

Meeting: **PARISH LIAISON MEETING**

Time/Day/Date: 6.30pm on MONDAY, 20 SEPTEMBER 2009

Location: Board Room, Council Offices, Coalville.

Officer to contact: Sabrina Newton (01530 454507)

## **A G E N D A**

### **Item**

**1. APOLOGIES FOR ABSENCE**

**2. INTRODUCTIONS**

**3. MINUTES**

To approve the minutes of the meeting held on 15 September 2009.

**4. MATTERS ARISING FROM THE MINUTES**

**5. CENSUS 2011**

Verbal report on the date of the 10 year Census.

**6. CREATION OF PARISHES**

Report of the Democratic Services Manager attached.

**7. PROSPECTIVE COUNCILLOR EVENT**

Report of the Democratic Services Manager attached.

**8. PARISH ELECTIONS 2011**

Verbal report introducing an item for the next meeting on the nomination process.

**9. QUESTIONS AND ANSWERS ON MONITORING OFFICER ISSUES**

**10. DATE OF NEXT MEETING**

To agree a date for the next meeting.

Circulated to:-

- All Town/Parish Clerks
- Elizabeth Warhurst, Monitoring Officer
- Jane Cotton, Deputy Monitoring Officer
- Melanie Phillips, Democratic Services Manager
- Louise Beeston, Senior Electoral Services Officer
- Sabrina Newton, Legal Practice & Parish Liaison Officer
- Sue Haslett, Head of Place Shaping

If you are not able to attend this meeting, please forward your apologies for absence to Sabrina Newton on 01530 454507 or [sabrina.newton@nwleicestershire.gov.uk](mailto:sabrina.newton@nwleicestershire.gov.uk)

**MINUTES OF THE PARISH LIAISON MEETING**  
**Thursday 25<sup>th</sup> September 2008**

Present: Dawn Roach, Clerk to Measham Parish Council  
 Lesley Pendleton, Clerk to Kegworth Parish Council,  
 Alan Young, Clerk to Ibstock Parish Council  
 Fiona Palmer, Clerk to Castle Donington Parish Council  
 Jan Shepherd, Clerk to Heather Parish Council

Officers: Elizabeth Warhurst, Head of Legal and Democratic Services/Monitoring Officer (EW), Jane Cotton, Legal Services Manager/Deputy Monitoring Officer (JC), Melanie Phillips, Democratic Services Manager (MP), Louise Beeston, Senior Electoral Services Officer and Sabrina Newton, Legal Practice & Member Development Officer/Parish Liaison Officer (SN).

Apologies: Andrea Robinson, Clerk to Ashby Woulds Town Council  
 Doug Maas, Clerk to Long Whatton and Diseworth Parish Council  
 Sara Cowin, Clerk to Coleorton, Ravenstone and Worthington Parish Councils  
 Ellie Brothwell, Clerk to Packington Parish Council  
 Brian Duncombe, Clerk to Swannington and Charley Parish Councils  
 Karen Stirk, Clerk to Appleby Magna Parish Council

Minute No.	Detail	Responsible Officer, Action & Time Line
1.	<p><b>INTRODUCTIONS</b></p> <p>EW thanked everyone for attending the meeting and introduced the officers and speakers.</p>	
2.	<p><b>MINUTES</b></p> <p>AGREED: That the minutes be approved as a correct record.</p>	
3.	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p><b>a) Notifications on Licensing Applications</b>          Jan Shepherd thanked JC for dealing with the licensing issue. This had been followed up by a phone call from Emma McHugh and the parish council was now being notified of when applications were available to view online.</p> <p><b>b) Planning Training</b>          In response to a query SN stated that training had been scheduled for 1,8 and 14 July 2009. The first session had been cancelled due to lack of take-up. The other two sessions had been well received and the next sessions were due to take place during November/December. Further information would be sent direct by the Planning Department.</p> <p>Fiona Palmer kindly offered the use of the Spital Park facility, at Castle Donington, free of charge.</p> <p><b>c) Quality Parish Status</b></p> <p>It was queried if and how the district council worked differently with parishes which had achieved 'Quality Status'. In particular it was queried if there were any proposals for devolving services to those parishes.</p>	



7.	<b>QUESTIONS AND ANSWERS ON MONITORING OFFICER ISSUES</b> No questions were raised.	
8.	<b>DATE OF NEXT MEETING</b> It was agreed that the next meeting be held in 6 months time, in March 2010, date to be confirmed.	<b>SN</b>

The meeting closed at 8.55pm.

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**PARISH LIAISON MEETING  
MONDAY 20<sup>TH</sup> SEPTEMBER 2010**

**Creation of Parishes**

**Background**

On 30<sup>th</sup> June and 1<sup>st</sup> July 2009, the Council received petitions requesting that community governance reviews be carried out with a view to establishing the parishes of Whitwick and Hugglescote & Donington le Heath. The petitions were signed by the requisite number of local government electors for the area, as required by Section 80(3) of the Local Government and Public Involvement in Health Act 2007 and have been confirmed to be a valid petitions. Therefore, the Council must undertake Community Governance Reviews in accordance with Section 83(2) of the Local Government and Public Involvement in Health Act.

**Process**

On 22<sup>nd</sup> September 2009, Council approved the Terms of Reference for the reviews and these were subsequently published. Council also approved the establishment of a Working Party for each parish. Between 23<sup>rd</sup> September and 30<sup>th</sup> November 2009, an extensive consultation process was undertaken. A leaflet explaining the proposals and how to make representation was sent to every property and business for the area under review. Outside bodies and stakeholders who appeared to have an interest in the review were also contacted and given the opportunity to make representation. On 16<sup>th</sup> November 2009, the Working Parties met to discuss the issues which had been raised to date and asked the Democratic Services Manager to formulate some draft recommendations based on the discussions.

On 7<sup>th</sup> and 10<sup>th</sup> December 2009, the Working Parties met to consider the draft recommendations and these were subsequently approved by Council on 26<sup>th</sup> January 2010. The recommendations were sent out for consultation between 1<sup>st</sup> February and 31<sup>st</sup> March 2010 and notices appeared in the local press and on the Council's website. The outcome of the consultation process was reported to meetings of the Creating Parishes Working Parties held on 13<sup>th</sup> and 14<sup>th</sup> April 2010.

The re-organisations orders were approved by Council on 11<sup>th</sup> May 2010.

**Summary of Re-organisation Orders**

Both Orders come into effect on 1<sup>st</sup> April 2011 and a summary of what each contains is set out below:-

**WHITWICK**

- That a Parish Council be created in Whitwick
- That the boundary of the Parish Council be as proposed in the petition.
- That the new name of the new Parish Council be Whitwick Parish Council.
- That the council size for the Parish Council be 11 parish councillors.
- That the parish of Whitwick not be warded.

**HUGGLESCOTE AND DONINGTON LE HEATH**

- That a Parish Council be created in Hugglescote and Donington le Heath
- That the boundary of the Parish Council be as proposed in the petition.
- That the new name of the new Parish Council be Hugglescote and Donington le Heath Parish Council.
- That the council size for the Parish Council be 9 parish councillors.
- That the parish of Hugglescote and Donington le Heath not be warded.

**Recommendation**

That the contents of the report be noted.

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**AGENDA ITEM 7.  
PARISH LIAISON MEETING  
MONDAY 20<sup>TH</sup> SEPTEMBER 2010**

**Prospective Councillor Event**

**Background**

The district and parish elections are due to be held on 5<sup>th</sup> May 2011. A referendum on electoral reform may also be held on 5<sup>th</sup> May 2011.

Legislation is expected later this year which may defer the parish council elections for three weeks to 26<sup>th</sup> May 2011. There are currently 23 parish councils, only 4 of which had contested seats during the elections in 2007.

There were also 2 parish councils who did not have a sufficient number of nominations even to co-opt and these had to be re-advertised until a quorum was reached.

Two new parishes have since been created and these come into effect on 1<sup>st</sup> April 2011.

**Reasons for an event**

- In order to demonstrate local democracy, we need to try and encourage more local people to stand for election to ensure as many as possible of the parish seats are contested.
- During the meetings of the 'creating parishes working groups', Democratic Services gave an undertaking that they would assist in encouraging local people to stand for election for the two newly created parish councils.
- It is considered that this should be extended to include all the parishes in the district to encourage more people to stand and to give an insight to those who have already decided to stand into the role of the councillor.

**Aims of the event**

- To encourage more local people to stand for election during the district and parish elections.
- To give an insight into the role of a councillor to those wishing to stand as a candidate
- To see an increase in the number of contested seats thus reducing the number of co-opted parish councillors.
- This will be a strictly non political event and, whilst it will be acknowledged that most district councillor nominations come via political groups, it is down to the individual to look into this. We will be making no recommendations and councillors in attendance will be encouraged to not use this as a recruitment platform.

**Suggested Date, Publicity and Format for Event**

The Prospective Councillor Event is to be held in Coalville on Thursday 27<sup>th</sup> January with a further event being held in Kegworth on Thursday 3<sup>rd</sup> February 2011 to cater for the north of the district.

A notice will be placed in Vision in November and again in January advising of the events. Flyers will also be sent to all parish councils for publication on their notice boards and details will also be sent to all local libraries and community centres. Copies will also be sent to Stephenson college to target some of those students approaching 18 as well as the political parties. Details will also be placed on the Council's website.

The draft agenda is as follows:-

- Registration and tea/coffee
- Welcome by the Chief Executive
- Ice Breaker [An interactive and fun element aimed at identifying what the public perceives as being the required attributes of a councillor]
- Overview of a District Councillor's responsibilities
- Overview of a Parish Councillor's responsibilities
- Talk by the Leader or Deputy Leader on why he decided to be a councillor
- Talk by dual-hatted Councillor on what they get out of being a parish and a district councillor
- Brief summary of the Code of Conduct
- Brief summary of the nominations and election process
- Questions
- Close

Around the room there will be leaflet stands and information sheets which can be taken away. These will include FAQ sheets setting out details relating to allowances, duties, support etc.

Democratic Services staff will also make themselves available after each event to answer any specific questions.

### **Recommendations**

1. That the contents of the report be noted.
2. That all parish clerks communicate this to their respective parish council meetings and assist, when requested, with any associated publicity.