

*ME Jackson*  
Town Clerk

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

Held at 7:30 p.m. on  
**Tuesday 12 November 2019**  
At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

**MEMBERS PRESENT:**

Councillors: Mrs CM Coe, Chairman & Town Mayor, M Leman, Deputy Chairman & Deputy 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: LCC Cllr Mrs J Richards

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

**19/110** *Chairman's welcome and opening remarks.*

The Chairman said that she would remark on the acts of Remembrance Sunday and Armistice Day later in the agenda however she stated she would like to thank those members, volunteers and staff who attended and contributed to the first class facilitation events to enable residents to mark the occasion as befitting the memory of those who made their sacrifices for future generations.  
**Noted and received.**

**19/111** *To receive apologies for member and other cllr absence.*

Town Cllrs: Mrs C Allen and R Allen submitted to the Town Clerk with reasons their written apologies for absence in advance of the meeting. These apologies and reasons were recorded by the Town Clerk and brought forward to the meeting for consideration.

**Resolved: to accept the tabled apologies for absence from Cllrs Mrs C Allen and R Allen as stated and recorded.**

Borough Cllrs: Cllrs Mrs C Allen, R Allen and C Ladkin apologised in advance with reasons for their absence.

**Noted and received with thanks.**

**19/112** *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.**

**19/113** *To receive and approve as a true record the minutes of the Full Council meeting held on Tues 08 October 2019.*

**Resolved: to accept as a true record of the Full Council meeting of the 08 October 2019; the minutes tabled for the Chairman's signature and already distributed in approved draft to members with their agenda packs.**

- 19/114** *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***

- 19/115** *To note any reports, (not private session items), from County and Borough Cllrs.*
- a. *Cllr R Allen update on the search for the (possibly) buried WW1 German Field Gun in Wood St Park, post a recent authorised sonic survey and auguring.*

Members were briefed on the outline history of the Gun, asked questions which were answered as fully as possible. Cllr Allen will be asked to inform the surveyor that he is to contact the Town Clerk before any subsequent invasive survey works are carried out, e.g. sample trenching and or deeper auguring. The Clerk will then inform members of the details, especially the location in relation to play equipment/footpaths. Council will then make an informed decision about any permissions that may be granted.

***Noted and received with thanks.***

- b. *Late relevant reports to be tabled since this agenda was set:*

Cllr Mrs Janice Richards tabled on the night 2 written reports. Firstly, the County Highways review of gully pot cleansing to move to a risk based form of maintenance. Secondly, the likelihood of yellow line parking restrictions to improve traffic flows on both Heath Lane (Wood St End) and Keats Lane.

Additionally, Cllr Richards reported that:

1. The County Council *Records Office* in Wigston is to close because the building is no longer cost effective and consequently the archive held there will be moved to a location as yet unspecified.
2. The Dorothy Goodman School (formerly Newlands) will be opening soon and the projection is that traffic congestion at peak times in the locality should, overall, ease.

The Chairman had 2 rejoinders for Cllr Richards:

3. On the old road, Leicester side of *Hill Top*, there seems to be some form of improper parking and itinerant habitation.
4. On Carrs Hill (Hinckley Rd) there is an increasing amount of 'nuisance accumulation' over the footway and highway from Inglenook Farm commercial operations. The accumulation is causing pedestrians, including those less able to move on to the busy highway to get past either way. There is no suitable alternative to this footway.

Cllr Richards promised to report items 3 and 4 to the appropriate LCC officers at County Highways.

***Noted and received with thanks.***

- 19/116** *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for October (dated November) 2019.*

The Beat Team monthly report was received as usual. The *Beat Team Surgery* for residents, (without Town Council members on this occasion), at the ES Methodist Church Hall Lounge on Sat 16 Nov 19 starting at 10.00 a.m. is still to go ahead as planned. Regrettably, incidence of reported crime in the Town are up in number for the month both for burglary and motor vehicle crime. The Team remains under strength by 1 member in the establishment of 4 and with other changes, disappointingly, this is likely to be the case for some months ahead. Progress with preventing quad bike ASB/criminal damage on ESTC parks has been noted for Beat Team action however, despite some outstanding resident 'detective' work police cannot act until conclusive proof is forthcoming. **All reports noted and received with thanks.**

**19/117** *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).*

- a. *Civic Events attended by the Chairman as Town Mayor.*
- 23 Oct 19, 5.30 p.m.—Mayor to Leicester Cathedral Hope & Remembrance Svc (re 'hate crime' too).
  - County Council Church Service – St Mary's Parish Church, Melton Mowbray – a fine service in an impressive location.
  - 10 Nov 19, Earl Shilton's Remembrance Sunday Service – with the professional road closure now a set annual fixture the attendance was noticeably strong, if not stronger, than in previous years. Noticed too were the increased number of 'younger' service veterans attending which the Mayor remarked is reassuring to see at this most important of civic events.
  - 11 Nov 19, Armistice Day Service for local schools and playgroups. Again, very well attended (150 plus) by young and old. Thanks go to all our local churches and schools.
- b. *Late relevant events to be reported since this agenda was set. **None***  
**All reports noted and received with thanks.**

**19/118** *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including invitations received since this agenda was set.*

- a. 14 Nov 19, 7.00 p.m.-2 members: Leics Police HQ Inter-Cultural Social Evening. Confirmed; 2 members to attend.
- b. 28 Nov 19, 6.30 p.m. – HBBC Parish Forum in Dadlington. No members to attend as yet.
- c. 28 Nov 19, 2.00 p.m. – Newlands Rd., Barwell. A door to door 'patchwalk' to consult with residents about parking issues especially at school times. Cllr A Darker to attend as an individual rather than a representative of Council.
- d. 04 Dec 19, - Leicester Cathedral – LOROS Christmas Concert. Cllr M Leman to attend.
- e. 27 Nov 19, 7.00 p.m. Hinckley National Rail Freight Interchange (HNRFI). Combined Parishes next meeting at Sharnford. Chairman to attend.

**Noted and received.**

**19/119** *LPCOS Cttee meeting/business matters including:*

a. *Draft minutes and or a verbal report of the Cttee meeting of 05 Nov 19.*

**Noted and received.**

b. Late relevant events to be reported since this agenda was set. Members and the Clerk mentioned briefly the break-in and theft from the Weaver Springs Park shipping container overnight Monday 11 Nov 19 – see Clerk's General Report at agenda item 19/124 below. Additionally:

- Mention of works postponed due to the theft of hand tools and heavy rain.
- Smart Water - its use past, present and needed in the future.
- Completed removal of the remaining rotting hay bales from the 'Horse Field'.
- Confirmed tenant for the letting of the 'Horse Field' for grazing land.

**Noted and received.**

c. *Recommendations (including spending) to Full Council. None.*

*Point of Order: Cllr Mrs J Richards leaves the meeting with the thanks of members at the end of this item, (timed: 8.05 p.m.).*

**19/120** *Finance & Policy Working Party meeting/business matters including:*

a. *Draft minutes and or a verbal report of the Cttee meeting of 22 Oct 19 including recommended amendments to Council's:*

1. *Financial Regulations.*
2. *Standing Orders.*
3. *Risk Register.*
4. *The ESTC Human Resources (Staff) Policy & Procedures Handbook.*

Members **noted and received** the draft minutes of the Working Party. The Town Clerk read through draft amendments for each document and answered relevant questions to the satisfaction of members and the duty to maintain good governance and accountability.

**Resolved: that all the draft amendments be adopted as tabled and that the Chairman will sign a formal copy of the policy documents as an Office function at a later date.**

b. Late relevant events to be reported since this agenda was set. **None.**

**19/121** *To receive written and or verbal reports from the Chairman of the Events Cttee of recent meetings plus feedback/forward regarding 2019/20 events.*

The Cttee Chairman reiterated that Remembrance Sunday went well as did its road closure and the ESTC PA system used by *Churches Together*. Additionally:

- A new living Christmas tree at Council's expense will be delivered on 25 Nov 19. This tree replaces the one that died in the Summer. The replacement has been chosen for its suitability and will be planted and nurtured in the segment of Co-op land by the keen volunteers of *Earl Shilton in Bloom* (ESiB).
- *Christmas Lights 2019*. The Cttee Chairman and Office Assistant have undertaken a 'shop to shop' survey to confirm with proprietors that they

are happy to host electric points for the Lights (LED) again this year. The actual event starts at 5.30 p.m. however the road closure and setting up will commence at 3.00 p.m. with the actual switch on at 7.00 p.m. Efforts will be made to secure a PA system to give the brass band and any other similar performer(s) a better projected sound balance.

**Noted and received.**

**19/122** *Planning applications/correspondence received as a Town Council 'consultee' from HBBC, adjacent Districts and or LCC as Local or County Planning Authorities. Also the draft minutes of non-private session items from the Planning Cttee meeting held on Mon 04 Nov 19.*

- a. The draft minutes of the 04 Nov 19 were **noted and received**.
- b. *Late relevant events to be reported since this agenda was set:*
  - 1. *Barrow Hill (disused) Quarry (BHQ) site - application for landfill.*

This refused application is now subject to a last minute appeal to a HM Planning Inspector's hearing. Once the Inspector is appointed a 5 week window will open for counter appeal submissions from all stakeholders.

County (LCC) Planning Officers will keep ESTC informed of when the window opens. Members were also informed that the Mill Lane approach road to BHQ is due for one day County Highways repairs on 28 Nov 19.

**Noted and received.**

- 2. *19/01228/HOU- 46, Coronation Rd., - Single Storey rear extension and drop kerb.*

**No consultee comments.**

- 3. *19/01230/FUL- 6, Wood St., Change of use – barber shop to financial services office.*

**No consultee comments.**

- 4. *King William 1- The Hollow, application for 28 Flats.*

Members were informed that there is a likelihood that this application will be approved, (despite significant ESTC highways objections).

Consequently, it has been suggested informally to the LPA casework planning officer that any s.106 developer contribution monies should be directed to the public realm in the Wood St Park car park area for much needed improvements.

**Noted and received.**

**19/123** *Correspondence received including relevant late correspondence received since this agenda was set. **None tabled.***

**19/124** *To receive the Town Clerk's General Report including relevant Items for inclusion received since the agenda was set.*

The Town Clerk reported to members that the preceding evening, Monday 11 Nov 19, thieves had hacked and levered a small aperture into the blind side of the steel shipping container at Weaver Springs Park.

Various items of portable and protective equipment have been stolen to the approximate value of £2.3k.

Immediate *actions-on* by the Office Clerk have already been expeditiously completed as follows:

- The container has been securely repaired by a professional fabricator.
- The Police have been informed.
- Council's Insurers have been informed.
- Members were informed in outline ahead of this meeting.
- In addition to the recent installation of CCTV and drop bollards other measures of securing the premises and equipment will now be explored/renewed, e.g. smart water, hedge height reduction and the location of storing types of equipment.

**Noted and received.**

**19/125** *To receive the Town Clerk's Finance (& Policy) Report including:*

*a. That Council authorise the Chairman to sign-off the RBS accounts reconciliation statements for October 2019 if bank statements received and note the October forecast of outturn budget against actuals.*

**Resolved: the Chairman may sign-off the October cashbook reconciliations as tabled by the RFO and all noted the financial statements.**

*b. Note the completion of transfers of investment funds to the CCLA dividend account.*

The Town Clerk informed members that, due to the kind support of the Council's 4 member financial signatories, £570k has safely and successfully been transferred to the CCLA dividend bearing account. The CCLA account will now 'work' harder for the resident tax payer rather than just sitting in a current account.

**Noted and received.**

*c. Relevant items for inclusion received since the 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 resolve to go into Private Session. So resolved.**

**19/126** *Staffing Cttee issues including legacy legal matters updates and items received since this agenda was set including a verbal report from the Chairman of the Staffing Cttee and or Town Clerk regarding:*

There were no legacy items for the Cttee Chairman to discuss with members.

**Noted and received.**

*a. Recruiting a Groundcare Operative.*

A Groundcare Operative has been appointed and started work on 11 Nov 19. The Staffing Cttee, in particular the shortlisting and interview panels were thanked for their contribution to the successful outcome of the process.

**Noted and received.**

b. *Associated and or late relevant items deemed necessary:*

Neighbourhood Watch Development Worker – Public & Products Liability (PPL) insurance cover for outreach work. ESTC provide financial support each year to maintain a Neighbourhood Watch scheme for the Town. Members remain keen to support the noted good value work they do for our community. In this instance a request has been made to provide the cost of outreach work PPL insurance for the one NW development worker. Finance, as has been explored, is not available from any other readily identifiable source. Our current development worker is always willing to work on outreach with the Police Beat Team, Council and Street Pastors, however, now that it has been confirmed she requires PPL insurance in her own right; such insurance has become necessary for her award winning work to continue.

**Resolved: to purchase commercial street PPL insurance cover for the Town's NW Development Worker at a cost of £160 for this year.**

**19/127** *Planning Cttee private session items. Updates from the Cllrs and Town Clerk including:*

a. *The Premises project: solicitor's meeting 04 Nov 19 and report from the all stakeholder meeting a.m. 12 Nov 19.*

As per delegated authority from Full Council, the Chairman and Town Clerk met with Council's Solicitor to approve the latest 'back to back' leases/management agreements between LCC, HBBC and ESTC regarding the Library Premises Project, viz., the ground floor public toilet and the 1<sup>st</sup> Floor ESTC Office and meeting room agreement. In short, Council's solicitor has sent back ESTC consent to the latest drafts so legal matters now reside with the other 2 Councils.

The all stakeholder meeting of the morning of 12 Nov 19, Chaired by Earl Shilton County Cllr Mrs Janice Richards, went very smoothly with agreement by all parties on the way to proceed. Early Spring 2020 is now the best estimate for all legal agreements, works, functionality and occupations to be completed.

**Noted and received.**

b. *Town Team Working Group (TTWG) meeting update: including postponement of 20 Nov 19 meeting but informal meeting now scheduled for same day with the representative from Barwood Land re Earl Shilton Sustainable Urban Extension (ES SUE).*

Due to General Election (12 Dec 19) purdah the next TTWG meeting has been postponed till the New Year 2020. An informal meeting may take place instead.

**Noted and received.**

c. *Dalebrook Farm GRT site: update; owner/developer meetings? **None.***

d. *Related planning matters received since this agenda was set. **None.***

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

**The Chairman closed the meeting at 9.20 p.m. thanking members for their attendance and contributions.**

Chairman's Initials/Signature *Alie*

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*Alie*

2019/20

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