



## BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

Telephone: 0116 2890045 Fax: 0116 2824785

Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

9<sup>th</sup> November 2022

Dear Councillor,

You are summoned to attend the **Meeting of the Braunstone Town Council** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday 17<sup>th</sup> November 2022** 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/87072832248?pwd=V2Q1c2sraFNvQTByNURMN3JNOGFQQT09>

Meeting ID: 870 7283 2248

Passcode: 551686

Yours sincerely,

Darren Tilley  
Chief Executive & Town Clerk

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

## **AGENDA**

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).
3. **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.
4. **Minutes**  
To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held on 6<sup>th</sup> October 2022 to be signed by the Chairperson (**Enclosed**).
5. **Medium Term Priorities and Financial Planning**  
To set out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategy (**Enclosed**).
6. **Carbon Reduction Initiatives – Borrowing Application**  
To seek approval from the Secretary of State for Levelling Up, Housing and Communities to apply for a loan of £196,056 towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council's Community Facilities (**Enclosed**).
7. **Committee Appointments**  
To consider Committee Appointments following changes in the membership of the Council (**Enclosed**).
8. **Announcements**  
To receive announcements/reports (if any):
  - a) Town Mayor,
  - b) Leader of the Council,
  - c) Chief Executive and Town Clerk.
9. **Questions from Councillors**  
To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (if any).

**10. Reports of Standing Committees**

To receive reports and minutes of Standing Committees (**Enclosed**):

- |                                     |            |       |
|-------------------------------------|------------|-------|
| a) Community Development Committee  | 13/10/2022 | p7545 |
| b) Planning & Environment Committee | 27/10/2022 | p7552 |
| c) Policy & Resources Committee     | 03/11/2022 | p7562 |

**11. Motions on Notice**

To receive and consider motions moved on notice in accordance with Standing Order 4.13 (if any).

**12. Sealing of Documents**

To authorise the sealing of documents (if any).

**13. 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 26<sup>th</sup> January 2023.*

*Deadline for submission of Questions on Notice and Motions on Notice:  
12noon, Tuesday 17<sup>th</sup> January 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 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**

**6<sup>th</sup> OCTOBER 2022 at 8.00PM**

**PRESENT:** Councillor Satindra Sangha (Town Mayor), Councillor Tracey Shepherd (Deputy Town Mayor) and Councillors Shabbir Aslam, Nick Brown, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy, Leanne Lee, Rebecca Lunn-Scoppie, Sam Maxwell, Phil Moitt, Dipen Nathwani and Christiane Startin-Lorent.

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

There were six members of the public present at the meeting.

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

**6056 Tribute to Her Majesty Queen Elizabeth II**

The Town Mayor, Councillor Satindra Sangha, opened the meeting with a tribute to Her Majesty Queen Elizabeth II as follows:

“Along with many in our community, across the country and around the world, it was with great sadness that I received the news on 8th September that Her Majesty Queen Elizabeth II had passed away”.

“Despite our sadness and loss, the overwhelming sense of pride and loyalty to Her Majesty for her 70 years unwavering service as the longest reigning monarch in British history has highlighted our shared sense of community and values as well as our shared feelings of both sadness and joy”.

“It was an honour to be able to read out the Proclamation of our new King Charles III at the Civic Centre Memorial Garden and thank you to those who attended to show support for our new Head of State and to reflect on the life and service of our former Queen”.

“Many shared their thoughts, memories and appreciation in books of condolences at our Community Centres, which have now been sent to the County Records Office for safe keeping”.

“I’m sure the Council will join with me as we remember that while our Queen was a Head of State, she was a mother, grandmother and great grandmother and send our sympathy and condolences to the Royal Family as they come to terms with their loss”.

The Town Mayor invited those present to join in a minute’s silence in remembering Her Majesty Queen Elizabeth II’s contribution to public life and

sending the Royal Family the Town Council's best wishes as they came to terms with their loss.

**6057 Apologies**

Apologies for absence were received from Councillors Anthea Ambrose, Ajmer Basra, Parminder Basra, Sohan Johal, Darshan Singh, Marion Waterton and Robert Waterton.

**6058 Disclosures of Interest**

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

**6059 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 six members of the public present at the meeting.

**6060 Minutes**

The Minutes of the meeting of Braunstone Town Council held on 30<sup>th</sup> June 2022 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 30<sup>th</sup> June 2022 be approved and signed by the Chairperson as a correct record.

**6061 Co-option to Vacancy on the Council**

The Council considered expressions of interest in order to co-opt a member to fill the vacancy on the Council for the Thorpe Astley Ward (item 5 on the agenda).

A Notice of vacancy in the Office of Town Councillor was published on 5th July 2022 for the Thorpe Astley Ward, due to the expiry of the membership of Alex DeWinter under Section 87(1) of the Local Government Act 1972. A request for an election was not received within the required 14 days.

Public elections will not be held until May 2023; therefore, for the interim period the vacancy can be filled by co-option, voted for by the incumbent members of Braunstone Town Council.

On 8th August 2022 the Town Council published a notice setting out its intention to co-opt to the vacancy. The deadline was initially 12th September 2022 for the scheduled meeting of Council on 22nd September 2022. Due to the death of HM Queen Elizabeth II on 8th September 2022, meeting schedules were rearranged and as a consequence Council was rescheduled to 6th October 2022 and the deadline for expressions of interest in being co-opted as a Town Councillor was extended to 9am on Monday 26th September 2022.

Two applications were received in the following order:

1. Callistus Fonjong, received 11th September 2022; and
2. Richard Forrest, received 21st September 2022

The candidates addressed the Council explaining how they intended to serve as a Town Councillor and answered questions from members of the Council. Both candidates agreed to leave the room while the other candidate addressed the Council and the merits of the applications were considered.

Since there were more applicants than vacancies, the Town Mayor called for a secret ballot to take place. Having counted the 13 votes cast, the Town Mayor declared that Callistus Fonjong had received a majority of the votes cast and therefore, it was proposed by the Town Mayor and seconded by the Deputy Town Mayor and was:

**RESOLVED** that Callistus Fonjong be co-opted as a Town Councillor to fill the vacancy for Thorpe Astley ward.

*Reason for Decision*

*The submission provided background on Callistus Fonjong, who had set out how he would serve as a member of the Town Council and the Council considered him suitable to serve as a Town Councillor.*

In accordance with the resolution above, Councillor Callistus Fonjong made the formal declaration of acceptance of office before both the Council and the Proper Officer and duly took up his seat on the Council.

## **6062 Civility and Respect Pledge**

The Council considered making a commitment to the “Civility & Respect Pledge” developed by the National Association of Local Councils and the Society of Local Council Clerks (item 6 on the agenda).

It was proposed by Councillor Nick Brown and was seconded by Councillor Amanda Hack and was

**RESOLVED** that Braunstone Town Council sign up to the “Civility and Respect Pledge” developed by the National Association of Local Councils and the Society of Local Council Clerks, as attached at Appendix 1 of the report.

### *Reason for Decision*

*To demonstrate the Council's commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles.*

### **6063 Civic Centre Facilities Improvements – Borrowing Application**

The Council considered whether to seek approval from the Secretary of State for Levelling up, Housing and Communities to borrow up to £114,297 towards the cost of refurbishing Braunstone Civic Centre toilets and Civic Community Lounge kitchen (item 7 on the agenda).

An updated version of the revised 5 year Income/Expenditure Projections (Appendix 3) was circulated (filed with these minutes). The Chief Executive and Town Clerk advised Council that the original version of Appendix 3 included with the agenda papers included the current year budget based on a prediction in the Medium Term Priorities and Financial Strategy, which had been approved in November 2021. Due to increased staffing costs, the Council approved a slightly higher budget and precept in January 2022. Therefore, the current year budget in the updated Appendix had been adjusted to reflect the actual approved budget, along with the adjusted precept base. The budget projections for future years remained unaffected, other than the percentage rise was lower due to a slightly higher base budget and increased Tax base.

It was proposed by Councillor Nick Brown and was seconded by Councillor Amanda Hack and was

### **RESOLVED**

1. that the adjusted 5 year Income / Expenditure Projections, set out in the updated version of Appendix 3, be approved;
2. that the following resolutions be approved:
  - a) “to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £114,297 over the borrowing term of 15 years for the cost of the refurbishment of Braunstone Civic Centre toilets and Bar/Café kitchen; the annual loan repayments will come to around £11,090.86”; and
  - b) “it is not intended to increase the council tax precept for the purpose of the loan repayments”; and
3. that delegated authority be given to the Chief Executive & Town Clerk, to put together and submit the borrowing application with supporting evidence.

### *Reasons for Decision*

1. *To adjust the financial plan to cover loan repayments rather than reinvesting the £13,486 into the capital projects budget and towards replenishing the reserves; avoiding any increase in the Council Tax Precept as a result.*
2. *To enable the Council to fund improvements to Braunstone Civic Centre's toilet and kitchen facilities, which had been identified in the Council's*

*Business Plan and Capital Plan and for which funds were available in the Council's annual revenue budget to finance the loan repayments.*

3. *To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay.*

#### **6064 Announcements**

##### a) Town Mayor

The Town Mayor reported that she had attended several events over the last few months including:

- 6th August: Summer Fete at Mossdale Meadows;
- 13th August: Allotment Open Day;
- 3rd September: Chess Club Open Sessions/Taster Day at Braunstone Civic Centre;
- 11th September: Short Proclamation Ceremony for the new King Charles III at the Civic Memorial Garden;
- 17th September: Thorpe Astley Community Centre Open Day;
- 18th September RAF: 83rd Anniversary Battle of Britain ceremony at Christchurch; and
- 1st October: Apple Day at Franklin Park.

In addition, the Deputy Town Mayor had hosted a short ceremony at the Civic Memorial Garden on 25th August for Ukrainian Independence Day. The Town Mayor added that it was important to continue to show support and solidarity with all Ukrainian people.

Forthcoming engagements included:

- Diwali Celebrations at Braunstone Civic Centre on 21st October from 7pm;
- Children's Halloween Disco at Thorpe Astley Community Centre on 30th October from 7.30pm; and
- Christmas Craft Fair at Braunstone Civic Centre on 19th November between 11am and 3pm.

##### b) Leader of the Council

Councillor Nick Brown commented on the recent Apple Day on Franklin Park which had been well attended and also the sad news of the passing of Her Majesty Queen Elizabeth II on 8<sup>th</sup> September 2022.

##### c) Chief Executive and Town Clerk

No announcements were made.

#### **6065 Questions from Councillors**

No questions had been submitted.



**6066 Reports of Standing Committees: Employing Committee – 7<sup>th</sup> July 2022**

Council received the Report of the meeting of Employing Committee held on the 7th July 2022 (p7495-7497).

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**6067 Reports of Standing Committees: Community Development Committee – 7th July 2022**

Council received the Report of the meeting of Community Development Committee held on 7th July 2022 (p7498 – p7503).

It was moved by Councillor Tracey Shepherd and

**RESOLVED** that the Report be adopted.

**6068 Reports of Standing Committees: Planning & Environment Committee – 25th August 2022**

Council received the Report of the meeting of Planning & Environment Committee held on 25<sup>th</sup> August 2022 (p7504– p7521).

Page 7511 - 7514, Minute 20 – Planning and Licensing Applications dealt with under Delegated Authority

*Decision 10; reference: 22/0704/TEL to determine if Prior Approval would be required for the installation of one 15m telecommunication monopole, 3 equipment cabinets and associated ancillary works on Turnbull Drive/Kingsway.*

Councillor Amanda Hack advised that many in the community were unhappy about the planning application to determine if Prior Approval would be required for the installation of one 15m telecommunication monopole, 3 equipment cabinets and associated ancillary works on Turnbull Drive/Kingsway for the following reasons:

1. the equipment would spoil a green space area;
2. a 1963 court case protected the Kingsway land for the community; and
3. the telecommunication company were not maintaining current equipment cabinets in the area which were covered in graffiti.

*Decision 12; reference: 22/0625/FUL change of use from C3 (dwelling) to C2 (residential institution) children's home to accommodate a maximum of 3 children under the age 16 years old and the inclusion of bin store and cycle shelter at 54 Narborough Road South (amended)*

Councillor Sam Maxwell expressed concern at the number of applications for change of use from private dwelling to commercial children's homes in Braunstone Town. Concern was raised about the density of these applications in Ravenhurst and Fosse Ward, particularly on Narborough Road South and that no policy was in place to balance the distribution of the applications for children's homes.

Councillor Amanda Hack expressed concern that the increase in the children's homes in one particular area put pressure on other services in the such as schools which needed to support the children.

It was moved by Councillor Rebecca Lunn Scoppie and

**RESOLVED** that the report by adopted.

**6069 Reports of Standing Committees: Policy & Resources Committee – 27th September 2022**

Council received the Report of the meeting of Policy & Resources Committee held on 27th September 2022 (p7522– p7534).

Page 7523 – 7524, Minute 24 – Shakespeare Park – Improvement & Development

Councillor Nick Brown advised that he had attended the first meeting of the Shakespeare Park Interim Management Committee on 3<sup>rd</sup> October 2022 with representatives from both the bowls and football clubs. He reported that the meeting was very positive and both clubs indicated they were keen to work together.

Page 7526, Minute 27 – Candidates Information Pack and Session

Councillor Christiane Startin-Lorent commented that the candidates information pack and session would be very useful for potential applicants seeking election or co-option to Braunstone Town Council.

Page 7528, Minute 31 – Community Centres Christmas Lights

Councillor Christiane Startin-Lorent commented that it was nice to see the Christmas lights up at the centres but advised that they had been left switched on for some time after the Christmas festivities had ended.

Page 7533 – 7534, Minute 41 – Improvements to Walking and Cycle Routes

Councillor Christiane Startin-Lorent queried when works to the new Walking and Cycle Routes were planned to commence. It was noted that work could commence in October and be completed before the end of the current financial year.

Councillor Amanda Hack advised that Leicestershire County Council highways had received the planning application for the link to Meridian Leisure for comments.

It was moved by Councillor Nick Brown and

**RESOLVED** that the report be adopted.

**6070 Motions on Notice**

No Motions on Notice had been submitted.

**6071 Sealing of Documents**

There were no documents for sealing.

**6072 County and District Councillor Reports**

a) Leicestershire County Council

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

- a) Highways Fund: applications submitted for funds but no confirmation yet received; some works such as line painting and carriageway markings had been undertaken;
- b) Street Lighting: 66,000 street lights in Leicestershire with 11,000 that were now old and needed replacing. Only a fraction of the lights were being repaired. Conversion to new lamps had provided a very good carbon savings and decreased light pollution;
- c) Highways report shows that use of cars has now returned back to pre-covid levels and bus use has declined;
- d) Scrutiny panel advised that money had been made available for domestic abuse services but refuges and emergency accommodation were in short supply. Funding had been made available for two years but concern was raised about what would happen when the two-year funding expires;
- e) Financial Position: The County Council's financial position was critical particularly in care services due to inflation.

Councillor Christiane Startin-Lorent welcomed the comments on savings made on street lighting costs and the reduction in carbon emissions.

Councillor Startin-Lorent also commented on the bus service at Thorpe Astley that appeared to have changed and could not find any information on where to catch buses into Leicester. Information could be made available to local residents regarding timetables and bus stops.

Councillor Sam Fox-Kennedy advised that she walked everywhere due to the lack of a reliable bus service.

Councillor Louise Richardson, as County Councillor for Enderby and Lubbethorpe Division, reported on the following matters:

- a) Financial position: the County Council's financial position was very poor with no more savings possible to make without impacting on services. All assets and services were being looked at to make possible savings, income or revenue;
- b) Police and Crime Commissioner – grant funding was available for community projects to reduce violence and anti-social behaviour;
- c) Partnership work between, GP's, support services and local authority being undertaken to support residents.
- d) Highway fund: currently difficult to access and bus services were decreasing due to lack of use by residents although a new bus service to Fosse Park on Sundays had recently been introduced.

Councillor Christiane Startin-Lorent queried if any significant work had been done in Thorpe Astley with Highways fund. Councillor Louise Richardson, responded advising that a Vehicle Activated Speed Sign and carriageway SLOW markings had been requested.

b) Blaby District Council

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

- a) Cost of Living Crisis: Steps had been put in place to support residents in the cost of living crisis and a new Cost of Living officer had been recruited;
- b) Committee seats: a reallocation of committee seats had been undertaken;
- c) Council property: A report had been approved to undertake the swift acquisition of commercial property to provide emergency accommodation in the district but strict criteria still had to be met.

Councillor Amanda Hack queried if Huncote Leisure Centre had yet reopened.

In response, Councillor Sam Maxwell advised that it was now partially open to attract revenue and to welcome back community groups to the centre.

Councillor Ben Taylor, as District Councillor for Winstanley Ward, reported on the Hinckley Rail Freight Exchange: Monthly meetings were continuing with all partners

The meeting closed at 9.55pm.

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.

DRAFT

## **BRAUNSTONE TOWN COUNCIL**

**17<sup>th</sup> NOVEMBER 2022**

### **Item 5 – Medium Term Priorities and Financial Planning**

#### **Purpose**

To set out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategy.

#### **Background**

Braunstone Town Council first considered and published its Medium to Long Term Priorities and Financial Planning assessment in 2014, since then it has been revised at least on an annual basis in order that changed circumstances and revised predictions can be incorporated.

By 2018, the economic and political climate made it difficult to predict the medium term and therefore the exercise in predicting the long term was merely projecting over ten years the impact of existing and known pressures and this has limited value. Therefore, on 25th January 2018, the Council agreed *“that the Priorities and Financial Planning process be revised to medium term, updated at least on an annual basis, and covering a rolling 5 year period”*.

By identifying medium term priorities and financial planning, the Council aims to safeguard the delivery of important local services whilst ensuring appropriate future investment in the Town's services and infrastructure.

#### **Global Economic Context**

On 6th October 2022, the International Monetary Fund (IMF) published its World Economic Outlook Report, which lowered its global growth forecast for 2023. The IMF forecast cited the war in Ukraine, rising prices worldwide and economic shocks caused by the Covid pandemic as the primary reasons. As a result global growth forecasts were downgraded from 3.2% in 2022 to 2.7% in 2023; the lowest growth forecast for the year ahead since 2001.

The IMF added that one-third of the global economy will be in recession by 2023 and added that “the worst is yet to come” and next year may feel like a recession.

The dollar's strength is not only weakening the value of Sterling and the Euro but it is weakening the currencies of developing nations. This is worrying the World Bank because it's increasing the size of their debts.

Global inflation is forecast to rise from 4.7% in 2021 to 8.8% in 2022 and then decline to 6.5% in 2023 and 4.1% by 2024.

## UK Economic and Political Context

The UK economy recovered from the COVID-19 shock thanks to emergency support measures protecting jobs and incomes and a rapid vaccine rollout, but is slowing amid rising costs, particularly in energy and fuel, persisting supply shortages and political and fiscal uncertainty.

On 7th July 2022, Prime Minister Boris Johnson announced his resignation. Liz Truss was appointed as his successor on 6th September and with her a change in the Government's fiscal approach.

On 8th September, plans to cap the price of household energy bills for two years was announced, on 21st September a scheme that would freeze wholesale gas and electricity prices for businesses for six months was announced. The following day, the Chancellor, Kwasi Kwarteng, stated that the 1.25% rise in National Insurance contributions would be reversed from 6th November and the plans to introduce the Health and Social Care Levy from April 2023 would also be scrapped. The Bank of England also increased the UK interest rate by 1.75% to 2.25%.

The Chancellor announced "a growth plan" on 23rd September 2022, which included the abolition of the 45% additional income tax rate and a 1p reduction in the basic income tax rate from 6th April 2023. The announcements were not accompanied by an Office for Budget Responsibility (OBR) assessment.

The following day saw a sharp fall in the value of sterling against the dollar as world markets reacted negatively to the increased government borrowing required to finance the additional spending and proposed tax cuts. As a result the cost of government borrowing jumped impacting on mortgage rates resulting in some mortgage products being withdrawn. The mini-budget drew widespread criticism from economists, some of whom feared its reliance on increased government borrowing to pay for capping energy prices while introducing the largest tax cuts in 50 years could lead to a situation like the 1976 sterling crisis when the UK was forced to ask the IMF for a financial bailout. The IMF took the unusual step of issuing an openly critical response to the Government's plans and it urged the Government to re-evaluate the proposed tax cuts.

On 14th October, the Chancellor was fired and Jeremy Hunt appointed as the third Chancellor of the Exchequer this year. Subsequently, he announced that almost all of the tax changes announced in the "Growth Plan" would be "delayed indefinitely". The Treasury announced that the Government's Medium-term Fiscal Plan would be published on Monday 31st October and the Chancellor has warned that the Government faces financial decisions of "eye-watering difficulty", including cuts to public spending, as part of government plans to reduce debt.

On 20th October, Liz Truss resigned as Prime Minister and Rishi Sunak became the third Prime Minister of the year on 25th October 2022.

Subsequently, the treasury announced that the Medium-term Fiscal Plan setting out

further changes in the Government's tax and spending plans will take place on 17th November 2022 and will be accompanied by an Office for Budget Responsibility (OBR) report.

Given the above, the forecast in the most recent OBR *Economic and fiscal outlook* published in March 2021 would not add any value to the Council's financial planning.

Any significant announcements will be report to Council on 17th November 2022. Otherwise, the OBR's forecasts will be considered as part of the Council's budget recommendations in January 2023.

The Consumer Prices Index (CPI) rose by 10.1% in the 12 months to September 2022, up from 9.9% in August and returning to July's recent high. Rising food prices made the largest upward contribution to the change in annual inflation rates between August and September 2022.

On 3rd November, the Monetary Policy Committee increased interest rates by 0.75% to 3%, the biggest increase in 27 years, in an attempt to curb inflation. The Bank of England predicts that inflation will stay above 10% for a few months, before starting to fall. However, neither the Bank of England nor the OBR have published predictions for the rate of CPI into 2023.

The current uncertainty and recent events is likely to continue to have a knock-on effect on the extra costs facing Councils in 2023 and beyond.

### Rolling Five Year Budget Plan

Attached as Appendix 1 are the financial projections for the period until 2027/2028, which is based on the following assumptions:

- pension scheme costs, taking into account the 2020 valuation with a 4% pay increase this year;
- additional staffing costs as a result of the NJC scale point review and ensuring the Council pays the foundation living wage, predicted to be 20% over the next 5 years;
- 10% inflation on operational costs during 2023/24;
- that proposals for a Health and Social Care Levy from April 2023, with an employer contribution of 1.25%, will be abolished;
- savings from existing loans which mature during the period;
- predicted savings/additional income of £32,043 from 2023 as a result of carbon reduction measures (installation of Solar PV Panels and an Air Source Heat Pump); and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections make use of the contingency and annual Capitals Projects budget in the short term to offset larger percentage increases in the precept in the forthcoming financial years when the costs identified above need to be met.

These projections, using current tax base information, result in a 5.80% increase on



the precept for 2023/24, £8.54 on a band D property and £6.64 on a typical band B property.

### Town Council Business Plan

The Council's Mission Statement sets out the Council's vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available. In addition to the Mission Statement, the Council identifies key priorities and service objectives. These form the Council's Business Plan for the year and are reviewed on an annual basis.

To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects, given the limits on resources; Policy & Resources Committee 13th January 2022 and Council on 27th January 2022, agreed that the Town Council Priorities be consolidated into four medium term Strategic Aims, supported by annual delivery objectives.

A copy of the 2022/2023 Business Plan, including the Mission Statement, Strategic Aims and Delivery Objectives, and key objectives relating to its Committees and Service Areas, is attached at Appendix 2.

### Capital Programme

The Council is responsible for a significant amount of physical assets and to assist with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to parks and open spaces. The Capital Plan approved with the 2022/2023 budget in January 2022 is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to both ensure the long term sustainability and efficiency of its services as well as responding to Climate Change.

The Capital Plan is a rolling document, which is reviewed annually alongside the budget and identifies priority projects. Phases 1 and 2a of the major capital project to improve and redevelop the facilities at Shakespeare Park is complete with completion of the new Pavilion building and refurbishment of the tennis courts. Phase 2b to improve the playground is outstanding. Also included is refurbishment of the toilet facilities at Braunstone Civic Centre, alongside consideration to adapting the bar facilities to expand business and income potential by enabling the bar to operate a café service during the daytime in the week. Council on 6th October agreed a revised forecast and to borrow to finance the delivery of this project. In the next 12 to 18 months priority projects include climate initiatives to install solar PV panels, an air source heat pump and electric vehicle charging points.

Investment in the Council's infrastructure, measures to reduce the Council's Carbon footprint and in improvements to biodiversity and Council services will continue to present pressures over the forthcoming years and the Council needs to make financial provision for replenishing its reserves and financing public works loans in order to deliver its Capital Programme. The current position with the reserves is attached at Appendix 4.

## Financial Strategy

Since 2014, the Town Council has adopted the following financial strategy:

- balancing of annual operational income with annual operational expenditure;
- continued monitoring of the level of reserves and assessment of future investment needs;
- regular monitoring of reserves and general fund expenditure with proposed actions to address any issues prior to it becoming structural;
- forecast future year's expenditure on previous actual income and expenditure; and
- yearly assessment of the financial constraints.

## Treasury Management and Investment Strategy

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks.

When Braunstone Town Council borrows money it does so only for projects identified in the Capital Plan and uses the UK Debt Management Office Public Works Loan Scheme, which provides funds for capital projects with fixed interest and capital repayments for the term of the loan. The Council provides for financing the capital and interest repayments on such loans through this annual Medium Term Priorities and Financial Planning process.

Braunstone Town Council deposits its funds in UK Bank Accounts only. While the sums held in some bank accounts significantly exceeds the limit of protection (£85,000) afforded by the Financial Services Compensation Scheme; the risk of losing large sums of money is considered low given during the financial crises of 2008 the UK Government took steps to prevent UK Banks at risk from collapsing.

The Town Council will consider this risk level when reviewing Corporate Risks as part of the Annual Governance Review and will identify any mitigating actions necessary.

## Reserves Strategy

Braunstone Town Council will only maintain reserves for the following reasons:

- a capital receipt from the sale of land or assets to be invested in capital projects identified in the Capital Plan;
- commuted sums for the transfer of Public Open Spaces to offset significant one-off increases in precept and/or to invest in capital projects identified in the Capital Plan;
- grants and/or loans received for delivering capital projects identified in the Capital Plan;
- earmarked funds to meet the Council's Medium Term Financial Forecasts or for unexpected capital expenditure or emergencies;

- earmarked funds received which are designated for a specific purpose, e.g. donations to the Town Mayor's Charity;
- a sum approximately equal to 3-6 months of Net Revenue Expenditure will be maintained as the General (non-earmarked) Reserve, in accordance with good practice; and
- other reserves which are earmarked for special purposes or future development, or to meet commitments, will be maintained as necessary.

## Income Pressures

### 1. Reduction in the Council Tax Base

As the cost of meeting Council Tax Benefit payments is charged against billing authorities Collection Fund, any significant increase in the number of benefit claimants as a result of a recession and the rising cost of living will result in a reduction in the Council Tax Base figures; which means the Council Tax charge would have to increase to set the same budget as the previous year.

Coupled with the impact on the Council's finances resulting from the loss of the Council Tax Support Grant, a significant reduction in the Council Tax Base will have a severe impact upon the Council's ability to deliver Capital Projects, protect its services and recover its reserves, without a significant percentage increase on the precept.

### 2. Pressure on income from Facility Hires

Since re-opening of the Council's Community Facilities following the Covid-19 restrictions, there has been an uptake in one-off bookings (e.g. party/functions). It is difficult to assess at this stage whether this is a backlog of functions due to the pandemic or a potential increase in custom which can be sustained. Most of the regular hirers have returned, along with new hirers joining the regular hirer's scheme.

Civic Centre hire income received up to 30th September is £40,000.71, which is 60% of the 2022/2023 budget of £67,384. Thorpe Astley Community Centre hire income for the same period is £7,293.84, which is 75% of the 2022/2023 budget of £9,632.35. Both figures include advance bookings but do not include income from the Bar, NHS or Nursery/Pre-School.

It is difficult to predict whether the current squeeze on household incomes, which is likely to continue in the 2023/24 financial year, will have an impact on the Council's facilities income and if so in what way. A squeeze on living standards could result in less hires and less hirers. As a result there could be a downturn in function hires but regular hirers may face reduced custom making their activities less sustainable. The Council may have to make an economic as well as a social judgement as to whether it makes sense to reduce charges in order to sustain bookings / activities at Community Facilities. However, it may be that bookings can be sustained as customers who would previously have booked their events in the higher end of the market (e.g. at hotels and conference

facilities) look for cheaper options.

Given the economic pressures many are facing, to increase hire charges in line with inflation or the projected increase in precept over the next 2 years is likely to have an additional negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community. In fact it is more likely that the Council will need to consider further discounting hire prices and offering packages in order to retain the current level of usage.

In the case of the Civic Centre, the facility will be more attractive with the delivery of the priority Capital Project to improve the toilet facilities and the kitchen facilities of the Civic Community Lounge to enable it to operate a Café service.

The projections at Appendix 1 assume that the income from facilities hires will remain steady; the figures do include the cost of a full staff establishment. There are currently some Duty Officer vacancies and this post has a regular turnover of personnel; therefore, in the short term there is potential to manage vacancies, staff recruitment and contracted hours to balance budgets in the event of a downturn in facilities income. Equally if hires/bookings and the associated income starts to climb, resources will be available to pay staff additional hours to avoid large accumulations of hours.

### 3. Pressure on Facility Operators

In addition to income from facility bookings; the Council receives income from partners and private operators who provide services from our facilities. This includes the Operator of the Civic Community Lounge, the provider of the Nursery/Pre-School at Thorpe Astley Community Centre, and Kingsway Surgery who provide the branch service at Thorpe Astley.

Both the operator of the Civic Community Lounge and the provider of the Nursery/Pre-School have faced a difficult business environment following the Covid-19 pandemic. Both have worked with the Council, which has approved a reduction in their respective contract payments in order that their operations continue to be viable. The continued pressure on household incomes is likely to exacerbate these pressures and the Council will similarly need to weigh up the economic value against the social value of these contracts if trading becomes difficult.

In the case of the Civic Community Lounge, trading will be supported during this difficult period with the delivery of the priority Capital Project to improve its kitchen facilities to enable it to expand its services.

## Expenditure Pressures

### 1. Inflation

The significant rise in inflation and the likelihood that high inflation will be a feature for at least 12 to 18 months represents a significant pressure on the

Council's operational budgets. There has been and will continue to be significant increases in utility and fuel costs and in the cost of goods generally.

The Government has capped the amount that non-domestic customers will pay for gas and electricity until 31st March 2023. There are currently no plans to extend this support. Therefore, it remains a priority to invest in the installation of solar PV panels and an air source heat pump, in accordance with the Climate Change & Environmental Strategy and Action Plan, in the coming months in order to avoid further significant pressure on operational budgets from 1st April 2023.

## 2. Cost of Borrowing

Public Works Board lending is offered at a fixed margin above the Government's cost of borrowing, as measured by gilt yields. As mentioned above, the cost of this borrowing rose by 1.5 to 2% during September in response to Government tax and spending proposals.

At the beginning of September 2022, the interest on a Public Works Loan ranged between 3.6 and 4.2% depending on the size and duration of the loan. At the beginning of October 2022 the interest had increased to between 5.3 and 6%. By the beginning of November 2022 the interest rate had slightly decreased to between 4.07 and 4.98%.

Two of the Councils loans matured in May 2022; therefore, half of the annual repayment cost has been saved this financial year and the other half of the annual repayment cost is saved in 2023/24. In addition, another six loans mature over the next eight years, four of which mature within the time period of this plan and have been included in the projections at Appendix 1.

As things stand, Public Works Loans are the most attractive way to deliver many of the objectives set out in the Council's Capital Plan and including the actions resulting from the Carbon Audit under the Climate Change and Environmental Strategy.

However, given the current position with Government finances and the inflation pressures in the economy, there is a risk that borrowing will become more expensive over the coming year and potentially restrict or reduce the Council's ability to deliver capital and infrastructure improvement projects.

## 3. Health and Social Care Levy

Both the temporary increase in National Insurance Contributions and the new Health and Social Care Levy was scrapped in the Government's "Growth Plan" announced on 23rd September 2022. Therefore, the additional costs to fund the employer contribution have been removed from the updated projections at Appendix 1.

However, given the current economic pressures and increases in costs, there

remains a risk that the decision could either be reversed or a similar increase or tax introduced in the Medium-term Fiscal Plan scheduled for 17th November 2022.

#### 4. Review of NJC Scales and Job Evaluation

National Joint Council (NJC) has yet to commence pay negotiations for 2023/2024. Agreement between the employers and unions in respect of the pay deal for 2022/2023 was reached on 1st November 2022 as follows:

- with effect from 1st April 2022, an increase of £1,925 on all NJC pay points 1 and above and an increase of 4.04% per cent on all allowances,
- with effect from 1st April 2023, an increase of one day to all employees' annual leave entitlement and the deletion of pay point 1 from the NJC pay spine.

The lowest scale point the Council has on its establishment is point 5, and the agreement increases this rate of pay from £10.19 per hour to £11.18 per hour, which is backdated to 1st April 2022.

As part of the staffing reorganisation approved in April 2021, an annual saving of approximately £8,177 was achieved. However, the Job Evaluation of the Council's Management remained outstanding. These reviews were completed in January 2022 and cost an additional £10,492 in the first year. This increase in establishment costs has been factored into the projections at Appendix 1.

In order to meet the proposed annual pay increase (estimated to average around 5%) and ensure that the Town Council continues to meet the Living Wage Foundation rates; a 20% increase in staffing costs is predicted over 5 years, which has been built into the income/expenditure projections at Appendix 1.

#### 5. Pension Costs

All eligible staff have been auto-enrolled in the pension scheme and no eligible staff have opted out.

The actuarial valuation of the Leicestershire County Council Pension Fund is undertaken every three years, with that last valuation based on the position of each employing body at 31st March 2019.

Braunstone Town Council's employers' contribution rates for the three year period 1st April 2020 to 31st March 2023 rose to 22.1%. The previous contribution 2016/17 – 2019/20 was 19.79%.

The current economic uncertainties and cost of Government borrowing has put further pressures on pension funds and therefore, the Council needs to consider budgeting for a similar rise in employer contribution rates.

## 6. Rises in the Foundation Living Wage

In February 2015, the Town Council decided to pay the Living Wage, according to the criteria used by the Living Wage Foundation – which is based on the cost of living linked to a basket of household goods and services.

On 22nd September 2022, the Living Wage Foundation announced that the rate increased by 10.1% in the UK, more than ever in the Living Wage Foundation's 11-year history reflecting sharp increases in living costs. The new Living Wage rate is £10.90 an hour (a £1 increase). With the NJC pay agreement for 2022 outstanding, there were 7 members of staff who had been paid below the new Foundation Living Wage. However, as mentioned above, agreement was reached on 1st November 2022 between the employers and unions meaning that the Council's lowest pay point 5 increased from £10.19 to £11.18 per hour. This will be back dated to April 2022 and will be implemented on 24th November 2022, when all the Council's staff will then be paid above the new Foundation Living Wage.

However, predicted increases in the cost of living may result in a widening of the gap between the National Living Wage and the Living Wage Foundation rate, which could require the Town Council to review salary scales for some posts in the coming years.

## 7. Other Public Service Providers

Increasing costs and a squeeze on public spending has put significant pressures on the revenue budgets of Principal Authorities, the NHS and the Police. While the Town Council doesn't receive funding directly from Central Government, cuts to public services in the community provided by other bodies will continue to put pressure on the Town Council to either take on services directly or provide an alternative. Picking up principal authority services which have been either devolved or taken over by the Town Council will put further strain on the Council's revenue budgets and reserves and either lead to further rises in the parish precept and/or significantly restrict the delivery of the Council's Capital Plan.

### Current Financial Year (2022/2023)

The actual position in the revenue budget for the current financial year (2022/2023) for 1st April 2022 until 30th September 2022 is as follows:

	Budget (Half Year)	Actual (Half Year)
Income	£448,324	£447,858
Expenditure	£449,574	£451,262
Difference	-£1,250	-£3,404

Income is currently slightly below anticipated levels, while expenditure is slightly above, meaning there is currently a £2,154 overspend against the budget to 30th September 2022.

## Reserves

Following the loss of the Council Tax Support Grant in 2018 and transfer of the Library Service in 2019; the Council drew down £77,000 from its reserves over the following four years to offset significant increases in the Council Tax precept in one year. The projections at Appendix 1 set out a plan to replenish these reserves between 2024/25 and 2027/28.

## Committee Consideration

Policy & Resources Committee on 3rd November 2022 received a report setting out the context for the Council's medium term priorities and financial planning (Policy & Resources Committee minute 46).

Following the publication of estimated savings/income from the proposed Solar PV Panels and proposed Air Source Heat Pump (Policy & Resources Committee minute 59), the projected savings/income generation in the 5 year Income/Expenditure Projections at Appendix 1 were updated and circulated to the Committee (the updated document forms Appendix 1 of this report).

To ensure that the latest economic and fiscal assessments were considered as part of the Medium Term Priorities and Financial Planning process prior to its adoption; the Policy & Resources Committee 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 update the Report and the financial projections at Appendix 1, if necessary, following the announcement of the Government's Medium-term Fiscal Plan and publication of the Office for Budget Responsibility's "Economic and fiscal outlook" report, due to be published on 17th November 2022;

the Policy & Resources Committee also recommended to Council for approval:

2. that the current projections attached at Appendix 1 as updated, based on known financial pressures identified in the report, be noted;
3. that the Council's Strategic Aims, Delivery Objectives and Committee/Service Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
4. that the Council's Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
5. that the Financial, Treasury Management, Investment and Reserves Strategies, as set out in the report, be adopted.



## Recommendations

1. That the current projections attached at Appendix 1, based on known financial pressures identified in the report, be noted;
2. that the Council's Strategic Aims, Delivery Objectives and Committee/Service Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
4. that the Financial, Treasury Management, Investment and Reserves Strategies, as set out in the report, be adopted.

## Reasons

1. To provide a foundation for preparing budget estimates for 2022/2023 and beyond.
2. To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.
3. To ensure the highest possible standards within the resources available in the future.
4. To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.

**APPENDIX 1 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS**

		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Operational Requirement		£302,661	£307,197	£292,388	£299,217	£298,307	£294,380
Plus Increase in costs		£18,022	£30,720	£14,619	£8,977	£8,949	£8,831
Less Savings / Income Generation		£0	£32,043	£3,204	£3,300	£3,399	£3,501
Less Payments for Matured Loans		£13,486	£13,486	£4,586	£6,586	£9,478	£2,892
Total including Savings		£307,197	£292,388	£299,217	£298,307	£294,380	£296,818
Pension Provision		£99,940	£103,938	£108,095	£112,959	£118,607	£122,759
Staffing Costs		£426,061	£445,234	£465,269	£488,533	£515,402	£536,018
Existing Borrowing Repayments		£95,950	£82,464	£77,878	£71,292	£61,814	£58,922
Additional Borrowing Repayments (Civic Centre Improvements)		£0	£11,091	£11,091	£11,091	£11,091	£11,091
Potential Borrowing Repayments	Climate	£0	£18,128	£18,128	£18,128	£18,128	£18,128
	Mossdale	£0	£5,163	£10,325	£10,325	£10,325	£10,325
Non-Earmarked Reserves		-£2,500	£0	£9,000	£18,000	£25,000	£32,000
(Balance of Reserves)		£81,952	£81,952	£90,952	£108,952	£133,952	£165,952
Contingency		-£20,000	-£20,000	-£20,000	-£15,000	£0	£10,000
(Balance for Financial Year)		£0	£0	£0	£5,000	£20,000	£30,000
Capital Projects		-£10,000	£0	£0	£4,300	£5,000	£12,300
(Balance for Financial Year)		£15,700	£25,700	£20,700	£30,000	£35,000	£47,300
TOTAL EXPENDITURE		£896,648	£938,405	£979,003	£1,017,936	£1,059,747	£1,108,361
Less Income from Hires/Fees		£176,292	£176,292	£178,056	£181,617	£187,065	£192,676
Net Precept		£720,356	£762,113	£800,947	£836,319	£872,682	£915,685
Band D (scaled Tax Base)	4,887.80	£147.38	£155.92	£163.87	£171.10	£178.54	£187.34
% Increase		5.66%	5.80%	5.10%	4.42%	4.35%	4.93%
Average % Increase		N/A			4.92%		
£5 Increase on Band D			£152.38	£157.38	£162.38	£167.38	£172.38
(% increase)		N/A	3.39%	3.28%	3.18%	3.08%	2.99%
Receipt			£744,795	£769,234	£793,673	£818,112	£842,551



## **BRAUNSTONE TOWN COUNCIL BUSINESS PLAN 2022/2023**

### **Strategic Aims & Delivery Objectives**

#### **Town Council Mission**

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

#### **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; and*
4. *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

*"Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

#### **Strategic Aims and Delivery Objectives (2022/2023)**

The Council has four Strategic Aims for the medium term, which are set out below. Each Aim is supported by specific delivery objectives for the year, which are reviewed and developed as part of the annual review of the Council's Business Plan and Capital Plan and the annual setting of the budget and Council Tax precept.

#### **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 2022/2023:**

- (a) Complete Phase 2 and 3 of the Shakespeare Park refurbishment: Tennis Courts and Playground;
- (b) open the New Shakespeare Pavilion building and site for use by sports clubs and the community;
- (c) support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Petanque;
- (d) invest in and enhance tennis provision through Tap4Tennis;
- (e) continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park; and
- (f) carry out repairs to the Culvert and Bridge at Mossdale Meadows.

## **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 2022/2023:**

- (a) Deliver Civic Centre Capital improvements: refurbishment of toilets, provide a changing places toilet and deliver essential works on the building fabric;
- (b) expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre;
- (c) implement revised Community Centres hire arrangements;
- (d) attract new activities and hires to Thorpe Astley Community Centre in response to the residents' survey; and
- (e) provide new outreach services at Thorpe Astley Community Centre; for example, Local Area Coordination and Library Services.

## **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 2022/2023:**

- (a) Work to establish a Good Neighbour's Scheme;
- (b) support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events;
- (c) co-ordinate community events, such as Apple Day and the Queen's Jubilee commemorations, and hold open days at both Shakespeare Park Pavilion and Thorpe Astley Community Centre;
- (d) develop Library events, initiatives and continue community engagement; including children's reading, heritage displays and arts & craft events; and
- (e) 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 2022/2023:**

- (a) Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;
- (b) implement an Environment and Biodiversity Strategy to enhance nature and biodiversity on our urban green spaces;
- (c) support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian;
- (d) provide secure cycle lock up facilities at our community centres and open spaces; and
- (e) work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.

## **Objectives**

In addition to the Mission Statement and Strategic Aims and Delivery Objectives, the Council's Committees and Service Areas have operational objectives.

### **Planning and Environment Objectives**

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact from:
  - (a) traffic; and
  - (b) air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

### **Community Development Objectives**

Nurturing and enhancing community life, equal opportunities and social inclusion.

#### *Young people*

1. To create opportunities for young people to have a voice
2. To identify young people's needs and give support to new local initiatives including summer holiday activities

#### *Crime reduction services*

3. Reduce opportunities for crime, increase public safety and establish a community spirit

#### *Social inclusion, recreation & culture*

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together
9. To encourage the formation of new community groups by promoting free/subsidised use of the Council's Community Facilities
10. To promote social inclusion

### Corporate Management & Capital Project Objectives

1. To ensure effective management of the authority
2. To ensure effective implementation of the Council's policies and priorities
3. To ensure the Council's management arrangements, facilitate performance and efficient use of resources
4. To provide efficient and effective office services to support the Council's activities
5. To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
6. To provide efficient and effective information to committees
7. To deal with telephone calls, and personal callers, promptly, courteously and efficiently
8. To ensure and arrange effective staff training
9. To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
10. To maintain adequate personal records, health and safety controls, and fire evacuation polices
11. To manage and control land and property belonging to the Council
12. To maintain an effective filing and retrieval system
13. To undertake capital projects for the benefit of the citizens of Braunstone Town
14. To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
15. To provide office accommodation for the Council's administrative staff
16. To ensure the Council engages with the Community concerning its activities, including with consultative bodies, such as the Citizens' Advisory Panel.

### Community Centres Objectives

1. To provide and maintain high quality function rooms for use by hirers
2. To provide and maintain quality meeting rooms for Council and local community groups at low cost
3. To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
4. To maintain usage of the Centres for the benefit of the community

### Open Spaces & Parks Objectives

1. To provide and maintain parks and open spaces to a high standard
2. To provide quality sports facilities to meet identified needs
3. To provide and maintain play equipment to a high and safe standard
4. To help fight pollution and climate change by planting trees on our parks

*Adopted by Council 27th January 2022 (Minute Reference 5995).*



## BRAUNSTONE TOWN COUNCIL

### CAPITAL PLAN 2022/2023

The Council's Capital Projects have been identified through identified emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding arise, as a result Policy & Resources Committee on 11<sup>th</sup> April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme.

Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

Parks and Open Spaces Projects		
Park	Project	Notes
Franklin park	Improvement items identified by the Franklin Park Working Group: creation of path in orchard (to enable access to lower part when the ground is water logged)	Scheduled for 2022/23 Winter works
Impey Close playground	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism).	Cost £17k, funding to be identified
Mossdale Meadows & Merrileys	Replace vehicle and pedestrian culvert bridges at Mossdale Meadows. <i>Existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis</i>	<b>Priority Project for 2022/23</b>
	Bridle path resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Toddler swings (estimated five year life span – medium risk) MM	
	Refurbishment of Changing Rooms and Sports facilities at Mossdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.</i>	Once Shakespeare Park Improvements completed

<b>Parks and Open Spaces Projects (continued)</b>		
<b>Park</b>	<b>Project</b>	<b>Notes</b>
Mossdale Meadows & Merrileys	Roof Insulation at Mossdale Depot and Sports Changing Rooms. <i>There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce energy use and costs.</i>	Once Shakespeare Park Improvements completed
	Installation of bio-fuel boiler at Mossdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The Town Council has to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heating system.	Await Carbon Audit
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	Part of Shakespeare Park Improvement and Development Project, <b>Priority Project underway and scheduled for completion in 2022/23</b>
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	<b>Priority Project underway and scheduled for completion in 2022/23 (see above)</b>
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
Safety Surface in play area		
All Parks	Purchase of a wood chipper. <i>To enable the installation of a bio-fuel boiler at Mossdale Depot and Sports Changing Rooms. To reduce waste and waste tipping costs to tip hedge and tree cuttings, which could be reused to fuel heating system in pavilion. Chippings can also be used to make natural pathways.</i>	To be scheduled.  Business Case to be submitted for consideration by Policy & Resources Committee.



Community Centres Projects		
Building	Project	Notes
Civic Centre	Refurbishment of both sets of Toilets including exploring the provision of a Changing Places Toilet. <i>The current toilets are approximately 20 years old. The refurbishment of the toilets provided an opportunity to ensure that the Civic Centre toilet facilities are fully accessible.</i>	<b>Priority Project for 2022/23</b>
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	<b>Priority Project for 2022/23</b>
	Civic Centre Roof Refurbishment; Council Chamber side. <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	Schedule 2022/23 Fundamental to building integrity
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	Schedule 2022/23 Health & Safety can't be maintained
	Replacement of Civic Centre foyer skylight and corridor frame and windows. <i>Both the foyer skylight and the corridor and windows are over 25 years old and do not meet modern insulation standards.</i>	
	Civic Centre radiator replacement and review of location. <i>Some areas of the building are well provided for with radiators and are hot, while other areas of the building have limited radiators and are cold.</i>	
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources Await Carbon Audit and obtain quotes
	Refurbish/Replace Fire Doors in Civic Centre (except Millfield Hall). <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Currently scheduled for 2022/23 pending resources

<b>Community Centres Projects (continued)</b>		
<b>Building</b>	<b>Project</b>	<b>Notes</b>
Civic Centre <i>Continued</i>	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	Postpone to 2023/24
	Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. <i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i>	
	Council Chamber & Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	To be scheduled.  Rolling Programme from 2023/24.

<b>Library Projects</b>	
<b>Project</b>	<b>Notes</b>
Installation of LED lighting at the Library. <i>The Library building has not been converted to LED lighting; conversion will reduce energy use and costs.</i>	Schedule 2022/23

<b>General Projects</b>		
<b>Location</b>	<b>Project</b>	<b>Notes</b>
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is considered steep and potentially presented difficulties for wheel chair users and those who are less able.</i>	Schedule dependent on Reserves
Installation of Solar Panels at both Community Centres	The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.	To be scheduled following Carbon Audit.
Improvements to Cycling Facilities	Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage.	Schedule 2022/23
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	To be scheduled.
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards are in need of refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years.  Focus on Notice Boards on Council land in 2022/2023

*Adopted by Council 27th January 2022 (Minute Reference 5996).*

## **APPENDIX 4 – RESERVES**

The table below summarises the balances at the beginning and end of the 2021/22 financial year:

<b>Table A – Balances 1st April 2021 – 31st March 2022</b>	
<b>1. Balances brought forward</b>	<b>£618,174.73</b>
2. (+) Annual precept	£681,961.00
3. (+) Total other receipts	£172,030.00
4. (-) Staff costs	£434,301.32
5. (-) Loan interest / capital repayments	£94,185.39
6. (-) Total other payments	£657,361.80
<b>7. (=) Balances carried forward</b>	<b>£286,317.22</b>

The table below summarises the current reserves and intended uses:

<b>Table B – Reserves 2022/2023</b>			
		<b>Start of Year</b>	<b>Current*</b>
Earmarked Reserves	<i>Shakespeare Pavilion Works</i>	£63,137.13	£29,419.33
	<i>Shakespeare Works Reserve</i>	£14,321.00	£14,321.00
	<i>Shakespeare Play/Tennis</i>	£22,888.00	£658.00
	<i>Shakespeare Park Sports Clubs</i>	£0.00	£2,447.42
	<i>Community / Social Inclusion Projects Grant</i>	£10,000.00	£10,000.00
	<i>Balance Budget 2022/23</i>	£2,500.00	£0.00
	<i>Gateway Signage</i>	£2,500.00	£2,500.00
	<i>Civic Centre Capital Projects</i>	£60,000.00	£60,000.00
	<i>Town Mayor's Charity</i>	£3,204.99	£12.25
	Total	£178,551.12	£119,358.00
Non-Earmarked Reserves	<i>Commuted Sums</i>	£47,375.12	£47,375.12
	<i>General Fund</i>	£60,390.98	£204,935.29
	Total Balances	£107,766.10	£252,310.41
<b>Balance of Reserves</b>		<b>£286,317.22</b>	<b>£371,668.41</b>

\* Dated 30th September 2022.

## **BRAUNSTONE TOWN COUNCIL**

**17th NOVEMBER 2022**

### **Item 6 – Carbon Reduction Initiatives – Borrowing Application**

#### Purpose

To seek approval from the Secretary of State for Levelling Up, Housing and Communities to apply for a loan of £196,056 towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council's Community Facilities.

#### Background

Following approval of a motion at the Annual Towns' Meeting on 13th May 2021, the Town Council developed and then adopted, on 23rd September 2021, a Climate Change and Environmental Strategy (Council Minute 5966).

To ensure that the Council becomes carbon neutral by 2030, the Strategy committed the Council to "*commission a carbon audit of our activities to provide both data on the Council's carbon footprint along with recommended actions to reduce our carbon footprint*". The findings of the Carbon Audit were reported to Policy & Resources Committee on 24th February 2022 (Policy & Resources Committee minute 87, 2021/22).

On 28th April 2022, Policy & Resources Committee received a proposed action plan to deliver the Climate Change and Environmental Strategy's Objectives, which it approved (Policy & Resources Committee Minute 105 2021/2022). The Action Plan included 9 of the 11 recommendations of the Carbon Audit; one recommendation is split into two separate actions and another was considered as part of the Capital Plan review by Council on 30th June 2022 (Minute 6045).

The Council's Capital Plan for 2022/2023 (Appendix 3 of agenda item 5, Medium Term Priorities & Financial Planning) identifies the following as Priority Projects:

- Installation of Solar Panels at both Community Centres  
*The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.*
- Installation of Electric Vehicle Charging points at community facilities  
*To provide fast charging for service users, hirers and staff who use an electric vehicle.*
- Install a hybrid air source heat pump at Thorpe Astley Community Centre  
*To decarbonise Community Centre heating; 10% reduction of total Council emissions.*

## Tender Process

On 16th June 2022, Policy & Resources Committee approved the tender process for the purchase and installation of Solar PV Panels, Electric Vehicle Charging Points and an Air Source Heat Pump (Policy & Resources minute 10).

Tenders were invited in the second half of July and first part of August, with a deadline of 4pm on Monday 22nd August 2022. Policy & Resources Committee, which met on 27th September 2022, received details of the tenders and an initial assessment and agreed that further examination of the tenders be undertaken, including clarification and obtaining omitted/missing information where appropriate, in order to consider overall value, quality and deliverability (Policy & Resources Committee minute 39).

On 3rd November 2022, Policy & Resources Committee received a report setting out a plan to progress the project for the installation of Solar PV Panels and battery storage, Electric Vehicle Charging Points and an Air Source Heat Pump, including:

- a detailed assessment of the tenders, including consultant's advice, recommendations for shortlisting tenders and selecting preferred contractors,
- setting out costs and identified funding sources,
- details of timescales and milestones for delivery, and
- an assessment of risks for the project.

(Policy & Resources Committee Minute 59).

## Business Case

Braunstone Town Council adopted a Climate Change and Environmental Strategy in September 2021, which included the aim of becoming carbon neutral by 2030. With eight years to become carbon neutral the Council commissioned a Carbon Audit to provide a route map to decarbonise their buildings and transport operations.

True carbon reduction is expensive, and a significant capital investment is required to implement the type of interventions that the Council need to reach Net Zero by 2030. In terms of building-related emissions, presently there is very little opportunity to decarbonise natural gas and therefore the electrification of heat is currently the only practical solution in this context. Therefore the Carbon Audit mainly focused on the electrification of heat and the potential for generating renewable (zero carbon) electricity from rooftop solar PV.

Braunstone Town Council's total carbon emissions from buildings (gas and electricity) is estimated at 120 t/CO<sub>2</sub>e per annum. A 24 t/CO<sub>2</sub>e reduction can be achieved through the generation of renewable electricity by the installation of rooftop solar PV and a further 13.8 tCO<sub>2</sub>e reduction was identified from the installation of a hybrid air source heat pump system at Thorpe Astley Community Centre. The proposals potentially decarbonise Thorpe Astley Community Centre through installation of an air source heat pump and solar PV.

Given the price of gas and electricity has risen substantially in 2022, the investment in solar PV will provide significant savings to the Council's electricity bills and mitigate further price increases in the future. With the increase in prices, the

payback figures supplied in the Carbon Audit are very conservative as no uplift was included.

Electricity generated by the PV panels will be used during the day replacing the previously imported electricity, and if battery storage technology is installed the systems will be able to supply some of this renewable electricity at night.

By installing Electric Vehicle Charging Points (EVCPs) to a building that hosts a solar PV array, it is possible that a proportion of the vehicle charging will be provided by carbon free solar generation during the day. The greater the excess amount of solar generation that is produced, after self-consumption by the building, the larger this proportion of carbon free electricity could be used to charge the vehicles. If this amount of electricity was exported to the national grid it might earn the Council a rate of £0.06/kWh. If, instead, this energy is sold via EVCPs the same units of electricity could be sold for at least three times that amount, or more.

### Scheme Costs

Following receipt of tenders from contractors, maximum scheme costs are estimated as follows:

<b>Scheme</b>	<b>Maximum Cost</b>
Solar PV & Battery Storage	£167,876
Air Source Heat Pump	£33,734
Electric Vehicle Charging Points	£31,763
<b>TOTAL</b>	<b>£233,373</b>

### Estimated Scheme Savings/Income and Carbon Reduction (Year 1)

Based on the shortlisted tenders / preferred contractors, the following financial savings and CO2e reductions have been estimated:

<b>Building</b>	<b>Electricity*</b>		<b>Gas</b>		<b>Total</b>	
	Saving	CO2e Reduction	Saving	CO2e Reduction	Saving	CO2e Reduction
<i>Civic Centre</i>	£10,923	13.66	£0	0	£10,923	13.66
<i>Thorpe Astley</i>	£7,190	7.37	£5,118	16.28	£12,308	23.65
<i>Library</i>	£8,812	7.89	£0	0	£8,812	7.89
<b>TOTAL</b>	£26,925*	28.92	£5,118	16.28	<b>£32,043</b>	<b>45.2</b>

\* *Electricity is a combination of savings and income from the Solar PV.*

### Funding

The Public Sector Decarbonisation Scheme offers grants where the proposal involves decarbonising heating. Other measures around building and energy efficiency can be included. Therefore, the installation of an air source heat pump and solar panels and battery storage at Thorpe Astley Community Centre is eligible

for funding under the scheme. However, a hybrid system (as recommended by the Carbon Audit) is not eligible. Given both the preferred supplier and the Heat Loss consultant recommend that a new gas boiler is not necessary, the installation of a new gas boiler can be removed from the scheme specification and the old boiler left in situ for the remainder of its life (estimated 2 years).

The total value of this part of the project is estimated at £69,042; however, the estimated cost of replacing the gas heating with a similar system has to be deducted and 12% of the cost has to be funded by the applicant.

Therefore, an application for £37,317 was submitted to the Public Sector Decarbonisation Scheme on 31st October 2022. The outcome is expected by the end of January 2023.

### Borrowing

Given the costs and potential savings, there is an opportunity for the Council to borrow to finance the projects since the savings on energy bills and potential income from the solar PV panels and electric vehicle charging points will cover the annual repayments on the loan as well as generating additional revenue savings/income for the Council.

The maximum cost of the full scheme is £233,373. An application has been submitted to the Public Sector Decarbonisation Scheme for a grant of £37,317. Therefore, the maximum balance is £196,056.

Therefore, Policy & Resources Committee on 3rd November 2022 resolved to recommend to Council on 17th November 2022 to consider approving a borrowing application for £196,056 for 15 years. The current interest rate is 4.51%, therefore, annual repayments would be £18,128 (within the estimated savings and additional income which could be generated).

A decision from the Department of Levelling Up, Housing and Communities would be expected in four to six weeks. If borrowing approval is granted for £196,056 and cheaper options or shortlisted tenders are selected, there is the option of drawing down less than the full amount.

### Reserves

The end of year accounts for 2021/2022 identifies the levels of reserves as:

- £117,766 General Reserves
- £168,551 Earmarked Reserves.

In addition, £70,920 of commuted sums is currently being held by Blaby District Council pending the transfer of Thorpe Astley Park to the Town Council. The current year's budget identifies drawing £21,500 from this fund to cover maintenance costs in 2022/2023, which will leave a balance of £49,420. The transfer of Thorpe Astley Park is due to take place once the Culvert has been reconstructed to an acceptable standard.



Therefore, in any unforeseen financial circumstances, the Council has the necessary funds available to meet its loan repayments while it ascertained its options.

### Timescales, Milestones and Risks

The approved timescales and milestones are attached at Appendix 1.

Project risks have also been approved by Policy & Resources Committee and are attached at Appendix 2.

### Borrowing Process

Local council borrowing is governed by schedule 1 to the Local Government Act 2003. Parish and town councils in England have to apply and receive approval from the Secretary of State for Levelling Up, Housing and Communities before taking up any borrowing. Councils can borrow for capital expenditure as defined in section 16 of the Local Government Act 2003.

There is no national limit on the total annual amount of borrowing available to local councils in England. However, the amount that an individual council will be allowed to borrow is normally limited to £500,000 in any one financial year. It is worth noting that the total borrowing of the Town Council is currently £1,027,685.82. The annual repayments in 2022/23, including interest, totals £95,950.34, for which provision exists within the Council's Revenue Budget. A request to borrow £114,297 is currently with the Department of Levelling Up, Housing and Communities, if this is approved, this will add approximately £10,905 to the annual borrowing repayments.

Councils apply using an application form, available from the county associations affiliated to the National Association of Local Councils (NALC). The decision to borrow must be taken by the full council, and the date of the decision recorded on the application form.

When completed and signed, the original application form should be sent to the local county association who will check the details and forward it to the Department of Levelling Up, Housing and Communities.

The formal decision on each application rests solely with the Secretary of State. If the application is agreed, the Department of Levelling Up, Housing and Communities will send the council a borrowing approval letter. If the application is not agreed, the department will tell the council why.

The borrowing approval will set out a number of conditions that need to be fulfilled. It will specify how much the council can borrow, and the maximum term of the loan period.

Approvals are valid for 12 months from the date of issue. Councils can ask for this time limit to be extended.

Councils may borrow from any willing lender. In practice, most councils borrow from the Public Works Loan Board (PWLB) or from a bank. The PWLB will need to see the original borrowing approval before processing any application.

Councils must tell the Department of Levelling Up, Housing and Communities if their circumstances change after they have got approval for borrowing, for example if:

- they no longer need to borrow; or
- they need to delay the borrowing because their project has been delayed.

### Borrowing Application

A guide to Parish and Town Council Borrowing in England, including a summary of the process, is attached at Appendix 3. Information required to support the application for borrowing approval, is attached at Appendix 4. Applications from parish and town councils are made through the County Association to the Department of Levelling Up, Housing and Communities. Information about the process and options for obtaining a Public Works Loan is attached at Appendix 5.

Attached at Appendix 6 is an illustration of a Public Works Loan for £196,056.

To enable the Council to fund the projects, which has been identified as a Priority Project in both the current year (2022/2023) Business Plan and Capital Plan, and in the Climate Change and Environmental Action Plan; Policy and Resources Committee have recommended that the current funding gap be met by borrowing £196,056.

Total borrowing of £196,056, based on the current interest rate of 4.59% over 15 years, would mean the total repayment is £273,388.20. The annual repayment is £18,225.88. The annual repayments can therefore be met within the £32,043 estimated annual electricity savings/income and annual gas savings.

For a borrowing application to be successful, the full evidence requirement must be met as per the checklist attached at Appendix 4. Below is a summary of how the Town Council meets the evidence requirement:

#### *1. Resolution to borrow*

The Council reviews and updates its Capital Plan on an annual basis. Policy & Resources Committee receives a report at each of its scheduled meetings, the decisions and reasons being reported to the subsequent meeting of the Council. This report provides an overview of the justification and detailed arrangements for the project. Should the Council approve a borrowing application, the draft minutes will be signed by the Town Mayor for submission. The draft minutes will be published online as normal to help keep residents informed.

#### *2. Budget*

This report and reports to Policy & Resources Committee in September and November 2022 set out the costs of the project and estimated income, including the cost of and financing of borrowing. The Council's Medium Term Financial Strategy, considered on an annual basis in November by the Council (item 5 on this agenda), sets out provision for financing the Council's borrowing. Due to inflationary pressures on expenditure, the assessment is that there will be a 5.8% increase in the precept; however, if the project did not go ahead (i.e. the

borrowing repayments and estimated savings from the project are removed from the assessment), the precept increase would be 7.73%. The Estimated Repayment Costs table from the Public Works Loan Board, for a loan of £196,056, based on the current interest rate of 4.59% over 15 years is attached to this report at Appendix 6.

### 3. *Report to Council / business case*

The Council reviews and updates its Capital Plan on an annual basis. Policy & Resources Committee receives a report at each of its scheduled meetings, the decisions and reasons being reported to the subsequent meeting of the Council. This report provides a summary of the Business Case with an overview of the justification and benefits/potential arising from the proposed improvements.

### 4. *Affordability*

The proposal is for the Council to take out a fixed rate loan for a term of 15 years. The repayments will be fixed and paid twice a year, for which the Council will utilise part of the electricity gas savings and additional income generated from the solar PV panels and battery storage, air source heat pump and electric vehicle charging points. There is no intention to allocate monies to fund the loan repayments from reserves, grants or any other revenue income. Provision for repayment of existing loans has already been made within the revenue budget. The Council has sufficient reserves to ensure it can meet loan repayments in the event of any unforeseen circumstances (see Reserves section of this report).

### 5. *Precept increase*

A precept increase is not required to meet the repayments since the annual repayments can be met utilising part of the savings and additional income generated from the project. In fact, if the project did not go ahead then there would be no savings or additional income generated, therefore the Council's expenditure would be significantly higher and would result in further increase to the precept than currently predicted.

### 6. *Precept increase survey / public support*

Since the funds required to meet the loan repayment costs will be met from the savings / additional income generated by the project, the precept does not increase as a result of this decision.

### 7. *General project consultation*

The Climate Change and Environmental Strategy commits the Council to “*reduce dependence on carbon technology*” and “*meet more of our own energy needs, for example through installation of new technologies such as PV Panels*”. A six week consultation was undertaken on the proposed Strategy between 5th July and 16th August; prior to its adoption by Council on 23rd September 2021.

As a result of the Carbon Audit and its recommendations, a Climate Change & Environmental Action Plan was developed, which included priority actions to install solar PV and battery storage, an air source heat pump and electric vehicle charging points at the Council's Community Facilities. The Action Plan was subject to public consultation during May and June 2022.

Regular updates have been provided in the Braunstone Life; a monthly newsletter distributed to each household. This year included a commitment to "Respond to Climate Change and champion sustainable development" in February, and an update from the Leader of the Council in March and August and publication of our Annual Report in June.

The Town Council has a Citizen's Advice Panel where local residents are invited to attend quarterly meetings to discuss and consult on activities, projects and proposals from the Town Council.

The Panel considers the review of the Council's Capital Plan and Priorities and Objectives annually.

Details of the Climate Change & Environmental Action Plan were reported on 26th May 2022.

#### Decision of Policy & Resources Committee

On 3rd November 2022, Policy & Resources Committee identified preferred contractors for the installation of Solar PV Panels, Electric Vehicle Charging Points and an Air Source Heat Pump and determined financing for the schemes, including costs and identified funding sources, along with timescales and milestones for delivery and an assessment of risks for the project (Policy & Resources Committee minute 59).

The Committee resolved:

1. *that tenders SP2 and SP3 for the installation of Solar PV Panels and associated Battery Storage, as detailed in Appendix 2, be shortlisted;*
2. *that tender HP1 to install an air source heat pump at Thorpe Astley Community Centre, as detailed at Appendix 3, be provisionally accepted;*
3. *that tenders EV3, EV5, EV6 and EV8 for the installation of Electric Vehicle Charging points, as detailed at Appendix 4, be shortlisted;*
4. *that further examination of the shortlisted/provisionally accepted tenders be undertaken, including clarification and obtaining omitted/missing information where appropriate;*
5. *that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to;*
  - a) *select a preferred contractor and reserve contractors for the installation of Solar Panels and associated Battery Storage and for the installation Electric Vehicle Charging points,*
  - b) *determine the detailed arrangements, timings and work schedules,*
  - c) *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*

- d) award contracts and commission works.
6. *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 £196,056 over the borrowing term of 15 years towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council’s Community Facilities; the annual loan repayments will come to around £18,128”;*
  7. *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;*
  8. *that the Next Steps and Timescales, as set out in the report, and the detailed timescales and milestones set out at Appendix 5, be approved; and*
  9. *that the Risk Assessment, set out at Appendix 6, be adopted.*

The Reasons for the Committee’s Decision were:

1. *The tenders shortlisted represented best value when balanced against cost, timescales and ability to undertake the proposed works. These tenders could be examined further to ensure deliverability against the Council’s carbon reduction objectives.*
2. *The tender from Contractor D represented best value when balanced against cost, timescales and ability to undertake the proposed works and was recommended by the heat loss consultant.*
3. *The tenders shortlisted represented best value when balanced against cost, timescales and ability to undertake the proposed works. These tenders could be examined further to ensure cost and deliverability represented good value.*
4. *To ensure that tenders were properly assessed in order to determine which offered the best value in terms of cost/savings/income, quality, deliverability and achievement of the Council’s Carbon reduction commitment.*
5. *To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
6. *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.*
7. *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.*
8. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*
9. *To identify the potential risks and barriers to delivering the project and to identify measures to mitigate these.*

## Recommendations

1. That the following resolutions be approved:
  - a) “to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £196,056 over the borrowing term of 15 years towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council’s Community Facilities; the annual loan repayments will come to around £18,225.88”; and
  - b) “it is not intended to increase the council tax precept for the purpose of the loan repayments”; and
2. that delegated authority be given to the Chief Executive & Town Clerk, to put together and submit the borrowing application with supporting evidence.

## Reasons

1. To enable the Council to reduce dependence on carbon technology, meet more of its own energy needs, reduce its CO2 emissions and generate savings and additional income, from which funds would be available to finance the loan repayments.
2. To enable the detailed supporting evidence to be gathered and submitted with the Council’s application without undue delay.

**BRAUNSTONE TOWN COUNCIL**  
**CLIMATE INITIATIVES – TIMESCALES**

October 2022	<ul style="list-style-type: none"><li>• Assessment of received tenders; including assessment by Heat Loss Consultant of Air Source Heat Pump tenders</li><li>• Identification of Project Finance, Timescales and Risks</li><li>• Submission of grant funding applications</li></ul>
November 2022	<ul style="list-style-type: none"><li>• Management Team considers tender assessment and recommendations for preferred suppliers</li><li>• Policy &amp; Resources Committee selects preferred and reserve suppliers</li><li>• Policy &amp; Resources Committee considers financing for delivering the project and whether to prepare a borrowing application</li><li>• Policy &amp; Resources Committee and Council receive annual Medium Term Priorities and Financial Planning Assessment</li><li>• Council determines borrowing application</li><li>• Submission of borrowing application</li><li>• Liaison with preferred contractors</li><li>• Landlords (Library and Thorpe Astley Community Centre) updated on proposals and formal request for works to be undertaken submitted</li><li>• Structural Survey undertaken of Solar PV proposals</li><li>• Architect prepares plans for installation of Air Source Heat Pump</li></ul>
December 2022	<ul style="list-style-type: none"><li>• Submission of Planning Application for Air Source Heat Pump</li><li>• Planning notified of Solar PV Panel designs</li><li>• Borrowing Application determined</li><li>• Management Team receives project update</li></ul>
January 2023	<ul style="list-style-type: none"><li>• Policy &amp; Resources Committee receive project update, including milestones, risks, financing.</li><li>• Liaison with preferred contractors.</li><li>• Commissioning of Solar PV works at Braunstone Civic Centre and Library</li><li>• Commissioning of installation of Electric Vehicle Charging Points</li><li>• Outcome of Public Sector Decarbonisation Scheme funding application</li><li>• Planning Decision</li></ul>

February 2023	<ul style="list-style-type: none"> <li>• Management Team and Policy &amp; Resources Committee receive project update, including milestones, risks, financing.</li> <li>• Commissioning of Air Source Heat Pump and Solar PV works at Thorpe Astley Community Centre</li> <li>• Commencement of Solar PV works at Braunstone Civic Centre and Library</li> <li>• Commencement of works for installation of Electric Vehicle Charging Points</li> </ul>
March 2023	<ul style="list-style-type: none"> <li>• Management Team receives project update</li> <li>• Commencement of Air Source Heat Pump and Solar PV works at Thorpe Astley Community Centre</li> <li>• Completion of Solar PV works at Braunstone Civic Centre and Library</li> <li>• Completion of installation of Electric Vehicle Charging Points</li> <li>• Draw down of borrowing.</li> </ul>
April 2023	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee receive project update, including milestones, risks, financing and determine whether any slippage is required and the implications.</li> <li>• Completion of Air Source Heat Pump and Solar PV works at Thorpe Astley Community Centre.</li> <li>• Draw down of grant funding.</li> </ul>
May 2023	<ul style="list-style-type: none"> <li>• Management Team receives project update</li> <li>• Slippage (if approved).</li> </ul>

October 2022



**BRAUNSTONE TOWN COUNCIL: CLIMATE INITIATIVES RISK MANAGEMENT – OCTOBER 2022**

<b>Area</b>	<b>Risk</b>	<b>Level</b>	<b>Controls</b>
Procurement	Contractor not suitable to undertake the works	L	<ol style="list-style-type: none"> <li>1. Draft tender documentation to be circulated to consultants who provided the Carbon Audit, Heat Loss Assessment at Thorpe Astley Community Centre and Structural Loading Report for comment.</li> <li>2. Invitation to tender advertised in accordance with the Financial Regulations and Procurement Act 2015.</li> <li>3. Suitable period (not less than 6 weeks) for potential contractors to undertake a site visit and ask questions of clarification.</li> <li>4. Tenders received to be assessed by: <ul style="list-style-type: none"> <li>• Chief Executive &amp; Town Clerk</li> <li>• Management Team</li> <li>• Policy &amp; Resources Committee</li> <li>• relevant professional consultant.</li> </ul> </li> </ol>
	Terms of contract not fit for purpose	L	<ol style="list-style-type: none"> <li>1. Contractors to submit their terms for consideration by the Chief Executive &amp; Town Clerk and Management Team.</li> <li>2. Policy &amp; Resources Committee to select 2nd (potentially 3rd) choice of contractor to avoid delays to delivery timescales.</li> </ol>
Finance	Delays to project / increase in costs due to availability of finance	M	<ol style="list-style-type: none"> <li>1. Council undertakes Medium Term Priorities and Financial Planning annually.</li> <li>2. Progress report, including Finance to each meeting of Policy &amp; Resources Committee.</li> <li>3. Policy &amp; Resources Committee to select 2nd (potentially 3rd) choice of contractor to avoid delays to delivery timescales.</li> </ol>

Area	Risk	Level	Controls
Finance (continued)	Risk of loss of income during works due to disruption	L	<ol style="list-style-type: none"> <li>1. Liaison with contractor to minimise disruption to customers and hirers.</li> <li>2. Block of periods to avoid hirings.</li> <li>3. Liaise with existing hirers to provide information about works and impact.</li> </ol>
	Compliance with HMRC Regulations	L	<ol style="list-style-type: none"> <li>1. VAT consultant to be asked for advice on payments and claims.</li> <li>2. Internal and external auditor check.</li> </ol>
	Budget overspend	M	<ol style="list-style-type: none"> <li>1. Policy &amp; Resources Committee and Council receive the annual Medium Term Priorities and Financial Planning assessment each autumn which assesses the Council's plans and finances and identifies financial risks, the impact on the precept and the reserves.</li> <li>2. Project costs and expenditure reported to Policy &amp; Resources Committees each cycle.</li> </ol>
	Complying with borrowing restrictions	L	The Council assesses the funds needed to secure existing and future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process.
Liability	Risk to third party, property or individuals	M	<ol style="list-style-type: none"> <li>1. Insurance in place.</li> <li>2. Contractors to similarly confirm they have appropriate Insurance in place.</li> </ol>

Area	Risk	Level	Controls
Capacity & Capability	Loss of Project Management and administrative capacity (e.g. due to sickness)	M	<ol style="list-style-type: none"> <li>1. Whole Management Team to be involved in Project and decisions, to ensure that any of the three Senior Managers are able to Manage the Project if necessary.</li> <li>2. Council has insurance cover which covers the cost of bringing in temporary additional capacity in the event of long term illness in a key post.</li> </ol>
	Lack of Capability	L	<ol style="list-style-type: none"> <li>1. Chief Executive &amp; Town Clerk and Deputy Chief Executive &amp; Town Clerk have received project management training.</li> <li>2. Consultants engaged in process to provide technical support.</li> <li>3. Council's Leader and Deputy Leader (Chair &amp; Vice-Chair of Policy &amp; Resources Committee) have project management and financial management skills gained in their profession.</li> </ol>
Planning & Building Regulations	Non compliance with planning and building control legislation and regulations.	L	<ol style="list-style-type: none"> <li>1. Pre-planning advice to be obtained from local Planning Authority.</li> <li>2. Advice to be sought from local Building Control authority.</li> <li>3. Council's architect to draw up plans and submit necessary planning application and discharge of conditions.</li> </ol>
Governance	Failure to identify risks or comply with legislation and regulations	L	<ol style="list-style-type: none"> <li>1. Strategic decisions about priorities and finance made by the whole Council.</li> <li>2. Policy &amp; Resources Committee to receive a report each meeting and to select contractors and determine timescales.</li> <li>3. Management Team to receive a regular update on progress.</li> <li>4. Internal and external audit.</li> </ol>

# **A GUIDE TO PARISH AND TOWN COUNCIL BORROWING IN ENGLAND**

## **Introduction**

1. In this guide, all references to statutory provisions are to provisions in the Local Government Act 2003 ('the 2003 Act'). References to parish councils include those designated as town councils, village councils, community councils, neighbourhood councils and city councils in England.

2. This guide replaces all previous guidance on borrowing by parish councils in England and reflects the legal framework in force as at 1 April 2015. The law that allows a parish council to borrow money is contained in paragraph 2 of Schedule 1. Before such a council can borrow a sum of money, it must first receive an approval to borrow from the "appropriate person": in England the Secretary of State by way of the Department for Levelling Up, Housing and Communities (DLUHC), and in Wales, the Welsh Ministers. Evidence of the borrowing approval may be required at audit.

3. This guide sets out the criteria that the Secretary of State generally applies in deciding whether to give borrowing approval, and how parish councils should go about applying for approval. It applies only to England. Community and town councils in Wales should contact the Local Government Finance Division of the Welsh Government (telephone: 029 20 823227 or 029 20 825223) for details of the approval system applicable to them.

4. There is no national limit on the total annual amount of borrowing approvals that will be granted. Councils should only apply for borrowing approval when they are fully ready to take up the borrowing, for example, when planning permission has been obtained. Applications by councils for borrowing approval should be sent to the local County Association affiliated to the National Association of Local Councils (NALC). This applies whether or not the council is a member of NALC.

5. If the Association considers that the application form is complete with no obvious omissions or errors, and that the application is made in good faith, the application will be forwarded to DLUHC. Where an Association has any concerns it will raise the matter with the council. The council may, if it wishes, take up any disputed issue with DLUHC. The review by the County Association is intended to assist councils in submitting well-founded applications to DLUHC. The County Association will provide a brief factual report to DLUHC with the application.

## **Local Accountability and Transparency**

6. The Government's localism agenda aims to place more power into people's hands. For democratic accountability to increase, local people need to be able to hold local authorities to account over how they spend public funds and the decisions that are made on their behalf. This principle applies to decisions made by all levels of local government, including parish councils. Transparency is the foundation of this

accountability and, if people are to play a bigger role in society, they need to have the tools and information to enable them to do so.

7. When considering whether to apply for borrowing approval, parish councils should be fully open and transparent with their residents and taxpayers in all their dealings. Details of the project and plans for borrowing and loan repayment must be available to residents from an early stage. This could include discussion of proposals in open meetings, and ensuring that information is available for the public before and after a decision is taken, for example on the council website or published in local newsletters. Evidence of this will be taken into account in considering whether to give approval for borrowing. When increasing precept to fund borrowing, evidence of public support for increasing the associated precept will be required to support the loan application.

### **What is a Borrowing Approval?**

8. It is a formal approval issued by the Secretary of State to borrow money.

9. The Secretary of State's decision on the borrowing application will be sent direct to the Clerk to the council. A copy of the decision letter will also be sent to the Chair of the council and the local County Association. Where approval to borrow is given, as well as containing the legal authority for the council to borrow money, the approval will state the maximum amount of money that can be borrowed, the purpose for which the money may be used, the period within which money must be borrowed, and the maximum period within which the borrowing must be repaid.

10. Where a council wishes to use borrowed money for a purpose other than that specified in the borrowing approval letter, written consent to the change of use must be obtained from DLUHC, prior to committing to the expenditure. This applies to unused funds.

### **Who can apply for Borrowing Approval?**

11. Any parish council in England.

### **When is a Borrowing Approval not required?**

12. Under paragraph 2(3)(a)(i) of Schedule 1, no approval is required for borrowing by temporary loan or overdraft from a bank or otherwise of sums which the council may temporarily require to meet expenses pending the receipt of revenues receivable by it in respect of the period of account in which the expenses are chargeable.

13. A council may also borrow by temporary loan or overdraft pending the raising of the loan permitted by a borrowing approval (paragraph 2(3)(a)(ii) of Schedule 1). A council must be in possession of the borrowing approval when the temporary loan is taken out, but no second approval is required. The temporary loan must be for the purpose of meeting expenses intended to be met by the approved borrowing. A council can also raise a further loan to repay the original loan without the need for another approval, so long as the new borrowing takes place within the fixed period

(paragraph 2(3)(b) of Schedule 1). For the meaning of "fixed period" see paragraph 33 of this guide.

14. In all other circumstances, borrowing approval is required.

### **How is an application for borrowing approval made?**

15. In the first instance, councils should complete the application form included in this guidance. Contact should also be made with the local County Association who will process the application form once it is completed. All questions in the form need to be answered and all supporting information must be supplied (see paragraph 16 below). The making of the application requires approval by resolution of the full council (paragraph 4 of Schedule 1). The form must be signed by the Chair of the council and the responsible financial officer (in most councils the Clerk is also the responsible financial officer, but the post is sometimes a separate appointment). The completed form must be sent in hard copy to the County Association (see paragraph 4 above).

### **What information must be provided?**

16. In addition the form must be accompanied by:-

- a copy of the council's budget for next year (or for the current year if next year's is not available) clearly illustrating the total income and expenditure and costs associated with the project in question,
- a copy of the written report or business case considered by the council in reaching its decision to apply for borrowing approval,
- the full minutes of the meeting at which the resolution to make the application was passed,
- evidence that residents have been consulted on the following:
  - i) the proposed project,
  - ii) the council's intention to borrow,
  - iii) proposals to increase the precept to meet borrowing costs, if applicable; and
  - iv) if applicable evidence of public support to increase precept because of the proposed borrowing.

17. Where the council intends to provide a grant to another body the references to "project" in this guide and in the application form apply to the assistance being provided by the council, not to the project towards which the assistance is given. For example, if a council wishes to borrow £50,000 to part finance a grant of £100,000 towards the construction by a local charity of a village hall costing £250,000, the application form should show £100,000 as the total cost of the project and £50,000 as the amount to be borrowed, and explain how the remaining £50,000 is to be financed by the council.

### **Parish council precepts and council tax referendum principles**

18. When planning budgets and considering whether to apply for borrowing approval, parish councils should bear in mind the provisions of Chapter 4ZA of Part 1 of the Local Government Finance Act 1992 relating to council tax referendums. Each

year, the Secretary of State will determine “excessiveness principles”. If an authority breaches those principles, it must arrange a referendum to seek the approval of its local electors to the excessive increase in council tax it has set. For 2022-23, no principles were set for parish councils: so the new referendum provisions did not apply to them for that year.

19. However, Ministers have made it clear that when setting principles in future years, the Secretary of State will consider whether this, in light of the extent to which restraint in relation to council tax in 2022-23 has been exercised in order to provide protection for local taxpayers and to extend the principle of direct democracy.

20. If the Secretary of State decides to determine council tax referendum principles in relation to parish councils for the financial year 2023-24, (and in subsequent financial years), a parish council would need to consider whether its relevant basic amount of council tax<sup>1</sup> was excessive by reference to those principles. Councils with precept increases resulting in a relevant basic amount of council tax which exceeded the principles would be required to hold a referendum to seek local electors’ approval to that increase. The result of the referendum would be binding and where an increase was not approved, the parish precept would be substituted with a precept that produced a relevant basic amount of council tax that was not excessive by reference to the principles. Parish councils would be responsible for meeting the costs of any referendum.

21. It should be noted that the Secretary of State will **not** exclude increases in parish council tax precepts attributable to a borrowing approval when considering whether to set council tax referendum principles for parish councils in 2023-24 and in future years.

22. The Secretary of State intends to determine excessiveness principles in parallel with the process for deciding the annual local government finance settlement for each year; so it is expected that principles will be proposed in November/December alongside the announcement of the provisional settlement.

### **What are the criteria for borrowing approval?**

23. The Secretary of State will generally apply the following criteria in deciding whether to give borrowing approval:

- a) the borrowing should be for a purpose that would be capital expenditure as defined in section 16 of the 2003 Act. Appendix A to this guide explains what is covered by the section 16 definition;
- b) the amount to be borrowed should generally not be less than £5 multiplied by the number of local government electors for the area of the council as counted at the latest register for the electoral roll. However, the Department will consider

---

<sup>1</sup> For the meaning of “relevant basic amount of council tax” see section 52ZX(5) of the Local Government Finance Act 1992.

applications for a lower borrowing amount where the total project cost is above the threshold and grants or other resources intended for the project expenditure will be refused or reduced if the borrowing does not go ahead;

- c) any unallocated balances (including, where appropriate, capital receipts), beyond those required for the prudent financial management of the council, should be used in the project for which borrowing is required;
- d) the council should have a realistic budget (this must be affordable, taking account of its effect on the council's precept) for the servicing and repayment of the debt. The Secretary of State will expect to see that the affordability of the loan charges and any other revenue costs arising from the project is demonstrated in the written report to the council recommending the borrowing application. A copy of the report should be submitted with the application form. The report should provide:
  - an estimate of the annual costs, and an indication of whether they will be covered by reductions in other expenditure, or by additional income from the precept or other sources,
  - in cases where an increase in the precept is proposed, an estimate of the amount of the increase in both monetary and percentage terms, and recognition that any proposed increase in precept may be subject to council tax referendum principles in future years,
  - evidence that any risks and uncertainties affecting the financing of the project have been taken into account in assessing its affordability,
  - details of any significant financial developments that might affect the ability of the council to finance the costs in future years, so far as can reasonably be foreseen.
- e) The council should have consulted local residents on the project and associated borrowing. The format of consultation with residents is a matter for the council to decide, however councils should note the following:
  - details of the project and plans for borrowing and loan repayment must be accessible to residents from an early stage,
  - decisions on borrowing must be taken in an open and transparent way, following discussion in open meetings,
  - inclusion of the matter on an agenda for a public meeting of the council will not, in itself, be considered sufficient evidence of consultation,
  - the council should ensure that information about the progress of the project continues to be available to residents following the approval to borrow,
  - in particular, any proposal to increase the precept to meet borrowing costs **must** be backed by evidence of public support.

### **When should a council apply?**

24. All councils are encouraged to let their County Associations know of their borrowing requirements as soon as possible. However, councils should not apply for borrowing approval until all negotiations have been completed, all other sources of funding have been secured and all other consents (e.g. planning permission) have been obtained. If an applicant council is successful, processing of the borrowing approval should generally take between 3 – 4 weeks from the date of its receipt by DLUHC. The borrowing approval will authorise the council to take out a loan within a period of twelve months starting with the date of issue of the borrowing approval.



## **How much can a council borrow?**

25. The amount that an individual council will be authorised to borrow will normally be limited to a maximum of £500,000 in any single financial year for any single purpose.

26. Where borrowing approval is sought for an amount higher than £500,000, DLUHC may issue the borrowing approval phased over the life of the project. An approval-in-principle for the full amount will normally be issued at the outset of the project, with formal approval letters issued at stages agreed with the council. DLUHC may request project progress reports at any time during the phased approvals process.

27. A council wishing to borrow more than £500,000 is encouraged to contact DLUHC as early as possible to discuss the approvals process and should acknowledge that the processing times will be longer due to additional stages of review.

## **Where can councils go for funds?**

28. Councils may not, without the consent of HM Treasury, borrow otherwise than in sterling (section 2(3)). In practice, most councils are likely to obtain funds from the Public Works Loan Board or the clearing banks. When councils apply for funds, the Public Works Loan Board will insist that they have sight of the original borrowing approval. Loans may also be taken out from private or voluntary sector organisations, or from individuals. Irrespective of the proposed source of borrowing, councils must have borrowing approval in place before arranging a loan. Evidence of the borrowing approval may be required at audit. Councils are advised to seek appropriate advice.

29. Councils are reminded that the decision to borrow must be taken by the full council (paragraph 2(4) of Schedule 1). This is a separate decision from the decision to apply for borrowing approval. Lenders will generally offer a variety of loan structures such as fixed or variable repayment rates of interest, discount or premiums for early repayment in certain circumstances.

## **Timing of borrowing**

30. A council may borrow by temporary loan or overdraft pending the raising of the loan permitted by a borrowing approval (paragraph 2(3)(a)(ii) of Schedule 1). This means that progress on a project need not be delayed until the longer-term borrowing is arranged. See paragraph 13 above for the requirement for borrowing approval in these circumstances.

## **Security for the lender**

31. All borrowing by a council, together with interest on it, is charged indifferently on all the revenues of the council (section 13(3)). A council cannot mortgage or charge

any of its property as security for money borrowed or which it otherwise owes; any security given in breach of this provision is unenforceable (section 13(1) and (2)).

### **Period of loan**

32. Councils must determine the period within which the money borrowed will be repaid, and they are required to make charges to revenue account sufficient to repay the principal within that period and meet the interest charges on the borrowing (paragraphs 3 and 5 of Schedule 1). The period determined is known as the "fixed period", and the council's determination requires the consent of the Secretary of State. The borrowing approval letter will normally specify the maximum period for the repayment of the loan. The maximum period will begin on the date on which the money is borrowed, and will generally be either:

- *50 years*, for the acquisition of, or works on or to, land, buildings, roads or structures, or the making of grants for such purposes; or
- *10 years or life span of an asset*, in all other cases.

33. Councils are asked to consider carefully whether it would be appropriate to borrow for the permitted maximum or for a shorter period. Generally the borrowing period should be no greater than the period for which the expenditure is forecast to provide benefits to the council (or the body being assisted). Thus if a piece of equipment is only thought likely to last for five years, it would be more appropriate to borrow for five years than for the ten years that the borrowing approval might permit.

### **When a borrowing approval is no longer required**

34. If a council finds it no longer needs the borrowing approval issued to it, it must inform DLUHC.

35. If a council finds that it does not need to borrow the full amount as specified in the approval letter, DLUHC should be informed of the actual loan amount as soon as is reasonably practical.

### **Best Practice**

- Seek appropriate advice and guidance at early stage of the project.
- Programme prudent use of balances as well as borrowing.
- Budgets or revised budgets should be considered before applying for borrowing approval.
- The borrowing term should not exceed the life of the asset.
- Even if the council secures an interest free loan, it will still require borrowing approval.
- Consult local residents about the proposed project and the intention to borrow.
- Make sure residents have access to as much information as possible about the project and loan, both before and after the decision to borrow.
- If increasing precept, ensure residents are consulted on the increase and obtain evidence to support loan application.

# APPENDIX A

## DEFINITION OF CAPITAL EXPENDITURE

1 Section 16 of the 2003 Act defines "capital expenditure" as "expenditure of the authority which falls to be capitalised in accordance with proper practices". In turn section 21(2) defines "proper practices" as those accounting practices that local authorities are required to follow by virtue of any enactment, or of a code of practice or other document specified in regulations. Under this power the Secretary of State has specified (among other documents) the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* ("the Code"). The Code does not apply to parish councils. However, the first of the criteria set out in paragraph 24 of this guide relies on the Code's provisions to provide a definition of capital expenditure for parishes consistent with the definition applicable elsewhere in the public sector. This is done purely to ensure that all applications are judged against uniform criteria, and does not imply that the Code is in any way applicable to a parish council's accounting statements.

2 The key relevant paragraphs of the 2012-13 Code for the purposes of the capital expenditure definition are as follows:

**4.1.2.11 Property, plant and equipment** are tangible assets (ie assets with physical substance) that are held for use in the production or supply of goods and services, for rental to others, or for administrative purposes, and expected to be used during more than one period.

### **Recognition**

**4.1.2.16** The cost of an item of property, plant and equipment falling under this section of the Code shall be recognised (and hence capitalised) as an asset on a local authority Balance Sheet if, and only if:

- it is probable that the future economic benefits or service potential associated with the item will flow to the authority, and
- the cost of the item can be measured reliably.

**4.1.2.17** Costs that meet the recognition principle in paragraph 4.1.2.16 include initial costs of acquisition and construction, and costs incurred subsequently to enhance, replace part of, or service the asset.

The Code goes on to exclude day-to-day servicing (ie repairs and maintenance) from the definition if they do not add to the future economic benefits or service potential of the asset.

3 In addition, section 16 allows the Secretary of State to adjust the definition of capital expenditure by regulation, and, in the case of a particular authority, by direction. Regulation 25 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (SI 2003/3146), as amended, provides as follows:

## **Expenditure to be capital expenditure**

25. —(1) For the purposes of Chapter 1 of Part 1 the following expenditure of a local authority, incurred on or after 1st April 2004, shall be treated as being capital expenditure insofar as it is not capital expenditure by virtue of section 16(1) —

(a) expenditure incurred on the acquisition or preparation of a computer program, including expenditure on the acquisition of a right to use the program, if the authority acquire or prepare the program for use for a period of at least one year for any purpose relevant to its functions;

(b) subject to paragraph (2), the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure;

(c) the repayment of any grant or other financial assistance given to the local authority for the purposes of expenditure which is capital expenditure;

(d) subject to paragraph (3) the acquisition of share capital in any body corporate;

(e) expenditure incurred on works to any land or building in which the local authority does not have an interest, which would be capital expenditure if the local authority had an interest in that land or building;

(ea) expenditure incurred on the acquisition, production or construction of assets for use by or disposal to, a person other than the local authority which would be capital expenditure if those assets were acquired produced, or constructed for use by the local authority; and

(f) the payment of any levy by a local authority under section 136 of the Leasehold Reform Housing and Urban Development Act 1993 (levy on disposals)

(2) Where the expenditure referred to in paragraph (1)(b) is a loan given by a parish council or charter trustees to any person, it shall not be treated as being capital expenditure by virtue of this regulation.

(3) Where the expenditure referred to in paragraph (1)(d) is—

(a) an investment in a money market fund; or

(b) an investment in the shares of a company to which Part 4 of the Finance Act 2006 (Real Estate Investment Trusts) applies; or

(c) the acquisition of shares in an investment scheme approved by the Treasury under section 11 (1) of the Trustee Investments Act 1961 (local authority investment schemes).

it shall not be treated as being capital expenditure by virtue of this regulation.

Parish councils should note in particular the effect of paragraph (2) of the regulation.

This loan application advice and guidance note MUST be read alongside the official NALC guidance and not on its own.

**01 RESOLUTION TO BORROW**

1. As per the official guidance the resolution to borrow must be taken at a full council meeting with all the members present.
2. The resolution needs to be written clearly into the minutes. It should read like the following example:

***It was RESOLVED to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £XXXXX over the borrowing term of XX years for the (INSERT PURPOSE OF LOAN). The annual loan repayments will come to around £XXXXX.***

If the Council will increase the council tax precept for the purpose of the loan repayments then it must add this additional sentence into the resolution to borrow:

***It is also intended to increase the council tax precept for the purpose of the loan repayments by XX% which is the equivalent of an additional £XX a year. This will be subject to a precept increase consultation.***

If the Council will NOT increase the council tax precept for the purpose of the loan repayments then it must add this additional sentence into the resolution to borrow for the official record:

***It is not intended to increase the council tax precept for the purpose of the loan repayments.***

3. The full minutes of this meeting must be submitted with your application and not just an extract of these.
4. It is also important that as soon as the resolution is taken, that the minutes are published on your website even in draft form. If this not possible then it is recommended that a formal announcement or notice is published on your website home page and perhaps in a central noticeboard/s for residents who may not have access to the internet.

***The key underlying theme we will look for in every borrowing approval application is how open and transparent a parish/town council has been with their residents from the start of the project and associated borrowing application. We must see strong evidence of this throughout the application or approval may be delayed.***

## **BUDGET**

**02** With your application we want to see your updated current year budget table which must show all your usual expenditure and income, including any loan/s that yourselves may already be paying off. Most importantly, the expenditure should balance off against the income. Any discrepancies must be explained such as short-falls. The reason we need to see the current year's updated budget is because this is part of the evidence requirement but also because we need to assess the current financial picture of every parish/town council to decide if they are indeed in a healthy position to take on a new or additional loan.

With your application we also want to see a DRAFT budget for the subsequent year as we need to assess how your new loan repayments will impact on your overall expenditure and income going forward. This is also part of the evidence requirement and must be submitted. It must balance up and any discrepancies must be explained with narrative.

For example, if your annual loan repayments come to around £10,000 a year then there **MUST** be a line in your DRAFT budget table for this amount marked up as PWLB repayments. Or at the very least, the budget table provided must cover the first 6-monthly repayment which in this example would be around £5,000.

If you are paying off any existing loan/s, then this/these also need to be declared in your application and shown separately in your budget table/s.

In order to get further PWLB loan repayment calculations on the loan you are applying for now, please visit:

<https://www.dmo.gov.uk/data/pdfdatareport?reportCode=D9A.1>

In place of your DRAFT subsequent year budget table the alternative option you have is to produce a cash-flow forecast table showing the loan repayment provision over the next 3-5 years or so alongside your other income and expenditure. Although this will be a best-guess estimate, it would still give us a good insight to your forward financial planning, thinking and approach. It would also be very useful for the approving official. Many parish/town councils have been regularly providing these as part of their applications and these have proven very useful. *(An example is attached).*

If the financial information above is not provided we cannot be assured on the loan affordability aspect further down and therefore granting sign-off approval will become difficult and maybe delayed.

This is the most basic finance information that we request as part of the evidence requirement for this section.

**03**    **REPORT TO COUNCIL / BUSINESS CASE**

This part can vary depending on how big or small a project is, and the size of the loan that you are applying for.

In the first instance, the key document that should be supplied is known as the *Report to Council*. This is essentially a one or two page summary of the project and borrowing approval application showing the need, the costing and the benefit of the project. This must be the main document that is presented to the council members at the Resolution To Borrow meeting. This will be the crucial document that will inform them as to whether they wish to vote in FAVOUR of the resolution or AGAINST it.

In addition to the Report To Council, it is then up to yourselves to provide any other useful and additional documents and/or annexes that will help us better understand your project in terms of the needs, the costings, the timeline, workplan, project plan, designs, illustrations, title deeds, valuations, surveys, estimates, quotations, planning consents, etc.

**We also like to see evidence or confirmation that the business case information has been shared with the residents in one form or another. For example, we prefer to see it published on your website.**

**04**    **LOAN AFFORDABILITY**

This section goes hand-in-hand with Section 2 (Budget) as above. If you have adequately shown your loan repayment provision for the loan that you are applying for and any existing loan/s alongside all your usual expenditure and income which all balances out then we can be reasonably confident your loan affordability matter has been covered off.

- **It is also important to highlight for this section what mitigation action would need to be taken if the parish council was to default on the loan. We like to call this the Plan B scenario. So hypothetically, if the parish council were to face any future financial difficulty in the next 3-5 years how would it go about honouring the new loan repayments. Would it call upon its reserves? Would it rely on any other income or future grant? Would it re-adjust its budget to cut back on other expenditure? Would it look to increase its precept? A short narrative on this needs to be supplied as part of your application paperwork.**

- **You should also highlight your reserves and what other capital you have. A statement or cover note to this effect must be supplied.**

Essentially for this section, we want to see how your existing loan repayments (*if applicable*) and how your new loan repayments will look and balance out against your existing income and expenditure which is why the updated draft budget table or the cash-flow forecast table as requested in Section 2 above are an important requirement. They will help us to assess the affordability element.

- **If you have also secured funding from elsewhere for your project, please send through and/or detail where the other pots of funding are coming from and whether any award/offer letters have been received. We just want some assurance as to how secure or guaranteed the other sources of funding are.**

This is a basic affordability check that we must carry out to ensure that the current finances are strong. We would not want to put any parish /town council in any financial hardship. It is the most basic finance requirement for each application that we assess, whether it is for £50,000 or £500,000.

**05 PARISH COUNCIL TAX PRECEPT INCREASE - (if applicable)**

If your council tax precept is being increased for the repayment of the loan then this section and Section 6 will be crucially important to take note of.

In order to meet the evidence requirement for this section, the parish/town council must provide detailed clarity on THREE key points.

- **By how much in PERCENTAGE terms is it increasing the council tax precept? Is it 5%? 10%? Or 15% for the year on a Band D dwelling?**
- **By how much in MONETARY AMOUNT is it increasing the council tax precept for the year on a Band D dwelling? Is it £5 a year? Is it £10 a year? Or is it £15 a year?**
- **For example; if the council tax precept increase will be £10 a year then will the full £10 amount be for the loan repayments? Or will it be £5 a year for grass-cutting and £5 a year for the loan repayments. Perhaps it might be £2 a year for the allotments and £8 a year for the loan repayments. It is important to be clear in the application details about this.**

**There is nothing wrong with increasing your precept EVEN if it is not for the purpose of repaying the PWLB loan. But this must be made clear in writing with your application.**



**06 PARISH COUNCIL TAX PRECEPT INCREASE – Public Consultation - (if applicable)**

As it's mentioned in the official guidance, if a parish or town council intends to increase its council tax precept for the purpose of repaying the loan then it **MUST** show evidence of public support of this in order to get the loan approved by DLUHC.

The evidence of public support can only come from a council tax precept increase survey, poll or consultation, which needs to be run at the earliest possible opportunity.

We do not expect a full referendum to be carried out, but just a small, basic low-cost poll, survey or consultation.

- An online survey can be set up via the Survey Monkey online survey software. This can then be linked to the website of the parish/town council. All the households must be informed that the survey has been set up so they can take part. It just needs to be a simple YES/NO survey. If your application is for under £100,000 and the precept increase is under £5 a year we can probably accept a 2-3 week survey. For applications over £100,000, the survey/consultation must run for at least **ONE MONTH** and it must have a deadline. The results must be sent with your application.
- You can also choose to distribute a consultation/survey fliers to all households in your area. They just simply need to have a YES / NO tick box to indicate whether or not the residents are in favour of the precept increase. For applications over £100,000, the survey/consultation must run for at least **ONE MONTH** and it must have a deadline. A copy of the flier and the breakdown of the results needs to be sent with your application.
- You can also choose to have the consultation/survey fliers inserted into your magazine/bulletin/newsletter to be distributed to all households. It just simply needs to have a YES / NO tick box to indicate whether or not the residents are in favour of the precept increase. For applications over £100,000, the survey/consultation must run for at least **ONE MONTH** and it must have a deadline. A copy of the flier and the breakdown of the results needs to be sent with your application.
- You can also choose to have one or more public meetings or open days, where the details of the project, the PWLB application and the council tax precept increase can be presented clearly and openly to the residents. They could then be issued with YES / NO slips to take away to **VOTE** on the precept increase element. Or you can choose to have residents raise their hands in support there

and then. Again, the results should be carefully recorded and then submitted with the application.

Below are the two preferred YES/NO questions to ask in your survey/consultation activities for the purpose of the borrowing approval application:

- **Are you in favour of XXXXX Parish Council proceeding with the (INSERT PROJECT NAME)? YES / NO**
- **Are you favour of XXXXX Parish Council proceeding with the (INSERT PROJECT NAME) if it includes a council tax precept increase of XX% which is the equivalent of an additional £XX a year for the purpose of the annual loan repayments? YES / NO**

**07 GENERAL PUBLIC CONSULTATION ON PROJECT & BORROWING APPLICATION**

Where there is council tax precept increase for the purpose of the loan repayments then we tend to focus heavily on Evidence Checklist Point 6, but we do still like to see some evidence of general project consultation and/or updates to the residents on the project and associated borrowing approval application.

- **If there is no council tax precept increase survey requirement then all the focus will fall onto this section.**

General project consultation activities could be one or more of the following:

- **Ongoing dedicated website page showing updates to the project and associated borrowing approval application as both progress.**
- **Monthly/quarterly newsletters giving updates on the project and application.**
- **Monthly/quarterly magazine articles giving updates on the project and application.**
- **Local press/media coverage of the project.**
- **Public open days and presentations to the residents on the project.**
- **Online or paper surveys for the residents about the project.**

Within the general public consultation we must see evidence of local residents being informed of:

- **The need, costs and benefits of the project**
- **The total amount to be borrowed by the council to finance the project**
- **The opportunity for residents to express their views in favour/ against the project and borrowing requirement (and any feedback shared with DLUHC)**

Any plans to increase the precept for the purpose of loan repayments should be clearly communicated as demonstrated within Evidence Checklist Point 6.

Generally it is at the discretion of the Council to decide which consultation activities would be utilised to inform residents which will vary depending on the nature and size of the project/ borrowing. It is expected for all applications exceeding £500k as a minimum that an online/ paper survey is conducted and the feedback is collated and shared.

**All documents, materials produced for your consultation exercises should be submitted as part of your application including any results and feedback from residents.**

We are happy to discuss any aspect of your application, project and evidence requirement process prior to submitting the application if you wish. But, of course, all the information will need to be followed up by yourselves in writing via email in order for the team to prepare the paperwork for approval.

**IMPORTANT NOTE:**

Some details of your application will be shared with the Public Works Loan Board (PWLB) to assist with your separate application to them when it comes to drawing down your approved loan.

Kind regards

**The Parish Borrowing team**

Department for Levelling Up, Housing and Communities

Local Government Finance

2 Marsham Street, 2nd Floor, Fry Building, South East Quarter, London, SW1P 4DF



Department for Levelling Up,  
Housing & Communities



United Kingdom  
Debt Management  
Office

Public Works Loan Board

Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD

T 020 7862 6610  
E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

## **LOANS TO PARISH, TOWN AND COMMUNITY COUNCILS**

### **1. Powers to Lend**

The Public Works Loan Board (PWLB) has the power to lend to parish and town councils in England, community and town councils in Wales and charter trustees. It is for the PWLB to decide whether to make a loan in respect of an application but it will normally lend if the terms and conditions described in this document are met.

### **2. Purposes for which loans may be made**

Loans may be made to finance capital payments for which a council has a formal borrowing approval. A council may also apply for a loan to replace short-term borrowings (including a bank overdraft) or revenue balances used temporarily for the purpose stated in the approval.

### **3. Borrowing Approval**

The PWLB will only lend once a borrowing approval has been obtained. The letters are issued by the Ministry of Housing, Communities and Local Government (MHCLG) - formerly DCLG, or, in the case of Welsh councils, the Welsh Government (WG). Borrowing approvals state, amongst other things, the purpose of a loan, the amount and the maximum period over which it can be taken.

The related borrowing may only be undertaken within the terms and time limit of the approval. It is not obligatory for the approval to be taken up in a single loan, and separate applications may be made in respect of a scheme where, for example, the expenditure is spread over several months, provided that the loans are covered by a valid approval.

The initial approach for a borrowing approval should be made to the local County Association of Local Councils. In the case of Welsh councils, the approach is direct to the Welsh Government.

Please contact the Board via phone or email if you require any guidance regarding the borrowing approval process.

### **4. Security for Loans**

Under the provisions of the Public Works Loan Acts of 1965 and 1967, loans from PWLB are secured by an automatic charge on the revenues of the council and not on the council's property.

## 5. Applications for Loans

Applications should be made by the Responsible Finance Officer (RFO) on Form LC1, copies of which may be obtained from the PWLB website. The completed form should be accompanied by the following documentation:

- i. Blank cancelled cheque or an original bank statement (bearing the details of the bank account to which the advance is to be made)
- ii. Completed direct debit mandate
- iii. PWLB are advised of all valid borrowing approval letters directly from DCLG or the Welsh Government so a copy of the letter is **not** required

The application should be sent to PWLB **one week** before a loan is required. In completing form LC1 the RFO will be required to supply the following details. Non-receipt of information will result in a delay to the advance.

- Borrowing approval number
- Purpose of loan
- Sum required (must be expressed in whole pounds)
- Type of loan required
- Half-yearly interest payment days (for fixed rate loans)
- Payment frequency (for variable rate loans)
- Method of repayment
- Period of repayment
- Preferred date of advance (optional)

On receiving an application PWLB will review and notify the RFO (via email) when all checks are completed. The notification will invite the RFO to telephone PWLB in line with the following timetable to agree the final terms of the loan including the rate of interest and the date for the advance.

RFO telephones to agree terms	Day of loan advance
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Where a bank holiday intervenes the timetable moves back by the appropriate number of days. Thus, if a Monday is a non-working day and the advance is required to be made on the Tuesday, the agreement would need to be made the previous Thursday.

Following the loan agreement, a confirmation letter outlining the terms agreed will be sent to the council on the day of advance via email. Any original documentation (i.e. bank statements) will be returned via post except in the case of blank cancelled cheques which will be destroyed securely by PWLB.

## 6. Types of Loan

There are two types of loans available from the PWLB:

- (a) Fixed rate loans, on which the rate of interest is fixed for the life of the loan, and
- (b) Variable rate loans, on which the rate of interest is variable at one, three or six monthly intervals. Once chosen, the roll-over period remains unchanged for the life of the loan.

## 7. Method of Repayment

There are two repayment methods open to Parish, Town and Community Councils:

**Annuity:** half yearly payments where each payment is of a constant amount inclusive of principal and interest (available on fixed rate loans only)

**Equal Instalments of Principal (EIP):** half yearly payments where each payment consists of a constant instalment of principal plus a diminishing amount of interest, calculated on the balance of principal then outstanding

The minimum repayment period on either method is two years.

PWLB also offers Maturity loans at fixed or variable rates but only if the applicant has provided for a sinking fund to meet the repayment of the principal at the end of the term and can demonstrate it has the expertise to operate such a fund. Exceptionally, the PWLB will allow repayment of a loan by the Maturity method where the applicant expects a future receipt to repay the principal at term. Evidence will be required during the application process.

## 8. Interest Rates

The PWLB's interest rates are determined by HM Treasury in accordance with section 5 of the National Loans Act 1968. In practice, rates are set by the DMO on HM Treasury's behalf in accordance with agreed procedures and methodologies which are described in a DMO Technical Note.

In the case of fixed rate loans, a precise rate of interest is prescribed. In the case of variable rate loans the rate is fixed by reference to a formula. The rate of interest charged on a fixed rate loan or the formula for a variable rate loan will be that agreed by telephone two working days before the date of advance.

Fixed interest rates are set twice daily at 9:30am and 12:30pm with a separate rate calculated in 6 monthly bands for periods up to 50 years. Once a loan has been agreed, the rate of interest is fixed for the duration of the loan. Payments are at regular half-yearly intervals (e.g. 1 April and 1 October) but the borrower may choose the half-yearly days so long as the first date is no later than six months from the date of advance. Scheduled interest payments are calculated by applying half of the annual interest rate to the balance of the loan outstanding at the start of the half-year. If the date a loan is issued does not fall on one of the half-yearly days, the borrower pays an amount for the broken period from the date the loan is issued to the date of the first half-yearly payment.

Variable interest rates are set daily with separate rates for 1, 3 and 6 monthly roll-over periods, which are applicable to both EIP and Maturity loans. Borrowers choose the roll-over period of the loan at the time it is agreed. Interest payments are calculated by reference to the balance outstanding since the last loan payment and the number of days in the roll-over period.

Further information on interest rates, including a [Technical Note](#) on their calculation can be found on the PWLB website, [www.dmo.gov.uk](http://www.dmo.gov.uk).

## 9. Loan Repayment Periods

A council may choose the repayment period within the following limits, subject to the maximum repayment period specified in the borrowing approval.

		<b>Minimum period</b> (years)	<b>Maximum period</b> (years)
Fixed rate loans	Maturity	1	50
	Annuity or EIP	2	50
Variable rate loans	Maturity	1	10
	EIP	2	10

Although the borrowing approval will state the maximum period for the borrowing, a lesser period may be chosen, as generally a council should not borrow for longer than necessary.

## 10. Fees

Under the Public Works Loans (Fees) Regulations 1991, as amended, the fees payable by councils in respect of advances from PWLB are:

Fixed rate loans	35p for every £1,000 or part of £1,000
Variable rate loans	45p for every £1,000 or part of £1,000

The minimum fee payable is £25.

## 11. Advance of Loans

A loan when authorised will be transmitted electronically to the council's receiving bank account. The sum to be transmitted will be the amount of the loan less the fee. Interest will be charged from the date of advance.

## 12. Scheduled Repayment of Loans

Scheduled repayments due from parish, town and community councils are collected by direct debit. A direct debit instruction must be provided with the LC1 application form.

A council should ensure that its paying bank account has, on a scheduled repayment day, sufficient funds for the due amount. Repayment notices are issued via email 20 working days prior to each loan repayment. When a repayment date falls on a non-working day, the relevant payment will be made on the next working day. Payments notices are not invoices and scheduled repayments are due under the terms of the loan agreement irrespective.

Further information on payment by direct debit is available from the PWLB website.

PWLB reserves the right to charge interest on late payments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. The same terms apply to delayed premature repayments.



### 13. Premature (early) Repayments

Minor authorities should not borrow for longer than necessary. Repayment amounts are calculated on the assumption that the loan will run to maturity and normally a loan is repayable only by the regular payments due under the agreed terms. PWLB cannot renegotiate a loan and, while it will usually accept a premature repayment in whole or in part, in all instances the terms will not favour the borrower over the National Loans Fund. Breakage costs are charged equivalent to the net present value of the outstanding amount of the loan, in line with standard actuarial practice. This means a premium will be payable when the interest rate on the loan to be repaid is higher than the current 'premature repayment' rate for a loan repayable by the same method as, and over the same period as that remaining on, the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the equivalent 'premature repayment' rate, a discount will be allowed. PWLB reserves the right to charge interest to delayed premature repayments, which will be at the Bank of England base rate for the day from the relevant payment date to the date on which PWLB's account is credited. Please note that early repayments will not be accepted for loans that have been in existence for less than one year or have less than one year to maturity.

### 14. Refinancing

The Board will normally allow a minor authority to replace a fixed rate loan with another fixed rate loan, subject to the authority gaining a borrowing approval letter for the new borrowing. Similarly, the Board will permit a borrower to replace a fixed rate loan with a variable rate loan or *vice versa*. However, in all cases the terms for accepting early repayment will apply, so that, again, **the terms will not favour the borrower** over the National Loans Fund. Accordingly, the cost of paying off a high-rated loan will tend to offset the financial advantage of a lower rate on the replacement loan, which loan will be subject to the fee for a new advance. Councils considering refinancing debt should enquire further of the Board.

### 15. Premature (early) Repayments: Procedure

PWLB has discretion to accept a premature repayment:

- in whole, which means 'paying off', or redeeming, the loan in full; or
- in part ('paying down'), which reduces the debt while leaving an outstanding amount of principal remaining to be serviced.

#### Repayment in full ('paying off')

For reasons of timing, remittances for paying off a loan will normally be accepted only by bank transfer. Should a council wish to pay off a loan, the clerk or responsible financial officer would need to telephone the Board to make a formal agreement to repay, and then arrange for the council's bank to remit the sum by bank transfer. The Board follows a timetable of two working days. Accordingly, the call would need to be made two working days before the intended settlement date. On making the agreement the Board will determine the settlement costs. This will entail calculating a premium/discount on the outstanding balance of principal according to the appropriate rate in the 'premature repayment' set of rates prevailing at the time of the agreement. Interest accruing from the previous scheduled repayment date will be included in the settlement sum as necessary. Once the Board has quoted the amount required to pay off the debt, the council should arrange for payment to reach the Board on the agreed date by an automated direct credit transfer to the Board's bank account:

Sort Code       **60-70-80**

Account No.     **10013288**

Account Name   **PUBLIC WORKS LOAN**

The Board will provide confirmation of the telephone agreement and will also provide confirmation once the funds are received. All confirmations will be sent via email to the responsible finance officer.

### **Partial repayment ('paying down')**

It is open to a council to make a partial early repayment ('pay down'). The payment will be applied to the outstanding balance net of any premium or discount and accrued interest, and the council notified once the funds are received of the effect on its outstanding balance of principal and future scheduled repayments. For reasons of timing PWLB cannot provide figures in advance for this effect, but it would be open to a council to make its own estimate.

### **16. Further Information**

Enquiries should be made to the contact points shown in the heading to this note. PWLB's website has a dedicated page on lending to [parish councils and drainage boards](#) which provides the following information:

- Links to related websites (e.g. Ministry of Housing, Communities and Local Government or the Welsh Government)
- Calculator for indicative interest rates and loan charges for new advances
- Application forms

In addition, the Board will give information about its own terms, conditions and procedures. It will provide, on request, an indication of the cost of paying off a debt at the rates in force on the day. A calculator of indicative costs for new fixed rate loans is available on the Board's website. Generally, however, it is for local authorities to take their own advice, including any necessary financial and legal advice.



**PWLB FIXED RATE LOANS  
ESTIMATED REPAYMENT COSTS**

Amount of Advance: 196,056.00

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	4.27	51,657.75	206,631.00	4.27	53,199.80	1,046.45	206,520.49
Over 2 not over 2½	4.29	41,770.13	208,850.65	4.28	43,406.80	839.12	208,642.80
Over 2½ not over 3	4.30	35,178.44	211,070.64	4.30	36,891.20	702.53	210,809.21
Over 3 not over 3½	4.32	30,479.58	213,357.06	4.32	32,242.81	604.97	212,995.24
Over 3½ not over 4	4.34	26,960.02	215,680.16	4.34	28,761.42	531.80	215,200.87
Over 4 not over 4½	4.36	24,226.69	218,040.21	4.35	26,048.22	473.80	217,377.09
Over 4½ not over 5	4.37	22,038.03	220,380.30	4.37	23,889.42	428.38	219,617.03
Over 5 not over 5½	4.39	20,255.46	222,810.06	4.39	22,126.70	391.22	221,876.58
Over 5½ not over 6	4.41	18,773.17	225,278.04	4.40	20,651.23	359.44	224,092.01
Over 6 not over 6½	4.42	17,516.16	227,710.08	4.42	19,414.07	333.30	226,385.86
Over 6½ not over 7	4.44	16,446.42	230,249.88	4.43	18,346.64	310.19	228,625.80
Over 7 not over 7½	4.45	15,516.18	232,742.70	4.44	17,422.84	290.16	230,875.55
Over 7½ not over 8	4.46	14,703.95	235,263.20	4.46	16,625.55	273.25	233,218.41
Over 8 not over 8½	4.48	13,994.72	237,910.24	4.47	15,914.56	257.76	235,492.66
Over 8½ not over 9	4.49	13,360.73	240,493.14	4.48	15,283.65	243.98	237,776.72
Over 9 not over 9½	4.50	12,794.97	243,104.43	4.49	14,720.19	231.66	240,070.57
Over 9½ not over 10	4.51	12,287.22	245,744.40	4.50	14,214.06	220.56	242,374.23
Over 10 not over 10½	4.52	11,829.19	248,412.99	4.51	13,757.06	210.53	244,687.69
Over 10½ not over 11	4.52	11,408.21	250,980.62	4.51	13,332.70	200.96	246,898.22
Over 11 not over 11½	4.53	11,030.48	253,701.04	4.52	12,955.04	192.65	249,226.39
Over 11½ not over 12	4.54	10,685.44	256,450.56	4.53	12,609.67	185.03	251,564.36
Over 12 not over 12½	4.55	10,369.18	259,229.50	4.53	12,282.91	177.63	253,784.69
Over 12½ not over 13	4.55	10,072.37	261,881.62	4.54	11,991.09	171.17	256,137.36
Over 13 not over 13½	4.56	9,804.19	264,713.13	4.55	11,721.61	165.20	258,499.84
Over 13½ not over 14	4.57	9,556.24	267,574.72	4.55	11,462.27	159.30	260,729.97
Over 14 not over 14½	4.58	9,326.43	270,466.47	4.56	11,230.63	154.14	263,107.15
Over 14½ not over 15	4.59	9,112.94	273,388.20	4.57	11,015.08	149.33	265,494.13
Over 15 not over 15½	4.59	8,908.03	276,148.93	4.57	10,804.27	144.51	267,734.07
Over 15½ not over 16	4.60	8,722.64	279,124.48	4.58	10,616.43	140.30	270,135.76
Over 16 not over 16½	4.61	8,549.42	282,130.86	4.59	10,440.58	136.35	272,547.25
Over 16½ not over 17	4.62	8,387.29	285,167.86	4.60	10,275.64	132.63	274,968.54
Over 17 not over 17½	4.64	8,241.63	288,457.05	4.60	10,110.89	128.84	277,223.18
Over 17½ not over 18	4.65	8,098.99	291,563.64	4.61	9,965.09	125.53	279,659.18
Over 18 not over 18½	4.66	7,964.91	294,701.67	4.62	9,827.70	122.40	282,104.98
Over 18½ not over 19	4.67	7,838.72	297,871.36	4.63	9,698.06	119.44	284,560.58

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 19 not over 19½	4.68	7,719.81	301,072.59	4.64	9,575.58	116.63	287,025.98
Over 19½ not over 20	4.70	7,614.13	304,565.20	4.65	9,459.70	113.96	289,501.19
Over 20 not over 20½	4.71	7,508.24	307,837.84	4.66	9,349.96	111.42	291,986.20
Over 20½ not over 21	4.72	7,408.17	311,143.14	4.67	9,245.91	109.00	294,481.01
Over 21 not over 21½	4.74	7,320.09	314,763.87	4.68	9,147.15	106.69	296,985.63
Over 21½ not over 22	4.75	7,230.49	318,141.56	4.69	9,053.33	104.49	299,500.05
Over 22 not over 22½	4.76	7,145.60	321,552.00	4.70	8,964.12	102.38	302,024.27
Over 22½ not over 23	4.77	7,065.11	324,995.06	4.71	8,879.21	100.37	304,558.29
Over 23 not over 23½	4.79	6,995.48	328,787.56	4.72	8,798.33	98.45	307,102.12
Over 23½ not over 24	4.80	6,923.02	332,304.96	4.73	8,721.22	96.60	309,655.75
Over 24 not over 24½	4.81	6,854.19	335,855.31	4.74	8,647.67	94.83	312,219.18
Over 24½ not over 25	4.82	6,788.78	339,439.00	4.75	8,577.45	93.13	314,792.42
Over 25 not over 25½	4.83	6,726.58	343,055.58	4.76	8,510.37	91.49	317,375.45
Over 25½ not over 26	4.84	6,667.43	346,706.36	4.77	8,446.24	89.92	319,968.29
Over 26 not over 26½	4.85	6,611.13	350,389.89	4.78	8,384.91	88.41	322,570.94
Over 26½ not over 27	4.85	6,550.56	353,730.24	4.79	8,326.21	86.95	325,183.38
Over 27 not over 27½	4.86	6,499.51	357,473.05	4.80	8,270.00	85.55	327,805.63
Over 27½ not over 28	4.87	6,450.87	361,248.72	4.81	8,216.15	84.20	330,437.68
Over 28 not over 28½	4.87	6,397.46	364,655.22	4.81	8,154.73	82.72	332,795.26
Over 28½ not over 29	4.88	6,353.27	368,489.66	4.82	8,105.23	81.46	335,442.01
Over 29 not over 29½	4.88	6,304.01	371,936.59	4.83	8,057.74	80.25	338,098.57
Over 29½ not over 30	4.89	6,263.83	375,829.80	4.84	8,012.16	79.08	340,764.93
Over 30 not over 30½	4.89	6,218.31	379,316.91	4.84	7,958.59	77.78	343,137.21
Over 30½ not over 31	4.89	6,174.51	382,819.62	4.85	7,916.55	76.68	345,818.28
Over 31 not over 31½	4.89	6,132.35	386,338.05	4.85	7,866.36	75.47	348,195.46
Over 31½ not over 32	4.89	6,091.74	389,871.36	4.86	7,827.54	74.44	350,891.23
Over 32 not over 32½	4.89	6,052.62	393,420.30	4.86	7,780.41	73.29	353,273.31
Over 32½ not over 33	4.89	6,014.92	396,984.72	4.87	7,744.51	72.33	355,983.78
Over 33 not over 33½	4.89	5,978.56	400,563.52	4.87	7,700.17	71.25	358,370.76
Over 33½ not over 34	4.89	5,943.49	404,157.32	4.88	7,666.94	70.35	361,095.94
Over 34 not over 34½	4.89	5,909.66	407,766.54	4.88	7,625.16	69.33	363,487.82
Over 34½ not over 35	4.88	5,869.52	410,866.40	4.88	7,584.57	68.34	365,879.71
Over 35 not over 35½	4.88	5,837.96	414,495.16	4.89	7,554.92	67.52	368,624.49
Over 35½ not over 36	4.88	5,807.48	418,138.56	4.89	7,516.57	66.58	371,021.28
Over 36 not over 36½	4.87	5,770.47	421,244.31	4.89	7,479.27	65.67	373,418.06
Over 36½ not over 37	4.87	5,741.98	424,906.52	4.89	7,442.97	64.78	375,814.85
Over 37 not over 37½	4.86	5,706.82	428,011.50	4.89	7,407.65	63.91	378,211.63
Over 37½ not over 38	4.86	5,680.16	431,692.16	4.89	7,373.25	63.07	380,608.41
Over 38 not over 38½	4.85	5,646.71	434,796.67	4.89	7,339.75	62.25	383,005.20
Over 38½ not over 39	4.84	5,614.04	437,895.12	4.89	7,307.11	61.46	385,401.98
Over 39 not over 39½	4.84	5,589.84	441,597.36	4.89	7,275.29	60.68	387,798.77
Over 39½ not over 40	4.83	5,558.67	444,693.60	4.89	7,244.27	59.92	390,195.55
Over 40 not over 40½	4.82	5,528.20	447,784.20	4.89	7,214.01	59.18	392,592.34
Over 40½ not over 41	4.82	5,506.17	451,505.94	4.89	7,184.50	58.46	394,989.12
Over 41 not over 41½	4.81	5,477.03	454,593.49	4.89	7,155.69	57.75	397,385.91

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	4.80	5,448.50	457,674.00	4.89	7,127.57	57.07	399,782.69
Over 42 not over 42½	4.79	5,420.56	460,747.60	4.88	7,090.31	56.28	401,757.96
Over 42½ not over 43	4.78	5,393.19	463,814.34	4.88	7,063.49	55.63	404,149.84
Over 43 not over 43½	4.77	5,366.36	466,873.32	4.88	7,037.28	54.99	406,541.72
Over 43½ not over 44	4.77	5,347.97	470,621.36	4.88	7,011.68	54.36	408,933.60
Over 44 not over 44½	4.76	5,322.19	473,674.91	4.87	6,976.84	53.64	410,884.36
Over 44½ not over 45	4.75	5,296.90	476,721.00	4.87	6,952.36	53.04	413,271.34
Over 45 not over 45½	4.74	5,272.08	479,759.28	4.87	6,928.43	52.46	415,658.33
Over 45½ not over 46	4.73	5,247.71	482,789.32	4.86	6,895.20	51.78	417,589.48
Over 46 not over 46½	4.72	5,223.78	485,811.54	4.86	6,872.29	51.23	419,971.56
Over 46½ not over 47	4.71	5,200.26	488,824.44	4.85	6,840.06	50.58	421,888.01
Over 47 not over 47½	4.70	5,177.15	491,829.25	4.85	6,818.11	50.05	424,265.18
Over 47½ not over 48	4.69	5,154.42	494,824.32	4.85	6,796.61	49.52	426,642.36
Over 48 not over 48½	4.68	5,132.07	497,810.79	4.84	6,765.75	48.91	428,539.20
Over 48½ not over 49	4.68	5,118.19	501,582.62	4.84	6,745.13	48.41	430,911.48
Over 49 not over 49½	4.67	5,096.57	504,560.43	4.83	6,715.12	47.83	432,793.62
Over 49½ not over 50	4.66	5,075.29	507,529.00	4.83	6,695.31	47.35	435,161.00

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.



# **BRAUNSTONE TOWN COUNCIL**

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

*Darren Tilley – Chief Executive & Town Clerk*

Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

Telephone: 0116 2890045 Fax: 0116 2824785

## **COMMITTEE MEMBERSHIP & ROLES 2022/2023**

<b>Town Mayor:</b>	Cllr Satindra Sangha
<b>Deputy Town Mayor:</b>	Cllr Tracey Shepherd
<b>Leader of the Council:</b>	Cllr Nick Brown
<b>Deputy Leader of the Council:</b>	Cllr Amanda Hack

## **STANDING COMMITTEES**

### **Appeals Committee (3)**

*Responsibility for considering all appeals provided for under the Council's Policy & Procedures, including staffing appeals (disciplinary, dismissal, grievance, job evaluation) and complaints appeals.*

Cllr Amanda Hack (Chair)  
Cllr Shabbir Aslam (Vice-Chair)  
Cllr Leanne Lee

### **Community Development Committee (11)**

*Terms of Reference as set out under the scheme of delegation to Committees.*

Cllr Anthea Ambrose (Chair)  
Cllr Tracey Shepherd (Vice-Chair)  
Cllr Ajmer Basra  
Cllr Nick Brown  
Cllr Sam Fox-Kennedy  
Cllr Amanda Hack  
Cllr Paul Kennedy  
Cllr Sam Maxwell  
Cllr Dipen Nathwani  
Cllr Christiane Startin-Lorent  
Cllr Marion Waterton

### **Employing Committee (3)**

*Responsibility for recruitment and selection and overall management, including appraisal and disciplinary, of the Council's Executive Officer & Town Clerk.*

Cllr Nick Brown (Chair)  
Cllr Anthea Ambrose (Vice-Chair)  
Cllr Phil Moitt

### **Planning & Environment Committee (11)**

*(Plus Heritage Warden Ex-Officio)*

*Terms of Reference as set out under the scheme of delegation to Committees.*

Cllr Robert Waterton (Chair)  
Cllr Parminder Basra (Vice-Chair)  
Cllr Anthea Ambrose  
Cllr Sohan Johal  
Cllr Leanne Lee  
Cllr Becca Lunn Scoppie  
Cllr Phil Moitt  
Cllr Darshan Singh  
Cllr Christiane Startin-Lorent  
Cllr Marion Waterton

## **Policy & Resources Committee (11)**

*Terms of Reference as set out under the scheme of delegation to Committees.*

Cllr Nick Brown (Chair)

Cllr Amanda Hack (Vice-Chair)

Cllr Anthea Ambrose

Cllr Shabbir Aslam

Cllr Leanne Lee

Cllr Sohan Johal

Cllr Sam Maxwell

Cllr Phil Moitt

Cllr Tracey Shepherd

Cllr Robert Waterton

## **SUB-COMMITTEES AND ADVISORY PANELS**

### **Braunstone Town Citizens Advisory Panel (5)**

*Terms of Reference as set out under the scheme of delegation to Committees.*

Cllr Phil Moitt (Chair)

Cllr Leanne Lee (Vice-Chair)

Cllr Parminder Basra

Cllr Becca Lunn Scoppie

Cllr Darshan Singh

### **Shakespeare Park Improvement Project Sub Committee (3)**

*To advise on and develop detailed proposals for the redevelopment and improvement of the Shakespeare Park recreation and pavilion facilities.*

Cllr Nick Brown (Chair)

Cllr Amanda Hack

Cllr Sam Maxwell

### **Corporate Governance Sub Committee (4)**

*Responsibility for detailed oversight of the Council's Financial, Corporate Governance and Risk Arrangements, including Audit.*

Cllr Nick Brown (Chair)

Cllr Amanda Hack (Vice-Chair)

Cllr Anthea Ambrose

Cllr Phil Moitt

### **Civic Centre Facilities Improvements Sub Committee (3)**

*To advise and shortlist both the tenders received and the Changing Places quotes for the Civic Centre Facilities Improvements and Changing Toilets.*

Cllr Nick Brown (Chair)

Cllr Anthea Ambrose

Cllr Robert Waterton

## **OUTSIDE BODY APPOINTMENTS 2022/2023**

### **Braunstone West Social Centre (1 member)**

Cllr Phil Moitt

*To report to the Community Development Committee.*

### **Leicestershire & Rutland Association of Local Councils – Annual General Meeting**

#### **(1 member)**

Cllr Robert Waterton

*To report to the Policy & Resources Committee.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 13<sup>th</sup> OCTOBER 2022 AT 7.30pm**

**PRESENT:** Councillor Anthea Ambrose (Chair) and Councillors Ajmer Basra, Nick Brown, Amanda Hack, Sam Maxwell, Christiane Startin-Lorent and Marion Waterton.

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

**34. Apologies**

Apologies for absence were received from Councillors Sam Fox-Kennedy, Paul Kennedy, Dipen Nathwani and Tracey Shepherd.

**35. Disclosures of Interest**

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

**36. 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.

**37. Minutes of the Meeting held 7<sup>th</sup> July 2022**

The Minutes of the Meeting held on 7<sup>th</sup> July 2022 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 7<sup>th</sup> July 2022 be approved and signed by the Chairperson as a correct record.

**38. 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).

The Committee were advised that tickets for the Halloween Disco, at Thorpe Astley Community Centre on 30<sup>th</sup> October 2022, had sold out.



**RESOLVED** that the update be noted.

*Reason for Decision*

*To monitor and review the effectiveness of the Town Council's community engagement activities.*

**39. Crime Statistics**

The Committee received the latest crime statistics, including comparative figures (item 6 on the agenda).

**RESOLVED**

1. that clarification be sought as to what constituted "violence against the person";
2. that more up to date figures be obtained; and
3. the location / spread of crimes committed be identified.

*Reasons for Decision*

1. *Violent/Sexual Crime was high and it would be useful to understand the type and extent of crimes included in this category.*
2. *2022 figures were 3 months behind.*
3. *To identify whether the crimes committed were spread or concentrated in particular area/neighbourhoods.*

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

The Committee received an update on local community safety and policing initiatives.

Details of recent crime statistics and local neighbourhood police beat priorities was circulated (filed with these minutes).

PC Stuart Clough submitted his apologies to the meeting since he had intended to attend, however a pressing commitment had arisen and no colleagues were available to attend.

PC Stuart Clough forwarded the following update, further to the crime statistics and local neighbourhood police beat priorities:

- a) Police Volunteers had been undertaking speed checks across the Parish, one of the areas of speeding was Braunstone Lane behind the Police Station. Once the data had been received it would be passed to the Town Council.
- b) Last weekend a report was received of very loud fireworks being let off in Franklin Park, Police officers attended and dispersed a group of families, adults and youths who said that they were holding a firework display in remembrance of a friend who had passed away. They were told to leave.

The fireworks were professional display sized although none were seized as they had all been let off but they did take most of their rubbish with them.

The Chief Executive & Town Clerk updated the committee on recent anti-social behaviour encountered from a group of teenagers at the Civic Centre and Library site. This had included furniture being turned over in the Library and the Library being closed early to protect the safety of users. Incidents were being logged and CCTV images obtained for submission to the police. A Sentinel number had been issued for recording future incidents. The key individuals involved had been advised by the Resources & Facilities Manager that they had been banned for a period of 3 months.

### **RESOLVED**

1. that the update be noted; and
2. that anti-social behaviour incidents at the Civic Centre be logged and reported and both the Police and Blaby District Council be advised.

#### *Reasons for Decision*

1. To ensure that current community safety and policing updates were received.
2. To avoid further escalation, threats to the safety of users or disruption to public services

#### **41. Speed Sign Data**

The Committee considered the latest speed sign data from Braunstone Lane (item 8 on the agenda).

It was noted that there was no data from Withers Way Speed Sign due to a battery failure.

**RESOLVED** that the speed signs be replaced on Braunstone Lane and Withers Way in the same area but facing the other direction of traffic.

#### *Reason for decision*

*To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*

#### **42. 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.

The Chair welcomed Katie Barradell, Local Area Co-ordinator to the meeting, who provided the following update:

- a) residents needing food parcels were being directed to the Oak Centre;

- b) there has been a significant increase in enquiries relating to poverty and fuel poverty; these are referred to the household support fund;
- c) an event was being planned at Braunstone Civic Centre providing information for those struggling with the cost of living and fuel costs;
- d) Leicestershire County Council were putting together emergency warm packs for vulnerable people who were in immediate need;
- e) a meeting was scheduled with the Community Engagement Officer at Blaby District Council concerning food poverty initiatives;
- f) working with a doorstep yoga project following the partnership with Budding Roots, who undertook outreach initiatives in the Library; this would be a 12 week programme to ascertain interest and further grant funding was being sought.

**RESOLVED** that the update be 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.*

**43. Outside Body Reports**

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

**44. Braunstone Life Patronage**

The Committee considered arrangements for the Town Council's patronage to the Braunstone Life (item 11 on the agenda).

**RESOLVED** that the Braunstone Life Patronage be renewed with a gift of £500.

*Reason for Decision*

*To support the work of Braunstone Life as a community newspaper, which was the most effective way for the Council and local groups and organisations to communicate and engage with residents. The newspaper was operated by volunteers and increased costs would have an impact on the publication's financial sustainability.*

**45. Initial Arrangements for Summer Fete 2023**

The Committee considered initial arrangements for the Summer Fete 2023.

**RESOLVED** that the Summer Fete 2023 be held on Saturday 5th August 2023.

*Reasons for Decision*

*To ensure that a date was set in a timely manner to allow for preparation of the event.*

**46. Review of Community Grants Scheme**

The Committee considered amendments to the Community Grants Scheme to support the recovery and ongoing viability of community activity (item 13 on the agenda).

**RESOLVED**

1. that the maximum amount of grant funding available per group, per year be increased to £500;
2. that the condition on the Shakespeare Park Bowls Club and Braunstone Athletic Football Club preventing them from applying for a community grant until 2025/2026 be removed from 1st April 2023; and
3. that consideration be given, as part of the annual budget process, to allocating a portion of the community grant scheme budget to supporting Town Council led volunteer activities from 1st April 2023 and, if approved, that a policy & procedure be developed for consideration.

*Reasons for Decision*

1. *To ensure that local existing community groups would be supported in the current financial climate and could continue to provide services and support in the community.*
2. *To ensure that the bowls and football clubs as existing groups could obtain financial support if needed to remain viable.*
3. *To ensure that important events and social inclusion activities run by local volunteers supported by the Town Council have sufficient funds to ensure they remain viable.*

**47. 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 14 on the agenda).

**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.*

**48. HRM Queen's Platinum Jubilee Grant Application**

The Committee considered a grant application submitted by the Punjabi Cultural Society for the Queen's Platinum Jubilee (item 15 on the agenda).

**RESOLVED** that the grant application (submitted in April 2022) from the Punjabi Cultural Society for a grant of £200 from the Queen's Platinum Jubilee Grant Scheme, be approved.

*Reason for Decision*

*That the group had held an event which was in scope and had previously submitted the required application form on time and in good faith but this had been misplaced and consequently not submitted to the Committee at the correct time for consideration.*

**49. Community Grant Applications**

The Committee considered Community Grant Applications which had been received (item 16 on the agenda).

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

- a) Asian Elderly Group - £100,
- b) Namaste Exercise Class - £300, and
- c) SWAGAT - £300.

*Reason for Decision*

*The grant applications met the scheme criteria.*

**50. Community/Social Inclusion Grant**

The Committee considered applying for a grant from the Community/Social Inclusion grant scheme to offer a temporary warm space and hot food to local elderly and vulnerable residents during the cost-of-living crisis (item 17 on the agenda).

**RESOLVED**

1. that Braunstone Town Council submit an application to the Community/Social Inclusion grant scheme, as detailed at Appendix 1 of the report, to offer a warm space, hot soup and refreshments to local residents in response to the current cost of living crisis, and
2. that delegated authority be given to the Chief Executive & Town Clerk to determine the details of the warm space initiative and to submit an application to the Community/Social Inclusion grant scheme.

*Reasons for Decision*

1. *To ensure that residents, and particularly elderly and vulnerable residents, would be supported in difficult times and to access unused funding to support the project.*

2. *To finalise details of the initiative, timescales and to work with partners to deliver the project.*

**51. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 30<sup>th</sup> September 2022.

**RESOLVED** that the report be noted.

*Reason for Decision*

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

**52. Approval of Accounts**

The Committee considered payments from 29<sup>th</sup> June 2022 until 4<sup>th</sup> October 2022.

**RESOLVED** that the list of Approved Expenditure Transactions, for the period 29<sup>th</sup> June 2022 until 4<sup>th</sup> October June 2022, 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 9.10pm

**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 1st November 2022.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 27<sup>th</sup> OCTOBER 2022**

**PRESENT:** Councillor Robert Waterton (Chair), Councillor Parminder Basra (Vice-Chair) and Councillors Anthea Ambrose, Leanne Lee, 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.

**29. Apologies**

An apology for absence was received from Councillor Sohan Johal.

**30. Disclosures of Interest**

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

**31. 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 in attendance.

**32. Minutes of the Meeting held 25<sup>th</sup> August 2022**

The Minutes of the Meeting held on 25<sup>th</sup> August 2022 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 25th August 2022 be approved and signed by the Chairperson as a correct record.

**33. Air Quality Monitoring Annual Status Report 2022**

The Committee received the Blaby District Air Quality Monitoring Annual Status Report for consideration (item 5 on the agenda).

**RESOLVED** that the following points and questions be submitted to Blaby District Council for a response:

- a) Under Actions to Improve Air Quality (page vi); there was a bulleted list of objectives;
  - i. what actions had been taken?

- ii. was there a copy of the Communications Plan?
  - iii. could further communication be developed concerning sustainable transport routes to and from Fosse Park?
  - iv. which Schools did Blaby District Council work with on the Citizens' Science Project? Were there any in Braunstone Town?
  - v. there was a significant amount of parking around Lubbesthorpe School already; was there a plan to address this?
  - vi. how could the short film around behavioural change be accessed?
- b) How does the colour coding of the NO<sub>2</sub> levels get determined and how do these compare to those recommended by the World Health Organisation?
  - c) The Withers Way access to Lubbesthorpe Way often backs up with traffic as early as 3 – 4pm on a weekday, this road was adjacent to housing. Could a monitor be located in this area?
  - d) How does the Council collect particulate matter and from which set of monitors?
  - e) The description of AQMA3 included Thorpe Astley but the area was around the A47 in Leicester Forest East and M1 in Kirby Muxloe.
  - f) There was often black dirt on windows in Thorpe Astley. Where did it come from? The Council would be interested to know if there were any organisations, e.g. Universities, undertaking air quality/pollution studies which could take a sample and analyse it in a laboratory?

#### *Reasons for Decision*

- a) *To understand and support local engagement with the community, organisations and schools to improve air quality and encourage sustainable travel.*
- b) *To understand and seek reassurance that the colour coding used related to scientific evidence of safe and unsafe levels of NO<sub>2</sub>.*
- c) *To ascertain whether there was an adverse impact on the level of air quality in the adjacent residential dwellings.*
- d) *The report included data but it was unclear from which locations the data had been collected.*
- e) *The description of Thorpe Astley didn't appear to be accurate.*
- f) *To understand the source of the black dirt, whether or not it was safe and to assist with greater scientific understanding of the source and impact of air pollution.*

#### **34. 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 6 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:** 22/0933/DOC

**Description:** Application to discharge conditions 3 (external materials), 4 (programme of archaeological works), 7 (soft & hard landscaping), 13 (construction management plan), 15 (foul & surface water drainage) and 16 (long term maintenance of surface water management) to application 20/0573/FUL

**Location:** Shakespeare Inn 226 Braunstone Lane Braunstone Town Leicestershire (Winstanley Ward).

**Response:**

1. *Braunstone Town Council does not object to the discharge of the following conditions:*
  - a) *4 – programme of archaeological works;*
  - b) *15 – foul & surface water drainage;*
  - c) *16 – long term maintenance of surface water management; and*
2. *Braunstone Town Council recommends that the following conditions not be discharged until amendments had been incorporated as follows:*
  - a) *3 – external materials: replace white upvc windows on the front elevation with oak or other darker colour;*
  - b) *7 – soft & hard landscaping: include trees to the front and rear of the properties; and landscape inside the rear boundary;*
  - c) *13 – construction management plan: 3.4 Noise Actions under requirements amend “It is not anticipated that there will be any activities undertaken outside of these hours or over night” to “There will be no activities undertaken outside of these hours”.*

**Reasons:**

1. *The information submitted with the application and in the plans appeared to meet the requirements of the conditions. In the case of the programme of archaeological works; it had been recommended that no further investigations would be necessary.*
2. *The information submitted with the application and in the plans broadly dealt with the main issues set out in the conditions; however:*
  - a) *White UPVC windows on the front elevation would be less in keeping with the character and appearance of the area, particularly the adjacent grade II listed building; an alternative colour should be used that would be in keeping with the proposed oak colour of the front doors, black guttering and roof slate;*

- b) trees to the front of the property would integrate the development into the character of the wider street scene; similarly trees to the rear would provide both privacy screening for the dwellings and integration with the visual amenity enjoyed on open space to the rear; landscaping inside the rear boundary would provide less opportunities for crime and protect the amenity of the dwellings in terms of privacy and noise; and
- c) to protect the amenity of the neighbouring dwellings and users of the public open space in terms of avoiding noise and disruption in the evenings and for most of the weekend.

**2. Application No:** 22/0601/HH

**Description:** Single storey rear extension and conversion of garage to form habitable room including air conditioning unit to side elevation (Revised Scheme).

**Location:** 5 Darwin Close Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)

**Response:** Braunstone Town Council does not object to the proposals; subject to:

- a) replacement on-site parking for the loss of the garage space, being of hard bound permeable material, and being permanently available for use;
- b) no windows in the side elevation of the extension without the explicit consent of the local planning authority; and
- c) no noise or vibration from the air conditioning unit being perceptible inside any adjacent property and the noise and vibration levels being in accordance with the regulations; and
- d) the air conditioning unit only being installed, used, and must be maintained, in accordance with the manufacturer's instructions.

**Reason:**

- a) To avoid additional parking on a narrow access, which could result in obstruction and present highway safety issues.
- b) To protect the amenity enjoyed by the neighbouring property in terms of privacy.
- c) To protect the amenity enjoyed by the neighbouring properties in terms of noise and vibration nuisance.
- d) To ensure that the unit was fit for purpose both in terms of providing air and heat to the converted

*garage but also in terms of where on the building the external unit would be installed and located.*

- 3. Application No:** 22/0839/HH
- Description:** Conversion and extension to detached garage to form residential annex
- Location:** 38 Francis Avenue, Braunstone Town, Leicestershire LE3 2PH (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council objects to the proposed conversion and extension of the detached garage to form a residential annex; due to:*
- a) insufficient on-site parking provision;*
  - b) cramped and substandard living conditions; and*
  - c) adverse impact on the amenity enjoyed by neighbouring properties in terms of noise, privacy and increased comings and goings.*
- Reasons:**
- a) The proposals result in a net loss of onsite parking for the property while increasing the number of bedrooms at the property; any increase in the number of residents could result in additional on-street parking close to a bend on Francis Avenue, or close to access and a turning circle on Edenhurst Avenue, presenting highway safety issues.*
  - b) The size, design, location and layout of the accommodation was cramped, would lack light and would lack basic living amenities such as kitchen and storage facilities.*
  - c) Use of the converted garage for sleeping and living accommodation would result in additional noise and disturbance late at night impacting on the amenity enjoyed by the neighbouring properties.*

#### Licensing Applications

There were no licensing applications.

### **35. Planning Applications and Licensing Applications**

The Committee received details of a planning applications to be considered by Blaby District Council (item 7 on the agenda). The Committee noted that there were no licensing applications.

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

1. **Application No:** 22/0931/FUL
- Description:** Erection of 1x four bedroom detached dwelling and 2x four bedroom semi-detached dwellings.
- Location:** 64 Amy Street Braunstone Town Leicestershire LE3 2FB (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council objects to the application; due to the development resulting in:*
- a) *overdevelopment of the site due to scale and mass; and*
  - b) *insufficient on-site parking provision for the semi-detached properties.*
- Reasons:**
- a) *The proposal involved building a detached 4 bedroom dwelling and a semi-detached property with 4 bedrooms in each dwelling on a plot size similar to 3 bedroomed semi-detached dwelling. This would result in cramped living.*
  - b) *The semi-detached properties have four bedrooms each but only provision for two on-site parking spaces; this was partly due to the size of the plot and cramped design (as set out in a above). Additional parking on the highway close to a sharp bend would present safety concerns for highway users (including pedestrians using the footway).*
2. **Application No:** 22/0977/HH
- Description:** First Floor side extension
- Location:** 1 Colbert Drive Braunstone Town Leicestershire LE3 2JB (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council does not object to the proposed first floor side extension; subject to on-site parking being provided for 3 vehicles, surfaced with a hardbound permeable material, and permanently available for use.*
- Reason:** *The proposed first floor side extension provided for an additional bedroom at the property and it was important to avoid additional parking on a narrow highway close to road junctions; and to provide a suitable surface for parking while avoiding flooding and surfaced water run-off.*

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

The Committee noted that there were no additional planning or licensing applications received since the publication of the agenda.

### **37. Planning Decisions**

The Committee received and noted planning decisions made by Blaby District Council (item 9 on the agenda).

#### **RESOLVED**

1. that Councillor Phil Moitt contact the Planning Case Officer for more information behind the planning decision 22/0407/HH, Single storey rear extension and conversion of side garage including raising of existing roof, at 50 Kirkland Road;
2. that Councillor Leanne Lee contact the Planning Case Officer for more information behind the conditions applied to Planning Decision 22/0123/FUL, Erection of 1 semi detached dwelling including alterations and extensions to No. 2 Pinfold, at Land adjacent 2 Pinfold; and
3. that the Chief Executive & Town Clerk seek clarification from the Planning Department on where the Planning Officer Delegated Decisions could be found.

#### *Reasons for Decision*

1. *To understand why the conversion of the side garage was approved when there appeared to be insufficient alternative on-site parking.*
2. *To understand why the Town Council's objections were not considered to be material in this case.*
3. *To ascertain whether the Town Council could access the relevant documentation to further understand the rationale behind particular planning decisions.*

### **38. Feedback on Planning Application Decisions**

The Committee received feedback concerning planning application decisions by Blaby District Council where the Committee had queried the decision as follows:

- a) *21/1439/HH, Two storey side and single story rear extensions and rendering of existing property, at 7 Edward Avenue; Councillor Leanne Lee reported that a response had been received from the Planning Department that the officer who dealt with the application had left and that the report contained no information to answer the Council's query.*
- b) *22/0297/HH, demolition of existing extensions and erection of single storey rear extension, at 58 Amy Street; Councillor Robert Waterton reported that a response had been received from the Planning Officer (Item 10.2 on the agenda). In summary the Officer had stated that the impact of a side window was limited due to the extension being single storey and the in situ boundary treatments. In respect of the use of the extension, use as a separate dwelling would require planning permission. Finally, the floor levels had been confirmed as the same as those in a previous approved extension, which had been considered acceptable and therefore, no further conditions were necessary. In all cases the development had to be built in accordance with the plans.*

### 39. **Proposed Conservation Area For Braunstone Village**

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 (item 11 on the agenda).

**RESOLVED** that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair of Planning & Environment Committee, to approve revised milestones and timescales; subject to consideration by the Planning & Environment Committee at the next scheduled meeting; and

*Reasons for Decision*

*To progress and appraise the proposals for the extension to the Braunstone Village Conservation Area, avoiding any further delay.*

### 40. **Neighbourhood Planning**

The Committee reviewed the position concerning whether the Parish should be designated as a Neighbourhood for the purposes of undertaking a Neighbourhood Plan (item 12 on the agenda).

**RESOLVED** that Braunstone Town Council does not undertake a Neighbourhood Plan or any of the Neighbourhood Planning tools at the present time.

*Reason for Decision*

*Successful Neighbourhood Planning required the leaderships and involvement of the Town Council and Town Councillors and an indication of a wider community desire to undertake neighbourhood planning; while there was evidence of support, this was not sufficiently widespread to justify the resources to facilitate the process, including engaging the community and making the necessary applications and applying for funding. Key areas such as Open Spaces and Neighbourhood Shopping Areas are protected by existing policies. Areas of historic or special character, such as Braunstone Village, could be protected and enhanced by designating as a conservation area.*

### 41. **Lubbesthorpe Impacts Group**

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development and to report on the recent meeting of the Lubbesthorpe Impacts Group on 24<sup>th</sup> October 2022 (item 13 on the agenda).

The Chair, Councillor Robert Waterton, advised there was slow progress with housing completions and as a result delays with delivering the affordable housing allocation. The proposed relocation of the new Health Centre to Tay Road had resulted in a request for mitigation measures to be included outside the School on Tay Road; however, until a planning application had been submitted, these could not be considered. The next monitoring report was due soon and this would be publicly available.

**RESOLVED** that the update be noted.

*Reason for Decision*

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

**42. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 30<sup>th</sup> September 2022 (item 14 on the agenda).

**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.*

**43. Approval of Accounts**

The Committee received payments from 17<sup>th</sup> August 2022 until 18th October 2022 (item 15 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 17<sup>th</sup> August 2022 until 18th October 2022 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 9.05pm.

**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 8<sup>th</sup> December 2022.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 3<sup>rd</sup> NOVEMBER 2022 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Leanne Lee, Darshan Singh (substituting for Councillor Sohan Johal) and Robert Waterton.

Observing the meeting, via Zoom Video conferencing, was Councillor Christiane Startin-Lorent.

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

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

**42. Apologies**

Apologies for absence were received from Councillors Sohan Johal, Sam Maxwell and Tracey Shepherd.

**43. Disclosures of Interest**

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

**44. 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.

**45. Minutes**

The Minutes of the meeting held on 27<sup>th</sup> September 2022 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 27<sup>th</sup> September 2022 be approved and signed by the Chairperson as a correct record.



#### **46. Medium Term Priorities & Financial Planning**

The Committee received a report setting out the context for the Council's medium term priorities and financial planning (item 5 on the agenda).

Following the publication of the Supplementary Report for agenda item 18, which included estimated savings/income from the proposed Solar PV Panels and proposed Air Source Heat Pump, the projected savings/income generation in the 5 year Income/Expenditure Projections at Appendix 1 had been updated and was circulated (filed with these minutes).

#### **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 update the Report and the financial projections at Appendix 1, if necessary, following the announcement of the Government's Medium-term Fiscal Plan and publication of the Office for Budget Responsibility's "Economic and fiscal outlook" report, due to be published on 17th November 2022;

#### **THAT IT BE RECOMMENDED TO COUNCIL**

2. that the current projections attached at Appendix 1 as updated, based on known financial pressures identified in the report, be noted;
3. that the Council's Strategic Aims, Delivery Objectives and Committee/Service Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
4. that the Council's Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
5. that the Financial, Treasury Management, Investment and Reserves Strategies, as set out in the report, be adopted.

#### *Reasons for Decision*

1. *To ensure that the latest economic and fiscal assessments were considered as part of the Medium Term Priorities and Financial Planning process prior to its adoption.*
2. *To provide a foundation for preparing budget estimates for 2022/2023 and beyond.*
3. *To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.*
4. *To ensure the highest possible standards within the resources available in the future.*
5. *To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.*

#### 47. **Shakespeare Park – Improvement & Development**

The Committee received a progress report on the improvement project and financing for phase 2; and received an update on arrangements for future management of the pavilion and site (item 6 on the agenda).

##### **RESOLVED**

1. that progress with the Project: *Pavilion and Site Works, Tennis Courts improvements, Playground Improvements and Future Management Arrangements*, as set out in the relevant section of the report, be noted; and
2. that the revised timescales for the project, attached at Appendix 1, be approved.

##### *Reasons for Decision*

1. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, was delivered efficiently and effectively.*
2. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

#### 48. **Queen's Green Canopy**

The Committee considered suitable locations in Braunstone Town and Thorpe Astley for the planting of new trees as part of the Queen's Green Canopy (item 7 on the agenda).

##### **RESOLVED**

1. that the two potential sites for planting trees for the Queen's Green Canopy, as shown at Appendix 1 of the report, be endorsed;
2. that suggested types of trees for each site be approved and that the trees be planted to form an appropriate design/layout;
3. that a short survey be undertaken with residents to ascertain their views on the potential sites and the results forwarded to the meeting of the Citizen's Advisory Panel on 24<sup>th</sup> November;
4. that delegated authority be approved for the Chief Executive & Town Clerk in consultation with the Leader and Deputy Leader to confirm the final planting areas; and
5. that consideration be given to initiatives which give a common identity to the Town's Public Open Spaces.

*Reasons for Decision*

1. *To consider appropriate planting areas for the Queen's Green Canopy.*
2. *To ensure that the type of trees selected to be planted at each site were appropriate and that the plantations would be identifiable as a special feature.*
3. *To ensure that the community would be consulted on the proposals for the Queen's Canopy initiative to commemorate the Queen's Platinum Jubilee.*
4. *To ensure that the final two planting areas for the trees would be appropriate and suitable.*
5. *To connect the community with all of its parks and open spaces.*

**49. Parks and Open Spaces Winter Works Programme 2022/2022**

The Committee considered items for inclusion on the Winter Works Programme for 2022/2023 for the Councils Parks, Open Spaces and Grounds (item 8 on the agenda).

**RESOLVED**

1. that the Winter Works Programme 2022/2023, attached at Appendix 1, be approved; and
2. that consideration be given to including an item on the Capital Plan to make improvements to the Gravel Path at the Village Green (Thorpe Astley).

*Reasons for Decision*

1. *To ensure that parks and open spaces in Braunstone Town and Thorpe Astley would be maintained to a high level.*
2. *To recognise that there was continuous erosion and surface water run off and that a permanent solution would be needed.*

**50. Dignity at Work Policy**

The Committee considered, following consultation, adopting a Dignity at Work Policy setting out principles and standards of acceptable behaviour, relevant processes for raising complaints and a register of complaints and incidents (item 9 on the agenda).

**RESOLVED** that the Dignity at Work Policy, attached at Appendix 1 of the report, be approved and adopted with effect from Monday 7th November 2022.

*Reason for Decision*

*To ensure that the Council had a policy in place to meet its commitment to create workplaces that allow people to maintain their dignity at all times.*

**51. Draft Corporate Warning and Banning Policy & Procedure**

The Committee received, for consultation, the framework for a corporate warning and banning system (item 10 on the agenda).

**RESOLVED**

1. that the term “members of the public” should be used consistently in the proposed Policy & Procedure (as opposed to another description such as customer);
2. that, subject to 1 above, the proposed draft Corporate Warning and Banning Policy and Procedure, attached at Appendix 1 of the report, be approved for consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council’s HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
3. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for the 12<sup>th</sup> January 2023, for consideration and approval.

*Reasons for Decision*

1. *To ensure clarity and consistency in the terms and descriptions used.*
2. *To ensure that residents, customers, users, staff, Councillors, volunteers, partners and the Council’s HR Advisor could input into the proposed Corporate Warning and Banning Policy to ensure that it would be practical and fit for purpose.*
3. *To define the process of either issuing a warning and/or banning a member of the public from using the Council’s services following an incident of inappropriate behaviour.*

**52. Complaints Monitoring**

The Committee received details of formal complaints dealt with and determined whether there should be policy or procedural changes to ensure that future reoccurrence is minimised (item 11 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*The Procedure by including all complaints, whether minor or major, simple or complex, and providing for the informal stage and formal stage to deal with these as appropriate results in complaints being resolved and/or closed effectively.*

**53. External Audit 2021/2022**

The Committee noted that the External Audit for the 2021/2022 financial year was completed on 26th September 2022 (item 12 on the agenda).

**RESOLVED** that it be noted that the External Audit 2021/2022 was completed on 26th September 2022 and that no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2022.

*Reason for Decision*

*An unqualified opinion was given by the External Auditor, PKF Littlejohn LLP, on the Council's Annual Governance and Accountability Return 2021/2022.*

**54. Blaby District Parish Councils Group**

The Committee considered whether there was any feedback from the Blaby District Parish Councils Group and whether to identify issues to be raised at future meetings.

Councillor Waterton advised that there was nothing to report and that the next meeting was scheduled in December.

**55. Banking Arrangements**

The Committee considered changes to the Council's banking arrangements (item 14 on the agenda).

**RESOLVED**

1. that the principal of opening a third bank account to hold monies relating to the Council's major Capital Projects be approved; and
2. that delegated authority be given to the Responsible Financial Officer to identify a suitable bank account with the Council's existing or alternative bank.

*Reasons for Decision*

1. *To add transparency to the Council's banking in terms of separating transactions for operational expenditure from those of its major capital projects.*
2. *To provide flexibility to officers to identify and open a bank account which offers competitive terms and meets the Council's needs.*

**56. End of Quarter Financial Positions – 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 30<sup>th</sup> September 2022 (item 15 on the agenda)

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

*Reason for Decision*

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

**57. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 30th September 2022 (item 16 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.*

**58. Approval of Accounts**

The Committee considered payments from 31<sup>st</sup> August 2022 until 25<sup>th</sup> October 2022 (item 17 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 31<sup>st</sup> August 2022 until 25<sup>th</sup> October 2022 be approved.

*Reason for Decision*

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

**59. 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 identified preferred contractors for the installation of Solar PV Panels, Electric Vehicle Charging Points and an Air Source Heat Pump and determined financing for the schemes (item 18 on the agenda).

A supplementary report, setting out costs and identified funding sources for the installation of Solar PV Panels and battery storage, Electric Vehicle Charging Points and an Air Source Heat Pump; along with timescales and milestones for delivery and an assessment of risks for the project, was submitted (filed with these minutes).

**RESOLVED**

1. that tenders SP2 and SP3 for the installation of *Solar PV Panels and associated Battery Storage*, as detailed in Appendix 2, be shortlisted;

2. that tender HP1 to install an *air source heat pump* at Thorpe Astley Community Centre, as detailed at Appendix 3, be provisionally accepted;
3. that tenders EV3, EV5, EV6 and EV8 for the installation of *Electric Vehicle Charging points*, as detailed at Appendix 4, be shortlisted;
4. that further examination of the shortlisted/provisionally accepted tenders be undertaken, including clarification and obtaining omitted/missing information where appropriate;
5. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to;
  - a) select a preferred contractor and reserve contractors for the installation of *Solar Panels and associated Battery Storage* and for the installation Electric Vehicle Charging points, and
  - b) determine the detailed arrangements, timings and work schedules,
  - c) 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
  - d) award contracts and commission works.
6. 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 £196,056 over the borrowing term of 15 years towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council’s Community Facilities; the annual loan repayments will come to around £18,128”;
7. 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;
8. that the *Next Steps and Timescales*, as set out in the report, and the detailed timescales and milestones set out at Appendix 5, be approved; and
9. that the Risk Assessment, set out at Appendix 6, be adopted.

#### *Reasons for Decision*

1. *The tenders shortlisted represented best value when balanced against cost, timescales and ability to undertake the proposed works. These tenders could be examined further to ensure deliverability against the Council’s carbon reduction objectives.*
2. *The tender from Contractor D represented best value when balanced against cost, timescales and ability to undertake the proposed works and was recommended by the heat loss consultant.*
3. *The tenders shortlisted represented best value when balanced against cost, timescales and ability to undertake the proposed works. These tenders could be examined further to ensure cost and deliverability represented good value.*
4. *To ensure that tenders were properly assessed in order to determine which offered the best value in terms of cost/savings/income, quality, deliverability and achievement of the Council’s Carbon reduction commitment.*

5. *To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
6. *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.*
7. *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.*
8. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*
9. *To identify the potential risks and barriers to delivering the project and to identify measures to mitigate these.*

**60. Improvements to Walking and Cycle Routes**

**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 an update on the delivery of proposals for improvements to the connections between walking and cycle routes (item 19 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;
2. that the revised general arrangement for the Mosssdale Meadows section of the scheme, as set out at Appendix 3, be approved; subject to satisfactory resolution of the outstanding matters listed in the *Mosssdale Meadows* section of the report; and
3. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader & Deputy Leader of the Council, to approve the final designs and work schedules for Mosssdale Meadows and to determine the arrangements and timescales for the works to be undertaken at Mosssdale Meadows.

*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. *The proposals would improve the standard of the pathway for pedestrians and cyclists, both users of Mosssdale Meadows and those travelling through.*



3. *To find a balance between ensuring that the outstanding matters identified would be included in the approved designs and schedules, while avoiding delays to the timescales for the delivery of the works at Mossdale Meadows.*

**61. Civic Centre Facilities Improvements**

**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 schedule of works, determined financing and appointed a contractor to undertake the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen.

**RESOLVED**

1. that the provisionally accepted tender from Contractor D to undertake improvements to the facilities at Braunstone Civic Centre, be accepted; and
2. that delegated authority be given to the Chief Executive & Town Clerk to liaise with the selected contractor to
  - (a) determine the detailed arrangements, timings and work schedules,
  - (b) 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
  - (c) award the contract.

*Reasons for Decision*

1. The tender from Contractor D represented best value when balanced against cost, timescales and ability to undertake the proposed works.
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.

The meeting closed at 9.20pm.

**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 12<sup>th</sup> January 2023.*

DRAFT