

Meeting: **PARISH LIAISON MEETING**

Time/Day/Date: 6.00pm on TUESDAY, 1 MARCH 2011

Location: Board Room, Council Offices, Coalville.

Officer to contact: Michelle Terry (01530 454787)

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

### **Item**

**1. APOLOGIES FOR ABSENCE**

**2. INTRODUCTIONS**

**3. MINUTES**

... To approve the minutes of the meeting held on 20 September 2010.

**4. MATTERS ARISING FROM THE MINUTES**

**5. PREPARATION FOR THE FORTHCOMING PARISH ELECTIONS INCLUDING THE NOMINATIONS PROCESS**

Nomination packs will be available for collection at this meeting.

**6. FILLING PARISH COUNCIL VACANCIES AND CO-OPTING COUNCILLORS**

For discussion.

**7. STANDARDS BOARD – PARISH REPRESENTATIVES**

Verbal report of the Democratic and Support Services Team Manager.

**8. ACCEPTANCE OF OFFICE/CODE OF CONDUCT/REGISTER OF INTEREST FORMS**

Verbal report of the Democratic and Support Services Team Manager.

**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
- Dave Gill, Deputy Monitoring Officer
- Melanie Phillips, Democratic Services Manager
- Louise Beeston, Senior Electoral Services Officer
- Sue Haslett, Head of Planning and Engagement

If you are not able to attend this meeting, please forward your apologies for absence to Michelle Terry on 01530 454787 or [michelle.terry@nwleicestershire.gov.uk](mailto:michelle.terry@nwleicestershire.gov.uk)

**MINUTES OF THE PARISH LIAISON MEETING  
Monday 20<sup>th</sup> September 2010**

Present: Dawn Roach, Clerk to Measham Parish Council  
 Lesley Pendleton, Clerk to Kegworth Parish Council,  
 Andrea Robinson, Clerk to Ashby Woulds Town Council  
 Doug Maas, Clerk to Long Whatton and Diseworth Parish Council  
 Ann Marshall, Clerk to Packington Parish Council  
 Jan Shepherd, Clerk to Heather Parish Council  
 Lisa Clarke, Clerk to Osgathorpe Parish Council  
 Paul Pugsley, Chair of Swepstone Parish Council  
 Nicola Land, Clerk to Ellistown and Battleflat Parish Council  
 Carole Bramley, Chair of Worthington Parish Council  
 John Betteridge, Chair of the Standards Committee  
 Sylvia Williams, Standards Committee (Independent Member)  
 Lavinia Mann, Standards Committee (Parish Representative)  
 Maureen Havers, Standards Committee (Parish Representative)

Officers: Melanie Phillips, Democratic Services Manager (MP), Louise Beeston, Senior Electoral Services Officer & Sabrina Newton, Legal Practice & Parish Liaison Officer (SN).

Apologies: Alan Young, Clerk to Ibstock Parish Council  
 Fiona Palmer, Clerk to Castle Donington Parish Council  
 Sara Cowin, Clerk to Coleorton, Ravenstone and Worthington Parish Councils  
 Brian Duncombe, Clerk to Swannington and Charley Parish Councils  
 Elizabeth Warhurst, Head of Legal and Democratic Services/Monitoring Officer  
 Jane Cotton, Legal Services Manager/Deputy Monitoring Officer

| Minute No. | Detail  | Action     |
|------------|---|------------|
| 1.         | <p><b>INTRODUCTIONS</b></p> <p>MP thanked everyone for attending the meeting and asked that everyone introduced themselves.</p>   |            |
| 2.         | <p><b>MINUTES</b></p> <p>It was noted that the year needed to be changed from 2008 to 2009.</p> <p>AGREED: That, subject to the above amendment, the minutes be approved as a correct record.</p>   | SN         |
| 3.         | <p><b>MATTERS ARISING FROM THE MINUTES</b></p> <p>There were no matter arising from the minutes.</p>  |            |
| 4.         | <p><b>CENSUS 2011</b></p> <p>MP gave a brief introduction to the Census 2011 and explained that this would be the biggest census yet and that there were rumours that this would be the last. It was due to be conducted on 27 March 2011.</p> <p>Recruitment by the Office of National Statistics (ONS) for the various roles required had commenced and regional managers had been appointed to coordinate the data capture. The Elections team were assisting the Regional Manager as much as possible but had made it clear that they would be taking a back seat because of the local elections which were due in 2011.</p> <p>ONS had requested that Parish Clerks assist with publicising the census and all details had been passed through to ONS by the elections team. Clerks were asked to keep the team updated with any changes to contact details.</p> | <b>ALL</b> |

|           |  |           |
|-----------|--|-----------|
|           | <p>Clerks asked that timescales be forwarded to them so that they could plan notices into their parish newsletters etc. MP agreed to pass on information about timescales to the Regional Manager.</p>   | <b>MP</b> |
| <b>5.</b> | <p><b>CREATION OF PARISHES</b></p> <p>MP introduced her report giving an overview of the process that had been carried out as a result of receiving 2 petitions from the public and that this had resulted in the creation of 2 re-organisation orders. The Orders would come into effect from 1 April 2011. The creation of 2 new parishes for Whitwick and Hugglescote and Donington-le-Heath would bring the total number of parish councils to 25 and the total number of parish councillors to 195 within the district.</p>   |           |
| <b>6.</b> | <p><b>PROSPECTIVE COUNCILLOR EVENT</b></p> <p>LB introduced the report explaining that, at the last local elections, there had only been 4 out of 23 parishes that had been contested and 2 didn't have enough nominees to form a quorum to co-opt so the process had to be carried out again.</p> <p>The District Council had therefore decided to hold an event to show people what being a councillor was all about and wanted to invite the clerks to attend the event to give the benefit of their experience to interested people. LRALC would also be there. There would be 2 sessions of the event, one in Coalville and one in Kegworth.</p> <p>It was asked that clerks help to promote the event within their parishes. Articles would be placed in the Vision Magazine and posters would be sent out to the clerks for display on local notice boards etc.</p>   |           |
| <b>7.</b> | <p><b>PARISH ELECTIONS 2011</b></p> <p>MP explained that this was an introductory item to prepare for the next meeting as she wanted to run through the nomination process with clerks in the form of a workshop at the next meeting.</p> <p>It was likely that there would be a referendum held next May and it was possible that legislation would be enacted to postpone the Parish elections. More information on this would be sent to clerks as and when announcements came from the government.</p> <p>It was explained that the Council had to be extremely careful in what staff told prospective candidates regarding the nomination paper and it was felt that it would be useful to share this information with clerks, particular for those who were relatively new and had never been involved in a parish election before.</p> <p>It was hoped that the notice of election would be published around 21 March 2011.</p> <p>In response to a query SN reminded clerks that forms such as the register of interests and the acceptance of office were available to download on the district council's website from "The Clerk's Office" page.</p> |           |
| <b>8.</b> | <p><b>QUESTIONS AND ANSWERS ON MONITORING OFFICER ISSUES</b></p> <p>MP highlighted that there were changes coming to the Standards Regime and how code of conduct issues were to be dealt with. Some options had been floated about nationally eg the possibility of 'electoral recall' where an area could submit a petition to call a referendum. Nothing had been decided as yet and more information would be circulated as soon as it became available.</p>   |           |
| <b>9.</b> | <p><b>DATE OF NEXT MEETING</b></p> <p>It was agreed that a date should be fixed in late Feb/early March, avoiding the half term and Thursdays.</p>   | <b>SN</b> |

The meeting closed at 6.57pm.