

**MINUTES OF THE PARISH LIAISON MEETING
WEDNESDAY, 7 SEPTEMBER 2016**

Attendance

Shaun Ambrose-Jones, Castle Donington Parish Council
Nick Antill-Holmes Oakthorpe, Donisthorpe & Acresford Parish Council
Jake Atkinson, LRALC, Chief Officer
Helena Bhakta, Neighbourhood Policing Commander
Mike Broad, Whitwick Parish Council
Martin Buczkiewicz, Osgathorpe Parish Council
Nicola Burbidge Mullen, Belton Parish Council
Jack Fargher, Ashby de la Zouch Town Council
Helen Foster, Swannington Parish Council
Arthur Granger, Ibstock Parish Council
Barbara Granger, Ibstock Parish Council
Roy Harban, Swannington Parish Council
Andrew Hogsden, Coleorton Parish Council
Les Hollis, Belton Parish Council
Russell Johnson, Hugglescote & Donington le Heath PC
Colin Manifold, Measham Parish Council
Sue McKendrick, Ashby Woulds Town Council
Nicola Mullins, Kegworth Community Library
George Norley, Ravenstone with Snibston PC & Ellistown & Battleflat PC
Fiona Palmer, Castle Donington Parish Council
Dawn Roach, Measham Parish Council
Andrea Robinson, Ashby Woulds Town Council
Chris Robinson, Swebstone Parish Council
Tony Saffell, Castle Donington Parish Council
Jan Shepherd, Heather Parish Council
Gill Simkiss, Lockington cum Hemington Parish Council
Angus Sowter, Castle Donington Parish Council
Michael Specht, Coleorton Parish Council
Andrew Sumnall, Packington Parish Council
Lindsay Swinfield, Appleby Magna PC, Oakthorpe Don & Acresford PC
Patricia Thomas, Ashby Woulds Town Council
Debbie Warren, Oakthorpe, Donisthorpe & Acresford Parish Council
Simon Weaver, Hugglescote & Donington le Heath PC
Alison Wright, Heather Parish Council

Apologies

Helen Dalton, Ellistown & Battleflat PC
Brian Duncombe, Swannington PC & Charley PC
Maureen Havers, Charley Parish Council
Simon Jones, Breedon Parish Council
Nicola Land, Ibstock PC, Swebstone PC, Worthington PC
Sam Lockwood, Long Whatton & Diseworth PC

Officers

Chris Brown, Stronger & Safer Team Manager
Paul Collett, Community Safety Team Leader
Charlotte Keedwell, Community Safety Officer ASB
Wendy May, Community Focus Team Leader
Ian Nelson, Planning Policy Team Manager
Claire Preston, Street Scene Team Leader
John Richardson, Head of Community Services
Gillian Squires, Community Focus Officer
Daphne Robinson, Stronger & Safer Support Officer

	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. John introduced two new members of the Community Safety team - Paul Collett, Community Safety Team Leader and Charlotte Keedwell, Community Safety Officer ASB. 	
2.	<p>THE PROVISION OF POLICE INFORMATION FOR PARISH COUNCILS – Inspector Helena Bhakta and Sgt Dave Wadsworth</p> <ul style="list-style-type: none"> Inspector Helena Bhakta reported that the police are considering a new system to provide information to parishes on local crime. Information provided at the moment is variable across the district. Adopting the new system would allow more officer time on the street rather than on administrative tasks and deliver consistency in information provided to parishes. It will not replace police officers attending at parish council meetings and there is a commitment for officers to attend. Sgt Dave Wadsworth demonstrated the proposed new system – https://www.police.uk/ This is presently set up to include beat information and results of prosecutions and it will be possible to include information on emerging issues and trends, crime prevention advice and links to other information eg Neighbourhood Watch. Parishes were invited to join a pilot of the new system to give feedback to the police. Feedback from the pilot could be fed to the December meeting. Sgt Dave Wadsworth will host two drop in sessions in September for parishes to visit Coalville police station to see the system. Details will be circulated to parishes. 	
3.	<p>STREET CLEANSING – Claire Preston, Street Scene Team Leader</p> <p>a) Street cleansing</p> <ul style="list-style-type: none"> Claire Preston has made changes to street cleansing systems and is considering further changes and improvements. Possible future changes include teams being responsible for all street cleansing work in their areas and electronic recording of data. Claire invited parishes to discuss with her the street cleansing in their areas eg frequency of cleansing, areas to be included. Parishes asked if it is possible to be notified of routes in their areas and notified of issues in their parish eg if a fly tip has been reported and dealt with. The Environmental Protection Team work on lorry litter and issue lorry litter packs (ENVIRONMENTAL.PROTECTION@NWLeicestershire.gov.uk for details). John Richardson will make enquiries regarding the Marks and Spencer lorry litter in Castle Donington. If parishes witness litter caused by refuse crews they are requested to report the date, time and location and appropriate action will be taken - https://www.nwleics.gov.uk/pages/complaints_comments_and_compliments <p>b) Waste carriers licences</p> <ul style="list-style-type: none"> Claire reported that a waste carrier licence is needed to transport waste in private cars. The licence is free and the application process is simple – <ul style="list-style-type: none"> https://www.gov.uk/waste-carrier-or-broker-registration https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers 	<p>ALL</p> <p>JR</p> <p>ALL</p>

	<ul style="list-style-type: none"> Claire Preston will investigate the position on collection and transport of waste in more detail and confirm to parishes . <p>Contact details for Claire Preston - Claire.preston@nwleicestershire.gov.uk</p>	CP
4.	<p>PLANNING – Ian Nelson, Planning Policy Team Manager</p> <p>Ian Nelson reported:</p> <p>a) Local Plan</p> <ul style="list-style-type: none"> Ian Nelson reported that the consultation on the Local Plan closed on 15 August 2016 with more than 400 representations received from 115 representors. If anyone has made a representation and not received an acknowledgement please contact PLANNING.POLICY@NWLeicestershire.gov.uk The planning policy team are looking at the representations, identifying new issues and responding. The plan will be submitted at the end of September for examination. The council website will be updated with progress. A Programme Officer has been appointed and will be contacting representors. The Gypsy and Travellers Development Plan is progressing in parallel with the Local Plan and will be reported to the council's Local Plan Advisory Committee at the beginning of October 2016. 	
5.	<p>LRALC updates – Jake Atkinson, Chief Officer</p> <p>Jake Atkinson reported:-</p> <ul style="list-style-type: none"> Parish Annual Returns should be displayed by 30 September 2016. The 'Good Councillors Guide' will be issued annually in future and can be downloaded in pdf. Parishes need to comply with Pension Auto-Enrolment to avoid a fine (even to confirm they have no employees for whom they have a duty to auto-enrol), Parishes will be consulted on the new LRALC Strategic Plan. The member survey is still open for responses from parishes The link for training at LRALC is: http://www.leicestershireandrutlandalc.gov.uk/training-and-events.html Elections are planned for the LRALC Executive Committee with 3 candidates from North West Leicestershire. LCC highways consultation is ongoing - Maintenance of roads, pavements and verges - consultation summary The parish website server was switched off on 31 August 2016. 2commune Ltd will assist with a new website. The government will be checking on parishes which received transparency code funding in the last financial year. The new parish websites are listed on the district council website http://www.nwleics.gov.uk/pages/parish_councils 	
6.	<p>KEGWORTH COMMUNITY LIBRARY – Nicola Mullins, Kegworth Community Library</p> <ul style="list-style-type: none"> Nicola Mullins reported on the work of the volunteer group which is running Kegworth Community Library since taking it over from Leicestershire County Council in January 2016. Membership of the library has increased but more volunteers are needed to run the library. Everyone congratulated the team at Kegworth Community Library on their achievements with their library. 	

7.	<p>COMMUNITY FOCUS UPDATE – Wendy May, Community Focus Team Leader and Gillian Squires, Community Focus Officer reported:-</p> <p>a) Training/workshop – ‘Calling in planning applications’ 20 September 2016, 6pm at the council offices, Coalville</p> <p>b) Assets of Community Value – parishes are reminded that they can register certain community assets in their parish as ‘Assets of Community Value’ eg the local pub. If an asset is listed and then put up for sale, the new right will give communities a six month option to acquire the asset. Full details and the nomination form are on the website http://www.nwleics.gov.uk/pages/assets_of_community_value</p> <p>c) Small Grant Scheme - up to £500 for new and innovative projects for community and voluntary groups – 50% match funded required.</p> <p>d) Coalville Special Expenses Community Chest - up to £250 to support community activities that meet the needs of residents in Coalville, Bardon, Snibston, Thringstone and Greenhill.</p> <p>e) Green Grants - up to £500 for environmentally focussed community projects, available to groups and organisations. Cash match funding of £500 is required</p> <p>f) Green Shoots has now closed and 12 applications have been received to plant 33,500 bulbs. Delivery arrangements will be notified to applicants.</p> <p>g) Free Tree Scheme – the ever popular scheme offers two free trees to every household in the district. Deadline 24 October 2016.</p> <p>h) Hedge Fund - Open to parish councils, landowners, local groups and schools. Provides up to 30 metres of native hedging (hawthorn, hazel, and field maple). Deadline 24 October 2016. Full details are available on the council website - http://www.nwleics.gov.uk/</p>	
8.	<p>PARISH/TOWN CLERKS NETWORK UPDATE – Andrea Robinson, Clerk to Ashby Woulds Town Council</p> <p>Andrea Robinson reported that the next meeting of the Clerks Network will be on 20 September 2016 at 1pm at Ashby Woulds Town Council and all clerks are invited. If any clerk has not received an invitation to the network please contact Andrea at clerk@aw-tc.co.uk</p>	
9.	<p>COMMUNITY FOCUS TEAM LEADER</p> <p>John Richardson reported that Wendy May has been appointed as the new Cultural Services Manager (Interim). John congratulated Wendy on her new post and expressed thanks for her work with Community Focus and parish liaison.</p>	
	<p>DATES OF FUTURE MEETINGS 4.45pm for 5pm start</p> <p>7 December 2016 1 March 2017 7 June 2017 6 September 2017 6 December 2017</p>	

The meeting commenced at 5.00pm and closed at 6.40pm.