demolish the old and decrepit wall and landscape the strip of land that lies between the car park edge and the road. This will be scaped into a gentle slope leading down to road level and will then be planted with wildlife-friendly native flower and bulbs. Kerbs will be installed to mark the edge of the carpark, and a metal fence run all around the border between the land and the road. This will significantly improve the appearance of the area and the visibility at this junction. It will also pave the way for a second phase (pending funding) to resurface the car park area with a more suitable and wheel-friendly surface. The church request the support of the Town Council by writing to confirm the acceptance of the works within the Town. No financial support has been requested, just written support for this grant application and to confirm the Town Council are fully aware of this application.

Resolved: Members felt this project is a benefit to the Town and residents and strongly support it.

Last Item.

The Chairman closed the meeting in good order at 7.51 p.m. thanking Members for their attendance and contributions.