



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*  
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10th May 2023

Dear Councillor,

You are summoned to attend the **Annual Meeting of the Braunstone Town Council** to be held in the Millfield Hall at Braunstone Civic Centre on **Thursday 18th May 2023** commencing at **8.00pm** for the transaction of the business set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/83569851325?pwd=T05oUHZCQUZocnc3QXF0d1ovblZUT09>

Meeting ID: 835 6985 1325

Passcode: 941892

Yours sincerely,

Darren Tilley  
Chief Executive & Town Clerk

To: The Town Mayor and Members of Braunstone Town Council.

## A G E N D A

1. **Election of Town Mayor**  
To elect the Town Mayor.  
To receive the Town Mayor's Declaration of Acceptance of Office.  
To announce the Town Mayor's Consort and Charity.
2. **Vote of thanks to Retiring Town Mayor**  
To propose a vote of thanks to the retiring Town Mayor and Consort.  
To present a past Town Mayor's badge.  
To receive any announcements from the retiring Town Mayor.
3. **Election of Deputy Town Mayor**  
To elect the Deputy Town Mayor.  
To receive the Deputy Town Mayor's Declaration of Acceptance of Office.
4. **Councillors Declaration of Acceptance of Office**  
To receive delivery by Councillors of their declaration of acceptance of office.
5. **Apologies**  
To receive apologies for absence.
6. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).
7. **Public Session**  
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
8. **Minutes**  
To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held on 23<sup>rd</sup> March 2023 to be signed by the Chairperson (**Enclosed**).
9. **Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct**  
To review the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct (**Enclosed**).
10. **Appointment of Leader and Deputy Leader of the Council**  
To appoint the Leader of the Council and the Deputy Leader of the Council.

11. **Establishment of Standing Committees, Sub-Committees and Advisory Panels**  
To establish, confirm terms of reference, and make appointments to Standing Committees, Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons (**To follow**).
12. **Appointments to Outside Bodies**  
To appoint representatives to Outside Bodies and review arrangements for reporting back (**To follow**).
13. **Co-Option to Vacancies on the Council**  
To consider expressions of interest and to co-opt members to fill the vacancies on the Council; one vacancy for the Millfield Ward and one vacancy for the Ravenhurst Ward (**Enclosed**).
14. **Renewal of General Power of Competence**  
To consider the Council's eligibility for renewing the General Power of Competence (**Enclosed**).
15. **Annual Report 2023**  
To approve the Annual Report (**Enclosed**).
16. **Schedule of Meetings**  
To receive a proposed Schedule of Meetings for 2023/2024 (**Enclosed**).
17. **Announcements**  
To receive announcements/reports (if any):  
a) Town Mayor,  
b) Leader of the Council,  
c) Chief Executive and Town Clerk.
18. **Reports of Standing Committees**  
To receive reports and minutes of Standing Committees (**Enclosed**):
- |                                      |            |       |
|--------------------------------------|------------|-------|
| a) Community & Development Committee | 30/03/2023 | p7662 |
| b) Planning & Environment Committee  | 20/04/2023 | p7672 |
| c) Appeals Committee                 | 24/04/2023 | p7682 |
| d) Policy & Resources Committee      | 27/04/2022 | p7684 |
19. **Sealing of Documents**  
To authorise the sealing of documents (if any).
20. **County and District Councillor Reports**  
To receive reports from the Town's elected representatives on:  
a) Leicestershire County Council  
b) Blaby District Council

*Next Scheduled Meeting: 8pm, Thursday 29th June 2023.*

*Deadline for submission of Questions on Notice and Motions on Notice:  
12noon, Tuesday 20<sup>th</sup> June 2023.*



**NOTE:**

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.  
EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF THE COUNCIL MEETING**

**23<sup>rd</sup> March 2023 at 8.00PM**

**PRESENT:** Councillor Satindra Sangha (Town Mayor), Councillor Tracey Shepherd (Deputy Town Mayor), Councillors Anthea Ambrose, Shabbir Aslam, Ajmer Basra, Parminder Basra, Nick Brown, Amanda Hack, Sohan Johal, Rebecca Lunn-Scoppie, Sam Maxwell, Darshan Singh, Christiane Startin-Lorent, Marion Waterton and Robert Waterton.

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive and Community Services Manager.

There were no members of the public present at the meeting.

**COUNCILLOR SATINDRA SANGHA, TOWN MAYOR, IN THE CHAIR**

**6103 Apologies**

Apologies for absence were received from Councillors Sam Fox-Kennedy, Paul Kennedy and Leanne Lee.

**6104 Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

**6105 Public Session**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present at the meeting.

**6106 Minutes**

The Minutes of the meeting of Braunstone Town Council held on 26<sup>th</sup> January 2023 were circulated (item 4 on the agenda).

It was proposed by the Town Mayor and seconded by the Deputy Town Mayor and was

**RESOLVED** that the Minutes of the Meeting of Braunstone Town Council held on 26<sup>th</sup> January 2023 be approved and signed by the Chairperson as a correct record.

## **6107 Announcements**

### a) Town Mayor

The Town Mayor announced that she had attended the Ratby Band Barn Dance at Braunstone Civic Centre on 18<sup>th</sup> March.

The Town Mayor advised Council there was still time to take part in her new year charity fundraising event, 10,000 Steps Challenge, raising funds for her chosen charity for the year, Rainbows. Participants were able to raise funds in their own time. They could choose when to start and the 30 days would need to be completed by the end of April. Sponsorship forms were available to download from the website.

The Town Mayor's next confirmed engagements were St Crispin's Quiz night on 24<sup>th</sup> March at 7pm, at Braunstone Civic Centre, and Rainbows Open Day on 22<sup>nd</sup> April.

The Town Mayor's Awards of Merit evening would be taking place on Thursday 11<sup>th</sup> May at Braunstone Civic Centre. This year, in order to raise funds for her chosen charity Rainbows, the Awards evening would be a Charity Curry Night where residents and Councillors could purchase tickets for the event. Any groups receiving net proceeds from the Programme of Events or nominees for an Award of Merit would be given complimentary tickets as the Town Mayor's guests for the evening.

The Town Mayor asked Councillors to support those who would be receiving awards and help raise money for Rainbows. Tickets were £15 and on sale from Reception.

### b) Leader of the Council

Councillor Nick Brown thanked Town Councillors due to retire at the end of the current Council Term (Councillors Ajmer Basra, Parminder Basra, Sohan Johal and Phil Moitt) for their years of hard work and dedication on behalf of the Town Council and residents.

### c) Chief Executive and Town Clerk

No announcements were made.

## **6108 Questions from Councillors**

No questions had been submitted.

**6109 Reports of Standing Committees: Community Development Committee – 2<sup>nd</sup> February 2023**

Council received the Report of the meeting of the Community Development Committee held on the 2<sup>nd</sup> February 2023 (p7622-7627).

Page 7623, Minute 78 – Community Safety and Neighbourhood Policing Update

Councillor Anthea Ambrose advised that a meeting had been held on 7<sup>th</sup> February 2023 with herself, Darren Tilley, Pauline Snow, PC 4062 Fraser Lennox, PC 336 Eimear O'Donnell and PCSO 6107 Duane Wright to discuss current issues in Braunstone Town and Thorpe Astley and the Beat Team personnel. It was noted that due to retirement and ill health the Beat Team had been experiencing staffing issues but a new beat sergeant would be in place shortly. Details of the appropriate methods for contacting the police had been circulated to members.

It had been agreed that the police and representatives of the Town Council would meet twice a year with the next meeting due prior to the police beat team setting their priorities for the coming year.

Discussions had also been held on incorporating the new Walking and Cycling route through Mossdale Meadows into the regular police beat patrols. Work would also be undertaken with the security staff at Meridian Leisure to monitor any arising issues with the opening of the new walking and cycling route.

Parking issues were also discussed with the police.

It was moved by Councillor Anthea Ambrose and was

**RESOLVED** that the Report be adopted.

**6110 Reports of Standing Committees: Planning & Environment Committee – 16<sup>th</sup> February 2023**

Council received the Report of the meeting of the Planning & Environment Committee held on 16<sup>th</sup> February 2023 (p7628 – p7643).

Page 7630 - 7633, Minute 64 – Planning and Licensing Applications dealt with under Delegated Authority – Planning Application 4: 22/0827/RM, erection of Local Centre 1 at Tay Road, New Lubbesthorpe

Councillor Robert Waterton drew attention to the Town Council's response to a further planning consultation on the amended plans submitted for the erection of Local Centre 1 on Tay Road, New Lubbesthorpe, and raised concerns regarding parking issues and congestion around the proposed health centre and school.

Councillor Amanda Hack reported on a potential proposed extension to the existing school, which would further add to the parking and possible congestion in the area.

Page 7640, Minute 69 – Members Highway Fund

Councillor Amanda Hack reported that eight outstanding projects in the Member's Highway Fund had now been approved and work scheduled to commence the projects as soon as possible.

Page 7640-7641, Minute 70 – Air Quality Monitoring Annual Status Report 2022 – Response to Questions

Councillor Robert Waterton commented on the diversion of traffic from the M1 Motorway during night time work to Lubbesthorpe Way causing a back up of traffic.

Councillor Amanda Hack advised that the issue would be raised at the full Council of Leicestershire County Council as to whether residents should be notified of traffic diversions. However, Highways England were responsible for works to major trunk roads and the County Council were not always informed when works would be carried out.

Councillor Robert Waterton suggested that the County Council should consider traffic flow measures to ease back logs of vehicles during traffic diversions.

Page 7641-7642, Minute 72 – Lubbesthorpe Impact Group

Councillor Robert Waterton reported that in December 2022 861 houses were occupied on the Lubbesthorpe development. In February 2023 871 houses were occupied indicating a slow progress in the development.

It was moved by Councillor Robert Waterton and was

**RESOLVED** that the Report be adopted.

**6111 Reports of Standing Committees: Policy & Resources Committee – 9<sup>th</sup> March 2023**

Council received the Report of the meeting of Policy & Resources Committee held on 9<sup>th</sup> March 2023 (p7644– p7654).

Page 7645, Minute 84 – Civic Centre Facilities Improvements

Councillor Nick Brown reported that the first phase of the Civic Centre improvements was now complete. The second phase was now in progress and due to be completed by Easter 2023. The Changing Places toilet was due to be completed by mid-May 2023.

Page 7651, Minute 98 – Procurement of Items Identified in the Climate Audit



Councillor Nick Brown reported that works identified in the Climate Audit including installation of solar panels, electric vehicle charging points and an air source heat pump at Thorpe Astley Community Centre, would commence at the end of April 2023.

However, the next stage of the Climate Audit strategy would be more challenging to complete.

Councillor Christiane Startin-Lorent suggested that the Town Council shares its Climate Audit strategy with other parish and town councils to support them in making changes.

Councillor Amanda Hack suggested that representatives from Leicestershire County Council be invited to come and see the work and projects the Town Council has undertaken as part of its Climate Strategy.

Councillor Nick Brown agreed that once the work had been completed, local councils and authorities could be invited to come and see the work the Town Council had achieved through methodical and strategic planning following the Carbon Audit.

It was moved by Councillor Nick Brown and was

**RESOLVED** that the report be adopted.

**6112 Motions on Notice**

No Motions on Notice had been submitted.

**6113 Sealing of Documents**

There were no documents for sealing.

**6114 County and District Councillor Reports**

a) Leicestershire County Council

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on the following matters:

1. Passenger transport services had dropped 45% since the Covid pandemic and bus services had also reduced but Cabinet had not commented on the issue. A motion had been put forward that £500,000 be made available to help subsidise transport services, which some members rejected. It was also noted that passenger transport to airports had also been cut.

2. The County Council was continuing a programme of austerity which would affect support for vulnerable residents in the County and many vulnerable residents were now left with no support.
3. Road Safety concerns were raised as it was noted that the top 8 junctions in the County for traffic accidents included three in Braunstone Town including Fosse Park, Braunstone Lane/Narborough Road South and Braunstone Lane/Hinckley Road junctions.
4. Road resurfacing work was planned for the Braunstone Lane/Narborough Road South junction and it was hoped that road safety work could be included in this work. Work at Fosse Park including changes in signage and traffic light sequencing had reduced the number of accidents at this junction.
5. Work was currently underway to repair the fencing between Narborough Road South and the service roads after road traffic accidents. However, the fence is bespoke and panels were not necessarily the same size so lead in times for replacement panels is extensive.
6. It was noted that details of a Highways Communication Plan would be forwarded to the Chief Executive & Town Clerk to replace the Blaby Highways Forum group.

Councillor Robert Waterton commented that the Fosse Park junction was confusing and had many vehicular near misses. He queried how councillors and local residents could obtain information about accidents in the Town.

Councillor Amanda Hack advised that there was no legal requirement for Council's to be informed about accidents. If the Police attend an accident their only requirement was to advise the County Council in the event of injury. If a death occurs on the highway the County Council had to undertake a Road Incident Management report.

Councillor Christiane Startin-Lorent suggested that it would be useful for residents and the Council to know about accidents in the Town in order to assess what could be done to prevent further accidents.

Councillor Sam Maxwell expressed concern regarding the fencing on Narborough Road South with it being left unrepaired and dangerous and suggested that the County Council has a supply of fencing ready to repair the fence when needed.

Councillor Amanda Hack advised that the fence panels were not a uniform size so the County Council would not be able to keep items in stock.

b) Blaby District Council

Councill Sam Maxwell, as District Councillor for Ravenhurst and Fosse Ward, reported on the following matters:

1. The budget for the district had now been set and funding received by the authority had been more than expected and so no services would be cut. A £5 increase in Council tax had been agreed.
2. Scrutiny Commissioners were meeting to discuss how scrutiny works, how work would be divided up and what improvements could be made.
3. A review into Human Resources was currently underway to discuss recruitment and retention of staff. A new Human Resources Manager had been recruited and meetings arranged to discuss current staff recruitment.
4. A Remuneration meeting was due to be held to look at Councillor Allowances.

The meeting closed at 9.10pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

## BRAUNSTONE TOWN COUNCIL

18<sup>th</sup> MAY 2023

### Item 9 – Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

#### Purpose

To review the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct.

#### Standing Orders

The following amendments are proposed to the Standing Orders.

#### 3.6 Public Participation

Neither the Council's Standing Orders or any of its policies refer to how it will deal with petitions. Petitions have been received by the Council previously and referred to an appropriate Committee. Outside Council and Committee, officers have received requests for the Council to host a petition at its premises for people to sign.

Therefore, to clarify the process, the following amendments are proposed to Standing Order 3.6 Public Participation:

- a) *At all meetings of the Council, Committee, Sub-Committee and Advisory Panels members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda. The time allowed for each member of the public to make a presentation, give evidence, or ask questions will be restricted to within 3 minutes. Where there is a group of members of public wishing to make the same representations, present the same evidence or ask the same questions, the group must appoint one representative to speak on their behalf and he/she will be restricted to within 3 minutes.*
- b) *Public participation sessions should be ordered by the Chairperson as part of his/her role in presiding over the meeting and conducted in accordance with these Standing Orders.*
- c) *A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Member for an oral response or to an employee for a written or oral response. A record of a public participation session at a meeting shall be included in the minutes of that meeting.*

- d) In the case of a petition; the Council, Committee, Sub-Committee or Advisory Panel will determine whether to:
- i. take no further action (although advice may be given on how to pursue the matter raised in the petition);
  - ii. refer the Petition, or the matter raised in it, to an appropriate meeting of the relevant Committee or Sub-Committee to consider alongside an officer report;
  - iii. refer the petition, or the matter raised in it, to another body; or
  - iv. ask an Officer to consider and respond.
- e) Braunstone Town Council can support/host petitions where the petition is in line with Council Policy or a resolution of the Council/relevant Committee or Sub-Committee.

#### 4.7 Order of Business for the Annual Meeting / 4.8 Order of Business for an Ordinary Council Meeting

Further to the above it is proposed to amend Standing Orders 4.7g and 4.8b as follows “Public Session – Members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda”.

In addition, Standing Order 4.7v and 4.8k “To receive reports from the Town’s elected representatives on the District and County Council” is the final item on the agenda. Given a District or County Councillor may not necessarily be a Town Council member, it is recommended to move this item up the agenda to follow “To receive any announcements or reports from the Town Mayor, Leader of the Council and Chief Executive & Town Clerk (Standing Order 4.11)”; i.e. to 4.7t and 4.8g and renumbering the subsequent items.

#### Financial Regulations

The following amendments are proposed to the Financial Regulations.

#### 4.5 Budgetary Control and Authority to Spend

In line with the Council’s decision to amend Standing Order 6.6, Financial Matters, and Financial Regulation 4.1, to increase the delegated spending limit to officers from £3,000 to £5,000 where budgetary provision exists; it is recommended that the same apply to Financial Regulation 4.5, which applies to urgent situations including where no budgetary provision exists:

*“In cases of extreme risk to the delivery of council services, the Chief Executive & Town Clerk may authorise revenue expenditure on behalf of the council as necessary. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£3,000~~ £5,000. The Chief Executive & Town Clerk shall report such action to the Leader of the Council and chairperson of the relevant Standing Committee as soon as possible and to the relevant Standing Committee as soon as practicable thereafter”.*

## 6. Instructions for the Making of Payments

Financial Regulations 6.6 – 6.8 cover payments by direct debit (6.6), standing order (6.7) and BACS/CHAPS (6.8). All three clauses provide for the arrangements to be “renewed by the council at least every two years”.

In respect of Financial Regulation 6.6 – variable direct debits; the Internal Audit of 2022 highlighted that this could and probably should be strengthened. The audit stated that there was a risk of “Council funds being debited through Direct Debits, which remained active at the bank, although the contract had expired or been terminated” and the Internal Auditor recommended that “consideration be given to reducing the frequency of review from ‘at least every two years’ to ‘at least annually’”. On the 30<sup>th</sup> June 2022, Council adopted the Internal Action Plan approved by Corporate Governance Sub-Committee and Policy & Resources Committee on 16<sup>th</sup> June 2022 to “include changes in annual review of Financial Regulations in April and May 2023”.

The relevant Standing Committee to consider payment authorisations would be Policy & Resources Committee. To ensure a detailed overview and consistency across all types of payments, it is recommended that the detailed overview be given to the Corporate Governance Sub-Committee and that they undertake this task annually for direct debits, standing orders and BACS/CHAPS. Therefore, the changes to financial regulations 6.6 – 6.8 are as follows:

- 6.6. *Payment for certain items may be made by variable direct debit provided that the instructions are signed by two account signatories and any payments are reported to the relevant Standing Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the relevant Standing Committee /sub-committee at least ~~every two years~~ annually.*
- 6.7. *Payment for certain items may be made by banker’s standing order provided that the instructions are signed, or otherwise evidenced by two account signatories are retained and any payments are reported to the relevant Standing Committee as made. The approval of the use of a banker’s standing order shall be renewed by resolution of the relevant Standing Committee /sub-committee at least ~~every two years~~ annually.*
- 6.8. *Payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the relevant Standing Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the relevant Standing Committee /sub-committee at least ~~every two years~~ annually.*

## Scheme of Delegation

The following amendments are proposed to the Scheme of Delegation.

### *Community Development*

One of the Community Development Social Inclusion, Recreation and Culture Objectives is “*To provide support for the Office of Town Mayor*”. This provision is applied to include the civic, ceremonial and commemorative functions of the First Citizen. For the avoidance of doubt, it is recommended that this provision is developed “*To provide support for the Office of Town Mayor and to promote Civic, Ceremonial and commemorative functions, including the flying of flags*”.

### *Delegated Powers to Officers – Specific Delegations: Community Centres*

The General Terms & Conditions for booking the Council’s facilities do not provide for cancellation and refund. Customers will often try to cancel and obtain a refund for a variety of personal issues and matters outside the control of the Council. However, where an appropriate organisation or agency issues advice to the public to stay at home and cancel events, such as the Police or Met Office due to bad weather; e.g. red weather warnings; the Council would wish to support customers and hirers adhering to such advice. There for it is recommended that an additional Community Centres Specific Delegation to Officers is added as follows “*To allow booking cancellations/transfers without penalty and to authorise a refund where a cancellation/transfer is made due to official advice issued by the Police, Met Office or other appropriate agency; for example, Met Office red weather warnings*”.

### *Delegated Powers to Officers – Specific Delegations: Contracts*

It is recommended to update Specific Delegation 27 to align with Standing Order 6.6, Financial Matters, and Financial Regulation 4.1, to increase the delegated spending limit to officers from £3,000 to £5,000 to increase the signing of contracts by the same “*To sign contracts up to a value of ~~£3,000~~ £5,000 entered into on behalf of the Council in accordance with the Financial Regulations*”.

Specific Delegation 28 provides “*To enter into routine maintenance and service agreements*”. It is considered that there are other agreements, such as the recent copyright agreement, which could be covered by this provision. Therefore, it is recommended to amend this delegation as follows: “*To enter into routine legal, maintenance and service agreements*”.

## Councillor Code of Conduct

On 13<sup>th</sup> May 2021, the Council adopted a new Councillor Code of Conduct based on the LGA Model Councillor Code of Conduct. On 12<sup>th</sup> May 2022, the Council adopted amendments to align the Code with the “local” model developed by Leicestershire’s Monitoring Officers and the Leicestershire & Rutland Association of Local Councils.

There are no proposed revisions to the Councillor Code of Conduct.

## Committee Consideration

Policy & Resources Committee on 27th April 2023 reviewed the Council's Standing Orders, Financial Regulations, scheme of delegation and the Councillor Code of Conduct and recommended adoption at the Annual Council Meeting, as set out in the recommendations below (Policy & Resources Committee Minute 111 2022/2023).

## Recommendations

1. That the proposed amendments to the Council's Standing Orders, as set out in the report, be approved;
2. that that the proposed amendments to the Council's Financial Regulations, as set out in the report, be approved;
3. that that the proposed amendments to the Council's Scheme of Delegation, as set out in the report, be approved; and
4. that, as a result of 1 to 3 above, delegated authority be given to the Chief Executive & Town Clerk to renumber paragraphs and update cross-references accordingly.

## Reasons

1. To give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.
2. To align delegated spending amounts for clarity and consistency and to accommodate provisions identified by the internal audit.
3. To give clarity to intended meaning, respond to exceptional circumstances, align delegated spending amounts for clarity and consistency and provide for routine and operational agreements to made.
4. To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.



## **BRAUNSTONE TOWN COUNCIL**

**18th MAY 2023**

### **Item 13 – Co-Option to Vacancies on the Council**

#### Purpose

To consider expressions of interest and to co-opt members to fill the vacancies on the Council; one vacancy for the Millfield Ward and one vacancy for the Ravenhurst Ward.

#### Local Elections

Ordinary elections were held for the Town Council on Thursday 4th May 2023.

In the Millfield Ward five candidates were nominated to contest six seats, these candidates were elected unopposed and one seat is therefore vacant.

In the Ravenhurst Ward six candidates were nominated to contest seven seats, these candidates were elected unopposed and one seat is therefore vacant.

In both the Thorpe Astley and St. Mary's Wards the number of candidates nominated exceeded the number of seats available and therefore elections were held.

As a result, 2 vacancies (1 for the Millfield Ward and 1 for the Ravenhurst Ward) can be filled by co-option, voted for by the elected members of Braunstone Town Council.

#### Town Councillor Vacancies

The Representation of the People Act 1985, which enables a parish council to co-opt to vacancies not filled by an election provides for no specific process for filling a vacancy after an ordinary election, other than the Elections Authority can decide after 35 working days to hold a further election for the vacant seat(s).

35 working days starts on the day of the new Council, which is 4 days after the election; therefore, 35 working days ends on 26th June. Since the next ordinary meeting of the Council is not scheduled until 29th June, it is appropriate to consider Co-option at the Annual Meeting of the Council.

Standing Order 4.9a sets out that "the Council will publicise that it intends to co-opt to the vacancy at the next meeting of the Council and will invite expressions of interest". Therefore, a Notice of vacancy in the Office of Town Councillor was published on 6th May 2023 for both the Millfield and Ravenhurst Wards.

## Qualification for holding the Office of Town Councillor

To qualify for co-option, the candidate must:

- be either a British, Commonwealth or European Union citizen;
- on the 'relevant date' (i.e. on the day of co-option) be 18 years of age or over; and
- not be debarred from standing as a Councillor.

additionally the candidate must meet one of the following four qualifications:

1. a local government elector in Braunstone Parish; or

have during the whole of the 12 months preceding the day of co-option:

2. occupied as owner or tenant any land or other premises in Braunstone Parish; or
3. had his/her principal or only place of work in Braunstone Parish; or
4. resided in Braunstone Parish or within three miles of the boundary.

## Applications

Any person interested in being co-opted as a Braunstone Town Councillor has to apply in writing to the Chief Executive & Town Clerk by 9am on Tuesday 16th May 2023.

Any applications received will be circulated to Councillors in advance of the Annual Council meeting. The candidate(s) will receive an invitation to attend the Annual Council Meeting on Thursday 18th May 2023 to present their case to be co-opted as a Town Councillor and answer any questions.

## Considering Applications

The Town Mayor will invite each of the candidates in turn, in the order their applications were submitted, to address Council for no more than 5 minutes each explaining how they intend to serve as a Town Councillor.

After each candidate has made their address, there will be an opportunity for Town Councillors to ask questions of clarification on the application and the address. The Town Mayor will ensure that Councillors questions and the applicant's response is brief and relevant.

During each address and the subsequent questions, other candidates will be asked to wait outside the room.

## Arrangements for co-option

In accordance with Standing Order 4.21, Voting on Appointments, "*Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. Any tie may be settled by the Chairperson's casting vote.*"

In the event that there are more applicants than vacancies, the Town Mayor will call for a secret ballot to take place and Town Councillors will be issued with a ballot paper and asked to vote for no more than the number of candidates required to co-opt to the number of vacancies.

Once there is a majority in favour of two candidates, a formal motion must be put to Council, seconded and voted upon in order for the co-option to take place, which can take immediate effect.

Candidates are invited back into the room and informed of the result. The successful candidates who have been co-opted will sign their declaration of acceptance of office and take up their seat among the members of the Council.

## **BRAUNSTONE TOWN COUNCIL**

**18th MAY 2023**

### **Item 14 – Renewal of General Power of Competence**

#### **Purpose**

To consider the Council's eligibility for renewing the General Power of Competence.

#### **Background**

The General Power of Competence is set out in Section 1 of the Localism Act 2011, and is applied to local councils through "*The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965*". The General Power of Competence revokes the Power of Wellbeing and allows local councils that qualify to do anything that an individual with full capacity can do that is not specifically prohibited and complies with existing legislation.

To use the power, a local council must meet the following criteria:

- a) two thirds of its membership elected (including any elected unopposed);
- b) the clerk must hold a recognised professional qualification and pass the CiLCA module relating to the general power of competence; and
- c) resolve that it meets the criteria and confirm its eligibility at the Annual Council meeting following each ordinary election.

Braunstone Town Council first resolved that it met the criteria at Council on 24th January 2014 (minute 5083). The Council subsequently re-affirmed its eligibility on 10th September 2015 (minute 5354) following the local elections in May 2015 and on 16th May 2019 (minute 5752).

#### **Eligibility**

On 4th May 2023, local elections were held. 11 members were returned in an uncontested election in the Millfield and Ravenhurst Wards. 8 members were elected in the Thorpe Astley and St. Mary's Wards. 2 vacancies, 1 for the Millfield Ward and 1 for the Ravenhurst Ward, remained to be filled by co-option. Therefore, the Town Council meets the criteria in paragraph a above.

The Chief Executive & Town Clerk was awarded CiLCA qualification on 14th August 2015; including passing the module relating to the general power of competence. Therefore, the Town Council meets the criteria in paragraph b above.

Following the ordinary election on 4th May 2023, all that remains is for the Council at this Annual Council meeting to resolve that it meets the criteria and confirm its eligibility for using the General Power of Competence (paragraph c above).

### Recommendation

That Braunstone Town Council meets the eligibility criteria in paragraph 2 of the schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965 and confirms eligibility for the purpose of completing any activity undertaken in exercise of the General Power of Competence.

### Reason

To enable the Council to utilise the General Power of Competence to ensure that local services and the environment reach the highest possible standards, respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community.

## **BRAUNSTONE TOWN COUNCIL**

**18<sup>th</sup> MAY 2023**

### **Item 15 – Annual Report 2023**

#### **Purpose**

To approve the Annual Report 2023.

#### **Background**

Each year the Council publishes an Annual Report, presented at the Annual Towns Meeting and the Annual Meeting of the Town Council in May, which sets out its achievements during the previous 12 months and priorities for the forthcoming year.

Following adoption of the Annual Report by the Annual Meeting of the Town Council, it is published in the Braunstone Life (in place of the standard monthly pages for the month) and will be available on the Council's website and from Customer Services.

The proposed 2023 Annual Report is attached at Appendix 1.

#### **Committee Consideration**

Policy & Resources Committee on 27th April 2023 received the draft Annual Report 2023 for recommending to the Annual Meeting of the Full Council for adoption (Policy & Resources Committee minute 108 2022/2023).

To enable the inclusion of the provisional year end accounts and ensure that the document would be finalised and presented for public consumption; the Committee resolved "that delegated authority be given to the Chief Executive and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2023 (Appendix 1)".

Subject to the above, Policy & Resources Committee recommended to Annual Council "that the Annual Report 2023, attached as Appendix 1, be received and adopted".

#### **Recommendation**

That the Annual Report 2023, attached as Appendix 1, be received and adopted.

#### **Reason**

To report on the Town Council's achievements and to set out its priorities for the forthcoming year.



## BRAUNSTONE TOWN COUNCIL

## Welcome to our Annual Report 2023

By Councillor Nick Brown, Leader of Braunstone Town Council

Despite these challenging times, the Town Council continues to provide important services to the community, this Annual Report provides a summary of our achievements during 2022/2023 and looks ahead to our aspirations for the next 12 months.

A full list of our achievements is set out overleaf, however, I wish to reflect on a three of them here.

This year work commenced on improving Walking and Cycling Connections; with the new pathway through Mossdale Meadows completed. The next stages include the path being linked through Meridian Leisure. Further works are due to be carried out later this year to improve the pathway and crossing points along Meridian Way. This is a significant development for our community providing better access to Meridian Leisure and Business Park for Braunstone Town residents and to the Civic Centre/Library and Mossdale Meadows for Thorpe Astley residents. Work to improve access to Aylestone Meadows from Kingsway is also due to take place this year.



Improvement Works have been undertaken to the Civic Centre Facilities. A new kitchen facility enables the Civic Community Lounge to offer hot and cold food through the day providing a community meeting place. The refurbished toilets includes a new Changing Places toilet for individuals who need assistance when using the toilet, making our facilities accessible for everyone.

The new Pavilion facility, site improvements and refurbished tennis courts at Shakespeare Park have been fully completed and delivered under budget by £32,735. The Council and the sports clubs hosted a successful community open day in June showcasing our new Sports Pavilion facilities. Work is underway on the future management arrangements with the Sports Clubs to enable the new Pavilion facility to be available for hire and community use during the coming year. Also in the coming year we aim to deliver the final stage of our improvements: refurbishment of the playground, which includes the installation of sensory play equipment, providing for those children with special needs to play alongside their siblings.

With finance and contractors now in place, in the summer of 2023 we will be installing solar PV panels on our buildings and an air source heat pump at Thorpe Astley Community Centre. With energy bills increasing this project has become a top priority for the Council, not only in response to the challenges of climate change but also to protect the Council's finances and to avoid excessive Council Tax increases.

A full list of the Council's Capital Projects and Delivery Objectives for the coming year, along with information on our services can be found on our website at [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk) or by contacting Customer Services.

Once again, thank you for your time.

## ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

YEAR ENDED 31ST MARCH 2022		YEAR ENDED 31ST MARCH 2023
£		£
618,174.73	<b>BALANCE BROUGHT FORWARD</b>	286,317.22
681,961.00	(+) Annual Precept	720,356.00
172,030.00	(+) Total other receipts	338,512.47
434,301.32	(-) Staff costs	544,101.77
94,185.39	(-) Loan interest / capital repayments	82,433.06
657,361.80	(-) Total other payments	504,210.64
286,317.22	(=) Balances carried forward	214,440.22
243,220.55	Total cash and short term investments	157,711.05
5,400,445.75	Total fixed assets and long term assets	5,429,227.79
1,061,861.96	Total borrowings	1,120,527.97

## Mission Statement

We exist:

1. To ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town;
2. To provide a focus for civic pride;
3. To listen, identify and respond to agreed local needs;
4. To help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.



# BRAUNSTONE TOWN COUNCIL

## Achievements (2022/2023)



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.



# BRAUNSTONE TOWN COUNCIL ACHIEVEMENTS 2022/2023

## 1. Protect and Enhance our Parks and Open Spaces

- Completed the second phase of the Shakespeare Park Improvements with the refurbishment of the Park Tennis Courts;
- Opened the New Shakespeare Pavilion building and site for use by the sports clubs; with a successful community open day in June 2022;
- Supported the sports clubs at Shakespeare Park to grow with one-off grant fund;
- Further invested in and enhanced tennis provision through Tap4Tennis; rolling out the scheme at Shakespeare Park tennis courts;
- Approved designs and received tenders for improvements to the Culvert and bridge over Lubbethorpe Brook at Mossdale Meadows.




**BRAUNSTONE TOWN COUNCIL**  
**TAP 4 TENNIS!**  
**AT THORPE ASTLEY PARK AND SHAKESPEARE PARK**

FOR MORE INFORMATION GO TO:  
[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

FOR ALL ENQUIRIES PLEASE EMAIL:  
[ENQUIRIES@BRAUNSTONETOWNCOUNCIL.ORG.UK](mailto:ENQUIRIES@BRAUNSTONETOWNCOUNCIL.ORG.UK) OR  
 CALL: 0116 2890045







### 2. Provide Vibrant Community Facilities

- Refurbished customer toilets at Braunstone Civic Centre, including the provision of a changing places toilet to ensure our facilities are accessible to everyone;
- Provided kitchen facilities to enable the Civic Community Lounge to offer a weekday café service;
- Implemented revised Community Centres hire arrangements providing discounts for regular users, community groups & residents;
- Attracted new activities and hires to Thorpe Astley Community Centre in response to a residents' survey;
- Provided both Library outreach services and support and advice services at Thorpe Astley Community Centre.



### 3. Support and Connect the Local Community

- Established a weekly Warm Welcome Space over the winter months at Braunstone Civic Centre;
- Supported new and existing community activities and initiatives through our enhanced Community Grants Schemes and our Programme of Events;
- Co-ordinated and supported successful community events, such as Apple Day; the Queen's Jubilee commemorations, and open days at both Shakespeare Park Pavilion and Thorpe Astley Community Centre; and
- Developed successful Library community events and initiatives; including children's reading, heritage displays and arts & craft events.



### 4. Respond to Climate Change and champion sustainable development

- Developed an Action Plan to deliver the actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;
- Completed designs, appointed preferred contractors and secured funding for the installation of Solar PV Panels, an air source heat pump and Electric Vehicle Charging Points;
- Adopted an Environment and Biodiversity Strategy in order to enhance nature and biodiversity on our urban green spaces;
- Supported and facilitated initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian; with phase 1, improvements at Mossdale Meadows, delivered; and
- Implemented a Bike to Work Scheme.



### Your Views

Throughout the year we undertake a range of consultations and surveys to ascertain the views of residents on major projects, such as our improvement proposals, other priorities and services and also to help us to articulate the needs and aspirations of the community.

We have a dedicated Consultation page on our website (found under Town Council).



## **1. Protect and Enhance our Parks and Open Spaces**

**Aim: To invest in and maintain high quality urban green spaces for sport, recreation and play, while enriching the natural environment.**

### **Delivery Objectives for 2023/2024:**

- Complete Phase 3 of the Shakespeare Park refurbishment: Playground.
- Open the New Shakespeare Pavilion building for use by the community.
- Support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Pétanque.
- Invest in Thorpe Astley Park Tennis Courts and deliver tennis initiatives to enhance participation.
- Continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park.
- Carry out repairs to the Culvert and Bridge at Mossdale Meadows.
- Refurbish and enhance Impey Close Play Area and surrounding open space.



## **2. Provide Vibrant Community Facilities**

**Aim: To provide vibrant, accessible and cost effective community facilities, which continue to be used by and respond to the needs of our community.**

### **Delivery Objectives for 2023/2024:**

- Deliver essential works on the Civic Centre building fabric.
- Expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre.

## **3. Support and Connect the Local Community**

**Aim: To both nurture and enhance the Town’s community life and connect our communities to reduce isolation and build community cohesion.**

### **Delivery Objectives for 2023/2024:**

- Support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events.
- Co-ordinate community events, such as Apple Day, Coronation of King Charles III, and a Thorpe Astley Summer Event – Thorpe Astley on the Beach.
- Develop Library events, initiatives and continue community engagement; including children’s reading, heritage displays and arts & craft events.
- Support the Local Area Coordination Project.

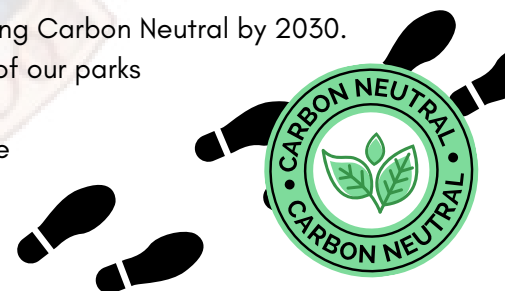


## **4. Respond to Climate Change and champion sustainable development**

**Aim: To embed climate and environmental awareness in our decision making and actions and play our part in supporting the community to do the same.**

### **Delivery Objectives for 2023/2024:**

- Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030.
- Undertake surveys and produce Management Plans to enhance the biodiversity of our parks and open spaces.
- Support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian.
- Work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.



**BRAUNSTONE TOWN COUNCIL**  
**SCHEDULE OF COUNCIL & COMMITTEE MEETINGS 2023/2024**

DATE	TIME	COMMITTEE	DATE	TIME	COMMITTEE
<b>2023</b>					
<b>MAY</b>			<b>DECEMBER</b>		
THUR 4		Local Elections	THUR 7	7.30pm	Community Development
THUR 11		No Meeting	THUR 14	7.30pm	Planning & Environment
THUR 18	7.30pm 8.00pm	<b>ANNUAL TOWNS MEETING</b> <b>ANNUAL MEETING OF THE FULL COUNCIL</b>	THURS 21		No Meeting
THUR 25	7.30pm	Community Development	THUR 28		BANK HOLIDAY
<b>2024</b>					
<b>JUNE</b>			<b>JANUARY</b>		
THUR 1	7.30pm	Citizens' Advisory Panel	THUR 4		BANK HOLIDAY
THUR 8	7.30pm	Planning & Environment	THUR 11	7.30pm	Policy & Resources ( <i>Precept</i> )
THUR 15	7.00pm 7.30pm	Corporate Governance Policy & Resources	THUR 18		No Meeting
THUR 22		No Meeting	THUR 25	8.00pm	<b>COUNCIL (<i>Precept</i>)</b> <i>Precept Deadline: 1<sup>st</sup> Feb</i>
THUR 29	8.00pm	<b>COUNCIL (<i>Accounts</i>)</b>			
<b>JULY</b>			<b>FEBRUARY</b>		
THUR 6	7.30pm	Community Development	THUR 1	7.30pm	Community Development
THUR 13		SUMMER BREAK	THUR 8		No Meeting
THUR 20		SUMMER BREAK	THUR 15	7.30pm	Planning & Environment
THUR 27		SUMMER BREAK	THUR 22		No Meeting
			THUR 29	7.30pm	Citizens' Advisory Panel
<b>AUGUST</b>			<b>MARCH</b>		
THUR 3		SUMMER BREAK	THUR 7	7.30pm	Policy & Resources
THUR 10		SUMMER BREAK	THUR 14		No Meeting
THUR 17		SUMMER BREAK	THUR 21	8.00pm	COUNCIL
THUR 24	7.30pm	Planning & Environment	THUR 28	7.30pm	Community Development
THUR 31	7.30pm	Citizens' Advisory Panel			
<b>SEPTEMBER</b>			<b>APRIL</b>		
THUR 7	7.30pm	Policy & Resources	THUR 4		EASTER BREAK
THUR 14		No Meeting	THUR 11		EASTER BREAK
THUR 21	8.00PM	<b>COUNCIL</b>	THUR 18	7.30pm	Planning & Environment
THUR 28		No Meeting	THUR 25	7.30pm	Policy & Resources
<b>OCTOBER</b>			<b>MAY</b>		
THUR 5	7.30pm	Community Development	THUR 2		BANK HOLIDAY
THUR 12		No Meeting	THUR 9	7.30pm 8.00pm	<b>ANNUAL TOWNS MEETING</b> <b>ANNUAL MEETING OF THE FULL COUNCIL</b>
THUR 19		No Meeting	THUR 16		
THUR 26	7.30pm	Planning & Environment			
<b>NOVEMBER</b>			<p><b>ANNUAL MEETING</b> - In an Election Year the Annual Meeting must take place on the fourth day after the date of the election or within fourteen days thereafter. (Election of Town Mayor and appointment of Committees.)</p> <p><b>ANNUAL TOWNS MEETING</b> - The Parish meeting in England must assemble annually on some day between 1<sup>st</sup> March and 1<sup>st</sup> June (LGA 1972, Schedule 12). (All Local Government Electors are invited to participate and raise matters of local interest).</p>		
THUR 2	7.30pm	Policy & Resources			
THUR 9		No Meeting			
THUR 16	8.00pm	COUNCIL			
THUR 23		No Meeting			
THURS 30	7.30pm	Citizens' Advisory Panel			

## **NOTES**

*The deadline date for the Council to adopt the Accounts is 30<sup>th</sup> June each year.*

*The deadline date for submitting the Precept request is 1st February each year.*

Half term break:	Monday 29 May to Friday 2 June 2023
Schools close:	Thursday 13 July 2023
August Bank Holiday:	Monday 28 August 2022
Schools open:	Tuesday 29 August 2023
Half term break:	Monday 16 October to Friday 20 October 2023
Schools close:	Friday 22 December 2023
Schools open:	Monday 8 January 2024
Half term break:	Monday 19 February to Friday 23 February 2024
Schools close:	Friday 22 March 2024
Schools open:	Monday 8 April 2024
May Day Bank Holiday:	Monday 6 May 2024
Half term break:	Monday 27 May to Friday 31 May 2024

## **BANK HOLIDAYS**

7 <sup>th</sup> April 2023	Good Friday
10 <sup>th</sup> April 2023	Easter Monday
1 <sup>st</sup> May 2023	Early May Bank Holiday
8 <sup>th</sup> May 2023	Coronation Bank Holiday
29 <sup>th</sup> May 2023	Spring Bank Holiday
28 <sup>th</sup> August 2023	Summer Bank Holiday
25 <sup>th</sup> December 2023	Christmas Day
26 <sup>th</sup> December 2023	Boxing Day
1 <sup>st</sup> January 2024	New Year's Day
29 <sup>th</sup> March 2024	Good Friday
1 <sup>st</sup> April 2024	Easter Monday
6 <sup>th</sup> May 2024	May Day Bank Holiday

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 30<sup>th</sup> MARCH 2023 AT 7.30pm**

**PRESENT:** Councillor Anthea Ambrose (Chair), Councillor Tracey Shepherd (Vice-chair) and Councillors Nick Brown, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy, Christiane Startin-Lorent and Bob Waterton (substituting for Councillor Marion Waterton).

**Officers in attendance:** Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive & Community Services Manager

There were no members of the public present.

**87. Apologies**

Apologies for absence were received from Councillor Marion Waterton.

**88. Disclosures of Interest**

A disclosure of Non-Pecuniary Interest was made by Councillor Anthea Ambrose in agenda item 18(b), Community Grant Applications, Braunstone Town Community Allotments Ltd, since Councillor Ambrose rents an allotment from the organisation.

**89. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present.

**90. Minutes of the Meeting held 2<sup>nd</sup> February 2023**

The Minutes of the Meeting held on 2<sup>nd</sup> February 2023 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 2<sup>nd</sup> February 2023 be approved and signed by the Chairperson as a correct record.

**91. Town Mayor's Report**

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (item 5 on the agenda).

It was noted that the Town Mayor would be attending the Rainbows Open Day on 22<sup>nd</sup> April 2023.

The Town Mayor was hosting a fundraising event as part of the annual Awards of Merit event at the end of the Mayoral year. Tickets for the event were on sale from the Civic Centre reception for £15 with £5 from each ticket sale being donated to the Town Mayor's chosen charity – Rainbows. Members were encouraged to purchase tickets to support the Town Mayor's final event for her year in office. Award recipients and Programme of Event groups receiving net proceeds from their events would be offered complimentary tickets.

Four nominations for an Award of Merit had been received. The Town Mayor had nominated three people and confirmation was awaited on whether they were Braunstone Town residents as this was a criteria of receiving an Award of Merit

Members suggested that Jack Haselgrove receive an Outstanding Contribution award to recognise his work on the history of Braunstone Town and his generous offer to pass all future proceeds from the sale of his two books, to the Town Council.

## **RESOLVED**

1. that the update on the Town Mayor's Engagements be noted;
2. that the Awards Night being combined with a Curry Night to raise funds for the Town Mayor's charity be approved;
3. that the criteria for the awards be amended to allow non-residents and residents of Braunstone Town or Thorpe Astley to receive an Award of Merit;
4. that Jack Hazelgrove be awarded an Outstanding Achievement award;
5. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Town Mayor, Deputy Town Mayor and Leader of the Council, to approve the nominations for the Awards of Merit and to ensure that the awards were not oversubscribed.

### *Reasons for Decision*

1. *To monitor and review the effectiveness of the Town Council's community engagement activities.*
2. *To offer a further opportunity to raise funds for the Town Mayor's charity.*
3. *To recognise achievement which had a positive impact in the parish by both residents and non-residents;*
4. *To recognise Jack Haselgrove's outstanding work and contribution to recording the history of Braunstone Town.*
5. *To ensure that the nominees were eligible for consideration and that an appropriate number of Awards would be considered.*

**92. Community Safety and Neighbourhood Policing Update**

Unfortunately, no representatives from the Police were able to attend the meeting.

Members raised concerns about an increase in parking on pavements and obstructing the highways so that pushchairs, wheelchairs etc could not pass on the pavement and were forced to go on to the road.

This was happening in all areas of the Town. It was noted that the Leicestershire County Council Highways department was responsible for highways, Blaby District Council was responsible for parking enforcement and the Police took action if a vehicle was causing an obstruction. It was noted that parking on the pavement was not illegal unless it is causing an obstruction.

Concern was raised about parking on pavements at Lakin Drive adjacent to the pharmacy that was causing an obstruction for pedestrians to access the pharmacy and was also a route to the Community Centre and park area.

It was suggested that a letter be forwarded to the new Police Sergeant and the Crime and Police Commissioner expressing the concern of the Town Council with the lack of impact on engagement and stability with changes in personnel.

**RESOLVED**

1. that Councillors forward pictures of parking causing obstructions on Lakin Drive to the Deputy Chief Executive & Community Services Manager in order for the Council to report to the police; and
2. that a letter be forwarded to the new Police Sergeant and Crime and Police Commissioner regarding support from the Police Beat Team

*Reasons for Decision*

1. *Lakin Drive provided access to the Council's facilities at Thorpe Astley Community Centre and park and the Council had a role in supporting safe and accessible access for its customers and users.*
2. *To highlight the need for engagement and stability to ensure that crime and anti-social behaviour could effectively be tackled.*

**93. Speed Sign Data**

The Committee considered the latest speed sign data from Kingsway and Murby Way (item 7 on the agenda).

**RESOLVED**

1. that the speed activation signs be installed facing the opposite direction

- on Murby Way and Kingsway; and
2. that the speed activation reports for Murby Way and Kingsway be forwarded to the Police Beat Team.

*Reasons for Decision*

1. *To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*
2. *To assist the Police with identifying where speeding was a concern in order to consider enforcements.*

**94. Local Area Co-ordination**

The committee received a progress report concerning the priorities and achievements of the Local Area Co-ordination Project in Braunstone Town and Thorpe Astley.

Katie Barradell, Local Area Co-ordinator, reported that in February 2023 she had received 20 referrals for help which was the busiest she had ever been. This outnumbered any previous quarterly figures. It was noted that there had been an increase in Adult Social Care referrals but many of the residents that had been offered Care Packages were unable to afford them.

Katie was currently working with Blaby District Council to set up a Community Fridge project at St Crispin's Church to help reduce food waste. The project was due to be launched in May 2023 and volunteers were currently being sought to run the project. A volunteer event had been organised for 12<sup>th</sup> April 2023 to encourage volunteers to help with the project. It was hoped that volunteers may wish to set up a constituted community group that could then apply for funding for the project. It was noted that St Crispin's Church was a constituted body and could apply for funding to help support the community project if it was willing to be responsible for the project.

**RESOLVED**

That the update be received and noted.

*Reason for Decision*

*To identify current issues and support needs of residents and ensure that the Town Council and Local Area Coordination social inclusion initiatives complimented each other.*

**95. Warm Spaces**

To receive an update on the Warm Spaces project and consider whether the project continued in the future (item 9 on the agenda).



## RESOLVED

1. that the Warm Space project, based at Braunstone Civic Centre end on 4<sup>th</sup> April 2023; and
2. that support for Winter 2023 be considered by the Committee in October 2023; and
3. that the activities in Winter 2023 be targeted to reach those most at need.

### *Reasons for Decision*

1. *To ensure that Town Council resources were used to support appropriate projects which were well attended and needed by the community.*
2. *To consider and support a similar project if required later in the year.*
3. *To ensure that resources reached those who were most in need in support.*

## **96. Celebration of the Coronation of His Majesty the King Charles III**

The Committee received an update on the mini-programme of events in May 2023 along with grant applications for local community groups organising and holding community celebratory events to mark the Coronation of his Majesty The King Charles III (item 10 on the agenda).

It was noted that no applications for a community grant to celebrate the coronation event had been received to date. A budget of £1000 had been set aside for grant applications to organise events. It was proposed that part of the unspent grant funding be used to purchase bunting, decorations etc. for Town Council buildings and that refreshments and cakes be purchased for the Arts and Crafts event taking place in the library on Saturday 6<sup>th</sup> May to celebrate the day of the coronation.

## RESOLVED

1. that the application from Braunstone Community Life for a Community Picnic at Shakespeare Park on 8<sup>th</sup> May 2023 to celebrate the Coronation of King Charles III, be approved;
2. that delegated authority be given to the Chief Executive & Town Clerk, to approve any further applications to the mini-programme of Events;
3. that the budget earmarked for grant applications for Coronation events be used to purchase (a) bunting and decorations for Town Council venues and (b) to purchase refreshments and cakes for the library when open on Saturday 6<sup>th</sup> May 2023.

### *Reasons for Decision*

1. *To provide support for community celebrations for the King's Coronation.*

2. *To ensure that applications for event in the mini-programme of Events are received and approved in a timely manner, before the end date of the coronation weekend.*
3. *To ensure that (a) the Town Council venues were appropriately decorated for the event and (b) to celebrate the day of the Coronation with the Art and Crafts group and visitors to the library.*

## **97. Support for Ukraine**

The Committee considered whether to continue to support Ukrainian Independence Day and reviewed support for Groups supporting Ukrainian refugees.

### **RESOLVED**

1. that Ukrainian Independence Day on 24th August be commemorated on an annual basis at the Civic Memorial Garden and Flag Pole with an appropriate Ceremony hosted by the Town Mayor;
2. that the following support schemes:
  - a) "Free use of rooms at the Council's facilities at any time for any group where the event, meeting and/or initiative aims to specifically support and bring together Ukrainian refugees and their families (including host families) principally in Braunstone Parish"; and
  - b) "Free use of rooms at the Council's facilities at any time for any group/organisation running an event/initiative that is raising money and/or collecting gifts and donations for Ukrainian refugees (at home or abroad) where 100% of the proceeds are being donated to the cause"
 be continued into the financial year 2023/2024; and
3. that the Ukrainian flag be flown at Braunstone Civic Centre annually around the 24th February, marking the anniversary of the Russian invasion, and on 24<sup>th</sup> August, marking Ukrainian Independence Day, as detailed in the *Flying the Ukrainian Flag* section of the report;
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader, to fly the Ukrainian flag at other appropriate times; and
5. that consideration be made to plant a tree or suitable shrub in the memorial garden or library garden at an appropriate time of the year.

### *Reasons for Decision*

1. *To demonstrate the Town Council's full support and solidarity with the Ukrainian people as set out in the motion adopted by Council on 24<sup>th</sup> March 2022.*
2. *To ensure that the Council could support community activities and initiatives in support of Ukrainians and their hosts if support was requested.*
3. *To provide a visual demonstration of both the Council's and the community's support for the Ukrainian people at key anniversaries such*

*as the anniversary of the Russian invasion and on Ukrainian Independence Day.*

4. *To ensure that the flag is flown as appropriate should there be a change in circumstances in Ukraine. e.g., a cease fire or the end of hostilities.*
5. *To provide a permanent dedication to the sacrifice of the Ukrainian people during the conflict.*

**98. Thorpe Astley by the Beach**

The Committee received an update on progress with organising Thorpe Astley by the Beach (item 12 on the agenda).

**RESOLVED**

1. that the activities arranged and proposed to date, be approved,
2. that, should Earl Shilton Town Council lend the Town Council their wooden frame that they use for the construction of the sand pit along with buckets and spades, then a donation of £50 be made to Earl Shilton's Town Chairman's chosen charity; and
3. that the change in name for the event to "Thorpe Astley On The Beach" be endorsed.

*Reasons for Decision*

1. *To ensure that suitable activities would be arranged and in place for the event.*
2. *To acknowledge the kind offer from Earl Shilton Town Council for the loan of the equipment.*
3. *To ensure that publicity material accurately described the event.*

**99. Library – Community Engagement/involvement and Social Inclusion**

The Committee received an update on initiatives to develop community involvement in Braunstone Town Library and provide for social inclusion (item 13 on the agenda).

It was noted that all the projects taking place in the library were well attended and supported by local residents.

It was noted that the Relaxation and Yoga Classes taking place in the library would end on 4<sup>th</sup> April 2023. The tutor had been keen to continue the classes from January to April 2023 on a voluntary basis, once initial funding for the project had ended, due to the ongoing support that the workshops offered to vulnerable residents. The tutor had recently submitted an application to the Community Social/Inclusion Grant scheme for a grant to cover tutor fees and room hire fees to continue the workshops for a further ten weeks.

Members suggested that the tutor be invited to attend the Town Mayor's Award Night with a complimentary ticket to thank him for his hard work and

dedication in continuing with this much needed support service for local residents on a voluntary basis.

### **RESOLVED**

1. that the proposed community events taking place in the library be noted;
2. that the new opening hours of the Braunstone Community Library be noted; and
3. that the tutor of the Relaxation and Yoga classes taking place weekly in the library be offered a complimentary ticket to attend the Town Mayor's Curry and Awards evening on 11<sup>th</sup> May 2023.

#### *Reasons for Decision*

1. *To promote the wider use of the library as a community hub and provide activities and events for the community to participate in.*
2. *To note the new opening times of the Braunstone Community Library.*
3. *To thank the tutor for the dedication and commitment in supporting local vulnerable adults in Braunstone Town.*

### **100. Programme of Events 2023/2024**

The Committee considered applications for sponsorships in the Programme of Events for 2023/2024 and a schedule of events (item 14 on the agenda).

It was suggested that due to the success of the children's Halloween event the previous year, that two events be held on the same day at Thorpe Astley.

### **RESOLVED**

1. that the proposed Programme of Events 2023/2024, attached at Appendix 1, with the addition of a second Halloween event at Thorpe Astley, be approved; and
2. that delegated authority be given to the Chief Executive & Town Clerk to approve any further applications to the Programme of Events, subject to their eligibility for the programme.

#### *Reasons for Decision*

1. *To ensure a suitable Programme of Events was organised for the forthcoming year and that popular events could be available to a larger number of residents.*
2. *To ensure that any further applications could be considered and approved in a timely manner to be included in the Programme of Events 2023/2024.*

### **101. Outside Body Report**

The Committee noted that there was no further update on the activities at Braunstone West Social Centre.

## 102. School Governing Body Reports

No School Governing Body Reports had been submitted.

## 103. Summary of Grant Applications

The Committee received a list of grants paid to date and applied for from external sources, along with acknowledgements for Town Council Grants (item 17 on the agenda).

It was confirmed that the application to Blaby District Council in the sum of £500 for the installation of two defibrillators had been approved.

It was noted that the second stage of the application to the National Lottery for the Shakespeare Park playground project had now been submitted. A revised quotation from the chosen contractor had been received which had been increased by £7673 due to inflation. The grant application submitted had therefore been increased to £45,000.

**RESOLVED** that the report be noted.

*Reason for Decision*

*To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the Council's Community Grants scheme.*

## 104. Community Grant Applications

The Committee considered Community Grant Applications which had been received.

Councillor Anthea Ambrose, having declared a non-pecuniary interest in the grant application from Braunstone Town Community Allotments Ltd, vacated the Chair during the consideration of the application and the Vice-chair took the Chair. Councillor Anthea Ambrose took no part in the debate or voting on the application from Braunstone Town Community Allotments Ltd.

**RESOLVED** that the following grant applications be approved

a) Braunstone Heritage Archive	£250
b) Braunstone Town Community Allotments Ltd	£300
c) Punjabi Cultural Society	£500

*Reason for Decision*

*The grant applications met the scheme criteria.*

## 105. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 28<sup>th</sup> February 2023.

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues identified with income and expenditure to date.*

## 106. Approval of Accounts

The Committee considered payments from 25<sup>th</sup> January 2023 until 21<sup>st</sup> March 2023.

**RESOLVED** that the list of Approved Expenditure Transactions, for the period 25<sup>th</sup> January 2023 until 21<sup>st</sup> March 2023, be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

The Meeting closed at 9.35pm

**NOTE:**

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.*  
*EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled for*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 20<sup>th</sup> APRIL 2023**

**PRESENT:** Councillor Robert Waterton (Chair) and Councillors Anthea Ambrose, Sohan Johal, Becca Lunn Scoppie, Phil Moitt, Darshan Singh, Christiane Startin-Lorent and Marion Waterton.

**Officers in attendance:** Darren Tilley, Chief Executive & Town Clerk.

There were no members of the public present at the meeting.

**76. Apologies**

An apology for absence was received from Councillor Leanne Lee.

**77. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

**78. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present.

**79. Minutes of the Meeting held 16<sup>th</sup> February 2023**

The Minutes of the Meeting held on 16<sup>th</sup> February 2023 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 16<sup>th</sup> February 2023 be approved and signed by the Chairperson as a correct record.

**80. Planning and Licensing Applications dealt with under Delegated Authority**

The Committee received and noted responses to planning and licensing applications taken under Delegated Authority (item 5 on the agenda).

**RESOLVED** that the action taken by the Chief Executive & Town Clerk under delegated authority in forwarding the following observations to Blaby District Council be noted:

Planning Applications

1. **Application No:** 23/0109/FUL

**Description:** Demolition of existing workshop and erection of a 2 storey detached dwelling with associated garden and parking (revised scheme).

**Location:** 31 Edenhurst Avenue Braunstone Town Leicestershire LE3 2FA (Ravenhurst & Fosse Ward)

**Response:** *Braunstone Town Council objects to the proposal on the following grounds:*

- a) out of keeping with the character and appearance of the area;*
- b) insufficient on-site parking provision for the proposed new property and insufficient space to accommodate two vehicles on the curtilage of the existing property;*
- c) lack of private amenity space for the proposed new dwelling and overdevelopment of the site due to footprint, scale and massing; and*
- d) significantly detrimental to the amenities enjoyed by existing and new occupiers due to considerations of privacy, light, noise and overbearing effect.*

**Reasons:**

- a) Development on this corner plot would add a discordant element to the street scene with housing cluttered around one corner with garages on the opposite side of the road.*
- b) The proposed new property had two bedrooms, however, there was only one on-site parking place proposed. The existing property proposed two on-site parking spaces, however, due to the irregular angle and tight fit and access it was questionable whether there was sufficient space and in fact a parked vehicle would protrude onto the footway. In accordance with the local highway design guide, properties with up to and including 3 bedrooms should provide for two parking spaces within the curtilage of the site.*
- c) The new property would be squeezed into the curtilage of an existing semi-detached property at right angles where the land had little depth; resulting in insufficient and odd shaped outdoor private amenity space.*



d) *The additional property on this corner location would result in cramped living conditions for the occupants of the new property. In addition, there would be an adverse impact on the occupants of the new property and both neighbouring existing properties in terms of noise and overbearing effect.*

**2. Application No:** 23/0067/HH

**Description:** Single storey front extension

**Location:** 486 Braunstone Lane Braunstone Town  
Leicestershire LE3 3DG (Winstanley Ward)

**Response:** *Braunstone Town Council does not object to the single storey front extension; subject to:*

- a) *the front elevation of the proposed single storey front extension not protruding forward of the front building line of the neighbouring properties in the row (i.e. between Beech Drive and St Mary's Avenue); and*
- b) *the materials being used (roof, type of brick, fenestration) matching those of the existing property.*

**Reason:**

- a) *There remained sufficient on-site parking availability. Properties in the area were of different style and the front of the dwelling at different distances to the road. Protruding forward of the existing front was considered reasonable in terms of the visual amenity of the streetscene provided it did not encroach any further than the front of the neighbouring dwellings. It was important to ensure that properties did not have unlimited rights to build on the front curtilage, which would destroy the open and landscaped nature of the row and the wider streetscene.*
- b) *To ensure that the front extension would not look out of place, complimented the front of the property and visually fitted in with the appearance of the area.*

**3. Application No:** 23/0087/HH

**Description:** Single storey rear extension and two storey side extension with store and archive to loft

**Location:** 8 Cranberry Close Braunstone Town Leicestershire  
LE3 3DL (Winstanley Ward)

**Response:** *Braunstone Town Council objects to the application on the following grounds:*

- 1. the proposed development would have an unsatisfactory relationship with the neighbouring property, no. 6, that would be significantly detrimental to the amenities enjoyed by the occupiers of the neighbouring property; and*
- 2. the proposed on-site parking for two vehicles would be insufficient for a development containing five bedrooms*

**Reasons:**

- 1. Due to the gradient of Cranberry Close, no. 8 was higher than no.6; this means that the two storey side extension, which would be built to the boundary between the two dwellings would have an overbearing effect on no.6 and an adverse impact on the light, which would be enjoyed from the side windows of no.6.*
- 2. Due to the design and gradient, only two on-site parking spaces were proposed for a five bedroomed property; this could result in additional parking on the highway, including the footway, presenting safety issues and potential obstruction. In accordance with the Leicestershire Highway Design Guide, 3 on-site parking spaces should be provided.*

#### Licensing Applications

There were no licensing applications to consider.

#### **81. Planning Applications and Licensing Applications**

The Committee received details of a planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there were no licensing applications.

**RESOLVED** that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair of the Committee, to finalise the response to planning application 2 of item 6: 22/0827/RM, amended Reserved Matters application for the erection of Local Centre 1, at Tay Road, Lubbethorpe, following consideration of the Amended Sustainability Statement P3 and taking into account the following resolution of the Committee:

*Braunstone Town Council has the following comments, which need to be addressed, and recommended that the plans and documents be modified accordingly and re-submitted for consideration:*

- a) the trip generation figures in the transport surveys need to be reviewed and clarified; since the number of journeys by particular modes of transport did not appear to relate to the type and scale of the proposed development;*
- b) the proposed location of the Health Centre solely on the first floor of the commercial units presented accessibility concerns both in terms of stair and*

- lift access for elderly and disabled users and over intensification of this area of the site;*
- c) the design of the car park to the rear of the commercial units needed to properly facilitate deliveries and collections; the number of parking spaces would also need to be reviewed (in relation to (a) above) since the proposed provision seemed insufficient for both the commercial units and the Health Centre;*
  - d) the site and buildings should include sustainability measures such as low carbon heating, rainwater storage and electric vehicle charging points;*
  - e) the area for deliveries (currently a layby adjacent to the access road) would conflict with other users and uses of the car park and footways;*
  - f) the road junction with Tay Road needed to be redesigned given the addition to the site of the Health Facility; options could include a signal controlled junction, a second access (either to provide a one way system or separate access for deliveries), or separate access to the Care Home; and*
  - g) pedestrian walking routes and additional pedestrian crossing points needed to be included in the public car park.*

The reasons for the Committee's recommendation were that: *the Town Council had raised these matters previously and the revised application did not suitably address them; the Town Council remained interested in ensuring the site was sustainable, usable and also accessible to local residents to avoid unnecessary vehicle journeys out of Lubbethorpe and any adverse impact on the climate and air quality.*

- a) The daily trip generation figures included a significant number of journeys by "Train" (GP Surgery 23, Care Home 2, Mixed Use 105) and "passenger in a car or van" (GP 114, Care Home 11, Mixed Use 640).*
- b) Many patients with mobility issues would struggle to access a first floor health facility; the proposed access to the facility was among the rear accesses to the commercial units, where deliveries and collections would be undertaken; raising concerns about the suitability of the access both from a health & safety perspective and an accessibility perspective. An alternative could be that half the unit on both floors be reserved for the Health Centre and some of the other commercial units be located on the first floor above the grocery store.*
- c) Large delivery vehicles would not be able to use the parking spaces. There was no turning area for refuse and delivery vehicles, these vehicles were expected to do a three point turn at the junction at the top of the car park, presenting safety concerns. Parking provision of 63 spaces for a grocery store, four other retail units plus a health facility accommodating 6 GPs, 4 nurses, 5 consulting rooms and potential expansion was unlikely to satisfactorily provide for employee, patient and customer parking.*
- d) To ensure the site and buildings have a low carbon impact and to mitigate the effects of climate change.*
- e) The delivery layby was disconnected from the retail unit and other local centre units by the public areas and footways. The service area for the commercial units was also the front access to the Health Centre resulting in a conflict of use and users and raising health and safety concerns.*
- f) While it was understood that the junction with Tay Road had been approved as part of the wider Lubbethorpe Transport Assessment; the services at the site had subsequently been increased as a result of planning application 22/0057/NMAT. Therefore, the design of the junction needed to be reviewed*

*and potentially remodelled to ensure the safety of vehicles (including cyclists) entering and leaving the site, along with those on Tay Road and to ensure pedestrian safety, including safe crossing across the entrance and Tay Road.*

- g) *It was unclear how pedestrians who had parked their vehicles on the northern side of the public car park would safely access the facilities on site, there appeared to be a lack of connecting footways and safe crossing points.*

#### *Reason for Decision*

*To further examine the Amended Sustainability Statement to ascertain whether the Committee's concerns in respect of sustainability had been adequately addressed.*

**RESOLVED** that the following responses be forwarded to Blaby District Council:

- 1. Application No:** 23/0117/FUL

**Description:** Erection of semi-detached dwelling associated storage and car parking to include alterations to host dwelling (Revised Scheme).

**Location:** Land Adjacent 2 Pinfold Braunstone Town Leicestershire (Millfield Ward)

**Response:** *Braunstone Town Council:*

  - 1. does not object to the proposed two additional on-site parking spaces; and*
  - 2. objects to the proposed garage / outbuilding.*

**Reasons:**

  - 1. Given the scheme had received planning approval; the amendment to include two additional on-site parking spaces accessed from Watergate Lane would suitably address the poorly designed access arrangements to the approved off road parking accessed from Pinfold; and*
  - 2. The inclusion of a garage / outbuilding would result in a lack of private amenity space for the proposed new dwelling and constitute overdevelopment of the site due to footprint, scale and massing.*
  
- 3. Application No:** 23/0055/HH

**Description:** Conversion of existing garage and single storey side extension

**Location:** 42 Shakespeare Drive Braunstone Town Leicestershire LE3 2SP (Winstanley Ward)

- Response:** *Braunstone Town Council does not object to the application; subject to:*
- a) *on-site parking for 3 vehicles being provided prior to occupation, being surfaced with a hardbound permeable material, and permanently available for use;*
  - b) *no windows, doors or openings in the side elevation of the proposed side extension without the explicit consent of the local planning authority; and*
  - c) *the proposed garage conversion and side extension being ancillary to the domestic use of the dwelling and not sold, let or separately disposed of.*

- Reasons:**
- a) *To avoid on-street parking at a road junction, presenting highway safety issues.*
  - b) *To avoid an adverse impact on the amenity enjoyed by the neighbouring property in terms of privacy and noise.*
  - c) *To avoid noise, disturbance and overdevelopment of the site/tandem development.*

## **82. Additional Planning and Licensing Applications**

The Committee noted that no planning or licensing applications had been received since the publication of the agenda.

## **83. Planning Decisions**

The Committee received and noted planning decisions made by Blaby District Council (item 8 on the agenda).

**RESOLVED** that Councillor Robert Waterton contact a senior Planning Officer at Blaby District Council in respect of ensuring consistency of approach when applying conditions relating to off-road parking.

### *Reason for Decision*

*To understand why two planning applications, which would result in the properties concerned having four bedrooms, had been determined differently:*

- *Application 22/1006/HH; 31 Headley Road, had been approved with 2 on-site parking spaces; while*
- *Application 23/00871/HH; 8 Cranberry Close, had been rejected for not providing 3 on-site parking spaces but 2 and therefore not complying with the Parking Policy.*

**84. Feedback on Planning Application Decisions**

The Committee received feedback from Councillor Anthea Ambrose concerning planning decision 22/1141/HH; Single storey side and rear extension (revised scheme of 22/0539/HH), at 32 Charlecote Avenue. The Planning Officer delegated decision report was circulated to the Committee (filed with these minutes).

**RESOLVED** that the Highway considerations set out in the Planning Officer delegated decision report be noted.

*Reason for Decision*

*The delegated decision report clarified the position concerning the development, the number of bedrooms and therefore the impact on parking.*

**85. Braunstone Village Conservation Area Extension**

The Committee received an update on the timetable for the process to consider whether to extend the Braunstone Village Conservation Area to the South of Braunstone Lane.

The Chief Executive & Town Clerk advised that Leicester City Council were planning a review of the Braunstone Village Conservation Area in the Summer of 2023. The City Council were planning to incorporate the proposal to extend the conservation area to the South of Braunstone Lane in the consultation. The Project Specification and arrangements needed approval from the appropriate Head of Service at both Leicester City Council and Blaby District Council.

**RESOLVED** that Blaby District Council's Head of Planning be contacted to ask that the project be agreed with Leicester City Council and progressed in order for an outline plan to be received by the Committee at its meeting scheduled for June 2023.

*Reason for Decision*

*To ensure that the proposals would be progressed and not unduly delayed.*

**86. Lubbesthorpe Impacts Group**

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development.

The Committee noted that the meeting of the Group scheduled for 19<sup>th</sup> April had been postponed to 24<sup>th</sup> May.

Councillor Robert Waterton updated the Committee on the following matters in respect of the Lubbesthorpe development:

- a) on 31st March 2023 there were 885 occupations;
- b) the Chair had written to the County Council and District Council to ascertain how Section 106 highways improvements were likely to be scheduled

- ahead of trigger points being met for schemes proposed for Enderby and the A47; and
- c) the responses of both authorities on the process for delivering Section 106 Highways Improvements was unclear and Councillor Waterton would be seeking clarification.

**RESOLVED** that the update be received and noted.

*Reason for Decision*

*To receive details of current and ongoing matters discussed relating to the new Lubbethorpe development and its impact.*

## **87. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 31<sup>st</sup> March 2023 (item 12 on the agenda).

The Chief Executive & Town Clerk advised that transaction 18190 for £500 net had been incorrectly coded to Planning & Environment budget 8190, Professional Fees (see agenda item 13). As a result, the actual net for budget heading 8190 was £0 and the Balance £250. Therefore, total budget expenditure was £12,584.32 with a balance of -£244.32.

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with the income and expenditure against the budget for 2022/2023.*

## **88. Approval of Accounts**

The Committee received payments from 8<sup>th</sup> February 2023 until 31<sup>st</sup> March 2023 (item 13 on the agenda).

It was noted that

**RESOLVED** that, subject to the removal of transaction 18190 for £500 net, the list of Approved Expenditure Transactions for the Period 8<sup>th</sup> February 2023 until 31<sup>st</sup> March 2023 be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

The meeting closed at 8.45pm.

**NOTE:**

**CRIME & DISORDER ACT 1998 (SECTION 17)** – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

**EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled 8<sup>th</sup> June 2023.*

DRAFT



**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF APPEALS COMMITTEE**

**MONDAY 24<sup>th</sup> APRIL 2023 AT 5.00PM**

**PRESENT:** Councillor Amanda Hack (Chair), Councillor Shabbir Aslam (Vice-Chair), Councillor Anthea Ambrose (substitute for Councillor Leanne Lee) and Darren Tilley (Council's Representative).

**Officers in Attendance:** Debbie Almey (Minutes).

There were no members of the public present at the meeting.

**1. Apologies**

No apologies for absence were received.

**2. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

**3. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

**4. Minutes of the Meeting held 6<sup>th</sup> March 2020**

The Minutes of the meeting held on 6<sup>th</sup> March 2020 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 6<sup>th</sup> March 2020 be approved and signed by the Chairperson as a correct record.

**5. Complaint Appeal**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be temporary excluded and be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Personal Information.*

The Committee considered an appeal received in accordance with paragraph 12 of the Complaints Procedure (Item 5 on the agenda circulated to Members of the Committee).

Detailed discussion along with the Committee's decision and reasons for the decision are filed as a confidential appendix.

**RESOLVED** that the complaint appeal not be upheld.

*Reason for Decision*

*The Committee felt that there was no further evidence to support the appellant's appeal and their attendance at the meeting would have been a good opportunity for the appellant to explain about the incident and to show the Committee any further supporting information.*

The meeting closed at 6.30pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

*These minutes are a draft and are subject to consideration for approval at the next meeting.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 27<sup>th</sup> APRIL 2023 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (vice-Chair) and Councillors Anthea Ambrose, Sohan Johal, Tracey Shepherd and Robert Waterton.

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk.

There were no members of the public present at the meeting.

**101. Apologies**

Apologies for absence were received from Councillors Shabbir Aslam and Sam Maxwell.

**102. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

**103. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

**104. Minutes**

The Minutes of the meeting held on 9<sup>th</sup> March 2023 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 9<sup>th</sup> March 2023 be approved and signed by the Chairperson as a correct record.

## **105. Civic Centre Facilities Improvements**

The Committee received an update on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café Kitchen (item 5 on the agenda).

### **RESOLVED**

1. that the *Progress and Remaining Stages* of the refurbishment, as detailed in the relevant section of the report, be received and noted;
2. that the *Modifications*, as detailed in the relevant section of the report, be endorsed; and
3. that delegated authority be given to the Chief Executive & Town Clerk to liaise with the contractor to make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations.

#### *Reasons for Decision*

1. *The works were progressing, with building work due to be complete by the end of April and specialist fittings to be installed by mid-May.*
2. *To note that practical modifications had been made, which did not impact on the scheme concept, and design modifications had been made to comply with building regulations.*
3. *To allow for practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*

## **106. Improvements to Walking and Cycling Routes**

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 6 on the agenda).

### **RESOLVED**

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and
2. that delegated authority be given to the Chief Executive & Town Clerk to approve any minor modifications to the design and layout for Mossdale Meadows for practical reasons, which would not impact on the essential elements of the improvement works.

#### *Reasons for Decision*

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*

2. *To enable modifications to be made to deliver the scheme at Mossdale Meadows avoiding delays to the timescales.*

## **107. Shakespeare Park – Improvement and Development**

The Committee received an update on project timescales and financing for phase 3 to improve the play facilities; along with an update on arrangements for future management of the pavilion and site (item 7 on the agenda).

### **RESOLVED**

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine:
  - a) whether to pursue the current proposal for the sensory garden and make a further attempt to satisfy the planning authority on the decibel readings for the sensory play equipment;
  - b) to review the options for the sensory equipment, including those set out at Appendix 1, and determine whether to amend the scheme in full or part;
  - c) to reconsult with the public on the proposals, and
  - d) determine the detailed arrangements, timings and work schedules,
  - e) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
  - f) award the contract;
2. that if the funding application for £45,000 from the National Lottery was successful, then the shortfall of £14,750 be met by earmarking the same in the “Shakespeare Park Pavilion & Site Capital Works” reserve; should the application be unsuccessful then alternative funding options be considered at the next meeting of Policy & Resources Committee (scheduled for June 2023);
3. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed; and
4. that the revised timescales for the remaining stages of the project, attached at Appendix 2, be approved.

### *Reasons for Decision*

1. *The proposed alternative sensory play equipment would be within budget; however, the specification would be a deviation from the original concept and this may require a reassessment of the project and options before a final decision could be made. Given the support for the proposals, a further attempt to satisfy the planning authority should also be considered. To make detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary, while avoiding further delays.*
2. *Should most of the funding be in place, then the remaining balance could be funded utilising part of the underspend from Phase 1; this would also*

- provide a contingency fund if necessary.*
3. *To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.*
  4. *To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate.*

#### **108. Annual Report 2023**

The Committee received the draft Annual Report 2023 for recommendation to the Annual Meeting of the Full Council for adoption (item 8 on the agenda).

#### **RESOLVED**

1. that delegated authority be given to the Chief Executive and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2023 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2023, attached as Appendix 1, be received and adopted.

#### *Reasons for Decision*

1. *To enable the inclusion of the provisional year end accounts and ensure that the document would be finalised and presented for public consumption.*
2. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*

#### **109. Employment Contract Update**

The Committee considered proposed amendments to the Council's Employment Contract (item 9 on the agenda).

**RESOLVED** that the proposed amendments to the Council's Employment Contract; as set out and highlighted in the relevant section of the report:

- Section 13 – Parental Leave,
  - Section 17 – Paternity Leave, and
  - Section 18 – Shared Parental Leave Entitlement;
- be approved and implemented.

#### *Reasons for Decision*

*To implement the recommendations of the Taylor Review of Modern Working Practices in respect of Parental, Paternity and Shared Parental Leave provisions.*

#### **110. Sports Pitch Allocations 2023/2024**

The Committee received applications for sports pitches for 2023/2024 season and determined their allocation (item 10 on the agenda).

#### **RESOLVED**

1. that the football pitch application requests received, as set out at Appendix 1, for the 2023/2024 season be approved and allocated as submitted;
2. that delegated authority be given to the Chief Executive & Town Clerk to reach an agreement between the football clubs (ref 12 and 15) which submitted pitch application requests for the Sunday 10.30am slot on the senior pitch at Mossdale Meadows 2023/2024 season being able to share the pitches and/or be flexible with the day and times; in the absence of such agreement, the allocation be determined at the next meeting of Policy & Resources Committee;
3. that football pitches allocated matches in excess of the approved capacity (Large Junior and Senior Pitches at Mossdale Meadows) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Chief Executive & Town Clerk deem that each individual pitch quality was suitable; and
4. that the availability of the football pitch at Thorpe Astley Park be readvertised.

#### *Reasons for Decision*

1. *To enable the clubs to have security of a home ground for the season.*
2. *To enable the clubs, who have a local connection and have had regular allocations to pitches in Braunstone Town to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.*
3. *To avoid further overuse of the pitches, which had been allocated above the approved capacity.*
4. *No requests had been received to use the pitch at Thorpe Astley; therefore, further attempts should be made to advertise its availability to Clubs searching for a home ground.*

#### **111. Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct**

The Committee reviewed the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct and recommended adoption at the Annual Council Meeting (item 11 on the agenda).

**RESOLVED THAT IT BE RECOMMENDED TO ANNUAL COUNCIL**

1. that the proposed amendments to the Council's Standing Orders, as set out in the report, be approved;
2. that that the proposed amendments to the Council's Financial Regulations, as set out in the report, be approved;
3. that that the proposed amendments to the Council's Scheme of Delegation, as set out in the report, be approved; and
4. that, as a result of 1 to 3 above, delegated authority be given to the Chief Executive & Town Clerk to renumber paragraphs and update cross-references accordingly.

*Reason for Decision*

1. *To give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.*
2. *To align delegated spending amounts for clarity and consistency and to accommodate provisions identified by the internal audit.*
3. *To give clarity to intended meaning, respond to exceptional circumstances, align delegated spending amounts for clarity and consistency and provide for routine and operational agreements to made.*
4. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

**112. Draft Schedule of Meetings**

The Committee received a draft schedule of meetings for 2023/2024 for recommendation to Full Council for adoption (item 12 on the agenda).

**RESOLVED THAT IT BE RECOMMENDED TO ANNUAL COUNCIL** that the proposed schedule of Council and Committee Meetings for 2023/2024 be approved.

*Reason for Decision*

*To enable the Town Council to undertake its business and meet its statutory obligations.*

**113. Blaby District Parish Councils Group**

The Committee noted there had not been a further meeting of the Group since the last meeting of the Committee and therefore, there was no further report.

**114. End of Year Financial Position – Cashbook and Reserves**

The Committee received a summary of the Council's Cash and Reserves for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 (item 14 on the agenda).

**RESOLVED** that the end of quarter/year financial position be noted.



*Reason for Decision*

*There were no issues of concern with management of the Council's Finances.*

**115. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 31<sup>st</sup> March 2023 (item 15 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2022/2023.*

**116. Approval of Accounts**

The Committee considered payments from 1<sup>st</sup> March 2023 until 31<sup>st</sup> March 2023 (item 16 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 1<sup>st</sup> March 2023 until 31<sup>st</sup> March 2023 be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

**117. Shakespeare Park – Proposed Management Committee and Pitch Arrangements**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Legal Advice*

The Committee considered legal agreements, subject to final VAT advice, for the Management Association to run the Sports Pavilion and licence agreements for the Shakespeare Park sports pitches (item 17 on the agenda).

**RESOLVED**

1. that the final draft Licence agreement between the Council and the Shakespeare Park Sports Pavilion Management Association, attached at Appendix 1 of the report, be endorsed;
2. that the final draft Pitch Licence for the Bowling Green at Shakespeare Park, attached at Appendix 2 of the report, be endorsed;
3. that the final draft Pitch Licence for the Football Pitches at Shakespeare Park, attached at Appendix 3 of the report, be endorsed; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in

consultation with the Leader and Deputy Leader of the Council:

- (a) to make modifications to the final draft documents approved in 1, 2 and 3 above following legal and VAT advice;
- (b) to finalise the licences and approve them;
- (c) issue the approved licences for agreement by the relevant organisation; and
- (d) enter into arrangements to support the Shakespeare Park Management Association with running the facility, administration of bookings and associated support services.

#### *Reasons for Decision*

1. *To ensure that the long term management arrangements of the Pavilion would be sustainable and that there would be certainty of longer term tenure in order to expand sporting and community provision and maximise revenue opportunities.*
2. *To provide certainty of longer term tenure to the Shakespeare Park Bowls Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
3. *To provide certainty of longer term tenure to Braunstone Athletic Football Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
4. *To enable detailed arrangements to be put in place to progress the proposals as well as manage the facility; and for practical and detailed modifications to be made to the final legal documents where necessary. To provide support to the Management Association with managing the facility, where requested.*

#### **118. Procurement of Items identified in the Climate Audit**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interest.*

The Committee received a report setting out the finalised arrangements for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 18 on the agenda).

#### **RESOLVED**

1. that the appointment of preferred contractors to undertake the installation of *Solar PV Panels* (SP3) and for the installation of *Electric Vehicle Charging points* (EV6), as set out in the respective sections of the report and at Appendices 1 and 2, be endorsed;
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
  - (a) liaise with the selected contractors for the installation of *Solar PV Panels* and for the installation of *Electric Vehicle Charging points*,
  - (b) in the event, that the selected contractors were unable or unwilling to

- undertake the works, to appoint the second place / reserved contractors to undertake the works,
- (c) determine the detailed arrangements, timings and work schedules,
  - (d) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
  - (e) award contracts and commission work; and
3. that the *Next Steps and Timescales*, as set out in the report, and at Appendix 3, be approved.

#### *Reasons for Decision*

1. *Tenders SP3 and EV6 offered best value when balanced against cost, lifetime savings and deliverability against the Council's carbon reduction objectives.*
2. *To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
3. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*

#### **119. Mosssdale Meadows Culvert**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Commercial Interest.

The Committee received tenders, financing options, and next steps for rebuilding Mosssdale Meadows Culvert (item 19 on the agenda).

The report recommended borrowing £168,365 towards meeting the project costs. It was noted that borrowing approval would take around 6 to 8 weeks. Borrowing approval would be up to a maximum amount; therefore, due to the current uncertainties with inflation, particularly in the construction sector, the Committee recommended that a 10% contingency be built into the borrowing request.

#### **RESOLVED**

1. that the tender submitted by contractor 3.2 to undertake work to the banks and vehicular culvert bridge at Mosssdale Meadows, as set out in the report, be accepted;
2. THAT IT BE RECOMMENDED TO COUNCIL that the following resolution be approved “to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £185,202 over the borrowing term of 25 years for the cost of undertaking works to the banks of Lubbethorpe Brook and the vehicular bridge at Mosssdale Meadows, the annual loan repayments would come to around £12,981.54;

- and
3. that delegated authority be given to the Chief Executive & Town Clerk, to put together a borrowing application, with supporting evidence, including a financial appraisal, for submission to Council.

*Reasons for Decision*

1. *To ensure that a suitable and qualified contractor would be engaged to carry out the required works.*
2. *To enable the application assessment to be progressed and submitted for consideration by the Assessor on behalf of the Secretary of State for Levelling Up, Housing and Communities.*
3. *To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay. To ensure best financial management to meet the Project's costs.*

**120. Parks Fleets Vehicle Leases**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Commercial Interest.

The Committee reviewed the renewal of leases for the parks fleet vehicles (item 20 on the agenda).

**RESOLVED**

1. that quotations be obtained for the lease of the new high specification pickup trucks available in 2023/2024; and
2. that delegated authority be given to the Chief Executive Officer & Town Clerk to approve new leases for suitable replacement pickup trucks as set out in the next steps section of the report.

*Reasons for Decision*

1. *To ensure value for money and financial regulations were being met with the leasing of new vehicles.*
2. *To ensure that agreements could be put in place to ensure that suitable vehicles would be available for parks staff to use but ensuring that shorter-term leases were considered to allow for the consideration of leasing carbon neutral vehicles when these became available.*

The meeting closed at 9.30pm.

**NOTE:**

**CRIME & DISORDER ACT 1998 (SECTION 17)** – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

**EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 15<sup>th</sup> June 2023.*

DRAFT