

REDACTED COPY
FOR PUBLIC WEBSITE

EARL SHILTON TOWN COUNCIL
MINUTES of the FULL COUNCIL MEETING

TOWN CLERK

Held at 7:30 p.m. on
Tuesday 13 October 2020

Vide remote/virtual means on the Zoom.us information systems (IS) platform.

MEMBERS PRESENT:

Councillors: M Leman, Deputy Chairman and Deputy Town Mayor,
Mrs C Allen*, R Allen*, Ms D Almey, Mrs A Burton, A Darker,
B Granger***, Mrs G Granger***, R Hills,
K Lapsley and Ms S Mannion.

County/Borough Councillors: CClr Mrs J Richards.
BCllr Mrs C Allen.*
BCllr R Allen.*

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

20/081 *Deputy Chairman's welcome and opening remarks.*

Cllr Leman greeted members as usual and thanked them for their support in attending the meeting.

The Chairman went on to mention the passing the previous week of former long serving Town Cllr, Town Council Chairman and Town Mayor, Denis R Bown. In tribute to Mayor Bown Cllr Leman outlined that for Denis, Earl Shilton's best interests were for him first last and always. Denis was also a well regarded Borough Cllr and Borough Mayor and a fitting press release from the Borough Council will appear in *Hinckley Times*. A card of condolence will be sent to Denis' widow and family. A full life well lived in valued civic service to his Town and Borough.

Noted and received.

20/082 *To receive apologies for Town Cllr member and County/Boro' Cllr absence.*

Town Cllrs: Mrs C Coe and Ms J Duplock submitted to the Town Clerk, written and reasoned apologies for their absences in advance of the meeting. These reasoned apologies were recorded by the Town Clerk and brought forward to the meeting for consideration.

Resolved: to accept the tabled apologies for absences with reasons from Cllrs listed above as stated and recorded by the Town Clerk.

20/083 *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.

Chairman's Initials/Signature:  1
digital signature see ESTC Minute 20/010 for authorisation

20/084 To receive and approve as a true record the minutes of the Full Council meeting held on 08 September 2020.
Resolved: to accept as a true record of the Full Council meeting of the 08 September 2020; the minutes tabled for the Chairman's ('wet') signature in due course and already distributed in approved draft to members with their agenda packs.

20/085 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 may wish to address or relate to if any. **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.**

20/086 To note and receive any reports from County and Borough Cllrs including late relevant reports to be tabled since this agenda was set.

County Cllr Mrs Janice Richards tabled electronically the following items:

a. Position Statements from the LCC leader and 2 lead (LCC Cabinet) members all dated 30 Sep 20. Topics included:

- Unitary Authority Status.
- Independent Inquiry - Child Sex Abuse.
- Public Health – COVID 19.
- Community Engagement & Rural Partnerships.

b. Town issues:

- Speeding vehicles on Thurlaston Lane – LCC Highways Dept speed checks will be implemented to gather clear evidence.
- Station Rd – sign to say you are entering Earl Shilton is to be re-instated.
- Police matters raised with the Town & Barwell Beat Team, e.g. drug abuse in public places, police presence, speeding vehicles.
- Cllr Richards requests reports of similar instances are sent to her from ESTC members and their networks.

c. Cllr Richards also made a verbal report regarding:

- A Masefield Dve householder application to access Breach Lane – stating her disappointment that the HBBC Planning Cttee has granted the application, i.e. for change against the quieter nature of lower Breach Ln.
- Barrow Hill Quarry (BHQ) (disused) vehicle based anti-social behaviour – being dealt with at County and Borough Council levels.

Borough Cllr Richard Allen verbally reported that:

- BHQ ASB - following on from Cllr Richards' report above, the owners of the entrance to this disused quarry will attempt to block off the entrance(s) in order to obviate all or most of the current ASB.

Chairman's Initials/Signature:



2

digital signature see ESTC Minute 20/010 for authorisation

2020/21

- In rejoinder, Cllr A Darker reported he believes Police have seized a trail bike being used for improper purposes on what is private land.
- Cllr R Allen went on to mention HBBC Covid19 health meetings at party group leader level and that local statistics regarding the pandemic are in the public domain.
- In rejoinder, Cllr M Leman asked if there are local statistics on smartphone QR registrations and enforcement? Cllr R Allen was not aware if these specific statistics are available.

Borough Cllr Mrs Claire Allen verbally reported the following:

- HBBC Full Council of 15 Sep 20 tabled proposals by LCC for a County Unitary Authority.
- There will be no key HBBC public events until further notice, e.g. Christmas Lights *switch-on*; because of the current pandemic.
- Extensive free parking in Hinckley Town centre will continue.
- Benefits payments made by HBBC have increased in pace and volume.
- A5 trunk road matters are still progressing.

***Point of order: Cllrs B Granger and Mrs G Granger joined the meeting at 7.54 p.m. as this agenda item drew to a close.

Reports were noted and received with thanks by members.

20/087

To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for September dated October 2020.

- a. Drug abuse in dwellings and in public places seems to be the reported current trend. There has been some success in serving warrants against 2 dwellings.
- b. Member expressed surprise and concern that yet another Beat Team Sgt has come and gone in such a short space of time, i.e. mere months. Members hope the replacement Sgt will have a full tour of duty to enable her/him to make a discernible, consistent positive impact on crime and disorder levels.

Both items noted and received with thanks.

20/088

*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. **None.***

20/089

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

20/090

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.

Chairman's Initials/Signature:

digital signature see ESTC Minute 20/010 for authorisation

Members received the LPCOS draft minutes of the meeting of 06 Oct 20 in their agenda packs. The Cttee Chairman, made comments on the draft minutes as follows:

a. An emergency repair has been made to the non-concrete skateboard equipment on Wood St Park

Noted and received.

b. The Cttee have resolved a LPCOS in-budget spend repair to the spinning rotator play equipment on Weaver Springs Park.

Noted and received.

20/091

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.

The latest Cttee meeting took place on Tues 06 Oct 20. It is re-confirmed that the road closure for *Remembrance Sunday* will go ahead as paid for in full and unlikely to secure a meaningful refund. The Town Clerk and staff will look at what format of safe public event can be staged for residents at the Town War Memorial. The proposal will be vetted by members for risk assessments based on best advice, valid insurance cover and public notices of all kinds.

The investigation into the provision of a large Christmas tree for the Town to supplement the *lights* this year is still being investigated and costed by Miss Dowell who will make her report to the Cttee in due course.

All reports noted and received.

20/092

Correspondence received including: relevant late items received:

a. *Small Business Grant – member's suggestion as to how to spend the Grant.*

Cllr R Hills had tabled in advance (in members' agenda packs) a suggested modus operandi for distributing the Grant to Town Community Groups "*that have suffered financially (sic, due to the COVID19 Pandemic restrictions on normal activities).*"

The meeting Chairman invited Cllr Hills to make a verbal precis of his proposal to members present after which Cllrs were free to debate the use of the £10k Government Grant passed down to ESTC through the good offices of the Borough Council based on their application form and completed by the Town Clerk.

The debate firstly leaned towards a motion to distribute the full grant immediately to Town Community Groups. Secondly, Cllr R Allen warned members that, from his vantage point as a Borough Cllr, such grants were now under further scrutiny and may need to be returned to Government in full before long. The debate then leaned towards 'ring-fencing' the £10k until the question mark over the retention of the grant can be resolved. Cllrs R Allen and Mrs C Allen proposed and seconded a potential motion to ring-fence the sum of £10k but later withdrew the

proposal in favour of the one below. Furthermore the status of the £10k, i.e. *grant* or *loan* was confirmed as a *grant*. Cllr B Granger asked for a reminder to members as to who authorised and completed the application form for the Grant? The Town Clerk confirmed, (as per the minutes of the Sep 20 Full Council meeting), that HBBC officers had unsolicited invited the Town Council to apply for the Grant and that the most senior HBBC financial officer at Director level had personally scrutinised and signed-off the application as correct. There followed a discussion about how the allocation of funds to Community Groups will be fairly and properly distributed whilst ensuring that reasonable audit governance standards will be safeguarded.

Resolved: that the £10k grant will be divided into 2 tranches of £5k for the current financial year and £5k for FY 2021/22 with the application process being the same as for the extant Volunteer Community Group grant scheme, particularly with regard to any application demonstrating the Group's immediate financial status.

b. Leics County Council Snow Warden Scheme 2020/21 – annual call and guidance for paid volunteers through Town and Parish Councils.

Members received a copy of the LCC calling notice in their agenda pack. The Town Clerk will, in due course, see that it is advertised to residents.

Noted and received.

c. Late relevant items:

i) Citizens Advice Leicestershire (CAL) – Annual statement of services provided and call for financial support.

Members discussed the value past, present and future of CAL services to the residents of Earl Shilton. They also noted the financial support given by ESTC annually to CAL in recent years.

Resolved: to award a £250 Grant to Citizens Advice Leicestershire for the FY 2020/21.

ii) Open status of ESTC Parks – correspondence from the constituency MP's Office.

The Office of Dr Luke Evans MP said that they had "been contacted by a number of local residents about the continued closure of play parks owned by Earl Shilton Town Council." Subsequent, correspondence informed the MP's Press Officer and Caseworker that far from being closed ESTC Parks, open spaces and Cemetery had remained open throughout the pandemic; were being well maintained and used for/by all residents to enjoy as normal. The only pieces of play equipment that have been closed to the public are those in enclosed areas where human surface contact hygiene and lack social distancing cannot be maintained and enforced safely or to comply with any form of risk assessment given the very limited resources of the Town Council. All residents have been fully informed of these matters by signage, website news and social media. The MP's Office acknowledged with thanks the informed reply of the Town Council.

Noted and received.

20/093

To receive the Town Clerk's Finance Report including late relevant items.

a. A motion to resolve the receipt and approval of the monthly ESTC accounts for 31 Aug 20 and 30 Sep 20 if bank statements have been received and reconciled with the RBS accounts for the latter month.

(Bank reconciliations for signature by the Chairman)

Resolved: that Cllr Leman may sign the accounts for the month of August 2020 only as a true record of ESTC's financial status as at 31 Aug 20. (Sep 20 Acs were not ready for presentation at this time as the RFO had been on holiday for 2 weeks prior to the meeting).

b. AGAR Part 3 Yr Ending 31 Mar 20 – Possible External Auditor update & closure of Notice of Public Rights to inspect accounts.

The RFO members reminded members that the 2020 'Public Rights' notice to inspect the accounts for the year ending 31 Mar 20 has now been taken down from public view. This in no way hinders the rights of anyone to request information, financial or otherwise, from the Town Council under the terms of the *Freedom of Information Act*.

An early Oct communication from the External Auditor revealed that their systems had misplaced essential documents sent as part of the AGAR pack on 20 Jul 20. The RFO has resent the 'missing' documents on return from holiday and received an apology from the Auditor for the inconvenience.

Noted and received.

c. Proposed motion for an additional member signatory for ESTC Financial Instruments.

The Pandemic and other matters are proving that another Cllr signatory for ESTC financial instruments is required forthwith. Cllr K Lapsley has volunteered to become that signatory.

Resolved: members approved the appointment of Cllr K Lapsley to become an additional signatory of ESTC financial instruments forthwith.

d. Events Cttee Earmarked Reserve – necessary change to ESTC Financial Regulations.

With most of the public events being cancelled this year it will create a significant underspend for this cost centre even allowing for a commensurate loss of income too. Last month members voted to create an earmarked reserve to, at the end of the current financial year, vire any unspent events cost centre funds into this earmarked reserve. The Town Clerk, as RFO advised members ahead of this transaction that paragraph 4.3 of extant ESTC *Financial Regulations* must be changed to allow this to happen. Shown below in bold italics and colour is the revised paragraph 4.3. The red strike through is a simple deletion and the yellow highlighting is just for emphasis of what will now be able to happen.

4.3

Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year, with the exception of excess (in credit) balances for 'Public and Civic Events' codes as per the

~~extant resolution of Council though this will be subject to annual review at the time of precept modelling for the new financial year. At the end of each financial year net unspent account code amounts will be, by a resolved motion of Full Council, transferred to General Reserves and/or an appropriate Earmarked Reserve by the closedown procedure of the RBS Accounting software system. If, exceptionally, account codes as a whole have been subject to a 'controlled' overspend by Full Council, the net shortfall will come from General Reserves and /or an appropriate Earmarked Reserve.~~

Resolved: to amend ESTC Financial Regulations paragraph 4.3 as shown above with immediate effect.

e. Late relevant items. **None.**

20/094 To receive the Town Clerk's general report including relevant late items received since this agenda was published. **None.**

20/095 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 report and possibly, discuss and receive non-private session items from the Planning Cttee; e.g. draft Planning Cttee minutes of the 13 Oct 20 meeting, especially regarding any major or controversial applications concerning the Town.

The Planning Cttee Chairman gave a verbal report of the meeting which had just preceded this Full Council including the topics of:

- a. Marpit Farm – Thurlaston Ln. Boyer/Persimmon re: 109 dwellings.
- b. 20/00411/FUL – 23, Masefield Dve – new hard driveway vehicle access on to Breach Ln.
- c. 20/00871/REM.–Field View, 2 dwellings; re reserved matters application 18/01191/OUT.
- d. 20/00965/TPO – Earl Shilton Town Council Borrowdale Close Public Open Space (POS): felling of 7 poplar trees.
- e. Blaby District Council – 20/0835/RM – Stoney Stanton Business Park.
- f. (i) 20/00959/TPO – Cut back branches by 2m to 3 lime trees on QEII - The Hall Field Park.
- f. (ii) Planning White Paper Consultation – Letter of encouragement from local MP.

(Full details in the Planning Cttee draft minutes)

Noted and received.

b. Late relevant items to be reported 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 resolve to go into 'Private Session'. So resolved.

Chairman's Initials/Signature:

digital signature see ESTC Minute 20/010 for authorisation

2020/21

Point of Order: at 8.57 p.m. C Cllr Mrs Janice Richards left the meeting completely at this point with the thanks and kind regards of members for her attendance and contribution.

20/096 *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 – update re new Library Office facility and public toilet.*

Nothing has been received since the successful site meeting of 08 Sep 20. The Town Clerk will follow up the matter soonest.

Noted and received.

b. *Late relevant confidential items received since this agenda was set.*

None.

20/097 *Staffing Cttee issues including:*

a. *Legacy legal matters updates including – Employment Tribunal setting of final hearing date.*

The final Employment Tribunal hearing date of 21 Oct 20 remains extant but may now be held 'in person' or by virtual means over the internet. The Claimant side this week offered an out of Tribunal settlement figure of £*. Instructions to the ESTC solicitor have been in line with Council's resolutions not to settle out of Tribunal.

Noted and received.

b. *Staff sick absence report from Town Clerk.*

* REDACTED FOR
PUBLIC WEBSITE.

cytcksh

The Town Clerk stated that he had no update for members who in turn requested that Mr Jackson would, now he is back from his holiday, engage with the staff members with known issues and report to appropriate members accordingly.

Noted and received.

c. *Relevant late items received since this agenda was published.*

The Clerk informed Cllrs that a member of Groundcare Team has an alternative job interview pending in the next week or so and will keep Cllrs informed of the outcome.

Noted and received.

20/098 *Mill Lane Cemetery grave space deed issue – legal correspondence received and requiring a response.*

None.

Last Item.

The Chairman closed the meeting at 9.08 p.m. thanking members for their attendance and contributions.

Chairman's Initials/Signature:

digital signature see ESTC Minute 20/010 for authorisation

 8

2020/21