

**BRAUNSTONE TOWN COUNCIL**

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

**10<sup>TH</sup> MAY 2018 at 8.00PM**

**PRESENT:** Councillor Bill Wright (Town Mayor), Councillor Parminder Basra (Deputy Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Ajmer Basra, Sharon Betts, Nick Brown, David Di Palma, Amanda Hack, Paul Kennedy, Sam Maxwell, Phil Moitt, Gary Sanders, Darshan Singh and Robert Waterton.

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

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

**COUNCILLOR BILL WRIGHT, TOWN MAYOR, IN THE CHAIR**

**5637 Election of Town Mayor (2018/2019)**

As retiring Town Mayor, Councillor Bill Wright called for nominations for the Office of Town Mayor for the year 2018/2019 (item 1 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Parminder Basra and was:

**RESOLVED** that Councillor Sharon Betts be elected Town Mayor for 2018/2019 and until her successor becomes entitled to act as Town Mayor.

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

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

Councillor Sharon Betts announced that Councillor Bill Wright would be her Consort during her year as Town Mayor and that her Charity for the year would contribute to Woodside Animal Centre, RSPCA Leicestershire Branch. A representative from the organisation addressed Council setting out their work.

**5638 Vote of thanks to Retiring Town Mayor (2017/2018)**

Council considered a vote of thanks to the retiring Town Mayor (2017/2018), Councillor Bill Wright (item 2 on the agenda).

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

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

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

**5639 Election of Deputy Town Mayor (2018/2019)**

The Town Mayor called for nominations for the Office of Deputy Town Mayor for the year 2018/2019 (item 3 on the agenda).

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

**RESOLVED** that Councillor Roger Berrington be elected Deputy Town Mayor for 2018/2019.

Since Councillor Berrington had sent his apologies to the meeting, it was proposed by Councillor Amanda Hack and seconded by Councillor Nick Brown and was:

**RESOLVED** that the Declaration of Acceptance of Office for Deputy Town Mayor be signed by Councillor Roger Berrington on a date prior to the next Council meeting as agreed with the Executive Officer & Town Clerk.

**5640 Apologies**

Apologies for absence were received from Councillors Roger Berrington, Alex Dewinter, Sam Fox-Kennedy, Berneta Layne and Tracey Shepherd.

**5641 Disclosures of Interest**

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

**5642 Minutes**

The Minutes of the Meeting held on 22<sup>nd</sup> March 2018 were circulated (item 6 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 22<sup>nd</sup> March 2018 be approved and signed by the Chairperson as a correct record.

**5643 Co-Option to Vacancy on the Council**

Council considered expressions of interest in order to co-opt to fill a vacancy on the Council for Town Councillor for the Ravenhurst & Fosse Ward (item 7 on the agenda).

Four applications had been received in the following order:

1. Sohan Singh Johal, 19 Woodcote Road, received 16th February 2018;
2. Kelvin Gunn, lives in vicinity of Braunstone Civic Centre, received 20th February 2018;
3. Sandra Pollock, 26 Bramble Way, received 24th March 2018; and
4. Dr Satindra Sangha, 31 Murby Way, received 12th April 2018.

In attendance at the meeting were:

- Sohan Singh Johal,
- Sandra Pollock, and
- Dr Satindra Sangha.

Each of the three candidates in attendance addressed Council explaining how they intended to serve as a Town Councillor and answered questions from members of the Council. All candidates agreed to leave the room while other candidates addressed the Council and the merits of the applications were considered.

Since there were more applicants than vacancies, the Town Mayor called for a secret ballot to take place. Having counted the 15 votes cast, the Town Mayor declared that Dr Satindra Sangha had received a majority of the votes cast and therefore, it was proposed by Councillor Nick Brown and seconded by Councillor Ajmer Basra and was:

**RESOLVED** that Dr Satindra Sangha be co-opted as a Town Councillor to fill the vacancy for Ravenhurst & Fosse Ward.

*Reason for Decision*

*The submission provided background on Dr Satindra Sangha, who had set out how she would serve as a member of the Town Council and the Council considered her suitable to serve as a Town Councillor.*

Councillor Sangha duly signed the formal Declaration of Acceptance of Office and took up her place on the Council.

#### **5644 Standing Orders and Financial Regulations**

Council received a report setting out proposed revisions to Standing Orders, Financial Regulations and the scheme of delegation (item 8 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 Standing Orders 4.7 and 4.8 in respect of Public Participation at Council meetings, as set out in the report, be approved;
2. that the proposed new Standing Order 4.9, Co-option to Vacancies on the Council, be adopted as set out in the report;
3. that the Proposed New Delegations under "Community Centre, Open

- Spaces and Parks, All Property and Premises” as set out in the report, be approved;
4. that the proposed amendment to the current specific delegation 22 to the Executive Officer and Town Clerk, as set out in the report, be approved; and
  5. that, as a result of 2 and 3 above, delegated authority be given to the Executive Officer & Town Clerk to renumber subsequent paragraphs of the Standing Orders and Scheme of Delegation (including the paragraph referred to in 4 above) and update cross-references accordingly.

#### *Reasons for Decision*

1. *To enable members of the public to make representations on items included on the agenda prior to consideration by the Council.*
2. *To enable the convention adopted by the Council when considering expressions of interest for Co-option to be formalised in order that the process continued to be fair and transparent.*
3. *To enable the Town Council to respond to residents’ requests in a timely manner, avoiding any undue delay which could result in the opportunity being missed.*
4. *To enable insurance and loss claims to be pursued by the Council’s Insurance company in a timely manner, avoiding any unnecessary challenge or delay.*
5. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

#### **5645 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 2018/2019 (item 9 on the agenda).

It was proposed by Councillor Robert Waterton and seconded by Councillor Phil Moitt 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 2018/2019.

#### **5646 Establishment of Standing Committees, Sub-Committees and Advisory Panels**

Council established, confirmed terms of reference, and made appointments to Standing Committees, Sub-Committees and Advisory Panels, including making appointments of Chairpersons and Vice-Chairpersons (item 10 on the agenda).

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

## RESOLVED

1. that the following Standing Committees be established, with terms of reference in accordance with the Scheme of Delegated Powers of Committees, and the members be appointed, including to the positions of Chairperson and Vice-Chairperson, 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 Robert Waterton (Vice-Chair)  
Cllr Berneta Layne

### COMMUNITY DEVELOPMENT COMMITTEE (11 Members)

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

### 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 1 Ex-Officio Member)

Cllr Robert Waterton (Chair)  
Cllr Bill Wright (Vice-Chair)  
Cllr Anthea Ambrose  
Cllr Parminder Basra  
Cllr Roger Berrington  
Cllr David Di Palma  
Cllr Berneta Layne  
Cllr Phil Moitt  
Cllr Satindra Sangha  
Cllr Darshan Singh  
*Mr John Dodd (Ex-Officio)*

POLICY & RESOURCES COMMITTEE (11 Members)

Cllr Nick Brown (Chair)  
Cllr Amanda Hack (Vice-Chair)  
Cllr Anthea Ambrose  
Cllr Shabbir Aslam  
Cllr Parminder Basra  
Cllr Sam Maxwell  
Cllr Phil Moitt  
Cllr Gary Sanders  
Cllr Darshan Singh  
Cllr Robert Waterton  
Cllr Bill Wright

(N.B. The Town Mayor is an Ex-Officio Member of each Standing Committee)

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

BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL (5 Members plus members of the public)

*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 Robert Waterton

CORPORATE GOVERNANCE SUB-COMMITTEE (sub-committee of Policy & Resources Committee) (4 Members)

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

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

SHAKESPEARE PARK IMPROVEMENT PROJECT SUB COMMITTEE (sub-committee of Policy & Resources Committee) (3 Members)

*To determine matters, which require decision between meetings of Policy & Resources Committee, concerning 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.*

**5647 Appointments to Outside Bodies**

Council considered appointments to Outside Bodies (item 11 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 as follows:

- a) Braunstone Town Community Minibus (2 members)  
Cllr Sam Fox-Kennedy  
Cllr Paul Kennedy
- b) Braunstone West Social Centre (1 member)  
Cllr Phil Moitt
- c) Leicestershire and Rutland Association of Local Councils – Blaby Branch (2 members)  
Cllr Nick Brown  
Cllr Robert Waterton
- d) Lubbesthorpe Strategic Consultative Board (3 representatives)  
Appointments being attached to the following roles:
  - i. Chair of Planning & Environment Committee (Cllr Robert Waterton)
  - ii. Member of Planning & Environment Committee (Cllr David Di Palma)
  - iii. Executive Officer & Town Clerk (Darren Tilley)

*Reason for Decision*

*To ensure appointments were made where there were requests for the Town Council to be represented.*

**5648 Annual Report**

Council received the Annual Report (2017/2018) for consideration and adoption (item 12 on the agenda).

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

**RESOLVED**

1. that the Annual Report 2017/2018, 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 2018, 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.*

**5649 Schedule of Meetings**

Council received the proposed Schedule of Meetings for 2018/2019 for consideration and adoption (item 13 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 2018/2019, as circulated as item 13 on the agenda, be approved.

*Reason for Decision*

*To enable the Town Council to undertake its business and meet its statutory obligations, to schedule the Annual Towns Meeting and Annual Council Meetings following the Local Elections.*

**5650 Announcements**

a) Town Mayor

The Town Mayor, Councillor Sharon Betts, reported on her forthcoming mayoral engagements as follows:

1. Vaisakhi Event, Saturday 12th May at the Civic Centre;
2. Spring Craft Fair, Saturday 19th May between 11.00am – 2.00pm at Thorpe Astley Community Centre. The Town Mayor invited Councillors to support the event and enjoy a wide variety of crafts and gifts from local crafters. Net proceeds to be donated to the Town Mayor's chosen charity, Woodside Animal Centre, RSPCA Leicestershire Branch.

b) Leader of the Council

No announcements were made.

c) Executive Officer and Town Clerk

No announcements were made.



## **5651 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 6 members of the public present at the meeting for this item.

## **5652 Reports of Standing Committees: Planning & Environment Committee – 12<sup>th</sup> April 2018**

Council received the Report of the Plans & Environment Committee Meeting held on 12<sup>th</sup> April 2018 (p6449 – p6457).

### Page 6453, Minute 148 – Planning Applications and Licensing Applications

In respect of Planning Application 17/1683/FUL, 37 Narborough Road South. Councillor Bill Wright advised that County Highways had objected to the scheme with road safety concerns about the access being too close to the traffic calming build out, presenting safety concerns for highway users.

In respect of the same application, Councillor Robert Waterton noted that the Committee had drawn to the Planning Authority's attention that there was a separate application around the corner at 1 Cleveleys Avenue and urged them when determining the application to give consideration to the cumulative impact on parking and road safety.

### Page 6455, Minute 149 – Additional Planning and Licensing Applications

In respect of Planning Application 17/1614/FUL, 518 Braunstone Lane. Councillor Amanda Hack stated that the plans had been amended on more than one occasion; however, it was difficult to see how the front curtilage could accommodate eight vehicles, as shown in the plans; however, County Highways had not raised any concern over the parking proposal.

It was moved by Councillor Robert Waterton and

**RESOLVED** that the Report be adopted.

## **5653 Reports of Standing Committees: Community Development Committee – 12<sup>th</sup> April 2018**

Council received the Report of the Community Development Committee Meeting held on 12<sup>th</sup> April 2018 (p6458 – p6462).

It was moved by Councillor Anthea Ambrose and

**RESOLVED** that the Report be adopted.

**5654 Reports of Standing Committees: Policy & Resources Committee – 26<sup>th</sup> April 2018**

Council received the Report of the Policy & Resources Committee Meeting held on 26<sup>th</sup> April 2018 (p6463 – p6470).

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**5655 Sealing of Documents**

There were no documents for sealing.

**5656 Outside Body Reports**

a) County Councillors

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

- i. street lighting options were being reviewed to identify places where part-night lights could be turned back on and dimmed, with some lights which stay on also being dimmed in order to provide more effective lighting within budgets;
- ii. Councillor Hack continued to be a member of Health Scrutiny and had been appointed Labour spokesperson for Health; welcome progress had been made with accessing GP services with the opening of the facility at Thorpe Astley; however, there were capacity issues at the main local hospitals due to vacancies, in some wards around 50% of positions were vacant; and
- iii. crime was affecting some individuals and work was being undertaken to find localised CCTV solutions.

b) District Councillors

Councillor Sam Maxwell reported on the following matters:

- i. a seminar was held concerning Affordable Homes, the under provision of which was a national as well as a district issue, the seminar also covered issues relating to homelessness and the changes to Universal Credit; and
- ii. the new recycling and refuse service would be implemented in July, therefore residents who are eligible now need to get orders in for larger sized bins.

c) Braunstone West Social Centre

There was no further update given.

d) Braunstone Town Community Minibus

Councillor Paul Kennedy advised that the next Committee meeting was due to be held on Tuesday 15<sup>th</sup> May 2018.

e) Leicestershire Neighbourhood Watch Steering Group

Councillor Bill Wright advised residents to be cautious of scams, particularly internet scams and visitors reporting to be from an organisation such as the Royal Mail.

f) Leicestershire and Rutland Association of Local Councils – Blaby Branch

Councillor Robert Waterton advised that the next meeting was due to be held on 30th May 2018 in Glen Parva.

g) Lubbesthorpe Strategic Consultative Board

Councillor Robert Waterton reported on the following matters:

- i. there were currently 116 occupations and 43 exchanged but yet to be occupied; the current occupation rate was between 15 and 18 houses per month;
- ii. the first Primary School was due to be open by September 2019;
- iii. 13 affordable homes were due to be provided by June, with further completions due December/January;
- iv. it was confirmed that there was no indication that the requirement to pay £250 annual management fee was affecting occupations and in 4 years a residents trust would be formed to set the management fee;
- v. no one had attended from County Highways but it was confirmed that highway improvements to Meridian Way would be considered after 300 occupations, despite the bridge over the M1 opening earlier and was now the route for construction vehicles; and
- vi. a residents' consultation had taken place concerning traffic calming for Maytree Drive and Barry Drive in Kirby Muxloe, any improvements would be financed from Lubbesthorpe Section 106, although there were currently confirmation nor timescales for any work.

h) School Governors

There was no further update given.

**5657 Termination of Meeting**

The meeting closed at 9.45pm.

**NOTE:**

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

EQUALITIES ACT 2010

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

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

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

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

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

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