

EARL SHILTON TOWN COUNCIL

MINUTES of the FULL COUNCIL MEETING

Held at 7:30 p.m. on

Tuesday 08 June 2021

At The Independent Chapel, 89 High St., Earl Shilton, LE9 7LR.

MEMBERS PRESENT:

Town Councillors: R Allen*, Chairman, B Granger, Deputy Chairman & Deputy Mayor, Ms D Almey, A Darker, I Faver, Mrs G Granger, R Hills, M Leman and Ms S Mannion.

Town County/Borough Councillors*: R Allen.

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

21/021 *Chairman's welcome and opening remarks.*

The Chairman greeted members, remarked on the exceptionally fine weather and proceeded to the meeting agenda.

Noted and received.

21/022 *To receive apologies for Town Cllr Member absence.*

Cllrs Mrs C Allen, Mrs A Burton, Mrs CM Coe and C Ladkin submitted their reasoned apologies for absence in writing to the Town Clerk in advance of the meeting.

Resolved: to accept as read, all the named Cllrs apologies for absence as tabled and recorded by the Town Clerk.

21/023 *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.*

21/024 *To receive and approve as a true record the minutes of the Annual Full Council meeting held on 25 May 2021.*

Resolved: to accept as a true record of the Annual Full Council meeting of 25 May 2021; the minutes tabled for the Chairman's signature and already distributed in draft to members with their agenda packs.

21/025 *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 to.*

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).*

None and N/A.



21/026 *To note and receive any reports from County and Borough Cllrs.*

County & Borough Cllr R Allen reported that:

- a. At *County*, the Highways Dept are expanding the 'green' and cost saving policy of minimising verge mowing unless visibility and or other such safety issues have to be prioritised.
- b. At *Borough*, there is nothing of note at the beginning of this new Civic Year.
Noted and received with thanks.

21/027 *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for May dated to June 2021.*

- a. The Chairman briefed Members that the *Neighbourhood Watch Co-ordinator* will approach the *Beat Team* with a request that their monthly Newsletter is less generalised and more Town specific.
- b. Cllr Darker informed Members about a reported break-in at St Peter's RC (Aided) Academy Primary School confirming that, after being made aware of the situation, the Police have been informed.
Noted and received.

21/028 *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.

21/029 *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.*

- a. Wed 09 Jun 21, 10.00 a.m. till 12 noon & Thurs 10 Jun 21, 6.30 p.m. till 8.30 p.m.
- Rescheduled HBBC Rural Conference by virtual means.

Ex officio their status as Borough Cllrs, Town Cllrs C & R Allen will automatically attend this event and report back to members.

Additionally Cllr A Darker confirmed he will attend this Conference and report back to Council.

Noted and received.

- b. Late relevant items. **None.**

21/030 *To receive minutes, draft minutes (01 Jun 21) 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.*

The Cttee Chairman briefed Members from the minutes regarding the meeting of 01 Jun 21 and in particular regarding the following two points.



a. The hitch rail fencing surrounding the Masefield (Drive) Place public open space will be replaced at a cost of £840 plus VAT. The quote is the best of 3 obtained and funding is from the annual budget.

Noted and received.

b. Wood St Park safety works. A particular set of swings has been subject to vandalism of the ground based rubber matting under the swings themselves. After consideration of the best of tenders, the Cttee recommend to Full Council spending of £4,600 plus VAT to install a *softpore* surface under these swings with funding to come from the Earmarked Reserve Fund for Parks.

Resolved: to repair the surface matting as recommended by the Cttee at a cost of £4,600 plus VAT from Earmarked Reserves.

21/031 *To receive a written, (draft minutes of the 01 Jun 21 meeting), and or verbal report from the Chairman of the Events Cttee regarding recent meetings and or pandemic lockdown updates concerning 2021 events.*

The Cttee Chairman briefed Members from the draft minutes regarding the meeting of 01 Jun 21. The Chairman again stressed the need for volunteer Cllrs at Events. Additionally, for *Seaside 2021*, an extra night's security cover was suggested at a cost of £232 net of VAT to allow the inexperienced Groundcare team to erect tentage on the Monday before the Tues start but equipment to be safe overnight.

Resolved: to support the Cttee's recommendation to arrange for an extra night's security cover at a cost of £232 plus VAT.

21/032 *Correspondence received including relevant late items received: None.*

21/033 To receive the Town Clerk's Finance Report including late relevant items and:

a. A motion to resolve the Financial Year End 2020/21 AGAR statements to the independently appointed External Auditor by the due date of Fri 02 Jul 21.

i) AGAR Section 1 – Annual Governance Statement 2020/21.

Resolved: that the Responsible Financial Officer (Town Clerk) and Town Council Chairman may sign off as 'satisfactory' the Annual Governance Statement as tabled for submission to the independently appointed External Auditor.

ii) AGAR Section 2 - Annual Accounting Statements 2020/21.

Resolved: that the Responsible Financial Officer (Town Clerk) and Town Council Chairman may sign off as 'satisfactory' the Annual Accounting Statements as tabled for submission to the independently appointed External Auditor (Members must consider each statement separately and whether or not to allow the) (Chairman of Council and Town Clerk as RFO to sign each AGAR Section.)

b. Late relevant items.

The Chairman explained that there is now a vacancy for a signatory for both the ESTC current bank account and the investment dividend account so asking if any member wished to volunteer to be a replacement signatory now or consider doing so in the future.

Noted and received.



- 21/034** *To receive the Town Clerk's general report including relevant late items received since this agenda was published.*

Under this item heading and in line with ESTC Standing Order 10 ix; Cllr R Hills brought forward the idea of proposing the setting up of an additional Working Party to be titled 'Business & Voluntary Community Liaison Working Group' (BVCLWGp). A fully drafted Terms of Reference (TOR) for the proposed Working Group was tabled by Cllr Hills and discussed at length by Members.

Resolved: to set up the BVCLWGp, as per the draft TOR tabled, with the initial membership of Cllrs R Hills, R Allen, I Faver and B Granger.

- 21/035** *Planning applications/correspondence received as a Town Council 'consultee' from HBBC, adjacent Districts and or LCC as Local or County Planning Authorities. Also to:*

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 any Planning Cttee meeting or communications, especially regarding major or controversial applications concerning the Town including:

The Planning Cttee Chairman highlighted some uncontroversial points from the preceding Cttee meeting of 08 Jun 21 as follows:

- a. 21/00615/CLP – 206, Hinckley Rd – Garden Office/Workshop.

This application was considered conjointly with 21/006 b. below.

No material Consultee comments.

- b. 21/00616/HOU – 206 Hinckley Rd – side & rear extensions & other works.

No material Consultee comments.

- c. 21/00601/FUL – 4, Wood St – change of use to estate agent & 1st floor flat.

No material Consultee comments.

- d. *Relevant late applications/correspondence after this agenda setting.*

- i) 21/00578/HOU – 29 Elmesthorpe Ln – extensions front side & rear.

No material Consultee comments.

- ii) *Neighbourhood Plan – Stoke Golding Parish Council notification vide the Borough Council as Local Planning Authority.*

No material Consultee comments.


All noted and received.

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.

- 21/036** *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. Additionally, Town Team Working Group (TTWGp) information regarding a*



possible site for housing the ESTC Groundcare Team and, for example, the ESA Boxing Club.

Members were apprised of the fact that a former target property for the use of the Groundcare Team has apparently tripled in value during the last 15 months and also may have acquired an alternative planning permission purpose.

Noted and received.

- b. TTWGP meeting notes of if available. **None.**
- c. Earl Shilton Sustainable Urban Extension (ES-SUE) – Consortium revised 'heads of terms' for an access land - update if any. **None.**
- d. Late relevant confidential items received since this agenda was set. **None.**

21/037 Staffing Cttee issues including:

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

REDACTED FOR PUBLIC WEBSITE 

Noted and received.

REDACTED 

Noted and received.

- b. Fixed Term Contracts (FTC) update.

REDACTED 

Resolved: to offer to a targeted individual the role of junior hand at £8.91 per hour for 37 hours per week on a rolling one month FTC with a 1 week notice period on either side.

- c. Legacy legal matters updates including – the impending Employment Appeals Tribunal (EAT).

The Chairman lead a discussion now that the final EAT appeal application has been submitted by ESTC's legal representatives (outcome awaited). The Chairman



suggested that any further decisions regarding Tribunal issues should better be dealt with by Full Council rather than the Staffing Cttee.

Resolved: that any legacy ET/EAT matters/issues/decisions will now go to Full Council rather than through the Staffing Cttee.

Last Item.

The Chairman closed the meeting in good order at 8.23 p.m. thanking members for their attendance and contributions.

A handwritten signature in black ink, appearing to be 'Richard [unclear]', located in the bottom right corner of the page.