

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF THE ANNUAL COUNCIL MEETING**  
**HELD AT BRAUNSTONE CIVIC CENTRE**

**16TH MAY 2019 at 8.00PM**

**PRESENT:** Councillor Sharon Betts (Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Ajmer Basra, Parminder Basra, Nick Brown, Alex Dewinter, David Di Palma, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy, Sam Maxwell, Phil Moitt, Satindra Sangha, Tracey Shepherd, Darshan Singh, Christiane Startin-Lorent, Imran Uddin and Marion Waterton.

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

There were 19 members of the public present at the meeting.

**COUNCILLOR SHARON BETTS, TOWN MAYOR, IN THE CHAIR**

**5738 Election of Town Mayor (2019/2020)**

As retiring Town Mayor, Councillor Sharon Betts called for nominations for the Office of Town Mayor for the year 2019/2020.

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

**RESOLVED** that Councillor Parminder Basra be elected Town Mayor for 2019/2020 and until her successor becomes entitled to act as Town Mayor.

Councillor Parminder Basra duly signed the formal Declaration of Acceptance of Office and was invested with the Chain of Office by her predecessor, Councillor Sharon Betts.

**COUNCILLOR PARMINDER BASRA, TOWN MAYOR, IN THE CHAIR**

Councillor Parminder Basra announced that her husband, Mr. George Basra, would be her Consort during her year as Town Mayor and that her Charity for the year would contribute to Life Links.

**5739 Vote of thanks to Retiring Town Mayor (2018/2019)**

Council considered a vote of thanks to the retiring Town Mayor (2018/2019), Councillor Sharon Betts.

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

**RESOLVED** that Councillor Sharon Betts be thanked for her service to the Town as Town Mayor and that Councillor Bill Wright be thanked for his service to the Town and support to the Town Mayor as Consort.

The Town Mayor, Councillor Parminder Basra then presented Councillor Sharon Betts with the Past Town Mayor's Medallion.

**5740 Election of Deputy Town Mayor (2019/2020)**

The Town Mayor called for nominations for the Office of Deputy Town Mayor for the year 2019/2020.

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

**RESOLVED** that Councillor Darshan Singh be elected Deputy Town Mayor for 2019/2020.

Councillor Darshan Singh duly signed the formal Declaration of Acceptance of Office and was invested with the Deputy Town Mayor's Badge of Office by the Town Mayor.

**5741 Vote of Thanks to Retiring Deputy Town Mayor and Town Councillor – Mr. Roger Berrington**

The Council considered proposing a vote of thanks to the retiring Deputy Town Mayor and Town Councillor, Mr. Roger Berrington. Since he was convalescing, unfortunately Mr. Roger Berrington was unable to attend the meeting and had sent his apologies.

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

**RESOLVED**

1. that Braunstone Town Council offers its thanks to Mr. Roger Berrington in recognition of his distinguished long service to Braunstone Town Council and the residents of Braunstone Town; and
2. that a gift and framed certificate be presented to Mr. Roger Berrington by the Town Mayor, on a mutually agreed date.

### *Reasons for Decision*

1. *Mr. Roger Berrington had first been elected as a Town Councillor in May 1991 and served until May 2011; he was then re-elected at a by-election in June 2013 and served until May 2019. Mr. Berrington also served as Town Mayor in 1997/1998 and 2004/2005.*
2. *To ensure that an official presentation was given to Mr. Berrington.*

### **5742 Councillors Declaration of Acceptance of Office**

Following the election on 2nd May 2019, in accordance with Standing Order 4.7(d), the Executive Officer & Town Clerk reported that Declarations of Acceptance of Office, for all 20 Town Councillors elected, had been duly signed and witnessed.

### **5743 Apologies**

An apology for absence was received from Councillor Bill Wright.

### **5744 Disclosures of Interest**

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

### **5745 Public Session**

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

There were 19 members of the public present at the meeting.

A local resident addressed the Council in respect of concerns about rising crime in the area; particularly theft, burglary and violence, including knife crime. The resident stated that young and vulnerable people were being groomed by drugs gangs and a local 18 year old had recently lost his life due to drug addiction. She added that often drug addiction was behind rises in other crimes such as burglary, theft and violence and called upon the Council and the police to do more to tackle crime and its causes.

Councillor Nick Brown thanked the resident for her contribution and advised that crime statistics were considered at Community Development Committee and advised the resident she was welcome to attend.

Councillor Amanda Hack requested that Citizens' Advisory Panel consider the impact of crime locally and how the police, councils and community could work together to prevent crime.

Councillor Sam Maxwell advised of the work which had been undertaken in the community, particularly tackling anti-social behaviour.

#### **5746 Minutes**

The Minutes of the meeting of Braunstone Town Council held on 21st March 2019 were circulated (item 9 on the agenda).

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

**RESOLVED** that the Minutes of the meeting of Braunstone Town Council held on 21st March 2019 be approved and signed by the Chairperson as a correct record.

#### **5747 Co-Option to Vacancy on the Council**

Council considered co-opting a member to fill the vacancy on the Council for the Winstanley Ward (item 10 on the agenda).

Ordinary elections were held for the Town Council on Thursday 2nd May 2019. In the Winstanley Ward, three candidates were nominated for four seats, therefore one seat was vacant.

Council received and considered an application from Bob Waterton of 46 Impey Close, dated 10th May, for co-option (filed with these minutes).

The candidate addressed Council explaining how he intended to serve as a Town Councillor.

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

**RESOLVED** that Bob Waterton be co-opted as a Town Councillor to fill the vacancy for Winstanley Ward.

*Reason for Decision*

*The submission provided background on Bob Waterton, who had previously served as a member of the Town Council.*

Councillor Robert Waterton duly signed the formal Declaration of Acceptance of Office and took up his place on the Council.

**5748 Standing Orders, Financial Regulations, Scheme of Delegation and Member Code of Conduct**

Council reviewed the Council's Standing Orders, Financial Regulations, Scheme of delegation and member code of conduct (item 11 on the agenda).

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

**RESOLVED**

1. that the proposed amendments to the Council's Standing Orders, as set out in the report, and attached at Appendix 1, be approved;
2. that paragraph 11.1 (b & c) of the Financial Regulations be updated to include the amendments detailed at Standing Order 6.6 (d, g & h) and as set out in the report;
3. that the reference "*that the Town Council's Community Forum representatives also serve on the Citizens' Advisory Panel*" be removed from the Terms of Reference of the Citizens' Advisory Panel;
4. that the proposed amendment to the current specific delegation 31 to the Executive Officer and Town Clerk, as set out in the Scheme of Delegation section of the report, be approved;
5. that the proposed addition (e) to Part One, General Provisions, section 3, other obligations of the Member Code of Conduct, as set out in the Member Code of Conduct section of the report, be approved; and
6. that, as a result of 1 to 5 above, delegated authority be given to the Executive Officer & Town Clerk to renumber paragraphs and update cross-references accordingly.

*Reasons for Decision*

1. *To update the Council's Standing Orders in the context of recent legislative changes and the NALC review, including legal advice, in light of recent experience and to give clarity to intended meaning and update/include references.*
2. *To update the Council's Financial Regulations following legal guidance from NALC concerning the requirements and application of the Public Contracts Regulations 2015 and Utilities Contracts Regulations 2016.*
3. *Community Forums no longer exist.*
4. *To allow the Council to respond to requests for Councillors to meet partners in a timely manner and to enable the decision to be made between committee meetings.*
5. *To ensure high standards of decision making by Councillors who hold an office and as members of a committee.*
6. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

**5749 Appointment of Leader and Deputy Leader of the Council**

Council considered the appointment of Leader of the Council and Deputy Leader of the Council for the Council Year 2019/2020.

It was proposed by Councillor Phil Moitt and seconded by Councillor Anthea Ambrose and was:

**RESOLVED** that Councillor Nick Brown be elected Leader of the Council and Councillor Amanda Hack be elected Deputy Leader of the Council for 2019/2020.

**5750 Establishment of Standing Committees, Sub-Committees and Advisory Panels**

Council considered establishing, confirming terms of reference, and making appointments to Standing Committees, Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons (item 13 on the agenda).

Appointments were circulated (filed with these minutes), which was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack.

An amendment was moved by Councillor David Di Palma and seconded by Councillor Imran Uddin that Councillor David Di Palma's name be removed from the membership of Planning & Environment Committee and adjusting the number of members to be appointed to Planning & Environment Committee to 10.

The amendment was put to the vote and was carried. The substantive motion, as amended, was then put to the vote and it was:

**RESOLVED**

1. that the following Standing Committees be established, the terms of reference approved and the members be appointed, including to the positions of Chair and Vice-Chair, as follows:

Appeals Committee (3 members)

*Responsibility for considering all staff related appeals, including disciplinary, dismissal, grievance and job evaluation.*

Cllr Amanda Hack (Chair)

Cllr Shabbir Aslam (Vice-Chair)

Cllr Irman Uddin

Community Development Committee (11 members)

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

Cllr Anthea Ambrose (Chair)  
Cllr Tracey Shepherd (Vice-Chair)  
Cllr Ajmer Basra  
Cllr Nick Brown  
Cllr Alex DeWinter  
Cllr David Di Palma  
Cllr Sam Fox-Kennedy  
Cllr Amanda Hack  
Cllr Paul Kennedy  
Cllr Sam Maxwell  
Cllr Christiane Startin-Lorent

Employing Committee (3 members)

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

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

Planning & Environment Committee (10 members, plus Heritage Warden Ex-Officio)

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

Cllr Robert Waterton (Chair)  
Cllr Bill Wright (Vice-Chair)  
Cllr Anthea Ambrose  
Cllr Sharon Betts  
Cllr Phil Moitt  
Cllr Satindra Sangha  
Cllr Darshan Singh  
Cllr Christiane Startin-Lorent  
Cllr Imran Uddin  
Cllr Marion Waterton  
Mr John Dodd (Ex-Officio)

Policy & Resources Committee (11 members)

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

Cllr Nick Brown (Chair)  
Cllr Amanda Hack (Vice-Chair)  
Cllr Anthea Ambrose  
Cllr Shabbir Aslam  
Cllr Sharon Betts  
Cllr Sam Maxwell  
Cllr Phil Moitt  
Cllr Darshan Singh  
Cllr Irman Uddin  
Cllr Robert Waterton  
Cllr Bill Wright

2. that the following Sub-Committees and Advisory Panels be established, the terms of reference approved and that the members be appointed, including to the positions of Chair and Vice-Chair, as follows:

Braunstone Town Citizens' Advisory Panel (5 members)

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

Cllr Phil Moitt (Chair)  
Cllr Nick Brown (Vice-Chair)  
Cllr Anthea Ambrose  
Cllr Tracey Shepherd  
Cllr Marion Waterton

Corporate Governance Sub Committee (4 members)

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

Cllr Nick Brown (Chair)  
Cllr Amanda Hack (Vice-Chair)  
Cllr Shabbir Aslam  
Cllr Phil Moitt

Shakespeare Park Improvement Project Sub Committee (3 members)

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

Cllr Nick Brown (Chair)  
Cllr Amanda Hack  
Cllr Sam Maxwell

*Reason for Decision*

*To enable the efficient and effective transaction of the Council's business.*



## **5751 Appointments to Outside Bodies**

Council considered appointing representatives to Outside Bodies and reviewed arrangements for reporting back (item 14 on the agenda).

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

**RESOLVED** that appointments be made to Outside Bodies, with reporting back arrangements, as follows:

- a) Braunstone Town Community Minibus (2 members)  
*To report to each Ordinary Meeting of the Council.*  
Cllr Sam Fox-Kennedy  
Cllr Paul Kennedy
- b) Braunstone West Social Centre (1 member)  
*To report to each Ordinary Meeting of the Council.*  
Cllr Phil Moitt
- c) Leicestershire & Rutland Association of Local Councils – Annual General Meeting (1 member)  
*To report to the next scheduled ordinary meeting of the Council (proposed 27th June 2019).*  
Cllr Robert Waterton

*Reason for Decision*

*To ensure appointments were made where there were requests for the Town Council to be represented and to ensure that the Council as a whole had the opportunity to receive feedback and engage with the work of outside bodies.*

## **5752 Renewal of General Power of Competence**

The Council considered the Council's eligibility for renewing the General Power of Competence (item 15 on the agenda).

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

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

*Reason for Decision*

*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.*

**5753 Annual Report**

The Council received, for consideration and adoption, the Annual Report 2018/2019 (item 16 on the agenda).

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

**RESOLVED**

1. that the Annual Report 2018/2019, attached as Appendix 1 to the report, be received and adopted; and
2. that delegated authority be given to the Executive Officer and Town Clerk to amend the financial data for the year ending 31st March 2019, in accordance with the published accounts.

*Reasons for Decision*

1. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*
2. *To enable the inclusion of the final published figures in the year end accounts.*

**5754 Schedule of Meetings**

Council received the proposed Schedule of Meetings for 2019/2020 for consideration and adoption (item 17 on the agenda).

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

**RESOLVED** that the schedule of Council and Committee Meetings for 2019/2020, as circulated as item 17 on the agenda, be approved.

*Reason for Decision*

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

## **5755 Announcements**

### a) Town Mayor

The Town Mayor, Councillor Parminder Basra, reported on her forthcoming engagements:

1. a Spring Craft Fair would be held on Saturday 18th May between 11.00am and 2.00pm at Thorpe Astley Community Centre; the Town Mayor encouraged Councillors to attend and enjoy a wide variety of crafts and gifts from many local crafters; net proceeds to be donated to the Town Mayor's chosen charity, Life Links;
2. also on Saturday at 7pm, the Vaisakhi Event at Braunstone Civic Centre;
3. Thursday 6th June at Braunstone Civic Centre Memorial Garden at 11am, the Town Mayor would be hosting a short act of remembrance to commemorate the 75th Anniversary of D-Day Landings and remember all those that lost their lives; and
4. on Monday 24th June at 2pm, the Town Mayor would be hosting a flag raising ceremony at Braunstone Civic Centre Memorial Garden for Armed Forces Day which recognises the commitment of those who serve, have served, and the families of our armed forces personnel.

### b) Leader of the Council

The Leader of the Council, Councillor Nick Brown, welcomed Councillors following the recent elections, both returning and newly elected Councillors.

### c) Executive Officer and Town Clerk

No announcements were made.

## **5756 Reports of Standing Committees: Planning & Environment Committee – 4<sup>th</sup> April 2019**

Council received the Report of the Planning & Environment Committee meeting held on 4<sup>th</sup> April 2019 (p6709 – p6713).

### Page 6712, Minute 145 – Lubbethorpe Strategic Consultative Forum

Councillor Amanda Hack requested an update on the status of the Lubbethorpe Forum. Councillor Robert Waterton responded stating that the Town Council considered the Forum useful and that Blaby District Council's reasons for ending the Forum were unsatisfactory. However, Leicester Forest East Parish Council had made an offer to host regular meetings with local parishes concerning Lubbethorpe and more details were awaited.

It was moved by Councillor Robert Waterton and

**RESOLVED** that the Report be adopted.

**5757 Reports of Standing Committees: Community Development Committee – 4<sup>th</sup> April 2019**

Council received the Report of the Community Development Committee meeting held on 4<sup>th</sup> April 2019 (p6714 – p6718).

Page 6715, Minute 86 – Speed Sign Data

Councillor Amanda Hack noted the recent Community Speed Watch initiative in Thorpe Astley and was pleased that it would be undertaken again in September. She added that it was important to raise awareness of the dangers of speeding in residential areas.

It was moved by Councillor Anthea Ambrose and

**RESOLVED** that the Report be adopted.

**5758 Reports of Standing Committees: Policy & Resources Committee – 11<sup>th</sup> April 2019**

Council received the Report of the Policy & Resources Committee meeting held on 11<sup>th</sup> April 2019 (p6719 – p6724).

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**5759 Sealing of Documents**

There were no documents for sealing.

**5760 County and District Councillor Reports**

a) Leicestershire County Council

Councillor Louise Richardson, as County Councillor for Enderby and Lubbethorpe Division, reported on the cross party agreement for a Climate Change Emergency. This would result in the County Council reviewing all its policies and aiming to become carbon neutral by 2030.

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on a potential joint motion to address air quality, following on from the adoption of the Climate Change Emergency.

b) Blaby District Council

Councillor Sam Maxwell, as District Councillor for Ravenhurst and Fosse Ward, reported on the recent annual meeting of the District Council, which appointed Councillor Phil Moitt as Vice-Chair.

**5761 Outside Body Reports**

a) Braunstone Town Community Minibus

Councillor Sam Fox-Kennedy reported on the work of the Committee, unfortunately they had lost a member due to family commitments, however, a new member had been appointed. Currently, the Group were also seeking to recruit more drivers.

b) Braunstone West Social Centre

Councillor Phil Moitt reported on the recent meeting of the Committee and added that the Community Centre was being run well. Mr. Roger Berrington's contributions would be missed since he had recently retired after many years' service to the Centre.

c) Leicestershire and Rutland Association of Local Councils (Blaby Group)

Councillor Robert Waterton advised that he would be attending the forthcoming Annual General Meeting and was willing also to continue to attend the informal Blaby area meetings.

d) School Governors

Councillor Nick Brown advised that Millfield Academy had retained its Good rating following a recent Ofsted inspection. Sats tests were also being held next week.

Councillor Imran Uddin reported that he had been appointed as a governor at Winstanley School.

The meeting closed at 9.40pm.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

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.