



EARL SHILTON TOWN COUNCIL

Notice is hereby given that the **Annual Meeting** of Earl Shilton Town Council (Full Council) will be held on **Monday 15 May 2023 at the Public Library, Wood St.**, Earl Shilton, **LE9 7NE**, starting at **7.30pm** for the transaction of the business detailed on the agenda below. Elected Members of the Full Council are legally summoned to attend by please. The public and media are cordially invited to attend but will be excluded from any items declared as *private session confidential* within the meaning of the Public Bodies (admissions to meetings) Act 1960.

ME Jackson
Town Clerk
Public Library, Wood Street
Earl Shilton LE9 7NE
01455 843386

Dated: 09 May 2023

AGENDA (website <https://www.earlshiltontc.org.uk>)

- 23/001** Chairman's welcome and opening remarks followed by:
- a. Election of a Chairman and Town Mayor for the Civic Year 2023/24.
 - b. Election of a Deputy Chairman and Deputy Town Mayor for the Civic Year 2023/24.
- 23/002** To receive apologies for Town Cllr Member absence.
- 23/003** 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.
- 23/004** To receive and approve as a true record the minutes of Full Council meeting held on Tuesday 11 April 2023.
- 23/005** 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.
 - 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*).
- 23/006** Co-option of Town Cllrs. Elected members will receive applications, if any, from qualified individuals that have submitted their formal written applications by the notified reasoned and explained cut off date and time of midday Tues 09 May 23, as advertised from 18 Apr 23. Candidates will be invited to address elected Members for no more than 3 minutes.

Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press, public and candidates for Town Cllr Co-option will be excluded from the agenda item 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.

- 23/007** Co-option of Town Cllrs. Elected Members will debate the merits of the individual Co-option candidates and then select those suitable to fill one, some, all or none of the six Town Cllr vacancies. All candidates will be advised of the decisions of the elected Members on the night. **At the conclusion of this item the Chairman will return the meeting to a Public session.** All successful candidates will be invited to take the *declaration of acceptance of office* and then take part in the remainder of the meeting.
- 23/008** 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).
 - Business & Voluntary Community Group Liaison Working Party, (5 members).
 - Groundcare Premises Working Party, (5 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).
- 23/009** To note and receive any reports from County and Borough Cllrs.
- 23/010** To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for April dated to May 2023.
- 23/011** 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.
- 23/012** To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.
- 23/013** To receive minutes, draft minutes (25 Apr 22) 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*.
- a. Pruning and reduction in height of south facing trees, (to George Foster Close rear Gardens), at QEII, the Hall Field Park – assessment of works quotations.
 - b. Jubilee Park – removal of large dead birch tree – assessment of quotations.

- c. Late relevant items.
- 23/014** To receive written, (draft minutes of the 25 Apr 22 meeting), and or verbal report from the Chairman of the Events Cttee regarding recent meetings and an update concerning 2023 events.
- 23/015** Correspondence received including relevant late items received:
- a. LRALC AGM 23 Sep 23 – ESTC attendee nomination resolution.
 - b. Late relevant items.
- 23/016** To approve:
- a. 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.
 - b. To retain current Council subscriptions, (listed in the agenda pack), e.g. LRALC, unless changed by resolution.
 - c. Banking signatories. Council to decide signatories for the Unity Trust Bank Ltd current account, (Town Clerk, Town Clerk designate, and 5 members required) and the Public Sector Deposit Fund/CCLA account, (5 members but not Town Clerk required).
 - d. To declare the number of the Town's electors as **8,196** and the Section 137 (Local Government Act 1972) expenditure allowed per elector for the financial year 2023/24 to be **£9.93 per elector** as per promulgated by higher authority.
 - e. To confirm Town Council key holders as all appropriate permanent staff and the Chairman.
- 23/017** To receive the Town Clerk's Finance Report including late relevant items.
- a. To consider the monthly accounts for April 2023 as a true record fit for the Chairman's signature.
 - b. Late relevant items.
- 23/018** To receive the Town Clerk's *general* report including relevant late items received since this agenda was published.
- 23/019** 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 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 including:
 - b. Notifications and relevant late applications/et al received since the Cttee agenda was set.
 - 1. 23/00330/OUT - Earl Shilton SUE – LCC Highways Response.

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23/020 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 1,000m² of land to the Town Council for a premises - update regarding the ESTC Solicitor meeting Wed 03 May 23.
- b. Earl Shilton Sustainable Urban Extension (ES-SUE) - latest feedback.
- c. Late relevant confidential items received since this agenda was set.

23/021 To note and receive an anonymous letter purporting to be from a Town Cllr from the 2019/2023 term of office defaming a member of staff and fellow term Cllr. *Actions-on* being reporting the matter to the Borough Council Monitoring Officer and Leicestershire Police to investigate a case of malicious libel sent to the spouse of one of the defamed persons.

Last Item.