

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

Held at 7:30 p.m. on
Tuesday 13 & 22 April 2021

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

MEMBERS PRESENT:

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

County/Borough Councillors: Mrs J Richards**, Mrs C Allen* and R Allen*.

In attendance: Town Clerk: Mr ME Jackson.
Office Clerk: Mrs C Houghton**.
Members of public: Nil as recorded.
**22 Apr 21 only

20/188 *Chairman's welcome and opening remarks.*

Cllr Coe greeted Cllrs and officers moving straight into the *Court Mourning* protocol for the late HRH the Prince Philip, Duke of Edinburgh. All present at the meeting observed a minute's silence as a mark of both respect and moment of reflection.

After the observance, the Chairman; on behalf of the Town Council and all residents of Earl Shilton: expressed the wish to voice and record their heartfelt condolences to HRH Queen Elizabeth II and the Royal Family for the loss of a dear loved one.

In line with legal advice regarding *Court Mourning* from the National Association of Local Councils (NALC), the Chairman called on Members to adjourn this meeting at 7.42 p.m. until 7.30 p.m. Thurs 22 April 2021, i.e. the earliest opportunity to legally reconvene the meeting.

Resolved: to, in line with respect for Court Mourning and legal requirements; adjourn this meeting of Full Council until Thurs 22 April 2021 at a time no earlier than 7.30 p.m.

Point of order: the Chairman re-convened the meeting at 7.35 p.m. Thurs 22 April 2021.

20/189 *To receive apologies for Town Cllr member and County/Boro' Cllr absence.*
None.

20/190 *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 C Coe declared a pecuniary interest in item **20/201 a.** regarding any future contract with the *Independent Chapel* to hire meeting room facilities in the Chapel premises on repayment. Cllr Coe is an active member of the Independent Chapel.

Cllr R Allen as a Borough Cllr declared non-pecuniary interest in the ongoing major planning application of the ES Sustainable Urban Extension as Cllr R Allen is on record as objecting to this development (pre-determination).

Resolved: to allow both declared Cllrs to remain in the meeting for the relevant items to answer factual questions from other members but not to speak against/in favour of any motion or vote on one relating to these matters.

20/191 *To receive and approve as a true record the minutes of the Full Council meeting held on 09 March 2021.*

Resolved: to accept as a true record of the Full Council meeting of the 09 March 2021; the minutes tabled for the Chairman's ('wet') signature in due course and already distributed in approved draft to members with their agenda packs. Additionally, the ESTC public website copy may be signed with the Chairman's digital signature.

20/192 *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.*

20/193 *To note and receive any reports from County and Borough Cllrs including late relevant reports to be tabled since this agenda was set.*

CCllr Mrs J Richards spoke on the following matters:

- County Council is in purdah for the forthcoming 06 May 21 LCC election.
- She has raised the issue of footway vehicle parking causing distress to blind and partially sighted residents.
- The setting of snares and other environmental issues are those, which she will pass on to her successor post the LCC election.
- On a valedictory note CCllr Mrs Richards stated that this is her last meeting as any form of elected representative for Earl Shilton and wished the Town Council well in their continuing endeavours. CCllr Mrs Richards did express her disappointment that: provision of a public toilet, speeding and traffic matters on Station Rd plus the permanent vehicle activated sign for Station Rd have yet to be resolved or materialise.

Rejoinder from Chairman Cllr Mrs CM Coe: expressed a sincere 'thank you' to Janice from the Town Council and residents for very many years of public service, at all levels of local council, supporting passionately the needs and causes of the Town and its people.



BCllrs Mrs C and R Allen informed members that:

- Election purdah is affecting HBBC business too.
- They will look into the traffic and parking issues on Station Rd.
- Ongoing attention will be concentrated on the number of major housing developments now be built or proposed for the Town.

Reports noted and received with thanks.

20/194 *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team Newsletter, (dated April 2021 for March).*

- Police Town Beat Team report including lockdown breach issues. (The Chairman was pleased to note the Borough wide Covid19 case rate trend is downwards).
- Police Hinckley Town & wider area report.
- Neighbourhood Watch ASB and fly tipping report in certain areas of Town.

Reports noted and received with thanks.

20/195 *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.***

20/196 *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too. **None.***

20/197 *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.*

- Draft minutes of the Cttee meeting of 06 Apr 21 were tabled.
- Members were informed that the remainder of the new plant for the Groundcare Team will be delivered on Mon 26 Apr 21 and the remainder of the trade-in equipment will be taken away.
- The Tues Town Market has welcomed 2 new stallholders, which is good news.
- CCllr Mrs Richards asked if the Norman Dagley memorial bench in the Cemetery could be re-located to a more suitable position for the quiet enjoyment of residents. The Office Clerk will look at the issue and the LPCOS Cttee will look at the matter favourably.

Noted and received.

20/198 *To receive a written and or verbal report from the Chairman of the Events Cttee regarding recent meetings and or pandemic lockdown updates concerning 2020/21 events.*

- Draft minutes of Cttee meeting of 06 Apr 21 were tabled and the Cttee Chairman reviewed certain events and dates for members reminding them of the need of all members to give their support in the comeback from the pandemic hiatus of last year.
- HRH The Queen – Platinum Jubilee June 2022. The Town Clerk requested the relevant Chairs of Council consider staffing arrangements over this Public holiday weekend.

Noted and received.

20/199

Correspondence received including: relevant late items received.

a. *Section 106 monies and maintenance of public open spaces – Shelton Village.*

Much discussion took place regarding the potential pros and cons, (financial and non-financial), of adopting groundcare responsibility for this new estate. A site visit was suggested before the matter is considered further.

Resolved: to refer this issue back to the LPCOS Cttee for detailed investigation and deliberation before the issues come back to Full Council.

b. *LRALC annual membership renewal letter.*

Members received in their agenda packs a letter from LRALC detailing the important services that this Association provides to its local council members including:

- Governance Reviews.
- Appointing an ESTC voting representative at the forthcoming AGM.
- Training for Cllrs and Staff.

Noted and received.

20/200

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

a. *To note that the March 2021 RBS accounts and Annual Accounts for the Financial Year will be closed down on Fri 16 Apr 21 by 2 way virtual means between an RBS agent and the RFO as it was last year.*

Members were informed that this machine process went ahead, successfully, as planned.

Noted and received.

b. *Banking: current account statements for closing the Natwest account and opening the Unity Trust Bank account be noted and received.*

Members received true copies of these statements/letters.

Noted and received.

c. *Outsourcing of Payroll function – update on successful 1st run for March 2021.*

Members were informed that both the March and April payroll functions have been successfully completed.

Noted and received.

d. *Early Intervention Worker (EIW) – likely first call on precept grant (£2k for PT worker).*

Members discussed the latest written update from the Church Minister and what has already been budgeted in the precept for the current financial year. In particular, the need to support mental and physical services that will protect the Town’s young people. Members were alerted to the need to commit to a 3 year funding programme as they did for the previous EIW scheme. The new scheme will require the Town Council to commit to contributing £24k spread over the next 4 financial years.

Resolved: to confirm that the full £5.4k grant can be allocated this FY to the Methodist Circuit to employ an EIW as soon as possible.

e. *Volunteer Community Grant – monies and applications.*

Reserve
Volunteer
lockdown

The Town Clerk informed members these monies are now in an Earmarked (EMR). A renewed invitation to apply for monies will go out to Town Community Groups next month as, hopefully, as they ease out of hibernation and renew their activities.

Noted and received.

f. *Late relevant items.*

i) *A motion to resolve the receipt and approval of the monthly ESTC accounts for month ending 31 Mar 21.*

(Bank reconciliations for signature by the Chairman)

Resolved: that Cllr Coe as meeting Chairman may sign the accounts for the month of March 2021 as a true record of ESTC’s financial status as at 31 Mar 21.

ii) *Year End 2020/21 Rialtas BS machine closedown of accounts and Internal Audit.*

The Town Clerk tabled in agenda packs pertinent documents from the Year-end closedown process demonstrating the healthy state of Council finances going forward. Additionally, Members were informed that all FY 2020/21 accounts were now with Council’s appointed independent Internal Auditor for her Year-end report. Both the latter steps build towards the mandatory Annual Governance & Accountancy Return (AGAR), which will come before Council at the June 2021 meeting for Members’ formal approval.

As an aside, the Chairman asked that a member will in the near future perform a surprise cash check on the Petty Cash please.

Noted and received.

20/201

To receive the Town Clerk’s general report including relevant late items received since this agenda was published.

a. *‘Sunset Clause’ on the holding of virtual ESTC meetings post 06 May 21.* Member discussed what will happen post 06 May 21 when the legislation legally allowing ‘virtual’ online video Council meetings lapses and will not be renewed by



central Government due to a stated lack of 'Parliamentary time'. Notwithstanding the pending Hertfordshire County Council High Court case to seek a case law ruling permitting virtual meetings to continue past the 06 May 21; Members think it prudent, like many other Councils, to plan for a return to face-to-face meetings.

Resolved: to make plans to hire the facilities of the Earl Shilton Independent Chapel Hall on High St. Additionally, to postpone the Annual Electors' Meeting and Annual Council Meeting until Tues 25 May 2021 as legally allowed as this is not a Town Council election year and hopefully another significant UK pandemic step down from lockdown milestone will have been (17 May 21) successfully reached and passed.

20/202

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 verbal or written reports and possibly, discuss and receive non-private session items from the Planning Cttee; e.g. a verbal/written report from the Planning Cttee of the 13 Apr 21 meeting, (**noted and received**), especially regarding major or controversial applications concerning the Town. The Cttee extract draft minutes are as follows:

1. 20/01225/FUL (**14 day re-consultation**) – Marlpit Farm, 108 dwellings. See HBBC website (Planning) for Planning Portal extensive documentation.

The Cttee Chairman invited the resident members of the public to speak in turn. Points to note were as follows:

- The local MP has been consulted but implied in his reply that legal pressure on the Borough Council 5 year land supply requirement will make opposition very difficult for any stakeholder objections to be effective. The further implication from the MP is that the best outcome for all stakeholders is to have the safest, most sensitive and sustainable development approved by the Borough Council acting as the Local Planning Authority (LPA).
- Concerns were raised regarding the removal of established hedgerows, no new highway lighting apparently defined, inadequate width, (in particular), and length of footways leading to the Town Centre and in other directions.
- The current owner of Marlpit Farm claims through a 3rd party that they have not received notice of the re-consultation.
- The extensive planning application papers are claimed not to address the restoration of any damage caused to the ecology/biodiversity of the proposed development.

Resolved: that Town Council members continue to object to this application based on the misgivings of local residents about the safety, sensitivity and sustainability of highways; (particularly ingress and egress into/from this major development onto the busy and 'fast' Thurlaston Lane), footways, and lighting columns. Nothing short of a full onsite visit by the LPA Planning Cttee conjointly with HBBC Planning Officers, LCC Highways Officers and HBBC Cllr Ward Members, invited as observers, will

be needed to assure residents this is a well planned development to the long term benefit of the Town and Borough.

2. 21/00395/CONDIT – Folly View off Keats Ln – removal of condition 3 – no dwelling to be erected on open countryside.

No material Consultee comments.

3. Relevant late applications/correspondence received since this agenda was set.

i) 21/00156/FUL – Land off Shilton/Kirby Rd –Extn to Stable Block retrospective. Cttee members, led by the Chairman, observed that before approval of any retrospective extension to the stable block, with its consequential extra water usage and production of ordure is considered, then HBBC officers should make a site visit to gauge the extent to which owner/occupiers have allowed anecdotal historic water courses and ditches to be filled possibly resulting in unnecessary flooding of the area with potentially unacceptable levels of contaminated water.

Resolved: to observe the above mentioned comments to the LPA.

ii) 21/00314/CONDIT – Breach Farm House off Town side Breach Lane.

No material Consultee comments.

iii) 20/01122/FUL – 4 Oxford St – 2 semi-detached dwellings – Appn withdrawal.

Noted and received.

b. Hinckley National Rail Freight Interchange (HNRFI) recent public 'shared' correspondence with the County Council.

Noted and received.

c. Relevant late applications/correspondence received since this agenda was set.

The following late items were tabled at this Full Council rather than Cttee:

i) 21/00333/HOU – 87, Elmesthorpe Ln – convert bungalow to 2 storey house.

No material Consultee comments.

ii) HAB16956 – Proposed 5G telecomm's mast – Wood St.

No material Consultee comments.

iii) Comment by the Chairman of the Planning Cttee Cllr R Allen. In his dual role as a Borough Cllr he informed members that a planning application to build 2 dwellings in the Tors/Bardon View has been 'refused' by the Borough Council acting as Local Planning Authority.

Noted and received.

Point of Order: County Cllr Mrs Janice Richards leaves the meeting before private session items are discussed with the warmest of thanks and best wishes of Town Council Members.

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.

20/203 Planning matters, which should be heard in private session. **None.**

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. Additionally, Town Team Working Group (TTWGp) information regarding a possible site for housing the ESTC Groundcare Team and, for example, the ESA Boxing Club.*

The Town Clerk informed Members that the, hopefully, agreed final drafts of lease, deed and Service Level Agreement (SLA) for the Public Toilet have been sent back to legal departments of HBBC and LCC as well as ESTC's Solicitor with a plea to the latter to chivvy up the 2 former addressees not to forget the conjoint *Office lease* too. Additionally, Members were informed that the Public Toilet SLA (cleaning and maintenance) will be more expensive as the toilet hours have to match Library hours and Saturday hours attract the extra costs. Members understood the overall cost to the Town Council still represents very good value in comparison with the 'go it alone' costs of a stand alone public convenience. Members agreed this is a service residents need and deserve.

Noted and received.

- b. *TTWGp notes 16 Mar 21 if available. **None received.***
c. *Earl Shilton Sustainable Urban Extension (ES-SUE) – Consortium revised 'heads of terms' (HOTs) for an access land etc - update if any. **None received.***
d. *Relevant late items received since this agenda was published. **None.***

20/204 *Staffing Cttee issues including:*

- a. *Staff sick absence reports for at least 2 employees.*

The Chairman of the Staffing Cttee drew the attention of Members to the draft minutes of the Staffing Cttee meeting of 23 Mar 21 in that:

- Pay Scale Point increases have been awarded where deserved.
- A permanent contract has been awarded as deserved.

The Town Clerk gave Members an update on employee sickness absence, return to work adaptations and capabilities. Groundcare standards are being well maintained to a more than satisfactory standard.

Noted and received.

- b. *Legacy legal matters updates including – Employment Tribunal (ET) formal appeal against a significant part of the overall judgement confirmed as launched by Council's legal team. **Nothing received.***
c. *Relevant late items received since this agenda was published. **None.***

20/205 *Mill Lane Cemetery – grave space legal matter update.*

The grave plot deed holder has requested an update on progress made by ESTC's Solicitor. There has been a reasoned slight delay however matters in hand remain amicable for all parties.

Noted and received.

Last Item.

The Chairman closed the meeting at 8.59 p.m. thanking remaining members for their attendance and contributions.