



EARL SHILTON TOWN COUNCIL

Notice is hereby given that the **Annual Meeting** of Earl Shilton Town Council (Full Council) will be held on **Tuesday 09 June 2020 by remote internet means using the Zoom.us software application**, starting at **7.30pm** for the transaction of the business detailed on the agenda below. Members of the Full Council are summoned to attend by **'joining a meeting'** please. The public and media are cordially invited to attend but will be excluded from any items declared as *confidential* within the meaning of the Public Bodies (admissions to meetings) Act 1960. Note: the Town Council will be the control 'hosts' for this meeting and as such will manage proceedings as decided by the Chairman in accordance with Council's *Standing Orders*. The Meeting ID number is **881 0088 1020** and the meeting password digit is **3LMGcj**. Request telephone only 'joining' from the Town Clerk.

Link: < <https://us02web.zoom.us/j/88100881020?pwd=ZHV BdFZoK01wOTI2WnJhakRsRWISQT09>

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

Dated: 04 June 2020

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

- 20/007** Deputy Chairman's welcome and opening remarks followed by a written Annual Report from the Chairman & Town Mayor Cllr Mrs CM Coe.
- 20/008** To receive apologies for cllr member and other cllr absence.
- 20/009** 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.
- 20/010** To receive and approve as a true record the minutes of Full Council meeting held on 26 May 2020.
- 20/011** 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.
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*).
- 20/012** To note and receive any reports from County and Borough Cllrs including a request from this meeting Chairman for a brief Borough Cllr written report on the recent 'Horsefair' issue. Full Council will go into 'private session' as per the 1960 Act but only if necessary. The latter to include please:
- The lead up to the issue.
 - Actions taken by Borough/County Cllrs throughout.
 - Results of actions taken by Cllrs.

- Listing of any offences committed as well as any loss, damage, injury and penalties applied to offenders.
- Plans if any to prevent such an issue occurring again.

- 20/013** To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team reports for Feb to May 2020.
- 20/014** 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.
- 20/015** To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.
- 20/016** 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.
- 20/017** 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.
- 20/018** Correspondence received including: relevant late items received:
- a. Cllrs B & Mrs G Granger – memo of concern for Groundcare Staff - COVID19.
 - b. Earl Shilton Charity (ESC) Reg No 1059296 – Trustee appointments.
 - c. Wood St bollard shrine issue – HBBC officer response.
 - d. West Leics Community 1st Responders – Annual Report et al.
 - e. Earl Shilton Camera Club – letter of thanks for 2020 grant.
 - f. Planned withdrawal of BT public payphone on Mill Lane.
 - g. Neighbourhood issues – Oaklands Drive.
 - e. Resignation of an Elected Town Cllr, *Notice of Casual Vacancy*, and Notice of By-election in May **2021**.
- 20/019** 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).
- 20/020** 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 Natwest current account, (Town Clerk and 4 members required) and the Public Sector Deposit Fund/CCLA account, (4 members but not Town Clerk required).
- d. To declare the number of the Town's electors as 8,907 and the Section 137 (Local Government Act 1972) expenditure allowed per elector for the financial year 2020/21 to be £8.32 per elector as per promulgated by higher authority.
- e. To confirm Town Council key holders as all appropriate permanent staff and the Chairman.

- 20/021** To receive the Town Clerk's Finance Report including late relevant items and:
- a. Annual Return (AGAR) and the RBS closedown for the financial year ending 31 Mar 20 linking in to the Internal Audit and External Audit – Town Clerk's priority.
 - b. A motion to resolve the receipt and approve of monthly ESTC accounts for 31 Mar 20, 30 Apr 20 and 31 May 20 if the latter is ready.
- (Bank reconciliations for signature by the Chairman or Deputy Chairman)

- 20/022** To receive the Town Clerk's *general* report including relevant late items received since this agenda was published.

- 20/023** 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, discuss and receive non-private session items from the Planning Cttee:
 - i). Masefield Dve/Breach Lane householder planning issue.
 - ii). Barrow Hill Quarry Landfill Works Application – *Planning Inspector's* dismissal of the applicant's appeal against a refusal notice.
 - iii) Potential s106 matters – application 15/00084/FUL
 - b. Late relevant items to be reported since this agenda was set.

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.

- 20/024** 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.

- 20/025** Staffing Cttee issues including:
- a. Legacy legal matters.
 - b. The agenda for the Staffing Cttee meeting Tues 16 Jun 20.
 - c. Relevant late items received since this agenda was published.

- 20/026** Mill Lane Cemetery grave space deed issue. **Last Item.**

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