# MINUTES OF THE CLERKS MEETING

# Wednesday 3October 2018, 5pm – 7pm

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| **Attendance** |
| **Attendees**Annie Callingham, Swepstone Parish Council Brian Duncombe, Charley Parish Council and Swannington Parish CouncilKaren Edwards, Packington Parish CouncilJack Fargher, Ashby de la Zouch Town Council Andrew Hogsden, Coleorton Parish Council Nicola Land, Ibstock Parish Council and Worthington Parish CouncilFiona Palmer, Castle Donington Parish Council Dawn Roach, Measham Parish Council Andrea Robinson, Ashby Woulds Town Council Vicky Roe, Kegworth Parish Council Jan Shepherd, Heather Parish Council Alain Skelding, Normanton le Heath Village Meeting Lindsay Swinfield, Appleby Magna Parish Council and Oakthorpe, Donisthorpe & Acresford Parish CouncilCathy Tibbles, Whitwick Parish CouncilKaren Turrell, Ellistown and Battleflat Parish Council Simon Weaver, Hugglescote and Donington le Heath Parish Council Samantha Lockwood, Long Whatton & Diseworth Parish Council and Breedon Parish Council Gill Simkiss, Lockington cum Hemington Parish Council **Presenters**Bev Smith, North West Leicestershire District Council (NWLDC), Chief Executive (BS)Paul Sanders, NWLDC, Head of Community Services (PS)**Officers**Emma Trahearn, NWLDC, Community Focus Team Leader (ET) |
|  | **Detail** |  |
| **1** | **WELCOME – Paul Sanders** PS welcomed the clerks to the meeting of clerks, which he understood has not happened before and was pleased to see nearly all the town/parish councils/meetings in attendance. Before handing over to BS, PS made a few announcements;* Congratulations to Dawn Roach, Measham Parish Council Clerk who has recently celebrated 20 years working for Measham Parish Council.
* Congratulations Fiona Palmer, Castle Donington Parish Council Clerk for the newly built Community Hub at Castle Donington which she project managed.
* Congratulations to Jack Fargher, Ashby de la Zouch Town Council Clerk for being shortlisted for 3 categories at Leicestershire Promotions 2018 Tourism and Hospitality Awards (Best Shopping Experience, The Favourite Festival/Event & Best Town or Village).
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| **2** | **UNITARY – Bev Smith**BS provided some headline information for clerks on the district councils status on unitary and what the district council are doing:* Districts and Borough Councils were not aware of the decision Leicestershire County Council (LCC) took regarding unitary until it was publicly announced and has had no engagement in the process to date
* NWLDC are working with the other district and borough councils
* LCC will be taking a report to Cabinet 16 October outlining timeline for engagement on the unitary proposal following their initial report in July signalling unitary authority
* NWLDC and the other district/borough councils have responded and the letter was circulated in September and shared with parishes
* LCC have agreed to look at the timetable and could be open to cross working party group
* NWLDC Leader, Cllr R Blunt, position is that we remain open-minded and consider what is best for the community, however BS was aware that the subject has politically divided councillors.

BS also pointed out the following: * Government will not force authorities to become unitary but will consider proposals
* In order to achieve unitary status a good deal of local support is required from district and parish level, from stakeholders (Police, Fire, Health) and MPs.
* In addition, Government will only consider unitary with over 300,000 population. Therefore, the model LCC are considering could be one or two unitary proposal. If two the split would be either north/south or east/west of the county.
* Another factor that LCC will need to take into account is how services will continued to be delivered to communities. It is not all about money but the quality of services that will then be delivered to all communities by one authority.

ACTIONAny views the parish may have on unitary would they be able to share that with the district council in order for the district council to collate the views of communities and be able to present those to councillors at a future NWLDC council meeting so that the community views are considered. Questions and Answers* Spoke about partners being supportive; what make it more likely to be progessed? The MPs need to champion the proposal, but currently the MP’s in Leicestershire are not.
* How does the city fit in? Currently they are not part of the unitary model put forward by LCC.
* Should we set up a working group? The district council current view is to be open-minded regarding what proposals LCC have but BS confirmed she would keep parishes updated with any information.
* The leader is open minded, how are staff taking it? We are making sure staff are informed but unitary has had an impact on recruitment lately. If unitary was approved then there will be loss of jobs however, they tend to be more senior levels (unitary system would not require seven Chief Executives for instance). But currently the district council is focusing on the job in hand.
* Is there any desire to share services wider between Nottinghamshire (whom are also looking at unitary)? No but there is a separate partnership focusing on economic delivery for East Midlands.
 | **ALL PARISHES** |
| **3** | **HS2 – Bev Smith**BS informed parishes of the support from SLC Rail (Kym Smith kym.smith@slcrail.com) available for the district council and parish councils. BS went through the HS2 timeline highlighting the soon to be released consultation on the working draft environmental and equalities statement. BS stressed the importance of those communities most affected but also those surrounding to put forward their comments to HS2 of the impacts and any suggestion of mitigation. Some of the potential issues/impacts BS mentioned and that parishes might wish to consider are:* Traffic/Routes/Access – where are the roads to be closed, when and the diversion routes, any weight restrictions on route? How will it affect those getting to school, medical facilities, general amenities, place of work if a number of roads are closed therefore staggered the closing of roads?
* Business impacts
* Compounds - what will they store, equipment, vehicles, people? Timings of usage?
* Local service impact
* Loss of facilities, where is the provision going to be relocated?
* Direct impact of properties, compulsive purchase and empty homes
* Noise of the construction
* Landscape -cuttings and viaducts. What will they look like from your communities’ properties?

Parishes and local communities are the ones with the local knowledge and therefore you might know of a road that should only have construction time operating at certain times due to a school being on it and therefore traffic will be awful at peak times. A lot of question that HS2 should be able to answer at their consultation event following the opening of the consultation (dates to be confirmed). BS mentioned the district council would be formally responding. The offer of support from Kym Smith is available to parishes when writing their respond to HS2. ACTION* When the working draft environmental statement and equalities statement comes out to share the links with the clerks.
* All parishes to have a look at the maps and if possible attend one of the community events.
* Those parishes most affect by HS2 to attend a meeting with the district council beginning of November to review where we are and what we know
* Maps to be shared with the parish and town councils

Questions and Answers* Comment from Breedon PC, pleased with the support provided by Kym already.
* Kegworth PC mentioned the impacts of Kegworth are going to be different to other areas but traffic will affect potentially everyone in the district and reiterated that parishes are going to know the local knowledge/intelligence and know the communities traffic movement and pinch points.
* Castle Donington PC agreed with Kegworth PC even though the line has moved the traffic will still have huge impacts for residents, businesses and visitors. Castle Donington has had experienced first-hand with Roxhill, Bypass and Smart Motorway.
* Whitwick PC shared some of the issues they were aware of from HS1 and the petitions communities have raised. BS confirmed this is why HS2 were keen for responses to their consultation, try to get it right first time round rather than have more issues later down the line and get as much as we can right for the district especially with limited benefit.
* Heather PC, will J11 development have an impact? It is a live planning application for employment space and will be dealt with in the normal planning process way.
 | **ET****ALL PARISHES****ET****ET** |
| 4 | **BREXIT – Bev Smith** BS briefing spoke about Brexit, informing the parish like everyone there is limited knowledge of the impacts of Brexit until deal/no deal resolved. However, with the current situation, no deal plan is high risk for the UK. NWLDC are looking at the impact this could have on East Midlands Airport with the changes to boarder control, what impact that might have on the infrastructure and freight imports and exports. BS confirmed that the Business Focus Team are engaging with the smaller and medium business to find out their plans are and encourage any of those businesses to consider what impact Brexit might have on themBS left after this agenda item. |  |
| 5 | **PARKING – Paul Sanders**PS recognised this is an issue for all communities. He spoke about the investment in district council car parking infrastructure and that any income the district council takes from car parking is used for maintenance. However stating that a loss is still made. PS confirmed that the car parking strategy has been delivered and completed. Kegworth PC queried that there has been no feedback on the NWL Car Parking Strategy, they were not aware it had been adopted and delivered. Disappointed in the lack of communication. Community Focus, apologies for the absence of communication on this matter. The district council has improved its communication to parishes but in this instant is appears to have been missed which is disappointing and which we hope will not happen again. The conversation was opened into the types of issues the parishes had. A number had similar issues but others had unique issues such as Kegworth PC with HMO (House of Multiple Occupation) and therefore a terrace property might have six people living there all with cars for work or university. However, all are struggling with the communication and costs from Leicestershire County Council. PS emphasised that a number of the issues spoke about were out of the district council control. Whitwick PC mentioned that their Chairman had asked a working group to be set up to discuss parking issues. It was discussed as an option but decided a working group would not be useful as parishes have different issues so one solution is unlikely to fit all. As this is a national issues, a question was put to all parishes about what solutions were they aware of in other parishes across the country? Unfortunately apart from things that have been tried and tested here (Ellistown PC gave an example of what they have tried and how it worked for a short period but the issues came back), there appears to be a lack of solutions nationally. Castle Donington PC mentioned the involvement they had with the car parking strategy and the agreement with John Richardson on developing parish-parking plans. This was agreed before PS was in post but PS offered we could look at a table of options for parishes, list of the issue or request is who is involved, how to do look into further and what the cost would be. Kegworth PC asked about the contact district council have with LCC Highways. PS confirmed he has in the past had communication with Ian Vears and it could be an avenue we could try. ACTION* Respond to the Whitwick PC that a working group is not to go forward at this stage
* To arrange a meeting with PS, Community Focus, and Clare Proudfoot over creating a highways documents instructing parishes on the services available to them and at what cost.
* Send out what information we had taken from parishes already regarding parking issues locally (to provide this with the above action)
* PS to engage with Ian Vears on local issues, any resolutions possible?
 | **ET****ET****ET****PS** |
| 6 | **DECEMBER PARISH LIAISON – Emma Trahearn**ET mentioned the next parish liaison was to take place 5 December and will be at Castle Donington Community Hub, where mince pies and mulled wine would be available. The topic for December, request from Tom Shardlow, Head of Customer Services: changes to the customer service at the district council. Clerks agreed to this and asked for it to be the sole agenda item.  |  |