

## **BRAUNSTONE TOWN COUNCIL**

### **MINUTES OF THE COUNCIL MEETING**

**18TH MAY 2023 at 8.00PM**

**PRESENT:** Councillor Satindra Sangha (Town Mayor), Councillor Tracey Shepherd (Deputy Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Sevim Aslan, Nick Brown, Andrew Evans, Richard Forrest, Sam Fox-Kennedy, Paul Kennedy, Leanne Lee, Rebecca Lunn-Scoppie, Sam Maxwell, Gary Sanders, Darshan Singh, Christian Startin-Lorent, Imran Uddin, Marion Waterton, Robert Waterton and Mark Widdop.

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk, Pauline Snow, Deputy Chief Executive & Community Services Manager and Debbie Almey, Personal Assistant & Administrative Officer.

There were 13 members of the public present at the meeting.

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

##### **6115 Election of Town Mayor**

As retiring Town Mayor, Councillor Satindra Sangha called for nominations for the Office of Town Mayor for the year 2023/2024.

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that Councillor Tracey Shepherd be elected Town Mayor for 2023/2024.

Councillor Tracey Shepherd duly signed the formal Declaration of Acceptance of Office and was invested with the Chain of Office by her predecessor, Councillor Satindra Sangha.

#### **COUNCILLOR TRACEY SHEPHERD, TOWN MAYOR, IN THE CHAIR**

Councillor Tracey Shepherd announced that her mum, Pauline Shepherd, would be her Consort during her year as Town Mayor. The theme for her charity for the year would be tackling loneliness and raising money for initiatives to support this. One example was Chatty Café's and representative, Abigail Murray from the organisation, addressed Council setting out their work.

##### **6116 Vote of thanks to Retiring Town Mayor**

Council considered a vote of thanks to the retiring Town Mayor, Councillor Satindra Sangha.

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that Councillor Satindra Sangha be thanked for her service to the Town as Town Mayor and that her son, Daniel, be thanked for his service to the Town and support to the Town Mayor as Consort.

The Town Mayor, Councillor Tracey Shepherd then presented Councillor Satindra Sangha with her Past Town Mayor's Medallion.

**6117 Order of Business**

The Council considered a motion in accordance with Standing Order 4.15d to alter the order of business. It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that the following changes to the order of the agenda be approved:

1. item 13, Co-Option to Vacancies on the Council, be considered following item 8 on the agenda, minutes; and
2. item 3, Election of Deputy Mayor, be considered as the next item after Co-Option to Vacancies on the Council.

*Reason for Decision*

*To enable the Council to consider appointment of Deputy Mayor, Committees and Outside Bodies, having determined Co-option to the remaining vacancies on the Council.*

**6118 Apologies**

Apologies for absence were received from Councillor Alex Dewinter.

**6119 Disclosures of Interest**

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

**6120 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 13 members of the public present at the meeting.

**6121 Minutes**

The Minutes of the meeting of Braunstone Town Council held on 23<sup>rd</sup> March 2023 were circulated (item 8 on the agenda).

It was proposed by the Town Mayor (Councillor Tracy Shepherd) and seconded by Councillor Nick Brown and was

**RESOLVED** that the Minutes of the meeting of Braunstone Town Council held on 23<sup>rd</sup> March 2023 be approved and signed by the Chairperson as a correct record.

#### **6122 Co-option to Vacancies on the Council**

Council considered expressions of interest and to co-opt members to fill the vacancies on the Council; one vacancy for the Millfield Ward and one vacancy for the Ravenhurst Ward (item 13 on the agenda).

Two applications had been received in the following order and more information enclosed in a Supplementary Report (filed with these minutes)

1. Paul Kennedy for the Millfield Ward, dated 11<sup>th</sup> May 2023 (Appendix1), and
2. Christiane Startin-Lorent, dated 12<sup>th</sup> May 2023 (Appendix 2).

In attendance at the meeting were:

- Paul Kennedy, and
- Christiane Startin-Lorent.

A procedural motion was moved by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that Standing Orders 4.9 (b) to (g) be suspended when considering this item which the Council were permitted to do under Standing Order 1.2a.

*Reason for Decision*

*There were two applicants and two vacancies and both candidates were former Councillors who served in the last term of the Council.*

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that Paul Kennedy be co-opted to fill the vacancy in Millfield Ward and Christian Startin-Lorent be co-opted to fill the vacancy in Ravenhurst Ward.

*Reason for Decision*

*The submissions provided background on Paul Kennedy and Christian Startin-Lorent, who had set out how they would serve as members of the Town Council and the Council considered them suitable to serve as a Town Councillors.*

Paul Kennedy and Christian Startin-Lorent duly signed the formal Declarations of Acceptance of Office and took up their seats on the Council.

#### **6123 Election of Deputy Town Mayor**

The Town Mayor called for nominations for the Office of Deputy Town Mayor for the year 2023/2024.

It was proposed by Councillor Anthea Ambrose and seconded by Councillor Nick Brown and was

**RESOLVED** that Councillor Paul Kennedy be elected Deputy Town Mayor for 2023/2024.

Councillor Paul Kennedy 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.

**6124 Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct**

Council reviewed the Council's Standing Orders, Financial Regulations, Scheme of delegation and Councillor Code of Conduct (item 9 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED**

1. that the proposed amendments to the Council's Standing Orders, as set out in the report, be approved;
2. that that the proposed amendments to the Council's Financial Regulations, as set out in the report, be approved;
3. that the proposed amendments to the Council's Scheme of Delegation, as set out in the report, be approved; and
4. that, as a result of 1 to 3 above, delegated authority be given to the Chief Executive & 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. *To align delegated spending amounts for clarity and consistency and to accommodate provisions identified by the internal audit.*
3. *To give clarity to intended meaning, respond to exceptional circumstances, align delegated spending amounts for clarity and consistency and provide for routine and operational agreements to be made.*
4. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

**6125 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 2023/2024.

It was proposed by Councillor Robert Waterton and seconded by Councillor Gary Sanders and was

**RESOLVED** that Councillor Nick Brown be elected Leader of the Council and Councillor Anthea Ambrose be elected Deputy Leader of the Council for 2023/2024.

## **6126 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 11 on the agenda).

The proposed appointments were circulated (filed with these minutes), which was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose 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 (disciplinary, dismissal, grievance, job evaluation) and complaints appeals.*

Cllr Shabbir Aslam (Chair)  
Cllr Gary Sanders (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 Becca Lunn Scoppie (Vice-Chair)  
Cllr Sevim Aslan  
Cllr Nick Brown  
Cllr Alex DeWinter  
Cllr Andy Evans  
Cllr Richard Forrest  
Cllr Sam Fox-Kennedy  
Cllr Paul Kennedy  
Cllr Christiane Startin-Lorent  
Cllr Marion Waterton  
Cllr Mark Widdop

#### Employing Committee (3 members)

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

Cllr Nick Brown (Chair)  
Cllr Anthea Ambrose (Vice-Chair)  
Cllr Sam Maxwell

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

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

Cllr Robert Waterton (Chair)  
Cllr Sam Maxwell (Vice-Chair)  
Cllr Anthea Ambrose  
Cllr Richard Forrest  
Cllr Leanne Lee  
Cllr Satindra Sangha  
Cllr Gary Sanders  
Cllr Darshan Singh  
Cllr Imran Uddin  
Cllr Marion Waterton  
Cllr Mark Widdop

Policy & Resources Committee (11 members)

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

Cllr Nick Brown (Chair)  
Cllr Anthea Ambrose (Vice-Chair)  
Cllr Shabbir Aslam  
Cllr Andy Evans  
Cllr Leanne Lee  
Cllr Becca Lunn Scoppie  
Cllr Sam Maxwell  
Cllr Gary Sanders  
Cllr Christiane Startin-Lorent  
Cllr Imran Uddin  
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:

Citizens' Advisory Panel (5 members)

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

Cllr Imran Uddin (Chair)  
Cllr Leanne Lee (Vice-Chair)  
Cllr Sam Fox-Kennedy  
Cllr Satindra Sangha  
Cllr Darshan Singh

Corporate Governance Sub Committee (4 members)

*Responsibility for detailed oversight of the Council's Financial, Corporate Governance and Risk Arrangements, including Audit to undertake an annual review of automatic payments under Financial Regulations 6.6 to 6.8.*

Cllr Nick Brown (Chair)  
Cllr Anthea Ambrose (Vice-Chair)  
Cllr Andy Evans  
Cllr Imran Uddin

*Reason for Decision*

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

## 6127 Appointments to Outside Bodies

Council considered appointing representatives to Outside Bodies and reviewed arrangements for reporting back (item 12 on the agenda).

The proposed appointments were circulated (filed with these minutes), which was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

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

- a) Braunstone West Social Centre (1 member)  
To report to the Community Development Committee.  
Cllr Becca Lunn Scoppie
  
- b) Leicestershire & Rutland Association of Local Councils – Annual General Meeting (1 member)  
  
To report to the Policy & Resources Committee.  
Cllr Robert Waterton
  
- c) Shakespeare Parks Sports Pavilion Management Association (2 members)  
  
To report to the Policy & Resources Committee.  
Cllr Sam Fox-Kennedy  
Cllr Sam Maxwell

*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.*

## 6128 Renewal of General Power of Competence

Council considered the Council's eligibility for renewing the General Power of Competence (item 14 on the agenda).

It was moved by Councillor Nick Brown and seconded by Councillor Anthea Ambrose 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.*

#### **6129 Annual Report 2023**

The Council received, for consideration and adoption, the Annual Report 2023 (item 15 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose, and was

**RESOLVED** that the Annual Report 2023, attached as Appendix 1 to the report, be received and adopted.

*Reason for Decision*

*To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*

#### **6130 Schedule of Meetings**

Council received the proposed Schedule of Meetings for 2023/2024 for consideration and adoption (item 16 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

**RESOLVED** that the schedule of Council and Committee Meetings for 2023/2024, as circulated as item 16 on the agenda, be approved.

*Reason for Decision*

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

#### **6131 Announcements**

##### a) Town Mayor

The Town Mayor, Councillor Tracey Shepherd, made the following announcements:

- (a) that her first engagement would be the Vaisakhi Celebration on 20<sup>th</sup> May at Braunstone Civic Centre;
- (b) on the 1<sup>st</sup> July 2023 the Town Mayor will also be opening the first Thorpe Astley on the Beach event at Thorpe Astley Community Centre;
- (c) that she would be visiting the Friday Social group at Shakespeare Pavilion and the Coffee morning in the Braunstone Community Library in the coming weeks to encourage the setting up of Chatty Café's.

##### b) Leader of the Council



Councillor Nick Brown welcomed four new Town Council members and two former Councillors to the Council following the recent elections.

The Leader announced that a successful grant application in the sum of £45,000 had been awarded by the National Lottery and therefore the refurbishment of the Shakespeare playground could now go ahead.

The Leader also advised that work to the Walking and Cycling route through Meridian Leisure would be completed by the summer allowing access from Braunstone Town to Thorpe Astley for cycling and walking.

c) Chief Executive and Town Clerk

The Chief Executive and Town Clerk congratulated the new Town Mayor and Deputy Town Mayor on their appointments.

**6132 Reports of Standing Committees: Community Development Committee – 30<sup>th</sup> March 2023**

Council received the Report of the Community Development Committee meeting held on 30<sup>th</sup> March 2023 (p7662 – 7671).

Page 7664, Minute 92 – Community Safety and Neighbourhood Policing Update

Councillor Anthea Ambrose advised that it had been resolved to send a letter to the Police Crime Commissioner to express concern of the Town Council regarding the ongoing issue with parking on pavements in the Town and the lack of Beat Team member consistency.

It was moved by Councillor Anthea Ambrose and

**RESOLVED** that the Report be adopted.

**6133 Reports of Standing Committees: Planning & Environment Committee – 20<sup>th</sup> April 2023**

Council received the Report of the Planning & Environment Committee meeting held on 20<sup>th</sup> April 2022 (p7672 – p7681).

It was moved by Councillor Bob Waterton and

**RESOLVED** that the Report be adopted.

**6134 Reports of Standing Committees: Appeals Committee – 24<sup>th</sup> April 2023**

Council received the Report of the meeting of the Appeals Committee held on 24<sup>th</sup> April 2023 (p7682– p7683).

It was moved by Councillor Shabbir Aslam and

**RESOLVED** that the report by adopted.

**6135 Reports of Standing Committees: Policy & Resources Committee – 27<sup>th</sup> April 2023**

Council received the Report of the meeting of Policy & Resources Committee on 27<sup>th</sup> April 2023 (p7684– p7694).

**Page 7690, Minute 117 – Proposed Management Committee and Pitch Arrangements**

Councillor Nick Brown advised that the licence for the Management Committee to manage Shakespeare Park Pavilion had now been signed and would come into effect as from 1<sup>st</sup> June 2023. From this date the Management Committee would be able to hire out the pavilion to the public. It had been agreed that bookings for events at the pavilion would be undertaken by the Customer service staff at Braunstone Civic Centre using the booking system already in use.

It was moved by Councillor Nick Brown and

**RESOLVED** that the report be adopted.

**6136 Sealing of Documents**

The Council had issued a Licence Agreement to the Shakespeare Park Sports Pavilion Management Association to occupy and manage the Sports Pavilion from 1<sup>st</sup> June 2023 for 10 years. Two copies of the Licence had been signed by representatives of the Association and were ready for signing and sealing by the Council.

It was moved by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and

**RESOLVED** that the Council's Common Seal be applied to the two copies of the document by Chief Executive and Town Clerk and witnessed by the Town Mayor and Leader of the Council.

*Reason*

*To enable the Clubs to form a Management Association and to take over the operational management of the Shakespeare Park Sports Pavilion for a 10 year period.*

**6137 County and District Councillor Reports**

a) Leicestershire County Council

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

- a) it was noted that representatives from the County Council had attended a meeting at Westminster to secure further funding for the County Council that was currently £91million in deficit;

- b) concern was raised for the lack of funds to support Special Educational needs; and
- c) concern was raised that the communication mast to be sited on Kingsway had been approved by the Secretary of State.

b) Blaby District Council

Councillor Nick Brown, as District Councillor for Millfield Ward, reported on the following matters:

- a) Recent local elections had changed the political make up of the District Council and welcomed new Town Councillors that had been elected as District Councillors.

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.

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled 29<sup>th</sup> June 2023.*

SIGNED .....

DATE .....