

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

Held at 7:30 p.m. on

**Monday 12 June 2023**

**At The Public Library, Wood St., Earl Shilton, LE9 7NE.**

**MEMBERS PRESENT:**

Town Councillors: M Leman, Deputy Chairman & Deputy Mayor, Ms D Almey, A Bates, Ms D Deighton, Mrs G Granger, C Ladkin, J O'Neill\*\*, M Tebbett\*\* and Ms C Wells\*\*.

\*\* After Co-option see minute 23/028 below.

Town County/Borough Councillors: Two apologies noted with thanks.

In attendance: Town Clerk: Mr ME Jackson.  
Deputy Clerk Mrs C Houghton.  
Members of public: Three before co-option\*\*.

**23/022** *Chairman's welcome and opening remarks.*

The Deputy Chairman welcomed Members with his thanks for their attendance and, with a busy agenda ahead directly proceeded to business.  
**Noted and received.**

**23/023** *To receive apologies for Town Cllr Member absence.*

Cllrs Mrs C Allen, R Allen, Miss C Granger and Mrs S Roper submitted their respective reasoned apology for absence to the Clerk in advance of the meeting.  
**Resolved: that the Cllrs named above reasoned apologies for absence, as tabled and recorded by the Town Clerk, be accepted.**

**23/024** *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.*

**23/025** *To receive and approve as a true record, the minutes of the Annual Full Council meeting held on 15 May 2023.*  
**Resolved: to accept as a true record of the Annual Full Council meeting of the 15 May 2023; the minutes tabled for the Chairman's signature and already distributed in draft to members with their agenda packs.**

**23/026** *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.*  
**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).

The Chairman adjourned the meeting to allow the proprietors of Bracknell Farm to inform and engage with the Council in the short, medium and long term plans for the farm for its various business streams with the vision to ensure its economic viability for the foreseeable future. This family owned farm wish to continue to openly maintain a dialogue with the Town Council as good neighbours should and, hope the Town Council will reciprocate by, as individual cllrs and as a corporate body they will assess each initiative with an open mind and constructive criticism where misunderstanding or disagreement is likely to occur. (Information note: Bracknell Farm, with all but a very small parcel of land, lies outside the curtilage of Earl Shilton and is in the Local Planning Authority of Blaby District Council.).

**23/027** *Co-option of Town Cllrs. Elected members will receive applications, if any, from qualified individuals that have submitted their formal written applications before the date of this agenda. Candidates will be invited to address elected Members and previously co-opted Members for no more than 3 minutes.*

Five completed applications were received for consideration before the issue date of the deadline to be included with the agenda for this meeting however 2 applicants chose not to attend the meeting.

**Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press, public and candidates for Town Cllr Co-option will be excluded from the agenda item below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. Members will consider a motion to resolve to go into Private Session. So resolved.**

**23/028** *Co-option of Town Cllrs. Elected Members will debate the merits of the individual Co-option candidates and then select those suitable to fill one, some, all or none of the three remaining Town Cllr vacancies. All candidates will be advised of the decisions of the Members on the night. **At the conclusion of this item the Chairman will return the meeting to a Public session.** All successful candidates will be invited to take the declaration of acceptance of office and then take part in the remainder of the meeting.*

Having considered the individual applications for co-option issued with the hard copy agenda pack on the 07 Jun 23 to each Cllr's nominated home address, Members listened to a short address from each candidate. Each candidate was then asked a short list of similar questions by Members. Cllrs then retired to decide each application on the merits of each candidate.

**Resolved: the following applicants were appointed as co-opted Town Councillors:**

- **Cllr Mr J O'Neill**
- **Cllr Mr M Tebbett**
- **Cllr Ms C Wells**

All 3 new Members were congratulated, made their 'Declarations of acceptance of Office' and joined the meeting as Cllrs.



Point of order: the Chairman brought the meeting back into public session.

**23/029** *To appoint members to Committees and Working Parties of Council for the forthcoming year:*

- *Staffing Cttee, (3 member vacancies).*
- *LPCOS Cttee, (2 to 4 member vacancies).*
- *Planning Cttee, incorporating SUE, Town Plan & Town Team Working Group, (2 member vacancies).*

*(N.B. The Council Meetings Calendar will be updated accordingly as and when the Cttees/Working Parties have their initial meetings and appoint their Chairman and Deputy Chairman).*

**Resolved: to update Committee and Working Party membership for the current Civic Year as follows:**

- ***Cllr J O'Neill to the Planning Cttee.***
- ***Cllrs G. Granger, M Tebbett & C Wells to the LPCOS Cttee.***

**23/030** *To note and receive any reports from County and Borough Cllrs.*

Cllrs R and Mrs C Allen due to unavoidable absence from this meeting kindly submitted a written report for County & Borough Council matters from their perspective.

County Council matters relate essentially to highways issues of public concern regarding safety, defects and routine maintenance needs.

Borough Council matters are mostly concerned with bedding in the new council post the May 23 elections from the appointment of the Mayor and Consort to a myriad of training sessions. Older hands and heads will be looking to ensure that a comprehensive HBBC 'Local Development Plan' comes forward on time which proves good news for Borough residents and acceptable to Central Government scrutiny.

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

**23/031** *To receive any form of Neighbourhood Police report pertaining to Earl Shilton including the local Beat Team report for May dated to June 2023.*

The Beat Team Newsletter was tabled and apart from general advice points about, a school visit, field fire and open water safety most of the report concerned routine operations against, drug possession with intent to supply, vehicle crime and ASB.

***Report noted and received with thanks.***

**23/032** *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.***

**23/033** *To invite/nominate member representatives to attend meetings/events that are not Town Council initiated including remote and late relevant invitations too.*



- a. *Wed 28 Jun 23 - HBBC Parish & Town Council Forum – Desford or online.*

Cllr D Deighton is booked to attend this event and report back to Members in due course.

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

- b. *Fri 01 Sep 23 – Leics. Police Intercultural Event – Force HQ Enderby.*

Cllrs A Bates and C Wells have provisionally volunteered to attend this event to represent ESTC.

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

- 23/034** *To receive minutes, draft minutes (06 Jun 23) 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.*

Cllr Bates and the Deputy Clerk briefed Members as follows regarding key points:

1. *Park play equipment – independent & professional RoSPA inspection results and remedial works: Wood St Park – BMX Pump Track surface repairs.*

After a briefing from the Cttee Chairman regarding the 3 quotes and the extent of the repairs required Full Council Members endorsed the recommendation from the Cttee as follows.

***Resolved: authorise a spend from Earmarked Reserves and issue a works order to the provider of the preferred quote to spend £5,250 net of VAT in repairing the pump track in line with the RoSPA report for remedial works.***

2. *Other matters.*

a. *Replacement lawnmower required.* A Mountfield mower is unserviceable and beyond economic repair. The Cttee within their budget powers have authorised the purchase of a Stiga mower replacement at a cost of £415 net of VAT.

***Noted and received.***

b. *Mill Lane Cemetery – grave memorial complaint.* A complaint has been received from the mother of an adult deed holder about the groundcare treatment around a year old child's grave space regarding very minor piece of damage to a part of a temporary unauthorised improper memorial.

All complaints against the services provided by ESTC staff are taken most seriously, none more so than when it concerns a child's grave memorial in the Mill Lane Community Cemetery.

For the avoidance of doubt, Mill Lane Cemetery is defined as a '*lawned cemetery*' to deliver a high standard of a visually appealing outlook for all who frequent the Cemetery but at a premium of cost effectiveness.



Deed holders are at the outset issued with, in writing, simple, clear and reasonable obligations about the area of the grave plot which they must not exceed and materials not to border a plot. In this instance the Deed holder has not complied with their obligations. Whilst an ESTC junior groundcare operative has been admonished for being somewhat careless in his work there is no damage to any authorised memorial and no formal or informal complaint from the deed holder.

Without prejudice, and in good faith, the LPCOS Cttee members have authorised that on two occasions in the next few weeks a suitable bouquet of cut flowers will be placed on the grave plot at the Town Councils expense.

***Noted and received.***

3. *QEII, The Hall Field Park – Northern (1955 planted) border of 27 lime trees.*

After continued calls for help from residents, particularly from *The Beeches* and *Castle Close*, the Town Council will again approach HBBC requesting that ESTC should be allowed to pollard the trees in question professionally and significantly. Currently, HBBC planning permission for these works are not approved and the quiet enjoyment of residents to use their back gardens in part or in full is being denied to them.

***Noted and received.***

4. *Weaver Springs Park – resident request move the position of an ESTC dog waste bin.*

In response to a householder request this will be expedited in short order at negligible cost and at no inconvenience to any resident.

***Noted and received.***

- 23/035** *To receive a written, (minutes of the 06Jun 23 meeting), and or verbal report from the Chairman of the Events Cttee regarding recent meetings and updates concerning 2023 events.*

The Chairman briefed Members from the Cttee draft minutes, as tabled, content that all matters are currently in hand though all should note that costs have significantly increased across the board, however prudent use of ESTC Earmarked Reserves will be adequate to support the budget. Additionally, Members were reminded that public events do not run themselves and so need Cllrs to volunteer to help out.

***Noted and received.***

- 23/036** *Correspondence received including relevant late items received: **None.***

- 23/037** *To receive the Town Clerk's Finance Report including late relevant items.*

a. *To consider the monthly accounts for May 2023 as a true record fit for the Chairman's signature.*



**Resolved: the accounts for the month of May 2023 are a true record of the Council's financial state up to and including 31 May 2023 and may be signed by the Chairman.**

b. To formally note and receive the independent Internal Auditor's 31 March 2023 'Year End' full report.

This 17 page independent, professional report has been with the majority of Cllrs for 3 weeks for them to scrutinise. The report is satisfactory and detects no significant weaknesses in governance or accountability.

**Resolved: to note and receive the Internal Auditor's Year End report 31 Mar 23.**

c. Year End 31 March 2023 Annual Governance & Accountability Return (AGAR). Members are to consider motions to allow the Chairman and Town Clerk to sign off as true and correct:

- i) AGAR **Section 1** Annual Governance Statement 2022/23.
- ii) AGAR **Section 2** Accounting Statements 2022/23.

**Resolved that: in the correct order, the Town Clerk, (as Proper Officer and Responsible Financial Officer), as well as the Chairman of this meeting are authorised by Cllr members to appropriately sign this AGAR for submission to the External Auditor.**

d. Early Intervention Worker - Grant Funding £7,400 already made: decision required on final spending plan.

Through the Town's Methodist Church, ESTC have in the past provided grant funding to contribute, in small part, to the employment of a full time *Early Intervention Worker* to prevent young people falling into substance misuse or, if they have, help them out of harms way. A full time EIW is no longer employed but £7.4k remains ring-fenced. The Town Clerk was requested to reply back to the Hinckley Methodist Church Circuit to request more detail of how the £7,400 ring-fenced monies would be spent on Early Intervention work in the future.

**Noted and received.**

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

**23/038** To receive the Town Clerk's general report including relevant late items received since this agenda was published.

a. Library based ESTC Public Toilet – Vandalism damage and gross misuse.

This damage was reported in May to Full Council. The Town Clerk now informed Members that the repair cost came to £80 net of VAT.

**Noted and received.**

b. Recruiting – Deputy Clerk.

The Town Clerk informed Members that ten application packs have been issued so far and of those, one completed application has been received to date.

**Noted and received.**



**23/039** *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, discuss and receive non-private session items from the Planning Cttee, e.g., a verbal/written*
- b. *Report from any Planning Cttee meeting or communications, especially regarding major or controversial applications concerning the Town including:*

1. *HBBC notification of a tree preservation order (TPO) regarding listed specimens at 79, Hinckley Rd., Earl Shilton.*

***Noted and received.***

2. *Hinckley National Rail Freight Interchange (HNRFI). The Town Clerk confirmed that, as directed by Members at a previous meeting, ESTC's confirmed 'registration' with The Planning Inspectorate (PINS) has been received so that the Town Council may continue to comment officially as a consultee regarding the HNRFI.*

***Noted and received.***

3. *23/00506/HOU – 29 Thurlaston Ln -single storey & 1<sup>st</sup> floor extension.*

***No material Consultee comments.***

4. *23/00511/HOU – 12 Milbanke Cl - garage conversion & front porch extension.*

***No material Consultee comments.***

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

i) *08 Jul 23 - HBBC Temporary Entertainments Notice application – ES Town Cricket Club – sale of alcohol on 'President's Day'.*

***No material Consultee comments.***

ii) *23/00537/FUL – 22 Wood St – conversion of a former bank to a part retail shop and part 'home of multiple occupancy'.*

***No material Consultee comments.***

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**23/040** *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 - conveyance of 1,000m<sup>2</sup> of land to the Town Council for a premises - update regarding the ESTC Solicitor's actions-on and submission of an expression of interest to apply for a significant grant from the government's 'Community Ownership Fund'.*

Members were informed that the 3<sup>rd</sup> party solicitor was now engaged in the potential conveyance process.



Secondly, regarding project grant funding, a formal ('Expression of Interest (EoI)) application has been made to the government backed *Community Ownership Fund* (COF) now that it has become open to local councils. A formal indicative response from COF should be received by early July 2023.

***Noted and received.***

- b. *Earl Shilton Sustainable Urban Extension (ES-SUE) – Briefing to Cllrs by Barwood Land executives 12 Jun 23 - outcome discussions.*

The meeting Chairman opened up a general discussion about the briefing especially for Members who could not attend the earlier session and for those who were co-opted during this meeting. Salient points were as follows:

- Timing of the 2 planning applications and the implied less than conjoint effect it may have on bringing forward cohesive infrastructure to development of the ES-SUE. The 'Consortium Executives as one were clear that there will be no slippage or hiatus in the first class delivery of quality infrastructure for the development.
- Section 106 Developer Contributions (s.106). These were explained in detail, in particular with relevance of collaborative working with all stakeholders to pay for the significant enhancement of Weaver Springs Park.

***Noted and received.***

- c. *Late relevant confidential items received since this agenda was set. None.*

- 23/041** *Code of Conduct formal complaint submitted to the Borough Council Director 'Monitoring Officer' by the Town Clerk against an elected Town Cllr. Cllrs to be briefed as to the content and nature of the complaint.*

Following on from a recent (04 May 23) anonymous poison-pen letter sent by Royal Mail to the spouse of the Town Clerk at their home address and which is still under open investigation for criminal and civil sanctions: the Town Clerk confirmed that he has lodged a formal complaint against an elected Town Cllr for an alleged breach of the globally accepted *code of conduct* for members of all tiers of local councils. The means of this breach is an email sent by the Cllr to the Town Clerk, (only in the first instance), which is alleged to be, threatening, abusive and undermining. The matter is now in the hands of the Director Monitoring Officer of Hinckley and Bosworth Borough Council for thorough investigation.

***Noted and received.***

**Last Item.**

**The Chairman closed the meeting in good order at 9.44 p.m. thanking members for their attendance and contributions.**

