

**MINUTES OF THE PARISH LIAISON MEETING
WEDNESDAY, 16 MARCH 2016**

Attendance		
Nick	Antill-Holmes	Oakthorpe Donisthorpe and Acresford Parish Council
Martin	Buczkievicz	Osgathorpe Parish Council
Nicola	Burbidge Mullen	Belton Parish Council
Brian	Duncombe	Swannington Parish Council and Charley Parish Council
Lorraine	Ellis	Whitwick Parish Council
Phil	Ellis	Whitwick Parish Council
Mike	Fairlamb	Osgathorpe Parish Council
Jack	Fargher	Ashby de la Zouch Town Council
Stephen	Flook	Packington Parish Council
Helen	Foster	Swannington Parish Council
Roy	Harban	Swannington Parish Council
Maureen	Havers	Charley Parish Council
Andrew	Hogsden	Coleorton Parish Council
Sam	Lockwood	Breedon, Tonge and Wilson Parish Council, Long Whatton & Diseworth Parish Council
Christopher	Miles	Packington Parish Council
Jim	Morrison	Breedon Parish Council
Guest of	Nicola BM	Belton Parish Council
George	Norley	Ellistown and Battleflat Parish Council and Ravenstone with Snibston Parish Council
Fiona	Palmer	Castle Donington Parish Council
Andrea	Robinson	Ashby Woulds Town Council
Chris	Robinson	Sweepstone Parish Council
Vicky	Roe	Packington Parish Council and Kegworth Parish Council
Jan	Shepherd	Heather Parish Council
Gill	Simkiss	Lockington cum Hemington Parish Council
Michael	Specht	Coleorton Parish Council
Andrew	Sumnall	Packington Parish Council
Lindsay	Swinfield	Oakthorpe Donisthorpe and Acresford Parish Council and Appleby Magna Parish Council
Vic	Whitehouse	Swannington Parish Council
Michael	Williams	Measham Parish Council
Ray	Woodward	Whitwick Parish Council
Alison	Wright	Heather Parish Council
Apologies		
Paul	Goodman	Ellistown and Battleflat Parish Council
Rhonda	Dean	Coleorton Parish Council
Officers		
John	Richardson	NWLDC, Head of Community Services
Paul	Coates	NWLDC, Waste Services Manager
Chris	Brown	Stronger & Safer Team Manager
Emma	Trahearn	NWLDC, Community Focus Officer

Catherine Daphne	Ridgway Robinson	NWLDC, Community Focus Officer NWLDC Support Officer	
Minute No.	Detail		
1.	<p>WELCOME AND INTRODUCTION</p> <ul style="list-style-type: none"> John Richardson, Head of Community Services, welcomed everyone to the meeting especially people new to these meetings. These meetings are an opportunity to work together but not dwelling on specific locality questions. Emma Trahearn showed the new information packs for clerks. The information can also be sent out electronically if requested. 		
2.	<p>PLANNING - Katie Mills, Planning Policy Team Leader</p> <p>Katie Mills reported:</p> <p>a) Local Plan</p> <ul style="list-style-type: none"> An Infrastructure Development Plan has been commissioned to analyse and assess current infrastructure provision, the current shortfall and identify existing and future needs and demands from future development. The IDP will then look at how future infrastructure can possibly be delivered. The IDP will be available on 28 June 2016 with the report to full Council. The Local Plan will be reported to the Local Plan Advisory Committee on 18 April 2016 to consider all responses received. Katie will send the link for the papers for this meeting to parishes a week beforehand. The Local Plan will be reported to full council on 28 June 2016. There will then be a six week consultation period followed by submission of the plan to the Planning Inspectorate in September 2016. Katie Mills will check the minutes from the Local Plan Advisory Committee regarding the policy for mixed type housing. A target is set in the Local Plan for provision of affordable housing in accordance with the national definition. <p>b) Gypsy and Traveller Development Plan Document consultation The consultation for the Gypsy and Traveller Development Plan Document is open until 4 April 2016. All comments and suggestions are invited - https://www.nwleics.gov.uk/pages/gypsy_and_traveller_site_allocation_consultation This document will run alongside the Local Plan.</p> <p>c) Section 106 and Community Infrastructure Levy training Catherine Ridgway reported the training on Section 106 and Community Infrastructure Levy is planned for 23 March 2016 6pm – 8pm at Rothley House, Jackson Street, Coalville. This training is being delivered by Lance Wiggins of Landmark Planning.</p>		<p>KM</p> <p>KM</p>
3.	<p>LEICESTERSHIRE AND RUTLAND ASSOCIATION OF LOCAL COUNCILS – Jake Atkinson, Chief Officer</p> <p>Jake reported:</p> <ul style="list-style-type: none"> The latest LRALC Newsletter will be issued within the next few days and is available on the LRALC website – http://www.leicestershireandrutlandalc.gov.uk/ Jake asked for clerks to circulate this to all councillors as it contains critical information for parishes. 		ALL

	<ul style="list-style-type: none"> The Leicestershire Parish Council website service operated by Leicestershire County Council will cease on 31 August 2016 and all parishes will have to arrange a new provider before this date. Grants from the Transparency Fund will be available to cover the costs of setting up a new website. LRALC will circulate information on this when it is available. The Leicestershire County Council quarterly operational meeting with clerks had been well attended on 14 March 2016 and received positive feedback. Support is available from LRALC if any parishes in NWL are interested in applying for the Local Council Awards Scheme. New limits for Section 137 expenditure have been announced. Advice is available from LRALC on this. The new countdown for the External Audit regime will begin on 1 April 2016 and will mean massive changes for parishes. All parishes have been asked to make a decision on their audit arrangements. The body carrying out the external audit will be giving a talk at LRALC on 18 April 2016 at 10am on the practical implications of the new regime. There is a LRALC endorsed service for payroll services for parishes – please contact LRALC office for information (tel 0116 235 3800). 	
4.	<p>PARISH COUNCIL WEBSITE IN LEICESTERSHIRE – Ray Smith and Tina Britt, 2commune Limited</p> <p>Ray Smith reported that 2commune Limited won the contract to provide the website service for parishes in Leicestershire from 1 September 2016. The new website integrates across the three levels of local government and will provide a much improved service. LRALC are holding a presentation on the new website service on 11 April 2016 1.30-2.30. 2commune Limited are happy to demonstrate the new service online or at a future parish liaison meeting.</p>	ALL/WM
5.	<p>WASTE SERVICES UPDATE – Paul Coates</p> <p>Paul Coates gave a presentation outlining the services provided by the Waste Services team. Services offered to parishes include car park cleansing, litter bin emptying and trade waste collection. Paul will promote the collection of Christmas trees in the collections following Christmas to raise awareness of this service.</p> <p>Clare Preston has been appointed as the new Street Scene Team Leader.</p> <p>CLEAN FOR THE QUEEN – Emma Trahearn, Community Focus Officer Emma Trahearn reported on events in NWL in conjunction with the Keep Britain Tidy campaign ‘Clean for the Queen’ over the weekend of 5/6 March 2016. There had been a number of litter picks across the district with 312 bags of rubbish collected by 243 volunteers. Lots of new annual litter pickers have started as a result of this event, including the Coalville Big Tidy Up. Emma mentioned that if parishes or any communities would like to organise a community litter pick to contact Ruth or Jackie, Street Enforcement Officers – street.enforcement@nwleicestershire.gov.uk who will be able to support you with bags and litter pickers. More information is available on the website - https://www.nwleics.gov.uk/pages/cleanforthequeen and http://www.nwleics.gov.uk/pages/organising_a_litter_pick</p>	PC
6.	<p>NORTH WEST LEICESTERSHIRE CAR PARKING STRATEGY UPDATE – John Richardson, Head of Community Services</p> <p>John Richardson reported that following the consultation last year, consultants have been appointed to carry out work on a car parking strategy. This will be</p>	

