

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

Held at 7:30 p.m. on

**Tuesday 14 May 2019**

At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

**MEMBERS PRESENT:**

Councillors: Mrs CM Coe, Chairman & Town Mayor,  
R Allen, Ms D Almey, Mrs A Burton, A Darker, Ms J  
Duplock, B Granger, Mrs G Granger, Ms S Mannion  
and Ms A Williams.

County/Borough Councillors: Cllr R Allen.

In attendance:      Town Clerk:      Mr    ME    Jackson.  
                                 Office Clerk      Mrs    C    Houghton  
                                 Office Assistant    Ms    AL    Dowell

Members of public: Three as separately listed.

**19/001** *Chairman's welcome and opening remarks followed by the election of the Town Council Mayor (Chairman) for the Civic Year 2019/20 and declaration of acceptance of office as applicable with regard to repeating the following motion resolved at the last Full Council held on 09 Apr 19:*

*"Minute 18/203 a. Post [the] 02 May 19 Town Election Declarations of Acceptance of Office procedure.*

*Consider a motion to allow elected members to make said formal declaration any time between Fri 03 May 19 and Fri 30 May 19. Likewise the Chairman's Declaration of Acceptance of Office may be made from Tues 14 May 19 to Fri 30 May 19. All dates are inclusive. (30 May 19 is the date when elected members must have submitted their Register of Interests to the Borough Council Monitoring Officer. The latter not to be confused with election expenses for which there is a 35 day grace period post-election day for submission to the Monitoring Officer.). This motion is to be date modified and essentially repeated at the Annual Full Council meeting to be held on 14 May 19.*

The motion, though seemingly pedantic, was explained by the Town Clerk as device to prevent any automatic disqualification of an elected member by simple default.

*Resolved: to adopt the motion in full."*

**Resolved: a. To elect Cllr Mrs CM Coe to the appointments and roles of Town Mayor and Chairman of Council for the Civic Year 2019/20.** (Cllr Coe was, by all members, congratulated on her election and thanked for her renewed commitment to the Town's interests.

**Resolved: b. To reaffirm agenda item 18/203 a. in full to give all newly elected members to make legal declarations in good time and order.**

- 19/002** *Election of a Deputy Town Council Mayor (Deputy Chairman) for the Civic Year 2019/20 and signing of acceptance of office as applicable.*

**Resolved: to elect Cllr M Leman to the appointments and roles of Deputy Town Mayor and Deputy Chairman of Council for the Civic Year 2019/20.** (Cllr Leman was, by all members, congratulated on his election and thanked for his renewed commitment to the Town's interests.

- 19/003** *To receive apologies for member absence.*

Town Cllrs: Mrs C Allen, Ms V Darker and M Leman submitted their apologies for absence to the Town Clerk in advance of the meeting.

**Resolved: to accept all 3 Town Cllr apologies for absence for the good reasons recorded separately by the Town Clerk.**

County Cllr Mrs J Richards and Borough Cllrs Mrs C Allen and C Ladkin apologised for their absence too.

**Noted and received.**

- 19/004** *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 Burton declared a non-pecuniary interest as being a member of the voluntary group Earl Shilton in Bloom (ESiB).**

- 19/005** *To receive and approve as a true record the minutes of Full Council meeting held on 09 April 2019.*

**Resolved: to accept as a true record of the meeting of the 09 Apr 19; the minutes tabled for the Chairman's signature and already distributed in approved draft to members with their agenda packs.**

- 19/006** *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 or 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.***

- 19/007** *To note and receive any reports from County and Borough Cllrs.*

Cllr Mrs J Richards requested that members wait patiently for any *public domain* statement from Leicestershire County Council regarding a possible proposal for the provision of a special needs school in the local area.

Cllr R Allen informed members and the public that '*the big German WW1 field gun possibly buried under Wood St Park*' project was still alive but recent dry weather resulting in hard ground is not conducive to sonic type surveying.

**Reports noted and received with thanks.**

- 19/008** *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report covering Apr 19.*

Members noted from the Beat Team report in their pack including the changes in police personnel, the various initiatives, e.g. to disrupt drug dealing through 'County Lines' and various other crime statistics. Members were also informed and discussed recent ASB at the May public holiday funfair caused by drunkards from out of town (PCSO reported), a string of attempted shop burglaries along the parade of Wood St, car damage and the reporting by Council of 3 drug dealing hotspots in the Town.

**Noted and received with thanks.**

- 19/009** *To note and receive any reports from member representatives to recent non-Town Council outside bodies, meetings, events or working parties excluding Police reports and the Town Team Working Group (TTWGp) including:*

a. *The official unveiling of the Heritage Guide Noticeboard on Wood St.* Members and the public were informed of how, on a bright Spring afternoon, the Town Mayor and an eminent local historian eloquently officially heralded the installation of Town's Heritage Noticeboard complete with smart-phone QR code. In attendance were the Mayor of Hinckley & Bosworth and many like-minded local people. The Town Mayor thanked all those who had supported the project whether financially or with expertise to bring the installation to a successful conclusion.

**Noted and received.**

The Chairman allowed a follow-on discussion regarding this item with a request from the ESiB Chairman Mr R Kelly that members, (excepting Cllr Burton), consider allowing a suitable planter to be placed under the newly installed Heritage Noticeboard. After a short discussion regarding planter size, shape and planting theme (this Summer '1<sup>st</sup> man on the moon') the matter went to a motion.

**Resolved: members agreed to the placing of suitable ESiB planter under the Heritage Noticeboard until decided otherwise as appropriate.**

b. *Relevant late items received since this agenda was published. None.*

- 19/010** *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including (late invitations too – possible Blue Plaque unveiling):*

a. *Sat 15 Jun 19 – LRALC AGM 2019 at County Hall.*

Confirmed, duly elected, the Chairman will attend the meeting as the ESTC voting member. The Chairman may have time in the afternoon to attend the Church Summer Fair at the Parish Church of St Simon & St Jude.

b. *Thurs 20 Jun 19 – HBBC Parish Forum Newbold Verdon 6.30 p.m.*

No member expressed a wish to attend the Forum at this time however the Town Clerk will ask members again at the next Full Council on 11 Jun 19.

**Noted and received.**

- 19/011** *To receive a verbal report on Leisure, Parks, Cemetery and Open Spaces (LPCOS) Cttee matters of interest and possible concern plus any immediate recommendations for spending from the budget.*

The Office Clerk delivered a 14 point report to members to update them on LPCOS Cttee matters since that Cttee last met on 02 Apr 19 and not since. The range of subjects included the payment of overdue pitch and field income, the professional *Town Tree Survey* that is now underway and various groundcare issues. There was also general discussion regarding the points covering parking of a car on the footway and the prevention of the permanent siting of retailer's clinical waste bin on the footway. Prevention of the latter has proved successful but parking on the footway remains a tough nut to crack because entities with the legal enforcement powers to obviate this offence are reluctant to act. Members expressed their grateful thanks to the Office Clerk for her well delivered comprehensive report.

***Noted and received.***

- 19/012** *To receive written and or verbal report from the Chairman of the Events Cttee regarding recent meetings and or progress towards 2019 events.*

All newly elected members were issued with the 2019 programme of events and invited not only to attend but take an active part in the administration on the day even if they are not a member of the Events Cttee. The Cttee Chairman then briefly outlined the programme with emphasis on which events are closest to being held.

***Noted and received.***

- 19/013** *Correspondence received:*

a. *Resident report of speeding vehicles et al on Mill Lane.*

Members received in their agenda packs correspondence regarding the matter.

***Actions-on: the indoor team, at the request of members, is to initially assess whether or not the existing ESTC Mobile Vehicle Activate Sign (MVAS) could be sited on a Mill Lane lighting column and report back to the LPCOS Cttee.***

b. *Early Intervention Worker (EIW) – Update report Apr 19.*

The Chairman outlined the history and achievements of this scheme and by the individual EIW plus what it cost the public purse through the Town Council. The consensus of members is that the service remains a vital support for the young people of the Town who find themselves trapped in harmful drug misuse.

***Noted and received.***

c. *Resignation of an Elected Town Cllr and follow on point of order.*

Cllr Ms E Harrison tendered her resignation by email shortly after being elected to Council for the current term for personal reasons. Members acknowledged her resignation as tabled. Several members voiced the hope that the *Casual Vacancy* will be filled by co-option at no further expense to the public for a by-election.

**Actions-on: the Town Clerk is to notify, without delay, the Borough Council Monitoring Officer of the Church Ward Casual Vacancy for a Town Cllr.**

d. Concern about a local ad hoc website.

The self-styled 'private online network' Nextdoor Earl Shilton is seen to be promoting itself. Members discussed the offered service and the advice from known sources, coming to the conclusion it is not the place of the Town Council to promote such an entity, wholly or in part.

**Noted and received.**

e. Relevant late correspondence received since this agenda was published.

i) Footway vehicle parking–

County Highways and Police policy responses.

**Noted and received.**

ii) Borough Council Employment Land & Premises Study 2019

Responses requested by the 19 Jul 19 please.

**Noted and received.**

**19/014** 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 latest iteration will be attached to these minutes.

**Resolved: to accept Cttee/Working Party membership as agreed.**

**19/015** To approve 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.

**Resolved: as stated.**

**19/016** To retain current Council subscriptions, e.g. LRALC, unless changed by resolution.

**Resolved: as stated.**

**19/017** Banking signatories. Council to decide signatories for the Natwest current account, (Town Clerk and 4 members required) and the Public Sector Deposit Fund/CCLA account, (4 members but not Town Clerk required).

**Resolved: member signatories volunteered and were agreed as follows;**

- Cllr R Allen
- Cllr C Coe
- Cllr B Granger
- Cllr M Leman

- 19/018** To receive the Town Clerk's Finance Report including:  
a. Annual Return (AGAR) and the RBS closedown for the financial year ending 31 Mar 19 linking in to the Internal Audit and External Audit – Town Clerk's priority.

The Town Clerk reported to members that all was on track to meet the External Auditor's submission deadline date of 01 Jul 19. The completed AGAR should be presented to Full Council for sign off on 11 Jun 19 as legally required.

**Noted and received.**

- b. A motion to resolve the receipt and approve of monthly ESTC accounts for April 2019. (Bank reconciliations for signature by the Chairman).

**Resolved: that the Chairman be authorised to sign-off the accounts for the month of April 2019 as proper and true.**

- 19/019** To receive the Town Clerk's general report including:  
a. The need and availability for untrained cllrs to attend first principles training and refresher/further training for those more qualified/experienced members.

Members were referred to training opportunities and standing Council information legally required, particularly on the ESTC website, and promised the individual issue of the latest edition of the *Good Councillors Guide*.

**Noted and received.**

- b. Relevant late items received since this agenda was published. **None.**

- 19/020** Planning applications received by Council from the Borough Council as the Local Planning Authority (LPA) which require official consultee comments by close of business on the 17 May 19.

The following list of routine planning applications went before Council with no observations:

19/00333/HOU - 19/00403/FUL - 19/434/FUL - 2016/1119/04\*

\*Barrow Hill Quarry Landfill – **refused by LCC**

19/00125/UNADVS - TEN Parish Hall - 18/00751/DEEM\*\* - 19/00480/TCA

\*\* approval of new crematorium

**Noted and received.**

The following planning application was **resolved as 'objected'** to by members:

18/00987/OUT – King William I (IV) The Hollow – 17 Flats (extra)  
unsafe/unsuitable ingress/egress onto the highway over the footway for such volumes of traffic.

Point of order: all the members of the public leave the meeting with Council's thanks at 9.23 p.m. before the move 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 resolve to go into Private Session. So resolved.**

**19/021** *Planning matters which should be heard in private session, e.g. Dalebrook Farm, Barrow Hill Quarry, the ongoing Council Premises Projects and relevant late items received since this agenda was published.*

Newly elected members were updated with regard to the issues surrounding:

- Barrow Hill (moribund) Quarry see *refusal* at minute **19/020** above.
- Dalebrook Farm GRT site planning consents and conditions – no progress to resolve long standing significant non-compliance.
- The current progress towards moving the ESTC Office into the ES Public Library.
- No late relevant items.

***Noted and received.***

**19/022** *Staffing Cttee issues including:*

- |    |   |                                    |
|----|---|------------------------------------|
| a. | <i>Legacy legal matters.</i>  | } <b>Briefing for new members.</b> |
| b. | <i>An update on staff recruitment.</i>  | } <b>Briefing for new members.</b> |
| c. | <i>Relevant late items received since this agenda was published. <b>None.</b></i> |                                    |

***Noted and received.***

**End of Private Session & Confidential Items.**

**The Chairman closed the meeting at 9.49 p.m. thanking members for their attendance and contributions.**

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**Supplementary minute to Agenda Item 19/014 –  
Initial Membership of Committees (Cttees) & Working Parties (WPs) 2019/20**

**Councillors (Cllrs)**

**Staffing (Appointments) Cttee [7]**

**Meet ad hoc**

D Almey  
C Allen  
R Allen  
C Coe  
B Granger  
M Leman  
? ?

**Planning Cttee (incl. SUE WP & Town Plan WP) [6]**

**Usually meet just before Full Council**

C Allen  
R Allen CHAIRMAN  
C Coe DEPUTY CHAIRMAN  
J Duplock  
B Granger  
A Williams

**Leisure, Parks, Cemetery & Open Spaces (LPCOS) Cttee [8]**

**Usually Meet 1<sup>st</sup> Tues of Month (7pm)**

D Almey CHAIRMAN  
C Coe  
A Burton DEPUTY CHAIR  
V Darker  
J Duplock  
G Granger  
A Williams  
? ?

**Events Cttee [5]**

**Usually Meet 1<sup>st</sup> Tues of Month (6pm)**

D Almey CHAIRMAN  
A Burton  
A Darker  
M Leman  
S Mannion

**Finance WP (incl. review of Standing Orders, Financial Regulations Risk Assessments  
Community Fund & miscellaneous policies) [5]**

**Meet ad hoc**

C Coe  
R Allen  
B Granger  
? ?  
? ?

***N.B. Listings to be amended when Cttee/WP chairmen/deputy chairmen are selected for the forthcoming Council year at the next appropriate meeting.***

