

# MINUTES OF THE CLERKS' MEETING

Wednesday 2 December 2020, 5pm

Virtual meeting via Teams



## Attendance

### Attendees

Andrea Robinson, Ashby Woulds Town Council  
Cllr Eddie Shephard, Ashby Woulds Town Council  
Sam Lockwood, Breedon on the Hill Parish Council  
Cllr Colin Burton, Castle Donington Parish Council  
Fiona Palmer, Castle Donington Parish Council  
Cllr Maureen Havers, Charley Parish Council  
Karen Turrell, Ellistown & Battleflat Parish Council  
Jan Shepherd, Heather Parish Council  
Simon Weaver, Hugglescote & Donington le Heath Parish Council  
Cllr Russell Johnson, Hugglescote & Donington le Heath Parish Council  
Dawn Roach, Measham Parish Council  
Cllr Colin Manifold, Measham Parish Council  
Cllr Paul Bailey, Normanton le Heath Parish Meeting  
Alain Skelding, Normanton le Heath Parish Meeting  
Kelly Grove, Oakthorpe, Donisthorpe & Acresford Parish Council  
Lisa Clarke, Osgathorpe Parish Council  
Cllr Chris Robinson, Swepstone Parish Council  
Cathy Tibbles, Whitwick Parish Council  
'chb1' – Unknown

### Presenters

Paul Sanders, NWLDC, Head of Community Services (PS)  
Lee Mansfield, NWLDC, Environmental Health Team Manager (LM)  
Erin Dunford, NWLDC, Community Hub Team Leader (ED)  
Chris Brown, NWLDC, Stronger and Safer Communities Team Manager (CB)  
Jessica Lloyd-Davies, NWLDC, Community Focus Support Officer (JLD)

### Councillors/Officers

Cllr Andrew Woodman, Portfolio Holder for Community Services  
Catherine Ridgway, NWLDC, Interim Community Focus Team Leader (CR)  
Daphne Robinson, NWLDC, Community Focus Officer (DR)  
Gillian Squires, NWLDC, Community Focus Officer (GS)

### Apologies

Cllr Ray Morris, Breedon Parish Council  
Cllr Keith Merrie, Ellistown & Battleflat Parish Council  
Vicky Roe, Kegworth Parish Council  
Cllr Sarah Tombs, Stretton en le Fields Parish Meeting

	Detail	Actions
1	<p><b>WELCOME – PAUL SANDERS</b></p> <p>PS welcomed everyone to the meeting and outlined the agenda for the evening.</p> <ul style="list-style-type: none"> <li>• PS announced that this would be Chris Brown’s last meeting as he retires today. PS thanked CB for all his hard work, noted that he will be greatly missed and wished him well for the future.</li> <li>• PS introduced Jess Lloyd-Davis and Zara Barnes, who have recently joined the Community Focus team, and congratulated Cat Ridgway on her interim team leader role, covering for Emma Trahearn who is currently on maternity leave.</li> </ul>	
2.0	<p><b>CORONA VIRUS – COMPLIANCE AND ENFORCEMENT PRESENTATION – LEE MANSFIELD</b></p> <p>LM talked through presentation slides, outlining the work that NWLDC has carried out in conjunction with other agencies across Leicester, Leicestershire and Rutland for the past eight months.</p> <p>Slide 5: This explains the structure we’ve put in place for the past few months. North West Leicestershire (NWL) has consistently been at the bottom of the table with regards to cases since March but over the past month our cases have increased significantly.</p> <p>Slide 6: The following slides are based on data up to 24 November and the most accurate data is based on a 7 day rolling programme.</p> <p>Slide 7: The rates are now decreasing nationally and across NWLDC. Rates have come down around 30% nationally and much quicker in Leicestershire over the last seven days.</p> <p>Slide 8: There are four different figures/indicators shown for each district/borough. The main concern for NWLDC is the positivity rate (the percentage of individuals testing positive weekly), with the 60+ age group worst affected.</p> <p>Slide 9: This splits the age brackets; note that rates in NWL are above the English average and the most concerning stat is for the over 60 age bracket.</p> <p>Slide 10: NWL is currently sitting mid table. Note that Oadby &amp; Wigston is significantly above all the other areas in Leicestershire.</p> <p>Slide 11: LM outlined the five factors that decide which tier a locality is placed in. The main factor is the bed occupancy rate; the day the tiers were decided our rate for over 60s remained very high and hospital cases were high. Wave 2 is presenting much greater pressure on the NHS than the first wave.</p> <p>Slide 12: This presents a useful summary of the guidelines for our district.</p>	

	<p>Slides 13-19: These set out the guidelines and restrictions across a range of social and business activities.</p> <p>Slide 20: This week we have had to assess the impact of moving from lockdown to tier 3 for a range of council services.</p> <p>Slide 21: It has been extremely important to get support, including grants, out to businesses as quickly as possible. This has been a major piece of work and NWLDC has had to redeploy people from across the council to ensure this happens swiftly.</p> <p>Slide 22: The press has widely reported that huge numbers of lateral flow tests will be made available in Tier 3 areas, however this is not fully accurate. In Leicestershire and NWL we will use the lateral flow tests to test at high levels within specific areas with a high rate or where there has been an outbreak within a particular business. The county hall test facility has been the best used in all of the Midlands. We are encouraging people to go to a testing area rather than use a home test kit as the turnaround for results is much faster.</p> <p>Slide 23-24: Locally there has been lots of activity during this 2<sup>nd</sup> lockdown period, including providing advice, carrying out checks and visits, dealing with complaints and making proactive visits in high level areas such as supermarkets and schools. We have had to close three car washes that did not adhere to guidelines.</p> <p>Slide 25: NWLDC receives a formal notification of an outbreak from Public Health England and then decides where to place the resource. We have carried out incident control work at a cargo handler and a number of food manufacturing outlets. Most outbreaks have been in supermarkets and schools.</p> <p>Slide 26: Communications has been an important aspect of our work with partners. LM outlined what has been carried out already and what is scheduled to be shared in the coming weeks. LM shared a case study of a younger person who was badly affected, highlighting the importance of communicating that the virus can have major negative impacts on all ages. All communications go through a multi-agency communications cell, which is co-ordinated across all of Leicester, Leicestershire and Rutland.</p> <p><b>Q&amp;A</b></p> <p>Q – Cathy Tibbles, Whitwick PC – when the review is carried out in two weeks will this be at government level or will there be any local decisions?  A – Central government will make any decisions to move a locality from one tier to another but we will be able to influence that at a local level through Public Health England. LM is unsure at this stage if it will look at county level restrictions or go down to district/borough areas.</p>	
<p><b>3.0</b></p> <p>3.1</p>	<p><b>NWLDC COMMUNITY RESPONSE HUB – ERIN DUNFORD</b></p> <p>ED gave an overview of the hub and the work the team is carrying out.</p> <ul style="list-style-type: none"> <li>The hub works very closely with Housing and Safeguarding as there has been a huge increase in safeguarding cases during the pandemic.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Supporting fewer people now, currently have 48 'long term' cases but they are signposting a lot of cases to other services. For example, they closed 30 new cases in November.</li> <li>• Supporting clinically extremely vulnerable (CEV) and clinically vulnerable (CV) individuals, mainly with food shopping and telephone welfare checks.</li> <li>• Had been covering prescriptions before but pharmacies are now paid to cover CEV individuals. The hub is seeing a lot of the CV people coming back to them for help as pharmacies seem to be mainly covering only the CEV individuals.</li> <li>• Getting a lot of cases in but the positive sign is that they're able to close a lot of cases, as are referring people on.</li> <li>• LCC is the top layer of support (safeguarding, adult social care, etc).</li> <li>• The flowchart shows how a resident can get help and how they are signposted through to different services within NWLDC and beyond.</li> <li>• Most CEVs will have received a letter from the government telling them to register online for support via the National Registration Shielding Service System (NSSS) Shielding. However, a lot of people in the CEV category do not have access to the internet so NWLDC has been able to support people with this if they ring through for help.</li> <li>• The hub will make official referrals if NWLDC is unable to help and local CRUs are unable to help; referrals can go through to Red Cross for prescriptions, food banks for food parcels, CAB, Revs and Bens, etc for financial matters.</li> <li>• PS suggested that ED looks to pull together a number of depersonalised case studies from across the district. ED feels there will be many people who would like to share their stories and how the support provided has made such a big difference in their lives.</li> </ul> <p><b>Q&amp;A</b> No questions</p>	<b>ED</b>
4.0	<p><b>UPDATE ON EU EXIT – CHRIS BROWN</b></p> <p>CB shared an update on all the work that various organisations have been doing locally.</p> <ul style="list-style-type: none"> <li>• We worked really hard with businesses last year in preparation for EU Exit in early 2020. This included looking at how to register EU citizens, goods-in and goods-out registration, etc. Then the EU Exit was put off until Christmas 2020, which has been a really helpful time to allow further work to continue.</li> <li>• There seem to be fewer community issues this year. For example last year there were some hate issues reported but there has been evidence of this over the past months.</li> <li>• The same preparation meetings are occurring again this year. We are still unsure of the exact nature of the exit and COVID-19 has massively overshadowed the situation.</li> <li>• Business Focus has been linking in to support local businesses; up to 70% of businesses appear to be ready for EU Exit but there are still more businesses out there that we would like to reach. If you know any local businesses who need help please signpost them to Business Focus.</li> <li>• There has been very little feedback from the community over recent months with regards to EU Exit, as COVID has dominated the news headlines. CB</li> </ul>	<b>ALL</b>

	<p>requested local feedback about any issues arising in communities that parish/town councils may be aware of.</p> <ul style="list-style-type: none"> <li>• There has been a lot of work carried out to prepare Customs, with the key area being East Midlands Airport (EMA). The distribution companies have been doing a huge amount of work in preparation for the EU Exit.</li> <li>• Last year there was a full transport management plan in place for areas surrounding EMA. The plans are still there if required but early indications show that there are unlikely to be any major issues; this is partly due to COVID as the pandemic has massively reduced the number of passengers using EMA.</li> <li>• The most recent local intelligence points to there being no significant likelihood of any issues around food shortages.</li> </ul> <p><b>Q&amp;A</b> No questions</p>	<b>ALL</b>
<b>5.0</b>	<p><b>RELAUNCH OF GRANTS – JESSICA LLOYD-DAVIES</b></p> <ul style="list-style-type: none"> <li>• JLD outlined the range of grant schemes on offer, which reopened at the end of October 2020.</li> <li>• Parish/town councils can apply for green grants and quite a few have been given out over the past few years, with themes such as energy efficiency and litter picking proving popular.</li> <li>• Unfortunately the Green Shoots Grant scheme had to be cancelled this year due to COVID but it is clearly a very popular scheme so the team will be looking to run this again in 2021.</li> <li>• The Free Tree Scheme has also had to be postponed but we are pleased to announce that it will run in early 2021 and will be open for applications from 18<sup>th</sup> January. We will have to run the collection points differently to ensure we remain COVID safe, so this will be run as a drive-through system. For this reason we will be limiting the number of trees for safety reasons.</li> <li>• The Free Tree scheme will then go ahead again as normal in November 2021.</li> </ul> <p><b>Q&amp;A</b> None</p>	
<b>6.0</b>	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• An online survey evaluation form will be sent out with the minutes and presentation.</li> <li>• Please send through any agenda items for the next meeting.</li> <li>• PS wished everyone a very Happy Christmas and New Year.</li> </ul>	<b>ALL</b> <b>ALL</b>
<b>7.0</b>	<p><b>DATE OF NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>• To be confirmed by Community Focus</li> </ul>	<b>CF</b>