# MINUTES OF THE PARISH LIAISON MEETING

# WEDNESDAY, 7 June 2017, 5pm – 7pm

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| **Attendance** | | |
| **Attendees**  Shaun Ambrose-Jones, Castle Donington Parish Council  Paul Bailey, Normanton le Heath Parish Meeting  Nicola Burbidge Mullen, Belton Parish Council  Karen Edwards, Packington Parish Council  Helen Foster, Swannington Parish Council  Maureen Havers, Charley Parish Council  Andrew Hogsden, Coleorton Parish Council  Russel Johnson, Hugglescote & Donington le Heath Parish Council  Sam Lockwood, Long Whatton & Diseworth Parish Council  Steve Palmer, Hugglescote & Donington le Heath Parish Council  Dawn Roach, Measham Parish Council  Sue Roberts, Long Whatton & Diseworth Parish Council  Andrea Robinson, Ashby Woulds Town Council  David Hignett, Kegworth Parish Council  Jan Shepherd, Heather Parish Council  Gill Simkiss, Lockington cum Hemington Parish  Alain Skelding, Normanton le Heath Parish Meeting  Lindsay Swinfield, Oakthorpe, Donisthorpe & Acresford Parish Council  Pat Thomas, Ashby Woulds Town Council  Simon Weaver, Hugglescote & Donington le Heath Parish Council  Vic Whitehouse, Swannington Parish Council  Norman Williams, Belton Parish Council  Arthur Granger, Ibstock Parish Council  Barbara Granger, Ibstock Parish Council  Chris Hills, Castle Donington Parish Council  Fiona Palmer, Castle Donington Parish Council  Alison Wright, Heather Parish Council  Les Hollis, Belton Parish Council  Colin Manifold, Measham Parish Council  Cathy Tibbles, Whitwick Parish Council  Nicola Land, Ibstock, Worthington & Swepstone Parish Council  Lindsay Swinfield, Oakthorpe, Donisthorpe & Acresford Parish Council  **Guests**  Jake Atkinson, Chief Officer, LRALC  Lesley Panton, Traffic Management Officer, Leicestershire Police  Debbie Collier, Safety Camera Leader, Road Safety Unit, Leicestershire Police  **Officers**  Alex Branford, Stronger & Safer Communities Support Officer  Wendy May, Cultural Services Team Manager  Ian Nelson, Planning Policy Team Manager  John Richardson, Head of Community Services  Catherine Ridgway, Community Focus Officer  Daphne Robinson, Community Focus Officer  Gillian Squires, Community Focus Officer  **Apologies**  Emma Trahearn, Community Focus Team Leader (interim)  Karen Turrell, Ellistown & Battleflat Parish Council  Sue McKendrick, Ashby Woulds Town Council | | |
|  | **Detail** |  |
| 1. | **WELCOME AND INTRODUCTION**   * John Richardson, Head of Community Services, welcomed everyone to the meeting. These meetings are an opportunity to work together but not dwelling on specific locality questions. * John reported the appointment of Bev Smith as Chief Executive of North West Leicestershire District Council. * Congratulations to Ashby-de-la-Zouch Town Council on the recent Quality Gold Award, for best practice and excellence in governance, community leadership and council development. Jake Atkinson, LRALC Chief Officer, can be contacted to help councils apply for similar awards on, [admin@leicestershireandrutlandalc.gov.uk](mailto:admin@leicestershireandrutlandalc.gov.uk) * Congratulations to Measham Parish Council on being the first parish in the county to complete their resilience plan with funding from the resilience forum. For further information on resilience planning <http://www.nwleics.gov.uk/pages/nwl_district_council_emergency_planning>. |  |
| 2. | **PLANNING –** Ian Nelson, Planning Policy Team Manager  **Local Plan update**   * Ian reported that modifications to the local plan had been approved by the Inspector. There will be a 6 week consultation from 12 June 2017 to 24 July 2017. For more information: <http://www.nwleics.gov.uk/pages/local_plan_have_your_say>   Ian Nelson to:   * Circulate an email regarding the consultation. | **IN** |
| 3. | **LEICESTERSHIRE ROAD SAFETY PARTNERSHIP** – Lesley Panton, Traffic Management Officer, Leicestershire Police and Debbie Collier, Safety Camera Team Leader Road Safety Unit, Leicestershire Police  (as requested by Kegworth Parish Council)   * Lesley Panton and Debbie Collier gave a presentation on the Leicestershire Road Safety Partnership. * Contents of the presentation included road casualty reductions and future proposals, parking outside schools and footpaths with signs being issued to attempt prevent of unruly parking, road safety units, speeding complaints, lorry restrictions, FATAL4 and the light energy saving scheme. * ‘Zig-Zag’ shark and ‘anti-footpath parking’ signs are available for £42 for the swing sign and £25 for the banner. * For issues with lorries and lorry restriction rules please contact [rpu.tm@leicestershire.pnn.police.uk](mailto:rpu.tm@leicestershire.pnn.police.uk) * New infrared technology has been tested to help night time speed watching with positive results. * Any old or defective flashing speed signs can be maintained by contacting Leicestershire County Council.   Alex Branford to:   * Circulate electronic copy the road safety presentation. | **AB** |
| 4. | **PARISH UPDATES**  **Castle Donington -** Community Hub update, Cllr Shaun Ambrose-Jones.   * Cllr Shaun Ambrose-Jones gave a presentation on the new community hub in Castle Donington. * The Community Hub aims to incorporate a farmers market, community library, offices, a volunteer centre, internet café with affordable coffees and teas, Citizens Advice Bureau support, function room and more. * The building will be available for trainings. |  |
| 5. | **COMMUNITY FOCUS UPDATE** – Catherine Ridgway, Community Focus Officer.   * Catherine Ridgway presented a list of upcoming trainings that are available. More information can be received by contacting Catherine. Her email address is [catherine.ridgway@nwleicestershire.gov.uk](mailto:catherine.ridgway@nwleicestershire.gov.uk) * Future training dates are as follows:   + Managing Anti-Social Behaviour in Your Area – 22 June 2017   + Community Speed Watch, Get started – 12 July 2017   + S106 / CIL Training – 7 September 2017   + PREVENT is everyone’s responsibility – 21 September 2017 (Coalville) & 26 September 2017 (Ashby)   + Procurement – August 2017   + Planning Enforcement – October 2017   + Safeguarding – October 2017 * Green shoots scheme opens on June 1 and closes 11 August (please note the amended close date). See the link below <http://www.nwleics.gov.uk/pages/green_shoots_grants> * Using the NWLDC planning portal: [http://www.nwleics.gov.uk/pages/view\_planning\_applications](http://www.nwleics.gov.uk/pages/view_planning_applications%20) it is possible to monitor the progress of an application, submit comments about the application, view details of many historic applications, view property details and stay up to date with applications. Training will be available on four dates regarding this page. These dates are:   + Wednesday 5 July 2017 – 6pm   + Wednesday 12 July 2017 – 10am   + Tuesday 18 July 2017 – 2pm   + Tuesday 25 July 2017 – 6pm   Catherine Ridgway to:   * Circulate invites to the community speed watch training.   Julie Summerton to:   * Circulate information on the Green Shoots Scheme. | **CR**  **JS** |
| 6. | **NWL COMMEMORATES (WW1)** – Wendy May, Cultural Services Team Manager   * Wendy May presented on the 100 year anniversary of the end of World War One. * There are a number of events on in the area relating to the anniversary such as 50 weeks/ 50 stories (weekly articles in Coalville Times), one-day community play and a commemorative trail. * Information on events can be found at: <http://www.nwleics.gov.uk/pages/nwleicestershire_commemorates> - this page is an opportunity for you to promote information about what is happening in your town/village. If anyone has events relating to this get in touch with Wendy May on [wendy.may@nwleicestershire.gov.uk](mailto:wendy.may@nwleicestershire.gov.uk) and the district council can help to promote events and initiatives of interest in your community. * Small Grant Scheme – applications to this fund are encouraged that relate to the 100 year anniversary of the end of WW1. |  |
| 7. | **NWL HERITAGE FESTIVAL** – Wendy May, Cultural Services Team Manager   * Heritage open days is a chance to promote events and celebrate our local heritage. * The window to advertise for NWL is Friday 1st until Sunday - 17th September. * There are some small grants available if events need funding. * The website for this access is <https://www.heritageopendays.org.uk/>. * Any further queries can be answered by contacting Katherine Stanley (Cultural Services Engagement Officer) – [katherine.stanley@nwleicestershire.gov.uk](mailto:katherine.stanley@nwleicestershire.gov.uk)   **Wendy May also spoke on the subject of terror threats at local events**   * Advice for local events is to be alert but not alarmed.   Alex Branford to:   * Circulate electronic copy of letter regarding terror threats at events | **AB** |
| 8. | **LRALC UPDATES –** Jake Atkinson, Chief Officer   * LRALC has advertised for a new Deputy Chief Officer role. * New NALC publications are available including the Good Councillor Guide to Planning and Finance and Transparency. These are recommended publications and will be sent out to all councils. They can be downloaded at <http://www.leicestershireandrutlandalc.gov.uk/news/2017/06/nalc-publications---download-your-own-copies> * Jake Atkinson recommended downloading the elector’s rights relating to the upcoming audits to fully understand the elector’s rights during this process. The link for this can be found at : <http://www.leicestershireandrutlandalc.gov.uk/news/2017/05/new> * Training dates and events are available on <http://www.leicestershireandrutlandalc.gov.uk/training-and-events.html> * Precept data is available, showing that the average band D precept is at £61.03 for 17/18. * Jake reminds everyone to pay the LRALC subs that were sent out a few months ago. * Promoted to send as many delegates as possible to the county council annual Parish events. This event has a buffet and is on in the early evening. Full details will be sent on 09/06/2017. Vice Chairman can attend. The event is not aimed to be a discussion of individual problems but a broader approach. |  |
| 9. | **FUTURE AGENDA ITEMS**  6th September   * Update on the dry recyclable procurement. * New guidance on litter picking on verges. * NWLDC Grounds Maintenance, here to help; * Memorial Testing * Tree Management * Play Equipment Checks |  |
| 10. | **DATES OF FUTURE MEETINGS** 4.45pm for 5pm start   * 6th September 2017 * 29th November 2017 |  |
| 11. | **AOB**  John Richardson’s last meeting as Chair |  |