

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

Held at 7:30 p.m. on

**Monday 10 July 2023**

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

**MEMBERS PRESENT:**

Town Councillors: R Allen\*, Chairman, Mrs C Allen\*, A Bates,  
Ms D Deighton, J O'Neill, Mrs S Roper, and M Tebbett.

Town County/Borough Councillors: R Allen\*.  
C Allen\*

In attendance: Town Clerk: Mr ME Jackson.  
Deputy Clerk: Mrs C Houghton.  
Members of public: Nil

**23/042** *Chairman's welcome and opening remarks.*

The Chairman welcomed Members with his thanks for their attendance and, with a busy agenda ahead directly proceeded to business.

**Noted and received.**

**23/043** *To receive apologies for Town Cllr Member absence.*

Cllrs Ms D Almey, C Ladkin and M Leman submitted their respective reasoned apology for absence to the Clerk in advance of the meeting.

**Resolved: that the Cllrs named above reasoned apologies for absence, as tabled and recorded by the Town Clerk, be accepted.**

[Afternote: Cllr Ms C Wells did submit a written reasoned apology for absence after normal office hours to the Deputy Clerk's email inbox that could not reasonably be expected to have been picked up just over an hour before the meeting start time. Cllr Wells kindly understands that Members attending the meeting were unable to vote on accepting the properly reasoned apology submitted.]

**23/044** *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. None.*

**23/045** *To receive and approve as a true record, the minutes of the Full Council meeting held on 12 June 2023.*

**Resolved: to accept as a true record of the Full Council meeting of the 12 June 2023; the minutes tabled for the Chairman's signature and already distributed in draft to members with their agenda packs.**



**23/046** *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.*

**23/047** *To appoint members to Committees and Working Parties of Council for the forthcoming year:*

- *Staffing Cttee, (3 member vacancies).*
- *LPCOS Cttee, (2 member vacancies).*
- *Planning Cttee, incorporating SUE, Town Plan & Town Team Working Group, (1 member vacancy).*

*(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).*

**Resolved: to update Committee and Working Party membership for the current Civic Year as follows:**

- ***Cllrs Mrs C Allen and M Tebbett to the Staffing Cttee***
- ***Cllr J O'Neill to the LPCOS Cttee.***
- ***Cllr M Tebbett to the Planning Cttee.***

**23/048** *To note and receive any reports from County and Borough Cllrs.*

County Cllr R Allen.

- Hinckley National Rail Freight Interchange (HNRFI). County Hall have now issued their formal response to the latest Tritax Symmetry submission to the HM Planning Inspectorate (PINS). LCC are, in their response for instance, highly critical of the traffic modelling used by Tritax as the software used does not conform to or come up to standard set by highways public authorities such as County Councils.
- Bus Services to and through the Town are under review by the providers. LCC will not be reducing the amount of subsidy it will pay to bus companies but acknowledge the time value of money, i.e. the effect of inflation over the year(s).
- Household Waste & Recycling Centres (HWRC). These are under review with the aim of achieving a £580k annual saving.

Cllr Tebbett in Q & A asked if Cllr Allen could look into the Heath Lane highway blind spot where it turns off the mini-roundabout towards the GP Practice. Cllr R Allen agreed to take this concern up with officers at County Hall.

Borough Cllr Mrs C Allen.

- Much of this first period post the May 2023 local elections has been devoted to training cllrs new and longer serving with what they need to know if they are to be equipped to succeed in their endeavours .
- Planning matters for Breach Lane are being progressed.

- HBBC Full Council on 18 July will be a good acid test for the new Council and particularly the newest members. An update for the much delayed works building a new crematorium off the Hinckley Rd near the Town will be requested from the controlling Group and officers.
- Cllr C Allen has been appointed to the HBBC 'Climate Change Working Group'.
- HBBC will be conducting later this year face to face meetings with relevant Central Government elected members and officers about a range of issues concerning principal local councils.
- Police & Crime Commissioner (PCC) grant funding available. Cllr C Allen raised awareness of this offer and asked if the ESTC Office would pass on the details to suitable known local community groups.

**Both reports noted and received with thanks.**

**23/049** *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for June dated to July 2023.*

The report was tabled as read with Members developing a conversation about their experiences of illegal off-road motorbike riding by young men in and around the Town highways and public open spaces. Cllrs compared experiences of reporting what incidents they have witnessed and the information they have gathered with how they share it with the Beat Team.

**Report noted and received with thanks.**

**23/050** *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.*

Cllr D Deighton reported to Members that she had attended the following meetings.

- a. Wed 28 Jun 23 - HBBC Parish & Town Council Forum (online).
- b. Mon 03 Jul 23 – LCC/LRALC Annual Local Council Liaison Event.

Cllr Deighton kindly briefed to Members a detailed list of topics discussed at each of the 2 events. (ESTC Members will receive the minutes of each event when they are published by the event hosts).

**Noted and received with thanks.**

Cllr R Allen reported on the ES Town Cricket Club annual *President's Day* held on Sunday 09 Jul 23. Though it rained intermittently it did not stop play! Along with the local MP, Dr Luke Evans, the Chairmen witnessed how vibrant, available and accessible our Town Cricket Club is to the whole community.

**Noted and received with thanks.**

**23/051** *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too. **None.***

**23/052** *To receive minutes, draft minutes (04 Jul 23) 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.*

Cllr Bates and the Deputy Clerk briefed Members as follows regarding key points:

- *Oakdale Rd Public Open Space* will remain a wild flora and fauna space still easily accessible to dog walkers despite a handful of complainants who seemingly wish to disregard the public notice explaining the recent changes.
- The proposal for a '*letters to heaven*' post box for Mill Lane Cemetery.
- Various works in progress.

(Full Cttee minutes will appear on the ESTC website once ratified in early Aug 23)

***Noted and received.***

- 23/053** *To receive a written, (minutes of the 04 Jul 23 meeting), and or verbal report from the Chairman of the Events Cttee regarding recent meetings and updates concerning 2023 events.*

Members took the Cttee draft minutes, as tabled, with the Town Clerk reading out a note of thanks from the Cttee Chairman for Staff who put on what all agreed was another splendid '*Picnic in the Park*' at QE II the Hall Field on Sun 25 Jun 23. Cllr D Deighton received a particular mention also for attending the whole event day.

Seaside July 2023 – Whilst forecast expenditure is up and over budget; forecast income should cover any shortfall if not Earmarked Reserves will be available if considered necessary. Each Member issued with an agenda pack has been asked to consider committing to the '*Seaside Staffing List*' please.

***Noted and received.***

- 23/054** *Correspondence received including relevant late items received.*

- a. *Dept of Health & Social Care – call for national register of defibrillator locations.*

The Town Clerk informed Members that he has passed on the written request from the Dept of Health & Social Care to 2 community groups. Members then discussed where other 24/7 available defibs are located in the Town and where else ESTC might install one or two of its own at taxpayers' expense. It was decided that the matter should be referred back to the LPCOS Cttee for further detailed consideration especially for the twin requirements of 24/7 access and a mains power supply albeit minimal.

***Noted and received.***

- b. *Late relevant items. None.*

- 23/055** *To receive the Town Clerk's Finance Report including late relevant items.*

- a. *To consider the monthly accounts for June 2023 as a true record fit for the Chairman's signature.*

The Town Clerk explained that the CCLA dividend account monthly statement was received too late for a finalised finance pack to be completed, issued and tabled at this meeting.

The June 2023 accounts pack was issued to Members attending and will be delivered or posted to other members on Tues 11 Jul 23. Of note however, is the June 2023 CCLA dividend is the sum of £2.443.60 which is a post pandemic monthly high.

**Noted and received.**

b. *Progress report - Year End 31 March 2023 Annual Governance & Accountability Return (AGAR).*

The External Auditor has acknowledged receipt of the ESTC AGAR and asked a question about the 'term end date' for ESTC's dividend account which has been answered by return email. For the record, the term for the account is open ended.

**Noted and received.**

c. *Early Intervention Worker - Grant Funding £7,400 already made: decision required on final spending plan - update reply if any.*

No reply has been received since the request for more information was made by email on 16 Jun 23 so the Town Clerk will politely send a reminder as an *action-on*.

**Noted and received.**

d. *Late relevant items. None.*

**23/056** *To receive the Town Clerk's general report including relevant late items received since this agenda was published.*

Library based ESTC Public Toilet – Vandalism damage and gross misuse.

The damage and gross misuse that was reported in May to Full Council has been repeated during the weekend 8/9 Jul 23. *Actions-on* will include:

- Website & social media explanation to residents.
- County Cllr R Allen engaging with LCC officers to progress chase the connection of the CCTV in the Library foyer which will catch the culprits and have them dealt with as a police matter.
- Another repair of the disabled access for the public toilet.

**Noted and received.**

**23/057** *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, 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:*

*1. 23/00596/FUL – Swedish Cottage, Leicester Rd – change of use to meeting hall.*

The Cttee Chairman invited the two representatives of the *Mostyn Gospel Hall Trust* to address the Cttee regarding their planning application which they did, eloquently and fully answered invited questions from Members. The Chairman thanked the guests for attending and making a valued contribution to the meeting  
**No material Consultee comments.**



Point of Order: the two guests left the Cttee meeting at the end of this agenda item at 7.11 p.m.

2. 23/00141/BOCS – Land West of Breach Ln – possible breach of planning condition.

The Chairman fully explained this ongoing investigation by HBBC planning enforcement officers.

**Noted and received.**

3. 23/00146/UNBLDS – 5 Station Rd – possible unauthorised flue (and nuisance).

The Chairman fully explained this ongoing investigation by HBBC planning enforcement officers, in particular the possible discovery of more than one offending flue!

**Noted and received.**

4. Relevant late applications/correspondence received since this 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 consider a resolution to go into Private Session. So resolved.**

**23/058** 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 - conveyance of 1,000m<sup>2</sup> of land to the Town Council for a premises - update regarding the ESTC Solicitor's actions-on and submission of an expression of interest to apply for a significant grant from the government's 'Community Ownership Fund'.

The Chairman in particular went to great lengths to fully explain to new Members the background and progress towards where Council is with the Premises project. Additionally, the Town Clerk confirmed that:

- There is no update yet from solicitors acting for both parties regarding the proposed 'conditional' conveyance of the 1,000m<sup>2</sup> of land but this will be politely progressed in the near future if necessary.
- The 'expression of interest' (Eoi) submission to the government *Community Ownership Fund* has been successful and a unique account number has been allocated to ESTC's casework however, any full submission requires the tangible progress of the conveyance, formal plans and approved outline planning permission from the Borough Council

**Noted and received.**

b. Late relevant confidential items received since this agenda was set. **None.**

**23/059** Staffing Cttee business including late relevant items.



a. *Groundcare Operative has passed their driving theory test. Members to consider limited financial support for a number of final driving practice lessons and the practical test.*

After much detailed discussion about the terms and conditions of service for this individual, not least compared with precedents set with other ESTC employees past and present, plus the natural obligation to train employees within budgeted funds also, the staff utility gained for Council; the following decision was made.

***Resolved: this staff member will be offered 5 paid for driving lessons and payment for test itself subject to ESTC's non-binding expectation that the employee will stay at ESTC for a period of not less than 12 months or, if leaving within 12 months of this financial support they consider refunding to the public some or all of the fees paid out.***

b. *Update on the recruiting process of a Deputy Clerk.*

Members were informed that 6 worthwhile written applications have been received and the process of a sifting panel followed by an interview panel will be convened as soon as possible with only a slight delay due to the necessary current absence of a key cllr member.

***Noted and received.***

c. *Assistant Clerk – discuss and decide the end of the probation period and a possible salary Scale Point Increment.*

Members discussed the progress and achievements of the Assistant Clerk since their appointment. All Members who spoke expressed their complete satisfaction and gratitude for the performance and attitude of the Assistant Clerk to date.

***Resolved: by this minute to formally acknowledge the successful end to the probation period for this employee and award to them a NALC Scale Point (SCP) of SCP 7 with effect from 01 Jul 23 in recognition of their performance.***

d. *Late relevant items. None.*

**Last Item.**

**The Chairman closed the meeting in good order at 9.27 p.m. thanking members for their attendance and contributions.**



