

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF THE COUNCIL MEETING**  
**HELD USING ZOOM VIDEO AND WEB CONFERENCING SOFTWARE**

**13TH MAY 2021 at 8.00PM**

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

**Officer in Attendance:** Darren Tilley, Executive Officer & Town Clerk, Kim Cusack, Personal Assistant & Administrative Officer and Lydia Assi, Resources & Facilities Manager.

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

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

**5923 Election of Town Mayor**

As retiring Town Mayor, Councillor Parminder Basra called for nominations for the Office of Town Mayor for the year 2021/2022.

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

**RESOLVED** that Councillor Darshan Singh be elected Town Mayor for 2021/2022.

Councillor Darshan Singh duly signed the formal Declaration of Acceptance of Office and was invested with the Chain of Office by his predecessor, Councillor Parminder Basra.

**COUNCILLOR DARSHAN SINGH, TOWN MAYOR, IN THE CHAIR**

Councillor Darshan Singh announced that Councillor Sohan Johal, would be his Consort during his year as Town Mayor and that his Charity for the year would contribute to Macmillan Cancer Support.

**5924 Vote of thanks to Retiring Town Mayor**

Council considered a vote of thanks to the retiring Town Mayor, Councillor Parminder Basra.

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

**RESOLVED** that Councillor Parminder Basra be thanked for her service to the Town as Town Mayor and that George Basra be thanked for his service to the Town and support to the Town Mayor as Consort.

The Town Mayor, Councillor Darshan Singh then presented Councillor Parminder Basra with her Past Town Mayor's Medallion.

#### **5925 Election of Deputy Town Mayor**

The Town Mayor called for nominations for the Office of Deputy Town Mayor for the year 2021/2022.

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

**RESOLVED** that Councillor Satindra Sangha be elected Deputy Town Mayor for 2021/2022.

Councillor Satindra Sangha 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.

#### **5926 Apologies**

Apologies for absence were received from Councillors Ajmer Basra, Dipen Nathwani and Marion Waterton.

#### **5927 Disclosures of Interest**

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

#### **5928 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.

#### **5929 Minutes**

The Minutes of the meeting of Braunstone Town Council held on 25th March 2021 were circulated (item 7 on the agenda).

It was proposed by the Town Mayor and seconded by Councillor Nick Brown that the Minutes of the meeting of Braunstone Town Council held on 25th March 2021 be approved and signed by the Chairperson as a correct record.

An amendment was proposed by Councillor Robert Waterton and seconded by Councillor Parminder Basra that the first paragraph of Minute 5915 be amended to read “Planning & Environment Committee” instead of “Complaints Appeal Sub-Committee”.

Upon being put to the vote, the amendment was carried.

Therefore the substantive motion, as amended, was put to the vote and it was:

**RESOLVED** that the Minutes of the meeting of Braunstone Town Council held on 25th March 2021 be approved and signed by the Chairperson as a correct record; subject to the first paragraph of Minute 5915 be amended to read “Planning & Environment Committee” instead of “Complaints Appeal Sub-Committee”.

**5930 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 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 the Council’s Standing Orders, as set out in the report, be approved;
2. that the *Fixed term Amendments to Financial Regulations*, attached at Appendix 1 and adopted by the Council on 25th June 2020, be incorporated into the Financial Regulations, as set out in the relevant section of the report and as amended;
3. that that the proposed amendments to the Council’s Financial Regulations, as set out in the report, be approved;
4. that that the proposed amendments to the Council’s Scheme of Delegation, as set out in the report, be approved;
5. that the proposed new Braunstone Town Council Councillor Code of Conduct, attached at Appendix 2, be adopted to replace the Council’s current Members’ Code of Conduct; 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 give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.*
2. *The processes set out have several advantages for remote working, efficiency and payments in a world where less people were using cash.*
3. *To accommodate provisions identified by the internal audit and to update references to reflect current policy.*
4. *To recognise the importance of education establishments in achieving the*

*Council's Objectives in relation to Young People.*

5. *The new Councillor Code of Conduct was based on the new LGA Model Councillor Code of Conduct; it would be clearer and more robust in areas which were the subject of recent internal disputes and addressed matters identified in the recommendations of an independent investigator into the internal disputes.*
6. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

#### **5931 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 2021/2022.

It was proposed by Councillor Anthea Ambrose 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 2021/2022.

#### **5932 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 10 on the agenda).

The proposed appointments were circulated (filed with these minutes), which was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and 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 appeals provided for under the Council's Policy & Procedures, including staffing appeals (dismissal, grievance, job evaluation) and complaints appeals.*

Cllr Amanda Hack (Chair)

Cllr Shabbir Aslam (Vice-Chair)

Cllr Leanne Lee

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 Sam Fox-Kennedy  
Cllr Amanda Hack  
Cllr Paul Kennedy  
Cllr Becca Lunn-Scoppie  
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 Parminder Basra (Vice-Chair)  
Cllr Anthea Ambrose  
Cllr Sohan Johal  
Cllr Phil Moitt  
Cllr Dipen Nathwani  
Cllr Satindra Sangha  
Cllr Leanne Lee  
Cllr Christiane Startin-Lorent  
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 Leanne Lee  
Cllr Sam Maxwell  
Cllr Phil Moitt  
Cllr Satindra Sangha  
Cllr Tracey Shepherd  
Cllr Sohan Johal  
Cllr Robert Waterton

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 Parminder Basra  
Cllr Becca Lunn Scoppie  
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 Anthea Ambrose  
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.*

**5933 Appointments to Outside Bodies**

Council considered appointing representatives to Outside Bodies and reviewed arrangements for reporting back (item 11 on the agenda).

The proposed appointments were circulated (filed with these minutes), which 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 the Community Development Committee.  
Cllr Sam Fox-Kennedy  
Cllr Paul Kennedy
- b) Braunstone West Social Centre (1 member)  
To report to the Community Development Committee.  
Cllr Phil Moitt
- c) Leicestershire & Rutland Association of Local Councils – Annual General Meeting (1 member)  
To report to the Policy & Resources Committee.  
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 Councillors had the opportunity to receive feedback and engage with the work of outside bodies.*

#### **5934 Annual Report**

The Council received, for consideration and adoption, the Annual Report 2019/2021 (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 2019/2021, attached as Appendix 1 to the report, be received and adopted; and
2. that the Annual Report be circulated to local residents by the most effective means.

*Reasons for Decision*

1. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*
2. *Ideally the Annual Report would be published in the Braunstone Life; however, a hard copy was not currently being circulated; in this situation, an alternative way of circulating the Annual Report to residents needed to be identified.*

## **5935 Schedule of Meetings**

Council received the proposed Schedule of Meetings for 2020/2021 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**

1. that the schedule of Council and Committee Meetings for 2020/2021, as circulated as item 13 on the agenda, be approved; and
2. that options to revise the schedule be submitted to a future meeting of Policy & Resources Committee for consideration and, if any changes are proposed, recommendation to Council for adoption.

#### *Reasons for Decision*

1. *To enable the Town Council to undertake its business and meet its statutory obligations.*
2. *To avoid Planning & Environment Committee meetings overrunning into Community Development Committee meetings.*

## **5936 Announcements**

### a) Town Mayor

The Town Mayor, Councillor Darshan Singh, made the following announcements:

- (a) Braunstone Town Fete will be held on 7<sup>th</sup> August on Mossdale Meadows; and
- (b) the Town Mayor was looking forward to events happening in the Library during the coming year.

### b) Leader of the Council

The Leader of the Council, Councillor Nick Brown made the following announcements:

- (a) congratulations to Councillor Amanda Hack and Councillor Louise Richardson on being re-elected to Leicestershire County Council; and
- (b) with the end of on-line attendance at meetings, meetings over the coming months were likely to be held socially distanced; the Leader was not sure when meetings could return to normal in the Fosse Room; however, the situation would be monitored and consultation would be held with Councillors and Officers before a final decision was made.

### c) Executive Officer and Town Clerk

No announcements were made.

**5937 Reports of Standing Committees: Extraordinary Policy & Resources Committee – 8th April 2021**

Council received the Report of the Extraordinary Policy & Resources Committee meeting held on 8<sup>th</sup> April 2021 (p7158 – p7159).

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**5938 Reports of Standing Committees: Planning & Environment Committee – 15th April 2021**

Council received the Report of the Planning & Environment Committee meeting held on 15th April 2021 (p760 – p7166).

Page 7165 & 7166, Minute 212 – Lubbesthorpe

Councillor Robert Waterton asked that the Lubbesthorpe Parishes Group be referred to as the Lubbesthorpe Progress Meeting.

It was moved by Councillor Robert Waterton and

**RESOLVED** that the Report be adopted.

**5939 Reports of Standing Committees: Community Development Committee – 15th April 2021**

Council received the Report of the meeting of Community Development Committee held on 15th April 2021 (p7167– p7173).

Page 7169, Minute 133 – Speed Sign Data

Councillor Anthea Ambrose recognised the point that Councillor Robert Waterton raised concerning there being an overlap between the responsibilities of the Planning & Environment Committee in terms of highway safety and the Community Development Committee in terms of monitoring speeding. Councillor Anthea Ambrose agreed it would be good to ensure effective communications between both Committees.

It was moved by Councillor Anthea Ambrose and

**RESOLVED** that the Report be adopted.

**5940 Reports of Standing Committees: Policy & Resources Committee – 22nd April 2021**

Council received the Report of the Policy & Resources Committee meeting held on 22nd April 2021 (p7174– p7183).

Councillor Christiane Startin-Lorent sought clarification on how to obtain a copy of the report and it was confirmed that this was upon request.

It was moved by Councillor Nick Brown and

**RESOLVED** that the Report be adopted.

**5941 Motions on Notice**

No Motions on Notice had been submitted.

**5942 Sealing of Documents**

There were no documents for sealing.

**5943 County and District Councillor Reports**

a) Leicestershire County Council

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

- (a) due to the elections, no meetings had taken place;
- (b) Councillor Hack had been working with Councillor Louise Richardson concerning on ongoing traffic problems at McDonalds, Meridian; and
- (c) Councillor Hack thanked everyone for all their support, and added she was looking forward to the next 4 years as a County Councillor.

Councillor Louise Richardson, as County Councillor for Enderby and Lubbethorpe Division, congratulated Councillor Darshan Singh on becoming Town Mayor. Councillor Richardson spoke about speeding issues on the bridge between Thorpe Astley and New Lubbethorpe and added that if there was any information from speed watch, she would be happy to raise the concerns at the County Council.

b) Blaby District Council

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

- (a) the Annual Meeting of the District Council was yet to take place, once the meeting had taken place she would report back;
- (b) Councillor Maxwell congratulated officers at Blaby District Council for their hard work on Covid mitigation measures so that face to face meetings could happen safely; and
- (c) when the Annual Meeting takes place, Councillor Phil Moitt is due to be nominated Chair and he will be the first black Chairman of the District.

## 5944 Outside Body Reports

a) Braunstone Town Community Minibus

Councillor Paul Kennedy reported that there had been no meetings due to the Covid-19 pandemic, and that the Committee was in the process of looking at appointing a new chair and also a driver.

b) Braunstone West Social Centre

Councillor Phil Moitt reported that no meetings were taking place at the moment.

c) Leicestershire and Rutland Association of Local Councils

Councillor Robert Waterton advised that there was nothing to report.

d) School Governors

Councillor Leanne Lee reported:

- (a) Residents had raised concerns about increased litter on Woodcote Road and Lubbesthorpe Road, hopefully a bin would be installed soon;
- (b) Life Mat – involved in lateral testing trial, should reduce time for isolation;
- (c) Winstanley School recently had a Stephen Lawrence day which was featured on local news;
- (d) Tags for all staff; and
- (e) Winstanley School was due to be involved in a microcosm's trial.

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: \_\_\_\_\_

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