

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

Held at 7:30 p.m. on
Tuesday 13 August 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, Mrs C Allen*, R Allen*, Ms D Almey, Mrs A Burton, A Darker, Ms V Darker, Ms J Duplock, B Granger, Mrs G Granger, K Lapsley, Ms S Mannion and Ms A Williams.

County/Borough Councillors: Mrs C Allen* & R Allen*

In attendance: Town Clerk: Mr ME Jackson.

Members of public: As separately listed – 2.

19/058 *Chairman's welcome and opening remarks.*

The Chairman thanked Cllr M Leman for Chairing the July meeting in her absence and particularly welcomed 2 members of the public identified as valued established and new small business owners.

Noted and received.

Point of Order: Cllrs A Darker and Ms V Darker joined the meeting at 7.32 p.m. after agenda item 19/058.

19/059 *To receive apologies for member absence.*

County Cllr Mrs J Richards and Borough Cllr C Ladkin both apologised for their absence for reasons given to the Town Clerk in advance of the meeting and recorded.

Noted and received with understanding.

19/060 *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.

19/061 *To receive and approve as a true record the minutes of the Full Council meeting held on Tues 09 July 2019.*

Resolved: to accept as a true record of the Full Council meeting of the 09 July 2019; the minutes tabled for the Chairman's signature and already distributed in approved draft to members with their agenda packs.

19/062 *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).*

Point of order: the Chairman suspended the meeting at 7.36 p.m. to facilitate Electors' time public speaking.

The two business owners addressed members and stated that as far as they were aware the body known as *Earl Shilton Business Forum* is now moribund. Furthermore a new association of Earl Shilton business interests is forming and would like to work with the Town Council to increase footfall into the main shopping areas especially at a time of Council events, such as the very popular annual 3 day 'Seaside' event. Council members pointed out that the ESTC Events Cttee have written to all businesses in the past suggesting mutual support at the time of Council events but the response to such correspondence has been mixed. Additionally, a list of ESTC events for the calendar year is always available from the Town Council Office, promoted on the ESTC website and ESTC's Facebook. <https://www.earlshiltontc.org.uk/Things-to-do.aspx> The Chairman stated that she and or the Town Clerk would look into obtaining an invitation to the burgeoning business group for representative invitation to the Borough Council's Town Team Working Group (TTWGp) which meets to promote healthy, vibrant Town centres. The Chairman thanked the two members of the public for attending and making their points to members.

Point of order: the Chairman reconvened the meeting at 7.42 p.m.

19/063 *To note any reports, (not private session items), from County and Borough Cllrs.*

Through the Town Clerk, County Cllr Mrs J Richards reports that LCC Highways are due to commence roadwork on the lower (Clickers Way) end of Station Rd in September 2019. As yet it is not clear whether or not the roadworks in question will be make and mend or a full re-working. Cllr Richards will endeavour to find out soonest and report her findings to the Town Council.

Borough Cllrs Mrs C Allen and R Allen reported that this is a naturally quiet (holiday) period for HBBC scheduled meetings, however, the Borough Council in common with many others has declared a 'Climate Emergency' but with no further details available.

Noted and received with thanks.

19/064 *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team reports for June (dated July) 2019.*

The Town Clerk reported to members:

- a. The replacement PC for the Beat Team will not now take post until some time in September.

b. A photograph of a beggar operating in the locality using emotive lies to obtain small amounts of cash from residents either on the doorstep or on the footway was circulated to members. Town Cllrs from the Mill Lane area reported similar goings-on with car drivers being approached whilst stationary and the male beggar being assisted by a female. *Actions-on* – The Town Clerk to report this issue to the Beat Team. The Chairman reported that her spouse has been approached in the street twice recently by this individual.

Cllr Mrs C Allen reported that, at a recent community even, she had met with the Early Intervention Worker (EIW) (substance mis-use prevention) and the Beat Team PCSO. Cllr Allen stated how impressed she was with the achievements of the EIW in particular and the dedication of the PCSO. The Chairman fully endorsed the comments of Cllr Allen regarding the EIW and went on to state it is noticeable how positive the young people of the Town respect and engage with the EIW at public events because of her work within the local secondary school and her evening outreach work.

Noted and received.

19/065 *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).*

The Chairman reported on a liaison visit to a local funeral director by the Office Clerk, the Town Clerk and herself. The purpose of the visit was to enhance communication and cohesion between both parties as Funeral Director and Burial Authority for Mill Lane Cemetery. The visit has already proved itself by clearing up an administrative matter that could have caused confusion.

Although not relevant to this item a brief note was made of the location, date and time of the next TTWGp, i.e. The Hub, Wed 18 Sep 19 starting at 5 p.m. (now 4.30 p.m.).

Noted and received.

19/066 *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including invitations received since this agenda was set.*

a. *Late relevant invitations received since this agenda was set.*

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.

Noted and received.

19/067 *LPCOS Cttee meeting/business matters including:*

- a. *Draft minutes and or a verbal report of the Cttee meeting of 06 Aug 19.*
- b. *The visit of the HBBC lead member for Rural Affairs 06 Aug 19.*
- c. *The utilisation of s.106 contributions for parks maintenance.*
- d. *Recommendations (including spending) to Full Council.*

Members were pleased to receive a briefing and the draft Cttee minutes as tabled by the Cttee Chairman. Many were present at the meeting for Cllr Cartwright's presentation as it was a plenary session for all cllrs representing the Town. Town Cllrs were particularly pleased that the Office Clerk is making sure that s.106 monies were being used to maintain parks equipment standards thus saving precept money and that of ESTC financial Reserves. Lastly members saw no reason to question spending decisions of the Cttee for parks, open spaces or the cemetery including equipment.

Noted and received.

Point of order: the 2 members of the public with the best wishes of cllrs left the meeting at 8.06 p.m.

- 19/068** *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 reported mainly on the most recent significant event that being 'Shilton by the Sea' 2019. Salient points made were that 'Seaside' was:

- Successful despite rain days and times.
- Feedback from 99% from the public attending was positive.
- The site layout changes were welcomed by the public and vendors.
- The Chairman expressed her grateful thanks to cllrs and staff who worked hard to make the event a success but a special mention should go to Mr Paul and Mrs Mary Statham for their outstanding volunteer contributions.

The Cttee Chairman rounded off her report by reminding members of the remaining events for the calendar year and that only with their personal attendance and contributions will they be a success.

Noted and received.

- 19/069** *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 09 Jul 19.*

The Cttee Chairman ran through routine applications in a verbal report highlighting one that ESTC will submit negative suggestion 'Consultee Comments' on – see the Cttee minutes for the full details of all applications.

Noted and received.

- a. *The LCC Highways consultation document regarding proposed changes to parking restrictions in/on certain Town highways.*

Members reviewed LCC Highways proposed parking and waiting time changes for the following areas of the Town without proposing the need to object or comment on the suggested changes:

- Leicester Rd (A47).
- Byron St.
- Keats Ln.

- Land Society Ln.
- New St.

Noted and received.

19/070 Correspondence received:

- a. Consideration of partnership funding for a long term solution to Watery Gate issues.

After some debate and assurances that any contribution to this scheme from ESTC would not come from the Town's precept or reserves members decided a motion.

Resolved: to allow the Town Clerk seek appropriate grants monies up to the sum total of £16.5k in order to make a 25% contribution to the total cost of this proposed LCC Highways project.

- b. Relevant late correspondence received since this agenda was set.

i) Footpath (U26) temporary closure for 6 months whilst building works for the Westfield Farm site is developed into 300+ dwellings and some employment land.

Noted and received.

ii) Earl Shilton in Bloom (ESiB) meeting minutes if any.

Noted and received but one item concerning a day's work time for the Head of Groundcare to be referred to the Staffing & LPCOS Cttees for consideration.

iii) Earl Shilton Camera Club (ESCC) – thanks for ESTC sponsorship and invitation to 'Club Event' at the Atkins Gallery (7.30 p.m. Wed 04 Sep 19) however it is unlikely that ESCC members will be able to attend the ES Town Show to take pictures.

Noted and received with thanks.

19/071 To receive the Town Clerk's General Report including:

- a. Member election to Cttees/Working Parties.

Resolved: Cllr Lapsley is appointed to:

- The Staffing Cttee
- The LPCOS Cttee
- The Finance & Policy Working Party.

- b. Relevant items for inclusion received since the agenda was set.

Cllr R Allen advised members that the geo survey of Wood St Park in search of Earl Shilton's lost WW1 German Field Gun will take place on Thurs 15 Aug 19.

Noted and received.

19/072 To receive the Town Clerk's Finance (& Policy) Report including:

- a. An update on authorised banking and investment signatories.

The last signatory application for the CCLA dividend account is awaiting confirmation.

Noted and received.

b. That Council authorise the Chairman to sign-off the current, investment and petty cash account reconciliation statements for June 2019 and possibly July 2019.

Resolved: that members approve the June and July 2019 accounts may be signed off by the Chairman.

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.

19/073 Staffing Cttee issues including probationers interviews legacy legal matters updates and items received since this agenda was set.

a. Members were advised of the probation interview process, (recorded and placed on staff p-files), that had taken place in respect of the Groundcare Staff.

Noted and received.

b. Employment Tribunal: receipt of defence bundle and submission of four individual rebuttal statements.

Members were advised that the *Claimant's* final 'witness statement' has been received. The Council's solicitor and barrister will be supplied with robust and clear substantiated counter references from the official evidence bundle from all four of the *Respondent* witnesses.

Noted and received.

c. Personal Injury Claim: visit of appointed claims assessor and submission of requested evidence.

The Chairman and Town Clerk have in person given Council's evidence and statements to the ESTC insurer's appointed investigator (30 Jul 19).

Noted and received.

d. Consideration of CiLCA, registration including costs, for the Office Clerk.

Members considered a fellow member's positive recommendation regarding a request from the Office Clerk to undergo a full range of CiLCA training towards qualification. The Town Clerk, as line manager, was happy to endorse this request.

Resolved: that Council pay costs up to £700 in this financial year from the existing office staff training budget for the Office Clerk to undergo CiLCA training and qualification.

e. Consider a 3 day IOSH course at LRALC for the Head of Groundcare.

The merits of this training course, particularly with regard to risk assessment were noted by members especially those with IOSH qualifications and experience 'managing safely'.

Resolved: to send the Head of Groundcare on the LRALC IOSH course at a cost of £490 from the outdoor staff training budget for the year.

19/074 *Planning Cttee private session items. Updates from the Cttee Chairman including:*

- a. *The Premises Project: visits to HBBC and Council's solicitor to progress matters.*

Members were advised that the relevant responses to County Council legal and technical officers had been made and that the next steps were awaited as part of the next response.

Noted and received.

- b. *The Dalebrook Farm development: any update?*

REDACTED *Ray Town Clerk*
Cllr *REDACTED* informed members that there were still some improper occupation the site despite the owner's apparent lack of consent and the fact that the Borough Council (HBBC) have yet to grant a licence for occupation.

The Leics Police GRT liaison Sergeant has been apprised of the situation and hopefully will try to remedy the situation.

The 'promise' is that the current itinerants will be gone in a fortnight's time.

Alternative uses for the site are still subject to ideas being put forward.

ASB on 'Hall Field Park to local youngsters, allegedly by young people from the current itinerants, was reported by Cllr *REDACTED* and acted on almost immediately by PC: *REDACTED* from the local Beat Team.

Noted and received.

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

Ray Town Clerk

End of Private Session & Confidential Items.

The Chairman closed the meeting at 9.24 p.m. thanking members for their attendance and contributions.

Chairman's Initials/Signature *AW*

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