

**EARL SHILTON TOWN COUNCIL**  
**MINUTES of the FULL COUNCIL MEETING**  
Held at 7:30 p.m. on  
**Tuesday 10 September 2019**  
At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

**MEMBERS PRESENT:**

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

County/Borough Councillors: see item 19/076 below.

In attendance: Town Clerk: Mr ME Jackson.  
Members of public: Nil.

**19/075** *Chairman's welcome and opening remarks.*

The Chairman warmly welcomed members as usual. Cllr Coe then reminded members that when an agenda is issued it is a legal summons and secondly Town Cllrs are also legally required to submit their apologies for absence from a Council meeting, with reason(s), in writing, (email is acceptable but not a text message), in advance of the meeting in question, unless there are extenuating circumstances such a last minute road traffic accident or ill health issue.

***Noted and received.***

**19/076** *To receive apologies for member and other cllr absence.*

Town Cllrs: Mrs C Allen\*, R Allen\*, M Leman and Ms A Williams submitted to the Town Clerk with good reasons their apologies for absence in advance of the meeting.

***Resolved: to accept the tabled apologies from members as stated and recorded.***

County Cllr Mrs J Richards and Borough Cllrs Mrs C Allen\*, R Allen\* and C Ladkin all apologised for their absence for reasons given to the Town Clerk in advance of the meeting and recorded.

***Noted and received with understanding.***

**19/077** *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 A Burton in all matters concerning the voluntary group *Earl Shilton in Bloom* (ESiB) as she is a member of this organisation.

***Resolved: to allow Cllr Burton to remain in the meeting for ESiB items to answer any questions from members but not to vote on any issues arising.***

**19/078** *To receive and approve as a true record the minutes of the Full Council meeting held on Tues 13 August 2019.*

**Resolved: to accept as a true record of the Full Council meeting of the 13 August 2019; the minutes tabled for the Chairman's signature and already distributed in approved draft to members with their agenda packs.**

**19/079** *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.***

**19/080** *To note any reports, (not private session items), from County and Borough Cllrs.*

Through the Town Clerk, County Cllr Mrs J Richards re-affirmed that LCC Highways are due to commence roadworks on the lower (Clickers Way) end of Station Rd in late September 2019. The update is that the works will not be a total refurbishment of the road by County Highways but a significant 'make do and mend'. Secondly, the footpath from High St to Maughan St will, be maintained (cutting back of overgrown hedges and nettles), by Borough Council groundcare staff on their housing stock side with the Parish Church continuing to maintain their side too.

**Noted and received with thanks.**

**19/081** *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team reports for August (dated September) 2019.*

a. The Beat Team monthly report was received with thanks noting that it promoted the Beat Team Surgery and that of the Town Council, (both open to the public), which will be coincidental at the ES Methodist Church Hall Lounge on Sat 21 Sep 19 starting at 10.00 a.m. This will be advertised on the ESTC Facebook page too.

b. A resident's report about drug needles in the waste ground beyond Weavers Springs Park has been reported to the Borough Council Cleansing Dept and they have kindly undertaken to search and carry out any remedial action on what they find.

c. Drunken ASB by one known person at a seating bench within Wood St Park on the afternoon of Sat 31 Aug 19 has been reported to the Police.

d. Other reports from members included a brick being smashed through a car window, issues within poor street lighting areas attracting crime and disorder and local young people carrying knives of which the *Early Intervention Worker* at Heath Lane Academy is reportedly aware.

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

**19/082** *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).*

**There were no reports from members under this agenda item.**

**19/083** *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including invitations received since this agenda was set.*

- a. The Chairman as Town Mayor will represent the Town and Council at:
- i) 21 Sep 19 – The Rainbows Childrens' Hospice 2019 Open Day.
  - ii) 28 Sep 19 – The ESiB Annual Awards Celebration.
  - iii) 25 Oct 19 - The annual model railway expo, St Peter's, Hinckley.  
Any member is invited to attend:
  - iv) 19 Sep 19 - HBBC Parish Forum at Sibson 6.30 p.m.
- b. *Late relevant invitations to the Mayor received since this agenda was set.*
- i) 08 Oct 19 - The Ada Lovelace exposition at the Atkins Building.

*Members were asked to note that the Chairman and Town Clerk will be attending the HBBC Town Team Working Group meeting on the evening of 18 Sep 19.  
All noted and received.*

**19/084** *LPCOS Cttee meeting/business matters including:*

- a. *Draft minutes and or a verbal report of the Cttee meeting of 03 Sep 19.*  
The Cttee Chairman stated that the Groundcare Team did not have anything of significance to report but that following works have been completed or are progressing:
- RoSPA report 2019 repairs – completed.
  - Tarmac works (parks).
  - The known graffiti artist has been asked to consider appropriate ESTC steel container artwork (free of Charge).
  - Roof repairs, CCTV installation and lighting works –Weavers Springs Park.

Additionally littering of Parks etc seems to be less of a concern currently and the kind gentleman resident has confirmed he is willing to continue to lock and unlock the Cemetery gates on a daily basis unless on holiday.

***Noted and received.***

- b. *Recommendations (including spending) to Full Council - None.*

**19/085** *To receive written and or verbal reports from the Chairman of the Events Cttee regarding recent meetings, feedback from recent events and progress towards future 2019/20 events.*

The Cttee Chairman expressed her thanks to members, judges, staff and the resident public for contributing to another first class Town Show event. Entries across the range of categories were less this year but the quality those that showed were very good. The Womens' Institute tea and cakes service was again outstanding. Dates for next year's 'Show may be slightly adjusted for the school holidays and growing season.

Remembrance Sunday is next on the horizon quickly followed by 'Christmas Lights' on Fri 29 Nov 19 however John Barker's Showman Fair will be in Wood St for the middle of October as usual. The advertising poster for this year's

Christmas Light's will be professionally created as no child entries for/from the Town Show were received this year.

**Noted and received.**

- 19/086** *Planning applications/correspondence received as a Town Council 'consultee' from HBBC, adjacent Districts and or LCC as Local or County Planning Authorities. A Cttee Chairman's verbal report on non-private session items from the Planning Cttee meeting held earlier on 10 Sep 19.*

Unusually there were only 2 routine applications for the Cttee to review. One for the Keats Lane area and the other for Derwent Close. Neither application initiated 'Material Consultee Comments' for submission to the Local Planning Authority (HBBC).

Private Session items - only one really brought forward yet again comments of disappointment regarding the Dalebrook Farm development insofar as HBBC remain unable to enforce planning legal *consents* and *conditions* as required.

**Noted and received.**

- 19/087** *Correspondence received including relevant late correspondence received since this agenda was set.*

a. Earl Shilton Town Cricket Club (ESTCC). The Executive Chairman has written to Council, as promised, to update members on any progress made towards the total long term re-development of the Club and its facilities. The email note will form the basis of a newsletter that will go to local residents in order to keep them informed too.

**Noted and received**

b. East Midland Airport – a controlled airspace survey of local communities. After a brief discussion it was decided that the Chairman and Town Clerk may complete this survey on behalf of Council.

**Resolved.**

c. County Council Transport Survey.

After a brief discussion it was decided that the Chairman and Town Clerk may complete this survey on behalf of Council.

**Resolved.**

d. Borough Council notification of a re-issue of Public Space Protection Orders (PSPO). The Chairman asked that the Office staff clear up the apparent confusion regarding the re-issue of PSPOs as the Borough notice seemingly omitted to include Earl Shilton.

**Noted and received.**

- 19/088** *To receive the Town Clerk's General Report including:*

a. *Member election to Council, Cttees and Working Parties.*

It was with genuine sadness that the Chairman tabled the resignation of Cllr Ms AE Williams. Cllr Williams has served the Town Council well in her elected terms however, for deeply personal reasons, she feels unable to continue

further as a member. Council accepted her resignation forthwith and the Town Clerk will inform the Borough Council of the occurrence of a *Casual Vacancy*.

There followed a brief discussion about the need for Cttee and Working Party membership including provision in *Standing Orders* for member substitution.

**Resolved: Cllr Lapsley is appointed to the Planning Cttee**

b. Wood St Park's recent geo-survey for 'The German Gun' – **no update.**

c. Relevant Items for inclusion received since the agenda was set. **None.**

**19/089** To receive the Town Clerk's Finance (& Policy) Report including:

a. A report from the meeting of the Fin & Pol Working Party held on Mon 09 Sep 19.

Members received the written Working Party draft minutes of the meeting held the day before. Salient Working Party resolved recommendations to Full Council were as follows:

1. That Council transfer £570k from the Natwest current account to the CCLA investment dividend account to make best use of the monies in *earmarked* reserves.

2. To effect the transfer of funds in para 1 above by cheque in 3 tranches.

3. To retain the professional services of Council's current Internal Auditor on the basis of proven expertise, value for money and continuity.

**Resolved: that Full Council fully endorse the recommendations of the Working Party in paragraphs 19/089, 1 to 3 above.**

b. That Council authorise the Chairman to sign-off the current, investment and petty cash account reconciliation statements for Aug 2019 if statements reconciled.

**The accounts could not be fully reconciled because one bank statement was still outstanding.**

c. Relevant Items for inclusion received since the agenda was set.

Members were issued with the report from the External Auditor recording that the formal Annual Governance & Accountability Return (AGAR) for the financial year ending 31 Mar 19 which states that the Council's internal controls and accounts are judged to be 'unqualified', that is, they have passed through the internal and external audit processes without adverse comment. The formal '*Notice of Conclusion of Audit*' and supporting documents will now be published for public scrutiny on time as legally required, (on the ESTC notice boards and website).

**The Chairman, on behalf of members, noted and received this good news with thanks to the Town Clerk for his work as ESTC Responsible Financial Officer.**

**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.**

**19/090** Staffing Cttee issues including legacy legal matters updates and items received since this agenda was set.

a. To **note and receive** the minutes of the Staffing Cttee meeting held on 22 Aug 19.

b. Any verbal reports from the Chairman of the Staffing Cttee deemed necessary.

1. The Cttee Chairman reminded all members that they need to be aware of the protocol of cllr and staff responsibilities and how to approach such matters so as to avoid misunderstandings. Additionally there should be reviews of staff performance and training needs for both cllrs and staff.

**Noted and received.**

2. There is no further news regarding the current personal injury claim.

**Noted and received.**

3. Members were briefed about collision damage by a member of staff. Thankfully no-one was hurt but there is seemingly significant damage to the 3<sup>rd</sup> party property. Respective insurers will have to be informed as part of policy requirements.

**Resolved: to refer the matter to the Staffing Cttee as a conduct issue.**

**19/091** Planning Cttee private session items. Updates from the Cttee Chairman including:

a. The Premises project: recent delays to the project and a planned site visit to the Library for p.m. Thurs 12 Sep 19.

Council will receive an update of the site visit meeting in due course

**Noted and received.**

b. The Dalebrook Farm (DBF) Gypsy, Romany & Traveller (GRT) development.

Full Council were informed of the draft minute below from the earlier held Planning Cttee and promised that the issue would be tabled at the Town Team Working Group meeting to be held at the Hinckley Hub on Wed 18 Sep 19. 'Members noted with great disappointment that unlicensed incursions by any passing GRT community members are still frequently taking place. The latest incursion is for approximately 7 outfits which has been reported to the responsible Borough Council officers. Town Council members remain doubtful that the Borough Council are pursuing a workable solution to this long outstanding matter with the skill and zeal required for a successful outcome. Have HBBC officers completed a recent site visit of DBF? If so what was the outcome?'

**Noted and received.**

c. Matters received since this agenda was set. **None.**

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

**The Chairman closed the meeting at 9.05 p.m. thanking members for their attendance and contributions.**

Chairman's Initials/Signature           

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*Julie Gee*

2019/20