



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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

Telephone: 0116 2890045 Fax: 0116 2824785

Email: enquiries@braunstonetowncouncil.org.uk

2nd September 2015

Dear Councillor,

You are summoned to attend a meeting of the **BRAUNSTONE TOWN COUNCIL** in the Council Chamber, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, on **Thursday 10th September 2015** commencing at **8pm** for the transaction of the business set out below.

Yours sincerely,

Executive Officer & 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. **Minutes**
To confirm the accuracy of the Minutes of the meeting of Braunstone Town Council held 25th June 2015 to be signed by the Chairperson (**Enclosed**).
4. **General Power of Competence**
To consider the Council's eligibility for renewing the General Power of Competence (**Enclosed**).
5. **Announcements**
To receive announcements/reports (if any):
 - a) Town Mayor,
 - b) Leader of the Council,
 - c) Executive Officer and Town Clerk.

6. 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.

7. Questions from Councillors

To answer questions from Councillors where notice has been given in accordance with Standing Order 4.10 (if any).

8. Reports of Standing Committees

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

a) Plans & Environment Committee	09/07/2015	p5814
b) Community Development Committee	09/07/2015	p5820
c) Organisation Review Sub-Committee	23/07/2015	p5826
d) Plans & Environment Committee	13/08/2015	p5830
e) Policy & Resources Committee	20/08/2015	p5843

9. Motions on Notice

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

10. Sealing of Documents

To authorise the sealing of documents:

- a) Legal Transfer of Open Spaces (Barratt Homes) Thorpe Astley.

11. Outside Body Reports

To receive reports from members of Outside Bodies:

- a) County Councillors,
b) District Councillors,
c) Leicestershire and Rutland Association of Local Councils,
d) Braunstone West Social Centre,
e) Braunstone Town Community Minibus,
f) Lubbethorpe Strategic Consultative Board,
g) School Governors.

12. Approval of Accounts

To consider payments from 1st June until 31st August 2015 (**Enclosed**).



NOTE:

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

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF THE MEETING
HELD AT BRAUNSTONE CIVIC CENTRE

25TH JUNE 2015 at 8.00PM

PRESENT: Councillor Sharon Betts (Town Mayor) and Councillors Shabbir Aslam, Ajmer Basra, Roger Berrington, Nick Brown, Alex Dewinter, David Di Palma, Sam Fox-Kennedy Amanda Hack, Paul Kennedy, Sam Maxwell, Stuart Maxwell, Phil Moitt, Chetan Parmar, Gary Sanders, Robert Waterton and Bill Wright.

Officers in Attendance: Mr D Tilley, Executive Officer & Town Clerk.

There were 7 members of the public present at the meeting.

COUNCILLOR SHARON BETTS, TOWN MAYOR, IN THE CHAIR

5333 Apologies

Apologies for absence were received from Councillors Anthea Ambrose, Muhammad Aslam, Dinesh Joshi and Berneta Layne.

5334 Disclosures of Interest

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

5335 Minutes

The Minutes of the Annual Meeting held on 14th May 2015 were circulated (item 3 on the agenda).

RESOLVED that the Minutes of the meeting held on 14th May 2015 be approved and signed by the Chairperson as a correct record.

5336 Vote of thanks to Mrs Jo Fox

Council considered a vote of thanks to Mrs Jo Fox in recognition of her services to Braunstone Town Council and the residents of Braunstone Town (item 4 on the agenda).

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

RESOLVED that Braunstone Town Council offers its thanks to Mrs. Jo Fox in recognition of her distinguished long service to Braunstone Town Council and the residents of Braunstone Town.

Reason for Decision

Mrs Fox had first been elected at a bye-election in 1993 and served as a Town Councillor until 2015. In 1995 Mrs Fox became Leader of the Town Council, which with the exception of the year she served as Town Mayor (1998-1999), serving in the office until 2013. During Mrs Fox's time as Leader, significant projects and improvements to services were delivered at Braunstone Civic Centre and in the Town's Parks. In addition, a new Community Centre was opened at Thorpe Astley along with the transfer of the management of Thorpe Astley open spaces to the Town Council.

The Town Mayor presented Mrs Fox with a framed certificate and an engraved flared vase. Mrs. Fox thanked the Town Council for their support and added that it had been a privilege to serve the community.

5337 Statement of Accounts and Assurance 2014/2015

Council considered for approval, the annual accounting and governance statements and internal audit report (item 5 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Sam Maxwell and was:

RESOLVED that the Statement of Accounts for the Year Ending 31st March 2015 be adopted.

Reason for Decision

Corporate Governance Sub-Committee had carried out an assessment of the effectiveness of the Internal Audit process and the Council's systems of internal control and risk management, and concluded that there were sound systems of internal control. Policy and Resources Committee had considered the report of the Corporate Governance Sub-Committee and recommended approval to Council.

5338 Announcements

a) Town Mayor

The Town Mayor, Councillor Sharon Betts, reported on her attendance at Blaby District's Armed Forces Flag Raising Ceremony on 22nd June and the flag raising ceremony held at Braunstone Civic Centre later that day. The Town Mayor had been delighted that the Deputy Lord-Lieutenant and the Vice-Chairman of Leicestershire County Council had supported the event in Braunstone Town along with the cadets.

The Town Mayor also announced forthcoming events including the Family Fun Day at Thorpe Astley Community Centre on 4th July and the Town Fete at Mossdale Meadows on 25th July.

b) Leader of the Council

Councillor Nick Brown advised Council of the recent theft of play equipment from Mosssdale Meadows and Franklin Park. An awareness campaign had been launched and Councillor Brown urged Councillors to raise awareness in the community and encourage anyone who had any information to contact the Police.

c) Executive Officer and Town Clerk

No announcements were made.

5339 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.

Mr Roy Sherwin thanked Mrs Fox for her services to the Town Council and the residents of Braunstone Town adding that Mrs Fox had always delivered her promises, that she would be missed and that her example was a model to follow.

5340 Questions from Councillors

No questions had been submitted.

5341 Reports of Standing Committees: Plans & Environment Committee – 21st May 2015

Council received the Report of the Plans & Environment Committee Meeting held on 21st May 2015 (p5780 – p5783).

It was moved by Councillor Bill Wright and

RESOLVED that the Report be adopted.

5342 Reports of Standing Committees: Community Development Committee – 21st May 2015

Council received the Report of the Community Development Committee Meeting held on 21st May 2015 (p5784 – p5788).

Page 5787, Minute 9 – Local Area Coordinator

Councillor Sam Maxwell noted that Braunstone Town had been chosen as one of the pilot areas for the Local Area Coordination initiative and was delighted a Coordinator was in place and beginning her work. Councillor Sam Maxwell thanked all those who had been involved in various liaison meetings and had provided information and support to the project.

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

5343 Reports of Standing Committees: Plans & Environment Committee – 4th June 2015

Council received the Report of the Plans & Environment Committee Meeting held on 4th June 2015 (p5789 – p5792).

Page 5791, Minute 19 – Temporary Traffic Regulation Orders

Councillor Amanda Hack asked whether details of the closures were published and circulated when received. The Executive Officer & Town Clerk responded that notices had been received and were currently waiting to be published by the Town Council and these would be circulated to all Councillors.

It was moved by Councillor Gary Sanders and

RESOLVED that the Report be adopted.

5344 Reports of Standing Committees: Corporate Governance Sub-Committee – 11th June 2015

Council received the Report of the Corporate Governance Sub-Committee Meeting held on 11th June 2015 (p5793 – p5795).

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

5345 Reports of Standing Committees: Policy & Resources Committee – 11th June 2015

Council received the Report of the Policy & Resources Committee Meeting held on 11th June 2015 (p5796 – p5806).

Page 5797, Minute 5 – Library / Customer Service Shop Update

Councillor Nick Brown updated Council on progress since the meeting of the Committee. The Town Council had received correspondence inviting further discussions; the issue of the Lease would need to be addressed to ensure substantial discussions on a way forward could take place. Councillor Brown added that the Town Council's proposals represented a good scheme, which saved money by combining services and provided for longer opening hours and access to additional services at Braunstone Civic Centre.

Page 5798, Minute 6 – Parks & Open Spaces – Unauthorised Traveller Encampments

Councillor Nick Brown noted that an unauthorised traveller encampment had occurred on land adjacent to Fosse Park Roundabout and noted that the site had been originally secured; however, following the improvement works to the roundabout the site had not been secured to the same standard. Councillor Brown asked that the Town Council write to County Highways to request that once the encampment was removed, the site be similarly secured to the previous standard again.

Page 5804, Minute 19 – LED Lighting

Councillor Roger Berrington had been advised that Glenfield Parish Council had installed LED lighting and had problems. Councillor Berrington asked that the Town Council contact Glenfield Parish Council to ascertain the situation and identify whether there were any issues for the Town Council to address.

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

5346 Motions on Notice

No Motions on Notice had been submitted.

5347 Sealing of Documents

There were no documents for sealing.

5348 Outside Body Reports

Leicestershire County Council

Mrs J Fox, County Councillor for Braunstone Town Division, reported on the following matters:

- a) Local Area Coordination – was being piloted across the County and she was pleased that Braunstone Town was one of the first schemes to be launched, Mrs Fox encouraged Councillors to spread the word about the scheme to ensure it successfully reached those in need,
- b) Employment Committee – the County Council needed to make further savings and it was anticipated that there would be further redundancies as a result, and
- c) Fire Authority – the City Mayor and Leader of the County Council had been appointed to serve on the Fire Authority and Mrs Fox anticipated that their input would ensure a clearer direction for the Authority.

Blaby District Council

Councillor Sam Maxwell reported on the following matters:

- a) Honorary Alderman Jo Fox – Mrs Fox had been honoured with the title of Honorary Alderman of Blaby District for her service to the Council and the District,
- b) Scrutiny – Councillor Wright had been elected as Chair of Scrutiny, and it was important the Scrutiny investigated and challenged to ensure effective decision making, and
- c) New Councillors – the new Council's average age was lower and the number of women Councillors had increased.

Councillor Bill Wright reported on the recent Planning Committee meeting where support was given for the new Holmfield School.

Leicestershire and Rutland Association of Local Councils

Councillor Amanda Hack advised that the meeting was currently taking place and therefore, Braunstone Town Council representatives were not in attendance.

Braunstone West Social Centre

Councillor Roger Berrington reported the sad passing of another trustee, Mr John Goodall, age 67. Councillor Berrington added that the number of trustees was low and he urged Councillors and members of the public to consider becoming a Trustee.

Braunstone Town Community Minibus

Councillor Paul Kennedy reported that the Braunstone Town Community Minibus Annual General Meeting had been held on Tuesday. An appeal has been made for more volunteer drivers. In addition, the Kirby Muxloe mini-bus service was about to end and Braunstone Town Community Minibus would be taking over the service. Councillor Kennedy added that arrangements were also being put in place to cover services during volunteer holidays. The next meeting was scheduled for 7th July at 2pm at Braunstone Civic Centre.

Lubbesthorpe Strategic Consultative Board

Councillor Gary Sanders advised that the next meeting would be on 16th July and he would report to the subsequent Council meeting.

School governors

Councillor Nick Brown reported on the proposals for a new Holmfield School and advised that the Academy which operated Millfield L.E.A.D Academy was bidding to run Holmfield School. Councillor Brown added his disappointment that Leicestershire County Council had not made a recommendation to the Secretary of State in support of a bid from an Academy serving the local community.

5349 Approval of Accounts

Council received payments from 1st April until 31st May 2015 (item 13 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Bill Wright and was:

RESOLVED that the list of Approved Expenditure Transactions for the Period 1st April 2015 to 31st May 2015 be approved.

Reason for Decision

To consider and authorise payments in accordance with the Accounts & Audit Regulations 2003.

5350 Termination of Meeting

The meeting closed at 9.10pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

SIGNED _____ (CHAIR)

DATED _____

BRAUNSTONE TOWN COUNCIL

10th SEPTEMBER 2015

Item 4 – General Power of Competence

Purpose

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

Background

The General Power of Competence is set out in Section 1 of the Localism Act 2011, it revokes the Power of Wellbeing and allows Local Councils that qualify to do anything that an individual with full capacity can do that is not specifically prohibited and complies with existing legislation.

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

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

Braunstone Town Council first resolved that it met the criteria at Council on 24th January 2014 (minute 5083). At the Annual Council meeting following the election in May 2015, the Council was not able to confirm its eligibility since the Executive Officer & Town Clerk was undertaking the CiLCA qualification at that time. The Executive Officer & Town Clerk was awarded CiLCA qualification on 14th August 2015; therefore the Council now meets the criteria for using the General Power of Competence.

Recommendation

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

Reason

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANS & ENVIRONMENT COMMITTEE

THURSDAY 9th JULY 2015 AT 7.00PM

PRESENT: Councillor Phil Moitt (in the Chair) and Councillors Muhammad Aslam, Roger Berrington and Sam Maxwell (substituting for Stuart Maxwell) and Mr John Dodd (ex-officio).

Officers in attendance: Darren Tilley, Executive Officer & Town Clerk, and Pauline Hurd, Community Development & Centres Manager.

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

22. Election of Chair for the Meeting

In the absence of the Chair and Vice-Chair it was proposed by Councillor Berrington and seconded by Councillor Sam Maxwell and

RESOLVED that Councillor Phil Moitt be elected Chair for the duration of the meeting.

23. Apologies

Apologies for absence were received from Councillors Bernetta Layne, Stuart Maxwell, Gary Sanders, Robert Waterton and Bill Wright.

24. Disclosures of Interest

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

25. 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.

26. Minutes of the Meeting held 4th June 2015

The Minutes of the Meeting held on 4th June 2015 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 4th June 2015 be approved and signed by the Chairperson as a correct record.

27. Planning Applications dealt with under Delegated Authority

The Committee noted that there had been no responses to planning applications taken under Delegated Authority.

28. Planning Applications

The Committee received details of planning applications to be considered by Blaby District Council (item 6 on the agenda).

RESOLVED

1. that in respect of the following applications, delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair, Vice-Chair and Ex-officio member, Mr John Dodd, to respond to the consultation on behalf of the Town Council:

Application No: 15/0633/DOC
Description: Discharge of condition 6, construction of haul road; discharge of condition 56, Public Transport Strategy; discharge of condition 69, Framework Travel Plan.
Location: North And South Of M69 Motorway, West Of M1 Motorway And East Of Beggars Lane Lubbesthorpe Leicester

Application No: 15/0745/RM
Description: Phase one infrastructure roads and drainage / SUDS
Location: North And South Of The M69 Motorway, West Of The M1 Motorway And East Of Beggars Lane Lubbesthorpe Leicester

Reason: There was a meeting of the Lubbesthorpe Strategic Consultative Board on 16th July 2015 where a "Presentation on the construction of the development" was being given, information from the presentation may assist with consideration of the proposals. The deadline for responses to the consultation was prior to the next scheduled meeting of the Committee.

2. that the following responses be forwarded to Blaby District Council:

Application No: 15/0630/HH
Description: First floor side extension
Location: 21 Pits Avenue Braunstone Town Leicestershire LE3 2XL

Response: *Braunstone Town Council wishes to make the following comments:*

1. *In accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces.*

2. *The occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

Reason: To ensure adequate car parking would be provided for the size of property and that given the size of the extension, that there would be no detrimental effect on the amenity of neighbouring properties.

Application No: 15/0735/HH
Description: Two storey side and single storey rear extensions and front canopy
Location: 73 Cleveleys Avenue Braunstone Town
Leicestershire LE3 2GH

Response: *Braunstone Town Council wishes to make the following comment that in accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces.*

Reason: To ensure adequate car parking would be provided for the size of property.

Application No: 15/0582/FUL
Description: Demolition of building and erection of drive through coffee shop building (Use Class A5) and associated access
Location: M1 Southbound Service Area Baines Lane
Leicester Forest East Leicestershire

Response: *Braunstone Town Council wishes to make the following comment that access to onsite parking upon existing the drive through coffee shop should be provided.*

Reason: The plans indicate that upon exiting the drive through coffee shop there was no access to parking and that drivers had no option to exit to the petrol station and the Motorway. It was important to allow drivers to park to consume their purchased goods.

29. Additional Planning Applications

The Committee received details of planning applications received since the publication of the agenda (item 7 on the agenda)

RESOLVED

1. that in respect of the following applications, delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair, Vice-Chair and Ex-officio member, Mr John Dodd, to respond to the consultation on behalf of the Town Council:

Application No: 15/0743/DOC
Description: Discharge of conditions
21 construction Environmental Management Plan,
22 Geo-Environmental,
5816

Location: 27 Noise Assessment Primary School,
28 Noise Assessment Residential Plots.
North & South Of The M69 Motorway, West Of
The M1 Motorway And East Of Beggars Lane
Lubbesthorpe Leicester

Application No: 15/0799/RM
Description: Reserved Matters Application for the construction
of 317 dwellings associated highways and public
open space.

Location: Land To The North And South Of The M69
Motorway, West Of The M1 Motorway And East
Of Beggars Lane, Lubbesthorpe

Reason: There was a meeting of the Lubbesthorpe Strategic Consultative Board on 16th July 2015 where a "Presentation on the construction of the development" was being given, information from the presentation may assist with consideration of the proposals. The deadline for responses to the consultation was prior to the next scheduled meeting of the Committee.

2. that the following responses be forwarded to Blaby District Council:

Application No: 15/0804/HH
Description: Conversion of garage to habitable
accommodation.
Location: 24 Priestman Road Thorpe Astley Braunstone
Town Leicestershire

Response: *Braunstone Town Council wishes to make the following comment that in accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces.*

Reason: There was no indication from the plans how many bedrooms there were at the property and the conversion of the garage into habitable accommodation would result in the reduction of a parking space.

Application No: 15/0577/FUL
Description: Demolition of existing buildings and erection of a
non-food shopping park (Class A1) and
complementary A3, A4 and A5 uses together with
access and servicing arrangements, car parking
and landscaping and associated works including
closure of Everard Way to create new pedestrian
link into Fosse Shopping Park.
Location: Everards Brewery And Adjoining Land Everard
Way Enderby Leicestershire

Response: Braunstone Town Council wishes to make the following comments:

1. *Retail Impact Assessments should be provided for all retail and leisure developments over 2,500 square metres of gross floorspace.*
2. *Local Plan Policy S12 requires that no individual shop unit should have a floorspace of less than 929m² (10,000 square feet)*
3. *Policy CS13 requires improvements to the wider transport network resulting from development. Mechanisms must be introduced to support the delivery of mitigation measures (both traffic congestion and air pollution) though developer contributions. Any Planning consent should therefore be conditional upon the developers providing funding for appropriate mitigation measures Including:*
 - *Mitigation measures on the wider highway network in the Junction 21 area*
 - *Green Travel Plan/Supporting Public Transport in improved links to Braunstone Town*
 - *The purchase, installation, operation and maintenance of air quality monitoring equipment to help assess the impact of the development (and any future proposals) on local Air Quality Management Areas.*
4. *The layout of the site needs amendment to lengthen the northern entrance road from Soar Valley Way into the car park, to avoid traffic queuing from the car park onto Soar Valley Way and onto the Narborough Road South Roundabout.*

Reasons:

1. *The Braunstone Town Parish Plan published in November 2003 aims to secure the adoption, as Supplementary Planning Guidance and in the review of the Local Plan, measures identified by the community to improve and endorse the quality of the built environment. One of the aims of the Parish Plan is to maintain the viability of the local shopping centres to meet the needs of the local community.*
2. *To ensure that the development was in keeping with designation for the Motorway Retail Area.*
3. *The Highways Agency has identified a need for improvements to M1 Junction 21 and the A46 which has arisen through the cumulative Impact of all the developments proposed and that need for improvements must be recognised. The area currently suffers from poor air quality.*
4. *The length of the northern access road was short and was located close to the Soar Valley Way/Narborough Road South junction, at busy times it was likely that queuing traffic will back up onto the main road and onto the Roundabout causing wider knock on effects on the road network.*

30. Termination of the Meeting

The meeting closed at 7.37pm

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

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- 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.

SIGNED _____ (CHAIR)

DATED _____

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

THURSDAY 9th JULY 2015 AT 7.30PM

PRESENT: Councillor Amanda Hack (in the Chair), and Councillors Roger Berrington (substituting for Councillor David Di Palma), Nick Brown, Sam Fox-Kennedy, Paul Kennedy and Sam Maxwell.

Officers in attendance: Darren Tilley, Executive Officer & Town Clerk, and Pauline Hurd, Community Development & Centres Manager.

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

17. Election of Chair for the Meeting

In the absence of the Chair and Vice-Chair it was proposed by Councillor Sam Maxwell and seconded by Councillor Nick Brown and

RESOLVED that Councillor Amanda Hack be elected Chair for the duration of the meeting.

18. Apologies

Apologies for absence were received from Councillors Anthea Ambrose, Alex DeWinter and David Di Palma.

19. Disclosures of Interest

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

20. 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.

21. Minutes of the Meeting held 21st May 2015

The Minutes of the Meeting held on 21st May 2015 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 21st May 2015 be approved and signed by the Chairperson as a correct record.

22. Town Mayor's Report

The Committee received a report from the Community Development & Centres Manager advising that the Town Mayor had attended the Blaby District Council Armed Forces Flag raising ceremony on 22nd June. A similar event had been hosted by the Town Mayor at Braunstone Civic Centre that had also been attended by the Vice Chair of Leicestershire County Council, Bill Liquorish and Deputy Lieutenant Peter Carr.

The Town Mayor had also attended the 82nd Leicester Scouts Summer Fete at Thorpe Astley Community Centre on Saturday 4th July on and the Braunstone Swimming Club Open Meet on Sunday 5th July.

Members were also advised that the Town Mayor was organising a sponsored Bike ride on Wednesday 5th August from Leicester to Hinckley to raise funds for her chosen charities.

23. Local Area Co-ordinator

Roo Peake, Local Area Co-ordinator attended the meeting and updated the Committee on the Local Area Coordination pilot scheme (item 6 on the agenda).

It was noted that referrals to the scheme from local GP surgeries was slow but work had been carried out to publicise the scheme and attend events and groups around Braunstone Town to encourage residents to participate or suggest residents that may need support.

Work had already been undertaken to successfully link several organisations and residents together to provide help and support. Future work would be extended to Thorpe Astley and an information board and suggestion box had been organised for a forthcoming community event that was taking place in Thorpe Astley Community Centre.

Members agreed that local GP Surgeries would need to be contacted to ensure they participate in the project as it was largely funded by the Health Service. It was also suggested that local pharmacies been contacted as they had regular contact with local residents that may benefit from the support of the project.

24. Town Watchers

Members were advised that a meeting had been held with the Executive Officer & Town Clerk, Community Development & Centres Manager, Crime Reduction Officer and Councillor Bill Wright to discuss the Town Watchers Community Group. It had been agreed that a letter be sent to all Co-ordinators informing them that unless a Secretary and Treasurer could be

recruited at the meeting in August then the Town Council would have to withdraw its administrative support to the group.

RESOLVED that if Town Watchers ceases to operate as a community group, then the Town Council consider alternative support to the co-ordinators that would be managed and operated by the Town Council.

Reason for Decision

To ensure that the work of individual Neighbourhood Watch schemes, in supporting the work of the Police and making the Town a safer place to live, would continue to be supported.

25. Crime Statistics and Part-Night Street Lighting

Location maps showing where crime's had been committed alongside the Part-Night Street Lighting Scheme were displayed at the meeting for consideration (filed with the agenda and minutes).

RESOLVED

1. that six areas in Braunstone Town that have the highest recorded crimes be investigated further and comparisons be obtained of crimes committed before the part-night lighting scheme was introduced alongside current crime rates; and
2. that the recently updated crime statistics comparing Braunstone Town with the Leicestershire Police Area be submitted to the next meeting of the Committee.

Reason for Decision

1. *To ascertain whether there had been an impact on the number of crimes being committed in the six highest rated areas as a result of the introduction of the part-night lighting scheme.*
2. *To monitor whether the crime reduction initiatives, identified by Sir Clive Loader, Sergeant P Colgate and PCSO Derek Bausor, aimed at reducing the levels of vehicle crime, had been effective.*

26. Speed Sign statistics

Statistics retrieved from the Speed Sign currently in place on Braunstone Close for the period 6th April – 9th May 2015 were received (item 9 on the agenda).

RESOLVED that although 2% of vehicles were travelling at excessive speed, the number of these incidents was not significantly high to warrant further action.

Reason for Decision

Members noted that 81% of vehicles recorded for this period were travelling at the regulation speed for the road. It was noted that 2% of vehicles were travelling at excessive speed. The Crime Reduction Officer had forwarded the data to the police for their comments.

27. Braunstone Life Patronage

A letter dated 20th May 2015 had been received from the Braunstone Life requesting if the Town Council would wish to renew its patronage (item 10 on the agenda).

RESOLVED

1. That the Braunstone Life Patronage be renewed with a gift of £300; and
2. that a copy of the Braunstone Life Accounts and Annual General Meeting papers and minutes be forwarded to the Town Council.

Reason for Decision

1. *To support the work of Braunstone Life as a community newspaper, which was operated by volunteers.*
2. *To continue to support long term financial stability of the Group.*

28. Summary of Grant Applications

The Committee received a list of grant applications made to external sources up to 23rd June 2015 and letters of thanks for Community grants which had been received from the Thursday Over 60's Club and Braunstone Heritage Archive Group (item 11 on the agenda).

RESOLVED that the position be noted.

Reason for Decision

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

29. Community Grant Applications

The Committee received applications requesting a Community Grant (item 12 on the agenda)

RESOLVED that Community Grants be awarded as follows:

- a) Asian Elderly Group - £195 to help toward the cost of refreshments and supplies for meetings
- b) Winstanley Wizards - £300 to help toward the cost of room hire, equipment and ongoing costs of the organisation

Reason for Decision

The applications had met the criteria of the grant scheme and had submitted the required information.

30. Improvements to Parks and Open Spaces

The Executive Officer & Town Clerk advised that the grant application made to Biffa for the Holmfield Park project had been rejected. To date, £8,500 in grant money had been received toward the project and it was noted that the next meeting of Policy and Resource Committee would consider further funding options for the project.

There had been no updates from “Shared Access” on their funding offer for Shakespeare Park since the previous meeting. However, Policy and Resources Committee had established a working group to consider options for improvements at Shakespeare Park and it was anticipated that this group would meet late summer/early autumn.

31. Summer Fete

The Community Development Officer & Centres Manager reported that plans for the Summer Fete on Saturday 25th July were complete and included the Dog Show, climbing wall, Wildlife Roadshow, tennis and archery, bouncy castles and children’s rides, food and refreshments, display area and over 60 stallholders.

32. Blaby District Outstanding Achievement Awards 2015

Details of the Blaby District Council Outstanding Achievement Awards 2015 scheme were circulated to Members (item 15 on the agenda).

Members were asked to consider any local residents that they wished to nominate for an award.

RESOLVED

1. that nominations on behalf of the Town Council be made for
 - a) Braunstone Heritage Archive Group – Best Community Group; and
 - b) Paul Matthews – St Crispin’s Church Lads & Church Girls Brigade – Volunteer of the Year; and
2. that subject to clarification on suitability and eligibility from Braunstone Life, Josh Stanley be nominated for Young Achiever of the Year.

Reasons for Decision

1. a) *Helping to preserve the history of Braunstone Town and ensuring that all generations of residents could enjoy and experience our heritage and history.*
b) *Due to the voluntary work undertaken with young people in Braunstone Town.*
2. *To ascertain the background to the Braunstone Life Award to Josh Stanley and to clarify whether he was a Braunstone Town resident.*

33. Termination of the Meeting

The meeting closed at 8.44pm



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.

SIGNED _____ (CHAIR)

DATED _____

BRAUNSTONE TOWN COUNCIL

MINUTES OF ORGANISATION REVIEW SUB-COMMITTEE

THURSDAY 23rd JULY 2015 AT 5.30PM

PRESENT: Councillor Nick Brown (Chair) and Councillors Roger Berrington (substituting for Amanda Hack) and Councillor Gary Sanders (substituting for Bill Wright).

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

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

1. Apologies

Apologies for absence were received from Councillors Amanda Hack and Bill Wright.

2. Disclosures of Interest

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

3. Public Participation

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

There were no members of the public at the meeting.

4. Organisation Review 2015 – Post-Consultation Proposals

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

The Committee considered post-consultation proposals for adoption and implementation following a review of the Council's staffing to meet forthcoming service and operational changes and to implement the living wage (item 4 on the agenda).

RESOLVED

1. that the principles and vision for the Organisation Review, as set out in the Consultation Document, attached as an Annex, be endorsed;
2. that the following posts be deleted from the establishment:
 - a) Community Development and Centres Manager,

- b) Deputy Centres Manager,
 - c) Assistant Executive Officer – Admin (vacant),
 - d) Temporary Assistant to the Executive Officer & Town Clerk (vacant), and
 - e) Parks Cleaner (Part-time) (vacant);
3. that the following new posts be created on the establishment and that the Job Descriptions and Person Specifications, attached at Appendix 3, be adopted:
 - a) Deputy Executive Officer and Community Services Manager (37 hours),
 - b) Resources and Facilities Manager (37 hours),
 - c) Personal Assistant and Administrative Officer (25 hours), and
 - d) Community Engagement and Events Coordinator (20 hours);
 4. that the following posts be redesignated and that the revised Job Descriptions and Person Specifications, attached at Appendix 4, be adopted:
 - a) Customer Services Advisor – Customer and Information Services Advisor,
 - b) Receptionist/Premises Officer – Duty Officer - Community Centres, and
 - c) Part Time Cleaner – Cleaner and Premises Operative;
 5. that the revised Job Descriptions, Person Specifications and job evaluated grade for the posts of Senior Groundsperson – Braunstone Town and Senior Groundsperson – Thorpe Astley, attached at Appendix 5, be adopted;
 6. that the amendment highlighted to the Job Description of the Crime Reduction Coordinator, attached at Appendix 5, be adopted;
 7. that the Organisation Structure, attached as Appendix 2, including line management and reporting lines, establishment hours and salary scale points be adopted;
 8. that delegated authority be given to the Executive Officer & Town Clerk to update the Job Descriptions and Person Specifications of the unaffected posts to bring them in line with the new template format and to include information on key relationships;
 9. that the contract of employment, attached at Appendix 7, be adopted as the model contract for terms and conditions of employment and that all new and existing employees be issued with an updated contract based upon the model;
 10. that the following employees at risk be slotted into the following newly established posts at the scale point identified in the section “Proposed Implementation” of the report:
 - a) Community Development & Centres Manager into the post of Deputy Executive Officer and Community Services Manager, and

- b) Deputy Centres Manager into the post of Resources & Facilities Manager;
11. that the following employees be transferred to revised roles at the scale point identified in the section "Proposed Implementation" of the report:
 - a) Customer Services Advisor to Customer & Information Services Advisor,
 - b) Senior Groundsperson – Braunstone Town and Senior Groundsperson – Thorpe Astley,
 - c) Receptionist/Premises Officers to Duty Officer – Community Centres, and
 - d) Part-time Cleaner to Cleaner & Premises Operative;
 12. that delegated authority be given to the Executive Officer & Town Clerk to determine the implementation date of 9, 10 and 11 above; and
 13. that following the implementation date for Duty Officer – Community Centres and Cleaner & Premises Operative, a review of the resources available, shift rotas and operation of the Annualised Hours/ToiL system for these posts be undertaken after 6 and 12 months of operation and that the review be completed within 1 month of the review date.

Reason for Decision

1. *To ensure the implementation of the Council's Vision and objectives for the review.*
2. *To enable the establishment of posts which balance professional knowledge and expertise with sufficient cross-over of roles and responsibilities to ensure flexibility and resilience.*
3. *To ensure clarity of Management roles and responsibilities both for the services and the staff within each of the service areas. To establish posts with roles and responsibilities which have a synergy in order to recruit high calibre candidates and which integrate traditional forms of service delivery with emerging technologies.*
4. *To enable roles which Roles which take into account emerging/developing proposals for the Customer Service Shop and for Braunstone Town Library and to recognise roles and duties in order that all staff receive the Living Wage.*
5. *To establish posts with roles and responsibilities which have a synergy in order to recruit high calibre candidates.*
6. *To establish posts with roles and responsibilities which have a synergy in order to recruit high calibre candidates.*
7. *To ensure clarity of Management roles and responsibilities both for the services and the staff within each of the service areas. To establish*

posts with roles and responsibilities which have a synergy in order to recruit high calibre candidates and which integrate traditional forms of service delivery with emerging technologies. To create future project management and service transformation capacity.

8. *To ensure a consistent and transparent approach.*
9. *To implement simple and flexible working and remuneration arrangements.*
10. *To avoid compulsory redundancies given there are comparative posts in the new structure available and to ensure that existing employees transfer to a scale point which means their hourly rate would be at least the same as the current rate.*
11. *To implement the new structure and the Living Wage and to ensure that existing employees transfer to a scale point which means their hourly rate would be at least the same as the current rate.*
12. *To ensure the smooth transfer to the new structure, allow for contracts to be updated, contracted hours (where applicable) to be allocated, revised rotas (where applicable) to be devised, and recruitment and selection to be undertaken.*
13. *To test the practicality of an Annualised Hours/ToiL system for staff on shift rotas, to enable any amendments to be made to ensure a practical and deliverable solution.*

5. Termination of the Meeting

The meeting closed at 6.15pm

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.

SIGNED _____ (CHAIR)

DATED _____

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANS & ENVIRONMENT COMMITTEE

THURSDAY 13th AUGUST 2015 AT 7.30PM

PRESENT: Councillor Gary Sanders (Chair), Councillor Bill Wright (Vice-Chair) and Councillors Roger Berrington, Sharon Betts (substituting for Robert Waterton), Berneta Layne and Phil Moitt and Mr John Dodd (ex-officio).

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

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

31. Apologies

Apologies for absence were received from Councillor Robert Waterton.

32. Disclosures of Interest

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

33. 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.

34. Minutes of the Meeting held 9th July 2015

The Minutes of the Meeting held on 9th July 2015 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 9th July 2015 be approved and signed by the Chairperson as a correct record.

35. Planning Applications dealt with under Delegated Authority

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

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

1. **Application No:** 15/0807/HH
Description: Single story extensions to both side elevations, conversion of existing garage and porch to front.
Location: 2 Garden Close Thorpe Astley Leicester Forest East Leicestershire
- Response:** *Braunstone Town Council wishes to make the following comment that in accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces, 3 or less bedrooms – 2 spaces.*
- Reason:** *While appreciating the comments made in the Parking Statement, there was no indication from the plans how many bedrooms there were at the property and therefore it is not possible to ascertain the parking requirement.*
2. **Application No:** 15/0633/DOC
Description: Discharge of condition 6, construction of haul road; discharge of condition 56, Public Transport Strategy; discharge of condition 69, Framework Travel Plan.
Location: North And South Of M69 Motorway, West Of M1 Motorway And East Of Beggars Lane Lubbethorpe Leicester
- Response:** *Braunstone Town Council wishes to make the following comments:*
1. *Discharge of condition 6, construction of haul road – satisfied that the proposals for the Haul Road have met the condition;*
 2. *Discharge of condition 56, Public Transport Strategy – that the condition should not be discharged until the figures are provided and circulated for the tables in Appendix D – Timetable Calculations, LLITM data & TRICS output (pages 54-73) of the Public Transport Strategy and the green route and bus stops on page 104 (last map) have been aligned properly with routes on the map. Consideration should also be given to the Additional Bus Route linking the residential development with the employment area and Fosse Park be extended to provide access to Narborough Rail Station; and*
 3. *Discharge of condition 69, Framework Travel Plan – subject to the inclusion of a paragraph on the long term vision for maintaining the site transport information website, e.g. Community Trust/Parish Council/County Council and that the*

development of the proposed connecting cycle routes off site being in consultation with neighbouring communities and parish councils, the condition be discharged.

Reasons:

- 1. Appropriate drainage has been provided, the length of the Haul Road is appropriate to reduce the impact of mud being dragged onto the Highway.*
- 2. Significant data was not available to make a judgement on whether the analysis and conclusions drawn in the report were reasonable; the Employment/Retail area around Fosse Park would provide employment and shopping facilities for residents, many of whom (e.g. young people) would rely on public transport to be able to access these areas; Narborough Railway station also provides easier public transport access from the site to Hinckley, Nuneaton, Coventry and Birmingham (including the Airport).*
- 3. To ensure that the public transport, walking and cycling information provided would be sustained in the future; to ensure that connecting cycle routes provided the best connection opportunities for the site and the surrounding communities.*

3. **Application No:** 15/0745/RM
Description: Phase one infrastructure roads and drainage / SUDS
Location: North And South Of The M69 Motorway, West Of The M1 Motorway And East Of Beggars Lane Lubbesthorpe Leicester

Response: *Braunstone Town Council has longstanding concerns about the increased risk of downstream flooding particularly in the Lubbesthorpe Road/Watergate Lane area of Braunstone Town. According to the Geo-Environmental report, the site is not sustainable for soakaways and the report recommends that the advice of a professional drainage engineer should be sought. While the application provides clear designs, the condition should not be discharged until a flood risk assessment has been undertaken and information about the projected water flows through all exits and overflows from the SUDS into the surrounding water courses has been provided and explicitly approved by the Environment Agency and Leicestershire County Council Flood Authority.*

Reason: *It was not possible to ascertain whether the proposed solution would prevent flooding on-site and downstream on existing watercourses,*

particularly Lubbethorpe Brook a watercourse the Environment Agency recognises to be at high risk of further flooding, without a flood risk assessment and details of projected water flows out of the SUDS.

4. **Application No:** 15/0743/DOC
- Description:** Discharge of conditions
21 construction Environmental Management Plan,
22 Geo-Environmental,
27 Noise Assessment Primary School,
28 Noise Assessment Residential Plots.
- Location:** North & South Of The M69 Motorway, West Of The M1 Motorway And East Of Beggars Lane Lubbethorpe Leicester
- Response:** *Braunstone Town Council wishes to make the following comments:*
- 1. Discharge of condition 21, construction Environmental Management Plan – the condition should not be discharged until all key project contacts have been confirmed (2.1.3); normal working hours for all construction activities should be amended to Monday – Friday 7.30 – 18.00, instead of 16.30 and removing Saturday 7.30 – 13.00 (para 2.3.1);*
 - 2. Discharge of condition 22, Geo-Environmental – subject to assessment by Blaby District Council Environmental Health, the Environment Agency and Leicestershire County Council Flood Authority of the technical specifications and identification of risks, the condition be discharged;*
 - 3. Discharge of condition 27, Noise Assessment Primary School – subject to the final sentence of 6.2 Car Park reading “Landscaping should also be used to provide some screening from this source to the nearest future NSR”, and subject to assessment by Blaby District Council Environmental Health, the condition be discharged; and*
 - 4. Discharge of condition 28, Noise Assessment Residential Plots – the condition not be discharged until details of a scheme of sound insulation to provide internal noise levels in habitable rooms with windows closed was submitted and had been assessed by Blaby District Council Environmental Health.*
- Reasons:**
- 1. To ensure that all key contacts were in place in order to ensure compliance with the construction environmental management plan and to ensure that normal construction hours were during times when most residents would be at work/school in*

order to minimise the impact upon quality of life (extension to 18.00 will allow work to be carried out longer in the summer months in compensation for the darker evenings during the winter avoiding the need to carry out work on Saturday mornings.

- 2. All items required by the condition were covered; however, the Town Council was not able to comment on the technical conclusions drawn.*
- 3. A reasonable mitigation measure had been identified to reduce noise from the car park, which needed to be implemented; in addition the Town Council was not able to comment on the technical conclusions drawn.*
- 4. Among the documentation submitted with the application it was not clear whether this aspect of the condition had been addressed.*

5. **Application No:** 15/0799/RM
- Description:** Reserved Matters Application for the construction of 317 dwellings associated highways and public open space.
- Location:** Land To The North And South Of The M69 Motorway, West Of The M1 Motorway And East Of Beggars Lane, Lubbesthorpe
- Response:** *Braunstone Town Council wishes to make the following comments:*
- a) the land around the deserted medieval village of Lubbesthorpe should not be used as land for community purposes, but should be retained as farmland;*
 - b) the design of Main Street should either take into account traffic calming measures and a weight limit in order to reduce the amount of through traffic or the District Centre and the School should be located off Main Street on a separate side street and an appropriate traffic junction and crossing facilities installed at Main Street;*
 - c) small areas of green space within Housing Developments, which are not recreational nor play space should not be designated open space but included as shared space, along with the access and parking, within the title deeds of the residential properties;*
 - d) boundaries between residential properties and public open space should be the responsibility of the individual residential units; and*
 - e) the Landscape Plans should only include indigenous species recommended by the Royal Horticultural Society for use in sustainable urban developments.*

Reasons:

- a) *To prevent a loss of open space to the development should the land be required for a direct link road from the M1 south onto the M69;*
- b) *Main Street had the potential to become a rat-run, therefore either mitigation measures should be taken to prevent this or if the route forms part of a wider access from the west into the principal urban area, then the location of the school and community facilities along it should be relocated in order to ensure the safety of users;*
- c) *the Thorpe Astley development included a number of small parcels of open space which due to the small size had no recreation/play purpose or value but had not been included as part of the shared responsibilities of the surrounding properties, this land has become the responsibility of the Parish Council but has limited wider community value;*
- d) *the Thorpe Astley development boundaries between residential properties and public open space were all designated as shared, however, the fences are to protect the privacy and security of the residential dwellings and should be the responsibility of the individual residential units; and*
- e) *Some of the species listed was foreign and would be inappropriate for use since they were invasive species which could spread unsustainably if not regularly maintained at a significant cost.*

6. **Application No:** *15/0813/HH*
Description: *Single storey side extension and porch to front*
Location: *18 Hat Road Braunstone Town Leicestershire LE3 2WF*

Response:

Braunstone Town Council wishes to make the following comments:

1. *In accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with 3 bedrooms – 2 spaces.*
2. *The occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

Reasons:

1. *The extension to the side of the property was on existing driveway, leaving only one available space on the driveway to the front of the property. The plans showed that the property contains three bedrooms.*

2. *While this would be a single story extension, the neighbouring property (a bungalow) was lower, since the ground sloped away and the extension could have an overbearing effect.*

7. **Application No:** 15/0810/HH
Description: Two storey and single storey rear extensions (Revised Scheme)
Location: 1 Arden Avenue Braunstone Town Leicestershire LE3 2SG

Response: Braunstone Town Council has no observations to make on this application.

Reason: Surrounding properties had large gardens, windows did not overlook and there was space for two vehicles on the front of the property, which had 3 bedrooms.

8. **Application No:** 15/0821/FUL
Description: Change of use of first and second floor residential units into tanning and beauty salon
Location: 16 Bidford Road Braunstone Town Leicestershire LE3 3AE

Response: Braunstone Town Council wishes to make the following comments:

1. *the applicant needs to state the hours of business operation for the tanning and beauty salon; and*
2. *the shop forecourts and access arrangements should be improved and the internal layout needs to be revised to accommodate disability access to the first and second floors.*

Reasons:

1. *While the Town Council had no objection to the expansion of the business within the existing premises, which had the potential to make the business more sustainable and increase footfall in the local shopping area; the neighbouring upstairs properties were residential units and long or unsocial opening hours could have a detrimental effect on the amenity enjoyed by residents of these properties.*
2. *The Parish Plan survey demonstrated that people with disabilities or with pushchairs experienced problems accessing local shopping centres; the internal layout of the building needs to be reordered to accommodate the new business and as such should be designed to enable easier access from the street and to the upper floors.*

9. **Application No:** 15/0868/HH
Description: Demolition of existing garage and erection of single storey garage and store at rear of property
Location: 79 Edward Avenue Braunstone Town Leicestershire LE3 2PF
- Response:** Braunstone Town Council wishes to make the following comments:
1. the outbuilding must only be used for normal domestic uses related to the residential use of the main property, i.e. storage, summerhouse, hobby room, etc. providing that it would be used in conjunction with the main house;
 2. the outbuilding should not be used to create a separate residential unit which could lead to noise and disturbance and overdevelopment of the site/tandem development;
 3. the property should be retained as non-business use, the outbuilding should not be sold or otherwise disposed of; and
 4. the occupiers of neighbouring properties should be fully consulted in connection with the proposals.
- Reasons:**
1. To prevent noise/nuisance to neighbouring properties.
 2. The designs show a store with a glass front door, windows and a toilet facility, a condition should prevent the property being converted for residential use.
 3. To prevent tandem development, loss of parking facilities for the main dwelling and noise and nuisance to the neighbouring properties.
 4. The conversion of a garage into a larger garage incorporating a toilet and store was close to the neighbouring residential unit and could have an effect on the amenity enjoyed by this property.

36. Planning Applications

The Committee received details of planning applications to be considered by Blaby District Council (item 6 on the agenda).

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

1. **Application No:** 15/0888/VAR
Description: Variation of conditions 4, 25, 26, 27, 28, 29 and 32 attached to planning permission 12/0865/1/OX to include revised access and highway details, updated flood management details, changes to land uses and floor areas, positioning of marquees

- Location:** and over flow parking areas
Land At Junction Of Soar Valley Way &
Narborough Road South Enderby Leicester
- Response:** *Braunstone Town Council wishes to make the following comments:*
1. *the comments of the Environment Agency be supported; and*
 2. *Condition 1 should be amended to read 3 years instead of 5 years.*
- Reasons:**
1. *To ensure effective mitigating measures were in place to deal with potential flooding on the site.*
 2. *There was no apparent reason why a 5 year term on commencing the development was required, the normal 3 years was adequate.*
2. **Application No:** 15/0873/RM
- Description:** Landscaping proposals for phase 1 of the Development including layout of park to northern boundary including the provision of playing fields, layout of other parks, details of tree and other planting.
- Location:** North And South Of The M69 Motorway, West Of The M1 Motorway And East Of Beggars Lane, Lubbethorpe Leicester.
- Response:** *Braunstone Town Council wishes to make the following comments:*
1. *the Landscape Plans should only include indigenous species recommended by the Royal Horticultural Society for use in sustainable urban developments, Bryony was not suitable for use in public open spaces; and*
 2. *the details, timescales and works for the Landscaping taking place east of the M1 adjacent to Meridian Way should be undertaken in consultation and liaison with Braunstone Town Council and arrangements for the future management and legal transfer (along with associated commuted sums) should be undertaken in consultation and liaison with Braunstone Town Council.*
- Reasons:**
1. *Some of the species listed was foreign and would be inappropriate for use since they were invasive species which could spread unsustainably if not regularly maintained at a significant cost. Bryony grows rapidly and would swamp other plants, it is poisonous and the sap it produces reacts with human skin.*
 2. *While it was understood that a Community*

Trust may manage the Lubbesthorpe Open Spaces; the landscaping on land to the East of the M1 was adjacent to Thorpe Astley and within the Parish of Braunstone, which currently had operational arrangements in place for managing Thorpe Astley Open Spaces. The involvement of Braunstone Town Council in the landscaping arrangements and future of the land adjacent to Meridian Way would ensure that the interests of the residents adjacent to the site were represented.

3. **Application No:** 15/0917/ADV
Description: Proposed replacement totem and building signage.
Location: Marks & Spencers Fosse Park Avenue Enderby Leicestershire.
- Response:** *Braunstone Town Council has no observations.*
- Reason:** *The proposed replacement signage was in keeping with the site.*

37. Additional Planning Applications

The Committee received details of planning applications received since the publication of the agenda (item 7 on the agenda)

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

1. **Application No:** 15/0947/VAR
Description: Variation of Condition 8 to provide minor changes to kiosk design attached to planning application 14/0527/1/PX.
Location: Asda Stores Ltd Narborough Road South Braunstone Town Leicestershire
- Response:** *Braunstone Town Council has no observations.*
- Reason:** *The minor amendment to the Kiosk design was reasonable and in keeping with the site.*
2. **Application No:** 15/0950/FUL
Description: Subdivision and part change of use of cinema to create two restaurant units (Use Class A3) including external alterations to entrances and creation of bin stores, hard landscaping and outdoor seating areas.
Location: Vue Cinema Unit A Meridian Leisure Park Braunstone Town
- Response:** *Braunstone Town Council wishes to make the following comment that the size of the bin area at the back of the site should be suitable and also*

enclosed, the enclosure fence being able to retain any loose rubbish.

Reason: *There were problems with loose rubbish and litter currently at the back of the cinema and in the hedgerows and landscaping at the back of the site, which was impacting upon the amenity of Mossdale Meadows.*

3. **Application No:** 15/0957/FUL
Description: Erection of storage facility to rear of store.
Location: Marks And Spencer PLC Unit 9 Fosse Park Avenue Enderby.

Response: *Braunstone Town Council has no observations.*

Reason: *The storage facility was reasonable and in keeping with the site.*

38. Planning Decisions

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

RESOLVED that the decisions be noted.

Reason for Decision

To keep a watching brief on the decisions and to review the impact of Town Council comments upon the decision making process.

39. Leicestershire Minerals and Waste Local Plan – Consultation

The Committee considered the consultation draft (July 2015) of the proposed Leicestershire Minerals and Waste Local Plan (up to 2031) following the Issues Consultation and considered whether to submit a response to the consultation (item 9 on the agenda).

RESOLVED that the following comments be made in response to the consultation:

- a) Terms used in the document need to be clarified where there was a potential for misunderstanding/misinterpretation of the meaning; examples include:
 - Leicestershire – clarity should be given on whether this refers to the County Council administered area or did it include either Leicester City or Rutland (*See strategic objective 2 on page 10*);
 - Soar Valley – clarity should be given on whether this refers solely to the Soar Valley north of Leicester and South of Loughborough or whether it includes the Soar Valley to the south of Leicester city.

- b) Strategic Objective 1, page 10: the words “national and local requirements” should be replaced with “local needs and central government requirements”;
- c) Policy M1, page 16: Supply of Sand and Gravel Aggregate: objective (i) the word “some” should be replaced with “up to”;
- d) Page 16, paragraph 3.24: add sentence at the end “Therefore, the priority for these sites should be limited to one extension. After which, further extensions would be judged in the same way as new sites”;
- e) Policy M4, page 23: Crushed Rock: objective (i) the word “some” should be replaced with “up to”;
- f) Page 42, paragraph 4.2: given there was sufficient capacity for a recycling and composting target of 58% for LACW by 2017, proposals should be included to increase capacity to meet a higher target by 2030/1; the target for C&I wastes of 54% by 2030/1 given it was 15 years away was low and proposals should be included to increase capacity to meet a higher target by 2030/1;
- g) Page 22, paragraph 3.49: remove the words “at the current time”;
- h) Pages 61 – 63, The Development Management Process should include a paragraph explaining that the County Planning Authority shall inform and consult District Planning Authorities, Parishes and statutory organisations, e.g. Environment Agency; and
- i) Page 55 – between paragraph 4.36 and 4.37, add a paragraph concerning the importance of exploring and making provision for the installation of bio-digestive systems to deal with food waste, taking out the oxygen.

Reasons for Decision

- a) *Terms could be interpreted by different organisations and different people over the lifespan of the strategy, clarity avoids potential future loopholes and challenges;*
- b) *the County should only be meeting local needs and statutory requirements, it should not put itself in the position where it has to meet national needs, particularly if other areas were not meeting these needs, if there was no statutory requirement;*
- c) *to ensure there would be no argument or challenge to the maximum amount that should be provided;*
- d) *to find a balance between using existing sites and infrastructure and not adversely impacting on the local environment, while enabling it to be viable to operate new sites;*
- e) *to ensure there would be no argument or challenge to the maximum amount that should be provided;*
- f) *Government and European Union rules were most likely to continue to seek to reduce land fill and significantly increase recycling targets;*
- g) *the rationale provided (longer security of reserves and geological limitations) would not be different of the lifetime of the strategy and therefore, the words “at the current time” only serve to undermine the policy;*
- h) *to enable a full range of material considerations and environmental impacts to be presented and considered and addressed where necessary with appropriate conditions; and*

- i) *Recycling market likely to become less predictable, to avoid landfill, alternative technology should be developed for changing heat from waste into electricity generation.*

40. Termination of the Meeting

The meeting closed at 7.37pm

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.

SIGNED _____ (CHAIR)

DATED _____

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 20th AUGUST 2015 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Sharon Betts (substituting for Alex DeWinter), Sam Maxwell, Stuart Maxwell, Gary Sanders, Robert Waterton and Bill Wright.

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

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

23. Apologies

An apology for absence was received from Councillor Alex DeWinter.

24. Disclosures of Interest

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

25. 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.

26. Minutes of the Meeting held 11th June 2015

The Minutes of the Meeting held on 11th June 2015 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 11th June 2015 be approved and signed by the Chairperson as a correct record.

27. Future Options for the Library and Customer Service Shop

The Committee considered the current position and in respect of an agreement with Blaby District Council on the Customer Service Shop and received an assessment of the options for the Town Council to run Braunstone Town Library, including an assessment of risks (item 5 on the agenda).

RESOLVED

1. that, should Blaby District Council wish to progress the model in respect of the Customer Service Shop and Social Inclusion activities, the

- Executive Officer and Town Clerk liaise with Blaby District Council on further detailed arrangements for the model, including service levels and standards, the mechanism for identifying and reviewing the costs of the service and the contributions made by each organisation and submit the final proposal to Policy & Resources Committee for determination;
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to finalise and submit an Outline Business Case to Leicestershire County Council to run Braunstone Town Library Service based on two alternative models:
 - (a) Combined Public Services Facility: Library, Customer Service Shop, Social Inclusion activities and hub; and
 - (b) Town Council providing a separate Library Service on existing opening hours at the existing premises, retaining the lease agreement with Leicestershire County Council who retain responsibility for premises obligations and costs;
 3. that an outline scheme of support involving Capital Grant funding to a Community Group running public services be drafted and implications for the current Community Grants Scheme for revenue funding be assessed and a report submitted to a future meeting of Policy and Resources Committee setting out the options, costs and implications; and
 4. that a progress report, setting out timescales and decisions to be made, be submitted to the next scheduled meeting of Policy and Resources Committee (scheduled for 1st October 2015).

Reasons for Decision

1. *To enable those Council's which have a wider vision to direct resources to create community cohesion and social inclusion through maximising access to services, to ensure that the systems, processes and agreements would be made to avoid unnecessary delay.*
2. *To use our offices, powers and influence to keep the Braunstone Town Library open and also provide a better service that would be more responsive to the needs of local residents. The deadline for an Outline Business Case to be submitted to Leicestershire County Council was Friday 4th September 2015.*
3. *To ensure that capacity support could be provided where a social and community need had been identified, which would benefit the Citizens' of Braunstone Town.*
4. *To consider different outline models and fully assess the risks and opportunities of the options.*

28. Narborough Road South – Subways

The Committee considered progress with launching a community art project for the subways under Narborough Road South (item 6 on the agenda).

RESOLVED

1. that a consultation exercise be undertaken by the Town Council along with its partners, including using notice boards, website, social media, Braunstone Life, Citizens' Advisory Panel and the BB19 bus; and that the

- consultation offer alternatives such as anti-graffiti paint and allow consultees to make suggestions; and
2. that quotes and potential sources be identified and a report submitted to the next meeting of Policy and Resources Committee (scheduled for 1st October 2015).

Reasons for Decision

1. *To ensure users, local residents and young people all have a stake in the project and its objectives, to encourage involvement, and to enable other ideas to be submitted and alternatives to be explored.*
2. *To ascertain the costs and potential funding streams in order to assess the viability of the proposed project.*

29. Council Reserves

Following recommendations from the Internal Audit Report, the Committee received an update on the reserves section of the balance sheet to reflect the intended uses, movement during 2014/15 and the current balances (item 7 on the agenda)..

RESOLVED

1. that the movement on the Council's reserves during 2014/15 and balance at 31st March 2015, as set out in Table A in the report, be noted;
2. that the current balances and intended uses, as set out in Table B in the report, be approved; and
3. that an updated current balance and intended uses be reported to Council as part of the Medium to Long Term Priorities and Financial Planning Report and the Annual Budget Estimates.

Reasons for Decision

1. *To acknowledge the context and current position.*
2. *To ensure that the reserves section of the balance sheet reflects the intended uses of the reserves and the balances for the specified reserves, as recommended in the Internal Audit Report 2014/2015.*
3. *To ensure that the Council has up to date balances and earmarked reserves information when considering its financial strategy and setting the budget and precept.*

30. Holmfield Park – Improvements

The Committee considered the current position with regard to external funding and reviewed other options for funding the project (item 8 on the agenda).

RESOLVED

1. that the outstanding balance of up to £7,010 be funded from the Council's Reserves, with the earmarked total being revised up to £17,010;

2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to review the specification for improvements.

Reasons for Decision

1. *To enable the improvement works to be carried out prior to the winter. Seeking further external funding would result in a delay to the work to at least spring 2016 and may limit our options for external grant funding for other projects during the current financial year.*
2. *To enable the improvements identified to be reviewed in order to be commensurate with the funding being earmarked from the Council's reserves.*

31. Update on Replacement of Stolen Playground Equipment

The Executive Officer & Town Clerk provided an update concerning the Insurance Claim and the replacement of a stolen slide and swings at Mossdale Meadows and a stolen slide at Franklin Park.

The insurance claim for stolen play equipment at Mossdale Meadows had been approved and processed and the replacement equipment had been order and it was anticipated that it would be fitted shortly.

The insurance claim for the stolen slide at Franklin Park was still being processed, it was hoped that this would be approved shortly and a new slide fitted.

32. Thorpe Astley Community Centre - Medical Rooms

The Executive Officer & Town Clerk provided an update on progress for opening the Medical Facility at Thorpe Astley Community Centre and the Committee determined whether the Town Council needed to take any further action.

RESOLVED that NHS England and East Leicestershire and Rutland CCG be contacted again to ascertain progress, including timescales for delivery; failing a response, delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine the next steps for the Town Council in terms of progressing the issue and representing the interests of the community.

Reason for Decision

To ensure an appropriate balance between working in partnership, progressing the swift opening of the medical facility, and informing and representing local residents.

33. Legal Transfer of Open Spaces (Barratt Homes) Thorpe Astley

The Committee received a report in respect of finalising the legal transfer of open space at Thorpe Astley from Barratt Homes to the Town Council (item 11 on the agenda).

RESOLVED that subject to confirmation that the four issues raised by the Executive Officer and Town Clerk have been satisfactorily resolved; that the legal transfer of the 12 open spaces from Barratt Homes be completed and THAT IT BE RECOMMENDED TO COUNCIL that the Common Seal be applied to the transfer documentation.

Reason for Decision

To enable the transfer to be completed and for the Town Council to become the legal owner of the public open space.

34. Highways Grass Cutting

To consider an offer from Blaby District Council concerning two verge cuts - one to be funded by Blaby District Council and one to be funded by the Town Council following the reduction in verge cuts by Leicestershire County Council from 7 to 5 per season (item 12 on the agenda).

RESOLVED

1. that Blaby District Council's offer to continue to provide 7 seasonal highways verge cuts, provided this was match funded by the Town Council, not be accepted at this stage; and
2. that a further report be submitted to Policy and Resources Committee in the autumn of 2016 setting out any issues and concerns which had arisen as a result of the reduction in the number of Highways Verge Cuts and making any recommendations as necessary to be considered as part of the budget estimates for 2017/2018.

Reasons for Decision

1. *The issue had not been identified as a priority for the Town Council and no budgetary provision had been allocated.*
2. *To recognise that following the reduction in cuts to 5 seasonal cuts, Town residents would become aware of the impact and may have issues, which the Town Council may consider was worth addressing.*

35. Local Council Award Scheme

The Committee considered which level the Council wished to apply for when the current award (Foundation level) expired in January 2016 and considered actions required to meet the relevant criteria (item 13 on the agenda).

RESOLVED

1. that the Town Council expresses an interest in registering for the Foundation Level Award and that the Executive Officer & Town undertake actions at Operational Level to ensure compliance with the criteria and also present relevant items to Policy & Resources Committee on 1st October 2015 for determination to ensure compliance; and
2. that the Executive Officer & Town undertake actions at Operational Level to ensure compliance with the Quality Award criteria and that an action

plan and timescales be presented to Policy and Resources Committee on 1st October 2015 to determine whether the Town Council would be in a position to express an interest in registering for the Quality Level Award.

Reasons for Decision

1. *To ensure that the Town Council retains the level of award that it currently holds and was comparable to the award under the previous Quality Council Scheme.*
2. *To recognise the important role the Council currently has and aspires to continue to develop in terms of reputation, competency and ability to lead a community and work in partnership with principal Councils to deliver local services and an environment which reaches the highest possible standards.*

36. Open Space Audit - Consultation

The Committee received the draft Blaby District Open Spaces Audit for consultation (item 14 on the agenda).

RESOLVED that the following observations be made in response to the consultation:

- a) Page 51 – Football Teams listed, some are incorrect, and others are missing (taking into account 2014/2015 season);
- b) Pages 63/64 clarify Franklin Park’s status as a Garden? The assessment and qualitative analysis suggests the Community Orchard hasn’t been taken into account and the analysis has been based on the park;
- c) Page 72 refers to Mossdale Meadows as Informal Open Space – clarify referring to Merrileys;
- d) Page 72 – no reference to Kingsway Informal Open Space despite listing several areas of informal open space particularly in Thorpe Astley;
- e) Page 78 (Provision for Children & Young People) – Mossdale Meadows incorrectly identified as being in the Parish of Kilby;
- f) Page 78 (Provision for Children & Young People) – Hilcot Green Missing;
- g) Page 8 (Allotment Improvements) – refers to Salisbury Avenue, Braunstone. Page 82 (Action Plan) identifies Salisbury Avenue as Croft (Braunstone Town Allotments are at Braunstone Close and Rosamund Avenue);
- h) Page 88 (Pitches) – Shakespeare Park Missing;
- i) Page 89 (Pitches Available but not used) – incorrectly lists Holmfield Park – the Town Council has resolved to take this pitch out of use. Note also the inconsistency in naming with page 78 referring to the site as Wardens Walk;
- j) Page 135 – 140 (Capacity on Sports Pitches) – include Shakespeare Park, which was missing;
- k) there appeared in some cases to be a mismatch between supply and demand, for example, Shakespeare Park Bowls Club was struggling to recruit members; and
- l) page 22, section 2.4.4. Population Growth – the statistics showed a decrease in 0-14 years olds between 2015 and 2029 across the district, yet figures for school provision in Braunstone Town showed an increase and that there was under provision; therefore, the audit which looked at

supply at a Parish level should also consider population and age group projections at a parish level given there was likely to be significant differences in population trends across the district.

Reason for Decision

To recognise the importance of the study in terms of identifying future needs and provision and ensuring improvements to local services; the Town Council had particular local knowledge and was able to highlight inconsistencies, errors and omissions in order to assist with the finalisation of the study which would provide an evidence base for future decision making.

37. Blaby District Parish Remuneration Panel

The Committee considered whether the Town Council wished to accept an offer from Blaby District Parish Remuneration Panel to review the allowances paid to Town Councillors (item 15 on the agenda).

RESOLVED that the offer from Blaby District Parish Remuneration Panel to review the allowances paid to Town Councillors be declined.

Reason for Decision

The Town Council did not consider it necessary to undertake a review of the Town Council's allowances and expenses at the current time.

38. Blaby Housing Strategy – Consultation

The Committee receive the draft Blaby District Housing Strategy for consultation (item 16 on the agenda).

RESOLVED that the following observations be made in response to the consultation:

- a) greater efforts should be made to identify provision of affordable housing;
- b) the document needs to provide a strategy for the private rented sector, such as increasing affordable rent opportunities, comparatively across the region Blaby District average rents have increased significantly more than average wages;
- c) a strategy for reaching the affordable housing target was required, currently there was provision for 214 against the target of 900; and
- d) Page 32, Local Housing Company, due to size and scale of resources required, the Council should explore establishing or becoming part of a joint Local Housing Company with neighbouring authorities (Leicester City already has an established company).

Reason for Decision

Providing rented and affordable housing was a significant issue in Braunstone Town.

39. Financial Comparisons

The Committee received the Financial Comparisons for the period 1st April 2015 to 31st July 2015 (item 17 on the agenda).

RESOLVED that the Financial Comparisons for the period 1st April 2015 to 31st July 2015 be received and noted.

Reason for Decision

The budget forecasts for 2015/2016 were on target for 31st July 2015.

40. Millfield Hall Roof Refurbishment

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

The Committee considered the current position with the contract for the refurbishment of Millfield Hall roof and alternative options (item 18 on the agenda).

RESOLVED

1. that the tender from W R Leivers Roofing Ltd to undertake the Millfield Hall roof refurbishment as detailed in the tender specification be accepted;
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to liaise with the successful contractor, award the contract and determine the detailed timings and arrangements for the works;
3. that the outstanding balance of £52,693 be funded from the Council's Reserves, with the earmarked total being revised to £82,693; and
4. that the SITA Trust Grant and Community Climate Change Grant be accepted and that £5,642.42 be released as a contributing Third Party payment to SITA to receive the grant.

Reasons for Decision

1. *The tender from W R Leivers Roofing Ltd represented best value and the contractor demonstrated in their submission ability to undertake the works to the required standard.*
2. *To allow flexibility for the work to be carried out in conjunction with other refurbishment works on the Hall minimising disruption to service users.*
3. *To enable the improvement works to be carried out prior to the winter. Seeking further external funding would result in a delay to the work to at least spring 2016 and may limit our options for external grant funding for other projects during the current financial year. The Millfield Hall Roof as part of the Civic Centre formed the Town Councils largest asset and represented a cost of £1,800 - £2,400 per year for the lifespan of the roof.*

4. *To enable the grant to be released in accordance with the terms and conditions of the grant.*

41. Long Term Lease Agreement – Braunstone Town Library

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

The Committee received advice concerning the long term lease agreement for Braunstone Town Library within the context of the decisions being made by both the landlord and the tenant (item 19 on the agenda).

RESOLVED

1. that the Legal Advice to the Town Council concerning the status of the Library Premises Lease be received and noted;
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to seek any further legal advice, and take action where appropriate, should the Tenant's statements/actions indicate provisions of the lease were likely to be broken; and
3. that Braunstone Town Council retain the Lease agreement on the Library premises and ensures that Leicestershire County Council either directly or indirectly continues to fulfil the lease obligations.

Reasons for Decision

1. *The Committee were fully aware of the options and implications for the lease and the implications for ensuring that any future agreement on the Library service could be implemented.*
2. *To protect the Town Council from the lease liabilities.*
3. *Represents best value to the tax payer by providing significant savings to all parties while offering service efficiencies. The Lease agreement protects the Town Council from the ongoing liabilities of the Library premises.*

42. Termination of the Meeting

The meeting closed at 9.40pm

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.

SIGNED _____ (CHAIR)

DATED _____

COUNCIL - 10th September 2015

ITEM 12 - Approval of Accounts

BRAUNSTONE TOWN COUNCIL
EXPENDITURE TRANSACTIONS - APPROVALS LIST

ACC. NO. 1

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
110490	£290.00	NA	NA	NA	BHAG	GRANT
110491	£282.00	NA	NA	NA	OVER 60'S	GRANT
110492	£150.00	NA	NA	NA	O50 FRIENDSHIP GROUP	GRANT
110493	£300.00	NA	NA	NA	3RD BRAUNSTONE BROWNIES	GRANT
110494	£100.00	NA	NA	NA	KALLIOPI CHARITAKI	REF DEP
110495	£100.00	NA	NA	NA	L.F.P.S	REF DEP
110496	£73.60	NA	NA	NA	BRAUNSTONE TOWN COUNCIL	PETTY CASH
TOTAL	£1,295.60					

Braunstone Town Council - PETTY CASH						
MADE UP OF	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
	£20.00	22.05.2015	NA	NA	GRAHAM SMITH	DELIVERY OF LEAFLETS AT TA
	£2.89	15.05.2015	NA	NA	BISCUITS FOR HIRERS	BISCUITS FOR HIRERS
	£1.20	22.05.2015	NA	NA	JOHN DODD	POSTAGE PAID BY COMMITTEE MEMBER
	£20.00	21.05.2015	NA	NA	UNLEADED FUEL FOR TIPPER	MR. JEPSON
	£10.01	27.05.2015	NA	NA	UNLEADED FUEL FOR TIPPER	MR. JEPSON
	£19.50	03.06.2015	NA	NA	NARBOROUGH SHOES	KEYS CUT FOR DROP DOWN POST AT HOLMFIELD
TOTAL	£73.60					

INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
25404610	£495.00	28.05.2015	75669	1856	L.C.C	CLIMBING WALL FOR FETE
25404391	£522.48	20.05.2015	576538	1850	MACHINE MART	COUNTER SUNK POST & CHAINS - SECURITY PARKS
25404322	£300.00	NA	NA	NA	NAMASTE EXERCISE GROUP	GRANT
25404169	£309.60	12.05.2015	505080	1845	KB PACKAGING	POOP BAGS
25404054	£205.96	08.05.2015	29616175-41	1857	ADT	ALARM ACTIVATION
25403959	£204.00	30.04.2015	151034	1858	RECORD 24	PLANNED MAINTENANCE
25403602	£788.40	19.05.2015	20126	1835	SISSONS & ALLEN	PAT TESTING
25403665	£110.34	30.06.2015	20125	1847	SISSONS & ALLEN	REPLACE CONTACTOR ON STAGE
25403741	£3,150.72	19.05.2015	20124	1859	SISSONS & ALLEN	PERIODIC TESTING BOTH CENTRES
25403274	£1,560.17	18.05.2015	1008166915	1860	SAGE	SAGE ONSITE SUPPORT
25403220	£100.00	NA	NA	NA	KINGSWAY RANGERS F.C	REF DEP
25403154	£100.00	NA	NA	NA	MRS ALISON CHATER	REF DEP
25402945	£100.00	NA	NA	NA	MRS KRISHNA PATEL	REF DEP
25402831	£999.94	29.05.2015	51654233	1832	NORTH WEST LEIC' DISTRICT COUNCIL	AUDIT
25402759	£35.34	26.05.2015	1889	1849	HOCKLEY FIRE	REFILL EXTINGUISHERS
25413717	£384.00	13.05.2015	16540		PLAYSAFETY LTD	ANNUAL INSPECTION BT
25413598	£468.00	13.05.2015	16539		PLAYSAFETY LTD	ANNUAL INSPECTION MM
25413307	£208.27	07.05.2015	37124	1817	FLEX PRESS	SMALL RECEIPTS
25413163	£63.91	23.04.2015	2621941	1839	ALEXANDERS	CLEANERS CLOTHING
25403798	£151.20	22.04.2015	1300120	1837	SWIFT	SERVICE LABOUR
25413239	£7.24	23.05.2015	10159245		KIRBY & WEST	SUPPLIES
25465828	£1,005.33	04.06.2015			SEVERN TRENT WATER	WATER AT TA
25436307	£53.37	29.05.2015	Y208687	1820	XMA	INK CARTRIDGES
25436252	£393.26	18.05.2015	28060	1848	VIPANS	PARKS SUPPLIES
TOTAL =	£11,716.53					

INTERNET BANKING TRANSACTIONS

Signature of EO&TC / Asst EO&TC Confirmation that Internet Transaction Correct following authorisation by two members

Signature

TO BE SIGNED BY TWO COUNCILLORS

Signature

Signature

dated

BRAUNSTONE TOWN COUNCIL
EXPENDITURE TRANSACTIONS - APPROVALS LIST - 11.06.2015

ACC. NO. 1

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
110497	£26.10	30.05.2015	8341	1861	SUNNINGDALE LANDSCAPES	POSTMIX
110498	£175.00	NA	NA	NA	RATBY COOP BAND	BAND FOR FETE
110499	£50.01	NA	NA	NA	PETTY CASH	B.T.C
TOTAL	£251.11					

Braunstone Town Council - PETTY CASH						
	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
MADE UP OF						
	£15.00	01.06.2015	NA	NA	MR JEPSON	UNLEADED FOR TIPPER
	£15.01	14.06.2015	NA	NA	MR JEPSON	UNLEADED FOR TIPPER
	£20.00	08.06.2015	NA	NA	D. JAUQUES	PETROL FOR CANS
TOTAL	£50.01					

INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
25548595	£540.00	01.05.2015	1992	NA	IT SOLUTIONS	SERVICE & MAINTENANCE AGREEMENT
25548676	£61.11	29.05.2015	NA	NA	CHILLI CLEAN	WINDOWS CLEANED CC
25548745	£63.60	19.05.2015	NA	NA	CHILLI CLEAN	WINDOWS CLEANED TA
25548975	£967.20	01.05.2015	1992	1844	IT SOLUTIONS	ADOBE ACROBAT PRO X 2 + INSTALLATION
25549010	£61.58	31.05.2015	214062152	1818	BRANDON HIRE	VIBRATION DAMPED MEDIUM BREAKER
25549222	£2.40	30.05.2015	10160638	NA	KIRBY & WEST	SUPPLIES
25549270	£83.46	28.02.2015	96847	NA	KINGS AMOURED SECURITY	CASH TRANSIT
25549302	£83.46	29.03.2015	97422	NA	KINGS AMOURED SECURITY	CASH TRANSIT
25549329	£83.46	29.04.2015	98010	NA	KINGS AMOURED SECURITY	CASH TRANSIT
25549348	£83.46	29.05.2015	98668	NA	KINGS AMOURED SECURITY	CASH TRANSIT
25549583	£28.50	01.05.2015	40253451	NA	L.C.C	TRADE REFUSE
25552418	£1,162.83	09.06.2015	NA	NA	LRALC	ANNUAL SUBSCRIPTION TO LRALC
25552451	£100.00	NA	NA	NA	DR.S.S. VARANASI	REF DEP
25552451	£100.00	NA	NA	NA	KRISHNA PARMAR	REF DEP
25563425	£365.52	22.05.2015	NA	NA	CORONA ENERGY	GAS / TA
25595880	£13.68	03.06.2015	214062180	1818	BRANDON HIRE	SHARPENING CHARGE MEDIUM STEEL
25595783	£58.76	01.06.2015	40253511	NA	L.C.C	TRADE REFUSE
TOTAL =	£3,859.02					

INTERNET BANKING TRANSACTIONS

Signature of EO&TC / Asst EO&TC Confirmation that Internet Transaction Correct following authorisation by two members

Signature

TO BE SIGNED BY TWO ACCOUNT SIGNATORIES.

Signature

Signature

Dated

Dated

**BRAUNSTONE TOWN COUNCIL
EXPENDITURE TRANSACTIONS - APPROVALS LIST**

ACC. NO. 1

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
110500	£1,104.00	11.06.2015	I/CIVIC/70	1852	KINGSWAY BUILDER	MOSSDALE MEADOWS PARK PAVILLION ROOFING
109801	£100.00	NA	NA	NA	MS V. WADHER	REF DEP
109802	£100.00	NA	NA	NA	MRS C. PATEL	REF DEP
109803	£100.00				MICHAEL HARRIS	REF DEP
109804	£72.59	NA	NA	NA	B.T.C	PETTY CASH
TOTAL	£1,476.59					

ACC NO. 2

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
100907	£43.60	NA	NA	NA	UNISON	FEES
100906	£4,906.31	NA	NA	NA	HM CUSTOMS & CUSTOMS	TAX & INS.
100905	£3,409.15	NA	NA	NA	L.C.C	PENSION
TOTAL	£8,359.06					

Braunstone Town Council - PETTY CASH

MADE UP OF	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
	£30.00	NA	NA	NA	GRAHAM	DELIVERY OF COUNCIL LETTERS
	£2.59	NA	NA	NA	B.T.C	BISCUITS FOR ARMED FORCES DAY
	£40.00	NA	NA	NA	GRAHAM	DELIVERY OF COUNCIL LETTERS
TOTAL	£72.59					

INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
25658075	£2.40	06.06.2015	10161623	NA	KIRBY & WEST	SUPPLIES
25684979	£225.00	12.01.2015	14154/3647	1870	TLM	SERVICE BOILER AT THORPE ASTLEY
25685157	£140.76	31.05.2015	14134/3647	1853	TLM	RESET HEATER AT TA
25685185	£47.76	31.05.2016	14135/3647	1851	TLM	CLEAR BLOCKED TOILET AT CC
25685205	£73.26	31.05.2017	14136/3647	TBA	TLM	WATER PRESSURE AT TA
25685272	£207.06	31.05.2018	14137/3647	TBA	TLM	BOILER PROBLEMS AT TA
25694933	£5,211.60	15.06.2015	130829	NA	PLATTS HARRIS	QUADRAPLAY SISIS
25694835	£225.00	02.03.2015	748	NA	MB EVENTS (UK) LTD	BOUNCY CASTLE FOR FETE 2015
25705254	£197.95	16.06.2015	10233857	NA	CORONA ENERGY	GAS / TA
25755588	£217.99	17.06.2015	7509291	1875	POST OFFICE SHOP	STAMPS
25755375	£43.76	15.06.2015	SINVOL/00011320	1813	ALEXANDERS	STAFF CLOTHING
25755460	£11.99	15.06.2015	SINVOL/00011321	1813	ALEXANDERS	STAFF CLOTHING
25750963	£83.51	18.06.2015	12270	1876	BRIDGE COFFEE	SUPPLIES
257518087	£2,508.00	30.06.2015	1302325	NA	SWIFT	MAINTENANCE 01.09.2015-31.08.2016
25750876	£342.00	17.06.2015	450	1877	JTH CONCERTS	PA SYSTEM FOR FETE
25750738	£107.50	17.06.2015	5952	1878	FASTBANNERS	BANNERS FOR FETE
25751137	£7.20	13.06.2015	10163785	NA	KIRBY & WEST	SUPPLIES FOR TA
25828780	£83.46	29.06.2015	99302	NA	KINGS	CASH IN TRANSIT
25829023	£508.09	23.06.2015	54153	NA	PRINCIPAL HYGENE	WASH, NAPPY, SANITARY SERVICES AT TA
25829132	£1,049.41	23.06.2015	54113	NA	PRINCIPAL HYGENE	WASH, NAPPY, SANITARY SERVICES AT CC
25829264	£1,710.00	01.07.2015	Aug-15	NA	BRAUNSTONE LIFE	ADVERTISING AUG - DEC 2015
25854451	£100.00	NA	NA	NA	C. K JACKSON	REFUND DEPOSIT
25854413	£122.50	NA	NA	NA	ADEDOYIN BABAJIDE	REFUND DEPOSIT
25854340	£100.00	NA	NA	NA	JAMES DAVID WHITMORE	REFUND DEPOSIT
25854163	£100.00	NA	NA	NA	JULIA TURVILLE	REFUND DEPOSIT
25854064	£95.57	NA	NA	NA	CAROL V PROTHEROE	REFUND DEPOSIT
25853973	£111.04	23.06.2015	30/01/1904	866	SIGNATURE TRADING LTD	LEAD CRYSTAL VASE
25874419	£243.54	15.06.2015	14165/3647		TLM	REPL BALL COCK IN DISABLED TOILET/REPL STAT IN IMMERSION HEATER RESET TIME CLOCKS
25874376	£59.76	15.06.2015	14164/3647		TLM	DOWN RATED WATER BOILER TO REDUCE EXCESSIVE HEAT
TOTAL	£13,936.11					

INTERNET BANKING TRANSACTIONS

Signature of EO&TC / Asst EO&TC Confirmation that Internet Transaction Correct following authorisation by two members

Signature

TO BE SIGNED BY TWO ACCOUNT SIGNATORIES.

Signature

Signature

BRAUNSTONE TOWN COUNCIL
EXPENDITURE TRANSACTIONS - APPROVALS LIST

ACC. NO. 1

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
109808	£200.00	NA	NA	NA	S.VIJSIR	REF DEP re 04.07.2015
109807	£425.00	16.06.2015			SIMON DALBY	WILD THINGS ANIMAL ENCOUNTERS/ SUMMER FETE
109806	£80.80	30.06.2015	30.06.2015		SUNNINGDALE LANDSCAPES	PARK SUPPLIES
109805	£54.82	NA	NA	NA	BTC	PETTY CASH
TOTAL	£760.62					

Braunstone Town Council - PETTY CASH

MADE UP OF	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
25.06.2015	£10.00	NA	NA	NA	D. JACQUES	MOBILE PHONE TOP UP
30.06.2015	£2.78	NA	NA	NA	ROYAL MAIL	POST TO EXTERNAL AUDITOR
29.06.15	£10.00	NA	NA	NA	JEPSON	UNLEADED FOR TIPPER
10.06.2015	£15.00	NA	NA	NA	JEPSON	UNLEADED FOR TIPPER
19.06.2015	£10.04	NA	NA	NA	JEPSON	UNLEADED FOR TIPPER
26.06.15	£7.00	NA	NA	NA	JEPSON	UNLEADED FOR SMALL MOWER
TOTAL	£54.82					

INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
26013318	£100.00	NA	NA	NA	MS GOSWAMI	REF DEP 28.06.2015
26013254	£100.00	NA	NA	NA	MISS JOHNSON	REF DEP 27.06.2015
26013346	£36.00	05.06.2015	4116	NA	HAPMANS GARDEN MACHINERY LTD	REMOVE THROTTLE ASSEMBLY & COVERS ON STIHL
26000290	£94.25	09.06.2015	103223	NA	HALLMARK	ROD PARTS
26013126	£7.20	20.06.2015	10165431	NA	KIRBY & WEST	SUPPLIES FOR TA
26013090	£119.88	26.06.2015	67187	NA	SMARTWATER KIT	CRIME REDUCTION
26035719	£30.00	25.06.2015	T201506153	1881	CRIME PREVENTION PRODUCTS LTD	COUNTERFIET DETECTION PENS
25874347	£347.06	17.06.2015	57412	1806	ANCHOR PRINT	BTC ANNUAL REPORT 2015
26101591	£203.94	01.06.2015	28077	1821	VIPANS	PARKS SUPPLIES
26101156	£2.40	27.06.2015	10166775	NA	KIRBY & WEST	SUPPLIES FOR TA
26101040	£309.60	30.06.2015	507895	1886	POOP SCOOP BAGS	KB PACKAGING
26115911	£45.58	20.06.2015	T15086		THE ROSETTE COMPANY	DOG SHOW / SUMMER FETE
26115772	£1,224.00	29.06.2015	313780	1863	BOUGHTON	CUTTING DECK

TOTAL	£2,619.91
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Internet Transaction Correct following authorisation by two members

Signature

TWO ACCOUNT SIGNATORIES.

Signature

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BRAUNSTONE TOWN COUNCIL
EXPENDITURE TRANSACTIONS - APPROVALS LIST

ACC. NO. 1

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
109812	£100.00	NA	NA	NA	MISS NIJER	REF DEP 10.07.2015
109811	£300.00	NA	NA	NA	WINSTANLEY WIZARDS	GRANT
109813	£300.00	NA	NA	NA	BRAUNSTONE LIFE	GRANT
109810	£40.60	09.07.2015	70760	1891	MORGANS	PADLOCK & KEY CUTTING
109809	£3,660.00	13.07.2015	I/CIVIC/71	1872	KINGSWAY CARPENTARY	PATH / FRANKLIN PARK
109815	£80.00	NA	NA	NA	SLCC	DARREN TILLEY RESIT MODULES
109814	£85.78	PLEASE SEE BELOW			BTC	PETTY CASH
TOTAL	£4,566.38					

ACC NO. 2

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS

Braunstone Town Council - PETTY CASH

MADE UP OF	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
	£24.00	14.07.2015	NA	NA	D. JAQUES	PETROL FOR EQUIPMENT
	£6.96	08.07.2015	NA	NA	CLEANERS	BISCUITS/WATER FOR HIRERS @ CC
	£10.00	29.06.2015	NA	NA	P.JEPSON	ULEADED FOR TIPPER
	£15.00	10.06.2015	NA	NA	P.JEPSON	ULEADED FOR TIPPER
	£10.04	19.06.2015	NA	NA	P.JEPSON	ULEADED FOR TIPPER
	£7.00	26.06.2015	NA	NA	P.JEPSON	UNLEADED FOR SMALL MOWER + 2 STROKE
	£2.78	30.06.2015	NA	NA	D. TILLEY	POST COST TO EXTERNAL AUDITER
	£10.00	25.06.2015	NA	NA	D. JAQUES	TOP UP MOBILE.
TOTAL	£85.78					

INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
26281933	£20.47	30.06.2015			HALLMARK	SUPPLIES
26281819	£68.76	27.06.2015	14187/3647		TLM	UNBLOCK LADIES TOILET CC
26281731	£100.00	NA	NA	NA	MRS BATAVIA	REF DEP 11.07.2015
26265120	£275.71	06.07.2015	1971		COMMERCIAL FIRE & TRAINING	FIRE EXTINGUISHERS CHECK
26264963	£2.40	04.07.2015	10168868	NA	KIRBY & WEST	SUPPLIES @ TA
26264865	£115.20	01.07.2015	40253566	NA	L.C.C	TRADE REFUSE
26264776	£234.00	09.07.2015	153585	NA	RECORD 24	MAINTENANCE TO AUTOMATIC DOORS AT CC
26264609	£204.00	30.04.2015	151037	NA	RECORD 24	MAINTENANCE TO AUTOMATIC DOORS AT TA
26263651	£195.00	NA	NA	NA	ASIAN ELDERLY GROUP	GRANT
26285115	£100.00	NA	NA	NA	MISS WALDRAM	REF DEP 11.07.2015
26286679	£100.00	NA	NA	NA	V.B GANATRA	REF DEP 11.07.2015
26313307	£256.30	16.07.2015	1911		JAY LINN CIRCUS ARTS	FETE 2015
TOTAL	£1,671.84					

Internet Transaction Correct following authorisation by two members

Signature

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**BRAUNSTONE TOWN COUNCIL
EXPENDITURE TRANSACTIONS - APPROVALS LIST**

ACC. NO. 1

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
109816	£846.84	NA	NA	NA	LEICESTER CHARITY LINK	TOWN MAYORS O/S BAL 2014 - SHABBIR
109817	£100.00	NA	NA	NA	REF DEP 18.07.2015	THOMAS BAINES C/O KATIE HARRIS
109818	£1.00	16.07.2015	D42722		LICENCE FEES FROM 14.08.2015 - 13.08.2016 /	APB PROPERTY CONSULTANTS
					EVERARDS / LAND AT REAR OF SHAKESPEARE PUB	
TOTAL	£947.84					

ACC NO. 2

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
100910	£43.60	NA	NA	NA	UNISON	UNISON FEES
100908	£4,774.90	NA	NA	NA	HM REVENUE & CUSTOMS	TAX & INSURANCE
100909	£3,648.67	NA	NA	NA	LEIC COUNTY COUNCIL	PENSIONS

Braunstone Town Council - PETTY CASH

MADE UP OF	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
TOTAL	£0.00					

INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
26416974	£141.67	15.07.2015	10296099		CORONA ENERGY	GAS SUPPLIED TO TA
26416941	£8.88	16.07.2015	104262	1894	HALLMARK TRACTORS	WIPER BLADES
26416918	£245.06	16.07.2015	104261	1894	HALLMARK TRACTORS	WEED KILLER / BEARING
26416870	£360.00	13.07.2015	313809		BOUGHTON	CUTTING DECK HIRE
26416824	£4.80	11.07.2015	10170492		KIRBY & WEST	SUPPLIES
26416697	£30.00	19.07.2015	Aug-15		BRAUNSTONE LIFE	ADVERTISING
26416742	£89.76	04.07.2015	14196/3647		TLM	MAINTENANCE AT TA
26443597	£83.46	29.07.2015	99905		KINGS	CASH IN TRANSIT
TOTAL	£963.63					

Internet Transaction Correct following authorisation by two members

Signature

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BRAUNSTONE TOWN COUNCIL
EXPENDITURE TRANSACTIONS - APPROVALS LIST

ACC. NO. 1						
CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
109819	£2,985.00	28.07.2015		1865	NIGEL ROBERTS	DECORATING MOSSDALE CHANGING ROOMS
109820	£49.10				BTC	PETTY CASH
109821	£475.00	03.08.2015		1901	NIGEL ROBERTS	DECORATING MOSSDALE CHANGING ROOMS / EXTRAS
109822	£200.00				REBECCA BROMWICH	REF DEP 01.08.2015 / (TEENAGE)
TOTAL	£3,709.10					

ACC NO. 2						
CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS

Braunstone Town Council - PETTY CASH

MADE UP OF	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
	£12.00	28.07.2015			NARBOROUGH SHOE REPAIRS - IK	KEY CUTS
	£10.01	14.07.2015			FUEL - PJ	UNLEADE FUEL CANS
	£25.00	2.07.2015			FUEL - PJ	UNLEADE FUEL FOR TIPPER
	£2.09	30.07.2015			CC/TA	BISCUITS FOR HIRERS
TOTAL	£49.10					

INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
26595538	£163.99	29.07.2015	7598435	1899	POST OFFICE	STAMPS
26595481	£70.00	21.07.2015	229/15		LRAC	INTRO TO VAT
26595113	£124.97	16.07.2015	57833	1844	ANCHOR	COMPLIMENT SLIPS
26595045	£289.92	22.07.2015	51/15/16		NPS NIGEL SUMMERFIELD	NEW TAPS MEDICAL ROOM. CLEANING AGENT INTO HOT WATER BOILER
26599966	£100.00				NAHEED M. FAROOQ	REF DEP 25.07.2015
26599903	£1,437.60	24.07.2015	181	1888	WATERFIELD SOLUTIONS LTD	SPRINKLERS AT S. PARK & REPAIR TO LEAK RING MAIN
26600020	£100.00				N.K ARCHER	REF DEP 26.07.2015
26685795	£150.00	28.07.2015			N. RAINER JOINERY	TAKE DOWN SUSPENDED CEILING FOR SHUTTER REPAIRS
26685598	£100.00				BANIMUK/MS P. NAVTI	REF DEP 31.07.2015
26685532	£100.00				MR. D. MAISURIA	REF DEP 02.08.2015
26685469	£100.00				MANJU PANDYA	REF DEP 31.07.2015
26685412	£100.00				MRS R. AHMED	REF DEP 01.08.2015
26685356	£80.40				HELEN GOODWIN	REF DEP 02.08.2015
26685228	£100.00				R.G TITE	REF DEP 01.08.2015
26685162	£100.00				B.BROWN	REF DEP 01.08.2015
26685084	£63.60				CHILLI CLEAN / CHADA	WINDOW CLEAN TA
26685050	£61.11				CHILLI CLEAN / CHADA	WINDOW CLEAN CC
26685004	£139.50				CROCODILE CATERING LTD	TAP ON URN AT SHAKESPEARE PARK
26684968	£163.99				POST OFFICE	STAMPS
26684898	£59.22	24.07.2015	28171	1897	VIPANS	SUPPLIES PARKS
26687043	£750.00	31.07.2015	60354034	1898	LOCAL WORLD LTD	ADVERTISING
TOTAL	£4,354.30					

Internet Transaction Correct following authorisation by two members

Signature

TWO ACCOUNT SIGNATORIES.

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BRAUNSTONE TOWN COUNCIL
EXPENDITURE TRANSACTIONS - APPROVALS LIST

ACC. NO. 1

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
109825	£100.00				MR MISTRY	REF DEP 15.08.2015
109824	£40.00				LEIC & RUTLAND WILDLIFE TRUST	MEMBERSHIP
109826	£75.54				BTC	PETTY CASH
TOTAL	£215.54					

ACC NO. 2

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
26938241	£3,648.67				L.C.C	PENSION ETC.
TOTAL	£3,648.67					

Braunstone Town Council - PETTY CASH

MADE UP OF	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
14.08.2015	£9.20				POST OFFICE	ENVELOPES
23.07.2015	£25.01				UNLEADED FUEL	TIPPER (PJ)
07.08.2015	£8.32				CABLE TIES	IAN PARKS
12.08.2015	£23.00				UNLEADED FUEL	TIPPER (PJ)
10.08.2015	£10.01				UNLEADED FUEL	FOR PEDESTRIAN MOWER
TOTAL	£75.54					

INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
	£35,000.00				BTC	WAGES & PENSION ETC MONEY
26954974	£54.40				MRS MALIDA	REF DEP 09.05.2015
26953038	£39.60	15.06.2015	70720	1869	MORGANS	LOCKS (DJ)
26948977	£128.40	7.08.2015	58/15/16	1907	NPS - NIGEL	REPAIR LEAK IN PIPE IN MENS TOILETS
26948882	£57.00	01.08.2015	40253625		L.C.C	TRADE WASTE - TIP
26948838	£47.76	24.06.2015	14186/3647		TLM	BLEED AIR FROM HOT WATER
26948757	£158.40	11.08.2015	SP15015735		ST JOHNS AMBULANCE	FETE FIRST AID
26948589	£228.00	29.07.2015	45043978		BRANDON HIRE	PORTABLE TOILET FETE
26948540	£139.20	05.08.2015	26948540		WILSON ALARM SYSTEMS	CCTV PROBLEMS
26948492	£60.00	13.08.2015	26948492		SISSONS & ALLEN	FAULTY SSO IN BAR
26947251	£1,014.00	16.08.2015	60381452	1898	LOCAL WORLD / LEIC MERCURY	JOB ADVERTISEMENTS
26971364	£100.00				CHARLENE LEADEATT	REF DEP16.08.2015
26972246	£264.00	18.08.2015	183	1904	WATERFIELD SOLUTIONS	WATER CONTROLLER AT FRANKLIN PARK BOWLS CLUB
TOTAL	£37,290.76					

Signature of EO&TC / Asst EO&TC Confirmation that Internet Transaction Correct following authorisation by two members

Signature

TO BE SIGNED BY TWO ACCOUNT SIGNATORIES.

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BRAUNSTONE TOWN COUNCIL
EXPENDITURE TRANSACTIONS - APPROVALS LIST

ACC. NO. 1

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
109828	£5,642.42				SITA UK LTD	CONTRIBUTING THIRD PARTY PAYMENT TO SITE FOR GRANT
109827	£100.00				MISS A NAGAR	REF DEP 23.08.2015
TOTAL	£5,742.42					

ACC NO. 2

CHQ NO.	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS

Braunstone Town Council - PETTY CASH

MADE UP OF	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
TOTAL	£0.00					

INTERNET ID	GROSS	INVOICE DATE	INVOICE NUMBER	P/O NUMBER	SUPPLIER	DETAILS
27140871	£2.40	22.08.2015	10176846		KIRBY & WEST	SUPPLIES AT TA
27140420	£110.00	01/09/2015	42248		BRAUNSTONE LIFE	ADVERTS
27138451	£83.46	29.08.2015	100526		KINGS	CASH TRANSIT
27140634	£309.60	07.08.2015	510144	1903	KB PACKAGING	POOP BAGS
27140569	£125.52	JUL 15 - AUG 15	10326122		CORONA	GAS TO TA
27140515	£540.00	03.08.2015	2047		IT SOLUTIONS	SERVICE & MAINTENANCE
27140462	£114.00	05.08.2015	2053	1900	IT SOLUTIONS	APC BACKUP
27182679	£100.00				LINETTE PANDYA DISILVA	REF DEP 22.08.2015
27182636	£495.00	25.06.2015	63160		SYSTON DOORS	SHUTTERS MALFUNCTION
27182605	£600.00	25.08.2015	12706		HSSP ARCHITECTS LTD	TO FEE ON ACCOUNT TENDER
27182548	£100.00				GLENN RANDALL C/O MS R CRASTON	REF DEP 22.08.2015
TOTAL	£2,579.98					

Signature of EO&TC / RESOURCES & FACILITIES MANAGER Confirmation that Internet Transaction Correct following authorisation by two members

Signature

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