# MINUTES OF THE PARISH LIAISON MEETING

# WEDNESDAY, 29November 2017, 5pm – 7pm

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| **Attendance** | | |
| **Attendees**  Alain Skelding, Normanton Village Meeting  Andrew Hogsden, Coleorton Parish Council  Arthur Granger, Ibstock Parish Council  Barbara Granger, Ibstock Parish Council  Brian Duncombe, Charley Parish Council  Chris Hills, Castle Donington Parish Council  Chris Robinson, Swepstone Parish Council  Dawn Roach, Measham Parish Council  Emma Whitehouse, Measham Parish Council  Fiona Palmer, Castle Donington Parish Council  Gill Simkiss, Lockington cum Hemington Parish Council  Helen Foster, Charley Parish Council  Jim Morrison, Long Whatton & Diseworth Parish Council  Karen Edwards, Packington Parish Council  Maureen Havers, Charley Parish Council  Nicola Burbidge Mullen, Belton Parish Council  Norman Williams, Belton Parish Council  Paul Bailey, Normanton le Heath Parish Meeting  Ray Woodward, Whitwick Parish Council  Robert Martin, Packington Parish Council  Samantha Lockwood, Long Whatton & Diseworth Parish Council  Simon Weaver, Hugglescote & Donington le Heath Parish Council  Steve Palmer, Hugglescote & Donington le Heath Parish Council  Sue Roberts, Long Whatton & Diseworth Parish Council  Vic Whitehouse, Swannington Parish Council  **Presenters**  Frances Webster, Leicestershire and Rutland Association of Local Council  Ian Nelson, NWLDC, Planning Policy  Jackie Sykes, NWLDC, Environmental Protection  Jake Atkinson, Leicestershire and Rutland Association of Local Council  Louise Scott, NWLDC, Democratic Services  Melanie Long, NWLDC, Democratic Services  Paul Collett, NWLDC, Community Safety Team  Ruth Mulvany, NWLDC, Environmental Protection  **Officers**  Alex Branford, Stronger and Safer Support Officer  Catherine Ridgway, Community Focus Officer  Chris Brown, Stronger and Safer Team Manager  Daphne Robinson, Community Focus Officer  Emma Trahearn, Community Focus Team Leader  Gillian Squires, Community Focus Officer  Paul Sanders, Head of Community Services  **Apologies**  Martin Buczkiewicz, Osgathorpe Parish Council  Jack Fargher, Ashby de la Zouch Town Council  Colin Manifold, Measham Parish Council | | |
|  | **Detail** |  |
| 1 | **WELCOME AND INTRODUCTION**   * Chris Brown, Stronger and Safer Team Manager, standing in for Head of Service, welcomed everyone to the meeting. * Chris Brown congratulated Measham Youth Club for winning the best building award and ONE Kegworth for winning best community engagement at the Rural Achievement Awards. Also a congratulations for Coalville Heroes for being runners up in the community engagement category and Julie Cook from ONE Kegworth in the unsung hero category. * Chris Brown introduced the new NWLDC Head of Community Services, Paul Sanders who will be chairing future Parish Liaison meetings. |  |
| 2 | **PLANNING –** Ian Nelson, Planning Policy Team Manager  **Local Plan update**   * Ian Nelson reported that Council agreed to adopt the Local Plan. Now follows a six week period where the adoption can be challenged lasting until 2 January. Information has been circulated in relation to this. * If no challenge is received the plan will move forward on 3 January. * If adopted the plan requires an immediate review starting 3 months from adoption. Ian Nelson reported this would be completed around February 2018. * The process of implementation will be ongoing for the next couple of years and will allow increased control over development. * Discussion followed on the withdrawal of Gladmans appeal in Whitwick and Ellistown following the adoption plan being agreed. * Discussion on the area of NWL that is built on being 13% higher than the national average of 6%. Jake Atkinson reported on the website tool which provides a report on development in your local authority. Information on this can be found at:   [http://www.bbc.co.uk/news/uk-41901294](http://www.bbc.co.uk/news/uk-41901294%20%20)  and  <http://www.leicestershireandrutlandalc.gov.uk/news/2017/11/how-much-of-your-area-is-built-on>  **Gypsy/Traveller Plan**   * Ian Nelson reported the Gypsy/Traveller plan is likely to go ahead, at the earliest in February. A request was circulated to provide sites to which there was no response. A sifting process is underway that reduces the number of available sites from 500 to a more reasonable number based on suitability. |  |
| 3 | **YOU, YOUR PARISH AND YOUR POLLING STATION –** Melanie Long, Democratic Services and Support Team Manager and Louise Scott, Electoral Services Officer  **Casual Vacancies**   * Melanie Long requested all casual vacancies be advertised. Parishes can inform the Democratic Services team who will assist in completing the vacancy; parish would just need to put up the notices. * No elections are in place for 2018 but there will be local elections in 2019.   **Polling Station Review**   * Democratic Services are undertaking a polling station review, letters have been circulated regarding the review. This has been bought forward in order for the changes to be in place for the 2019 elections. * Melanie Long asked for both positive and negative statements be submitted to allow for a balanced view. * The meeting was reminded that the review can’t be viewed as a wish list as many of the polling stations are not owned by the District Council, as a result only advice can be given to the owners of the facilities to make the stations fit for purpose. * The deadline to submit feedback is 2nd January * For more information visit the webpage <https://www.nwleics.gov.uk/pages/review_of_polling_districts_and_polling_stations>   **Councillor Emails**   * Melanie Long reported that data regulation changes mean that all district councillors now solely use their North West Leicestershire email address. If in contact with them please be aware they will not respond to their personal email address. This change has been implemented in order to help protect against data protection breaches. |  |
| 4 | **DOG WATCH GOES RURAL –** Jackie Sykes and Ruth Mulvany, Street Environmental Managers  **Dog watch Goes Rural**   * Jackie and Ruth introduced themselves and described a current project being worked on, the Dog Watch Goes Rural Project. Last year the Street Environmental team received a call from a farmer who reported dog fouling had caused a build-up of the neospora parasite in cows causing the loss of 4 calves via abortion. * Discussion followed regarding the fact that for dog fouling convictions can only be in place if the field in question has a public footpath running through it. * A video was played showing one of the tools being used to raise awareness for the Dog Watch Goes Rural campaign. The video shows the effects of dog fouling on cattle and an interview with the farmer in question. * Anyone with any information on similar cases should report this to the street protection team on [street.protection@nwleicestershire.gov.uk](file:///\\fs1\PLANNING$\COMMUNITY%20FOCUS\4.%20%20DISTRICTWIDE\a.%20PROJECTS\3.%20PARISH%20AND%20TOWN%20COUNCILS\Parish%20Liaison%20Meetings\1.%20MEETINGS\2017\4.%2029%20November%202017\minutes\street.protection@nwleicestershire.gov.uk)   **Cameras**   * Hidden cameras can be put in place to try to record dog fouling. In order for cameras to go in communications must be made with the Street Environmental team to help build information. * Although cameras can be effective it sometimes proves difficult to find a suitable place to hide them and in some instances they are stolen. Furthermore, Ruth stressed that it is important to provide good information of repeat incidences as a single incident is almost impossible to deal with. * There is a street enforcement van containing cameras which can be deployed on a needs basis. * To report any dog fouling issues get in touch with Jackie or Ruth on   [street.protection@nwleicestershire.gov.uk](file:///\\fs1\PLANNING$\COMMUNITY%20FOCUS\4.%20%20DISTRICTWIDE\a.%20PROJECTS\3.%20PARISH%20AND%20TOWN%20COUNCILS\Parish%20Liaison%20Meetings\1.%20MEETINGS\2017\4.%2029%20November%202017\minutes\street.protection@nwleicestershire.gov.uk)   * Cameras can be used for persistent littering and fly tipping. * Work has been done with schools to prevent littering but can be revisited. * Discussion followed on the issue of taxi drivers waiting in farm lay-bys around the airport dropping litter. * Partnership working has helped to reduce incidents of dog fouling by around 30% over the last few years. |  |
| 5 | **LRALC UPDATE** – Jake Atkinson, Chief Officer  **Frances Webster**   * Jake Atkinson introduced Francis Webster as the new training and advice manager reporting that this should help the LRALC move forward in a number of areas. Jake encouraged anyone wanting to look into possible trainings to get in contact with Frances on [admin@leicestershireandrutlandalc.gov.uk](mailto:admin@leicestershireandrutlandalc.gov.uk)   **Local Elections**   * Intensive training will be made available following the 2019 local elections to get all the new councillors up to speed. * Jake reminded parishes to reflect this training cost in their budgets. * The LRALC can offer advice on any co-option or election issues. * With Frances in post the LRALC will be enhancing the training on offer, any council that would like to book Frances or Jake in for 1 hour briefings before council meetings on conduct etc they can provide a ‘short, sharp’ session. To do this get in touch with the LRALC office on [admin@leicestershireandrutlandalc.gov.uk](mailto:admin@leicestershireandrutlandalc.gov.uk)   **General Data Protection Regulation**   * All member councils should read the update on the new General Data Protection Regulation which ALL councils must comply with by May 2018. See here for further information: [www.leicestershireandrutlandalc.gov.uk/news/2017/10/new-member-only-briefings---data-protection-and-councillor-disqualifications-consultation](http://www.leicestershireandrutlandalc.gov.uk/news/2017/10/new-member-only-briefings---data-protection-and-councillor-disqualifications-consultation) * Jake reported a need for each parish council to have a data protection officer however there are a number of areas the government haven’t set guidance on yet and some conflicting information has been fed down about whether a clerk can be the data protection officer or not. There has been no specification on the exact role of a data protection officer. * The LRALC are attempting to make the process as easy as possible, one avenue of investigation is to look at external providers. * Discussion followed on the advantages and disadvantages of a blanket requirement for data protection officers across councils.   **Internal Audit Scheme**   * 40 councils across Leicestershire who registered their interest in the internal audit scheme had training in internal auditing as a result the organisations received back a trained and competent auditor. * There is still time to express interest in the scheme by contacting the LRALC.   **LRALC changes**   * The LRALC are becoming a limited company in April 2018, there are no VAT implications. This creates changes in how the company is run. There will be a board of directors made up of councillors and AGMS in which voting can take place for members. Each council is a shareholder in the company, for no cost, and therefore has a place in the voting system and AGM. * Looking to develop training for operational staff and youth specialist courses * Procurement course now available on the LRALC website :- <http://www.leicestershireandrutlandalc.gov.uk/procurement-training.html>   **Precept**   * In the recent newsletter circulated there was advice on things to consider when setting the precept. * With any queries relating to the precept feel free to contact Jake and the team. * Jake reported that the threat of capping seems to be minimal. * Remember to justify any large changes in precept with residents.   Discussion followed regarding data protection regulations being enforced for Councillors not using personal emails for work business. |  |
| 6 | **SAFER PARISHES** – Paul Collett, Community Safety Team Leader   * Paul Collett presented on the members of the NWLDC Community Safety Team, these are, Miriam- Bentley Rose (Equalities Officer), Charlotte Keedwell (Anti-Social Behaviour), Gillian Haluch (Children and Vulnerable Adults Officer), Paul Collett (Team Leader) and Chris Brown (Stronger & Safer Communities Team Manager). * Paul Presented on some of the schemes being worked on by the team currently. These include:  1. **Barn Event**: as a result of an increase in rural theft reported in the 2017 NFU mutual rural crime report steps are being taken to raise awareness on crime and crime prevention methods in farms. This will be done via an event hosted within the rural community. Paul requested anyone who is in contact with any farmers who could host an event to get in touch with him on [paul.collett@nwleicestershire.gov.uk](mailto:paul.collett@nwleicestershire.gov.uk). Dates are unconfirmed as of yet but will be circulated at a later date. 2. **Safeguarding:** Safeguarding is the duty of everyone and covers any issues of vulnerability which can include Abuse, Neglect, Financial difficulties, Housing and substance misuse. The council has a dedicated team of Designated Safeguarding Officers (DSOs) who manage the Safeguarding cases. 3. **Mobile CCTV:** A new mobile CCTV unit has been purchased by the Community Safety team with top of the range camera specs and night vision capabilities. A CCTV deployment request can be made by anyone by submitting a request form, the decision on deployment is made every month in a partnership meeting involving a number of professionals from various organisations. If you would like a copy of the form please email [csafety@nwleicestershire.gov.uk](mailto:csafety@nwleicestershire.gov.uk). Deployment of the camera can take up to two weeks. The deployment of the camera has to meet ethical standards and undergo a Privacy Impact Assessment 4. **Supporting Villages Project:** A voluntary project being worked on with contributions from the council, the idea is to train and equip you to property mark items. You will also have a supply of FREE items to hand out. Each scheme member will have their own box containing shed alarms, window alarms, attack alarms, pens, wraps, stickers and marking kit (creMark) along with training on their uses. For more information contact [csafety@nwleicestershire.gov.uk](mailto:csafety@nwleicestershire.gov.uk)  * Paul also asked for town and parish councils to keep their eye out for the crime survey which will be emailed out in January 2018. * To contact Paul his work phone number is 01530 454719, he can also be reached on the community safety email : [csafety@nwleicestershire.gov.uk](mailto:csafety@nwleicestershire.gov.uk) |  |
| 7 | **AOB**   * Chris Brown encouraged any parish to share Parish Updates as none were submitted for this meeting, he stressed the importance of knowledge sharing and experience around the district. |  |
| 8 | **DATES OF FUTURE MEETINGS** 4.45pm for 5pm start     * Wednesday 28 February 2018 * Wednesday 6 June 2018 * Wednesday 12 September 2018 * Wednesday 5 December 2018 |  |