

**MINUTES OF THE PARISH LIAISON MEETING, MOIRA VILLAGE HALL, MOIRA
WEDNESDAY 27 FEBRUARY 2019, 5pm – 7pm**

Attendance

Attendees

Karen Edwards, Ashby de la Zouch Town Council, Clerk, Packington Parish Council, Clerk
Eddie Shephard, Ashby Woulds Town Council, Councillor
Nicola Burbidge Mullen, Belton Parish Council, Councillor, Chairman
Sam Lockwood, Breedon on the Hill Parish Council, Clerk
Colin Burton, Castle Donington Parish Council, Councillor
Fiona Palmer, Castle Donington Parish Council, Clerk
Bob Sizer, Castle Donington Parish Council, Councillor
Alison Wright, Heather Parish Council, Chairman
Russell Johnson, Hugglescote and Donington le Heath Parish Council, Chairman
Steve Palmer, Hugglescote and Donington le Heath Parish Council, Councillor
Simon Weaver, Hugglescote and Donington le Heath Parish Council, Clerk
Gill Simkiss, Lockington cum Hemington Parish, Clerk
Colin Manifold, Measham Parish Council, Chairman
Dawn Roach, Measham Parish Council, Clerk
Paul Bailey, Normanton le Heath Parish Meeting, Chairman
Lindsay Swinfield, Appleby Magna Parish Council, Clerk, Oakthorpe Donisthorpe and Acresford Parish Council, Clerk
Debbie Warren, Oakthorpe Donisthorpe and Acresford Parish Council, Councillor
Martin Buczkiewicz, Osgathorpe Parish Council, Chairman
Sheila Lunn, Ravenstone Parish Council, Chairman
George Norley, Ravenstone Parish Council, Councillor, Ellistown and Battleflat Parish Council, Councillor
Mike Allen, Snarestone Parish Council, Clerk
Annie Callingham, Swepstone Parish Council, Clerk
Cathy Tibbles, Whitwick Parish Council, Clerk
Ray Woodward, Whitwick Parish Council, Chairman

Presenters

Mel Long, NWLDC, Democratic Services Team Manager
Louise Scott, NWLDC, Electoral Services Officer
Sam Hancock, Leicestershire Police, Cyber Protect Officer (SH)
Ian Nelson, NWLDC, Planning Policy Team Manager (IN)

Officers

Daphne Robinson, NWLDC, Community Focus Officer (Ashby, Measham and Moira Area)
Emma Trahearn, NWLDC, Community Focus Team Leader
Ian Webster, NWLDC, Enforcement Officer
Paul Sanders, NWLDC, Head of Community Services
Amy Bennett, NWLDC, Stronger and Safer Communities Support Officer

Apologies

Andrea Robinson, Ashby Woulds Town Council, Clerk
Brian Duncombe, Charley Parish Council, Clerk, Swannington Parish Council, Clerk
Andrew Hogsden, Coleorton Parish Council, Clerk
Michael Specht, Coleorton Parish Council, Chairman
Steve Pettitt, Heather Parish Council, Councillor
Jan Shepherd, Heather Parish Council, Clerk
Alain Skelding, Normanton le Heath Parish Meeting, Clerk
Helen Foster, Swannington Parish Council, Councillor

| Detail | |
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| 1 | <p>WELCOME AND INTRODUCTION</p> <ul style="list-style-type: none"> Paul Sanders, Head of Community Services, welcomed everyone to the meeting and briefed on the current stance with the EU Exit. The plans for the local resilience forum was mentioned and although it is predicted that delays on roads will not be expected, it will be monitored. It has been suggested that parishes should nominate someone for the district to be able to share any information. |
| 2 | <p>PLANNING UPDATE – Ian Nelson, Planning Policy Team Manager, NWLDC</p> <p>The Strategic Growth Plan is a high level plan prepared by all of the Leicestershire authorities. It was signed off by each authority at the end of 2018 and will now be used to inform each authority's future Local Plans.</p> <p>The Local Plan was adopted in November 2017. NWLDC has started a review and has had three consultations, the last one finishing in early January 2019. The responses are being assessed and will be considered by the Council's Local Plan Committee later in the year. A key issue to be addressed is the amount of housing to be provided for. However, there is some uncertainty on this at the movement. A retail capacity study and an existing employment land study have been completed.</p> <p>Neighbourhood Plans - In November, the first Neighbourhood Plan in the district was supported at referendum (Ashby de la Zouch). The Ellistown and Battleflat Neighbourhood Plan is currently in examination whilst Neighbourhood Plans are being prepared for Hugglescote and Donington le Heath and Blackfordby. Swannington has also been designated as a Neighbourhood Plan area.</p> |
| 3 | <p>ELECTIONS AND VOTER ID –Mel Long, Democratic Services Team Manager, NWLDC and Louise Scott, Electoral Services Officer, NWLDC</p> <p>The ID Pilot is being run on behalf of Cabinet Office and North West Leicestershire (NLW) one of eleven participating in the pilot.</p> <p>There has in the past, been allegations of electoral fraud. Therefore, it was suggested that before a vote is cast individuals should prove their identity to ensure that people are not voting on their behalf. Five local authorities took part in pilots last year, however it was not felt that these were a wide enough sample of different demographics so a wider range of pilots are being held this year.</p> <p>The pilot will help to shape what form of voter ID will be used in the future and everyone will know what to do from the beginning. Democratic Services are doing road shows and using social media to publicise the pilot.</p> <p>The process involves every elector taking their polling card to the polling station as proof of their ID. If they lose or forget their poll card they can apply for a replacement or alternatively use a different form of ID from a prescribed list, such as a driving license or passport. The prescribed list of what ID is acceptable can be found on the NWLDC website.</p> <p>Breedon/Long Whatton & Diseworth PC queried if it is still possible for someone to claim to be another person. ML responded that the Presiding Officer will ask for confirmation of name and address; if an individual lies, this is classed as electoral fraud. Once an individual confirms their identity, the person will get marked on a register and the form of ID presented will be monitored. This will be fed back to the cabinet to form part of the analysis.</p> <p>Other models are being piloted in other areas such as photo ID only or polling cards with technology. Some areas will run a mixed ID so a photo ID and two other forms will be required.</p> <p>The model chosen will be rolled out in the next scheduled parliamentary election in 2022. This pilot will help NWL shape its use for the future.</p> |

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| | <p>Osgathorpe PC asked if this would affect the postal vote. ML assured this would have no effect.</p> <p>Nomination Process</p> <p>People may start to submit their nominations from Friday 22 March. Candidates must hand deliver their completed nomination papers however someone else can do it on behalf of if they wish. The forms must be taken to Mel Long and should not be left at the reception of the Council Offices. Democratic Services will be running an appointment system to give due attention for Democratic Services to deal with. The time and date will be stamped at time of receipt so all are processed in order.</p> <p>If the forms are invalid, MB and LS will contact candidates to give time to correct. The last time nominations can be received will be 4pm on Wednesday 3 April and legally cannot be accepted after that time.</p> <p>If there are more nominations than seats then an election will be held. If there are less nominations than seats, then these parishes will be uncontested. No nominations will result in no parish council so can not function. Results will be published on the NWLDC website.</p> <p>Paper Pack</p> <ul style="list-style-type: none"> • Set of guidance for candidate on yellow paper which must be read. • Sheet with the street index for each Parish Ward. If candidate is in a Warded Parish, signatures must be received from the ward that they are standing. Sheet also states where the polling stations are located. • Expense form for candidate which must be completed whether elected or contested within 28 days otherwise an offence will have been committed. This is the responsibility of the candidate not the Clerk. • FAQ form. • Process and local arrangement form including information on when nominations need to be in and when closed. • A checklist. <p>Applications can be obtained from either the Clerk or Louise Scott. Please ensure the electoral number is correct. The register is re-published every year in December.</p> <p>New legislation has been introduced to allow a candidate to omit their home address if they wish to by completing part 1 and part 2 of the Home Address form (1B). If they are happy for their home address to appear they only need to complete part 1 of form 1B</p> <p>The Home Address form must be countersigned by a witness and this witness must be the same as the person who countersigned the Consent to Nomination form.</p> <p>Nomination forms are open to public inspection. Withdrawal will be by 4pm on Wednesday 3 April.</p> <p>Parishes are must hold a meeting within so many days of the election.</p> | |
| 4 | <p>HOW SAFE IS YOUR DATA? – Sam Hancock, Cyber Protect Officer, Leicestershire Police</p> <p>Devices and Passwords</p> <ul style="list-style-type: none"> • Ensure that all operative devices such as PC's, smart phones and tablets are supported with antivirus software. • Make sure you use different passwords for every account you make. | |

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| | <ul style="list-style-type: none"> • <i>Notify me</i> is a service that allows visitors to subscribe to notifications about future breaches. Once signed up, you will receive an email message any time your personal information is found in a new data breach. The link for this is www.haveibeenpwned.com. • Do not use public Wi-Fi unless this is secure or your mobile data is encrypted. • Do not trust Caller ID as spoof numbers can be used. <p>GDPR</p> <ul style="list-style-type: none"> • Ensure contacts are blind copied (bcc) into emails so their email addresses are not shared. • Always use professional email address if business related. <p>Social Media</p> <ul style="list-style-type: none"> • Be cautious of what information you share on social media such as personal information. Make sure on your individual account on Facebook that your friend setting hides your friends as this can put them at risk. • Take care when responding to posts on all social media platforms as this can have repercussions on reputation. • Screenshot any form of malicious content for evidence and if you are the admin, remove the comment and write 'comment removed for inappropriate content'. • If any malicious content about organisation or person is on social media, flag the admin to address it. If the admin is causing the issue then screenshot the evidence. If it is illegal then report the content. <p>Contact Sam Hancock if you require additional information or training at samantha.hancock@leicestershire.pnn.police.uk.</p> | |
| 5 | COMPLETION OF THE MEETING QUESTIONNAIRES | |
| 6 | NETWORKING OPPORTUNITY – Ian Webster, Enforcement Officer, NWLDC | |
| 7 | <p>FUTURE AGENDA ITEM AND DATES OF FUTURE MEETINGS</p> <p>Suggested Future Agenda Items:</p> <ul style="list-style-type: none"> • Civic Protocols - death of a senior figure (requested by Whitwick PC) <p>Future Parish Liaison Dates:</p> <ul style="list-style-type: none"> • Wednesday 5 June 2019 • Wednesday 4 December 2019 <p>Other Dates:</p> <ul style="list-style-type: none"> • Parish Fair –It has been proposed for September. TBC • Clerk meeting – TBC | |