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EARL SHILTON TOWN COUNCIL  
MINUTES of the FULL COUNCIL MEETING

Held at 7:30 p.m. on  
Tuesday 10 November 2020

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

**MEMBERS PRESENT:**

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

County/Borough Councillors: CClr Mrs J Richards.  
BCllr Mrs C Allen.\*  
BCllr R Allen.\*

In attendance: Town Clerk: Mr ME Jackson.  
Office Clerk: Mrs C Houghton.  
Members of public: Two as recorded.

20/099 Deputy Chairman's welcome and opening remarks.

Cllr Leman greeted members as usual, thanked them for their support in attending the meeting and noted for many across the UK the adverse effect of an English 4 week pandemic lockdown.

**Noted and received.**

20/100 To receive apologies for Town Cllr member and County/Boro' Cllr absence.

Town Cllrs: Mrs C Coe, A Darker and Ms J Duplock submitted to the Town Clerk, written and reasoned apologies for their absences in advance of the meeting. These reasoned apologies were recorded by the Town Clerk and brought forward to the meeting for consideration.

**Resolved: to accept the tabled apologies for absences with reasons from Cllrs listed above as stated and recorded by the Town Clerk.**

Borough Cllr C Ladkin apologised for absence due to attending a Borough Council Planning Cttee meeting.

**Noted with thanks.**

20/101 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 Mrs C Allen and R Allen as follows for agenda item 20/113 (Planning matters) below.**

[Excerpt from draft Planning Cttee Minutes of 10 Nov 20 are as follows.

Cllrs R Allen and Mrs C Allen declared an interest regarding agenda items 20/030 d. and e (i) as follows:

Chairman's Initials/Signature: *AME*  
digital signature see ESTC Minute 20/010 for authorisation

Planning Cttee Item 20/030 d. Earl Shilton Sustainable Urban Extension (ES-SUE) - HBBC briefing note. Cllr R Allen, as a non-pecuniary interest, has to state that in his role as a Borough Cllr he is on public record as being opposed to the ES SUE and may be deemed to have fettered his discretion on this agenda item.

Planning Cttee Item 20/030 e (i). 20/00239/OUT – Land North of Hill Top Farm – major development of 190 dwellings – LPA (HBBC) refusal notice. Both Cllrs Allen: a non-pecuniary interest regarding this potential development land insofar they have grazed livestock on this land, secondly they have a personal relationship with one or more of the 3 land owners of this site. Finally, Cllr R Allen is advising at least one of the 3 land owners about the possible sale of land to the developer so may also in the future or vicariously advise the other 2 land owners in question.

**Resolved: to allow Cllr R Allen and Cllr Mrs C Allen to remain in the meeting for agenda items 20/113 to facilitate exchanges of relevant factual information. Both Cllrs Allen will not be allowed to express an opinion or vote on any 'declared interest' motion if put forward.**

20/102. *To receive and approve as a true record the minutes of the Full Council meeting held on 13 October 2020.*

**Resolved: to accept as a true record; (with the addition of the following text to minute 20/092, paragraph 3, 'Cllrs R Allen and Mrs C Allen proposed and seconded a potential motion to ring-fence the sum of £10k but later withdrew the proposal in favour of the one below'): of the Full Council meeting of the 13 October 2020; the minutes tabled for the Chairman's ('wet') signature in due course and already distributed in approved draft to members with their agenda packs.**

20/103 *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.*

20/104 *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 Janice Richards verbally reported on the following items:

1. Town Parks. Noted her personal disappointment that enclosed tactile play equipment areas of ESTC Parks remained closed because of pandemic concerns. CCllr Richards will be keen to suggest and explore ways to open the tactile play areas soon. Suggestions included opening at weekends only and hygiene regimes maintained by volunteer local Cllrs.

Cllr rejoinders:

- Cllr Burton – the latest government guidelines suggested 'booking system' is totally unworkable for ESTC given its limited staff/finance resources.

Chairman's Initials/Signature:   
digital signature see ESTC Minute 20/010 for authorisation

- Cllr Leman referred to a recent email by Cllr R Allen suggesting government guidelines for owner operators of play facilities may have been updated just before this meeting and will be examined.

2. Station Rd traffic, parking and accident issues. As a Station Rd resident herself Cllr Richards has been receiving, monitoring and recording data about all 3 issues and has been lobbying County Highways for safe workable remedies on behalf of the varied residents and stretches of Station Rd. Currently the satisfactory resolution of the issues is 'work in progress' however Cllr Richards will keep trying to achieve the aim and objective of Station Rd being safe and amenable for residents. One additional point was suggested by Cllr Richards and that was the possibility for LCC to install a permanent Vehicle Activated Sign (VAS) as opposed to the currently operated Mobile VAS currently deployed on a part time basis. There may be scope for County Highways to install one at LCC cost but the running costs may be in the region of £500 p.a. (Cllr Richards will supply LCC detail to the Town Clerk).

Point of Order: a 2<sup>nd</sup> member of the public joined the meeting during CCllr Richards' Station Rd report at 7.41 p.m. as noted by the Town Clerk.

Cllr rejoinders:

- Cllr Mrs C Allen concurred with CCllr Richards that Station Rd has become a 'rat-run' thoroughfare to and from the Clickers Way A47 bypass.
- Cllr B Granger suggested vehicle drivers used Station Rd to avoid the speed tables on the Hinckley Rd.
- Cllr K Lapsley expressed the opinion that permanent VAS tend to be ignored after a relatively short passage of time because some studies have shown drivers become desensitized to static VAS whereas MVAS such as the Town now has; ideally, are moved every 3 weeks to prevent this reaction fade.
- Cllr Leman as Meeting Chairman thanked CCllr Richards for her views and information on VAS stating that he felt that ESTC will be open to considering the options given more data, costs and time to review such. CCllr Richards will provide the Town Clerk with the LCC Officer contact details to gain access to the detail required to assess VAS in the round but particularly for Station Rd.

Cllrs R Allen and Mrs C Allen verbally reported as follows:

3. The Borough Council agenda were very much taken up with the implementation and effects of the 2<sup>nd</sup> national lockdown that has come into force for England from Thurs 05 Nov 20. Compared to the latter apart from Local Planning Authority matters HBBC business has been somewhat '*light*'. A HBBC Full Council has taken place since their last reports. The most noteworthy item on the Borough Council agenda concerned the operation HBBC Leisure Centres however this debate took place in HBBC '*private session*' and so cannot, for the time being, be fully briefed to ESTC members. At this point Cllr Mrs Allen put forward that COVID19 warning signage may be put over LCC footway bollards.

Cllr Mrs A Burton expressed the firm opinion that whilst she supports the need to communicate to residents that the Town Council 'care' about peoples circumstances as suggested by Cllr Mrs Allen; we are all in 'difficulty' if residents of all ages don't know by now about social distancing etc. Members and the Office Clerk confirmed such signage is in place outside the Town's schools and the 10 ESTC bus shelter poster cases were purchased for this very purpose and it obviates the need for County Highways permissions to place signage over their street furniture which can be a sensitive and time consuming process.

**Reports were noted and received with thanks by members.**

Point of order: through the Chairman, the Town Clerk, for the avoidance of doubt, introduced the arrival of the 2<sup>nd</sup> member of the public. This individual and Members were advised that she had formally missed the agenda items for public speaking. All present were advised that the subject of the continued closure of the tactile enclosed play areas will be covered in agenda item 20/108 when the Chairman of the LPCOS Cttee gives her report. Additionally all present were reminded of the outline basis for the public speaking protocol laid in the Town Council's Standing Orders.

**20/105** *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team Newsletter for October dated November 2020.*

a. Police Newsletter October – this reported the ASB in Heath Ln and the affirmative action taken to remedy this breach of COVID19 legal guidelines. Secondly, the changes in Beat Team personnel were acknowledged.

**Noted and received with thanks.**

b. ES Neighbourhood Watch Development Worker's Annual report Nov 2019 to Oct 2020 – this comprehensive report covers matters from the 48 ES-NW Co-ordinators through to the Community Defibrillator and liaison with the Police Beat Team. The Town Council were again thanked for their significant financial support of the scheme.

**Noted and received with thanks.**

c. Mill Lane Cemetery ASB damage to the Weather Shelter. Members were informed that the promised financial compensation of £100 had not been forthcoming by the due date of Fri 06 Nov 20. The Town Clerk will liaise with the Beat Team in the hope of expediting the promised remedy soonest.

**Noted and received.**

**20/106** *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.*

On the evening of 28 Oct 20, by invitation, the Deputy Mayor officially opened a new restaurant in *The Hollow*. Cllr Leman was presented with a 'declared' token of thanks as a memento of the occasion.

**Noted and received.**

**20/107** *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.*

18 Nov 20 – Town Team Working Group (TTWGp). The Borough Council host these meetings for respective Councils to mutually co-ordinate their activities and funding streams. Due to the pandemic, this will be the first (virtual) meeting since before March 2020. ES Borough/County and a limited number of Town Cllrs will attend and report back to Full Council in due course.

**Noted and received.**

**20/108** *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 received the LPCOS draft minutes of the meeting of 03 Nov 20 in their agenda packs. The Cttee Chairman, made comments on the draft minutes as follows:

a. Regarding the continued enclosed play equipment closures; the Cttee Chairman stated that the position of ESTC will be reviewed at the next Cttee meeting on Tues 01 Dec 20 taking into account all factors from all sources going forward.

**Noted and received.**

b. Wood St Park wildflower meadow fence – after discussion and receipt of other points of view The Cttee have decided to replace the dilapidated fencing from the given budget. The Office Clerk stated that there may be s.106 maintenance funding available to defray the overall cost.

**Noted and received.**

c. The Cttee Chairman reminded all members that one member of the 3 person Groundcare Team had resigned to take up another job so the Team is currently shorthanded.

**Noted and received.**

d. LPCOS Cttee meeting minute 20/059 resolved to recommend to Full Council through the Finance & Policy Working Party that next year's precept setting allocates the following budgets:

- Tree Maintenance Contracts = £15k (increase from £8k).
- Plant & Machinery Maintenance = £5k (increase from £3.5k).

Cllr Leman asked if the fence replacement is due to wear and tear as opposed to another cause(s). Cllr Almey assured members the replacement was due in the main to age related wear and tear. The Office Clerk confirmed the replacement if carried out by in-house works would cost approximately £700 but the s.106 monies previously mentioned may allow for the work to be contracted out by tender process to realise a higher specification at no direct cost to the Council Tax payer.

Cllr C Allen inquired as to the history of the budget and spend of the 2 items above recommended for increased future spending and the Town Clerk was happy to quote, with explanations from the accounts pack, the detail required.

***Noted and received to pass on to the Fin & Pol Working Party.***

e. Extraordinary relevant item. The meeting Chairman invited the member of the public concerned about enclosed tactile play equipment availability to address Council unless members objected as this was outside the agenda item for Public Speaking. As there were no member objections so Cllrs were addressed as follows:

- Ms X feels the Town Council are “blocking” the opening of tactile enclosed play equipment by bureaucratic means that are “not fair or good enough”.
- As a mother of 2 young children access to play equipment should be ‘easy’ not made ‘hard’.
- ESTC are ‘late’ in opening their tactile play equipment areas compared with neighbouring Parish Councils.

**Rejoinders:**

- Cllr Leman stated that all factors will be reviewed at next month’s Town Council meetings.
- Cllr Almey repeated the promise that the issues will be fully reviewed at the LPCOS Cttee meeting to be held on 01 Dec 20. Ms X interjected that she used to work in an MP’s Office and she knows how Town and Parish work!
- CCllr Mrs Richards interjected asking if the meeting process could be brought forward to allow volunteer Town Cllrs to clean once a day, including weekends, all the tactile play equipment thus allowing all areas to be open. No members wished to speak in reply.
- Cllr Leman, as meeting Chairman, stated that due process of meetings will take place, the first being in 3 weeks and all evidence will be reviewed.
- Ms X made a request to be “copied in to things she was allowed to be” as she understood that not all things could be. Members repeated the next process will be the LPCOS Cttee meeting on the 01 Dec 20.
- Cllr R Allen, in his role as a Borough Cllr, informed Ms X she could ring him and Cllr Mrs C Allen to obtain advice if she felt the need.

**20/109**

*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.*

Point of order: Member of the public, Ms X, leaves the meeting completely during this agenda item at 8.30 p.m.

a. Installation of a large Christmas tree with lights adjacent to the War Memorial. The Office Assistant is working diligently to have a pipe pit dug and concreted into place so that annually from this year on a real tree can be installed, lit and dressed. The key stumbling block is obtaining the correct bespoke fabricated steel pipe lining for the pit. Everything else is on standby to order.

***Report noted and received.***

b. Town Christmas Lights. Goodwill from almost all the shopkeepers in the Town Centre, despite the current lockdown and the closure of their businesses; 14 have again this year agreed to host power access points to feed the low cost but LED bright lights. Installation is underway and the informal switch-on should occur at the end of November as usual.

**Resolved: to award a one-time £25 gratuity to shops hosting the 'Lights power supply for 2020/21.**

c. Cllr Almey was thanked by Members for laying the Town Council's Remembrance Sunday wreath at the War Memorial on the 08 Nov 20.

**Noted and received.**

d. Wood St road closure contract. Members were informed that despite works performed and a last minute cancellation of the road closure; Council's private contractor only charged a third of the price the formal contract demanded. Members expressed their thanks for this generous understanding in such a difficult year to predict events even for Remembrance Sunday. A memo of thanks is to be sent to the contractor.

**Noted and received.**

20/110

*Correspondence received including: relevant late items received:*

a. Emails of Complaint re Parks – 2 other emails of complaint were received from residents about the continued closure of pocket parks. These emails have been fully answered by the Office Clerk.

**Noted and received.**

b. Late relevant items. Invitation from a local resident who is a 'poet and creative writer'. The poet's invitation is to take part in a 'down my street' chance for her to create a poetic piece about the Town Council which may possibly be included in an anthology of poems being compiled about the business and other entities that serve the Town. Members asked the Town Clerk if he will consider engaging with the poet to explore the invitation further.

**Noted and received.**

20/111

*To receive the Town Clerk's Finance Report including late relevant items.*

a. *A motion to resolve the receipt and approval of the monthly ESTC accounts for 30 Sep 20...*

*(Bank reconciliations for signature by the Chairman)*

**Resolved: that Cllr Leman as meeting Chairman may sign the accounts for the month of September 2020 as a true record of ESTC's financial status as at 30 Sep 20.**

b. *AGAR Part 3 Yr Ending 31 Mar 20 – External Auditor: formal notice of a 'satisfactory' conclusion of audit, further public rights, publication and audit fee.*

Members were shown:

- The AGAR Section 3 satisfactory report.
- That the public 'Notice of conclusion of audit' has been correctly published along with notices of public rights to inspect the AGAR and supporting documents.



- The external audit fee was £800 net of VAT and the least that could have been expected given the classification (size) of ESTC as a Council.

**Noted and received.**

c. To note and receive the minutes and recommendations from the meeting of the Finance & Policy Working Party held on 02 Nov 20 including the corporate governance review of the following ESTC:

1. Standing Orders.

**Resolved: to endorse the recommended minor amendments.**

2. Financial Regulations.

**Noted and received that FRs had been sufficiently amended by resolution of Full Council at the previous month's meeting.**

3. The Corporate Risk Assessment.

**Resolved: to endorse the recommended amendments to take cognisance of pandemic type national emergencies and adapted ways of working.**

4. Appointment of the Internal Auditor for this Financial Year 2020/21.

**Resolved: to re-appoint Ms K Clarke as the independent IA for the current FY.**

5. Review of the ½ year spend against budget FY 20/21.

Whilst 2 spending lines are under some pressure overall the Working Party have no misgivings about the ½ year spend/income figures against budgeted precept.

**Noted and received.**

d. Late relevant items:

i) The VAT reclaim for the half year has been submitted and amounts to £6.6k.

**Noted and received.**

ii) Town Community House ½ Year Grant.

Members heard an explanation from a Community House Officer of how spending of ESTC Grant funding has and will be spent under pandemic conditions. All members are content this money is well spent on residents who have the greatest need.

**Resolved: to pay the full half year Community House grant as detailed in the precept.**

**20/112** To receive the Town Clerk's general report including relevant late items received since this agenda was published.

Members with regret, noted that even the most limited Remembrance Sunday service at the Town War Memorial had to be cancelled on receiving strident superior advice from the Police and to a lesser extent the Borough Council. Memorial wreaths were laid by Cllrs and other community organisations or individuals at ad hoc times. Cllrs, including CCllr Mrs Janice Richards, noted their special thanks to the ESTC Groundcare Supervisor, Mr Asbury, for coming along of his own volition on the Sunday afternoon to secure by cable tie all the wreaths and mementoes into fitting and secure positions.

**Noted and received.**



Point of Order: at 8.58 p.m. CCllr Mrs Janice Richards left the meeting completely at this point with the thanks and kind regards of members for her attendance and contribution.

**20/113** *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 report and possibly, discuss and receive non-private session items from the Planning Cttee; e.g. draft Planning Cttee minutes of the 10 Nov 20 meeting, especially regarding any major or controversial applications concerning the Town.*

The Planning Cttee Chairman gave a verbal report of the meeting which had just preceded this Full Council including the topics of:

- a. 20/01031/HOU – 17, Norman Daglei Cl – 2 storey rear extension.
- b. 20/01101/LBC - 69, High St – replacement windows and door.
- c. 20/01093/HOU – 37, Equity Rd – single storey front & 1<sup>st</sup> floor side extensions.
- d. Earl Shilton Sustainable Urban Extension (ES-SUE) - HBBC briefing note.
- e. Relevant late appns/correspondence received since this agenda was set.

**Noted and received.**

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

i) Earl Shilton Sustainable Urban Extension (ES SUE).

Members heard that another 're-boot' of this 1500 dwelling development is apparently happening.

ii) Gladman major development 190 dwellings HBBC refusal notice.

Members received basic details of refusal notice issued by HBBC.

**Noted and received.**

(Full details of all items are shown in the Planning Cttee minutes)

**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.**

(The remaining member of the public leaves at this point)

**20/114** *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.*

The matter now rests with solicitors to draw up back to back leases between County, Town and Borough Councils for this 5 to 10 year joint venture.

**Noted and received.**

b. *Late relevant confidential items received since this agenda was set.*

**None.**

**20/115** Staffing Cttee issues including:

- a. Legacy legal matters updates including – final day of Employment Tribunal report.

The judgement will now come to respondent and claimant parties in written form from the Tribunal Judge and his 2 fellow members most probably by the end of November or early December. Cllrs Leman, Burton and the Town Clerk stated that the final hearing day was not a pleasant experience. The Town Clerk expressed his personal admiration and thanks for the way in which Cllrs Coe, Burton, Leman and Mr Phelps had conducted themselves on behalf of Council.

**Noted and received.**

- b. Staff health and wellbeing report from Town Clerk.

The Consultant diagnosis for REDACTED was not received today as expected.

**Noted and received.**

- c. Staffing turnover of FTC personnel.

REDACTED has left the employment of ESTC on good terms and will be interviewed Wed 11 Nov 20 about a FTC appointment.

**Noted and received.**

- d. Relevant late items received since this agenda was published.

The Chairman of the Staffing Cttee stated to members that training of staff was both budgeted for as a cost and will be encouraged at every opportunity.

**Noted and received.**

- 20/116** Mill Lane Cemetery grave space deed issue – legal correspondence received and instructions to the ESTC Solicitor in response.

Members were informed that the Claimant side had accepted Council's compromise remedy and that the matter will now be conducted with appropriate confidentiality through respective solicitors.

**Noted and received.**

**Last Item.**

**The Chairman closed the meeting at 9.23 p.m. thanking members for their attendance and contributions.**